## POLICY MANUAL

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* Indicates Section but no Policy

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* Indicates Section but no Policy
DISTRICT LEGAL STATUS –Enablement and Name

The Cedar Rapids Community School District is a school-corporation pursuant to the constitution of the State of Iowa and Iowa law to carry out the governmental function of public education.

The legal name of the District shall be:

CEDAR RAPIDS COMMUNITY SCHOOL DISTRICT,
IN THE COUNTY OF LINN, STATE OF IOWA

The school corporation is located in Linn County, Iowa and its affairs are conducted by elected school officials, the Cedar Rapids Community School District Board of Directors. The Cedar Rapids Community School District and Board of Directors have exclusive jurisdiction over school matters in the territory of the School District.

Legal Reference: Iowa Code §§ 274.1, .2, .6, .7; 278.1(9); 279.8; 594A.
STRATEGIC PLAN

As a school corporation of Iowa, the Cedar Rapids Community School District, acting through its Board of Directors, is dedicated to developing a District Strategic Plan that impacts all aspects of the school system.

Vision
Every Learner: Future Ready

Mission
To ensure all learners experience a rigorous and personalized learning experience so they have a plan, a pathway, and a passion for their future.

Beliefs
Leadership
Innovation
Equity
Student Ownership
Culture/Climate
Student Learning

Focus Areas
Culture – Provide a safe, supportive, collaborative culture in which diversity of every learner is valued and embraced.
Student Learning - Ensure high quality instruction which fosters and inspires academic, social, and emotional learning and growth to meet the needs of every student.
Workforce - Engage and empower a talented and diverse workforce who supports Every Learner: Future Ready.
Resources & Systems - Maximize operational systems and prioritize resources based on student needs while maintaining the financial health of the district.
Strategic Planning Process

Guided by the District’s vision, strategic planning is a process that integrates input from the Board, staff, and community. The process involves the establishment of long-range directional focus areas for the District’s education program from which school improvement priorities will be identified.

The cycle begins with an assessment of District needs that involves broad-based input. The Board and administration will then identify major District needs to establish system indicators which will serve as a guide toward improvement.

In conjunction with the in-depth needs assessment of the District and according to Iowa Code, the Board will authorize the appointment of the School Improvement Advisory Committee, representing administrators, employees, parents, students and community members, to make recommendations and assist the Board in determining the priorities of the District.

School Improvement Priorities

School Improvement Plans are developed annually by the leadership team at each school to reflect the implementation of the District Strategic Plan. Each building staff will utilize the District Strategic Plan along with community input, staff feedback, and information collected from parents and students in addition to other student specific data to guide the development of their improvement plans. The plans will include specific actions in pursuit of school improvement.

The District Strategic Plan and School Improvement Plans will be accessible to the Board and the community. The outcomes of the implementation will be reflected in the next year’s plan as a part of our cycle of continuous improvement.

Teaching and learning are considered the focus for school improvement plans. To that end, school improvement plans should address these components:

- Safe, Supportive, and Collaborative environment
- Effective Teaching
- Guaranteed & Viable Curriculum

Legal Reference: Iowa Code §§ 21; 256.7; 280.12
281 I.A.C. 12.8(1)(b),
Iowa Department of Education website
EQUAL EDUCATIONAL OPPORTUNITY AND NON-DISCRIMINATION

The Cedar Rapids Community School District and its Board of Directors will not discriminate in its educational programs and/or activities on the basis of race, creed, color, gender, sexual orientation, marital status, gender identity, socioeconomic status, national origin, religion, disability, age (except for permitting/prohibiting students to engage in certain activities) or genetic information in accordance with state and federal laws, rules, and regulations.

The District and the Board will not discriminate in employment opportunities on the basis of age, race, creed, color, gender, sexual orientation, gender identity, national origin, religion, disability or genetic information.

The Board requires all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

Student inquiries or grievances related to this policy may be directed to Rod Dooley, Executive Director of Equity, and/or Linda Noggle, Executive Director of Talent Management, Educational Leadership & Support Center, 2500 Edgewood Rd NW, Cedar Rapids, IA, (319) 558-2000; to the Director of the Iowa Civil Rights Commission, 400 East 14th Street, Des Moines, Iowa 50319-1004, 1-800-457-4416; to the Office for Civil Rights Chicago Office, United States Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, Illinois 60661-4544, (312) 730-1560; or to the Equal Employment Opportunity Commission Chicago Office, 500 W. Madison Street, Suite 2000, Chicago, Illinois 60661, 1-800-669-4000. Inquiries may also be directed to the Director, Iowa Department of Education, Grimes State Office Building, 400 East 14th Street, Des Moines, Iowa 50319-0146.

Approved: 10-23-17
**Grievance Procedure**

Students, parents of students, employees, and applicants for employment in the District will have the right to file a formal complaint alleging discrimination under federal and/or state laws, rules, and regulations requiring nondiscrimination in programs and employment.

**Level One - Principal, Immediate Supervisor or Personnel Contact Person**

(Informal and Optional - may be bypassed by the grievant)

Level One is informal and optional and may be bypassed by the complainant, including in instances of sexual discrimination. If a grievant chooses to participate in Level One, the grievant may choose to end the informal Level One process at any time.

Employees with a complaint of discrimination based upon their age, race, creed, color, gender, sexual orientation, gender identity, national origin, religion, disability or genetic information are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally if the parties agree. An applicant for employment with a complaint of discrimination based upon their age, race, creed, color, gender, sexual orientation, gender identity, national origin, religion, disability or genetic information are encouraged to first discuss it with the personnel contact person.

A student, or a parent of a student, with a complaint of discrimination based upon their race, creed, color, gender, sexual orientation, marital status, gender identity, socioeconomic status, national origin, religion, disability, age (except for permitting/prohibiting students to engage in certain activities), or genetic information are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved, with the objective of voluntarily resolving the matter informally if the parties agree.

**Level Two - Compliance Officer**

If the grievance is not resolved at Level One and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Compliance Officer. The grievant will state the nature of the grievance and the remedy requested. The filing of the formal, written grievance at Level Two must be within fifteen (15) working days from the date of the event giving rise to the grievance or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the grievance be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer will investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the involved parties within a reasonable time after receipt of the grievance.

**Level Three - Superintendent/Administrator**

If the complaint is not resolved at Level Two, the grievant may appeal it to Level Three by presenting a written appeal to the Superintendent. Within five (5) working days after the grievant receives the report from the Compliance Officer, the grievant may request a meeting with the Superintendent. The Superintendent may request a meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent within a reasonable time after the receipt of the written appeal. If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process, the parents have a right to an impartial hearing to resolve the issue.

**Level Four - Appeal to Board**

If the grievant is not satisfied with the Superintendent's decision, the grievant can file an appeal with the Board within five (5) working days of the decision. It is within the discretion of the Board to determine whether it will hear the appeal.
The District will take steps to prevent the recurrence of any discrimination and to correct its discriminatory effects on the complainant.

This procedure in no way denies the right of the complainant to file formal complaints with the Iowa Civil Rights Commission, the United States Department of Education Office for Civil Rights or Office of Special Education Programs, the Equal Employment Opportunity Commission or the Iowa Department of Education for mediation or rectification of civil rights complaints or to seek private counsel for complaints alleging discrimination.

The Compliance Officer is:

- Student inquiries or grievances related to this procedure may be directed to Rod Dooley, Executive Director of Equity, and/or Linda Noggle, Executive Director of Talent Management, Educational Leadership & Support Center, 2500 Edgewood Rd NW, Cedar Rapids, IA, (319) 558-2000; to the Director of the Iowa Civil Rights Commission, 400 East 14th Street, Des Moines, Iowa 50319-1004, 1-800-457-4416; to the Office for Civil Rights Chicago Office, United States Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, Illinois 60661-4544, (312) 730-1560; or to the Equal Employment Opportunity Commission Chicago Office, 500 W. Madison Street, Suite 2000, Chicago, Illinois 60661, 1-800-669-4000. Inquiries may also be directed to the Director, Iowa Department of Education, Grimes State Office Building, 400 East 14th Street, Des Moines, Iowa 50319-0146.
Grievance Form for Complaints of Discrimination or Non-Compliance with Federal or State Regulations Requiring Non-Discrimination

I, ____________________________, am filing this grievance because

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

(Attach additional sheets if necessary)

Describe incident or occurrence as accurately as possible:

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

(Attach additional sheets if necessary)

Signature ____________________________

Address ____________________________

Phone Number ____________________________

If student, name ____________________________ Grade Level ____________________________

Attendance center ____________________________

Name of Individual Alleging Discrimination or Non-Compliance

Name ____________________________

Grievance Date ____________________________
State the nature of the complaint and the remedy requested.

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Indicate Principal's or Supervisor's response or action to above complaint.

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Signature of Principal or Supervisor  ________________________________

Approved: 10-09-17
ANNUAL NOTICE OF NON-DISCRIMINATION

The District offers career and technical programs in the following areas of study:

- Agricultural, Food, and Natural Resources
- Arts, Communications, and Information Systems
- Applied sciences, technology, engineering, and manufacturing, including transportation, distribution, logistics, architecture, and construction.
- Health Sciences
- Human Services, including law, public safety, corrections, security, government, public administration, and education and training.
- Business, Finance, Marketing and Management.

The District and the Board will not discriminate in educational programs on the basis of race, creed, color, gender, sexual orientation, marital status, gender identity, socioeconomic status, national origin, religion, disability, age (except for permitting/prohibiting students to engage in certain activities) or genetic information.

The District and the Board will not discriminate in employment opportunities on the basis of age, race, creed, color, gender, sexual orientation, gender identity, national origin, religion, disability or genetic information.

Any person having inquiries concerning the District's compliance with federal and/or state non-discrimination law is directed to contact:

Student inquiries or grievances related to this policy may be directed to Rod Dooley, Executive Director of Equity, and/or Linda Noggle, Executive Director of Talent Management, Educational Leadership & Support Center, 2500 Edgewood Rd NW, Cedar Rapids, IA, (319) 558-2000; to the Director of the Iowa Civil Rights Commission, 400 East 14th Street, Des Moines, Iowa 50319-1004, 1-800-457-4416; to the Office for Civil Rights Chicago Office, United States Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, Illinois 60661-4544, (312) 730-1560; or to the Equal Employment Opportunity Commission Chicago Office, 500 W. Madison Street, Suite 2000, Chicago, Illinois 60661, 1-800-669-4000. Inquiries may also be directed to the Director, Iowa Department of Education, Grimes State Office Building, 400 East 14th Street, Des Moines, Iowa 50319-0146.

These individuals have been designated by the District to coordinate the District's efforts to comply with federal and/or state non-discrimination laws.

Approved: 10-23-17
CONTINUOUS NOTICE OF NON-DISCRIMINATION

The District and the Board will not discriminate in educational programs on the basis of race, creed, color, gender, sexual orientation, marital status, gender identity, socioeconomic status, national origin, religion, disability, age (except for permitting/prohibiting students to engage in certain activities) or genetic information.

The District and the Board will not discriminate in employment opportunities on the basis of age, race, creed, color, gender, sexual orientation, gender identity, national origin, religion, disability or genetic information.

There is a grievance procedure for processing complaints of discrimination. Any person having inquiries concerning the District's compliance with federal and/or state non-discrimination law is directed to contact:

Student inquiries or grievances related to this policy may be directed to Rod Dooley, Executive Director of Equity, and/or Linda Noggle, Executive Director of Talent Management, Educational Leadership & Support Center, 2500 Edgewood Rd NW, Cedar Rapids, IA, (319) 558-2000; to the Director of the Iowa Civil Rights Commission, 400 East 14th Street, Des Moines, Iowa 50319-1004, 1-800-457-4416; to the Office for Civil Rights Chicago Office, United States Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, Illinois 60661-4544, (312) 730-1560; or to the Equal Employment Opportunity Commission Chicago Office, 500 W. Madison Street, Suite 2000, Chicago, Illinois 60661, 1-800-669-4000. Inquiries may also be directed to the Director, Iowa Department of Education, Grimes State Office Building, 400 East 14th Street, Des Moines, Iowa 50319-0146.

These individuals have been designated by the District to coordinate the District's efforts to comply with federal and/or state non-discrimination laws.

Approved: 10-23-17
ARTICLE 2  BOARD GOVERNANCE AND OPERATIONS  (Series 200)

Policy  Adm Reg  Number  Number

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204* BOARD MEMBER SERVICES
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211.1 Citizen Complaints

* Indicates Section but no Policy

February 2020
BOARD CODE OF ETHICS

The Board commits itself and its members to ethical, professional, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board Members.

As a member of the Board of Education of the Cedar Rapids Community School District, I will strive to improve public education. As such, I will:

- Abide by the oath of office, federal law, and state law
- Always remember that the greatest priority is the educational welfare of the students
- Delegate authority for administration of District day-to-day operations to the Superintendent as the Board Executive, who will entrust the Board to set and monitor policy
- Recognize our responsibility is governance and not management
- Recognize my limitations as an individual member of the Board and will not attempt to exercise individual authority over the organization or staff
- Recognize that authority rests with the Board in legal session and not with individual members of the board, except where authorized by law
- Recognize that the Superintendent is accountable only to the Board as an organization, and not to individual Board Members. Therefore, the relationship between the Superintendent and individual members of the Board, including the Chair, is collegial, not hierarchical
- Provide the community with a high level of Board performance and maintain standards of excellence in District operations by completing routine evaluations of the Superintendent
- Respect the confidentiality of information that is privileged under applicable law
- Attend all regularly scheduled Board meetings insofar as possible and become informed about the issues to be considered at those meetings
- Recognize that I should endeavor to make policy decisions only after full discussion at publicly held Board meetings
- Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups
- Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community
- Stay current on educational issues by individual and collaborative study, and through professional learning opportunities, such as those sponsored by state and national school board associations
- Support the employment of a highly qualified diverse workforce to serve as school staff and insist on a expect regular and impartial evaluations of all staff
- Avoid being placed in a position of conflict of interest
• Take no private action that will compromise the Board or administration

• Communicate public reaction to Board policies and school programs with other Board members and the Superintendent

• Promptly address breeches of the Board’s Code of Ethics

Legal Reference: Iowa Code §§ 21; 68B; 69;71.1; 277.28; 279.7A. 279.8, 301.28
Legal Status of the Board of Directors

As prescribed by the Iowa Code, the Board, acting on behalf of the District, will have jurisdiction over school matters within the territory of the District.

The Board is empowered to make policy for its own governance, for employees, for students and for District facilities. The Board is also empowered to enforce its policies. The Board may, through its quasi-judicial power, conduct hearings and rule on issues and disputes confronting the District.

The Board has these powers and all other powers expressly granted to it in federal and state law as well as the powers that can be reasonably implied from the expressed powers.

Legal Reference:  Iowa Code §§ 28E; 274.1-.2; 279.8
Board of Directors of Ind. School Dist. of Waterloo v. Green, 259 Iowa 1260, 147 N.W.2d 854 (1967)
281 I.A.C. 12.1(2)
Responsibilities and Authority of Board of Directors

The Board of Directors is authorized to govern the District which it oversees. As the governing Board of the District, the Board has three duties to perform: legislative, executive, and evaluative.

As a representative of the citizens of the District community, the Board is responsible for legislating policy for the District consistent with the laws of the general assembly and Administrative Rules related to the operation, control, and supervision of public schools in the district. As a policy-making body, the Board has jurisdiction to enact policy with the force and effect of law for the management and operation of the District.

It is the responsibility of the Board, under the Board's executive duty, to select its chief executive officer, the superintendent, to operate the District on the Board's behalf. The Board delegates to the superintendent its authority to carry out Board policy, to formulate and carry out rules and regulations, and to handle the administrative details in a manner which supports and is consistent with Board policy.

The Board has a responsibility to review the education program's performance under its evaluative duty. The Board regularly reviews the education program and ancillary services. The review includes a study of the facts, conditions and circumstances surrounding the amount of funds received or expended, and the education program's ability to achieve the Board's educational philosophy and goals for the District.

Members of the Board shall have authority only when acting as a Board legally in session. Individual Board members exercise authority over district affairs only as they vote to act at a legal meeting of the Board. In other instances, an individual Board member, including the President, will have power only when the Board, by vote, has delegated authority. The Board shall not be bound in any way by any statement or action on the part of an individual member except when such statement or action is based on a specific instruction of the Board. Therefore, the Board may transact business only with a quorum present during a regular, special, or emergency meeting.

Pursuant to the state statutes, any Board member shall not seek individually to influence the official functions of the District. The Board and its individual members will address administrative services through the superintendent and will not give orders to any subordinates of the superintendent either publicly or privately but may make suggestions and recommendations.

Legal Reference: Iowa Code §§ 274.1; 279.1, .8, .20; 280.12
281 I.A.C. 12.3(2)
Composition and Term of Office

The Cedar Rapids Community School District Board of Directors is authorized by and derives its organization from the Code of Iowa. The Board shall consist of seven directors, elected by qualified voters of the entire District. One director shall be from each of the four designated director Districts and three directors shall be members-at-large. Citizens wanting to run for a position on the Board must be a citizen of the District, an eligible elector of the District, and free from a financial conflict of interest with the position.

Board members elected for a full term at a regularly scheduled school election in November, of odd-numbered years, serve for four years. Members appointed by the Board to fill a vacant position will serve until the next scheduled school election, unless there is an intervening special election for the school district, in which event a successor shall be elected at the intervening special election. A Board member elected to fill a vacancy will serve out the unexpired term. The terms shall be overlapping so that no more than four directors are elected at one time.

Legal Reference: Code of Iowa §§ 69.12; 274.7; 279.6-7
**Board Elections**

School Board elections take place on the first Tuesday after the first Monday in November of odd-numbered years. Citizens of the District seeking a seat on the Board must file their nomination papers with the Board Secretary, or the Board Secretary's designee, in accordance with the timelines established by law. Each candidate shall be a qualified voter of the District and of the designated director District, if appropriate, a citizen of the District, an eligible elector of the District, and free from a financial conflict of interest with the position.

If a vacancy occurs on the Board it may be filled by Board appointment within 30 days of the vacancy. If the Board does not fill the vacancy by appointment, the Board Secretary will call a special election to fill the vacancy. The County Commissioner of Elections shall publish the notices required by law for special elections, and the election shall be held not sooner than thirty days nor later than forty days after the thirtieth day following the occurrence of the vacancy. Candidates for a seat created by a vacancy must file their nomination papers 25 days before the special election.

It is the responsibility of the County Commissioner of Elections to conduct School Board elections.

**Legal Reference:** Code of Iowa §§ 39; 45, 63, 69; 274.7; 277; 278.1, 279.7
Board Vacancies

A vacancy occurs when a Board member resigns, forfeits (as defined by the Code of Iowa), or otherwise leaves the office. A vacancy also includes, but is not limited to, the following:

- Failure to be properly elected
- Failure to qualify within the time fixed by law
- Failure to reside in the school district or director district
- A court order

If a vacancy occurs prior to the expiration of a term of office, the vacancy will be filled by Board appointment within 30 days of the vacancy and consistent with Iowa law. If the Board chooses to appoint, the Board Secretary shall post notice of the Board’s intent to fill the vacancy by appointment in a newspaper having general circulation in the District. The notice must state that the electors of the school district have the right to file a petition within 14 days of the publication of the notice requiring that the vacancy be filled by special election. The Board may appoint to fill the vacancy after the notice is published or after the vacancy occurs, whichever is later. The newly appointed Board member will hold office until a successor is elected and qualified at the next scheduled school election. However, if the next regular school election is within 180 days or less, then an appointment to fill the vacancy until the next regular school election may be made.

If the Board is unable to fill a vacancy by appointment within 30 days after the vacancy occurs, or if a valid petition is filed within 14 days of notice, the Board Secretary will call a special election to be held no sooner than 60 days and not later than 70 days after the vacancy occurred. Candidates for a seat created by a vacancy must file their nomination papers 25 days before the special election. A Board member elected at the special election will serve the remaining portion of the unexpired term. Each candidate shall be a qualified voter of the District and of the designated director District if appropriate, a citizen of the District, an eligible elector of the District, and free from a financial conflict of interest with the position.

Legal Reference:  
Code of Iowa §§ 69, 277.29; 279  
Good v. Crouch, 397 N.W.2d 757 (Iowa 1986).  
1944 Op. Att'y Gen. 39
**Conflict of Interest**

Board members must be able to make decisions objectively. It is the responsibility of each Board member to be aware of an actual or potential conflict of interest. It is also the responsibility of each Board member to take the action necessary to eliminate such a conflict of interest. Should a conflict of interest arise, a Board member should not participate in any action relating to the issue from which the conflict arose. A Board member shall disclose and abstain from voting on any item that may be a potential conflict of interest.

Each Board member shall sign a “Conflict of Interest Disclosure” form at the annual or organizational Board meeting and a record of said form will be noted in the School Board minutes. The disclosure form will be maintained by the Board Secretary.

**Conflicts of Interest would include but not necessarily be limited to the following:**

- Receiving direct or indirect compensation from the District, unless exempted in this regulation, for anything other than reimbursement of actual and necessary expenses, including travel, incurred in the performance of official duties.

- Acting as an agent for a school textbook or school supply company, or for a company which provides any other goods or services which does business with the District during the Board member’s term of office.

- Conducting District business with the spouse of a Board member during the term of the Board member. (The payment of compensation to any other family member is within the discretion of the Board.)

- Engaging directly or indirectly (through a Board member’s immediate family members) in any outside employment or activity which is in conflict with the Board member's official duties and responsibilities. (See definition of immediate family below.)

**Generally, the following would NOT be considered a conflict of interest:**

- Participation in a contract that is a bond, note or other obligation of a school corporation if the contract is not acquired directly from the school corporation, but is acquired in a transaction with a third party, who may or may not be the original underwriter, purchaser, or obligee of the contract.

- Participation in a contract in which a Board member has an interest solely by reason of employment if the contract was made by competitive bid, in writing, publicly invited and opened, or if the affected Board member’s remuneration for employment will not be directly affected as a result of the contract and duties of employment do not involve any of the preparation or procurement of any part of the contract and the affected Board member abstains from voting on the contract.

- Receiving compensation from the District for contracts to purchase goods or services if the benefit to the Board member does not exceed $6,000 in a fiscal year or if the contracts are made by the Board, upon competitive bid in writing, publicly invited and opened. A Board member shall disclose and abstain from voting on any item that may be a potential conflict of interest.

(For purposes of this regulation, immediate family members include: one’s parents, step-parents, siblings, spouse, children, step-children, foster children, in-laws, sibling in-laws, grandparents, great grandparents, step-great grandparents, grandchildren, aunts, uncles, nieces, and nephews.)

In determining whether outside employment or activity of a Board member or a Board member’s immediate family creates a conflict of interest, situations in which an unacceptable conflict of interest is deemed to exist include, but are not limited to, any of the following:
(1) The outside employment or activity involves the use of the District's time, facilities, equipment and supplies or the use of the District badge, uniform, business card or other evidence of office to give the Board member or member of the Board member's immediate family an advantage or pecuniary benefit that is not available to other members of the general public.

(2) The outside employment or activity involves the receipt of, promise of, or acceptance of more or other consideration by the Board member or a member of the Board member's immediate family from anyone other than the state or the District for the performance of any act that the Board member would be required or expected to perform as part of the Board member's regular duties or during the hours in which the Board member performs service or work for the District.

(3) The outside employment or activity is subject to the official control, inspection, review, audit, or enforcement authority of the Board member, during the performance of the Board member's duties of office or employment.

If the outside employment or activity is employment or activity in (1) or (2) above, the Board member must cease the employment of or activity. If the activity or employment falls under (3), then the Board member must:

- Cease the outside employment or activity; or,
- Publicly disclose the existence of the conflict and refrain from taking any official action or performing any official duty that would detrimentally affect or create a benefit for the outside employment or activity. Official action or official duty includes, but is not limited to, participating in any vote, taking action to influence any vote, or providing any other official service or thing that is not available generally to members of the public in order to further the interests of the outside employment or activity.

Iowa Code: §§ 39.1, .2, 68B, 71.1, 277.27, 279.7A 301.28
22 C.F.R § 518.42

Approved: 10-28-85
Reviewed: 03-27-89
Revised: 05-08-89
Reviewed: 06-08-92
09-25-95
11-23-98
04-14-03
Reviewed: 12-08-08
08-23-10
04-27-15
08-26-19
**Board Qualifications**

Serving on the Board of Directors is an honor and privilege. Individuals who are willing to serve on the Board of Directors should believe public education is important, support the democratic process, willingly devote time and energy to Board work, respect staff and have the ability to examine the facts and make decisions. The Board believes an individual considering a position on the school Board should possess these characteristics.

Citizens wanting to run for a position on the Board must be an eligible elector in the school district and director district (if any) at the time of the election. An eligible elector meets all of the requirements to register to vote but does not have to be registered to vote.

An eligible elector must be:
- A citizen of the United States
- A resident of Iowa
- At least 18 years old

An eligible elector may not:
- Be a convicted felon (unless voting rights have been restored by appropriate authorities)
- Be currently judged incompetent to vote by a court
- Claim the right to vote in any other place

Information regarding school board candidacy is provided in a guide prepared by the Iowa Secretary of State’s Office to assist candidates and the public in meeting the requirements of Iowa’s election laws.

Legal Reference: Code of Iowa §§ 63; 68B; 277.4, .27; 279.7A
Board Liability

Board of Directors will not be held personally liable for actions taken in the performance of their duties and responsibilities vested in them by the laws of Iowa and the members of the District community. In carrying out the duties and responsibilities of their office, Board members will act in good faith.

The District will defend, save harmless and indemnify Board members against tort claims or demands, whether groundless or otherwise, arising out of an alleged act or omission occurring within the scope of their official duties, unless the act constitutes a willful or wanton act or omission. However, the District cannot save harmless or indemnify Board members for punitive damages.

Legal Reference:  Code of Iowa §§ 670
Gifts to Members of the Board of Directors

Members of the Board of Directors may receive a gift on behalf of the school district. A Board member or an immediate family member of a Board member shall not, directly or indirectly, accept or receive any gift or series of gifts from a restricted donor. A Board member or an immediate family member of a Board member shall not solicit any gift or series of gifts from a restricted donor at any time.

A restricted donor may give, and a Board member or the Board member’s immediate family member, may accept an otherwise prohibited nonmonetary gift or a series of otherwise prohibited nonmonetary gifts if the nonmonetary gift or series of nonmonetary gifts is donated within thirty days to a public body, the department of administrative services, or a bona fide educational or charitable organization, if no part of the net earnings of the educational or charitable organization inures to the benefit of any private stockholder or other individual. All such items donated to the department of administrative services shall be disposed of by assignment to state agencies for official use or by public sale.

A “restricted donor” is defined as a person or other entity which:

* Is seeking to be, or is a party to, any one or any combination of sales, purchases, leases or contracts to, from or with the school district;
* Will be directly and substantially affected financially by the performance or nonperformance of the Board member’s official duty in a way that is greater than the effort on the public generally or on a substantial class of persons to which the person belongs as a member of a profession, occupation, industry or region; or
* Is a lobbyist or a client of a lobbyist with respect to matters within the school district’s jurisdiction.

A “gift” is the giving of anything of value in return for which something of equal or greater value is not given or received. However, “gift” does not include any of the following:

* Contributions to a candidate or a candidate’s committee.
* Informational material relevant to a Board member’s official functions, such as books, pamphlets, reports, documents, periodicals or other information that is recorded in a written, audio or visual format.
* Anything received from a person related within the fourth degree by kinship or marriage, unless the donor is acting as an agent or intermediary for another person not so related.
* An inheritance.
* Anything available or distributed free of charge to members of the general public without regard to the official status of the Board member.
* Items received from a bona fide charitable, professional, educational or business organization to which the Board member belongs as a dues paying member if the items are given to all members of the organization without regard to individual members’ status or positions held outside of the organization and if the dues paid are not inconsequential when compared to the items received.
* Actual expenses of a Board members for food, beverages, registration, travel, and lodging for a meeting, which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the Board member has participation or presentation responsibilities.
* Plaques or items of negligible resale value given as recognition for the public services of the Board member.
* Food and beverages provided at a meal that is part of a bona fide event or program at which the Board member is being honored for public service.
* Nonmonetary items with a value of three dollars or less that are received from any one donor during one calendar day.
* Items or services solicited or given to a state, national or regional government organization in which the state of Iowa or the school district is a member for purposes of a business or educational conference, seminar or other meeting or solicited by or given to state, national or regional government organizations, whose memberships and officers are primarily composed of state or local government officials or employees for purposes of a business or educational conference, seminar or other meeting.
* Items or services received by members or representatives of members as part of a regularly scheduled event that is part of a business or educational conference, seminar or other meeting that is sponsored and directed by any state, national or regional government organization in which the state of Iowa or the school district is a member or received at such an event by members or representatives of members of state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees.

* Funeral flowers or memorials to a church or nonprofit organization.

* Gifts which are given to a Board member for the Board member’s wedding or twenty-fifth or fiftieth wedding anniversary.

* Payment of salary or expenses by the school district for the cost of attending a meeting of a subunit of an agency when the Board member’s whose expenses are being paid serves on a board, commission, committee, council or other subunit of the agency and the Board member is not entitled to receive compensation or reimbursement of expenses from the school district for attending the meeting.

* Gifts of food, beverages, travel or lodging received by a Board member if all of the following apply: (1) The Board member is officially representing an agency in a delegation whose sole purpose is to attract a specific new business to locate in the state, encourage expansion or retention of an existing business already established in the state or to develop markets for Iowa businesses or products. (2) The donor of the gift is not the business or businesses being contacted. However, food or beverages provided by the business or businesses being contacted which are consumed during the meeting are not a gift. (3) The Board member plays a significant role in the presentation to the business or businesses on behalf of the Board member’s agency.

* Gifts other than food, beverages, travel, and lodging received by a Board member which are received from a person who is a citizen of a country other than the United States and are given during a ceremonial presentation or as a result of a custom of the other country and are of personal value only to the Board member.

* Actual registration costs for informational meetings or sessions which assist the Board member in the performance of the Board member’s official functions. The costs of food, drink, lodging, and travel are not “registration costs” under this paragraph. Meetings or sessions which a Board member attends for personal or professional licensing purposes are not “informational meetings or sessions which assist a public official or public employee in the performance of the person’s official functions” under this paragraph.

An “honorarium” is anything of value that is accepted by, or on behalf of, a Board member as consideration for an appearance, speech or article. An honorarium does not include any of the following:

* Actual expenses of a Board member for registration, food, beverages, travel or lodging for a meeting, which is given in return for participation in a panel or speaking engagement at a meeting when the expenses relate directly to the day or days on which the Board member has participation or presentation responsibilities;

* A nonmonetary gift or series of nonmonetary gifts donated within thirty days to a public body, an educational or charitable organization or the Iowa department of general services; or

* A payment made to a Board member for services rendered as part of a private business, trade or profession in which the Board member is engaged if the payment is commensurate with the actual services rendered and is not being made because of the person’s status as a Board member of the district, but, rather, because of some special expertise or other qualification.

It shall be the responsibility of each Board Member to know when it is appropriate to accept or reject gifts or an honorarium.

Legal References: Iowa Code Ch. 68B

Approved: 05-14-18
ORGANIZATION OF THE BOARD OF DIRECTORS

The Cedar Rapids Community School District Board of Directors is authorized by and derives its organization from Iowa law. The Board of Directors will consist of seven members. Board members are elected by director district or at-large.

The Board is organized for the purpose of setting policy and providing general direction for the District. The Board will hold its organizational meeting, in odd-numbered years, at the first regular meeting following the canvass of votes or at the annual meeting held after August 31st of even-numbered years. During odd-numbered years, the retiring Board will transfer Board-related materials and responsibility to the new Board.

The Annual Meeting allows the outgoing Board to approve minutes of its previous meetings, complete unfinished business and review the school election results. The retiring Board will adjourn, and the new Board will then begin their Organizational Meeting.

The Board Secretary, as President Pro-Tem, will preside over the meeting until a new Board President is elected and will call the Organizational and Regular Meeting to order. The Board Secretary will administer the oath of office to the newly elected Board members. The Board Secretary will then call for nominations for the election of a President of the Board. Once elected, the Board Secretary will administer the Oath of Office to the President. The newly elected President will then preside over the meeting and call for the election of the Vice President. Once elected, the Board Secretary will administer the Oath of Office to the Vice President. The President and Vice-President will be entitled to vote on all matters before the Board.

The board president and vice president are each elected to a one-year term at the organizational meeting in odd-numbered years and at the annual meeting in even-numbered years.

Code of Iowa: §§ 274.2; 275.23A; 277.23, .28, .31; 279.1, .5, .7, .8, .33
281 I.A.C. 12.3

Cross Reference: Regulation 202.1

Approved: 01-26-09
Revised: 07-19-10
02-23-15
12-09-19
Annual and Organizational Meetings

At the first regular meeting following the canvass of votes during odd-numbered years or at the annual meeting held after August 31st during even-numbered years, the Board of Directors shall conduct the annual organizational meeting. Notice of the meeting’s place and time will be given by the Board Secretary according to the Code of Iowa.

The purpose of the annual meeting is to transfer Board related materials and responsibility from the outgoing Board to the new Board. The organizational meeting of the Board will be held in two parts: the annual meeting of the outgoing Board and the organizational meeting of the new Board. During the annual meeting of odd-numbered years, the Board will review election results and the Board Secretary will present the county auditor’s official report on the latest elections. Official results are recorded in the minutes. In addition, financial highlights from the preceding year will be shared. The meeting of the retiring Board will adjourn.

At the second organizational and regular meeting of the Board, the Board Secretary, as President Pro-Tem, will preside over the meeting until a new Board President is elected. During this meeting, the Board Secretary will administer the oath of office to the new members. Once the new members are qualified, the Board Secretary will call for nominations for the election of a President of the Board; nominations need not be seconded. The Board will then vote on the nominations. The Board Secretary will announce the results of the vote and administer the oath of office to the newly-elected President who will hold office for one year. The newly elected President will call for nominations for the election of a Vice-President of the Board; nominations need not be seconded. The Board will then vote on the nominations. The Board Secretary will announce the results of the vote and administer the oath of office to the newly elected Vice-President who will hold office for one year. Once elected, the President and Vice-President will be entitled to vote on all matters before the Board.

Code of Iowa: §§ 274.2; 275.23A; 277
281 I.A.C 12.3

Approved: 06-09-80
Revised: 09-24-84
06-22-87
Reviewed: 02-27-89
06-08-92
09-25-95
10-12-98
04-14-03
Revised: 01-26-09
06-28-10
02-09-15
Reviewed: 11-18-19
**Election of Board Officers**

After the Directors-elect have been qualified during odd-numbered years or during the annual organizational meeting held during even-numbered years, the Board Secretary shall call for nominations for the Office of President. Nominations do not require a second. The Board Secretary may determine "nominations closed" after sufficient time has been given for all who wish to make nominations. After nominations have been declared closed, the Board Secretary will call for a roll call vote, unless there is more than one Director nominated. If more than one Director is nominated for the Office of the President, ballots shall then be distributed by the Board Secretary to each Board member present. Each Board member shall complete the ballot by placing a mark in front of the name of a nominee and then signing his/her own name on the ballot. The Board Secretary shall collect the ballots and read the name of the director on each ballot and the name of the nominee marked on the ballot. If one nominee receives a majority vote of the members present, that member shall be elected President. If a majority vote for any nominee is not achieved on the first ballot, the procedure is repeated until a nominee receives a majority of votes cast.

The Office of Vice-President shall be determined in the same manner as the President.
**Oath of Office**

The Board of Directors are officials of the state. As a public official, each Director must pledge to uphold the Iowa and the United States Constitution and carry out the responsibilities of the office to the best of the Board member's ability.

Each newly elected Director will take the oath of office prior to any action taken as a school official. The oath of office is taken by each new Director elected at the school election at or before the Organizational meeting of the Board. In the event of an appointment or special election to fill a vacancy, the new Board member will take the oath of office within 10 days of the appointment or election.

Directors elected to offices of the Board will also take the same oath of office but replacing the office of Board of Directors with the title of the office to which they were elected.

The oath of office is administered by the Board Secretary and does not need to be given at a Board meeting. In the event the Board Secretary is absent, the oath may be administered by another Director.

"Do you solemnly swear that you will support the Constitution of the United States and the Constitution of the State of Iowa, and that you will faithfully and impartially to the best of your ability discharge the duties of the office of ______________ (naming the office) in ______________ (naming the district) as now and hereafter required by law?"

**Code of Iowa:** §§ 277.28; 279.1, .6

**Approved:** 01-26-09  
**Revised:** 02-09-15  
**Reviewed:** 11-18-19
Board Officers

The Officers of the Board of Directors shall be the President, Vice-President, Secretary, and Treasurer. The President and Vice-President shall be members of the Board of Directors and shall be elected separately by a majority vote of the Board at its organizational or annual meeting and serve a one-year term of office.

The Secretary and Treasurer shall be appointed by the Board from outside its membership. To finalize the appointment, the Board Secretary and Board Treasurer will take the oath of office during the meeting at which the individuals are appointed or no later than ten days thereafter and shall hold office until their successors are appointed and qualified.

The Board shall appoint a temporary President or Secretary, in the absence of the regular officers.

Code of Iowa: § 279
Board Secretary

The Board Secretary shall be appointed by the Board from outside its membership. To finalize the appointment, the Board Secretary will take the oath of office during the meeting at which the individual is appointed or no later than 10 days thereafter and shall hold office until his/her successor is appointed and qualified.

It is the responsibility of the Board Secretary, as custodian of District records, to preserve and maintain the records and documents pertaining to the business of the Board; to keep complete minutes of special and regular Board meetings, including closed sessions; to keep a record of the results of regular and special elections; to keep an accurate account of school funds; to sign warrants drawn on the school funds after Board approval; and collect data on truant students. The Board Secretary will also be responsible for filing the required reports with the Iowa Department of Education.

The Board shall appoint a temporary Board Secretary, in the absence of the regular appointed officer. However, if the Board Secretary is unable to fulfill the responsibilities set out by the Board and the law, the Board Treasurer will assume those duties until the Board Secretary is able to resume the responsibility or a new Board Secretary is appointed.

Code of Iowa: §§ 64; 279.3, .5, .7, .32, .33, .35; 291.2-.4, .6-.8, .10-.11; 299.10
281 I.A.C. 12.3(1)
Board Treasurer

The Board Treasurer shall be appointed by the Board from outside its membership. To finalize the appointment, the Board Treasurer will take the oath of office during the meeting at which the individual is appointed or no later than 10 days thereafter and shall hold office until his/her successor is appointed and qualified.

It is the responsibility of the Board Treasurer to oversee the investment portfolio, to receive funds of the District, to pay out the funds for expenses approved by the Board, to maintain accurate accounting records for each fund, to report monthly regarding the investment portfolio and the status of each fund and to file required reports with the appropriate state agencies and other entities. It will also be the responsibility of the Board Treasurer to work with the Board Secretary to coordinate the financial records, the financial reports, the cash flow needs and the investment portfolio of the District.

If the Board Treasurer is unable or unwilling to carry out the duties required, it is the responsibility of the Board Secretary to carry out the duties of the Board Treasurer.

Code of Iowa: §§ 12B.10; 12C; 279.3,.31-.33; 291.2-.4, .8, .11-.14
281 I.A.C. 12.3(1)

Approved: 12-22-76
Reviewed: 07-02-79
06-27-83
08-24-87
03-13-89
06-08-92
09-25-95
Revised: 10-26-98
Reviewed: 04-14-03
Revised: 01-26-09
02-09-15
Reviewed: 11-18-19
Board President

The Board President shall be a member of the Board of Directors and shall be elected by a majority vote of the Board at its organizational in odd-numbered years, or at the annual meeting in even-numbered years, to serve a one-year term of office. Board members elected to offices of the Board will take the Oath of Office.

It is the responsibility of the Board President to lead a well-organized Board in an efficient and effective manner. The President of the Board shall preside at all Board meetings and shall be responsible for the orderly conduct of the meeting. The Board President will set the tone of the Board meetings and, as the representative of the consensus of the Board, speak on behalf of the Board to the public. The President may represent the Board/District at official or ceremonial events and shall perform all other duties required by law.

The duties of the President may be delegated by the Board to the Vice-President or another Board member, if the President is temporarily unable to serve. When the Vice President is not available, the position shall be assumed by the member with the longest continuous seniority on the Board. The Board shall appoint a temporary President in the absence of the regular elected officer. However, if the President of the Board is unable or unwilling to fulfill or complete the term of office, then the Board of Directors shall re-elect a new President when the current President steps down or resigns.

The President, in addition to presiding at the Board meetings, will take an active role in Board decisions by discussing and voting on each motion before the Board in the same manner as other Board members. The President shall be entitled to vote on all matters that come before the Board. However, before making or seconding a motion, the Board President will turn over control of the meeting to either the Vice-President or other Board member.

Prior to Board meetings, the President will consult with the Superintendent and Board Secretary on the development of the agenda for the meeting. The President has the authority to call special meetings of the Board.

The President, as the chief officer of the District, will sign employment contracts and sign other contracts and District warrants approved by the Board. The Board President will appear on behalf of the school corporation in causes of action involving the District.

Code of Iowa: §§ 279.1-.2; 291.1

Approved: 10-11-04
Revised: 01-26-09
06-28-10
04-27-15
Reviewed: 11-18-19
Board Vice President

The Vice President of the Board shall be a member of the Board of Directors and shall be elected by a majority vote of the Board at its organizational in odd-numbered years, or at the annual meeting in even-numbered years, to serve a one-year term of office. Board members elected to offices of the Board will take the Oath of Office.

By this election, if the Board President is unable or unwilling to carry out the duties required, it is the responsibility of the Vice President of the Board to carry out the duties of the President. If the President is unable or unwilling to complete the term of office, the Vice President will serve as President for the balance of the President's term of office, and a new Vice President will be elected.

In addition, the duties of the Board President may be delegated by the Board to the Vice President if the President is temporarily unable or unwilling to carry out the duties required. When the Vice President is not available, the position shall be assumed by the member with the longest continuous seniority on the Board. However, if the Vice President of the Board is unable or unwilling to fulfill or complete the term of office, the Board of Directors shall re-elect a new Vice President when the current Vice President steps down or resigns.

The Vice President will take an active role in Board decisions by discussing and voting on each motion before the Board in the same manner as other Board members. The Vice President shall be entitled to vote on all matters that come before the Board. The Vice President may accept control of the meeting from the Board President when the President wishes to make or second a motion.

Code of Iowa: §§ 279.5
Board Committees

*Ad Hoc Committees* (Board appointed – Subject to Open Meetings Law)
Whenever the Board deems it necessary, the Board may appoint a committee composed of residents, employees, and/or students to assist the Board. Committees formed by the Board are ad hoc committees. The principles of good Board procedure indicate that the use of standing committees is not desirable inasmuch as standing committees set up by any type of Board tend to make decisions that are properly made by the entire Board and to assume administrative responsibility that should properly be delegated to the appropriate administrators. Therefore, there shall be no Board standing committees.

The Board of Education may appoint ad hoc committees in accordance with applicable state statutes and the following guidelines:

- All Board appointed committees shall be advisory in nature to the Board and administration and will have no duty or responsibility other than those specifically stated by the Board.

- The duties and responsibilities of all Board appointed committees shall be determined by the Board and applicable state statutes.

- The primary function of an ad hoc committee is to give specific advice and recommendations. The advice and recommendations should focus on the purpose and duties established and approved by the Board.

- All Board appointed ad hoc committees must comply with applicable open meetings statutes and regulations; however, the committee is not required to publish their minutes.

- Membership of Board appointed committees shall be approved by the Board, and may be restructured at the Board’s discretion. Preference for vacancies on Board appointed committees is given to District residents. In placing members who represent key partners, all reasonable effort should be made to have those representatives also be District residents. Non-District residents may be appointed to committees if they represent the District or key District partners. The committee will select its own chairperson, unless the Board designates otherwise.

- The committee shall be responsible for preparing and submitting to the Board a report and any preliminary reports consistent with the committee's purpose. The report shall contain the findings of the committee and, when appropriate, shall include recommendations for the Board’s consideration.

- The Board retains the authority to make a final decision on the issues.

- Unless otherwise prescribed, the advisory committee shall be disbanded in accordance to the needs of the committee and Board approval.

Board appointed committees, which are subject to the Open Meetings Law, include, but are not limited to, the School Improvement Advisory Committee, Audit Committee, Diversity Committee, Facility Master Plan Oversight Committee, SILO Oversight – Technology Committee, and the Instructional Materials Reconsideration Committee.

To set the stage for efficient Board and committee work:
- Every Board member may have the opportunity to serve on at least one District committee, but preferably no more than two committees.
- Every Board member may serve on a committee in an ex-officio capacity, non-voting member.
- Committee assignments may be made according to the background, expertise and schedule of each member.
Committee Work Outside of the School District (non-Board appointed)
As a representative of the Board of Education, Board members may occasionally serve as liaisons to committees or organizations outside of the School District for the purpose of reciprocal communication. The President, with Board consensus, will appoint these liaisons.

To set the stage for efficient Board and committee work:
- Every Board member may have the opportunity to serve on at least one committee outside of the School District, but preferably no more than two committees.
- Committee assignments may be made according to the background, expertise and schedule of each member.
- Committee appointments may be reviewed annually.

Examples of committees outside of the School District include the Cedar Rapids Museum of Art, and the Cedar Rapids Conference Board.

Code of Iowa: §§ 21; 279.8; 280.12(2) (2013)
281 I.A.C. 12.3(3), .3(8); .5(8)
O.A.G., Nov. 18, 1993

Cross Reference: Procedure 204.4a
Regulation 1002.1

*Ad Hoc- a Latin phrase which means “for this purpose.” Done for particular purpose: done or set up solely in response to a specific situation or problem, without considering wider or longer-term issues

Approved: 05-27-80
Reviewed: 02-27-89
06-08-92
09-25-95
11-23-98
04-14-03
Revised: 06-27-05
04-13-09
04-26-10
01-13-14
02-09-15
10-26-15
Conflict of Interest – Board-Appointed Committees

Members of Board-appointed committees must be able to make recommendations objectively. It is the responsibility of each committee member to be aware of an actual or potential conflict of interest. It is also the responsibility of each committee member to take the action necessary to eliminate such a conflict of interest. Should a conflict of interest arise, a committee member should not participate in any action relating to the issue from which the conflict arose. A Board-appointed committee member shall disclose and abstain from discussing or voting on any item that may be a potential conflict of interest.

Each Board-appointed committee member shall sign a “Conflict of Interest Disclosure” form at the first committee meeting of the fiscal year. The disclosure form will be maintained by the appropriate District Office.

Conflicts of Interest would include but not necessarily be limited to the following:

- Receiving direct or indirect compensation from the District, unless exempted in this regulation, for anything other than reimbursement of actual and necessary expenses, including travel, incurred in the performance of official duties.
- Acting as an agent for a school textbook or school supply company, or for a company which provides any other goods or services which does business with the District during the committee member's term of office.
- Conducting District business with the spouse of a committee member during the term of the committee member.
- Engaging directly or indirectly (through a committee member personally or committee member’s immediate family members) in any outside employment or activity which is in conflict with the committee member's official duties and responsibilities. (See definition of immediate family below.)
- Committee member’s personal or spouse/child’s ownership of or employment by an organization doing business with the CRCSD. (Employment may not cause vacation of position yet requires disclosure on the conflict of interest disclosure form.)

Generally, the following would NOT be considered a conflict of interest:

- Participation in a contract that is a bond, note or other obligation of a school corporation if the contract is not acquired directly from the school corporation, but is acquired in a transaction with a third party, who may or may not be the original underwriter, purchaser, or obligee of the contract.
- Participation in a contract in which a committee member has an interest solely by reason of employment if the contract was made by competitive bid, in writing, publicly invited and opened, or if the affected committee member’s remuneration for employment will not be directly affected as a result of the contract and duties of employment do not involve any of the preparation or procurement of any part of the contract and the affected committee member abstains from voting on the contract.
- Receiving compensation from the District for contracts to purchase goods or services if the benefit to the committee member does not exceed $2,500 in a fiscal year. A committee member shall disclose and abstain from voting on any item that may be a potential conflict of interest.

(For purposes of this regulation, immediate family members include: one’s parents, step-parents, siblings, spouse, children, step-children, foster children, in-laws, sibling in-laws, grandparents, great grandparents, step-great grandparents, grandchildren, aunts, uncles, nieces, and nephews.)
In determining whether outside employment or activity of a committee member or a committee member’s immediate family creates a conflict of interest, situations in which an unacceptable conflict of interest is deemed to exist include, but are not limited to, any of the following:

1. The outside employment or activity involves the use of the school District's time, facilities, equipment and supplies or the use of the school District badge, uniform, business card or other evidence of office to give the committee member or member of the committee member's immediate family an advantage or pecuniary benefit that is not available to other members of the general public.

2. The outside employment or activity involves the receipt of, promise of, or acceptance of more or other consideration by the committee member or a member of the Committee member's immediate family from anyone other than the state or the school District for the performance of any act that the Committee member would be required or expected to perform as part of the Committee member's regular duties or during the hours in which the Committee member performs service or work for the school District.

3. The outside employment or activity is subject to the official control, inspection, review, audit, or enforcement authority of the Committee member, during the performance of the Committee member's duties of office or employment.

If the outside employment or activity is employment or activity in (1) or (2) above, the Committee member must cease the employment of or activity. If the activity or employment falls under (3), then the Committee member must:

- Cease the outside employment or activity; or,
- Publicly disclose the existence of the conflict and refrain from taking any official action or performing any official duty that would detrimentally affect or create a benefit for the outside employment or activity. Official action or official duty includes, but is not limited to, participating in any vote, taking action to influence any vote, or providing any other official service or thing that is not available generally to members of the public in order to further the interests of the outside employment or activity.

Code of Iowa: §§ 39.1, .2, 68B, 71.1, 277.27, 279.7A 301.28 (2013)

1988 Op. Att'y Gen. 21
1986 Op. Att'y Gen. 10

Approved: 09-13-10
Revised: 05-11-15
**Legal Counsel**

It is the responsibility of the Board of Directors to employ legal counsel to assist the Board and the administration in carrying out their duties with respect to the legal issues confronting the District. The Board of Directors may appoint legal counsel at its annual meeting.

The Superintendent and Board Secretary have the authority to contact the Board's legal counsel on behalf of the Board when the Superintendent or Board Secretary believes it is necessary for the management of the District. In addition, the Board President may contact and seek advice from the Board's legal counsel in matters related to the performance of his/her official duties. The Board's legal counsel will attend both regular and special Board meetings upon the request of the Board President or the Superintendent.

Board members may contact legal counsel upon approval of a majority of the Board. It is the responsibility of each Board member to pay the legal fees, if any, of an attorney the Board member consulted regarding matters of the District unless the Board has authorized the Board member to consult an attorney on the matter.

It is the responsibility of the Superintendent to keep the Board informed of matters for which legal counsel was consulted if the legal services will involve unusual expense for the District.

**Code of Iowa:** § 279.37

*Bishop v. Iowa State Board of Public Instruction*, 395 N.W.2d 888 (Iowa 1986)
Types of Board Meetings

Open Meetings
A gathering of a majority of Board members in which deliberation of an issue within the jurisdiction of the Board takes place is a Board meeting. A gathering for the purpose of social or ministerial action will not constitute a Board meeting where there is no discussion of policy or no intent to avoid the purpose of the open meetings law. Meetings of the Board will be conducted in an open meeting unless a Closed Session is authorized by law or the meeting is exempt from the open meetings law.

The term “open meeting” means that the meeting is open to the public to observe and listen to the proceedings of the meeting. The term “open meeting” does not mean the public may join in the Board’s discussion.

Annual Meeting
Each year after August 31 and prior to the organizational meeting of the Board of Directors in odd-numbered years, the Board will hold its annual meeting. At the annual meeting, the Board will examine the financial books and settle the secretary's and treasurer's statements for the fiscal year ending the preceding June 30. As part of the annual reports, the treasurer will present affidavits from depository banks. The Board may also appoint the Board's legal counsel at the annual meeting.

Regular Meetings
Regular meetings of the Board of Directors will generally be held at 5:30 p.m. on the second and fourth Monday of each month, unless otherwise scheduled by the Board or established by law. Public notice of the meetings will be given.

Special Meetings
Special meetings may be determined by the Board of Directors, called by the President, or called by the Board Secretary upon written request of at least four members of the Board. Should a special meeting be called, public notice will be given. Only the purpose or issue for which the special meeting was called may be discussed and decided in the meeting. The Board will strictly adhere to the agenda for the special meeting and action on other issues will be reserved for the next regular or special Board meeting.

Emergency Meetings
Emergency meetings are held when the Board of Directors must act immediately and cannot wait the required 24-hour notice period for a special meeting. If the special meeting called is an emergency meeting and the Board cannot give public notice in its usual manner, the Board will give public notice of the meetings as soon as practical and possible in light of the situation. Emergency meetings will only be held when an issue cannot wait twenty-four hours necessary for a special meeting. The reason for the emergency meeting and why notice in its usual manner could not be given will be stated in the minutes. Only the purpose or issue for which the special meeting was called may be discussed and decided in the special meeting. The Board will strictly adhere to the agenda for the special meeting and action on other issues will be reserved for the next regular or special Board meeting.

Closed Sessions
Closed sessions may be held only for reasons defined in Chapter 21.5 of the Iowa Code. Closed sessions take place as part of an open meeting. The item for discussion in the closed session will be listed as part of the tentative agenda on the public notice. The motion for a closed session, stating the purpose for the closed session, will be made and seconded during the open meeting. In order to go into closed session, when six or seven members of the Board are present, an affirmative roll call vote of five members shall be necessary. In the event only four or five members of the Board are present, an affirmative roll call vote of all members shall be necessary. A recording and detailed minutes shall be kept by the Board Secretary. The minutes and recording will be sealed and will not be public records open to public inspection. The minutes and recording will only be available to Board members or opened upon court order in
an action to enforce the requirements of the open meetings law. Real estate related minutes and recordings may be made public after the real estate transaction is completed. All documentation shall be kept for one year from the date of the meeting and disposed of by the Board Secretary according to the Code of Iowa and Board Regulation 202.10. Final action on matters discussed in the closed session will be taken in an open meeting.

Exempt Meetings
The Board may also hold an Exempt Meeting for the following: negotiating sessions, strategy meetings of public employers or employee organizations, mediation and the deliberative process of arbitration; to discuss strategy in matters relating to employment conditions of employees not covered by the collective bargaining law; to conduct a private hearing relating to the recommended termination of a teacher's contract. The private hearing however, in the teacher's contract termination will be recorded; and to conduct a private hearing relating to the termination of a probationary administrator's contract or to review the proposed decision of the administrative law judge regarding the termination of an administrator's contract.

Since gatherings of this type are exempt from the open meetings requirements, they can be held without public notice, be separate from an open meeting, be held without recording the gathering or taking minutes and be held without a vote or motion.

Work Sessions
The Board may hold work sessions in order to acquaint members of the Board with information concerning the operation of the District or to allow time for planning and thoughtful discussion. Topics for discussion and study will be announced publicly in conformance with the provisions of the Open Meetings law. No official action will be taken at a Work Session.

Code of Iowa: §§ 20, 21, 22 and 27 and 279
Notification of Meetings

Public Notice
It is the responsibility of the Board Secretary to give public notice of Board meetings and work sessions. The public notice will indicate the date, time, place, and tentative agenda for all Board meetings by posting the notice near the front entrance of the Educational Leadership and Support Center at least 24 hours in advance of the meeting.

Notification of meetings will be provided to any news media organization that has filed a written request to that effect with the Board Secretary. Board meeting information shall also be disseminated through the District Web site, video re-broadcasts and social media platforms, and responses to individual requests.

In the case of special meetings, public notice will be given in the same manner as for a regular meeting unless it is an emergency meeting. In that case, public notice of the meeting will be given as soon as practical and possible in light of the situation. The media and others who have requested notice will be notified of the emergency meeting. Attendance at a special meeting or emergency meeting by the media or Board members will constitute a waiver of notice.

Persons wishing to view the tentative agenda may do so at the central administration Board Secretary’s office or by visiting the District website. Persons wishing to view supporting documents may be able to do so if the documents are subject to disclosure according to law.

Notice to Board Members
Board members shall receive the Board agenda no less than three (3) days prior to each meeting. These documents are the private property of the Board member. In the case of special meetings, a notice specifying the time and place of the meeting shall be delivered to each member by electronic notification.

Code of Iowa: §§ 21.2-.4; 279.1,.2
Dobrovolny v. Reinhardt, 173 N.W.2d 837 (Iowa 1970)
Agendas for Board Meetings

The agendas for each work session and regular or special meeting shall be prepared by the Superintendent and Board Secretary, in consultation with the Board President. The agendas shall set forth the order of business and, in the case of the regular meeting agenda, will contain supporting information for the various items of business, along with the recommendations of the Superintendent/designee. Additional supporting items pertaining to the established agenda may be submitted at any time prior to the meeting. Except in special circumstances, the agendas and supporting documents shall be submitted to the Board for review no fewer than three days before the date of the meeting. The agenda and documents are the private property of the Board member. Persons wishing to view the tentative agenda and may do so at the central administration Board Secretary’s office or by visiting the District website. Persons wishing to view supporting documents may be able to do if the documents are subject to disclosure according to law.

The Board will take action only on the items listed on the agenda posted with the public notice. Items added to the agenda may be discussed or taken under advisement by the Board only if the item is time sensitive and would be considered detrimental to the District if waiting for the 24 hours emergency meeting. If an added item is acted upon, the minutes of the Board meeting will state the reason justifying the immediate action.

Persons requesting to place an item on the agenda must make a request to the Superintendent or Board Secretary prior to the drafting of the tentative agenda. The person making the request must state the person's name, address, purpose of the presentation, action desired and pertinent background information. Requests from the public may be added to the tentative agenda at the discretion of the Superintendent after consultation with the Board President.

Consent Agendas
In order for a more efficient administration of Board meetings, the Board of Directors may elect to use a consent agenda for the passage of noncontroversial items or items of a similar nature. Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school buildings and grounds, open enrollment requests, or approval of various schedules.

By using a consent agenda, the Board has consented to the consideration of certain items as a group under one action item. Items may be removed from the consent agenda at the request of a Board member.

Code of Iowa §§ 21; 279.8
Conduct of Meetings/Quorum

Action by the Board of Directors regarding the affairs of the District may be taken only when a quorum, a majority of the Board Members, is in attendance at the Board meeting. The presence of four Board members will constitute a quorum and are sufficient number to transact business of the District. If Board Members are unable to attend meetings in person, they may attend meetings electronically provided each member can hear and be heard in real time by all members present and the public.

An affirmative vote of a majority of the votes cast is sufficient to pass a motion or take action, unless a vote of greater number is stipulated by law or Board policy.

In most cases, voice voting shall be used. However, a roll call vote shall be taken when required by law and in the following instances:

- Employment of personnel
- Actions related to budget and tax levies
- Election resolutions
- Bond issue resolutions

In addition to the above, a roll call vote shall be taken at the discretion of the President or upon the request of a Board member.

Board meetings shall be conducted in an orderly manner that encourages free discussion and promotes constructive thinking and action. The Board shall not consider itself bound by the rules of any certain manual of parliamentary procedure. In the event a dispute concerning procedure arises, the Board President may use the latest edition of Robert Rules of Order.

Code of Iowa: §§21.5(1) and 279.4

Approved: 05-27-80
Reviewed: 02-27-89
Revised: 04-06-92
Reviewed: 09-25-95
Revised: 01-11-99
Reviewed: 04-14-03
Revised: 02-09-09
04-27-15
11-18-19
Minutes of Meetings

In compliance with legal requirements, a complete and accurate set of the Board meeting minutes shall be maintained permanently by the Board Secretary. The minutes of each meeting shall include, as a minimum, the following items: a record of date, time, place, members present, action taken, and the vote of each member. Financial records of receipts and expenditures shall be included with the minutes.

The minutes shall constitute the official record of Board proceedings, shall be open for public inspection during business hours at the Educational Leadership and Support Center, and shall be electronically transmitted to a newspaper having general circulation in the District no later than two weeks after adjournment of the meeting. The minutes shall be kept in an official record (book or electronically) designated for the publication of the minutes.

Minutes waiting approval at the next Board meeting shall be available for inspection during business hours at the Education Leadership and Support Center after the Board Secretary has completed transcription from meeting notes.

Closed Session Minutes
The Board Secretary shall maintain written minutes and recordings of all Closed Sessions, as required by law. The minutes and the recording will restate the motion made in the open meeting, the roll call vote, the members present, and the time the closed session began and ended.

The detailed minutes and recording will be sealed and will not be public records open to public inspection. The minutes and recording will only be available to Board members or opened upon court order in an action to enforce the requirements of the open meetings law. Real estate related minutes and recordings may be made public after the real estate transaction is completed. The recordings and the written minutes will be kept for one year from the date of the meeting. Annually, the Board Secretary shall request permission from the Board to erase recordings older than one calendar year.

Code of Iowa: §§ 21, 22, 279.8, .35, .36, 291.6-11; 618.3
281 Iowa Administrative Code 12.3(1)
1952 Op. Att'y Gen. 133

Approved: 05-27-80
Revised: 06-22-87
Reviewed: 02-27-89
Revised: 03-13-89
Reviewed: 06-08-92
09-25-95
10-12-98
04-14-03
Revised: 02-09-09
04-27-15
11-18-19
Public Participation in Board Meetings and Public Hearings

The Board encourages citizens to attend Board meetings. 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, at a specific time during the meeting. If the pressure of business or other circumstances dictate, the Board President may decide to limit and/or not set time aside for citizen participation. Citizens may address the Board concerning any subject within the Board’s jurisdiction.

All complaints concerning individual District employees or challenges to instructional materials should be presented to the District administration or the Board in writing, signed by the complainant. All such complaints or challenges, if presented to the Board directly, will be referred to the District administrator as outlined in Board policy.

“Public Hearings” may be held on District matters at the discretion of the Board. Public notice of a Public Hearing will be made in the same manner as for a Board meeting unless it is impossible or impractical to do so, or the law requires otherwise. Prior to the hearing, the Board President/designee will inform speakers of the rules of order to be followed regarding time limitations, questions, remarks, and rebuttals. In no event will a speaker be allowed to take the time of another speaker. Speakers are asked to keep their remarks relevant to the subject matter and as succinct as possible.

“Delegations, Petitions, and Communications” provides an opportunity for public input. Information brought forth will receive consideration during any relevant future decision-making process involving the subject matter of the presentation. Questions addressed to the Board will be referred to the appropriate staff and may receive a reply at a later time or meeting. In order to abide by the Open Meetings Law, there will be no dialogue between Board members and the public at Board meetings except to clarify the nature of questions or comments. Citizens wishing to present petitions to the Board may do so at this time. The Board however, will only receive the petitions and not act upon them or their contents.

Persons who wish to be heard by the Board during either public hearings or public input times must complete a form “Request to Address the Board” which is available at the Board meeting. The completed form will be submitted to the Board President/Board Secretary who will recognize the speaker. Each participant is to limit his/her remarks to five (5) minutes. A five (5) minute time limit has been established to allow participation by as many persons as possible, while at the same time permitting the Board time to thoroughly consider all agenda items. Additional supporting material may be submitted in writing.

The President shall be responsible for the orderly conduct of the meeting, including termination of presentations that are inappropriate, discourteous, or too lengthy. If there are several speakers on the same topic, the President may limit the number of presenters or length of time devoted to the topic. The Board President has the authority to declare a recess at any time.

The orderly process of the Board meeting will not be interfered with or disrupted. Only those speakers recognized by the Board President will be allowed to speak. If disruptive, the individual causing disruption may be asked to leave the Board meeting.

Legal Reference: Iowa Code §§ Ch. 21; 26.12; Ch. 24; 279.8, .10; 297.22
**Board-Superintendent Relationships**

The citizens of the District elect a Board of Education, which is empowered by law with broad responsibility to maintain a thorough and efficient system of public education. Chief among the Board's responsibilities is to employ a Superintendent of Schools to function as executive officer and professional adviser to the Board. The interrelationship of the Superintendent of Schools and the Board of Education is critical to strong and effective leadership of the District.

As chief officer and professional adviser, the Superintendent of Schools is directly responsible to the Board of Education to execute its policies and decisions consistent with legal requirements and ethical standards of the profession.

To further facilitate the role relationship between the Superintendent and the Board, the following additional responsibilities are established in the spirit of team management:

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<th>BOARD</th>
<th>SUPERINTENDENT</th>
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<tr>
<td>1) to select a competent educational leader as superintendent</td>
<td>1) to provide educational leadership and effectively administer the school system</td>
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<tr>
<td>2) to exercise its role as a policymaking body and judge the effective implementation of these policies</td>
<td>2) to make recommendations for policy, formulate and enforce policy and procedures to implement policy, and provide evaluation data on policy and program effectiveness</td>
</tr>
<tr>
<td>3) to delegate the administration of the schools to the Superintendent and to provide to the Superintendent written evaluation of his/her performance through an established evaluative process</td>
<td>3) to make Board policy effective through efficient administration</td>
</tr>
<tr>
<td>4) to maintain a solemn commitment to be open minded, to read, to study, to participate in professional learning activities, and to seek every opportunity to keep informed on all school matters</td>
<td>4) to keep the Board currently informed in all areas pertaining to the operation of the schools, and to participate in appropriate professional learning and leadership development activities</td>
</tr>
<tr>
<td>5) to maintain an organizational chart, recommended by the Superintendent, that provides personnel necessary to carry out the expectations of the Board and to comply with legal mandates</td>
<td>5) to be knowledgeable in organizational development, recommend appropriate personnel, and evaluate administrative performance consistent with the effective implementation of Board policy and expectations, and with legal mandates</td>
</tr>
<tr>
<td>6) to adopt a budget necessary to support the educational goals of the District</td>
<td>6) to recommend a budget that will expedite the completion of the educational goals of the Board in the most efficient manner possible</td>
</tr>
</tbody>
</table>
7) to function as a total Board rather than as individuals

7) to deal with the Board as a whole rather than with individual members, exercising a communications sounding Board through the duly elected Board President

8) to formally communicate with members of the District staff through the Superintendent

8) to provide for staff communication to the Board through the Superintendent

9) to represent the total community and to function in a manner that underscores the fact that schools exist for the benefit of all students.

9) to maintain communications with the community and to administer schools for the benefit of all students and the total District.

Responsibilities of the Superintendent shall be enumerated more specifically in a job description, which, however, shall not act to limit the broad authority and responsibilities of the office.
POLICIES

The Board of Directors has jurisdiction to legislate policy for the District with the force and effect of law. Board policy provides the general direction for the Board of Directors wants to accomplish. The Superintendent is responsible for implementing Board policy.

The written policy statements provide guidelines and goals to the community, administration, employees and students in the District. The policy statements are the basis for the formulation of regulations and procedures by the administration. The Board of Directors will regularly review policy according to Iowa Code.

Code of Iowa: §§ 274.1-2; 279.8
281 I.A.C. 12.3(2)

Approved: 06-09-80
Reviewed: 02-27-89
05-11-91
06-08-92
09-25-95
10-12-98
04-28-03
Revised: 02-23-09
08-10-15
Reviewed: 03-26-18
Development, Approval, and Review of Policy

The basic responsibility for initiating, reviewing, and recommending new policies or policy modifications shall rest with the Superintendent. Policy statements may be proposed by a Board member, administrator, employee, student or resident of the District. Proposed policy statements or ideas will be submitted in written form at least ten (10) days prior to the next regularly scheduled Board meeting to the Superintendent's office for possible placement on the Board agenda. At the Superintendent’s discretion, policies may be assigned to the Policy Review Committee prior to placement on the Board agenda. It is the responsibility of the Superintendent to bring these proposals to the attention of the Board President.

Board policies will be reviewed at least once every five years to ensure relevance to current practices and compliance with the Iowa Code, administrative rules and decisions, and court decisions.

Adoption of Policy
The Board will give notice of adoption of new policies by placing the item on the agenda of two regular Board meetings. This notice procedure will be required except for emergency situations. If the Board adopts a policy in an emergency, a statement regarding the emergency and the need for immediate adoption of the policy will be included with the Board meeting minutes. The Board has complete discretion to determine what constitutes an emergency.

The Superintendent will present proposed policy or policy revisions for first reading at a Board meeting. Any interested person or group shall be given an opportunity to be heard on the proposal. Following the presentation, the Board may approve the proposal, amend the proposal, refer the proposal back to the Superintendent for revision, or disapprove the proposal.

If the proposed policy or policy revision is amended at first reading, the Superintendent shall present it to the Board at the subsequent regular Board meeting for second reading. Approval by the Board shall constitute final approval. Once the policy has been reviewed, even if no changes were made, a notation of the date of review is made on the face of the policy statement.

If a policy is revised because of a legal change over which the Board of Directors has no control or a change which is minor, the policy may be approved at one meeting at the discretion of the Board.

Execution of adopted policies is delegated to the Superintendent, who shall implement the policies through the development of administrative regulations and procedures when appropriate.

Suspension of Policy
The Board will follow and enforce Board policy equitably. The Board may, in emergencies of a unique nature, suspend policy. It is within the discretion of the Board to determine when an emergency of a unique nature exists. Reasons for suspension of policy will be documented in Board meeting minutes.

Code of Iowa: §§ 279.8
281 I.A.C. 12.3(2)

Approved: 05-27-80
Reviewed: 02-27-89
Revised: 03-13-89
Reviewed: 06-08-92
09-25-95
Revised: 10-12-98
Reviewed: 04-28-03
Revised: 02-23-09
07-13-15
02-26-18
Dissemination of Policies

Employees and members of the public who wish to refer to District policies, administrative regulations and procedures may access the District’s website or contact the Board Secretary, who will maintain an up-to-date copy for public inspection.

The Superintendent's Office will ensure that copies of new and revised policy statements are updated electronically within ten (10) business days of the change or addition to the manual and distributed to the holders of Board policy manuals. They will also be posted on the District’s website. Copies of changes in Board policy shall also be attached to the minutes of the meeting at which the final action was taken to adopt the new or changed policy.

Code of Iowa §§ 277.31; 279.8
281 I.A.C. 12.3(2)
Development, Review, and Dissemination of Administrative Regulations and Procedures

Board policy sets the direction of the education program and District operations for the administration. Administrative regulations and procedures will be developed and implemented for policies as appropriate.

It is the responsibility of the Superintendent to develop administrative regulations and procedures to implement the Board policies. The administrative regulations and procedures will be reviewed by the Board prior to their use in the District. Administrative regulations and procedures will be reviewed at least every five years to ensure relevance to current practices and compliance with the Iowa Code, administrative rules and decisions, and court decisions.

The Superintendent's Office will ensure that new and revised administrative regulations and procedures are updated electronically and posted on the District website within ten (10) business days of the change or addition. Once the regulation/procedures have been reviewed, even if no changes were made, a notation of the date of review is made on the face of the document. Copies of changes in administrative regulations and procedures shall also be attached to the minutes of the meeting at which the review occurred.

Code of Iowa  §§ 277.31; 279.8
281 I.A.C. 12.3(2)

Cross Reference:  Regulation 305.1

Approved: 02-23-09
Revised: 07-13-15
02-26-18
Board Member Learning Opportunities and Organizational Memberships

In addition to in-District learning opportunities, Board members shall avail themselves of other learning opportunities intended to enhance their knowledge of Board member responsibilities and to benefit the District. Such opportunities shall include access to publications and professional services, as well as attendance at state, regional, national conferences, seminars, and other professional activities designed for Board development. The Superintendent and Board Secretary shall assist in bringing such opportunities to the attention of Board members and in coordinating meeting registration and travel arrangements. If a Board member wishes to attend an out-of-state professional meeting as a District representative, such attendance shall be subject to Board approval. Expenses incurred by a Board member participating in learning opportunities will be reimbursed per established Accounting guidelines.

Code of Iowa §§ 279.8, .38
**Lifetime Complimentary Passes**

To demonstrate gratitude for all the time and service of members of the Board, all members will receive a Lifetime Complimentary Pass for a guest and themselves to attend District school activities. The Board member passes are also to encourage attendance at Cedar Rapids Community School activities.
Citizen Complaints

The Board recognizes situations may arise in the operation of the District which are of concern to members of the public. Citizens shall make any complaints in a constructive and professional manner. Citizens shall be prudent and cautious in making any complaints in the presence of employees, students, volunteers, or other members of the public.

The Board firmly believes citizen complaints should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint is brought to the attention of the Board, it will be referred to the administration to be resolved. This regulation shall not apply to a complaint that has been or could be filed under another complaint or grievance procedure.

Complaints concerning an employee should first be discussed directly with the employee. If the issue is not resolved after an informal discussion, the following procedures shall govern any citizen complaint made pursuant to this regulation:

1. Step One – If the informal process from above does not resolve the issue, the citizen may submit a complaint in writing to the appropriate building principal or department administrator. The submission of a complaint shall occur within fifteen (15) days from the date of the event giving rise to the complaint or from the date the citizen could reasonably become aware of such occurrence.

2. Step Two - If the Step One process from (1) above does not resolve the issue, the citizen may submit a complaint in writing to the appropriate Executive Director within five (5) days of the Step One response.

3. Step Three – If the Step Two process from (2) above does not resolve the issue, the citizen may submit a complaint in writing to the Superintendent/designee within five (5) days of the Step Two response.

4. Procedural Appeal - If the citizen is not satisfied with the Superintendent’s/designee’s Step Three response, the citizen may appeal the Superintendent’s/designee’s Step Three response by filing a written appeal to the Board within five (5) days of the Step Three response. It is within the sole discretion of the Board to determine whether it will hear the appeal. The Board will only consider said appeal if the citizen has complied with all requirements of this regulation. The Board’s consideration of said appeal is limited to determining whether the District administration followed the appropriate procedures during the complaint process.

5. At Steps One, Two, and Three, the citizen shall submit a written complaint utilizing the District’s Complaint Form and stating the nature of the complaint and the remedy requested to the appropriate party. At Step Four, the citizen shall submit a written notice of appeal.

6. At Steps One, Two, and Three, the individual to whom the complaint is made shall provide a response to the citizen submitting the complaint within a reasonable time after receipt of the complaint.
ARTICLE 3  ADMINISTRATION  (Series 300)

Policy  Number  Adm Reg  Number

300  ADMINISTRATION
300.1 Administrative Structure and Management
300.2 Administrative Code of Ethics
300.3 District Level Administrators
300.4 School Building Administrators
300.5 Terms and Conditions of Employment
300.6 Administrative Appointments
300.7 Participation in the Bargaining and Meet and Confer Process

302  ADMINISTRATIVE PROFESSIONAL LEARNING
302.1 Consulting and Outside Employment

303  EVALUATION

304  SUPERINTENDENT OF SCHOOLS
304.1 Qualifications, Recruitment, Appointment
304.2 Contract and Contract Renewal
304.3 Salary and Other Compensation
304.4 Evaluation Process
304.5 Professional Development and Civic Activities

* Indicates Section but no Policy  February 2020
**ADMINISTRATION**

Administrators have the responsibility to provide educational leadership, to manage the day-to-day school and departmental operations, and to carry-out the District vision, mission and goals. Administrators are guided by the needs of the students, the school community, Board policies, and local, State, and Federal laws.

It is the responsibility of the administrators to implement and enforce the policies of the Board, to oversee employees, to monitor educational issues confronting the school district, and to inform the Board about District operations.

Successful administration is best attained through collaboration which contributes to sound management decisions and a healthy, productive organization. It facilitates communication, encourages the input and utilization of varied expertise, reinforces productive behavior, reduces the amount of counterproductive behavior, and inspires greater commitment to the organization.

To accomplish its purpose, administration must be guided by sound management principles, which include the following:

1. The vision, mission, and goals of the District should be clearly understood.
2. All administrators should know what their responsibilities are and to whom they are responsible.
3. When a responsibility is delegated, the necessary authority should be provided to carry out responsibility.
4. Individuals should be held accountable for the execution of responsibilities delegated to them.
5. Decisions to resolve issues and problems should be made as close to the source of the issue or problem as possible.
6. Staff members to be affected by decisions should be involved in the decision-making process whenever feasible.
7. Administrators should be allowed to function within a climate that fosters candor, mutual respect and creativity, and in a framework that provides each individual with a feeling of security.
8. Appropriate channels of communication should be provided to facilitate the resolution of problems and to encourage the sharing of ideas and collaborative behavior.
Administrative Structure and Management

The Board of Education and administration will work collaboratively to set goals for the District. This effort is designed to obtain, share, and use information to solve problems, make decisions, and formulate District policies, regulations, and procedures.

It is the responsibility of each administrator to fully participate in the management of the District by investigating, analyzing, and expressing their views on issues. Administrators with special expertise or knowledge of an issue may be called upon to provide information.

The Board is responsible for making the final decision in policy matters pertaining to the District. Each Board member and administrator will support the decisions reached on the policy issues confronting the District.

Code of Iowa: §§ 279.8 (2013)
Administrative Code of Ethics

Administrators will conduct themselves professionally and in a manner fitting to their position in accordance with the Iowa Administrative Chapter 282-25.3 “Code of Professional Conduct and Ethics”, and the Iowa Standards for School Leaders. Administrators, as part of the educational leadership, represent the views of the District. Their actions, verbal and nonverbal, should reflect the attitude and the beliefs of the District. Therefore, administrators will support and abide by District policy and procedural decisions.

Each administrator will follow the code of ethics stated in this regulation. Failure to act in accordance with this code of ethics or in a professional manner, in the judgment of the Board, will be grounds for discipline up to, and including, discharge.

Professional administrators:

- Make the education and well-being of students the fundamental value of all decision making.
- Fulfill all professional duties with honesty and integrity and always act in a trustworthy and responsible manner.
- Ensure due process and protect the civil and human rights of all individuals.
- Comply with local, state and national laws.
- Advise the Board and implement the Board's policies and administrative rules and regulations.
- Pursue appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals or that are not in the best interest of children.
- Avoid using his/her position for personal gain through political, social, religious, and economic or other influences.
- Maintain the standards and seek to improve the effectiveness of the profession through research and continuing professional development.
- Honor all contracts until fulfillment, release or dissolution mutually agreed upon by all parties.
- Accept responsibility and accountability for one’s own actions and behaviors.

Code of Iowa: §§ 279.8 (2013)
Iowa Administrative Code: 282.13

Approved: 06-14-10
Revised: 04-25-16
**District Level Administrators**

The Board will authorize the Superintendent to identify administrative positions at the District level. The authorized positions will be those identified on the Leadership Team (Procedure 300.1a). The appointment of personnel to positions will require Board approval. The assignment of specific job responsibilities will be the prerogative of the Superintendent. The basic responsibilities of each District level administrator will be specified in written position descriptions. District level administrators will be accountable to the Superintendent/designee for the performance of his/her delegated responsibilities, either directly or indirectly, as specified by the Leadership Team. It is the responsibility of administrators to uphold Board policy, to instill a positive, cooperative environment with employees, and to share expertise with each other and the Board.

**Legal Reference:**

Iowa Code §§ 279.8, .20, .21, .23-.24 (2013)
281 I.A.C. 12.4
School Building Administrators

The Board will authorize the appointment of administrators to ensure that each school building in the District is supported. The Superintendent will have the authority to appoint or reassign school building administrators to a position for which they are certified. If reassignment of a current administrator is deemed appropriate, the affected administrator will be informed as promptly as possible. Prior to the action, a conference will be held between the administrator and the immediate supervisor to discuss the reasons for the reassignment. The release of an administrator from his/her contract will be pursuant to Iowa Code.

The principal will be the instructional leader and chief administrator of the designated school. Accordingly, the principal will be responsible for and have authority over all students and staff assigned to the building, and also will be responsible for all activities carried on within his/her jurisdiction, except in cases specifically exempted. Furthermore, the principal will be expected to operate the school in compliance with pertinent laws, agency regulations, District policies, regulations, procedures, and directives of central administration. In carrying out their responsibilities, principals will be accountable to the Superintendent, either directly, or through District-level administrators in particular areas of operation as specified by the Leadership Team (Procedure 300.1a).

When associate principals are assigned to schools, principals will delegate appropriate segments of school administration, and will empower the associate principals with sufficient authority to make decisions and take actions as required within their assigned area of responsibility. Each associate principal will be accountable to the Superintendent through the principal and appropriate District level administrator as specified by the Leadership Team (Procedure 300.1a).

The basic responsibilities of the principals and associate principals will be specified in written position descriptions. It is the responsibility of these administrators to uphold Board policy, to instill a positive, cooperative environment with employees, and to share their expertise with each other and the Board.

Legal Reference: Iowa Code §§ 279.8, .20, .21, .23-.24 (2013)
281 I.A.C. 12.4

Approved: 11-13-78
Reviewed: 03-13-89
Revised: 08-10-92
Reviewed: 01-22-96
Revised: 10-26-98
Reviewed: 05-27-03
Revised: 06-14-10
04-25-16
Terms and Conditions of Employment

Administrators shall comply with the terms and conditions of their contract. Certified administrators are subject to statutory provisions as outlined in Iowa Code Section 279.24.

In an effort to reach a mutual agreement, the Superintendent and designee(s) shall meet annually with representatives of the school and District level administrators to discuss salary, benefits, and related provisions. It is the responsibility of the Board to approve the salary and benefits of the administrators at a level that may include consideration of, but not be limited to, the economic condition of the District and the training, experience, skill, and demonstrated competence of the administrators. The salary will be set at the beginning of each contract period.

Code of Iowa: §§ 279.21, 279.24 (2013)

Administrative Appointments

The Superintendent will employ building principals and other administrators to assist in the daily operations of the District.

The Superintendent will consider applicants who meet or exceed the standards set by the Iowa Department of Education and the qualifications established in the job description for the position. In employing an administrator, the Superintendent will consider the qualifications, credentials and records of the applicants without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity or disability. In keeping with the law, however, the Superintendent will consider the veteran status of the applicants. The Superintendent will look closely at the training, experience, skill and demonstrated competence of qualified applicants in making its final decision.

In choosing an administrator, the Superintendent will also consider the District's educational philosophy, financial condition, organizational structure, education programs, and other factors deemed relevant by the Board.

Notice of any administrative vacancy in the District shall be posted via the District’s website. A vacancy shall be defined as a position that is unfilled after reassignments of individuals are completed, per the discretion of the Superintendent. The Superintendent may contract for assistance in the search for administrators.

Code of Iowa: §§ 279.8, .21 (2013)
Iowa Administrative Code: 281 12.4

Approved: 11-13-78
Reviewed: 03-13-89
Revised: 08-10-92
Reviewed: 01-22-96
01-25-99
Revised: 12-09-02
01-13-03
06-14-10
04-25-16
Participation in the Bargaining and Meet and Confer Process

The Superintendent/designee shall recommend for Board approval the composition of the District's bargaining and meet and confer teams. Factors to be considered in selecting team members shall include: 1) the nature of the employee group; 2) the individual's familiarity with or expertise in the area represented by the employee groups; and 3) team continuity and consistency.

In structuring the bargaining and meet and confer teams, every effort shall be made to represent the various segments of administration. At least one principal/associate principal shall be included on District teams in those cases where members of the employee groups work under the supervision of building administrators.

Administrators not selected as team members shall be involved in the bargaining and meet and confer process by serving as resource persons whenever appropriate, by being solicited for input, and by being briefed regularly as the process progresses.
ADMINISTRATIVE PROFESSIONAL LEARNING

The Board encourages administrators to continue their professional learning by becoming involved in professional organizations, attending conferences, continuing their education, belonging to community organizations, attending and participating in District activities, and participating in other professional learning activities.

Therefore, it is imperative that school administrators are committed to continuing professional and personal growth, and that adequate opportunities and resources are provided to assist them in meeting that commitment.

Professional learning should be designed to meet the professional growth needs of administrators, and should include local job-related growth opportunities as well as opportunities to attend workshops, institutes, and conventions outside the District.

Requests to attend professional meetings outside the District shall be submitted to the appropriate District-level administrator for action. Eligibility to attend a professional meeting and the reimbursement of expenses incurred by attending any such meeting shall be determined in accordance with established practice.

Iowa Administrative Code: 281

Approved: 11-27-78
Reviewed: 03-13-89
Revised: 08-24-92
Reviewed: 01-22-96
10-26-98
06-09-03
Revised: 06-28-10
10-24-16
Consulting and Outside Employment

The Board expects administrators to give the responsibilities of their positions in the District precedence over other employment. An administrator may accept consulting or outside employment for pay as long as the work is conducted on the administrator's personal time. If the administration finds evidence that the outside work interferes with the performance of the administrative duties, the Superintendent reserves the right to request the administrator cease the outside employment as a condition of continued employment.

Code of Iowa: §§ 279.8, .21 (2013)
EVALUATION

Evaluation is a collaborative process designed to provide timely, substantive, and accurate feedback with the purpose of improving the quality of leadership performance. The intent of the process should be to identify and strengthen positive areas of performance, and also to identify deficiencies and to design strategies to correct the deficiencies. The process is ongoing with frequent observations and feedback on performance and multiple opportunities for recognition of, and implementation of, continuous improvement to carry out the goals of the employee, school/department, and the District.

Formal evaluations for all administrators will be carried out annually. Certified administrator evaluations will be in accordance with the established standards and criteria as set forth in the Code of Iowa, Chapter 281.

Code of Iowa: §§ 281
SUPERINTENDENT OF SCHOOLS

The overall responsibility for the administration of the school system shall be delegated to the Superintendent, who shall perform the various administrative functions in accord with the policies and actions of the Board of Directors. The Superintendent shall be vested with the necessary authority and be provided the appropriate personnel to carry out the broad responsibilities of the position.

The Superintendent shall be authorized to organize the administration in such a manner as to facilitate the most efficient and effective operation of the District. The Superintendent shall have the discretion to delegate to other school personnel the exercise of any authority and the discharge of any responsibilities imposed upon the Superintendent by law, agency regulations or Board action. The delegation of power or duty, however, shall not relieve the Superintendent of accountability for the results of such delegation.

In addition to serving as chief administrator, the Superintendent shall function as professional advisor to and chief executive officer of the Board of Directors. As such, the Superintendent shall be directly responsible to the Board for the execution of its policies and decisions, consistent with legal requirements and with ethical standards of the profession. The Superintendent shall have the power to make rules and render decisions, not in conflict with law or with Board policies or actions.

The Superintendent or designee is expected to attend all meetings of the Board, except those concerned with the Superintendent's contractual status. The Superintendent shall be granted the privilege of taking part in all the deliberations, but shall not vote.

The responsibilities of the Superintendent shall be enumerated more specifically in a position description, which, however, shall not act to limit the broad authority and responsibilities of the office.

Code of Iowa: §§ 279.20

Approved: 06-28-10
Reviewed: 10-24-16
Qualifications, Recruitment, Appointment

The Board will employ a superintendent to serve as the chief administrator and chief executive officer of the Board, to conduct the daily operations of the school District, and to implement Board policy with the power and duties prescribed by the Board and the law.

The Board will consider applicants who meet or exceed the standards set by the Iowa Department of Education and the qualifications established in the job description for the superintendent position. In employing a superintendent, the Board will consider the qualifications, credentials and records of the applicants without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity or disability. In keeping with the law, however, the Board will consider the veteran status of the applicants. The Board will look closely at the training, experience, skill and demonstrated competence of qualified applicants in making its final decision.

In choosing a superintendent, the Board will also consider the school District's educational philosophy, financial situation, organizational structure, education programs, and other factors deemed relevant by the Board.

The Board may contract for assistance in the search for a superintendent.

Code of Iowa: §§ 21.5(1)(i); 35C; 216; 279.8, .20 (2013)

Iowa Administrative Code: 281 12.4(4)
Contract and Contract Renewal

The Board of Directors of a school district may employ a superintendent of schools for a term of not to exceed three years. However, the Board's initial contract with a superintendent shall not exceed one year if the Board is obligated to pay a former superintendent under an unexpired contract. The superintendent shall be the executive officer of the Board and have such powers and duties as may be prescribed by rules adopted by the Board or by law. Boards of Directors may jointly exercise the powers conferred by this section.

The first two years of a contract issued to a newly employed superintendent is considered a probationary period. The Board may waive this period or the probationary period may be extended for an additional year upon the consent of the superintendent. In the event of termination of a probationary or non-probationary contract, the Board will afford the superintendent appropriate due process, including notice by May 15. The superintendent and Board may mutually agree to terminate the superintendent's contract at any time.

If a superintendent's contract is not being renewed by the Board, the contract will be extended automatically for additional one-year periods beyond the end of its term until it is modified or terminated as mutually agreed to by the parties or until the superintendent's contract is terminated consistent with statutory termination procedures.

It is the responsibility of the Board to provide the contract for the superintendent.

If the superintendent wishes to resign, to be released from a contract, or to retire, the superintendent must comply with Board policies dealing with retirement, release or resignation.

Code of Iowa: §§ 21.5(1)(i); 279.20, .22-.25 (2013)
Martin v. Waterloo Community School District, 518 N.W. 2d 381 (Iowa 1994)
Cook v Plainfield Community School District, 301 N.W.2d 771 (Iowa App. 1980)
Board of Education of Fort Madison Community School District v. Youel, 282 N.W.2d 677 (Iowa 1979)
Briggs v Board of Directors of Hinton Community School District, 282 N.W.2d 740 (Iowa 1979)

Iowa Administrative Code: 281 12.4(4)
**Salary and Other Compensation**

The Board has complete discretion to set the salary of the superintendent. It is the responsibility of the Board to set the salary and benefits of the superintendent at a level that will include consideration of, but not be limited to, the economic condition of the school District and the training, experience, skill, and demonstrated competence of the superintendent. The salary is set at the beginning of each contract term.

In addition to the salary and benefits, the superintendent's actual and necessary expenses are paid by the school District when the superintendent is performing work-related duties. It is within the discretion of the Board to pay dues to professional organizations and other benefits or compensation over and above the superintendent’s contract.

**Code of Iowa:** §§ 279.8, .20 (2013).
**Evaluation Process**

The purpose of the Superintendent's evaluation should be to ensure the education program for the students is carried out, promote growth in effective administrative leadership, clarify the role of the Superintendent, develop and enhance the working relationship between the Superintendent and the Board, clarify the immediate priorities of the Board, and establish the contractual relationship for the ensuing year.

The evaluation should be a positive, systematic process, which objectively monitors the performance of established position responsibilities, as well as assesses progress in priority areas and toward the related performance objectives. The process should determine performance expectations, identify any areas needing improvement, and design strategies for bringing about needed improvement. The evaluation process should be a cooperative endeavor wherein the Superintendent and the Board share responsibility for the Superintendent's success in accomplishing the position responsibilities and performance objectives.

The Superintendent shall be evaluated regularly on an annual basis and in accordance with the established standards and criteria as set forth in the Code of Iowa, Chapter 281.

The evaluation cycle shall consist of a progress review, which shall occur no later than May 1, and a final evaluation, which shall be completed by May 15. However, the Board and/or Superintendent may choose to conduct the evaluation process at any time. The progress review shall provide an opportunity for the Superintendent to report, and Board and Superintendent to interact, regarding progress in the identified priority areas and related objectives. The final evaluation shall be comprised of a self-assessment by the Superintendent and a composite assessment by the Board, followed by a joint discussion of the results. The evaluation session shall serve as the beginning of another cycle, and thus shall provide a means for reviewing and determining any modifications of the job description, and for identifying any special expectations and priorities for the ensuing year. The results of the evaluation shall be prepared in written form, and signed by the President and Superintendent.

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**Code of Iowa:** §§ 279.8, .20, .23, .23A (2013)

**Iowa Administrative Code:** 281 83; 12.3(4)


**Wedergren v. Board of Directors,** 307 N.W.2d 12 (Iowa 1981)
**Professional Development and Civic Activities**

The Board encourages the Superintendent to continue professional growth by being involved in professional organizations, attending conferences, continuing education, and participating in other professional activities.

In addition, the Board encourages the Superintendent to be involved in the school District community by belonging to community organizations and attending and participating in community activities.

It is the responsibility of the Superintendent to become involved in community activities and events. The Board may include a lump sum amount as part of the Superintendent's compensation to be used specifically for paying the annual fees of the Superintendent for District community activities and events if, in the Board's judgment, the Superintendent's participation will further the public purpose of promoting and deriving support for the District and public education in general. It is within the discretion of the Board to pay annual fees for professional organizations and activities.

**Code of Iowa:** §§ 279.8 (2013).

**Iowa Administrative Code:** 281 12.7


Approved: 06-14-10
Revised: 10-10-16
ARTICLE 4  INSTRUCTION  (Series 400)

Policy Number  Adm Reg Number

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400.2  Instructional Organization for Traditional, Alternative, and Innovative Programs
400.3  Graduation Requirements
400.4  Instruction at Post-Secondary Education Institution
400.5  Career Education
400.6  Health Education
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400.10  Comprehensive School Counseling Program

401  MULTICULTURAL AND NONSEXIST EDUCATION

402  LIBRARY AND CLASSROOM LEARNING RESOURCES
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April 2020
INSTRUCTIONAL PROGRAMS

The instructional program shall be established consistent with state and federal regulations and the District Strategic Plan and shall be available to all students at each school within each level (elementary, middle and high). The instructional program may be modified to provide learning experiences that meet individual student needs to ensure that all students demonstrate competency in specific content knowledge and skills, and develop a positive set of attitudes, understandings, values, and skills that will help them to function effectively in a democratic society. The basic instructional program should be extended, within the available resources of the District, to encompass an appropriate range of diversified learning experiences. The plan for each instructional program must include a PK-12 scope and sequence aligned with state and federally mandated standards, instructional materials and integrated technologies, activities, assessments, and methods of evaluation. Emphasis should be placed on total program coordination.

In conjunction with the basic program of instruction, a comprehensive and balanced program of co-curricular activities that contributes directly to the educational, social, emotional, behavioral and physical development of the student should be provided by the District.

It is the responsibility of the District to ensure that the resources are available to provide the same high-quality instructional program at each school within the level, and the responsibility of the principal and the instructional staff at each school, to implement the instructional program with integrity and fidelity. To maximize learning opportunities for each student, a cooperative relationship should be established between home and school.

Reference: Iowa Administrative Code 281-2.5 Education Program
School Calendar and Instructional Day

School Calendar
It is the responsibility of the Superintendent to develop the school calendar for recommendation, approval, and adoption by the Board according to Iowa Code Section 281.12. The calendar shall include, not less than 180 days or 1,080 hours of instruction during the calendar year. Additional days may be scheduled for professional learning, clerical, and parent-teacher conferences. The Board may amend the official school calendar when the Board considers the change to be in the best interests of the District’s education program. When appropriate, the Superintendent may appoint a committee that includes administrative, certified, and classified staff, along with a parent representative to develop a calendar with options for public input.

The academic school year for students is for a minimum of 180 days or 1,080 hours in the school calendar and may not begin prior to August 23. Employees may be required to report to work at the District prior to this date.

In addition, the Board of Education reserves the right to apply to the Iowa Department of Education for authorization to maintain an innovative school calendar at an attendance center or school for students in prekindergarten through grade eight according to Iowa Code Section 279.10. The Board shall hold a public hearing on any proposal relating to authorization for an innovative school calendar prior to submitting an application. The initial application shall be submitted to the Iowa Department of Education not later than November 1 of the preceding school year.

Special education students may attend school on a school calendar different from that of the regular education program consistent with their Individualized Education Program (IEP)

If all schools in the District are closed due to emergency, health, and/or safety factors, days or hours missed may be made up at some other point during the school calendar so as to meet the minimum 180 days or 1,080 hours of student instruction. The District may excuse graduating seniors who have met district graduation requirements from attendance during the extended school calendar. Graduating seniors may be released for up to 30 hours towards the 1,080 hours or five days towards the 180 days of instruction after school District requirements for graduation have been met.

Instructional Day
A school day will routinely consist of a minimum of six hours of instructional time for all grades one through twelve. The minimum hours shall be exclusive of the lunch period. Passing time between classes may be included as part of the six-hour requirement. Time during which students are released from school for parent/teacher conferences may be counted as part of student instructional time.

The District may also record a day of school with less than the minimum instructional hours if the total hours of instructional time for grades one through twelve in any five consecutive school days equals a minimum of thirty hours, even though any one day of school is less than the minimum instructional hours because of a professional learning opportunity provided for the instructional staff or parent-teacher conferences have been scheduled beyond the regular school day. If the total hours of instructional time for the first four consecutive days equal at least thirty hours because parent-teacher conferences have been scheduled beyond the regular school day, the District may record zero hours of instructional time on the fifth consecutive school day as a school day. Schedule revisions and changes in time allotments will be made by the Superintendent.

If emergencies, safety factors, or professional learning activities require the late arrival or early dismissal of students on a specific day, the day may be counted towards 180 days of instruction and the hours may be counted towards 1,080 hours of instruction. The normal student day, as well as the specific beginning and dismissal times for individual buildings, shall be established by the Board of Directors upon recommendation of the administration.

School hours at each organizational level shall be kept as consistent as possible throughout the District.

Code of Iowa:
Chapter 20.9
Chapter 279.10
Chapter 280.3
Instructional Organization for Traditional, Alternative, and Innovative Programs

Traditional Programs
The basic organizational pattern of the schools shall be grades PK-5 (elementary school), grades 6-8 (middle school), and grades 9-12 (high school). Within this basic pattern, alternative forms of organization should be considered when they are in the best interests of the educational program and the needs of the students. All modifications in the basic organizational structure shall be subject to approval by the Board of Directors.

Alternative and Innovative Programs
In compliance with Iowa Administrative Code and federal accountability measures, alternative and innovative programs may be established to meet the needs of students who, because of abilities, interests, learning styles, or situational factors, can be served more effectively outside the conventional school program. Alternative and innovative programs that involve a modification of the organization for instruction, resident attendance area assignments, or state and federally mandated curriculum shall be implemented only with the approval of the Board in accordance with state and federal regulations. Eligibility for participation in such programs shall be determined through criteria established by the administration. The effectiveness of the alternative and innovative programs shall be evaluated regularly by the District to ensure that the programs are meeting state and federal requirements, and that the achievement gains of the students are comparable to those of similar District students not enrolled in alternative and innovative programs.

Iowa Administrative Code 12.2(256) Definitions: Alternative Program, Alternative School
Iowa Administrative Code 281-41.51(8) General Education Environment
Iowa Code section 280.19A Alternative Options Programs

Approved: 04-30-79
Revised: 05-11-87
Reviewed: 11-13-89
Revised: 12-11-89
01-11-93
Reviewed: 03-25-96
09-28-98
05-24-04
Revised: 06-24-13
09-24-18
11-18-19
Graduation Requirements

Beginning with the class of 2019, students must earn a minimum of 40 credit hours in grades 9-12 to qualify for a diploma. One credit hour is earned for each semester course that meets for one class period daily. Two credit hours are the equivalent of a yearlong course. The credit hours required for graduation will include the following minimum subject area requirements:

English Language Arts ..................................................................................................................... 8 credit hours
Students must complete 2 credit hours of English language arts coursework each year during grades 9-12 as prescribed in the Program of Studies.

Mathematics ................................................................................................................................... 6 credit hours
Students must complete 6 credit hours of mathematics coursework during the grades 9-12 as prescribed in the Program of Studies.

Science ................................................................................................................................................ 6 credit hours
Students must complete 6 credit hours of science coursework during grades 9-12 as prescribed in the Program of Studies.

Social Studies ..................................................................................................................................... 6 credit hours
Students must complete 6 credit hours of social studies coursework during grades 10-12 as prescribed in the Program of Studies.

Physical Education ............................................................................................................................. 4 credit hours
Iowa Code requires all physically able students in grades 9-12 to participate in physical education. Exceptions to this requirement follow Iowa Code and District Regulation.

Financial Literacy ........................................................................................................................................................
Students must complete at least one-half unit of instruction in personal financial literacy as a condition of graduation.

Elective ................................................................................................................................................... 10 credit hours
Students must complete 10 credit hours of electives during grades 9-12.

Graduation requirements for students receiving special education will be in accordance with the prescribed course of study in the student’s Individualized Education Program (IEP). Prior to the student’s graduation, the IEP team will determine whether the graduation requirements have been met.

The high school principals will validate whether students have met the graduation requirements.
Instruction at Post-Secondary Educational Institution

Students in grades nine through twelve may receive academic or career and technical education credits that count toward the graduation requirements set out by the Board for courses successfully completed in post-secondary educational institutions. Students and parents or guardians shall be made aware of the post-secondary instructional opportunities as part of the development of each student’s individual career and academic plan as required by law. The Superintendent/designee is responsible for developing the appropriate forms and procedures for implementing this regulation and the following post-secondary educational opportunities.

Concurrent Enrollment
The Board may, in its discretion, enter into a contractual agreement with a community college to provide courses for eligible students in grades nine through twelve when comparable courses are not offered by the District. Notice of the availability of the concurrent enrollment program shall be included in the District's registration handbook and the handbook shall identify which courses, if successfully completed, generate post-secondary credit. Students shall not be charged tuition for concurrent enrollment courses and shall not be required to reimburse the District for tuition if they do not successfully complete a course. Students or their parents or guardians may be required to pay a fee consistent with the District's established textbook policy and other materials for the concurrent enrollment course to the extent permitted by law. Students or their parents or guardians may also be required to provide their own transportation to and from concurrent enrollment courses to the extent permitted by law. However, transportation shall be the responsibility of the District for any contracted course that is used to meet District accreditation requirements.

Students who successfully complete a concurrent enrollment course, as determined by the postsecondary institution, shall receive postsecondary credit in accordance with the institution's policies and high school credit that will be reflected on their high school transcript. The Superintendent/designee shall grant to a student who successfully completes a concurrent enrollment course a unit of high school graduation credit for every unit of high school level instruction successfully completed.

Post-Secondary Enrollment Option
Students in grades nine and ten who the District has identified as talented and gifted students and eligible students in grades eleven and twelve may utilize the Post-Secondary Enrollment Option program. Students are eligible to take post-secondary educational courses if they meet all of the requirements outlined in this policy and as required by the post-secondary educational institution and if the student has obtained the approval of the Superintendent/designee. Eligible students wishing to participate in the post-secondary educational courses shall apply to the eligible post-secondary educational institution.

To qualify, a course must be a nonsectarian, credit-bearing course that leads to a degree. A course is not eligible for the Post-Secondary Enrollment Option program if a comparable course if offered by the District. In addition, courses at a community college with which the District has a concurrent enrollment agreement are not eligible for the Post-Secondary Enrollment Option program. Students shall not be charged for tuition, textbooks, materials or fees related to a Post-Secondary Enrollment Option course with the exception of equipment that becomes the property of the student.

The District shall reimburse the post-secondary institution for tuition and other expenses for each Post-Secondary Enrollment Option course up to $250. Students who successfully complete a Post-Secondary Enrollment Option course, as determined by the post-secondary institution, shall receive post-secondary credit and high school credit. The Superintendent/designee shall grant to a student who successfully completes a Post-Secondary Enrollment Option course a unit of high school graduation credit for every unit of high school level instruction successfully completed. Students may not enroll on a full-time basis to any post-secondary institution through the Post-Secondary Enrollment Option program.

Transportation to and from the post-secondary institution is the responsibility of the student or parent or legal guardian of the student enrolled in a Post-Secondary Enrollment Option course. Eligible students may take up to seven hours of post-secondary credit during the summer months and receive high school credit upon successful completion of a post-secondary course. However, the student or student’s parent or legal guardian is responsible for all costs associated with courses taken during the summer.
Students who fail a Post-Secondary Enrollment Options course and fail to receive credit are required to reimburse the District for all costs directly related to the course up to the $250 reimbursement maximum. Prior to registering, students under the age of eighteen are required to have a parent or guardian sign a form indicating that the parent is responsible for the costs of the course should the student fail the course and fail to receive credit. Reimbursement waivers may be granted by the Board if sufficient verification is provided to show that the student was unable to complete the course for reasons outside the student’s control, including but not limited to, physical incapacity, a death in the student’s immediate family or a move out of the District.

If a student is unable to demonstrate proficiency or the District or accredited nonpublic school determines that the course unit completed by the student does not meet the District’s standards, the Superintendent/designee shall provide in writing to the student’s parent or guardian the reason for the denial of credit.

Approved: 09-23-19
Career Education

Career education for students will be infused into all levels of the instructional program. Components should include, but not be limited to, awareness of self in relation to others and the needs of society, experiences in personal decision making, and exploration of employment opportunities. Experiences will be designed to foster work skills and work ethic. As a part of career education, the administration is authorized to develop and offer educational activities in which students participate directly in the development and demonstration of various products, services, and skills.

A comprehensive school counseling program will assist in the dissemination of career information. Community representatives may provide information or instruction to individual students or groups of students during school hours upon the authorization of the appropriate administrator. The Board may periodically review the means by which career education is integrated into the school counseling and instructional programs.

Code of Iowa: Chapter 23A.2, 280.9
Iowa Administrative Code: Chapter 281, 12.5(7)
Cross Reference Regulation 400.10
Health Education

All students will receive, as part of their health education, instruction about personal health, food and nutrition, environmental health, safety and survival skills, consumer health, family life, and substance use and nonuse, including the effects of alcohol, tobacco, drugs and poisons on the human body. The program will also address human sexuality, self-esteem, stress management, interpersonal relationships, emotional and social health, health resources, prevention and control of disease, and characteristics of communicable diseases including Acquired Immune Deficiency/Human Immunodeficiency Virus (AIDS/HIV). While the areas stated above will be included in health education, the instruction will follow Iowa Code and be adapted at each grade level to aid understanding by the students. Beginning no later than in grade seven, characteristics of communicable diseases will include information about sexually transmitted diseases.

Annually, parents are notified of the human growth and development objectives. Parents may file a written request that a student be excused from human growth and development instruction in the health education program. If the student is excused, an alternate activity will be designated by the principal.

Code of Iowa: Chapters 256.11, 279.8, 280.3-14 (2017)
Iowa Administrative Code: 670.3, 281.12.5 (s) (e), .5(4) (e), .5(5) (e)
Physical Education - High Schools

The State of Iowa requires all students who are physically able to participate in physical education each semester they are enrolled in school. A student may, however, be excused from this requirement under one of the following exceptions.

Mandatory Exemptions

Medical
If a parent files a statement signed by a licensed physician that a student is not physically able to participate in physical education, then the student is exempt from physical education.

Religious
If a parent of a student files a written statement with the principal that a physical education course conflicts with the student’s religious belief.

Discretionary Exemptions

12th Grade Students

Off-Campus Educational Program

If a 12th grade student is enrolled in a cooperative, work-study, or other educational program authorized by the District which requires the student's absence from school during the school day. A student/parent must file a written waiver request with the principal/designee and if the student drops the course, the student must enroll in physical education. This option will be limited to one semester per school year.

If the request is denied, the decision may be appealed to the Deputy Superintendent/designee, whose decision will be final.

Iowa Administrative Code: 281-12.5(5)f
Iowa Code §256.11(5)(g)
Iowa Code §256.11(6)
Special Education Programs and Services

The District, in cooperation with the Grant Wood Area Education Agency, will provide a free appropriate public education program and related services to students identified in need of special education. These programs and services shall comply with federal and state statutes, as well as the rules prescribed by the Iowa Department of Education. Special education services shall be provided until the student completes an appropriate educational program, reaches age twenty-one or reaches maximum age allowable in accordance with the law. The appropriate education for each student is written in the student’s Individualized Education Program (IEP).

Eligibility for special education services shall be made on the basis of educational progress, discrepancy, and need through a team process involving parents, District and Grant Wood Area Education Agency personnel. The entire District shall be considered an attendance area for purposes of special education placement.

Students requiring special education instructional services shall receive their educational services in the Least Restrictive Environment (LRE) which includes attending regular education classes, participating in non-academic and extra-curricular services and activities, and receiving services in a regular education setting to the maximum extent appropriate for the needs of each individual student. The District recognizes that all children benefit when children with disabilities are educated with or in close proximity to their age-appropriate peers in regular school programs.

Special education students shall meet the graduation requirements set forth in Regulation 400.3, or the requirements, as modified, in their individualized education programs.

Public Law: 108-446
Iowa Administrative Code: 281.41

Reviewed: 11-13-89
Approved: 12-11-89
Revised: 01-11-93
Reviewed: 04-08-96
Revised: 02-22-99
05-24-04
12-10-12
Reviewed: 08-27-18
Program for Academic and Creative Talent (PACT)

A program of differentiated services and opportunities will be provided by the District to serve students with exceptional academic achievement, creativity, task commitment, or potential in these areas. Placement in the Program for Academic and Creative Talent is considered on the basis of multiple academic performance measures in conjunction with staff/parent recommendations. Students identified for the Program for Academic and Creative Talent will receive services within and beyond the general education program as appropriate.
**Comprehensive School Counseling Program**

The Cedar Rapids Community School District employs professional school counselors in each building to support a comprehensive school counseling program. Through leadership, advocacy and collaboration, school counselors promote equity and access to rigorous educational experiences for all students. School counselors work collaboratively to support a safe learning environment and work to safeguard the human rights of all members of the school community. The needs of all students are addressed through culturally relevant prevention and intervention programs that are a part of a comprehensive school counseling program.

The District’s Comprehensive School Counseling Program focuses on three domains:

- **Academic Development** – Supporting strategies and activities to maximize each student’s ability to learn so that:
  - Students acquire the attitudes, knowledge and skills that contribute to effective learning in school and across the life span
  - Students complete school with the academic preparation essential to choose from a wide range of post-secondary options, including college
  - Students understand the relationship of academics to the world of work and to life at home and in the community

- **Career Development** – Helping students to 1) understand the connection between school and the world of work and 2) plan for and make a successful transition from school to postsecondary education and/or the world of work and from job to job across the lifespan so that:
  - Students acquire the skills to investigate the world of work in relation to knowledge of self and to make informed career decisions
  - Students employ strategies to achieve future career success and satisfaction
  - Student understand the relationship between personal qualities, education and training and the world of work

- **Social/Emotional Development** – Helping students manage emotions and learn to apply interpersonal skills so that:
  - Students acquire the attitudes, knowledge and skills to help them understand and respect self and others
  - Students make decisions, set goals, and take necessary action to achieve goals
  - Students understand safety and survival skills

**Code of Iowa: Chapter 23A.2, 280.9**
**Iowa Administrative Code: Chapter 281, 12.5(7)**
**Every Student Succeeds Act; 114th Congress S. 1177**
**Cross Reference: Regulation 400.5**

Approved: 10-14-19
MULTICULTURAL AND NONSEXIST EDUCATION

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

The education program is free of discrimination and provides equity and access through equal opportunity for all students. The education program will foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, and individuals, to society. It will also reflect the wide variety of roles open to all gender identities and provide equal opportunity.

Code of Iowa: §§ 216.9 and 256.11
Iowa Administrative Code: Chapter 281 12.5(8)
Cross Reference: Procedure 102.a Grievance Procedure
Policy 406
LIBRARY AND INSTRUCTIONAL MATERIALS

The District will maintain a library in each school for use by employees and students. Certified employees of the District will be responsible for the selection of instructional materials for use in classrooms and libraries. Instructional staff shall be included in the selection of classroom instructional materials.

Selected materials should:
- Support the educational goals and objectives of the District
- Align with established selection procedures and criteria
- Foster respect and appreciation for cultural diversity and difference of opinion

The Instructional Materials Reconsideration Committee shall address formal requests for reconsideration of library and classroom instructional materials.

Approved: 01-09-78
Reviewed: 11-13-89
Revised: 12-11-89
03-08-93
Reviewed: 04-08-96
08-09-99
06-26-06
Revised: 11-12-12
07-16-18
**Library Operations**

Libraries play an important role in supporting the instructional program by providing materials and other resources needed to accomplish the educational mission of the District. The library shall be staffed by a qualified teacher librarian. The library shall be available to students and staff throughout the school day. Materials for the libraries shall be selected in accordance with Regulation 402.2. It shall be the responsibility of the principal of the building in which the library is located to oversee the use of materials in the library.
Guidelines for Selection of Library and Instructional Materials

Instructional materials for use in classrooms and libraries shall be recommended for purchase by certified employees of the District, in consultation with administrative staff, instructional staff, and may include students. Selection is an ongoing process which shall include the removal of materials no longer appropriate and the replacement of lost or worn materials still of educational value.

Material selected for use in the libraries and classrooms will meet the following guidelines:

Religion - Material shall represent religions in a factual, unbiased manner. The primary source material of religions shall be considered appropriate, but material which advocates rather than informs, or is designed to sway reader judgment regarding religion will not be included in the school libraries or classrooms.

Racism - Material shall present a diversity of race, custom, culture, and belief as a positive aspect of our nation's heritage and give candid treatment to unresolved intercultural problems in the United States, including those which involve prejudice, discrimination, and the undesirable consequences of withholding rights, freedom or respect from any individual. (See Policy 401 – Multicultural and Nonsexist Education.)

Sexism - Material shall reflect sensitivity to the needs, rights, traits, and aspirations of individuals of all gender identities without preference or bias. (See Policy 401 – Multicultural and Nonsexist Education.)

Age - Material shall recognize the diverse contributions of various age groups and portray the continuing contributions of maturing members of society.

Disability - Material shall reflect the needs, rights, traits, and aspirations of persons with disabilities.

Ideology - Material shall present basic primary and factual information on any ideology or philosophy of government which exerts or has exerted a strong force, either favorably or unfavorably, over any civilization or society, past or present. This material shall not be selected with the intention of swaying a reader's judgment in any way and shall be related to the maturity level of the intended audience.

Profanity and Sex - Material shall be subjected to a test of literary merit by teacher librarians and certified staff, who will take into consideration both their reading public and community standards of morality.

Controversial issues materials will be directed toward maintaining a balanced collection representing various views.

In all cases, the selecting decision should be made on the basis of whether or not the material presents an accurate representation of society and culture, whether or not the circumstances depicted are realistically portrayed, or whether or not the material has literary or social value when the material is viewed as a whole.

These guidelines shall not be constructed in such a manner as to preclude materials which accurately represent the customs, mores, manners, culture, or society of a different time or a different place.

Approved: 01-23-78
Reviewed: 11-13-89
Revised: 12-11-89
Reviewed: 01-11-93
04-08-96
08-09-99
06-26-06
Revised: 11-12-12
06-25-18
Reconsideration of Instructional Material

A committee, referred to as the Instructional Materials Reconsideration Committee, shall address formal requests for reconsideration of library and instructional materials. The committee will provide a context in which differences of opinion and possible selection errors may be examined openly.

The Instructional Materials Reconsideration Committee shall be formed each year by September 30 and shall function through June 30 of the following year. The committee will consist of:

- One teacher leader designated by the Office of Teaching and Learning
- One teacher leader responsible for district libraries and/or teacher leader in content lead role
- At least two high school students, selected by a teacher leader and approved by the principal
- At least two parents or community members
- The Executive Director of the Office of Teaching and Learning

Citizens of the school community may register a criticism of material with the building teacher librarian or building principal, from whom they may obtain the "Request for Reconsideration of Library or Instructional Material" form. All criticism shall be on the "Request for Reconsideration..." form, and the complainant must be specific as to author, title, publisher, date of publication, and when relevant, page numbers of items to which objection is being made. The statement shall be signed and filed with the District Teacher Leader at the Educational Leadership and Support Center, 2500 Edgewood Road N.W.

Within 30 school days of the filing of a complaint, the District Teacher Leader shall bring the material in question to the Instructional Materials Reconsideration Committee for reevaluation. The Committee will develop and submit a recommendation regarding District use of the materials to the Superintendent/designee.

Generally, student access to challenged material will not be restricted during the reconsideration process, but the Superintendent/designee may limit access under unusual circumstances.
Legal and Ethical Use of Information Resources

Federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for plagiarism, unauthorized copying or using of media, including, but not limited to, print, electronic and web-based materials, unless the copying or using conforms to the "fair use" doctrine. Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research providing that all fair use guidelines are met.

It is the responsibility of employees to abide by the District's copying procedures and obey the requirements of the law. In no circumstances shall it be necessary for District staff to violate copyright requirements in order to perform their duties properly. The District will not be responsible for any violations of the copyright law by employees, students, visitors or volunteers. Violation of the copyright law by employees may result in discipline up to, and including, termination. Violation of the copyright law by students may result in discipline, up to and including, suspension or expulsion.

Parents or others who wish to record, by any means, school programs or other activities need to realize that even though the District received permission to perform a copyrighted work does not mean third parties can record and replay it. Posting performances to social media may be considered a violation of copyright law. Those who wish to record/replay programs, performances, or activities should contact the employee in charge of the activity to determine what the process is to ensure the copyright law is followed. The District is not responsible for third parties violating the copyright law.

Any employee or student who is uncertain as to whether reproducing or using copyrighted material complies with the District's procedures or is permissible under the law should contact the principal, teacher-librarian or District Teacher Librarian Facilitator, who will also assist employees and students in obtaining proper authorization to copy or use protected material when such authorization is required.

Approved: 05-23-88
Reviewed: 11-13-89
Revised: 01-25-93
Reviewed: 04-08-96
Revised: 10-11-99
Revised: 09-13-04
11-12-12
06-25-18
08-27-18
Guidelines for Fair Use of Copyrighted Materials

Employees and students may make copies of copyrighted materials that fall within the following guidelines or where there is reason to believe the material to be copied does not fall within these guidelines, prior permission shall be obtained from the publisher or producer with the assistance of the principal, teacher librarian, or technology facilitator. Employees and students who fail to follow this procedure may be held personally liable for copyright infringement and may be subject to discipline.

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. Under the fair use doctrine, each of the following four standards must be met in order to use the copyrighted document:

- Purpose and Character of the Use – The use must be for such purposes as teaching or scholarship.
- Nature of the Copyrighted Work – The type of work to be copied.
- Amount and Substantiality of the Portion Used – Copying the whole of a work cannot be considered fair use; copying a small portion may be if these guidelines are followed.
- Effect of the Use Upon the Potential Market for or value of the Copyrighted Work – If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.

Authorized Reproduction and Use of Copyrighted Material Reminders:

- Materials on the Internet should be used with caution since they may, and likely are, copyrighted.
- Proper attribution (author, title, publisher, place and date of publication) should always be given.
- Notice should be taken of any alterations to copyrighted works, and such alterations should only be made for specific instructional objectives.
- Care should be taken in circumventing any technological protection measures. While materials copied pursuant to fair use may be copied after circumventing technological protections against unauthorized copying, technological protection measures to block access to materials may not be circumvented.

In preparing for instruction, a teacher may make or have made a single copy of:

- A chapter from a book;
- An article from a newspaper or periodical;
- A short story, short essay or short poem; or,
- A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.

A teacher may make multiple copies not exceeding more than one per pupil, for classroom use or discussion, if the copying meets the tests of “brevity, spontaneity and cumulative effect” set by the following guidelines. Each copy must include a notice of copyright.

- Brevity
  - A complete poem, if less than 250 words and two pages long, may be copied; excerpts from longer poems cannot exceed 250 words;
  - Complete articles, stories or essays of less than 2500 words or excerpts from prose works less than 1000 words or 10% of the work, whichever is less may be copied; in any event, the minimum is 500 words;
  - Each numerical limit may be expanded to permit the completion of an unfinished line of a poem or prose paragraph;
  - One chart, graph, diagram, drawing, cartoon or picture per book or periodical issue may be copied. “Special” works cannot be reproduced in full; this includes children's books combining poetry, prose or poetic prose. Short special works may be copied up to two published pages containing not more than 10 percent of the work.
- Spontaneity – Should be at the “instance and inspiration” of the individual teacher when there is not a reasonable length of time to request and receive permission to copy.
- Cumulative Effect – Teachers are limited to using copied material for only one course for which copies are made. No more than one short poem, article, story or two excerpts from the same author may be copied, and no more than
three works can be copied from a collective work or periodical column during one class term. Teachers are limited to nine instances of multiple copying for one course during one class term. Limitations do not apply to current news periodicals, newspapers and current news sections of other periodicals.

Copying Limitations

Circumstances will arise when employees are uncertain whether or not copying is prohibited. In those circumstances, the principal, teacher or teacher-librarian should be contacted. The following prohibitions have been expressly stated in federal guidelines:

- Reproduction of copyrighted material shall not be used to create or substitute for anthologies, compilations or collective works.
- Unless expressly permitted by agreement with the publisher and authorized by school District action, there shall be no copying from copyrighted consumable materials such as workbooks, exercises, test booklets, answer sheets and the like.
- Employees shall not:
  - Use copies to substitute for the purchase of books, periodicals, music recordings, consumable works such as workbooks, computer software or other copyrighted material. Copy or use the same item from term to term without the copyright owner's permission;
  - Copy or use more than nine instances of multiple copying of protected material in any one term;
  - Copy or use more than one short work or two excerpts from works of the same author in any one term;
  - Copy or use protected material without including a notice of copyright. The following is a satisfactory notice: NOTICE: THIS MATERIAL MAY BE PROTECTED BY COPYRIGHT LAW.
  - Reproduce or use copyrighted material at the direction of someone in higher authority or copy or use such material in emulation of some other teacher's use of copyrighted material without permission of the copyright owner.
  - Require other employees or students to violate the copyright law or fair use guidelines.

Authorized Reproduction and Use of Copyrighted Materials in the Library

A library may make a single copy or three digital copies of:

- An unpublished work in its collection;
- A published work in order to replace it because it is damaged, deteriorated, lost or stolen, provided that an unused replacement cannot be obtained at a fair price.
- A work that is being considered for acquisition, although use is strictly limited to that decision. Technological protection measures may be circumvented for purposes of copying materials in order to make an acquisition decision.

A library may provide a single copy of copyrighted material to a student or employee at no more than the actual cost of photocopying. The copy must be limited to one article of a periodical issue or a small part of other material, unless the library finds that the copyrighted work cannot be obtained elsewhere at a fair price. In the latter circumstance, the entire work may be copied. In any case, the copy shall contain the notice of copyright and the student or staff member shall be notified that the copy is to be used only for private study, scholarship or research. Any other use may subject the person to liability for copyright infringement.

Authorized Reproduction and Use of Copyrighted Music or Dramatic Works

Teachers may:

- Make a single copy of a song, movement, or short section from a printed musical or dramatic work that is unavailable except in a larger work for purposes of preparing for instruction;
- Make multiple copies for classroom use of an excerpt of not more than 10% of a printed musical work if it is to be used for academic purposes other than performance, provided that the excerpt does not comprise a part of the whole musical work which would constitute a performable unit such as a complete section, movement, or song;
In an emergency, a teacher may make and use replacement copies of printed music for an imminent musical performance when the purchased copies have been lost, destroyed or are otherwise not available.

- Make and retain a single recording of student performances of copyrighted material when it is made for purposes of evaluation or rehearsal;
- Make and retain a single copy of excerpts from recordings of copyrighted musical works for use as aural exercises or examination questions; and,
- Edit or simplify purchased copies of music or plays provided that the fundamental character of the work is not distorted. Lyrics shall not be altered or added if none exist.

Performance by teachers or students of copyrighted musical or dramatic works is permitted without the authorization of the copyright owner as part of a teaching activity in a classroom or instructional setting. The purpose shall be instructional rather than for entertainment.

Performances of nondramatic musical works that are copyrighted are permitted without the authorization of the copyright owner, provided that:

- The performance is not for a commercial purpose;
- None of the performers, promoters or organizers are compensated; and,
- Admission fees are used for educational or charitable purposes only.

All other musical and dramatic performances require permission from the copyright owner. Parents or others wishing to record a performance should check with the sponsor to ensure compliance with copyright.

**Recording of Copyrighted Programs**

Television programs, excluding news programs, transmitted by commercial and non-commercial television stations for reception by the general public without charge may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by a school for a period not to exceed the first forty-five (45) consecutive calendar days after date of recording. Upon conclusion of this retention period, all off-air recordings must be erased or destroyed immediately. Certain programming such as that provided on public television may be exempt from this provision; check with the principal, teacher librarian, or technology facilitator.

Off-air recording may be used once by individual teachers in the course of instructional activities, and repeated once only when reinforcement is necessary, within a building, during the first 10 consecutive school days, excluding scheduled interruptions, in the 45-calendar day retention period. Off-air recordings may be made only at the request of and used by individual teachers and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy shall be subject to all provisions governing the original recording.

After the first ten consecutive school days, off-air recordings may be used up to the end of the 45 calendar day retention period only for evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum. Permission must be secured from the publisher before the recording can be used for instructional purposes after the 10 day period.

Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

**Authorized Reproduction and Use of Copyrighted Computer Software**

Schools have a valid need for high-quality software at reasonable prices. To assure a fair return to the authors of software programs, the school District shall support the legal and ethical issues involved in copyright laws and any usage agreements that are incorporated into the acquisition of software programs. To this end, the following guidelines shall be in effect:
All copyright laws and publisher license agreements between the vendor and the school District shall be observed;

Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment;

A back-up copy shall be purchased, for use as a replacement when a program is lost or damaged. If the vendor is not able to supply a replacement, the school District shall make a back-up copy that will be used for replacement purposes only;

A copy of the software license agreement shall be retained by Technology Services

A computer program may be adapted by adding to the content or changing the language. The adapted program may not be distributed.

Fair Use Guidelines for Educational Multimedia

Students may incorporate portions of copyrighted materials in producing educational multimedia projects such as videos, Power Points, podcasts and web sites for a specific course, and may perform, display or retain the projects.

Educators may perform or display their own multimedia projects to students in support of curriculum-based instructional activities. These projects may be used:

- In face-to-face instruction;
- In demonstrations and presentations, including conferences;
- In assignments to students;
- For remote instruction if distribution of the signal is limited;
- Over a network that cannot prevent duplication for fifteen days, after fifteen days a copy may be saved on-site only; or,
- In their personal portfolios.

Educators may use copyrighted materials in a multimedia project for two years, after that permission must be requested and received.

The following limitations restrict the portion of any given work that may be used pursuant of fair use in an educational multimedia project:

- Motion media: ten percent or three minutes, whichever is less;
- Text materials: ten percent or 1,000 words, whichever is less;
- Poetry: an entire poem of fewer than 250 words, but no more than three poems from one author or five poems from an anthology. For poems of greater than 250 words, excerpts of up to 250 words may be used, but no more than three excerpts from one poet or five excerpts from an anthology;
- Music, lyrics and music video: Up to ten percent, but no more than thirty seconds. No alterations that change the basic melody or fundamental character of the work;
- Illustrations, cartoons and photographs: No more than five images by an artist, and no more than ten percent or fifteen images whichever is less from a collective work;
- Numerical data sets: Up to ten percent or 2,500 field or cell entries, whichever is less;

Fair use does not include posting a student or teacher’s work on the Internet if it includes portions of copyrighted materials. Permission to copy shall be obtained from the original copyright holder(s) before such projects are placed online. The opening screen of such presentations shall include notice that permission was granted, and materials are restricted from further use.

Approved: 05-09-88
Reviewed: 01-13-89
Revised: 01-25-93
Reviewed: 04-08-96
09-13-99
Revised: 09-13-04
11-12-12
Reviewed: 08-27-18
CONTROVERSIAL ISSUES

A "controversial issue" is a topic of significant academic inquiry about which substantial groups of citizens of this community, this state or this nation hold sincere, conflicting points of view. The right of people to study and freely discuss controversial issues is basic to the perpetuation of our American form of democracy. It is important to have a citizenry that exercises its rights, keeps well informed, searches actively for divergent points of view, evaluates courses of action in the light of available evidence and basic democratic values, and then acts responsibly on the basis of decisions made.

To the extent that students have the necessary intellectual and emotional maturity, the teacher has a professional responsibility to encourage students to explore differing points of view, discuss controversial issues freely, and evaluate the consequences of personal decisions regarding such issues in the context of acceptable legal, ethical, and moral constraints.

Legal Reference: Code of Iowa 282 Chapter 25.3(6)
Guidelines for Staff Regarding Controversial Issues

A "controversial issue" is a topic of significant academic inquiry about which substantial groups of citizens of this community, this state or this nation hold sincere, conflicting points of view.

It is the belief of the Board that controversial issues should be fairly presented in a spirit of honest academic freedom so that students may recognize the validity of other points of view but can also learn to formulate their own opinions based upon dispassionate, objective, unbiased study and discussion of the facts related to the controversy.

It is the responsibility of the teacher to present full and fair opportunity and means for students to study, consider and discuss all sides of controversial issues including, but not limited to, political philosophies.

It is the responsibility of the teacher to protect the right of the student to study pertinent controversial issues within the limits of good taste and to allow the student to express personal opinions without jeopardizing the student's relationship with the teacher.

It is the responsibility of the teacher to refrain from advocating partisan causes, sectarian religious views, or selfish propaganda of any kind through any classroom or school device. Teachers may express a personal opinion as long as students are clearly informed that this is the teacher’s opinion and not necessarily based on fact, and students are encouraged to reach their own decisions independently.

The Board encourages full discussion of controversial issues in a spirit of academic freedom that shows students that they have the right to disagree with the opinions of others but that they also have the responsibility to base the disagreement on facts and to respect the right of others to hold conflicting opinions.

Legal Reference: Code of Iowa 282 Chapter 25.3(6)
CURRICULAR AND CO-CURRICULAR FIELD TRIPS

Curricular and co-curricular field trips serve the educational program by providing opportunities beyond those available in the school setting. Trips should be carefully planned to operate in conjunction with and help to enrich the curricular/co-curricular program. Procedures for approving all educational field trips are expected to provide for appropriate consideration of purpose, educational value, planning details, staff qualifications, student selection, student health and safety, insurance coverage, parent communication, financial arrangements, supervision, and evaluation.

Approved: 01-09-78
Reviewed: 11-13-89
Revised: 02-08-93
Reviewed: 06-24-96
09-28-98
12-09-02
01-13-03
12-08-03
Revised: 02-28-11
Reviewed: 09-11-17
**Classification of Field Trips**

A field trip is a trip off the school site, generally taken by a group of students in connection with curricular or co-curricular programs.

Field trips are divided into the following categories:

A. **Routine**: field trips within a 300 mile radius of Cedar Rapids.

   1. **Curricular**
      
      Curricular field trips are an integral component of the curriculum and are generally scheduled for all students in a grade or class. Transportation may be provided for such trips.

   2. **Co-Curricular**
      
      Co-curricular field trips typically involve attendance at a special activity, contest, or conference, and may not involve all students.

B. **Non-Routine**: field trips outside a 300 mile radius of Cedar Rapids.

   All non-routine trips (curricular and co-curricular) must have a central objective(s), which qualify them as one or more of the following types of trips: (1) performance experience; (2) study; (3) contest participation; or (4) broad, culminating experience. The educational value, cultural opportunity, and/or performing experience should be sufficiently rewarding to justify the distance traveled, the time out of school (if any) and the fund-raising activities.

Reference: Board Policy Section 1002
Field Trip Planning and Approval Procedures

All curricular and co-curricular field trips shall comply with Board policy and must be carefully planned in terms of educational objectives and provisions for student health and safety, insurance coverage, parent permission, financial arrangements, supervision, transportation, and evaluation.

Routine Field Trips
Field trips within a 300 mile radius of Cedar Rapids will be approved at the discretion of the building principal with proper documentation for supervision.

Non-Routine Field Trips
Non-routine field trips will be kept to a minimum. No single group (choir, band, etc.) may take more than one non-routine trip every two years. Non-routine trips are to be completed within nine days and no more than two school days may be used per trip.

Within the Continental United States
Field trips within the continental United States that are beyond a 300 mile radius require the approval of the principal, and a plan approved by the appropriate Executive Administrator of Elementary/Secondary Education. Typically, non-routine trips should not be planned in the elementary or middle schools.

Outside the Continental United States
Field trips outside the continental United States require the approval of the principal and the Superintendent. Applications to plan field trips outside the continental United States must be submitted at least two months in advance of the trip and prior to any fundraising activities.

Application to Plan for Non-Routine Field Trips
The applications to plan for non-routine field trips will be obtained from the Office of Learning and Leadership, and must be submitted with the principal’s approval to the Executive Administrator of Elementary/Secondary Education prior to planning or fundraising activities.
Promotion of Non-District Sponsored Travel

Any staff member who promotes a student trip or travel study program that is not sponsored by the District will make clear to students and parents that the trip is not district-sponsored. Before publicizing the trip, the staff member will inform the principal about the trip, and the principal will inform the appropriate Executive Administrator. Arrangements for such trips will be consistent with the regulation providing for use of school facilities for non-school sponsored activities.

Approved: 12-12-77
Reviewed: 11-13-89
Revised: 12-11-89
Reviewed: 01-25-93
  06-24-96
  01-11-99
  12-08-03
Revised: 02-14-11
Reviewed: 02-26-18
**Student Performance at Political Events**

The following criteria will govern the participation of student performances at political events:

- Performances of student groups is appropriate at events attended by the current President and/or Vice-President of the United States, or Governor of the State of Iowa whether the event is considered to be of a partisan nature or not.

- Requests for student performances at partisan political events will be directed to the Superintendent for consideration.

- Student participation shall be voluntary in all cases.

- Students who perform at such events serve as ambassadors of the District and are expected to conduct themselves in accordance with Board policy.

- Use of school-owned apparel, equipment, instruments, and material is permitted for approved performances.

- Participation of student performing groups shall not be construed as endorsement of any political party or position by the Cedar Rapids Community School District.

Reference: Policy 403, Policy 404, and Policy 1005
STUDENT ASSESSMENT

Objective assessment of student achievement is an essential part of instruction which guides and documents student growth towards District curricular standards, evaluates individual and program needs, and identifies strengths and weaknesses of curriculum. Assessment is an ongoing process and consists of both formal and informal measures of individual and groups progress.

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

As part of a program funded by the United States Department of Education, no student is required to submit, without the prior consent of the parent or student (if the student is an adult or emancipated minor), to surveys, analysis or evaluation which reveals information concerning:

- Political affiliations; or beliefs of the student or student’s parent;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized, privileged and analogous relationships, such as those of lawyers, physicians and ministers;
- Religious practices, affiliations or beliefs of the student or student’s parent; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

It is the responsibility of the District to collect and evaluate subjective and objective data regarding the progress of individual students. These data should be interpreted and reported by a responsible certified employee to persons with a legal right to the information.

Iowa Administrative Code, Section 281-12.8 (256) Accountability for Student Achievement
**Accountability Test Integrity/Test Preparation**

The Cedar Rapids Community School District is committed to ensuring the integrity of the information obtained from the use of educational assessments. This procedure is intended to apply to two assessments in particular; the assessment used to meet the reporting requirement under the Every Student Succeeds Act (ESSA) and the assessment used to meet the reporting requirements for the Annual Progress Report to the Iowa Department of Education.

The purpose of this procedure is to ensure assessment results are truly representative of the achievement of students in the District. It is also intended to create awareness of the potential negative impact that inappropriate assessment practices might produce, to outline processes to be followed, and to identify the potential consequences of violating the policy. If test scores become questionable because of inappropriate practices in either preparing students or in administering tests, the meaning of the scores will be distorted and their value for their original purpose will be diminished or lost.

**Appointment of District Test Coordinator**

The Superintendent will appoint a District Test Coordinator, who will delegate responsibility for testing-related functions to a Building Test Coordinator at each school/site. The Building Test Coordinator is responsible for storing materials from District-wide testing in a secure area with restricted access before, during and after the testing period. Annually, prior to testing, the District Test Coordinator will review District policy and rules on test use, test preparation and test security required for standardized tests and Building Test Coordinators.

**Test Preparation**

As a function of educating students, staff may prepare students for assessments by providing instruction in the content areas to be assessed. Staff may also prepare students for assessments by teaching general test-taking skills that are applicable to any test or test format.

Staff will not conduct reviews or drills that use actual test items or identical format items of the accountability assessments, or use copies of tests from previous years, with students at any time.

**Administration of Tests**

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

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

After testing is completed, test booklets and materials are to be returned according to procedures outlined and established by the District Test Coordinator.
Consequences of Procedure Violations

If the Superintendent/designee has a reasonable belief that a potential violation of this policy has occurred, contact will be made with the Iowa Department of Education. (Iowa Administrative Code 282, Chapter 25). Violation of this standard includes:

Falsifying or deliberately misrepresenting or omitting material information regarding the evaluation of students or personnel, including improper administration of any standardized tests, including, but not limited to, changing test answers, providing test answers, copying or teaching identified test items, or using inappropriate accommodations or modifications for such tests.**

No reprisal shall be taken against a district employee for disclosure of information regarding the violation of the Code of Professional Conduct Ethics if the employee reasonably believes the information evidences a violation of code.***

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

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

If the Superintendent believes that assessment results are invalid, the Superintendent shall report to the Iowa Department of Education according to specified timelines.

**Reference: Iowa Administrative Code, Chapter 25, Educational Examiners (282-25.3(3)e

***Reference: Iowa Code 70A.29 Reprisals Prohibited – Political Subdivisions Penalty – Civil Remedies
Educational Research

Requests to pursue research projects in the District must be made prior to initiation of the project and approved by the Superintendent/designee. Any research projects must ensure appropriate participant confidentiality.

Students who may be or are asked to participate in a research project must have parent/guardian written consent on file prior to participating.
CURRICULUM DEVELOPMENT AND REVISION

The District shall implement state and federally mandated curriculum standards with integrity and fidelity. Program development must be aligned with the curriculum standards and ensure that all students have an opportunity to meet the standards. Instructional materials, equipment and technology to support the curriculum should be reviewed and updated on a regular basis. Reports on progress shall be provided to the Board.

When selecting, developing or modifying curriculum the process should:

- align with state and federal curriculum standards and performance level requirements
- support the District Strategic Plan and annual improvement goals aligned with equity and access for all students
- reflect the educational and operational needs assessment of the District
- align with existing programs
- address the developmental characteristics of the grade level(s)
- provide for individual differences, extension and remediation
- incorporate the PK-12 standards for the curricular area
- provide suggested instructional activities, materials, and technology
- provide course descriptions for the program of studies
- identify assessment and evaluation techniques to monitor the progress of students and the effectiveness of the curriculum

Reference: 20 U.S.C. 123h
34 C.F.R. Pt. 98
Iowa Code 216.9; 256.7, 279.8; 280.3
281 I.A.C.12.5, .8

Cross Reference: Policy 401

Reviewed: 11-13-89
Revised: 12-11-89
03-08-93
Reviewed: 06-24-96
Revised: 11-09-98
07-15-13
09-10-18
School Improvement Advisory Committee

A School Improvement Advisory Committee (SIAC) shall be established to ensure community involvement in:

- the determination of major educational needs;
- the determination and prioritization of student learning goals;
- the provision of long-range goals that include, but are not limited to, the state indicators that address reading, mathematics and science achievement;
- the harassment or bullying prevention goals, programs, training, and other initiatives.

At least annually, the School Improvement Advisory Committee shall provide input and may make recommendations to the Board of Education with regards to:

- Major educational needs
- Student learning goals
- Long-range and annual improvement goals aligned to the District Strategic Plan
- Harassment/bullying prevention initiatives
- Desired levels of student performance
- Progress toward meeting District goals

Committee membership shall include students, parents, teachers, administrators, and representatives from the local community. To the extent possible, committee membership has balanced representation of the following: race, gender, national origin, and disability. (Gender balance is defined as half male and half female for even-numbered committees or half plus one for odd-numbered committees.) The Superintendent/designee shall serve as ex-officio Chair of the Committee.

Code of Iowa: 256.11

Iowa Administrative Code: 281-12.2 (256)
281-12.8 (256)
EXTENDED LEARNING OPPORTUNITIES/HOMEWORK

The needs of individual students must be the driving force of all instructional decisions. Extended learning opportunities/homework, a logical extension of classroom learning, should be viewed as one of several methods educators use to show children that 21st century learning takes place in multiple learning environments utilizing a variety of resources.

Extended learning opportunities/homework should be developmentally appropriate and:

- enrich and extend the school experience,
- enable the student to learn more about concepts presented,
- provide the student with purposeful practice and practical application of learning,
- provide an opportunity for the student to reflect on learning and receive feedback, and
- develop an understanding of the importance of good work habits and responsibility.

Communication between home and school regarding the nature and quantity of extended learning opportunities/homework is expected.
ACTIVITIES PROGRAM

A comprehensive and balanced activities program is an essential complement to the basic program of instruction. The activities program should provide opportunities for youth to develop interests and talents and will be a continuation of the classroom so that lifetime values such as citizenship, sportsmanship, and teamwork are taught and reinforced.

The activities program should be available to all students who demonstrate an interest in participating, except when facilities limit the ability to serve an unlimited number of participants. Appropriate skill levels should be established within activities when feasible so that students may participate as fully as possible.

The district will support the activities program with the best facilities, equipment, and staff available. Knowledge and skills developed in the classroom should be further applied through participation in the activities program. Coaches, directors, and sponsors should also teach the specific skills necessary for improvement in activities and provide guidance in the development of self-realization, good sportsmanship, cooperation, leadership, ethical behavior, artistic sensitivity, and an appreciation for the importance of practice.

The ultimate goals of the activities program should be to realize the value of participation without overemphasizing the importance of winning and to develop and improve positive citizenship traits among participants.

Approved: 12-08-80
11-10-97
Reviewed: 11-13-89
01-25-93
06-24-96
Revised: 11-10-97
05-24-99
01-14-08
02-23-15
04-13-2020
**Non-School Team Participation**

A student who participates in a sport sponsored by the District may participate in a non-school team as an individual or member of a team in an outside school event, with permission of the Activities Director. Outside participation shall not conflict with the school sponsored athletic activity without prior approval by the Activities Director. This information will be available in the student handbook.

It is the responsibility of all student athletes to review the Non-School Team Participation rules and expectations as outlined in the student handbook. It is the responsibility of the student athlete to inform school personnel of a conflict. A student who participates in a sport sponsored by an organization other than the District without obtaining permission shall be ineligible to participate on a school-sponsored team in that sport for one-third of the season. A second offense shall be ineligible for one-half the season, while a third or more offense shall be ineligible for twelve (12) calendar months.

Applications for exceptions shall be applied for, in writing, to the Activities Director. The applicant will be notified of the Activities Director’s decision in a timely fashion.
RELIGION AND THE SCHOOLS

The contribution of religions to civilization is one of the crucial keys to understanding human history and development, the study of religious history and traditions should be part of the school curriculum and can play a vital role in enhancing an understanding among people of different religious backgrounds and beliefs. Such study should give neither preferential nor derogatory treatment to any single religion or to religion in general, and should not be introduced or utilized for devotional purposes. Furthermore, no religious belief or non-belief should be promoted by the school district or its employees.

Criteria used to guide academic inquiry in the study of religion should seek the same objectivity and educational effectiveness expected in other areas of the curriculum. In addition, materials and activities should be sensitive to America's pluralistic society and should educate rather than indoctrinate. All instructional and other school-sponsored activities should meet the three-part test established by the Supreme Court to determine constitutionality: 1) the activity must have a secular purpose; 2) the activity's principal or primary effect must be one that neither advances nor inhibits religion; and 3) the activity must not foster an excessive governmental entanglement with religion.

Legal Reference:
- U.S. Const. amend. I.
- Lemon v. Kurtzman, 403 U.S. 602 (1971)
- Iowa Code §§ 279.8; 280.6

Approved: 08-10-81
Reviewed: 11-13-89
01-25-93
06-24-96
08-09-99
04-12-04
10-13-14
Revised: 06-11-18
Religious Observances

The historical and contemporary significance of religious observances may be included in the program of education provided that such instruction is presented in an unbiased and objective manner. The selection of religious observances to be recognized or studied will take into account celebrations of multiple world religions, not just those of a single religion. Activities will be educationally sound and sensitive to religious differences and will be selected carefully to avoid the excessive or unproductive use of school time. Teachers will be prudent in planning activities that are to take place immediately preceding or on religious observances.

The use of religious symbols will be permitted as a teaching aid, but only when such symbols are used temporarily and objectively to give information about a heritage associated with a religion.

Productions of music, art, literature, and/or drama having religious themes may be a part of the educational program and are permitted if presented in an objective manner without sectarian indoctrination. Religious content included in student performances will be selected on the basis of its independent educational merit and will seek to give exposure to a variety of religious customs, beliefs, and forms of expression. Programs, parties, or performances will not become religious celebrations, or be used as a forum for religious worship, such as the devotional reading of sacred writings, or the recitations of prayers. Student participation in a program or performance which includes religious themes will be voluntary.

Expressions of belief or non-belief initiated by individual students will be permitted in composition, art forms, music, speech, and debate. However, teachers may not require projects or activities which indoctrinate or force students to contradict their personal religious beliefs or non-beliefs. In instances where many students might naturally choose to make a religious expression, alternate activities will be offered.

Legal Reference: U.S. Const. amend. I.
Iowa Code §§ 279.8; 280.6
CO-CURRICULAR ACTIVITIES ELIGIBILITY

The Cedar Rapids Community School District offers a variety of voluntary activities designed to enhance the classroom education of students. Co-curricular activities provide the benefits of promoting additional interests and abilities for students during their school years and for a lifetime. Participation in school activities is a privilege. Students desiring to participate in co-curricular activities must meet the participation requirements established by the District.

Students who participate in co-curricular activities serve as ambassadors of the school/district 365 days a year, 24 hours a day, both away from school and at school. Students who wish to have the privilege of participating in co-curricular activities must conduct themselves in accordance with board policy and must refrain at all times from activities that are illegal, immoral, or unhealthy.

Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal/designee shall keep records of violations of the co-curricular activities eligibility requirements.

Co-curricular activities include, but are not limited to, the following:
Athletics, instrumental and vocal music performances, drama productions, speech contests, state contests and performances for cheerleading and drill team, mock trial, Academic Decathlon, or any other activity where the student represents the school/district outside the classroom in a competition or performance.

STUDENT ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES

Good Conduct Rule

To retain eligibility for participation in the Cedar Rapids Community School District co-curricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

If an employee of the district learns that a student may have violated the good conduct rule, the student shall be confronted with the allegation, the basis for the allegation and given an opportunity to tell the student’s side. If a preponderance of the evidence indicates that the student has violated the good conduct rule, the student will be deemed ineligible to participate in co-curricular activities for a period of time, as described below. The following are violations of the Good Conduct Rule:

- possession, use, or purchase of tobacco products, regardless of the student’s age;
- possession, use, or purchase of alcoholic beverages, including beer and wine (“use” includes having the odor of alcohol on one’s breath, (this includes “near beer” labeled non-alcoholic beer);
- possession, use, or purchase of illegal drugs or the unauthorized possession, use, or purchase of otherwise lawful drugs;
- engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- inappropriate or offensive conduct including but not limited to fighting, insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others.

If a student transfers in from another school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school or school/district, then the student will be confronted regarding that ineligibility and will be given the opportunity to tell the student’s side. Violations of Good Conduct Policies in other school districts may result in loss of eligibility in the Cedar Rapids Community School District as described below.
Penalties:

Any student, who, is found to have violated the Good Conduct Rule, at any time, is subject to a loss of eligibility as follows:

**First Offense** within the student’s High School Athletic Career: up to one-third of season ineligibility with referral for professional evaluation.
Non-athletic: up to four weeks or longer if necessary to include being ineligible for a minimum of one public performance with referral for professional evaluation.

**Second Offense** within the Student’s High School Athletic Career: up to one-half the season of ineligibility with professional evaluation and/or treatment prior to reinstatement.
Non-athletic: up to six weeks with professional evaluation and/or treatment prior to reinstatement or longer if necessary to include a minimum of two public performances.

**Third or more offense** within the Student’s High School Athletic Career - up to twelve (12) calendar months of ineligibility with professional evaluation and/or treatment prior to reinstatement.
Non-athletic: up to twelve (12) calendar months with professional evaluation and/or treatment prior to reinstatement.

The period of ineligibility attaches immediately upon a finding of a violation if the student is currently engaged in a co-curricular activity. If the student is not currently engaged in a co-curricular activity, or if the period of ineligibility is not completed during the current activity, the period of ineligibility begins or is carried over to the time the student seeks to go out for the next activity or contest. However, if the period of time between a violation and an activity is 365 days or more, the student shall not serve an ineligibility period for the violation. When a student begins a season with an ineligibility period from a previous violation the student is expected to complete that activity to the coach’s/administrator’s satisfaction or the penalty will attach when the student next seeks to go out for another activity, subject to the 365-day limitation above. An ineligible student shall attend all practices or rehearsals but may neither “suit up” nor perform/participate.

**Voluntary Admission:**

The voluntary admission provision is in place to allow students to seek help with substance abuse. It is designed for students and parents as a tool for treatment without penalty of losing eligibility. This admission is not intended as a loophole to avoid consequences for students found to have violated the good conduct rule. This provision may only be used once during a student’s high school career. This admission may prevent the loss of eligibility.

The purpose of the provision is to create honesty and openness when dealing with code of conduct violators. It is designed to help violators, not punish them.

Violators, or their parents/guardians, must approach building administrators acknowledging the student offense. To remain eligible, the student must:
1. Be referred by the school to a substance abuse agency for evaluation.
2. Complete all appointments with the agency.
3. Fully cooperate with all recommendations made by the agency.

The student shall provide a copy of the recommendations from the agency to the school and evidence of compliance with completion.

The voluntary admission provision does not apply to violations of the good conduct rule when:
1. The violation occurs at school or a school sponsored event.
2. Law enforcement officials are involved.
3. Investigations into a specific incident of student violations have already begun.

A voluntary admission is considered a first offense of the Good Conduct Policy, even if there is no period of ineligibility.
Cost of Evaluation and Treatment:

In cases of either violation of the Good Conduct Rule or Voluntary Admission, the District will provide a professional evaluation through a provider of the District’s choice. If treatment is recommended as a result of that evaluation, the District will provide only for a basic level of outpatient services through that provider, and not pay for any in-patient treatment. By completing the evaluation and treatment provided by the District, the student will be in compliance with the evaluation and treatment requirements of this Policy.

Letters and Awards:

Students who are ineligible at the conclusion of an activity shall not receive a letter or award for that activity.

Appeals:

Any student who is found by the administration to have violated the Good Conduct Rule may appeal this determination to the associate superintendent by contacting the superintendent within 3 days of being advised of the violation. The penalty will be in effect pending the associate superintendent’s decision.

If the student is still dissatisfied, he or she may appeal to the Board of Education by filing a written appeal with the board secretary at least 24 hours prior to the next board meeting. The review by the board will be in closed session unless the student’s parent (or the student, if the student is 18) requests an open session. The grounds for appeal to the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.

If the Board of Education reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student’s record.

General Requirements for Athletic Eligibility

To be eligible for an activity, students participating must:
1. be enrolled or dual-enrolled in school;
2. be under 20 years of age;
3. be enrolled in high school for a maximum of eight semesters;
   (students retained academically are not granted extra eligibility)
4. for students in athletics, have not been a member of a college squad nor trained with a college squad, nor participated in a college contest nor engaged in that sport professionally;
5. have met all transfer requirements, if the student is a transfer student, or be eligible under state law and regulations if the student is an open enrollment student.

Academic Eligibility Requirements for Co-curricular Activities

To be academically eligible for an activity, students must:
1. per Iowa Law 36.15 (2) “The Scholarship Rule,” all students participating in athletics shall pass ALL classes at the END of each term in the past 12 months to be eligible;
2. be earning passing grades in at least 4 credits in the current term at the grade check times;
3. be making adequate progress toward graduation;
4. Students in co-curricular activities failing to meet 1 and 2 above will not be allowed to participate in the next performance/competition during the current/ following term as determined by the school administration.
Special education students or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship in the identified area of disability, if the student is making adequate progress, as determined by the goals and objectives on the student’s IEP or accommodation plan.

Code of Iowa: §§ 279.8
Iowa Administrative Code: 281-36
Bunger v. Iowa High School Athletic Assn., 197 N.W.2d 555, 564 (Iowa 1972)
Concussions & Brain Injuries - Co-Curricular Activities

In accordance with Iowa law, the Cedar Rapids Community School District implements and mandates both the Return To Learn and Return To Play policies for all students who participate in an extracurricular interscholastic activity in grades seven through twelve. The District recognizes that continuing to play with a concussion or symptoms of a brain injury leaves a young athlete especially vulnerable to greater injury and can affect how a student athlete thinks, acts, feels and learns. A student athlete who has sustained a concussion may need informal or formal adjustments, accommodations, modifications of curriculum and monitoring by medical or educational staff until the student is fully recovered.

All parents or guardians with students who participate in an extracurricular interscholastic activity in grades seven through twelve, will receive a concussion and brain injury information sheet, as provided by the Iowa Department of Public Health, the Iowa High School Athletic Association and the Iowa Girls High School Athletic Union. The student and the student’s parent or guardian shall sign and return a copy of the concussion and brain injury information sheet to the student’s school prior to the student’s participation in any extracurricular interscholastic activity.

Iowa Code 280.13C
Iowa Administrative Code 641-54

Approved: 07-15-19
All Charter and Innovation Zone Schools in Iowa are public schools. A Charter School is defined as a new school designated by the State Board and created within an existing attendance center or is a new school created by converting an existing attendance center to charter status. A Charter School or an Innovation Zone School may be established in the District pursuant to Iowa Code 256F. Applications must be on file with the Board Secretary on or before October 1st of any given year in order for the application to be considered for the next school year. No application will be accepted for the next school year after October 1st.

In determining the merits of any application, the District shall incorporate the standards identified by Iowa Code 256F and the Iowa Department of Education’s application for Charter Schools and Innovation Zone Schools. In addition, any applicant shall meet the District’s requirements as identified in Board Regulation 411.1

Code of Iowa: 256F
Iowa Administrative Code: 281-68
Charter and Innovation Zone Schools - Application

The District will utilize the procedural guidance as provided in the Application for Charter School Programs or Innovation Zone School Programs as set forth in the latest approved application packet provided by the Iowa State Department of Education. The ranking and scoring guidance shall be followed with the consideration of the additional local factors:

1) District class size parameters shall be enforced in all programming offered in the Charter School.
2) No Charter or Innovation Zone School shall be approved that requires the District to assume, maintain, or lease facilities beyond those existing facilities required to serve the students currently enrolled in the District.
3) The mission, purpose, innovation, and specialized focus of the Charter and Innovation Zone Schools shall be consistent with the vision, mission, core values, goals, and guiding philosophy of the District.
4) The District accepts responsibility to maintain, offer, supervise, and evaluate an educational program. A minimum score of 95/100 is required on the ranking and scoring guidelines due to the serious and consequential nature of a student’s educational programming.
5) An administrative committee, appointed by the Superintendent of Schools, is authorized to carry out the required administrative functions of the Board and make a recommendation to the Board regarding approval or denial of an application.
6) Required Board minimum activities outlined in the State approved application shall be conducted after the submission of an application for a Charter or Innovation Zone School. The decision of the Board of Directors will be based upon these criteria and other legitimate educational and business reasons.

The Charter or Innovation Zone School shall operate as part of the District and is accountable to the Cedar Rapids Community School District Board of Directors. The Board, in consultation with the appointed Advisory Council for the Charter or Innovation Zone School, shall decide matters related to the operation of the school including budgeting, curriculum, contracting for services, and operating procedures. The Board of Directors decision may be guided but is not bound solely by the considered criteria.

Code of Iowa: 256F
Iowa Administrative Code: 281-68

Approved: 06-13-11
Reviewed: 02-26-18
ARTICLE 5  STAFF  (Series 500)

Policy Number  Adm Reg Number

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500.2 Employee Complaints

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503  PROFESSIONAL AND TECHNICAL GROWTH
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504  EVALUATION
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RELIGIOUS ORNAMENTATION IN THE WORKPLACE  
513.1 Religious Ornamentation in the Workplace  

*Indicates Section but no Policy  
May 2020
GENERAL POLICY STATEMENT - STAFF

The success of a school system depends ultimately upon the quality of its staff. The District should be staffed by persons who are individually competent and collectively committed to educational excellence. The relationship between all members of the staff should be that of partners working together for better educational programs.

The District recognizes the right of employees to bargain in accordance with the provisions of the Public Employment Relations Act, and also recognizes the appropriateness of meeting and conferring with other employee groups regarding terms and conditions of employment. The District is committed to a constructive approach in the negotiating and conferring process.

The District is committed to the objectives of affirmative action and accepts the responsibility to implement procedures and practices, which contribute to the realization of equal employment opportunities.

Code of Iowa: Chapter 20

Approved: 01-09-78
Reviewed: 10-23-89
Revised: 11-13-89
Reviewed: 01-25-93
06-24-96
11-23-98
04-28-08
07-14-14
Workplace Expectations

It is the District’s expectation that all employees maintain professional working relationships and an environment that encourages mutual respect and collaboration among staff, students and the public. Therefore, all employees are expected to comply with the following workplace expectations. Failure to abide by these expectations may result in discipline up to and including termination.

Category 1: Performance Expectations:

1. Successfully perform assigned job duties consistent with State and District standards.
2. Demonstrate professionalism by coming to work well-groomed and dressed in a professional manner, including the display of the CRCSD identification badge, appropriate to the work environment.
3. Provide accurate and complete information when required by the District.
4. Stay focused on assigned responsibilities; be productive and use all available time to accomplish expected work tasks – personal business should be accomplished outside of work time and/or during scheduled time-off.
5. Follow the direction of your supervisor/designee.

Category 2: Compliance with District Policy, Regulation, Procedure, and Practice Expectations and State and Federal Law:

1. Comply with all District policies, regulations, procedures, and training.
2. Comply with all applicable state and federal laws.
3. Disclose possible conflicts of interest.
4. Protect the confidentiality of sensitive information (oral, written or electronic).
5. Comply with all licensure or qualification requirements.
6. Demonstrate honesty, integrity and accuracy in all employment actions including the maintenance and completion of records and the accurate recording of time worked.
7. Abstain from unapproved solicitation.

Category 3: Attendance Expectations:

1. Attend work as scheduled and arrive on time fully prepared to begin work. Follow established building/department procedures if there is a need to arrive late, be absent or leave the workplace.
2. Demonstrate honesty and civility when requesting leave time. Request contractual leave responsibly to reduce unreimbursed time requests.
3. Notify supervisor well in advance of any unscheduled absence in accordance with building/department notification procedures.

4. Observe time limits for scheduled lunch and break periods. (Note: Employees are discouraged from leaving the campus during a contractually paid break or preparation period when students are present.)

5. Understand that barring circumstances outside the employee’s control, being absent without approved leave for three consecutive workdays will constitute a voluntary resignation.

Category 4: Safety and Use of Cedar Rapids Community School District Property
Expectations:

1. Perform assigned tasks safely, competently and according to performance and behavioral expectations of the department/work unit.

2. Use and safeguard District property through proper and authorized use.

3. Adhere to and comply with District and department-specific safety policies and training requirements. Identify safety issues, and report all hazards, incidents and safety concerns on a timely basis to allow for appropriate District action.

Category 5: Teamwork and Workplace Behavior
Expectations:

1. Cooperate and collaborate with supervisors and co-workers.

2. Use respectful, courteous and helpful language when communicating with others. Loud, boisterous, intimidating, abusive or malicious language would be considered a violation of accepted workplace standards.

3. Adhere to the District’s curriculum and instructional policies, procedures and guidelines. Participate in designated professional learning activities and avoid scheduling appointments or personal leave during this time.

Cross Reference Regulation 506.14

Approved: 08-12-13
Revised: 10-22-18


**Employee Complaints**

The Board recognizes situations may arise in the operation of the District which are of concern to employees. Employees shall make any complaints in a constructive and professional manner. Employees shall be prudent and cautious in making any complaints in the presence of other employees, students, volunteers, or members of the public.

The Board firmly believes employee complaints should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint is brought to the attention of the Board, it will be referred to the administration to be resolved. This regulation shall not apply to a complaint that has been or could be filed under another complaint or grievance procedure.

Complaints concerning a fellow employee should first be discussed directly between employees. If the issue is not resolved after an information discussion, the following procedures shall govern any employee complaint made pursuant to this regulation:

1. **Step One** – If the informal process from above does not resolve the issue, the employee may submit a complaint in writing to the employee’s immediate supervisor. The submission of a complaint shall occur within fifteen (15) days from the date of the event giving rise to the complaint or from the date the employee could reasonably become aware of such occurrence.

2. **Step Two** - If the Step One process from (1) above does not resolve the issue, the employee may submit a complaint in writing to the Executive Director of Talent Management within five (5) days of the Step One response.

3. **Step Three** – If the Step Two process from (2) above does not resolve the issue, the employee may submit a complaint in writing to the Superintendent/designee within five (5) days of the Step Two response.

4. **Procedural Appeal** - If the employee is not satisfied with the Superintendent’s/designee’s Step Three response, the employee may appeal the Superintendent’s/designee’s Step Three response by filing a written appeal to the Board within five (5) days of the Step Three response. It is within the sole discretion of the Board to determine whether it will consider the appeal. The Board will only consider said appeal if the employee has complied with all requirements of this regulation. The Board’s consideration of said appeal is limited to determining whether the District administration followed the appropriate procedures during the complaint process.

5. At Steps One, Two, and Three, the employee shall submit a written complaint utilizing the District’s Complaint Form and stating the nature of the complaint and the remedy requested to the appropriate party. At Step Four, the employee shall submit a written notice of appeal.

6. At Steps One, Two, and Three, the individual to whom the complaint is made shall provide a response to the employee submitting the complaint within a reasonable time after receipt of the complaint.

Approved: 06-25-18
3. Notify supervisor well in advance of any unscheduled absence in accordance with building/department notification procedures.

4. Observe time limits for scheduled lunch and break periods. (Note: Employees are discouraged from leaving the campus during a contractually paid break or preparation period when students are present.)

5. Understand that barring circumstances outside the employee’s control, being absent without approved leave for two consecutive workdays will constitute a voluntary resignation.

Category 4: Safety and Use of Cedar Rapids Community School District Property
Expectations:

1. Perform assigned tasks safely, competently and according to performance and behavioral expectations of the department/work unit.

2. Use and safeguard District property through proper and authorized use.

3. Adhere to and comply with District and department-specific safety policies and training requirements. Identify safety issues, and report all hazards, incidents and safety concerns on a timely basis to allow for appropriate District action.

Category 5: Teamwork and Workplace Behavior
Expectations:

1. Cooperate and collaborate with supervisors and co-workers.

2. Use respectful, courteous and helpful language when communicating with others. Loud, boisterous, intimidating, abusive or malicious language would be considered a violation of accepted workplace standards.

3. Adhere to the District’s curriculum and instructional policies, procedures and guidelines. Participate in designated professional learning activities and avoid scheduling appointments or personal leave during this time.

Approved: 08-12-13
EMPLOYMENT

The quality of the educational program is largely dependent upon a highly competent staff. Diversity of backgrounds and points of view is essential for a well-rounded and intellectually vigorous staff. Through its employment practices, the District will endeavor to attract, employ, and retain the highest qualified personnel for all positions.

The Superintendent of Schools/designee is responsible for recommending the hiring of certified staff candidates to the Board of Education. The Board of Education delegates authority to the Superintendent to hire support personnel.

Code of Iowa: Chapter 279.20(2)
Certified Employees

A certified employee requires certification from the Iowa Department of Education/Board of Educational Examiners.

Files containing completed applications for certified employee positions shall be maintained in the Office of Human Resources. Administrators shall select candidates for interviewing from screened applications.

Appointment of candidates selected for employment shall be recommended to the Board of Directors by the Superintendent/designee. To be eligible for appointment, a candidate shall possess at least a Bachelor's degree from an accredited college or university and an Iowa license with appropriate endorsements for the position for which the candidate is being recommended.
Support Personnel

Support Personnel refers to employees who do not require certification from the Iowa Department of Education/Board of Educational Examiners.

The District shall maintain files containing applications for support personnel positions. Administrators shall select candidates for interviewing from screened applications. Candidates selected for employment shall be recommended to the Superintendent/designee.
Non-Certified Administrative Employees

Non-certified Administrative Employees refers to administrators who do not require certification from the Iowa Department of Education/Board of Educational Examiners.

The District shall maintain files containing applications for non-certified administrative positions. Administrators shall select candidates for interviewing from screened applications. Candidates selected for employment shall be recommended to the Superintendent/designee.
Other Work Performed for the District

The District recognizes the important role filled by its employees and other individuals who are not otherwise employed by the District performing other work, including specific tasks and assignments, for the District. This other work performed for the District can be divided as follows:

Other Work Performed by District Employees
   (1) Extended Contract Time for Non-Administrative Certified Employees (addressed below)
   (2) Additional Assignments Performed by Non-Administrative District Employees (addressed below)

Other Work Performed by Any Individual
   (1) Schedule C Assignments (addressed in the Teachers Employee Handbook)
   (2) Contract Work Performed by Non-District Personnel (addressed below)
   (3) Temporary Short-Term Assignments (addressed below)

1. Extended Contract Time for Non-Administrative Certified Employees

   A. Definition of Extended Contract Time:

   Extended contract time is defined as additional time worked by a non-administrative certified employee requiring professional expertise congruent with their continuing contract assignment beyond the contract day or year. As an example, extended contract time could include instruction or development/delivery of professional development courses.

   An extended contract day assignment is generally an extended assignment that must be performed on a regular basis throughout the school year and is above and beyond the normal duties of the non-administrative certified employee. An extended contract year assignment is generally an extended assignment that is performed outside of the contracted school year and is above and beyond the normal duties of the non-administrative certified employee.

   Note that an extended contract assignment does not include Schedule C assignments.

   B. Determining Need for Extended Contract Time:

   District administration will determine the need for extended contract work, the number of assignments needed, the number of hours needed in total and/or for each individual assignment, and the dates to be worked in total and/or for each individual assignment. All extended contract opportunities must be approved by the appropriate District administrator. The District administrator may, if the administrator determines it appropriate, post for the extended contract time assignment. A posting for extended contract time should include a description of the assignment, expectations for completion of the assignment, and dates of the assignment.

   C. Eligibility for Extended Contract Time:

   Employees with a current signed contract are eligible for extended contract time beyond the contract day. Employees with a signed contract for the next school year are eligible for extended contract time beyond the school year.

   The District has sole discretion to determine what employee will be given an extended contract time assignment. The District administrator or designee will select and notify any employees given an extended contract assignment.
D. Notice of Assignment and Rate of Pay:

Employees working in extended contract time assignments will be provided an annual notice of assignment, which does not automatically renew each year. Employees will be paid at their current hourly rate based on their per diem for extended contract work.

E. Hours Worked:

Employees assigned to extended contracts work will work the days and times designated by the District administrator. Upon completion of the extended contract, the employee will submit the dates and hours they have worked pursuant to the extended work assignment for review/approval by the District administrator responsible for the extended contract. Because of the project-specific nature of an extended contract work assignment, if an employee fails to report to work during a date/time assigned for completion of the extended contract work assignment and/or if an employee fails to complete the extended contract work assignment, the employee will not be paid for said extended contract work assignment.

2. Additional Assignments Performed by Non-Administrative District Employees

A. Definition of Additional Assignments:

An additional assignment is defined as additional time worked by a non-administrative employee that is unrelated to that employee’s primary employment position with the District.

Note that an additional assignment does not include Schedule C assignments.

B. Determining Need for Additional Assignments:

District administration will determine the need for additional assignments, the number of assignments needed, the number of hours needed for each assignment, and the dates to be worked for each assignment. All additional assignments must be approved by the appropriate District administrator. The District administrator may, if the administrator determines it appropriate, post for the additional assignment. A posting for the additional assignment should include a description of the assignment, expectations for completion of the assignment, rates of pay for the assignment, dates of the assignment, and maximum number of hours that can be worked for the assignment.

C. Eligibility for Additional Assignments:

Employees who do not serve in an administrative role are eligible for additional assignments. However, additional assignments that could cause an hourly employee to exceed 40 hours per week are discouraged.

The District has sole discretion to determine what employee will be given an additional assignment. The District administrator or designee will select and notify any employee given an additional assignment.

D. Notice of Assignment and Rate of Pay:

Employees working in additional assignments will be provided an annual notice of additional assignment, which does not automatically renew each year. Employees working in an additional assignment will be paid an hourly rate for the assignment, as determined by Human Resources and the hiring administrator or supervisor.
E. Hours Worked:

Employees assigned to additional assignments will work the days and times designated by the District administrator. The employee will submit the dates and hours they have worked pursuant to the additional assignment by utilizing the E-time system, if possible, or a timesheet, for review/approval by the District administrator responsible for the additional assignment. Because of the project-specific nature of an additional assignment, if an employee fails to report to work during a date/time assigned for completion of the additional assignment and/or if an employee fails to complete the additional assignment, the employee will not be paid for said additional assignment.

3. Contract Work Performed by Non-District Personnel

A. Definition of Contract Work:

Contract work is defined as additional work performed by an individual, usually a non-District personnel, that relates to a temporary assignment that requires a specialized set of skills.

Note that contract work does not include Schedule C assignments.

B. Determining Need for Contract Work:

District administration will determine the need for contract work. All contract work must be approved by the appropriate District administrator. The District administrator may, if the administrator determines it appropriate, post for the contract work.

C. Eligibility for Contract Work:

Any individual is eligible to perform contract work for the District. The District has sole discretion in the determination regarding contract work. The District administrator or designee will select and notify any individual given contract work.

All persons working under a short-term contract are subject to a background check, and an adverse finding may disqualify the person from performing work pursuant to the contract.

D. Short-Term Contract and Rate of Pay:

Individuals performing contract work for the District may be characterized as either an employee, who would require a short-term contract, or an independent contract, who would not require a contract. (The responsible administrator should contact Human Resources to determine if the person performing the contract work should be characterized as an employee or as an independent contractor.)

If the individual is characterized as an employee, the employee performing the contract work will be provided a short-term contract for the desired period of time. The short-term contract will include a description of the assignment, employment qualifications, expectations for completion of the contract work, rates of pay for the contract work, dates of the contract work, and maximum number of hours that can be worked for the contract work.

Employees working pursuant to a short-term contract will be paid an hourly rate for the short-term contract, as determined by Human Resources and the hiring administrator or supervisor.

If the individual is characterized as an independent contract, the independent contractor performing the work will be paid pursuant to the agreement reached between the District and the employee and will be issued a 1099 for tax purposes.
4. Temporary, Short-Term Assignments

District administration will determine the need for utilizing current employees, former employees, or out-of-District personnel for temporary short-term assignments where payment does not exceed $500 for that assignment. As an example, temporary short-term assignments could include scorekeeper, referee, timekeeper and other building assignments.

Employees working in a temporary, short-term assignment will be provided a notice of temporary assignment. Employees working in a temporary, short-term assignment will be paid an hourly rate for the assignment, as determined by Human Resources and the hiring administrator or supervisor.

Employees assigned to a temporary, short-term assignment will work the days and times designated by the District administrator. The employee will submit the dates and hours they have worked pursuant to the temporary, short-term assignment by utilizing the E-time system, if possible, or a timesheet, for review/approval by the District administrator responsible for the temporary, short-term assignment.
Harassment

I. General Statement of Policy

The Cedar Rapids Community School District Board of Education is committed to maintaining a learning environment that is free from harassment because of an individual’s age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, or genetic information. The District prohibits any and all forms of harassment because of an individual’s age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, or genetic information.

It shall be a violation of this regulation for any teacher, administrator, or other school personnel of the District to harass a teacher, administrator, or other school personnel through conduct or communication of a sexual nature or regarding an individual’s age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, or genetic information, as defined by this policy. For purposes of this regulation, school personnel include Board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

It shall also be a violation of this regulation for any teacher, administrator or other school personnel of this District to tolerate sexual harassment or harassment because of an individual’s age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, or genetic information by a teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaging in activities under the direction of the District. Any teacher, administrator, or other school personnel who has knowledge or belief that an individual has or may have been the victim of prohibited harassment is required to immediately report the alleged acts to an appropriate District official designated by this policy. Failure to report the harassing conduct could result in discipline, up to and including termination, for the teacher, administrator, or other school personnel who failed to report.

The District will act to promptly investigate all complaints, either formal or informal, verbal or written, of harassment and to promptly take appropriate action to protect individuals from further harassment. If the District determines that unlawful harassment has occurred, it shall promptly and appropriately discipline any teacher, administrator or other school personnel who is found to have violated this regulation, up to and possibly including termination, and/or take other appropriate action reasonably calculated to end the harassment.

II. Definitions

A. Sexual Harassment: Sexual harassment consists of unwelcome and unsolicited sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal, physical, or written conduct or communication of a sexual nature when:

1. submission to that conduct or communication by an individual is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment;
2. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting the individual’s employment; or
3. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creating an intimidating, hostile or offensive employment environment.

Examples of conduct that may constitute sexual harassment may include, but are not limited to:

1. unwelcome verbal harassment or abuse, or unwelcome written harassment or abuse, including through the Internet or e-mail;
2. unwelcome sexual advances or pressure for sexual activity;
3. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators or other school personnel to avoid physical harm to persons or property;
4. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual’s employment status or implied or overt promises of preferential treatment with regard to an individual’s employment status;
5. unwelcome behavior or words directed at an individual because of gender;
6. coercing, forcing or attempting to coerce or force the touching of anyone’s intimate parts;
7. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another;
8. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another;
9. graffiti of a sexually offensive nature;
10. sexual gestures or jokes; or
11. spreading rumors about or rating other individuals as to sexual activity or performance.

B. Harassment: Other forms of harassment consist of physical, verbal, or written conduct relating to an individual’s age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, or genetic information when the conduct:
1. has the purpose or effect of creating an intimidating, hostile or offensive employment environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual’s employment performance; or
3. otherwise adversely affects an individual’s employment opportunities.

Examples of conduct that may constitute harassment based on age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, or genetic information include, but are not limited to:
1. threatening or intimidating conduct directed at others because of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, or genetic information, including through the Internet or e-mail;
2. slurs, negative stereotypes and hostile acts based on age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, or genetic information;
3. graffiti containing offensive language that is derogatory to others because of their age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, or genetic information;
4. written or graphic material containing comments or stereotypes which is posted or circulated (including through e-mail or the Internet) and which is aimed at degrading individuals because of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, or genetic information; or
5. a physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual’s age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, or genetic information.

III. Reporting Procedures

Any individual who believes he or she has been the victim of harassment by a teacher, administrator or other school personnel of the District, or by any other person who is participating in, observing, or otherwise engaging in activities under the direction of the District, is encouraged to report the alleged act immediately to the individual’s building principal or the District’s Executive Director of Human Resources.

Any teacher, administrator, or other school personnel who has knowledge or belief that an individual has or may have been the victim of prohibited harassment is required to immediately report the alleged acts to the individual’s building principal or the District’s Executive Director of Human Resources. Failure to report the harassing conduct could result in discipline, up to and including termination, for the teacher, administrator, or other school personnel who failed to report.
Any other person with knowledge or belief that an individual has or may have been the victim of prohibited harassment is encouraged to immediately report the alleged acts to the appropriate building principal or the District’s Executive Director of Human Resources.

The District encourages the reporting party or complainant to use the report form available from the principal of each building and available from the District office, but oral reports shall be considered complaints as well. Nothing in this regulation shall prevent any person from reporting harassment or violence directly to the District’s Executive Director of Human Resources.

The Board hereby designates the Executive Director of Human Resources as the individual responsible for identifying, investigating, preventing, and remedying harassment within the District. The District shall conspicuously post the name of the Executive Director of Human Resources, including mailing addresses and telephone numbers.

IV. Investigation Procedures

By authority of the Board, the Executive Director of Human Resources, upon receipt of a report or complaint alleging prohibited harassment, shall immediately undertake or authorize an investigation. The investigation may be conducted by District officials or by a third party designated by the District.

The District may take immediate steps, at its discretion, to protect the complainant, students, teachers, administrators or other school personnel pending completion of an investigation of alleged harassment.

The investigation will be completed as soon as practicable. The investigator shall make a written report to the Executive Director of Human Resources or designee upon completion of the investigation, which shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this regulation. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

V. District Action

The District will take appropriate action following a finding that a violation of this regulation has occurred. Such action may include, but is not limited to: warning, suspension, exclusion, expulsion, transfer, remediation, reprimand, termination or discharge, counseling, training, or mentoring. District action taken for violation of this regulation will be consistent with requirements of applicable collective bargaining agreements, state and federal law, and District policy.

VI. Prohibition on Retaliation

Retaliation against an individual because the individual has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited. Any teacher, administrator, or other school personnel shall not engage in reprisal, retaliation, harassment, or false accusation against a victim, witness, or an individual who has reliable information, about such an act of harassment. The superintendent/designee has the right to discipline individuals who knowingly file false harassment complaints or otherwise act in bad faith during a complaint/investigative process. An individual who is found to have retaliated against another in violation of this regulation will be subject to disciplinary action, up to and possibly including termination.
VII. Right to Alternative Complaint Procedures

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Iowa Civil Rights Commission, 211 E. Maple, Des Moines, Iowa, 50309, (515) 281-4121, or the U.S. Department of Education, Office for Civil Rights, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544, (312) 730-1560. Any inquiry or complaint to a state or federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Legal References:
Iowa Code §§ 216.9; 280.3 (2013).
281 I.A.C. 12.3(6).
Nepotism

The District’s standards for employment decisions such as hiring, promoting, reappointing, evaluating, awarding salary, disciplining, and terminating employees are based upon an individual’s qualifications for the position, ability, and performance. The District attempts to avoid favoritism, the appearance of favoritism, and conflicts of interest in employment, and reserves the right to take action when relationships or associations of employees negatively affect the District’s mission and goals.

Employees and applicants for employment shall not be denied employment or advancement opportunities because of their status as a family or household member of another employee. However, no person shall be employed, promoted, or transferred to a permanent position in a school or department where they would be the immediate supervisor of or receive direct supervision from a:

- spouse;
- child, including adopted, in-laws and step- or half-parent;
- grandchild, including adopted, in-laws and step- or half-grandparent;
- sibling, including in-laws and step- or half-; or
- any other member of the employee’s household whether or not related by blood or marriage.

In addition, a person serving in a supervisory position may not participate in decisions regarding hiring, reappointment, placement, evaluation, rate of pay, salary increases, promotion, monetary awards, or other personal interest for a relative or household member employed by the District, even when the supervisor is not in the direct line of authority.

In exceptional circumstances, a direct supervisory relationship may exist between employees who are family or household members. Such circumstances may be necessitated by factors such as the unique qualifications or responsibilities of the individuals involved or the lack of other available appropriate supervisory personnel. Any exception must be approved by the Superintendent/designee. Exceptions involving the Superintendent and the Superintendent’s family or household members must be approved by the Board of Education.
Gifts to School Employees

School employees may receive a gift on behalf of the school district. A school employee or an immediate family member of a school employee shall not, directly or indirectly, accept or receive any gift or series of gifts from a restricted donor. A school employee or an immediate family member of a school employee shall not solicit any gift or series of gifts from a restricted donor at any time.

A restricted donor may give, and a school employee or school employee’s immediate family member may accept, an otherwise prohibited nonmonetary gift or a series of otherwise prohibited nonmonetary gifts if the nonmonetary gift or series of nonmonetary gifts is donated within thirty days to a public body, the department of administrative services, or a bona fide educational or charitable organization, if no part of the net earnings of the educational or charitable organization inures to the benefit of any private stockholder or other individual. All such items donated to the department of administrative services shall be disposed of by assignment to state agencies for official use or by public sale.

A “restricted donor” is defined as a person or other entity which:

* Is seeking to be, or is a party to, any one or any combination of sales, purchases, leases or contracts to, from or with the school district;
* Will be directly and substantially affected financially by the performance or nonperformance of the employee’s official duty in a way that is greater than the effort on the public generally or on a substantial class of persons to which the person belongs as a member of a profession, occupation, industry or region; or
* Is a lobbyist or a client of a lobbyist with respect to matters within the school district’s jurisdiction.

A “gift” is the giving of anything of value in return for which something of equal or greater value is not given or received. However, “gift” does not include any of the following:

* Contributions to a candidate or a candidate’s committee.
* Informational material relevant to an employee’s official functions, such as books, pamphlets, reports, documents, periodicals or other information that is recorded in a written, audio or visual format.
* Anything received from a person related within the fourth degree by kinship or marriage, unless the donor is acting as an agent or intermediary for another person not so related.
* An inheritance.
* Anything available or distributed free of charge to members of the general public without regard to the official status of the employee.
* Items received from a bona fide charitable, professional, educational or business organization to which the employee belongs as a dues paying member if the items are given to all members of the organization without regard to individual members’ status or positions held outside of the organization and if the dues paid are not inconsequential when compared to the items received.
* Actual expenses of an employee for food, beverages, registration, travel, and lodging for a meeting, which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the employee has participation or presentation responsibilities.
* Plaques or items of negligible resale value given as recognition for the public services of the employee.
* Food and beverages provided at a meal that is part of a bona fide event or program at which the employee is being honored for public service.
* Nonmonetary items with a value of three dollars or less that are received from any one donor during one calendar day.
* Items or services solicited or given to a state, national or regional government organization in which the state of Iowa or the school district is a member for purposes of a business or educational conference, seminar or other meeting or solicited by or given to state, national or regional government organizations, whose memberships and officers are primarily composed of state or local government officials or employees for purposes of a business or educational conference, seminar or other meeting.
* Items or services received by members or representatives of members as part of a regularly scheduled event that is part of a business or educational conference, seminar or other meeting that is sponsored and directed by any state, national or regional government organization in which the state of Iowa or the school district is a member or received at such an event by members or representatives of members of state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees.

* Funeral flowers or memorials to a church or nonprofit organization.

* Gifts which are given to an employee for the employee’s wedding or twenty-fifth or fiftieth wedding anniversary.

* Payment of salary or expenses by the school district for the cost of attending a meeting of a subunit of an agency when the employee whose expenses are being paid serves on a board, commission, committee, council or other subunit of the agency and the employee is not entitled to receive compensation or reimbursement of expenses from the school district for attending the meeting.

* Gifts of food, beverages, travel or lodging received by an employee if all of the following apply: (1) The employee is officially representing an agency in a delegation whose sole purpose is to attract a specific new business to locate in the state, encourage expansion or retention of an existing business already established in the state or to develop markets for Iowa businesses or products. (2) The donor of the gift is not the business or businesses being contacted. However, food or beverages provided by the business or businesses being contacted which are consumed during the meeting are not a gift. (3) The employee plays a significant role in the presentation to the business or businesses on behalf of the employee’s agency.

* Gifts other than food, beverages, travel, and lodging received by an employee which are received from a person who is a citizen of a country other than the United States and are given during a ceremonial presentation or as a result of a custom of the other country and are of personal value only to the employee.

* Actual registration costs for informational meetings or sessions which assist the employee in the performance of the employee’s official functions. The costs of food, drink, lodging, and travel are not “registration costs” under this paragraph. Meetings or sessions which an employee attends for personal or professional licensing purposes are not “informational meetings or sessions which assist a public official or public employee in the performance of the person’s official functions” under this paragraph.

An “honorarium” is anything of value that is accepted by, or on behalf of, an employee as consideration for an appearance, speech or article. An honorarium does not include any of the following:

* Actual expenses of an employee for registration, food, beverages, travel or lodging for a meeting, which is given in return for participation in a panel or speaking engagement at a meeting when the expenses relate directly to the day or days on which the employee has participation or presentation responsibilities;

* A nonmonetary gift or series of nonmonetary gifts donated within thirty days to a public body, an educational or charitable organization or the Iowa department of general services; or

* A payment made to an employee for services rendered as part of a private business, trade or profession in which the employee is engaged if the payment is commensurate with the actual services rendered and is not being made because of the person’s status as an employee of the district, but, rather, because of some special expertise or other qualification.

It shall be the responsibility of each employee to know when it is appropriate to accept or reject gifts or an honorarium.

Legal References:  
Iowa Code ch. 68B  

Approved: 05-14-18
PROFESSIONAL AND TECHNICAL GROWTH

The District believes that continuous professional and technical growth for District employees enhances the educational program offered to students which may include a variety of learning opportunities, such as site-based staff development, workshops, conferences, peer observations, and assistance from administrators, supervisors, program facilitators, and consultants. Staff are expected to participate in professional and technical growth opportunities.

Approved: 01-09-78
Reviewed: 10-23-89
Revised: 11-13-89
Revised: 03-08-93
Reviewed: 06-24-96
Revised: 01-25-99
Reviewed: 04-28-08
Revised: 07-14-14
Revised: 10-28-19
**Employee Participation in Professional & Technical Growth Opportunities**

Employees who wish to participate in professional opportunities, not provided by the District, will submit a request in advance to their immediate supervisor. Approval shall be contingent on the availability of funding, nature of involvement, relationship of the professional opportunity to building/District priorities, proposed means of dissemination, and number of professional opportunities previously attended. If the request is approved, appropriate District forms shall be submitted by the employee.

If reimbursement is requested from District funds, the employee will follow the Guidelines Governing Expense Reimbursement.

Cross Reference: Policy 705 and Regulation 705.1
Professional Research, Publishing and Intellectual Property

School employees are encouraged to develop, implement, and review materials related to their professional assignments:

Guidelines Regarding Ownership, Copyright, and Intellectual Property

1. If the material or software is produced during the paid work time of any employee, and/or is produced using the District property, facilities, or materials, regardless of when it is produced, it is the sole and exclusive property of the District, and the material or software rights belong to the District for copyrighting and sale.

2. If the material or software is produced outside of school time without expense, involvement, or direction on the part of the District or its administrators or use of school facilities, then the material or software rights belong to the individual for copyrighting and sale.

Guidelines Regarding Sale of District-Developed Materials

1. If the determination is made to sell the materials, the price should include recovery of actual costs and at least a portion of the development costs.

2. The Community Relations Office shall prepare materials describing the availability and price of materials available for sale. All sales shall be handled through the Accounting Department.

Guidelines Regarding Journal Articles

1. All staff members are encouraged to submit articles to professional journals and are also encouraged to have articles reviewed by the appropriate administrator responsible for the applicable content.

2. If the subject matter of the article describes District-sponsored activities, it is expected that the Cedar Rapids Community School District is acknowledged.

3. When such activities are generated by cooperative efforts of several District employees, it is expected that the writer will offer to collaborate in the article with the other employees involved.
Professional Consulting and Presentation

Staff members are encouraged to share District-developed activities and materials with other educators outside of the District as long as such activities do not interfere with the staff member's professional assignment. However, the District recognizes that providing professional learning or consulting activities for other school districts or organizations does not fall within the educational mission of the District.

When a staff member accepts reimbursement for consulting or presentations, paid time off (PTO) or non-reimbursed leave may be utilized with the approval of the appropriate administrator. Professional leave may be taken, with approval of the appropriate administrator, when the honorarium, if any, is paid to the District. In such a case, the staff member can recover actual expenses from the sponsoring organization.
EVALUATION

Employee evaluations in the District should be used to improve and recognize an employee’s performance. The evaluation process should be a positive, systematic procedure which attempts to assess the individual’s progress toward meeting identified criteria consistent with the mission, vision, and goals of the District. The evaluation should be a collaborative ongoing process facilitated by the administrator or supervisor in a cooperative, respectful, and constructive manner that reinforces continuous improvement.

A completed evaluation form will be reviewed with the employee. The employee may attach comments to explain or clarify any points made in the evaluation. It will then be filed with the completed evaluation in the employee’s personnel record. Evaluations will be carried out in a confidential manner.

**Administrators**
Administrators will have a job performance evaluation for the first year and thereafter every three years or pursuant to their work agreement. All administrators, regardless of their years of experience, will have an Individual Leader Professional Development Plan (ILPDP) each year. The administrator’s supervisor may also perform additional evaluations based on concerns about performance or to recognize exemplary performance.

**Certified Staff**
Certified Staff on an Initial License will have a job performance evaluation each year for the first two years and thereafter every three years or pursuant to a negotiated agreement. Certified Staff with a Standard or Master Teacher License will be evaluated during the first year and thereafter every three years. The administrator may also perform additional evaluations based on concerns about performance or to recognize exemplary performance.

**Classified Staff**
Administrators are responsible for the evaluation of district employees in accordance with procedures described in the workgroup handbook. All evaluations will be submitted in writing to the superintendent/designee. The administrator/supervisor may also perform additional evaluations based on concerns about performance or to recognize exemplary performance.
Certified Staff Evaluation Process

Evaluation is intended to be a collaborative experience to support professional growth. There are several components to the evaluation process in the District, and certified staff engage in specific components of the evaluation process, depending on where they are in their profession.

Teachers
Teachers work with other teachers and building administrators to improve and reflect upon their practice and advance themselves professionally. All teachers regardless of their years of teaching will have an Individual Professional Development Plan (IPDP) and participate in the Peer Review process each year.

There are several components to the evaluation process in the District and teachers engage in specific components of the evaluation process, depending on where they are in their profession.

Teachers are grouped as follows:
- An initial licensed teacher is a teacher new to the profession of teaching, in their first or second year of teaching. Some new to the profession teachers may also be on an initial license in their third year of teaching. Teachers that are new to the District in their second or third year in the profession are also considered an initial licensed teacher.
- A career teacher is a teacher that is new to District and has several years of teaching experience.
- A veteran teacher is a teacher that has been in the District for several years, has surpassed the initial teaching license, and is on the evaluation cycle that includes a summative evaluation every three years.

Initial Licensed Teachers
- Will have at least one observation in each year.
- May be asked to provide additional supporting documents to verify their work under the eight Iowa Teaching Standards.
- During the teacher’s first year of teaching, the evaluator will complete a summative evaluation on the teacher’s performance to that point on the eight teaching standards.
- During the teacher’s second year, the administrator will complete a formal observation around the eight Iowa Teaching Standards.
- The evaluating Administrator will have a summative evaluation written after observation.
- Teachers recommended for a third-year initial license will be evaluated with this same process.

Career Teachers
- Are considered to be a veteran teacher on the third year of the evaluation cycle.
- Have a formal observation and reflection on the observation with the building administrator.
- Have an opportunity to reflect on their professional growth around the eight teaching standards.
- A summative evaluation is the product of this reflection and conversation.

Veteran Teachers
Veteran teachers in the 1st and 2nd year of the 3-year cycle:
- Will have a yearly IPDP meeting with their administrator to reflect on the previous year’s IPDP and develop an IPDP for the new school year.
- The IPDP will be carried out as part of a peer review team but everyone has an individual IPDP.
- Progress may be discussed at the end of the school year or in the fall at the beginning of the school year.
- IPDP plans can be modified at any time by mutual agreement.

Veteran teachers in their 3rd year of the cycle require a formal evaluation. In addition, the teacher will have at least one observation and reflection around the eight teaching standards with their evaluator.
Timelines

- For all teachers, the IPDP should be reviewed during the first 45 days of school and peer review teams established.
- All observations must be completed and reviewed by May 1st of each year.
- All evaluations must be discussed prior to the last 10 days of school and submitted to Human Resources by August 31st of each year.
- Progress on IPDP is recommended to be reviewed in the spring.
- It is recommended that teachers on a 3-year evaluation refer to the summative throughout the year and document supportive evidence.

Peer Review
In addition to the evaluative steps above, all teachers will also participate in the Peer Review process which became part of the Education Reform Legislation in 2013. This is a requirement for all certified teachers to engage in a collaborative process to support professional growth. The Peer Review Process is non-evaluative review of every teacher every year conducted by other teachers and is not tied to summative evaluation. The process will be documented each year on the teacher’s IPDP.
**Employee Suspension**

Employees will perform their assigned job, respect and follow Board policy, and obey the law. The Superintendent is authorized to suspend an employee pending Board action on a discharge, for investigation of charges against the employee, and for disciplinary purposes. It is within the discretion of the Superintendent to suspend an employee with or without pay. In the event of a suspension, appropriate due process will be followed.
Employee Resignation

Certified Employees

A. Resignation Prior to Executing an Individual Contract
A certified employee who wishes to resign from his/her continuing contract prior to executing an individual contract for the following year shall submit a written resignation to the Superintendent. The resignation shall be in writing and shall state the employee’s intent to resign and final date of employment. The certified employee shall ensure the resignation is filed with the Board Secretary. The resignation must be filed not later than the last day of the current school year or the date specified by the Board for return of the contract, whichever date occurs first.

B. Resignation after Executing an Individual Contract
The Board expects that all signed, fully executed contracts with certified employees will be performed as stated. Release from a fully executed contract following a resignation request from a certified employee is at the sole discretion of the Board.

A certified employee who wishes to resign from his/her continuing contract after executing an individual contract shall give thirty (30) days written notice to the Board Secretary. Certified employees may be released at the discretion of the Board. Only in unusual and extreme circumstances will the Board release a certified employee from a contract. The Board shall have sole discretion to determine what constitutes unusual and extreme circumstances.

Release from a contract shall be contingent upon finding a suitable replacement. Certified employees requesting release from a contract after it has been signed will be required to pay the Board the cost of advertising for a suitable replacement. Upon written mutual agreement between the employee and the Superintendent, the costs may be deducted from the employee’s salary. Payment of these costs shall be a condition for release from the contract at the discretion of the Board. Failure of the certified employee to pay these expenses will result in the employee not being released from the employee’s contract.

The Superintendent is authorized to file a complaint with the Iowa Board of Educational Examiners against any certified employee who leaves their employment with the District without proper release from their contract from the Board. Should such an instance arise, the resignation of the certified employee may be accepted under protest so that replacement staff may be hired without jeopardizing the legal rights of the District.

The Board may require a certified employee who has resigned from an extracurricular contract to accept the resigned position for only the subsequent school year when the Board has made a good faith, but unsuccessful, effort to find a replacement and the certified employee is continuing to be employed by the District.

Non-Certified Employees

A non-certified employee who wishes to resign shall submit a written resignation to the Superintendent at least fourteen (14) calendar days prior to the anticipated departure date. The resignation shall be in writing and shall state the employee’s intent to resign and the final date of employment. The resignation must be submitted not later than thirty (30) days prior to the final date of employment. The superintendent will refer the resignation to the Board.
Retirement

Employees who retire shall submit a letter of resignation to Human Resources indicating the date of retirement at least fourteen (14) calendar days in advance or consistent with the “Voluntary Retirement Incentive Program”. The District may provide assistance to prospective retirees in filing applications for the Iowa Public Employees' Retirement System.

Cross Reference:  Policy 508
                Policy 509
                Policy 510
Emergency School Closing - Employee Notification and Attendance

A school(s) may be closed due to weather or other unforeseen events. In the event that a school(s) is to be closed, notification will be given to employees via local media and District communications. When a civil or natural catastrophe occurs, which renders normal communication channels inoperable, instructions will be transmitted through the Emergency Broadcasting System.

In the event of an emergency school closing, the safety and well-being of District employees will be carefully considered. The following are guidelines for employees in such an event.

In the event of one site or a few sites being closed, the situation(s) will be addressed on a case-by-case basis.

Make up school day or hours
The Superintendent/designee will determine on what date(s) or times an all-day school closing(s), early dismissal and/or school delay/late start will be made up. Employees will be required to perform assigned work duties on any day/hours designated by the Superintendent/designee as a make-up school day or make-up hours.

Administrators and 12 (Twelve), 11 (Eleven), and 10 (Ten)-Month Non-Certified Employees

All-day school closing – Classes cancelled at all schools. Administrative office and school offices remain open for regular working hours.
For an all-day school closing, all administrators and 12 (Twelve), 11 (Eleven), and 10 (Ten)-month non-certified employees will be required to report for work. Employees who are unable to report may apply for applicable leave; emergency leave, personal leave, unpaid leave, or vacation, from their supervising building/site administrator (secretaries, administrators, non-school year supervisor/technicians, information technology technicians, confidential secretaries) or manager (custodial or maintenance).

Early Dismissal – Shorten school day. Administrative office and school offices remain open for regular working hours.
For an early dismissal, all administrators and 12 (Twelve), 11, (Eleven) and 10 (Ten)-month non-certified employees will be required to remain at work for their regular work hours. Employees who are unable to remain at work may apply for applicable leave; emergency leave, personal leave, unpaid leave, or vacation from their supervising building/site administrator. Employees should refer to the employee agreement of their bargaining unit for specific rules.

School Delay – Administrative office and school offices remain open for regular working hours.
For a school delay/late start, all administrators and 12 (Twelve), 11, (Eleven), and 10 (Ten)-month non-certified employees will be required to report for work for their regular work hours. Employees who are unable to report may apply for applicable leave; emergency leave, personal leave, unpaid leave, or vacation from their supervising building/site administrator. Employees should refer to the employee agreement of their bargaining unit for specific rules.

Certified Employees (excluding Administrators)

All-day school closing – Classes cancelled at all schools. Administrative office and school offices remain open for regular working hours.
For an all-day school closing, certified employees will not report to work and the day will be designated for them as a non-workday. They will be required to perform assigned work responsibilities on the day designated by the superintendent/designee as the make-up school day or make-up hours.

Early Dismissal – Shorten school day. Administrative office and school offices remain open for regular working hours.
In the event of an early dismissal, certified employees will be free to leave as soon as responsibilities for students have been completed, as determined by the principal/site administrator. Certified employees will not be required to use emergency or personal leave in order to be compensated during early dismissal time.

School Delay – Administrative office and school offices remain open for regular working hours.
In the event of a school delay/late start, certified employees will report to work at the designated late start time. (For example, a two-hour late start would mean that certified employees would report two hours later than their scheduled start time.)
School Year Non-Certified Employees

- 9-month Secretaries
- Teacher Associates
- Food and Nutrition
- Transportation
- Behavior Technicians
- Engagement Specialist
- Other school year employees

All-day school closing – Classes cancelled at all schools. Administrative office and school offices remain open for regular working hours.

For an all-day school closing, school year employees, will generally not report to work. Employees may apply for appliable emergency leave, personal leave, unpaid leave, or vacation, according to their negotiated employee agreement of their bargaining unit, from their supervising building/site administrator. Some food service employees, such as those serving day care centers or those accepting deliveries, may be directed to report to work. Bus drivers and bus attendants and other school year employees who report for work in this situation(s) will be paid according to the negotiated employee agreement of their bargaining unit(s).

Early Dismissal – Shorten school day. Administrative office and school offices remain open for regular working hours.

In the event of an early dismissal, school year employees will generally be free to leave as soon as responsibilities for students have been completed, as determined by the principal/site administrator. Employees may apply for appliable emergency leave, personal leave, unpaid leave, or vacation, according to their negotiated employee agreement of their bargaining unit, from their supervising building/site administrator. Some employees may be directed to remain at work. Employees should refer to the negotiated employee agreement of their bargaining unit for specific rules.

School Delay – Administrative office and school offices remain open for regular working hours.

In the event of a school delay/late start, school year employees will report to work at the designated late start time. (For example, a two-hour late start would mean that employees would report two hours later than their scheduled start time.)
Emergency All-District Closing - Employee Notification and Attendance

The entire District may be closed due to weather or other unforeseen event.

In the event that the entire District is to be closed, notification will be given to employees via local media and District communications. When a civil or natural catastrophe occurs which renders normal communication channels inoperable, instructions will be transmitted through the Emergency Broadcasting System.

When the Superintendent declares the entire Cedar Rapids Community School District is closed to students and staff because of significant emergency conditions (i.e. natural disaster, extreme weather emergency, etc.), staff will be notified and the following guidelines for attendance and compensation will be used:

Except for essential employees (as defined below) District personnel should not report to work in the event of an All-District Emergency Closure. No leave time will be required.

Essential employees shall be designated by their supervising Administrator. If deemed essential, the employee is expected to report to work. Essential employees may include:

- Building Engineers and Custodians
- Maintenance Mechanics
- Mechanics - Auto
- Selected Crafts and Trades
- Custodial/Building and Grounds secretarial support
- Day Care hourly staff
- One pre-identified staff member at each attendance center for a two-hour period corresponding with the normal start for the building
- Any other staff member deemed essential by the Superintendent/designee

Essential employees will be compensated at time and one-half of the base-hourly-rate for their workday, provided the following criteria are fulfilled:

1. Essential employees report to work as close as possible to their required start time of day, taking into consideration the prevailing emergency conditions.
2. Essential employees work their full day, as defined by contractual requirements.

Existing work rules, including use of leave, will serve as a guide for essential employees who are unable to report to work or have reported to work but are unable to complete their full shift due to prevailing emergency conditions. Essential employees who do not report to work or do not complete their full shift will be required to use leave time.
**Tax Sheltered Annuities**

All District employees shall be eligible to elect to participate in a tax deferred compensation program under Section 403b of the Internal Revenue Code. The Board authorizes the administration to make a payroll deduction for licensed and classified employees’ tax-sheltered annuity premiums purchased from a company participating with the Retirement Investors Club with the State of Iowa administered by the Iowa Department of Administrative Services.

Employees wishing to have payroll deductions for tax sheltered annuities will make a written request to the District Payroll Department on the forms provided by the Retirement Investors Club.

All requirements in a contract between the District and the State of Iowa Department of Administrative Services for participation in the Retirement Investors Club will be followed.

Legal Reference: Iowa Code Section 20.9; 294.16
Substance-Free Workplace

The District expects its employees to remain substance-free while performing their duties as an employee of the District and/or representing the District when students are present.

In this regulation, “workplace” includes school district facilities, school district premises, or school district vehicles. “Workplace” also includes non-school property if the employee is at any school-sponsored, school-approved or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

No employee will unlawfully manufacture, distribute, dispense, solicit, possess, use, or be under the influence of in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcoholic beverage as defined by federal or state law. No employee will be impaired or under the influence of any legal or illegal drug, any other controlled substance, or alcoholic beverage if such impairment or influence adversely affects the employee’s work performance or affects the safety of the employee, other staff members, students, or puts the District’s reputation at risk.

The District, in its sole discretion, may conduct drug and/or alcohol testing under any of the following circumstances:

- The District may require an employee to submit to a drug and/or alcohol test any time the District has reasonable suspicion to believe the employee is under the influence of and/or impaired by drugs or alcohol and/or under the following circumstances: 1) there is evidence of drugs or alcohol on or about the employee’s person or in the employee’s vicinity; 2) the employee is exhibiting unusual conduct that suggests impairment of or influence of drugs or alcohol; 3) negative performance patterns that indicate possible impairment from drugs or alcohol; or 4) excessive and/or unexplained absenteeism or tardiness.

- Any employee involved in an on-the-job accident or injury may be subject to post-accident testing. This includes the employee who was injured and may also be an employee who has been deemed to have contributed to the accident or injury.

The presence of any detectable amount of prohibited substances, as outlined in this regulation, in the employee’s system while at work, while on the premises of the District or while on District business will be considered a violation of this regulation and may be subject to disciplinary action up to and including termination. An employee who is requested to submit for a drug or alcohol test and refuses the request will be deemed to be under the influence, placed on administrative leave, and may be subject to disciplinary action up to and including termination.

An employee who violates the terms of this regulation may be subject to discipline up to and including termination. An employee who violates this regulation may be required to successfully participate in a substance abuse treatment program approved by the Board. The Superintendent and/or designee will make the determination whether to require an employee who violates this regulation to undergo substance abuse treatment and/or to discipline the employee. If the employee fails to successfully participate in a program, the employee may be subject to discipline up to and including termination.

Cross Reference: Regulation 506.11
Substance-Free Workplace Procedures

When an employee is suspected of abusing substances the following procedures will be:

1. Identification - the administrator or supervisor will document the evidence the administrator or supervisor has which leads the administrator or supervisor to suspect the employee has violated the Substance-free Workplace regulation.

2. Consultation – the administrator or supervisor will contact the Human Resource Department to work through the remaining steps.

3. Determination - after it has been determined that a violation of the Substance-Free Workplace regulation has been made, a discussion with the employee will occur.

4. Discipline - the administrator, supervisor, Superintendent/designee may recommend discipline up to and including termination and/or may recommend the employee seek substance abuse treatment. Participation in a substance abuse treatment program is voluntary.

5. Failure to participate in referral – if the employee refuses to participate in a substance abuse treatment program or if the employee does not successfully complete a substance abuse treatment program, the employee may be subject to discipline up to and including termination.

6. Conviction - if an employee is convicted of a criminal drug offense committed in the workplace, the employee must notify the employer of the conviction within three days of the conviction.

Reference: Regulation 506.11

Approved: 02-14-19
**Substance-Free Workplace Notice to Employees**

EMPLOYEES ARE HEREBY NOTIFIED it is a violation of the Substance-Free Workplace regulation for an employee to unlawfully manufacture, distribute, dispense, solicit, possess, use, or be under the influence of in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in Schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15 and Iowa Code Chapter 124.

“Workplace” is defined as the site for the performance of work done in the capacity as an employee. This includes school district facilities, other school premises or school district vehicles. “Workplace” also includes non-school property if the employee is at any school-sponsored, school-approved or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

The superintendent retains the discretion to discipline an employee for violation of the Substance-Free Workplace regulation. Employees who violate the terms of the Substance-Free Workplace regulation may be required to successfully participate in a substance abuse treatment program approved by the Board. If the employee fails to successfully participate in such a program, the employee is subject to discipline up to and including termination.

EMPLOYEES ARE FURTHER NOTIFIED it is a condition of their continued employment that they comply with the Substance-Free Workplace regulation of the school district and will notify their supervisor of their conviction of any criminal drug or alcohol statute no later than three (3) days after the conviction.

**SUBSTANCE-FREE WORKPLACE ACKNOWLEDGMENT FORM**

I, ____________________, have read and understand the Substance-Free Workplace regulation. I understand that if I violate the Substance-Free Workplace regulation, I may be subject to discipline up to and including termination or I may be required to participate in a substance abuse treatment program. If I fail to successfully participate in a substance abuse treatment program, I understand I may be subject to discipline up to and including termination. I understand that if I am required to participate in a substance abuse treatment program and I refuse to participate, I may be subject to discipline up to and including termination. I also understand that if I am convicted of a criminal drug offense, I must report that conviction to my supervisor within three days of the conviction.

(Signature of Employee) (Date)

Approved: 02-14-19
Leave for Political Purposes

The Board recognizes the right of its employees to seek, serve, and hold public office. Employees wishing to seek, serve or hold local, state or national public office may request a leave of absence through the office of the Superintendent to be presented to the Board for approval. The Board also recognizes that District funds should not be used for non-educational activities. Absences for such leaves shall be without pay. A leave for political purposes granted by the Board shall not interrupt the placement of the employee for purposes of compensation and/or other fringe benefits to which the employee is entitled. Requests for leave for political purposes should be submitted as far in advance as possible and no later than at least thirty (30) days prior to the anticipated leave. The District retains the right to determine the nature and length of leave in the District’s best interest.

Reinstatement
Upon return from such a leave, the employee will be placed in the employee’s former position, or if the former position is not vacant and/or does not exist, to another position for which the employee is qualified that is as near as possible to the employee’s prior position, as determined by the Superintendent.
Abuse of Students by District Employees

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this regulation includes not only those who work for pay but also those who are volunteers of the District under the direction and control of the District. Abuse is considered both physical abuse, which is defined as a non-accidental physical injury to a student as a result of the actions of a District employee, and sexual abuse, which is defined as any sexual offense as defined by Iowa Code chapter 709 or Iowa Code section 728.12(1) and encompasses acts of the school employee that encourage the student to engage in prostitution as defined by Iowa law, as well as inappropriate, intentional sexual behavior or sexual harassment by the school employee toward a student.

The District will respond promptly to allegations of abuse of students by District employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The District has appointed a Level One investigator and alternate Level One investigator. The District has also arranged for a trained, experienced professional to serve as the Level Two investigator. The Level One investigator and alternate will be provided training in the conducting of an investigation at the expense of the District. Initial training shall be undertaken within six months of appointment and follow up training shall be undertaken at least once every five years.

The names of the Level One investigators shall be identified at an open public meeting and the names or positions of the Level One investigators and their telephone numbers or other contact information shall be published in the student handbook, published annually in the local newspaper, and prominently posted in all school facilities.

Employees found in violation of this regulation will be subject to disciplinary action up to and including termination.

Code of Iowa: Chapter 709
Code of Iowa: Section 728.12(1)
Code of Iowa: Chapter 280.17
Iowa Administrative Code: 281-102
Abuse of Students by School District Employees

An individual who has knowledge an employee has physically or sexually abused a student must immediately report it to the District’s Level One investigators. “Employee” means one who works for pay or as a volunteer under the direction and control of the District. The report shall be written, signed, and witnessed by a person of majority age. The witness may be the Level One investigator. The reporter is the individual filing the report. The report shall contain the following:

- The full name, address, and telephone number of the person filing.
- The full name, address, telephone number, and attendance center of the student.
- The name and place of employment of the employee who allegedly committed the abuse.
- A concise statement of the facts surrounding the incident, including date, time, and place of occurrence, if known.
- A list of possible witnesses by name, if known.
- Names and locations of persons who examined, counseled or treated the student for the alleged abuse, including the dates on which those services were provided, if known.

Upon request, the Level One investigator may assist the reporter in completing the report. An incomplete report shall not be rejected unless the missing information would render the investigation futile or impossible. An unsigned, anonymous or unwitnessed report may be investigated, but the designated investigator has no duty to report findings and conclusions to the reporter. An employee receiving a report of alleged abuse of a student by an employee will pass the report to the investigator and will keep the report confidential to the maximum extent possible. In performing the investigation, the investigator will have access to the educational records of the alleged student victim as well as access to the student for interviewing purposes.

In order for the District to have jurisdiction over the acts and to constitute a violation of the law, acts of the employee must be alleged to have occurred on school grounds, on school time, at a school-sponsored activity or in a school-related context. However, the student need not be a student in the District. The student can be from another school district. To be investigable, the written report must include basic information showing that the victim of the alleged abuse is or was a student at the time of the incident, that the alleged act of the employee resulted in injury or otherwise meets the definition of abuse in these rules, and that the person responsible for the act is currently an employee. If the report is not investigable due to lack of jurisdiction, the investigator will dismiss the complaint and inform the reporter of other options available. Other options available to the reporter include contacting law enforcement authorities, private counsel, or the Board of Educational Examiners in the case of a licensed employee.

If the Level One investigator determines a written complaint is investigable, the school employee who is the subject of the investigation will be placed on administrative leave.

The Level One investigator will have access to the educational records of the student and access to the student for purposes of interviewing the student about the report.

Physical Abuse Allegations

When physical abuse is reported, the Level One investigator will make copies of the report and give a copy to the person filing the report, the student’s parents and the immediate supervisor of the employee named in the report. The employee named in the report will not receive a copy of the report until the employee is initially interviewed.

The Level One investigator will use discretion in handling the information received regarding an investigation of abuse by an employee, and those persons involved in the investigation will not discuss information regarding the complaint outside the investigation. The entire investigative procedure will be thoroughly explained, including the confidential nature of the proceedings, to the student and other persons involved in the investigation.

Within five days of receipt of an investigable report, the Level One investigator will complete an informal investigation. The informal investigation will consist of interviews with the student, the employee, and others who may have knowledge of the alleged incident. If the Level One investigator determines that the allegations in the report are founded and that immediate and professional investigation is necessary, the Level One investigator may defer further investigation and contact appropriate law enforcement officials, the student’s parents, and the person filing the report.
Within fifteen days of receipt of the report, the Level One investigator will complete a written investigative report, unless the investigation was temporarily deferred.

The written investigative report will include:

1. The name, age, address, and attendance center of the student named in the report.
2. The name and address of the student’s parent or guardian and the name and address of the person filing the report, if different from the student’s parent or guardian.
3. The name and work address of the employee named in the report as allegedly responsible for the abuse of the student.
4. An identification of the nature, extent, and cause, if known, of any injuries or abuse to the student named in the report.
5. A general review of the investigation.
6. Any actions taken for the protection and safety of the student.
7. A statement that, in the investigator’s opinion, the allegations in the report are either:
   - Unfounded. (It is not likely that an incident, as defined in these rules, took place) or
   - Founded. (It is likely that an incident took place.)
8. The disposition or current status of the investigation.
9. A listing of the options available to the parents or guardian of the student to pursue the allegations. These options include, but are not limited to:
   - Contacting law enforcement officials.
   - Contacting private counsel for the purpose of filing a civil suit or complaint.
   - Filing a complaint with the Board of educational examiners if the employee is a licensed employee.

The investigator will retain the original and provide a copy of the written investigative report to the school employee named in the report, the employee’s supervisor, and the student’s parent or guardian. The person filing the report, if not the student’s parent or guardian, will be notified only that the Level One investigation has been concluded and of the disposition or anticipated disposition of the case.

The Level One investigator’s role is not to determine the guilt or innocence of the school employee, the applicability of the exceptions or reasonableness of the contact or force. That is the responsibility of the Level Two investigator. The Level One investigator will determine, by a preponderance of the evidence, whether it is likely that an incident took place between the student and the school employee. If the complaint has been withdrawn, the allegation recanted or the employee has resigned, admitted the violation or agreed to relinquish the employee’s teaching certificate or license, the Level One investigator may conclude the investigation at Level One. Upon completion of the report, if the Level One investigator determines the allegations of physical abuse are founded, the Level One investigator will refer the case on to the Level Two investigator.

The Level Two investigator will review the Level One investigator’s final investigative report and conduct further investigation. The Level Two investigative report will state the conclusion as to the occurrence of the alleged incident, the applicability of exceptions, the reason for the contact or force used, and recommendations regarding the need for further investigation. In determining the applicability of the exceptions or the reasonableness of the contact or force used, the Level Two investigator will use the following definitions:

Physical abuse is non-accidental physical injury to the student as a result of the action of an employee. Injury occurs when evidence of it is still apparent at least twenty-four hours after its occurrence. The following do not constitute physical abuse, and no employee is prohibited from:

a. Using reasonable and necessary force, not designed or intended to cause pain:
   (1) To quell a disturbance or prevent an act that threatens physical harm to any person.
   (2) To obtain possession of a weapon or other dangerous object within a pupil’s control.
   (3) For the purposes of self-defense of defense of others as provided for in Iowa Code section 704.3.
   (4) For the protection of property as provided for in Iowa Code sections 704.4 and 704.5.
   (5) To remove a disruptive pupil from class, or any area of school premises or from school-sponsored activities off school premises.
   (6) To prevent a student from the self-infliction of harm.
   (7) To protect the safety of others.

b. Using incidental, minor or reasonable physical contact to maintain order and control.
In determining the reasonableness of the contact or force used, the following factors will be considered:

a. The nature of the misconduct of the student, if any, precipitating the physical contact by the school employee.
b. The size and physical condition of the student.
c. The instrumentality used in making the physical contact.
d. The motivation of the school employee in initiating the physical contact.
e. The extent of injury to the student resulting from the physical contact.

“Reasonable force” is that force and no more which a reasonable person, in like circumstances, would judge to be necessary to prevent an injury or loss and can include deadly force if it is reasonable to believe that such force is necessary to avoid injury or risk to one’s life or safety or the life or safety of another or it is reasonable to believe that such force is necessary to resist a like force or threat.

Upon completion of the Level Two investigation, the Level One investigator will forward copies of the Level Two investigative report to the employee, the employee’s immediate supervisor, and the student’s parent. The Level One investigator will notify the person filing the report of the current status of the case.

If the Level Two investigator’s report or law enforcement officials conclude abuse occurred or the employee admits the violation or the employee has surrendered the employee’s certificate or license, the Level One investigator will file a complaint with the State Board of Educational Examiners. The Level One investigator will also arrange for counseling services for the student if the student or student’s parents request counseling services.

Sexual Abuse Allegations

Sexual abuse is defined as including sexual acts involving a student, acts that encourage the student to engage in prostitution, as well as inappropriate, intentional sexual behavior or sexual harassment by the employee toward a student. “Sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

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

When sexual abuse is reported, the Level One investigator will make copies of the report and give a copy to the person filing the report, the student’s parents and the immediate supervisor of the employee named in the report. The employee named in the report will not receive a copy of the report until the employee is initially interviewed. The designated investigator will not interview the school employee named in a report of sexual abuse until after a determination is made that jurisdiction exists, the alleged victim has been interviewed and a determination made that the investigation will not be deferred.

The investigator will notify the parent, guardian or legal custodian of a student in pre-kindergarten through grade six, of the date and time of the interview and of the right to be present or to see and hear the interview or send a representative in the parent’s place. The Level One investigator will interview the student as soon as possible, but in no case later than five days from the receipt of a report or notice of the allegation of sexual abuse. The Level One investigator may record the interview electronically.

The Level One investigator will exercise discretion in the investigative process to preserve the privacy interests of the individuals involved. To the maximum extent possible, the investigator will maintain the confidentiality of the report.

If, in the investigator’s opinion, it is likely that an incident in the nature of sexual abuse as defined by Iowa Code chapter 709 or section 728.12(1) took place, the investigator will temporarily deter further Level One investigation. In cases of deterred investigation, the investigator will immediately contact appropriate law enforcement officials, notify the student’s parent or guardian, and the person filing the report, if different from the student’s parent or guardian, of the action taken.
If in the investigator’s opinion, an incident occurred that would not constitute sexual abuse as defined in Iowa Code chapter 709 or sexual exploitation as defined by Iowa Code section 728.12(1), but that was in the nature of inappropriate, intentional sexual behavior by the school employee, further investigation is warranted. The investigator may proceed to interview the school employee named in the report. Prior to interviewing any collateral sources who may have knowledge of the circumstance contained in the report, the investigator will provide notice of the impending interview of student witnesses who are in prekindergarten through grade six, to their parent, guardian or legal custodian, and may provide notice to the parent or guardian of older students, prior to interviewing those students.

Within fifteen days of receipt of the report, the Level One investigator will complete a written investigative report, unless the investigation was temporarily deferred.

The written investigative report will include:

1. The name, age, address, and attendance center of the student named in the report.
2. The name and address of the student’s parent or guardian and the name and address of the person filing the report, if different from the student’s parent or guardian.
3. The name and work address of the school employee named in the report as allegedly responsible for the abuse of the student.
4. An identification of the nature, extent, and cause, if known, of any injuries or abuse to the student named in the report.
5. A general review of the investigation.
6. Any actions taken for the protection and safety of the student.
7. A statement that, in the investigator’s opinion, the allegations in the report are either:
   • Unfounded. (It is not likely that an incident, as defined in these rules, took place), or
   • Founded. (It is likely that an incident took place.)
8. The disposition or current status of the investigation.
9. A listing of the options available to the parents or guardian of the student to pursue the allegations. These options include, but are not limited to:
   • Contacting law enforcement officials.
   • Contacting private counsel for the purpose of filing a civil suit or complaint.
   • Filing a complaint with the Board of educational examiners if the school employee is certificated.

The investigator will retain the original and provide a copy of the investigative report to the school employee named in the report, the school employee’s supervisor and the named student’s parent or guardian. The person filing the report, if not the student’s parent or guardian, will be notified only that the Level One investigation has been concluded and of the disposition or anticipated disposition of the case.

The Level One investigator’s role is not to determine the guilt or innocence of the school employee. The Level One investigator will determine, by a preponderance of the evidence, whether it is likely that an incident took place between the student and the school employee. If the complaint has been withdrawn, the allegation recanted or the employee has resigned, admitted the violation or agreed to relinquish the employee’s teaching certificate or license, the Level One investigator may conclude the investigation at Level One.

If, in the Level One investigator’s opinion, the allegation of sexual abuse is unfounded either because the conduct did not occur or the conduct did not meet the definition of abuse, further investigation is not warranted. The investigator will notify the student’s parent or guardian, the person filing the report, if different from the student’s parent or guardian, and the school employee named in the report of this conclusion in a written investigative report.

If the allegations are founded, the Level One investigation will refer the case to the Level Two investigator. The Level Two investigator will review the Level One investigator’s final investigative report and conduct further investigation if necessary. The Level Two investigative report will state conclusively as to the occurrence of the alleged incident, conclusively as to the nature of the sexual abuse and recommendations regarding the need for further investigation. Upon completion of the Level Two investigation, the Level One investigator will forward copies of the Level Two investigative report to the employee, the employee’s immediate supervisor and the student’s parent. The Level One investigator will notify the person filing the report of the current status of the case.
If the Level Two investigator’s report or law enforcement officials conclude sexual abuse occurred or the employee admits the violation or the employee has surrendered the employee’s certificate or license, the Level One investigator will file a complaint on behalf of the District after obtaining the superintendent’s signature with the State Board of Educational Examiners. The Level One investigator will also arrange for counseling services for the student if the student or student’s parents request counseling services.

In cases involving founded physical or sexual abuse by a licensed employee, the Superintendent/designee will notify the Board of Educational Examiners. Information of unfounded abuse at Level One or Level Two will not be kept in the employee’s personnel file. If the Level One investigative report is founded but Level Two is unfounded, then the Level One report will be removed from the employee’s permanent file.

It will be the responsibility of the Board to annually identify a Level One and Level Two investigator. The Board will also designate annually an alternate Level One investigator, preferably of the opposite sex of the designated Level One investigator, to whom reports may also be made. The names and telephone numbers of the Level One investigator and the alternate Level One investigator will be included in student handbooks, annually published in the local newspaper, and prominently displayed in all school buildings.
Abuse of Students by School District Employees
Complaint of Injury to or Abuse of a Student by a School District Employee

Please complete the following as fully as possible. If you need assistance, contact the Level One investigator in your school.

Student’s name and address: _______________________________________________________________

Student’s telephone no: _________________________________________________________________

Student’s school: _________________________________________________________________________

Name and place of employment of employee accused of abusing student: __________________________

_____________________________________________________________________________________

Allegation is of    Physical Abuse    Sexual abuse*

Please describe what happened. Include the date, time and where the incident took place, if known. If physical abuse is alleged, also state the nature of the student’s injury: ____ ______________________________________

_____________________________________________________________________________________

Were there any witnesses to the incident or are there students or persons who may have information about this incident? ____________________________Yes ____  No

If yes, please list by name, if known, or classification (for example “third grade class,” “fourth period geometry class”):

*Parents of children who are in pre-kindergarten through sixth grade and whose children are the alleged victims of or witnesses to sexual abuse have the right to see and hear any interviews of their children in this investigation. Please indicate “yes” if the parent/guardian wishes to exercise this right:

_____ Yes_______ No    Telephone Number ________________________________

Has any professional person examined or treated the student as a result of the incident? 

_____ Yes_______ No    _____ Unknown

If yes, please provide the name and address of the professional(s) and the date(s) of examination or treatment, if known

_____________________________________________________________________________________

_____________________________________________________________________________________

Has anyone contacted law enforcement about this incident? ________________ Yes ______ no

Please provide any additional information you have which would be helpful to the investigator. Attach additional pages if needed.

_____________________________________________________________________________________

_____________________________________________________________________________________

Your name, address and telephone number: _________________________________________________

_____________________________________________________________________________________

Relationship to student: _______________________________________________________________
Be advised that you have the right to contact the police or sheriff’s office, the county attorney, a private attorney, or the State Board of Educational Examiners (if the accused is a licensed employee) for investigation of this incident. The filing of this report does not deny you that opportunity.

You will receive a copy of this report (if you are the named student’s parent or guardian) and a copy of the Investigator’s Report within fifteen calendar days of filing this report unless the investigation is turned over to law enforcement.

Complainant Signature ____________________________ Witness Signature ____________________________

Date ____________________________ Witness Name (please print) ____________________________

Witness Address ____________________________

Approved: 06-04-90
Revised: 02-22-93
Reviewed: 07-15-96
11-23-98
05-12-08
Revised: 06-23-14
11-14-16
Abuse of Students by School District Employees
Level One Investigation Report

Student’s name ____________________________________________________________

Student’s age: ____________  Student’s grade: ________________________________

Student’s address: _________________________________________________________

Student’s school: _________________________________________________________

Name of accused school employee _____________________________ Building __________

Name and address of person filing report: _______________________________________

Name and address of student’s parent or guardian, if different from person filing report:

______________________________________________________________ _______________________

Date report of abuse was filed: __________________

Allegation is of   ____________ Physical abuse   ________________ Sexual abuse*

Describe the nature, extent and cause of the student’s injury, if any and if known:  (Attach additional pages if needed).

______________________________________________________________________________

______________________________________________________________________________

Describe your investigation.  Attach additional pages if needed.  (Please do not use full names of student witnesses).

______________________________________________________________________________

*Were parent(s) or guardian(s) advised of their right to see and hear any interview of their pre-kindergarten through sixth grade children who are alleged victims of or a witness in a sexual abuse investigation?

Yes _______ No _______ Was the right exercised? __________ Yes _______ No

Were audio tapes made of any interviews? _____ Yes _____ No

Were video tapes made of any interviews? _____ Yes _____ No

Was any action taken to protect the student during or as a result of the investigation?  Yes _______________ No ____________

If yes, describe:

_____ student excused from school                  _____ school employee placed on leave

_____ student assigned to different class          _____ other (please specify)
Level One investigator’s conclusions:

___ The complaint is being dismissed for lack of jurisdiction.
___ Physical abuse was alleged, but no allegation of injury was made.
___ Physical abuse was alleged, but no evidence of physical injury exists and the nature of
   the alleged incident makes it unlikely an injury, as defined in the rules, occurred.
___ Sexual abuse was alleged, but the alleged actions of the school employee, even if true,
   would not meet the definition of sexual abuse in the rules.
___ Alleged victim was not a student at the time of the incident.
___ Alleged school employee is not currently employed by this school district.
___ Alleged incident did not occur on school grounds, on school time, at a school-
   sponsored activity, nor in a school-related context.
___ The complaint has been investigated and concluded at Level One as unfounded.
___ Complaint was withdrawn.
___ Insufficient evidence exists that an incident of abuse, as defined in the rules, took place.
___ The complaint has been investigated at Level One and is founded.
___ The investigation is founded at Level One and is being turned over to Level Two for further investigation.
___ Investigation of the complaint was deferred at Level One and referred to law enforcement at this time.
___ The investigation is concluded at Level One because the accused school employee has admitted the violation,
   has resigned, or has agreed to relinquish any teaching license held.

Current status of investigation:

___ Closed. No further investigation is warranted.
___ Closed and referred to school officials for further investigation as a personnel matter.
___ Deferred to law enforcement officials.
___ Turned over to Level Two investigator.

Other comments:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

I have given a copy of the report of abuse and of this investigative report to the employee named in the report, the
employee’s supervisor, and the student’s parent or guardian and informed the person filing the report of the options of
contacting law enforcement, private counsel, or the State Board of Educational Examiners, if the accused school
employee holds an Iowa teacher’s certificate or license.

Name of investigator (please print) ___________________________ Investigator’s place of employment ___________________________

Signature of investigator ___________________________ Date ___________________________

Cedar Rapids Community School District

Approved:  06-04-90
Revised:   02-22-93
Reviewed:  07-15-96
           11-23-98
           05-12-08
Revised:  06-23-14
           11-14-16
**Employee Health: Occupational Exposure to Blood-borne Pathogens**

**Exposure Control Plan**

The Superintendent/designee shall be responsible to ensure that the District adopts, implements, reviews and updates at least annually an exposure control plan to minimize employees' occupational exposure to blood-borne pathogens in accordance with OSHA requirements. The plan will include scope and application, definitions, exposure determination, methods of compliance, universal precautions, Hepatitis B vaccination program, post-exposure evaluation, follow-up, communication of hazards to employees and record-keeping.

**Supplies and Training**

The District shall provide at no cost to the employees, necessary supplies, personal protective devices, and initial and annual interactive training for employees identified as at risk of occupational exposure. Training shall include all components as required by law.

** Discipline**

Failure of an employee to comply with the plan shall be grounds for disciplinary action, up to and including discharge.

**HBV Vaccine**

Employees identified as at risk of occupational exposure shall be offered the Hepatitis B vaccine series at District expense or shall sign a written waiver declining the vaccine.

**Post-Exposure Incident**

Following a report of an exposure incident, the District shall make immediately available to the exposed employee a confidential medical examination and follow-up at District expense.

**Confidentiality**

Medical records shall be maintained for each employee with occupational exposure. Such records shall be kept confidential and shall not be disclosed without the employee's express written consent to any person within or outside the workplace except as required by law.

Legal Reference: OSHA 29 CFR Standard 1910.1030
Family and Medical Leave

Unpaid family and medical leave will be granted up to twelve (12) weeks per year for qualifying leave to assist employees in balancing family and work life. For purposes of this regulation, year is defined as a “rolling” twelve (12) month period measured backward from the date of any FMLA leave usage. Requests for family and medical leave will be made to the Executive Director Human Resources/designee.

Employees eligible for family and medical leave must comply with the family and medical leave administrative rules prior to starting family and medical leave. Employees shall be required to complete all necessary Family and Medical Leave Act documentation prior to any leave being approved as family and medical leave. The required documentation shall be as outlined in this regulation, and as required by the Department of Labor. All documentations and forms shall be available in the administrative offices of each building. If the employee fails to complete and return all necessary Family and Medical Leave Act documentation, and the leave is such that would be covered as approved family and medical leave, administration may designate the leave as approved family and medical leave.

The District may require, or employees may request, to run concurrently applicable paid leave during any family and medical leave by meeting the requirements set out in the family and medical leave administrative rules.

The requirements stated in the Master Contract and/or Employee Handbook between employees in the various collective bargaining units, if applicable, and the Board and/or District regarding family and medical leave of such employees and the requirements stated in any other contract, collective or individual, between any employees and the Board and/or District regarding family and medical leave of such employees will be followed. This regulation provision, as well as all policy manual provisions, concerning family and medical leave may be applied differently to classified, non-classified, certified, non-certified and other classifications of employees.
Family and Medical Leave Procedure

A. School District Notice
1. The district will post the notice in this series regarding family and medical leave.
2. Information on the Family and Medical Leave Act and the board policy on family and medical leave, including leave provisions and employee obligations will be provided annually. The information will be in the employee handbook.
3. When an employee requests family and medical leave, the school district will provide the employee with information listing the employee’s obligations and requirements. Such information will include:
   a. a statement clarifying whether the leave qualifies as family and medical leave and will, therefore, be credited to the employee’s annual 12-week entitlement or 26-week entitlement depending on the purpose of the leave;
   b. a reminder that employees requesting family and medical leave for their serious health condition or for that of an immediate family member must furnish medical certification of the serious health condition and the consequences for failing to do so or proof of call to active duty in the case of military family and medical leave;
   c. an explanation of the employee’s right to run concurrently applicable paid leave for family and medical leave including a description of when the school district requires substitution of paid leave and the conditions related to the substitution; and
   d. a statement notifying employees that they must pay and must make arrangements for paying any premium or other payments to maintain health or other benefits.

B. Eligible Employees
1. Employees are eligible for family and medical leave if the following criteria are met:
   a. The employee has worked for the school district for at least twelve (12) months or fifty-two (52) weeks (the months and weeks need not be consecutive); and
   b. The employee has worked at least 1,250 hours within the previous year. Full-time professional employees who are exempt from the wage and hour law may be presumed to have worked the minimum hour requirement.
2. If the employee requesting leave is unable to meet the above criteria, the employee is not eligible for family and medical leave.

C. Employee Requesting Leave (two types of leave)
1. Foreseeable family and medical leave
   a. Definition - leave is foreseeable for the birth or placement of a child or an adopted or foster child with the employee or for planned medical treatment.
   b. Employee must give at least thirty (30) days notice for foreseeable leave. Failure to give the notice may result in the leave beginning thirty (30) days after notice was received. For those taking leave due to military family and medical leave, notice should be given as soon as possible.
   c. Employees must consult with the school district prior to scheduling planned medical treatment leave to minimize disruption to the school district. The scheduling is subject to the approval of the health care provider.
2. Unforeseeable family and medical leave.
   a. Definition - leave is unforeseeable in such situations as emergency medical treatment or premature birth.
   b. Employee must give notice as soon as possible but no later than one to two work days after learning that leave will be necessary.
   c. A spouse or family member may give the notice if the employee is unable to personally give notice.

D. Eligible Family and Medical Leave Determination
1. The following is a list of the acceptable purposes for family or medical leave:
   a. The birth of a son or daughter of the employee and in order to care for that son or daughter prior to the first anniversary of the child’s birth;
   b. The placement of a son or daughter with the employee for adoption or foster care and in order to care for that son or daughter prior to the first anniversary of the child’s placement;
   c. To care for the spouse, son, daughter or parent of the employee if the spouse, son, daughter or parent has a serious health condition;
   d. Employee’s serious health condition that makes the employee unable to perform the essential functions of the employee’s position;
   e. Because of a qualifying exigency arising out of the fact that an employee’s spouse, son or daughter or parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves; or
   f. Because the employee is the spouse, son or daughter, parent or next of kin of a covered service member with a serious injury or illness.
2. The school district may require the employee giving notice of the need for leave to provide reasonable documentation or a statement of family relationship.

3. Medical certification.
   a. When required:
      i. Employees shall be required to present medical certification of the employee’s serious health condition and inability to perform the essential functions of the job;
      ii. Employees shall be required to present medical certification of the family member’s serious health condition and that it is medically necessary for the employee to take leave to care for the family member; and/or
      iii. Employees may be required to present certification of the call to active duty when taking military family and medical leave.
   b. Employee’s medical certification responsibilities:
      i. The employee must obtain the certification from the health care provider who is treating the individual with the serious health condition;
      ii. The school district may require the employee to obtain a second certification by a health care provider chosen by and paid for by the school district if the school district has reason to doubt the validity of the certification an employee submits. The second health care provider cannot, however, be employed by the school district on a regular basis;
      iii. If the second health care provider disagrees with the first health care provider, then the school district may require a third health care provider to certify the serious health condition. This health care provider must be mutually agreed upon by the employee and the school district and paid for by the school district. This certification or lack of certification is binding upon both the employee and the school district.
   c. Medical certification will be required fifteen (15) days after family and medical leave begins unless it is impracticable to do so. The school district may request recertification every thirty (30) days. Recertification must be submitted within fifteen (15) days of the school district’s request.
   d. Employees taking military caregiver family and medical leave to care for a family service member cannot be required to obtain a second opinion or to provide recertification.
   e. Family and medical leave requested for the serious health condition of the employee or to care for a family member with a serious health condition which is not supported by medical certification will be denied until such certification is provided.
   f. An employee who fails to complete and return all necessary Family and Medical Leave Act documentation may have the leave designated by administration as approved family and medical leave, provided the leave is such that would be covered as approved family and medical leave.

E. Entitlement.
1. Employees are entitled to twelve (12) weeks unpaid family and medical leave per year. Employees taking military caregiver family and medical leave to care for a family service member are entitled to twenty-six (26) weeks of unpaid family and medical leave but only in a single twelve (12) month period.
2. Year is defined as a “rolling” twelve (12) month period measured backward from the date of any FMLA leave usage.
3. If insufficient leave is available, the school district may:
   a. Deny the leave if entitlement is exhausted;
   b. Award leave available; and/or
   c. Award leave in accordance with other provisions of board policy or the collective bargaining agreement.

F. Type of Leave Requested.
1. Continuous - employee will not report to work for set number of days or weeks
2. Intermittent - employee requests family and medical leave for separate periods of time.
   a. Intermittent family and medical leave is available for:
      i. the birth or adoption of the employee’s child, foster care placement subject to agreement by the district;
      ii. the employee or the employee’s parent, spouse, or child, when medically necessary, is suffering from a serious health condition;
      iii. a qualifying exigency arising out of the fact that the employee’s spouse, the employee’s son or daughter, the employee’s parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves; and/or
      iv. the employee is the spouse, son or daughter, parent or next of kin of a covered service member with a serious injury or illness.
   b. In the case of foreseeable intermittent leave, the employee must schedule the leave to minimize disruption to the school district operation.
   c. During the period of foreseeable intermittent leave, the school district may move the employee to an alternative position with equivalent pay and benefits. (For instructional employees, see G below.)
3. Reduced work schedule - employee requests a reduction in the employee’s regular work schedule.
   a. Reduced work schedule family and medical leave is available for:
      i. the birth or adoption of the employee’s child, foster care placement subject to agreement by
         the district;
      ii. the employee or the employee’s parent or child, when medically necessary, is suffering from
          a serious health condition;
      iii. a qualifying exigency arising out of the fact that the employee’s spouse, the employee’s son
          or daughter, the employee’s parent is on active duty or call to active duty status in support of
          a contingency operation as a member of the National Guard or Reserves; and/or
      iv. the employee is the spouse, son or daughter, parent or next of kin of a covered service member
          with a serious injury or illness.
   b. In the case of foreseeable reduced work schedule leave, the employee must schedule the leave to
      minimize disruption to the school district operation.
   c. During the period of foreseeable reduced work schedule leave, the school district may move the
      employee to an alternative position with equivalent pay and benefits. (For instructional employees, see
      G below.)

G. Special Rules for Instructional Employees.
   1. Definition - an instructional employee is one whose principal function is to teach and instruct students in a class,
      a small group or an individual setting. This includes, but is not limited to, teachers, coaches, driver’s education
      instructors and special education assistants.
   2. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule
      family and medical leave greater than twenty percent (20%) of the work days in the leave period may be required
      to:
         a. Take leave for the entire period or periods of the planned medical treatment; or
         b. Move to an available alternative position, with equivalent pay and benefits, but not necessarily
            equivalent duties, for which the employee is qualified.
   3. Instructional employees who request continuous family and medical leave near the end of a semester may be
      required to extend the family and medical leave through the end of the semester. The number of weeks remaining
      before the end of a semester does not include scheduled school breaks, such as summer, winter or spring break.
      a. If an instructional employee begins family and medical leave for any purpose more than five weeks
         before the end of a semester, the school district may require that the leave be continued until the end of
         the semester if the leave will last at least three weeks and the employee would return to work during the
         last three weeks of the semester if the leave was not continued.
      b. If the employee begins family and medical leave for a purpose other than the employee’s own serious
         health condition during the last five weeks of a semester, the school district may require that the leave
         be continued until the end of the semester if the leave will last more than two weeks and the employee
         would return to work during the last two weeks of the semester.
      c. If the employee begins family and medical leave for a purpose other than the employee’s own serious
         health condition during the last three weeks of the semester and the leave will last more than five
         working days, the school district may require the employee to continue taking leave until the end of the
         semester.
   4. The entire period of leave taken under the special rules is credited as family and medical leave. The school district
      will continue to fulfill the school district’s family and medical leave responsibilities and obligations, including the
      obligation to continue the employee’s health insurance and other benefits, if an instructional employee’s family
      and medical leave entitlement ends before the involuntary leave period expires.

H. Employee responsibilities while on family and medical leave.
   1. Employee must continue to pay health care benefit contributions or other benefit contributions regularly paid by
      the employee unless employee elects not to continue the benefits while on FMLA leave.
   2. The employee contribution payments will be deducted from any money owed to the employee or the employee
      will reimburse the school district by delivery of cash or check to the employer’s business office by the first day of
      the month in which premiums are due to the carrier.
   3. An employee who fails to make the health care contribution payments within thirty (30) days after they are due
      will be notified that their coverage may be canceled if payment is not received within an additional fifteen (15)
      days.
   4. An employee may be asked to re-certify the medical necessity of family and medical leave for the serious medical
      condition of an employee or family member once every thirty (30) days and return the certification within fifteen
      (15) days of the request.
   5. The employee must notify the school district of the employee’s intent to return to work at least once each month
      during their leave and at least two (2) weeks prior to the conclusion of the family and medical leave.
   6. If an employee intends not to return to work, the employee must immediately notify the school district, in writing,
      of the employee’s intent not to return. The school district will cease benefits upon receipt of this notification.
I. Use of paid leave for family and medical leave.

1. The district may require, or an employee may request, their unpaid family and medical leave run concurrently with applicable paid leave available to the employee under board policy, individual contracts or the collective bargaining agreement, as outlined in the family and medical leave administrative rules. When the district determines that paid leave is being taken for an FMLA reason, the district will notify the employee within two (2) business days that the paid leave will be counted as FMLA leave.

2. The district may require, or an employee may request, to run concurrently paid sick and/or personal leave with unpaid FMLA leave for the serious health condition of the employee only. Upon the expiration of paid leave, the FMLA leave for the serious health condition of the employee is unpaid.

3. The district may require, or an employee may request, to run concurrently paid family sick leave and personal leave with unpaid FMLA leave for the serious health condition of an employee’s family member. Upon the expiration of paid leave, the FMLA leave for the serious health condition of an employee’s family member is unpaid.

4. The district may require or an employee may request to run concurrently paid sick leave/family illness leave with their unpaid FMLA leave for the birth of their child as follows: a mother may run concurrently her available paid sick leave for so long as her health care provider certifies that she is unable to perform the essential functions of her job/has a serious health condition; a mother may run concurrently her available paid family illness leave for so long as a health care provider certifies that her newborn infant has a serious health condition; and a spouse may run concurrently his/her available paid family illness leave for so long as a health care provider certifies that the employee is needed to care for the mother who has a serious health condition or child who has a serious health condition. Upon the expiration of paid leave, the FMLA leave for the birth of a child is unpaid.

5. The district may require or an employee may request to run concurrently paid sick leave/family illness leave with their unpaid FMLA leave for the birth or placement of a child for adoption or foster care as follows: a mother may run concurrently her available paid family illness leave for so long as a health care provider certifies that her newborn infant has a serious health condition; and a spouse may run concurrently his/her available paid family illness leave for so long as a health care provider certifies that the employee is needed to care for the child who has a serious health condition. Upon the expiration of paid leave, the FMLA leave for the birth or placement of a child for adoption or foster care is unpaid.

6. The district may require, or an employee may request, to run concurrently available paid personal leave with their unpaid FMLA leave for the birth of their child or for placement with the employee of a child for adoption or foster care. Upon the expiration of paid leave, the FMLA leave for the birth of a child or for the placement of a child for adoption or foster care is unpaid.

Approved: 10-14-19
Family and Medical Leave Definitions

Active Duty - duty under a call or order to active duty under a provision of law referring to in section 101(a)(13) of title 10, U.S. Code.

Common Law Marriage - according to Iowa law, common law marriages exist when there is a present intent by the two parties to be married, continuous cohabitation, and a public declaration that the parties are husband and wife. There is no time factor that needs to be met in order for there to be a common law marriage.

Contingency Operation - has the same meaning given such term in section 101(a)(13) of title 10, U.S. Code.

Continuing Treatment - a serious health condition involving continuing treatment by a health care provider includes any one or more of the following:

- A period of incapacity (i.e., inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment for or recovery from) of more than three consecutive calendar days and any subsequent treatment or period of incapacity relating to the same condition that also involves:
  - treatment two or more times by a health care provider, by a nurse or physician’s assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or in referral by, a health care provider; or
  - treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.

- Any period of incapacity due to pregnancy or for prenatal care.

- Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:
  - requires periodic visits for treatment by a health care provider or by a nurse or physician’s assistant under direct supervision of a health care provider;
  - continues over an extended period of time (including recurring episodes of a single underlying condition); and
  - may cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

- Any period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer’s, a severe stroke or the terminal stages of a disease.

- Any period of absence to receive multiple treatments (including any period of recovery) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).

Covered Servicemember - a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

Eligible Employee - the district has more than 50 employees on the payroll at the time leave is requested. The employee has worked for the district for at least twelve months and has worked at least 1250 hours within the previous year.

Essential Functions of the Job - those functions which are fundamental to the performance of the job. It does not include marginal functions.

Employment Benefits - all benefits provided or made available to employees by an employer, including group life insurance, health insurance, disability insurance, sick leave, annual leave, educational benefits, and pensions, regardless of whether such benefits are provided by a practice or written policy of an employer or through an “employee benefit plan.”
**Family Member** - individuals who meet the definition of son, daughter, spouse or parent.

**Group Health Plan** - any plan of, or contributed to by, an employer (including a self-insured plan) to provide health care (directly or otherwise) to the employer’s employees, former employees, or the families of such employees or former employees.

**Health Care Provider** -
- A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state in which the doctor practices; or
- Podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice in the state and performing within the scope of their practice as defined under state law; and
- Nurse practitioners and nurse-midwives, and clinical social workers who are authorized to practice under state law and who are performing within the scope of their practice as defined under state law; and
- Christian Science practitioners listed with the First Church of Christ Scientist in Boston, Massachusetts;
- Any health care provider from whom an employer or a group health plan’s benefits manager will accept certification of the existence of a serious health condition to substantiate a claim for benefits;
- A health care provider as defined above who practices in a country other than the United States who is licensed to practice in accordance with the laws and regulations of that country.

**In Loco Parentis** - individuals who had or have day-to-day responsibilities for the care and financial support of a child not their biological child or who had the responsibility for an employee when the employee was a child.

**Incapable of Self-Care** - that the individual requires active assistance or supervision to provide daily self-care in several of the “activities of daily living” or “ADLs.” Activities of daily living include adaptive activities such as caring appropriately for one’s grooming and hygiene, bathing, dressing, eating, cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, using telephones and directories, using a post office, etc.

**Instructional Employee** - an employee employed principally in an instructional capacity by an educational agency or school whose principal function is to teach and instruct students in a class, a small group, or an individual setting, and includes athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. The term does not include teacher assistants or aides who do not have as their principal function actual teaching or instructing, nor auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers, bus drivers, or other primarily noninstructional employees.

**Intermittent Leave** - leave taken in separate periods of time due to a single illness or injury, rather than for one continuous period of time, and may include leave or periods from an hour or more to several weeks.

**Medically Necessary** - certification for medical necessity is the same as certification for serious health condition.

“**Needed to Care For**” - the medical certification that an employee is “needed to care for” a family member encompasses both physical and psychological care. For example, where, because of a serious health condition, the family member is unable to care for his or her own basic medical, hygienic or nutritional needs or safety or is unable to transport himself or herself to medical treatment. It also includes situations where the employee may be needed to fill in for others who are caring for the family member or to make arrangements for changes in care.

**Next of Kin** - an individual’s nearest blood relative

**Outpatient Status** - the status of a member of the Armed Forces assigned to one of the following:
- either a military medical treatment facility as an outpatient; or,
- a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

**Parent** - a biological parent or an individual who stands in loco parentis to a child or stood in loco parentis to an employee when the employee was a child. Parent does not include parent-in-law.
Physical or Mental Disability - a physical or mental impairment that substantially limits one or more of the major life activities of an individual.

Reduced Leave Schedule - a leave schedule that reduces the usual number of hours per workweek, or hours per workday, of an employee.

Serious Health Condition - An illness, injury, impairment, or physical or mental condition that involves:

- Inpatient care (i.e. an overnight stay) in a hospital, hospice or residential medical care facility including any period of incapacity (for purposes of this section, defined to mean inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment for or recovery from), or any subsequent treatment in connection with such inpatient care; or
- Continuing treatment by a health care provider. A serious health condition involving continuing treatment by a health care provider includes:
  - A period of incapacity (i.e., inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment for or recovery from) of more than three consecutive calendar days, including any subsequent treatment or period of incapacity relating to the same condition, that also involves:
    - Treatment two or more times by a health care provider, by a nurse or physician’s assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders or, or on referral by, a health care provider; or
    - Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.
  - Any period of incapacity due to pregnancy or for prenatal care.
  - Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:
    - Requires periodic visits for treatment by a health care provider or by a nurse or physician’s assistant under direct supervision of a health care provider;
    - Continues over an extended period of time (including recurring episodes of a single underlying condition); and,
    - May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).
  - A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer’s a severe stroke or the terminal stages of a disease.
  - Any period of absence to receive multiple treatments (including any period of recovery from) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).
  - Treatment for purposes of this definition includes, but is not limited to, examinations to determine if a serious health condition exists and evaluation of the condition. Treatment does not include routine physical examinations, eye examinations or dental examinations. Under this definition, a regimen of continuing treatment includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition (e.g., oxygen). A regimen of continuing treatment that includes the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed rest, drinking fluids, exercise and other similar activities that can be initiated without a visit to a health care provider, is not, by itself, sufficient to constitute a regimen of continuing treatment for purposes of FMLA leave.
• Conditions for which cosmetic treatments are administered (such as most treatments for acne or plastic surgery) are not “serious health conditions” unless inpatient hospital care is required or unless complications develop. Ordinarily, unless complications arise, the common cold, the flu, ear aches, upset stomach, ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal disease, etc., are examples of conditions that do not meet the definition of a serious health condition and do not qualify for FMLA leave. Restorative dental or plastic surgery after an injury or removal of cancerous growths are serious health conditions provided all the other conditions of this regulation are met. Mental illness resulting from stress or allergies may be serious health conditions, but only if all the conditions of this section are met.

• Substance abuse may be a serious health condition if the conditions of this section are met. However, FMLA leave may only be taken for treatment for substance abuse by a health care provider or by a provider of health care on referral by a health care provider. On the other hand, absence because of the employee’s use of the substance, rather than for treatment, does not qualify for FMLA leave.

• Absence attributable to incapacity under this definition qualify for FMLA leave even though the employee or the immediate family member does not receive treatment from a health care provider during the absence, and even if the absence does not last more than three days. For example, an employee with asthma may be unable to report for work due to the onset of an asthma attack or because the employee’s health care provider has advised the employee to stay home when the pollen count exceeds a certain level. An employee who is pregnant may be unable to report to work because of severe morning sickness.

Serious Injury or Illness - an injury or illness incurred by a member of the Armed forces, including the National Guard or Reserves in the line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating.

Son or daughter - a biological child, adopted child, foster child, stepchild, legal ward, or a child of a person standing in loco parentis. The child must be under age 18 or, if over 18, incapable of self-care because of a mental or physical disability.

Spouse - a husband or wife recognized by Iowa law including common law marriages.
Drug and Alcohol Testing Program

Employees who operate school vehicles classified as “commercial motor vehicles” by the U.S. Department of Transportation, and are required to possess a commercial driver’s license (CDL) to operate those vehicles, are subject to drug and alcohol testing. A “commercial motor vehicle” is a vehicle that transports sixteen or more persons including the driver or has a gross vehicle weight rating (GVWR) of 26,001 pounds or more. For purposes of the drug and alcohol-testing program, the term “employees” includes applicants who have been offered a position to operate a commercial motor vehicle owned by the school.

Employees or employee applicants that will operate a school vehicle as described above are subject to pre-employment drug testing prior to being allowed to perform a safety sensitive function using the school vehicle. In addition, employees will be subject to random, reasonable suspicion and post-accident drug and alcohol testing. Employees operating school vehicles will not perform a safety-sensitive function within four hours of using alcohol. Employees governed by this regulation are subject to the drug and alcohol testing program beginning the first day they operate or are offered a position to operate school vehicles and continue to be subject to the drug and alcohol testing program as long as they may be required to perform a safety-sensitive function as it is defined in the administrative regulations. Employees with questions about the drug and alcohol-testing program may contact the Manager of Transportation at 2500 Edgewood Rd, NW, Cedar Rapids, Iowa.

Employees who violate the terms of this regulation are subject to discipline up to and including termination. Employees who violate this regulation may be required, as a condition of continued employment, to successfully participate in and complete a substance abuse evaluation and a substance abuse treatment program recommended by the substance abuse professional and to be solely financially responsible for such evaluation and program. Employees who fail to or refuse to successfully participate in a substance abuse evaluation or recommended substance abuse treatment program will no longer be allowed to operate a commercial motor vehicle owned by the school and may be subject to discipline up to and including termination.

The Superintendent/designee will inform applicants of the requirement for drug and alcohol testing in notices or advertisements for employment. The Superintendent/designee will also be responsible for publication and dissemination of this regulation and supporting administrative procedures and forms to employees operating school vehicles. Any additional administrative procedures relating to the District’s drug and alcohol testing program are available from the Transportation Department. The Superintendent/designee will also oversee a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment resources and programs.

This regulation shall in no way limit the District’s authority to prohibit other alcohol and drug-related conduct.

49 C.F.R. Pt. 40; 382; 391.81-123 (2002).
Local 301, Internat'l Assoc. of Fire Fighters, AFL-CIO, and City of Burlington, PERB No. 3876 (3-26-91).
Iowa Code §§ 124; 279.8; 321.375(2); 730.5 (2005).

Cross Reference: 506.4 Substance-Free Workplace

Approved: 12/12/94
Reviewed: 09-13-99
Revised: 06-13-05
06-10-13
04-22-19
Employee Identification Badge/Keycard/Keys

The District recognizes the importance of a safe and secure learning environment for students and staff. All District employees will be provided with and are required to wear a District-issued photo identification (ID) badge/keycard upon their person in a safe and highly visible location. In some instances, District employees may also be issued keys. All employees are responsible for maintaining building security and assume responsibility for the safekeeping of the key/cards and their use. Loan, transfer, and/or duplication of keys/cards is not permitted. Employee ID badges/keycards/keys are the property of the District and must be returned to the employee’s direct supervisor upon resignation, termination, or retirement.

Identification Badge/Keycard
The Human Resources Department will issue or replace employee ID badges/keycard. Employees requesting replacement or modification of an existing ID badge/keycard must contact the Human Resources Department.

Badge/keycard re-issuance may be free of charge for name and title changes providing the employee presents the existing badge/keycard to Human Resources upon request. Replacement of damaged, lost and stolen ID badges/keycard will be at the employee’s expense.

Keys/Locks
All keys are the property of the District and will be issued and maintained by the Buildings & Grounds Department. No person shall knowingly possess an unauthorized key or access card for the Cedar Rapids Community School District. In the event a key is lost or stolen, the employee will notify their direct supervisor/designee who will notify the Buildings and Grounds Department. Replacement of damaged, lost, and stolen keys, including the cost of installation, changing, or removal of locks may be at the employee’s expense.

The installation, changing, or removal of locks shall be performed only by the Buildings & Grounds Department. Unauthorized installation of locks is prohibited on District property.

Approved: 12-11-06
Revised: 02-23-09
09-22-14
09-23-19
Notification of Arrests, Criminal Charges, Child Abuse, Dependent Adult Abuse Complaints

Employees of the District must notify the Human Resources Department of any arrests or the filing of criminal charges against them, and/or complaints of child abuse and/or dependent adult abuse. This notification will occur within 3 days of the arrest/charge/complaint and prior to resuming responsibilities as a District employee. In addition, employees shall provide notification of any outcome of such charges or complaints. After such notification, the Human Resources Department will determine the appropriate action pending the outcome of the arrest/charge/complaint. Failure to provide notification may result in disciplinary action, up to and including termination.

Cross Reference: Regulation 506.4
Employee Use of Social Media

The District recognizes the prevalence of social media used for personal and educational purposes and acknowledges that its employees have the right under the First Amendment to speak out on matters of public concern. However, the District also has the right to regulate the speech of employees in certain circumstances. Accordingly, it is essential that employees conduct themselves in such a way that their personal or educational use of social media does not adversely affect their position with the District.

The purpose of this regulation is to establish protocols for the use of social media by employees and to outline expectations for its use regardless of whether access to any social media is through a District-owned computer. Social media includes social networking websites.

Expectations for the use of personal social media

District employees should:
- Refrain from accepting current CRCSD students as friends, followers, or contacts on personal social networking sites.
- Be aware that people classified as friends, followers, or contacts have the ability to download and share your information with others.
- Remember that once something is posted to a social networking site it may remain available online even if you think it is removed and it may be far-reaching.
- Set and maintain social networking privacy settings at an appropriate level.
- Not use a social networking site to discuss students or employees.
- Not post images that include students.

Expectations for use of educational networking sites

District employees must:
- Notify your supervisor about the use of any educational network and discuss with your supervisor the need for notification to parents and other employees.
- Use District-supported networking tools when available.
- Be aware that all online communications are stored and can be monitored.
- Have a clear statement of purpose and outcomes for the use of the networking tool.
- Establish a code of conduct for all network participants.
- Not post images that include students without parental release forms on file.
- Pay close attention to the site's security settings and allow only approved participants access to the site.

Expectations for all networking sites

District employees should:
- Not submit or post confidential or protected information about the District, its students, alumni or employees. You should assume that most information about a student is protected from disclosure by both federal law (the Family Educational Rights and Privacy Act (FERPA) and state law (Iowa Code Section 22.7(1). Disclosures of confidential or protected information may result in liability for invasion of privacy or defamation.
- Report, as required by law, any information found on a social networking site that falls under the mandatory reporting guidelines.
- Not use commentary deemed to be defamatory, obscene, proprietary, or libelous. Exercise caution with regards to exaggeration, colorful language, guesswork, copyrighted materials, legal conclusions, and derogatory remarks or characterizations.
• Consider whether a particular posting puts your professional reputation and effectiveness as a District employee at risk.
• Be cautious of security risks when using applications that work with the social networking site. (Examples of these sites are calendar programs and games.)
• Run updated malware protection to avoid infections of spyware and adware that social networking sites might place on your personal computer.
• Be alert to the possibility of phishing scams that arrive by email or on your social networking site.
Employee Interaction with Students

District employees and other non-District employees/volunteers providing services to the District are expected to maintain appropriate professional boundaries.

Behaviors that may be misconstrued include but are not limited to:

- Singling out students for favors
- Spending a majority of time with one student or a single group of students unless specifically part of one’s work assignment
- Overly personal communications i.e. text messages, social media posts, emails, direct messaging
- Being alone with a student
- Giving gifts or money to students

Behaviors that are inappropriate unless specifically part of an education, co-curricular or counseling program include but are not limited to:

- Touching students frequently
- Inappropriate physical contact
- Sharing personal situations with students
- Inviting current CRCSD students to one’s home for social purposes
- Commenting on students’ bodies in a sexual manner
- Making sexist comments
- Being alone in a locked room with a student unless it is an emergency situation
- Talking about student sexuality
- Meeting students during out-of-school hours and away from school grounds
- Teasing that is flirtatious or has the potential to demean a student.
- Sending notes, letters, or electronic communications i.e. e-mails or texts to students unless an administrator, and parents as appropriate, is copied on the communication.
- Transporting student(s) unless authorized by an administrator

If an employee encounters any inappropriate behavior or any other behavior that is concerning, it is the employee’s responsibility to notify their immediate supervisor or the Executive Director - Human Resources. Failure to abide by these expectations may result in discipline up to and including termination.

Approved: 09-12-11
Revised: 10-22-18
**Employee Conflict of Interest**

Employees' use of their position with the District for financial gain shall be considered a conflict of interest with their position as employees and may subject employees to disciplinary action.

Employees have access to information and a captive audience that could award the employee personal or financial gain. No employee may solicit other employees or students for personal or financial gain to the employee without the approval of the superintendent or designee. If the approval of the superintendent of designee is given, the employee must conduct the solicitations within the conditions set by the superintendent or designee. Further, the superintendent/designee may, upon five days’ notice, require the employee to cease such solicitations as a condition of continued employment.

Employees shall not act as an agent or dealer for the sale of textbooks or other school supplies. Employees shall not participate for personal financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to students or to parents. Employees shall not engage in outside work or activities where the source of information concerning the customer, client or employer originates from information obtained because of the employee’s position in the District without prior approval from the Superintendent/designee.

It shall also be a conflict of interest for an employee to engage in any outside employment or activity, which is in conflict with the employee’s official duties and responsibilities. In determining whether outside employment or activity of an employee creates a conflict of interest, situations in which an unacceptable conflict of interest shall be deemed to exist shall include, but not be limited to, any of the following:

1. The outside employment or activity involves the use of the District’s time, facilities, equipment and supplies or the use of the District’s badge, uniform, business card or other evidences of office to give the employee or the employee’s immediate family an advantage or pecuniary benefit that is not available to other similarly situated members or classes of members of the general public. For purposes of this section, a person is not “similarly situated” merely by being related to an employee who is employed by the District.

2. The outside employment or activity involves the receipt of, promise of, or acceptance of more or other consideration by the employee or a member of the employee’s immediate family from anyone other than the District for the performance of any act that the employee would be required or expected to perform as part of the employee’s regular duties or during the hours during which the employee performs service or work for the District.

3. The outside employment or activity is subject to the official control, inspection, review, audit or enforcement authority of the employee during the performance of the employee’s duties.

If the outside employment or activity is employment or activity in (1) or (2) above, the employee must cease the employment of or activity. If the activity or employment falls under (3), then the employee must:

- Cease the outside employment or activity; or
- Publicly disclose the existence of the conflict and refrain from taking any official action or performing any official duty that would detrimentally affect or create a benefit for the outside employment or activity. Official action or official duty includes, but is not limited to, participating in any vote, taking affirmative action to influence any vote, or providing any other official service or thing that is not available generally to members of the public in order to further the interests of the outside employment or activity.
It shall be the responsibility of each employee to be aware of and take the necessary action to eliminate a potential conflict of interest should it arise.
Return to Work Program

It is the intent of the Cedar Rapids Community School District to identify meaningful work for employees who are temporarily unable to perform all, or portions, of their regular work assignments or duties due to a work-related injury. The goal is to allow valued employees the ability to return to productive work as quickly as possible. This may include a modification to the employee’s original position or providing an alternative position, depending on the employee’s medical restrictions and providing that it does not create an undue hardship to the District.

By providing temporary transitional or modified work activity, injured employees remain an active and vital part of the organization. The Return to Work Program reduces lost time days, allows workers to recover more quickly and makes for a more positive work environment. All employees, regardless of injury, will be considered for placement in the Return to Work program. As provided in state law, the District will direct work-related medical care to its designated workers’ compensation provider and accept referrals to other providers when deemed appropriate by that designated provider.

Approved: 10-08-12
Reviewed: 10-22-18
**Communicable Diseases - Employees**

Employees with a communicable disease will be allowed to perform their customary employment duties provided they are able to perform the essential functions of their position and their presence does not create a substantial risk and/or direct threat of illness or transmission to students or other employees as determined by the employee’s or District’s physician. The term “communicable disease” will mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law. The term “direct threat” will mean that an individual poses a significant risk of substantial harm to him/herself or others, and the risk cannot be reduced below the direct threat level through reasonable accommodations.

An employee who is at work and who has a communicable disease that poses a direct threat, as defined above, shall report the condition to the superintendent/designee any time the employee is aware that the employee’s condition poses a direct threat. Any individual who has information that a school district employee may have a communicable disease is encouraged to report the information to the superintendent/designee.

Prevention and control of communicable diseases shall be included in the school district’s bloodborne pathogens exposure control plan. The procedures will include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping.

The Superintendent/designee shall determine on a case-by-case basis whether the presence of an employee with a communicable disease in the school district environment constitutes a direct threat. In making this determination, the superintendent/designee will consider credible, objective evidence. If the Superintendent/designee, after reviewing the credible, objective evidence, determines the employee’s presence may constitute a direct threat, they may request additional medical information from the employee’s physician (with the employee’s consent), a physician chosen by the school district or public health officials, to confirm the superintendent’s/designee’s determination.

Upon order of the Iowa department of health or local board of health, an individual with a suspected or active quarantinable disease shall not attend the workplace or school and shall not be present at other public places until the individual receives the approval of the department or a local board of health to engage in such activity. Upon order of the department or local board of health, employers, schools and other public places shall exclude an individual with a suspected or active quarantinable disease. An individual may also be excluded from other premises or facilities if the department or a local board of health determines the premises or facilities cannot be maintained in a manner adequate to protect others against the spread of the disease.

The health risk to immune-depressed employees is determined by their personal physician. The health risk to others in the District environment from the presence of an employee with a communicable disease is determined on a case-by-case basis by the employee’s personal physician, a physician chosen by the District and/or public health officials. Health data of employees is confidential and will not be disclosed to third parties. Employee medical records are kept in a file separate from their personnel file.

Legal Reference: Iowa Code. §§139A
641 I.A.C. 1.1-1.18
Prevention of False Claims, Fraud, and Abuse in Government Funded Health Programs

All District staff will take steps to prohibit any waste, abuse, and fraudulent practices, including but not limited to waste, fraud, or abuse of Medicaid funding. Federal and state laws prohibit waste, abuse, and fraud of Medicaid funds that this District receives for services provided. These laws include the 2005 Deficit Reduction Act and False Claims Act and its subsequent amendments.

A. Prohibited Practices

1. Waste, abuse, and fraud related to government claims or payments are prohibited. Such actions include, but are not limited to, the following:
   - Billing for services that were never provided,
   - False cost reports whereby inappropriate expenses not related to service provision are intentionally included in cost reports,
   - Illegal kickbacks, in which a provider may conspire with another provider to share part of the monetary reimbursement that the providers receive in exchange for services/referrals. Such kickbacks could include cash, vacation trips, automobiles or other items of value.

2. Fraudulent Practice
   The definition of fraudulent practices according to Iowa Code is a person who knowingly makes or causes to be made false statements or misrepresentations of material facts or knowingly fails to disclose material facts in application for payment of services or merchandise rendered or purportedly rendered by a provider participating in the Medicaid program. Filing false claims may result in civil penalties or even criminal punishment. Under the Federal False Claims Act (FCA), each instance of an item or a service billed to Medicare or Medicaid counts as a claim, so fines can add up quickly. The fact that a claim results from a kickback may render it false or fraudulent, creating liability under the civil FCA.

   Under the Federal False Claims Act, fraudulent acts include but are not limited to:
   - Claim for payment or approval
   - False records to obtain fraudulent payment
   - Conspiring against the government by obtaining fraudulent claims payment
   - Possession, control or custody of items with the intent to defraud the government
   - Certifying receipt of property to be used by the government while intending to defraud
   - Buying/receiving items from a government member not authorized to sell the item
   - False record or statement to conceal, avoid, or decrease an obligation to pay or transmit money or property to the government

3. The civil FCA defines knowing:
   - to include not only actual knowledge but also instances in which the person acted in deliberate ignorance or reckless disregard of the truth or falsity of the information.

B. Reporting and Whistleblowing

1. The FCA allows a private individual to file a lawsuit on behalf of the United States and entitles that whistleblower to a percentage of any recoveries. Whistleblowers could be current or ex-business partners or employees, District staff, students, parents, or competitors. Any employee who suspects Medicaid fraud, or other waste, abuse or fraud must immediately report that allegation to the Executive Director for Special Services. If the employee suspects this person of waste, abuse, or fraud, the report should be made to either the Executive Director for Business Services or the Executive Director for Human Resources.
The District shall take the following steps following a report of fraud, waste, or abuse:

1. An internal investigative review shall be initiated immediately.
2. Appropriate corrective actions shall be taken as a result of the review findings.
3. The District shall self-report to the Department of Human Services (DHS) via the Program Integrity Unit of the Iowa Medicaid Enterprise.
4. If warranted, appropriate disciplinary actions shall be implemented as a result of the internal investigative review.
5. All documentation related to the investigative review shall be maintained in Human Resources confidential records.

C. Reporting Protection

1. The False Claims Act contains language protecting "whistleblower employees" who report suspected Medicaid waste, abuse and fraud from retaliation by their employer. Employees that are discharged, demoted, suspended, threatened, harassed or in any way discriminated against in the terms and conditions of employment by the employer for "blowing the whistle" are entitled to recover all relief necessary to make the employee whole, such as reinstatement or backpay.
2. A whistle blower may be eligible to recover a portion of the government’s recovery from the fraudulent practice. The False Claims Act allows a private person to file a lawsuit on behalf of the United States government against a person or business that has committed the fraud.
3. The District provides a reporting system called the Financial Integrity Hotline, where financially related fraud allegations may be reported anonymously. The purpose of this system is to provide District staff and community members the ability to freely report potential fraud allegations related to the District without fear of reprisal. This system has been in place since 2007 and is readily accessible on our District website at: http://www.cr.k12.ia.us/services/businessServices/Accounting/financialIntegrity.html
4. The District also has two regulations that provide the framework for reporting allegations of any kind. These include Board Regulation 211.1 “Citizen Complaints” and Board Regulation 500.2 “Employee Complaints”.
5. Any employee who feels they are being retaliated against for reporting Medicaid waste, abuse or fraud should immediately report this concern to the Executive Director for Human Resources. The District shall implement appropriate protective actions for the employee. An internal investigative review shall be initiated immediately with appropriate corrective actions taken as a result of the investigative findings. If warranted, appropriate disciplinary actions shall be implemented as a result of the internal investigative review. All documentation related to the investigative review shall be maintained in Human Resources as confidential records.

D. Internal Prevention

The District has key mechanisms and procedures in place to detect and prevent waste, abuse, fraud, and improper documentation, including, but not limited to:

1. Annual external audits of all Governmental and Proprietary Funds of the District are completed by an outside Certified Public Accounting Firm.
2. Certified Annual Reports are submitted by the District to the Iowa Department of Education.
3. Ongoing training and consultation are provided to District employees to facilitate the integrity of the entire Medicaid Claiming Process.
4. Service documentation notes are reviewed each month prior to billing for services (internally by District staff and externally by the billing service for the District) ensuring documentation completion prior to billing for services. Corrective actions are implemented as needed to improve the quality of documentation.

5. District employees who are involved in the Medicaid Claiming Process are provided an informational fact sheet at the time they become involved in the process and annually thereafter. The fact sheet addresses detection and prevention of Medicaid abuse, waste, and fraud, including reporting and whistleblowing protection.

6. External billing staff complete random reviews of service documentation notes and files related to the Medicaid services rendered and for which reimbursement has been sought. The District receives a subsequent report of the review findings including any corrective action suggestions for improvement of the quality of documentation.

7. Background checks are completed upon hire for all potential District employees. In addition, staff in Special Services searches the Exclusions database on the OIG website to identify any individuals who may be excluded from involvement in government funded health programs such as Medicaid.

8. The District upholds its Enrollment Status as a Medicaid Provider with the Iowa Medicaid Enterprise and will continue to honor the guidelines and constructs of this relationship.

Legal Reference:

U.S. Code Title 31, Sections 3729-3733
U.S. Code Title 31, Sections 3801-3812
U.S. Code Title 18, Section 287
Code of Iowa Chapter 249A.850–249A.51
Code of Iowa Chapter 714.8 & 714.14
Iowa Administrative Code Chapter 441, rule 79.2

Approved: 02-24-14
Revised: 04-08-19
**Prohibiting the Aiding and Abetting of Sexual Abuse**

Any individual who is a school employee, contractor or agent, or any state educational agency or local educational agency shall not assist a school employee, contractor or agent in obtaining a new job, apart from the routine transmission of administrative and personnel files, if the individual or agency knows, or has probable cause to believe, that such school employee, contractor or agent engaged in sexual misconduct regarding a minor or student in violation of the law.

The prohibition in this regulation shall not apply if:

(a) the information giving rise to probable cause has been properly reported to a law enforcement agency with jurisdiction over the alleged misconduct; and has been properly reported to any other authorities as required by federal, state or local law and any one of the following conditions are met; and,

(b) the matter has been officially closed or the prosecutor or police with jurisdiction over the alleged misconduct have investigated the allegations and notified school officials that there is insufficient information to establish probable cause that the school employee, contractor or agent engaged in sexual misconduct regarding a minor or student in violation of the law or the school employee, contractor or agent has been charged with, and acquitted or otherwise exonerated of the alleged misconduct or the case or investigation remains open and there have been no charges filed against, or indictment of, the school employee, contractor or agent within four years of the date on which the information was reported to a law enforcement agency.

Legal Reference: Iowa Administrative Code 281 12.3(14)

Approved: 04-27-2020
VOLUNTARY RETIREMENT INCENTIVE PROGRAM
LICENSED TEACHING/NURSING STAFF

SECTION A: Program for 2019-2020 School Year

PURPOSE

To assist qualified long-term teacher/nurses transition from public service to retirement and to provide a strategy to control District costs by tailoring incentives to a current year’s needs and the financial climate of the District.

ELIGIBILITY**

Eligible employees must attain fifty-five (55) years of age prior to July 1, 2020 and have been actively employed by the District for at least twenty (20) years in a full or part-time capacity. (For employees hired on or before June 30, 2019, if District service in this employee group was at least five (5) years but less than twenty (20) years, the benefit will be pro-rated to the years of service in the employee group from which they are retiring. Employees hired on or after July 1, 2019, the pro-rated benefit is not offered.) Employees who are age fifty-four (54) and who will turn age fifty-five (55) after July 1, 2020 and on or before December 31, 2020 may request an unpaid, extended leave of absence for the portion of the 2020-2021 school year prior to their birth date and remain eligible for full Voluntary Retirement Incentive Program benefits for 2019-2020 (The Teacher/Nurse will be considered to have voluntarily resigned and the Teacher/Nurse’s continuing contract will be terminated as of the end of the 2019-2020 school year, or, if taking an extended, unpaid leave of absence to start the 2020-2021 school year, as of the date he/she turns fifty-five (55).

APPLICATION

Interested employees may apply by filing a written application with the Superintendent/designee after June 30, 2019 and on or before February 1, 2020 and retiring by June 30, 2020.

DEFINITIONS

Teacher/Nurse:

A "Teacher/Nurse" is defined as any licensed teacher/nurses of the District who are covered by the Master Contract between the District and the Cedar Rapids Education Association.

Years of Service:

A fiscal year of July 1 through June 30 will be used to calculate years of service. A teacher/nurse will not be given credit for years of service for the year(s) in which he/she is on full time extended unpaid leave of absence. Part-time years of service shall be recognized as full years of service for determining eligibility. However, the total of unused sick leave and expired sick leave benefit days may be used to count as years of service (190 excess benefit days equals one year of service.) Expired sick leave days are days beyond the cap that can no longer be used for sick leave but will remain in a separate account and called expired sick leave days for purposes of the retirement incentive). A teacher/nurse will not be given credit for years of service for the year(s) in which he/she is on full time extended unpaid leave of absence.

INSURANCE

A retiree may elect to participate in the District’s group hospital/medical and drug insurance plan covering regular licensed teaching staff for a period of one hundred-twenty (120) months immediately following retirement, through the end of the month prior to the month the retiree becomes eligible for federal Medicare insurance coverage, until the retiree dies, or until the retiree accepts employment that offers health care coverage, whichever occurs earliest. Continued participation in the group program is contingent upon approval by the insurance carrier. If, prior to June 30, 2020, any state or federal regulation and/or legal decision alters the District’s ability to limit health insurance premium
contributions once a retiree becomes eligible for Medicare, the Board reserves the right to alter this portion (any or all benefits defined in subparagraph 3.a. and 3.b.) of the Voluntary Retirement Incentive Program. The types and amounts of coverage to be provided to retirees shall be identical to the types and amounts of coverage in effect from year to year for regular teaching/nursing staff excluding dental coverage. Failure on the part of the retiree to make payment to the District of the retiree’s contribution toward the cost of the insurance coverage not later than the 15th day of the month preceding the month for which the premium is due will result in cancellation of the insurance and loss of coverage. It is each retiree’s duty and obligation to inform the Cedar Rapids Community Schools if he/she secures other employment that offers a health insurance program, even if the retiree chooses NOT to enroll in the new employer’s health insurance program. Failure to adhere to this duty and obligation may result in: a. cancellation of the insurance; b. loss of coverage; and, c. the District will require the teacher/nurse reimburse the District for the insurance contributions made under the Voluntary Retirement Incentive Program. Retirees will not be afforded the opportunity to participate in the District dental insurance program.

If the retiree dies prior to the end of one hundred twenty (120) months following retirement and before becoming eligible for Medicare coverage, the retiree’s spouse or partner and/or dependent(s) may elect to continue without interruption in the group insurance continuation program, with single or one (1)plus (+) child(ren) coverage, for the balance of up to a sixty (60) month period (as offered by the Metro Interagency Insurance Program guidelines) plus an additional coverage period of thirty-six (36) months (as required by COBRA guidelines), or until the spouse or partner and/or dependent becomes eligible for federal Medicare insurance coverage, whichever is earlier, under the same terms and conditions referred to in subparagraph 3(a) above.

The District’s group term life insurance provider allows a retiree to apply for conversion or porting of the District paid basic group term life insurance coverage that is in place at the time of retirement subject to the terms and conditions of the policy. For continued coverage, the teacher/nurse is required to apply for conversion or porting within thirty (30) days after the District group term life insurance coverage ends. The premium amount for the converted or ported coverage is at the expense of the teacher/nurse and is subject to adjustment by the life insurance provider as it will not be part of a group plan.

The District’s term life insurance provider allows a retiree to continue to participate in the basic term life insurance coverage that was formerly paid by the District under the provider’s guidelines. The teacher/nurse will be obligated to convert the group term basic life coverage to individual term life within thirty (30) days after District group coverage ends. The premium amount for this coverage is subject to adjustment upon the teacher/nurse’s retirement as it will not be part of a group plan.

**INCENTIVE PAYMENT**

An eligible teacher/nurse, upon Voluntary Retirement, shall receive as Voluntary Retirement pay an amount representing fifty-five percent pay using the teacher/nurse’s last full year’s salary. (Which represents approximately 105 per diem days.) In applying these provisions, a teacher/nurse’s lump sum payment shall be pro-rated based upon an average of his/her last five (5) full years’ Full Time Equivalency (FTE) and shall be the daily rate at the time of separation as provided in the basic salary schedule for the regular school year, and shall not include any additional compensation for extra-curricular activities. For this calculation, the teacher/nurse will be given pro-rated credit for the Full Time Equivalency (FTE) they work during a year(s) in which they are on a partial extended unpaid leave of absence. This lump sum payment will be contributed by the District on behalf of the retiree directly into a District-sponsored and District-selected 401(a) or 403(b) tax-sheltered vehicle in three (3) equal annual installments, subject to all applicable District and legal restrictions and limitations. The separation pay shall be distributed into the tax-sheltered vehicle beginning in November of the same year following Voluntary Retirement. At that point, it shall be owned by the retiree, who shall assume all responsibility for the money.
WELLNESS PAYMENT

The teacher/nurse shall be paid for any days accumulated under the Wellness Incentive per the schedule outlined in the negotiated agreements beginning in 2003-04. Per this negotiated agreement provision, beginning as of July 1, 2003, teacher/nurses were/shall be eligible to receive an additional payment contributed to their voluntary incentive amount, above the base level amount maximum of 105 days, up to a maximum amount of 80 per diem days. There will be no credit for unused personal illness leave prior to July 1, 2003.

Wellness Benefit Calculation Chart

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<tr>
<th>Personal illness days used per school year</th>
<th>Additional per diem days credited to severance package</th>
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In applying these provisions, a teacher/nurse’s Wellness Incentive lump sum payment shall be based upon the regular hourly rate of pay in the last year of employment and shall not include any additional compensation for extra-curricular activities.

For the District’s Voluntary Retirement Incentive Program covering Administrative Staff, see Board Policy 509. For the District’s Voluntary Retirement Incentive Program Support Staff personnel, see Board Policy 510.

SECTION B: Program for 2020-2021 School Year

Refer to Board Policy 511 “Voluntary Retirement Incentive Program – All Staff”
Licensed Teaching Staff Voluntary Retirement Incentive Program

SECTION A: Program for 2019-2020 School Year

In implementing the Licensed Teaching Staff Voluntary Retirement Incentive Program, eligible Teachers/Nurses will be informed of the program by the Human Resources Department after the Board of Directors approves said program and within a reasonable time prior to the established deadline for Teacher/Nurses to make application to retire per the program.

Teacher/Nurses will be required to request to be included in the Licensed Teaching Staff Voluntary Retirement Incentive Program by completing an application. Failure to fully and in good faith complete said application prior to the application deadline will constitute a failure to make application and will make the Teacher/Nurse ineligible for the program. When a Teacher/Nurse is declared ineligible for the program by either not completing the application or by being otherwise declared ineligible by the District, his/he will not be allowed to become eligible for that year’s program at any time in the future. The application will clearly define the parameters and benefits of the program and will require the Teacher/Nurse sign a statement indicating his/her awareness of the said parameters and benefits.

Requests to be considered for eligibility in the Licensed Teaching Staff Voluntary Retirement Incentive Program shall be submitted in writing by the Teacher/Nurse to the District’s Human Resources office at the Educational Leadership and Support Center, 2500 Edgewood Road NW, Cedar Rapids, Iowa on or before 4:00 p.m. on the application deadline date.

In order to be eligible for 2019-20 Voluntary Retirement Incentive Program benefits, a Teacher/nurse must be regularly and actively employed (not on extended unpaid leave of absence or on another form of extended unpaid leave) for the entire 2019-20 school year. However, teachers/nurses who are age fifty-four (54) and who will turn age fifty-five (55) after June 30, 2020 and on or before December 31, 2020 may request an unpaid, extended leave of absence for the portion of the 2020-21 school year prior to their birth date and remain eligible for full Voluntary Retirement Incentive Program benefits for 2019-20. However, in this case, the teacher/nurse’s 2019-20 year’s salary will be applied in calculating Voluntary Retirement lump-sum payment benefits. Teachers who are age fifty-four (54) and who will turn age fifty-five (55) after December 31, 2020 may NOT request an unpaid, extended leave of absence for any or all of the 2020-21 school year and remain eligible for a 2019-20 Voluntary Retirement Incentive Program. Paid or unpaid leave will not be granted for Teachers/nurses after May 2020 if requested for the purpose of becoming eligible for Iowa Public Employment Retirement System benefits beginning in June 2020.

SECTION B: Program for 2020-2021 School Year

Refer to Board Regulation 511.1 “All Staff - Voluntary Retirement Incentive Program”
VOLUNTARY RETIREMENT INCENTIVE PROGRAM
ADMINISTRATIVE STAFF

SECTION A: Program for 2019-2020 School Year

PURPOSE:

In the Cedar Rapids Community School District, a Voluntary Retirement Incentive Program serves to assist qualified long-term employees transition from public service to retirement and to provide a strategy to control District costs by tailoring incentives to a current year’s needs and the financial climate of the District.

The District does not guarantee that this Program or any other form of early retirement benefit plan will be available for retirements in the future. The District reserves the right to waive any requirement or condition of this policy at its sole discretion and at any time. Any decision by the District to waive a requirement or condition that is part of this policy shall not establish any precedent with regard to future requests for waiver.

ELIGIBILITY:

To be eligible for the Voluntary Retirement Incentive Program, an Administrator, prior to July 1, 2020, must have attained at least fifty-five (55) years of age and been employed by the district for at least twenty (20) years. (For employees hired on or before June 30, 2019, if District service in this employee group was at least 5 years but less than twenty (20) years, the benefit will be pro-rated to the years of service in the employee group. Employees hired on or after July 1, 2019, the pro-rated benefit will not be offered.) Administrators who are age fifty-four (54) and who will turn age fifty-five (55) after June 30, 2019 and on or before December 31, 2019 may request an unpaid, extended leave of absence for the portion of the 2020-2021 school year prior to their birth date and remain eligible for full Voluntary Retirement Incentive Program benefits for 2019-2020. An Administrator may retire with Voluntary Retirement benefits prior to the minimum requirement on a pro-rated basis provided he/she is at least fifty-five (55) years of age upon approval from the Superintendent and Board of Education. In this case, the Voluntary Retirement lump sum pay and the District’s dollar contribution toward life and accidental death and dismemberment insurance shall be pro-rated using a calculation of the full benefit times a fraction calculated by using his/her years of service as the numerator and twenty (20) as the denominator. Part-time years of service shall be recognized as full years of service for determining eligibility. An employee will not be given credit for years of service for the year(s) in which he/she is on full time extended unpaid leave of absence. However, the total of unused sick leave and expired sick leave benefit days may be used to count as years of service (190 excess benefit days equals one year of service. Expired sick leave days are days beyond the cap that can no longer be used for sick leave but will remain in a separate account and called expired sick leave days for purposes of the retirement incentive). A fiscal year of July 1 through June 30 will be used to calculate years of service.

DEFINITIONS:

ADMINISTRATOR: An “Administrator” is defined as any licensed or non-licensed employee who is covered by the Meet and Confer Agreement between the District and the Executive Council.

APPLICATION:

This offer for retirement benefits is only effective for those filing a written application with the Superintendent after June 30, 2019 and on or before February 1st, 2020 and retiring by June 30, 2020.

INSURANCE:

The district’s contribution toward health insurance premiums shall be provided as described below:

Per state of Iowa code 509, employees who retire from the District while participating in the District’s group health insurance program will be allowed to continue participation at his/her own expense until eligible for Medicare or Medicaid.
If, however, a retiree has been a primary participant in the District’s group health insurance program in his/her entire last four (4) years of employment, the retiree will receive the below identified District contribution toward the District’s group hospital/medical and drug insurance plan for a period of one hundred twenty (120) months immediately following retirement, through the end of the month prior to the month the retiree becomes eligible for federal Medicare insurance coverage, or until the retiree dies, or until the retiree accepts employment that offers health care coverage, whichever occurs earliest. Continued participation in the group program is contingent upon approval by the insurance carrier. If, prior to June 30, 2020, any state or federal regulation and/or legal decision alters the District’s ability to limit health insurance premium contributions once a retiree becomes eligible for Medicare, the Board reserves the right to alter this portion.

The types and amounts of coverage to be provided to retirees shall be identical to the types and amounts of coverage in effect from year to year for regular full-time Administrative staff excluding dental coverage. Either a fully-qualified or partially qualified administrator who has been awarded participation in the voluntary retirement incentive program shall be eligible receive a District contribution to the employee’s group health insurance, however, the amount may be pro-rated based upon an average of his/her last five (5) full year’s Full Time Equivalency (FTE).

Failure on the part of the retiree to make payment to the District of the retiree’s contribution toward the cost of the insurance coverage not later than the fifteenth (15th) day of the month preceding the month for which the premium is due will result in cancellation of the insurance and loss of coverage. It is each retiree’s duty and obligation to inform the Cedar Rapids Community Schools if he/she secures other employment that offers a health insurance program, even if the retiree chooses NOT to enroll in the new employer’s health insurance program. Failure to adhere to this duty and obligation may result in: a. cancellation of the insurance; b. loss of coverage; and, c. the District will require the employee reimburse the District for the insurance contributions. Retirees will not be afforded the opportunity to participate in the District dental insurance program.

For Administrators employed in the District as Administrators on or prior to June 30, 2006, the District shall, during the continuation of this benefit, pay up to $1,211.12 per month toward health coverage up to a maximum of ten (10) calendar years immediately following retirement, or until retiree becomes eligible for federal Medicare insurance coverage, or until the retiree dies, or until the retiree accepts employment that offers health care coverage, whichever occurs earliest. This contribution shall be pro-rated as described above for those who do not meet full length of service eligibility requirements. The retiree may use this District health insurance contribution to pay for his/her health insurance coverage and, if the spouse or partner and/or dependent(s) has/have been in the District health program for the entire two years prior to the employee’s retirement, that of his/her spouse or partner and/or dependent(s) in the plan and in the amount/type of coverage of his/her own choosing. The retiree shall pay any and all additional cost for coverage for himself/herself and his/her spouse or partner and/or dependent(s) beyond the District’s contribution per month.

Administrators shall receive, at the District’s expense, one hundred thousand dollars ($100,000) term life insurance coverage and accidental death and dismemberment benefit insurance coverage of one hundred thousand dollars ($100,000): until the earliest of 1. thirty-six (36) months OR 2. until the Administrator becomes ineligible for term life insurance coverage per the provider’s policy and/or accidental death and dismemberment coverage per the provider’s policy OR 3. until the Administrator secures other employment covered by a life or accidental death and dismemberment insurance program, whichever is earliest.

For Administrators employed in the District as Administrators on or after July 1st, 2006, the District shall, during the continuation of this benefit, pay up to $435 per month toward health coverage up to a maximum of ten (10) years immediately following retirement, or until retiree becomes eligible for federal Medicare insurance coverage, or until the retiree dies, or until the retiree accepts employment that offers health care coverage, whichever occurs earliest. If the spouse or partner and/or dependent(s) has/have been in the District health program for the entire four (4) years prior to the employee’s retirement, the retiree may continue coverage of his/her spouse or partner and/or dependent(s) at his/her own expense.
If the retiree dies prior to the end of the ten (10) year period, the employee’s spouse/partner and/or dependents may, per Iowa code 509, continue to participate in the District’s group health insurance program until the spouse/partner becomes eligible for Medicare or Medicaid at his/her own expense. If the retiree was receiving a District contribution toward his/her health insurance program upon his/her death, the District shall, for up to sixty (60) months, continue to pay toward the cost of the group health insurance coverage on behalf of the employee’s spouse or partner and/or dependent(s) the same dollar contribution as was afforded the retiree.

**INCENTIVE PAYMENT:**

An eligible employee, upon Voluntary Retirement, shall receive as Voluntary Retirement pay one of the following:

For Administrators employed in the District as Administrators before July 1, 2000: an amount representing two hundred sixty (260) days’ pay.

For Administrators employed in the District as Administrators on or after July 1, 2000 but prior to July 1, 2006: an amount representing one hundred and ninety-five (195) days’ pay.

For Administrators employed in the District as Administrators on or after July 1, 2006 but prior to July 1, 2007: an amount representing one hundred fifty (150) days’ pay.

For Administrators employed in the District as Administrators on or after July 1, 2007: an amount representing 55% of their current salary (equates to 143 days pay).

This lump sum payment will be contributed by the District directly into a District-sponsored and District-selected 401(a) or 403(b) tax-sheltered vehicle in four (4) equal annual installments, subject to all applicable District and legal restrictions and limitations. The separation pay shall be distributed beginning in November of the same year following Voluntary Retirement. At that point, it shall be owned by the retiree, who shall assume all responsibility for the money. In applying these provisions, an employee who is eligible under subsection 2 above shall have his/her payment prorated per subsection 2 above. Also, if eligible per either subsection 1 or 2, an employee’s lump sum payment shall be prorated based upon an average of his/her last five (5) full years’ Full Time Equivalency (FTE) and shall include the daily rate of pay as provided in his/her base salary for the regular school year and shall not include any compensation for extra-curricular activities, extended employment, or other additional compensation. Employees will be given prorated credit for the Full Time Equivalency (FTE) they work during a year(s) in which they are on a partial-time extended unpaid leave of absence.

**WELLNESS INCENTIVE PAYMENT:**

The employee shall be paid for any days accumulated under the Wellness Incentive per the schedule outlined in the Meet and Confer agreements beginning in 2003-04. Beginning as of July 1, 2003, employees shall be eligible to receive an additional payment contributed to their severance/early retirement award, above the base level amount, up to a maximum amount of eighty (80) per diem days. The Wellness Benefit accumulation shall begin with credits as of the 2003-04 only and any personal/family illness leave unused prior to the start of the program in 2003-04 shall not be credited to the Wellness Benefit.
Wellness Benefit Calculation Chart

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In applying these provisions, an employee’s Wellness Incentive lump sum payment shall be based upon the regular hourly rate of pay in the last full year of employment and shall not include any additional compensation for extracurricular activities, extended employment, salary supplements or other extra compensation.

For the District’s Voluntary Retirement Incentive Program covering Licensed Teaching Staff, see Board Policy 508. For the District’s Voluntary Retirement Incentive Program Support Staff personnel, see Board Policy 510.

**SECTION B: Program for 2020-2021 School Year**

Refer to Board Policy 511 “Voluntary Retirement Incentive Program – All Staff”
Administrative Staff Voluntary Retirement Incentive Program

SECTION A: Program for 2019-2020 School Year

In implementing the Administrative Staff Voluntary Retirement Incentive Program, eligible Administrators will be informed of the program by the Human Resources Department after the Board of Directors approves said program and within a reasonable time prior to the established deadline for Administrators to make application to retire per the program.

Administrators will be required to request to be included in the Administrative Staff Voluntary Retirement Incentive Program by completing an application. Failure to fully and in good faith complete the application prior to the application deadline will constitute a failure to make application and will make the Administrator ineligible for the program. When an Administrator is declared ineligible for the program by either not completing the application or by being otherwise declared ineligible by the District, his/her will not be allowed to become eligible for that year’s program at any time in the future. The application will clearly define the parameters and benefits of the program and will require the Administrator sign a statement indicating his/her awareness of the said parameters and benefits.

Requests to be considered for eligibility in the Administrative Staff Voluntary Retirement Incentive Program shall be submitted by the Administrator to the District’s Human Resources Office at the Educational Leadership and Support Center, 2500 Edgewood Road NW, Cedar Rapids, Iowa on or before 4:00 p.m. on the application deadline date.

In order to be eligible for 2019-20 Voluntary Retirement Incentive Program benefits, an Administrator must be regularly and actively employed (not on extended unpaid leave of absence or on another form of extended unpaid leave) for the entire 2019-20 school year. However, Administrators who are age fifty-four (54) and who will turn age fifty-five (55) after June 30, 2020 and on or before December 31, 2020 may request an unpaid, extended leave of absence for the portion of the 2020-21 school year prior to their birth date and remain eligible for full Voluntary Retirement Incentive Program benefits for 2019-20. However, in this case, the Administrator’s 2019-20 year’s salary will be applied in calculating Voluntary Retirement lump-sum payment benefits. Administrators who are age fifty-four (54) and who will turn age fifty-five (55) after December 31, 2020 may NOT request an unpaid, extended leave of absence for any or all of the 2020-21 school year and remain eligible for a 2019-20 Voluntary Retirement Incentive Program. Paid or unpaid leave will not be granted for Administrators after May, 2020 if requested for the purpose of becoming eligible for Iowa Public Employment Retirement System benefits beginning in June, 2020.

SECTION B: Program for 2020-2021 School Year
Refer to Board Regulation 511.1 “All Staff - Voluntary Retirement Incentive Program”
VOLUNTARY RETIREMENT INCENTIVE PROGRAM
SUPPORT STAFF

SECTION A: Program for 2019-2020 School Year

PURPOSE

In the Cedar Rapids Community School District, a Voluntary Retirement Incentive Program serves to assist qualified long-term employees transition from public service to retirement and to provide a strategy to control District costs by tailoring incentives to a current year’s needs and the financial climate of the District.

ELIGIBILITY

The Voluntary Retirement Incentive Program described herein applies to employees retiring as of June 30, 2020. The 2018-19 Program will terminate after such date. The Program is activated annually at the discretion of the Board of Directors. It shall be the Board’s intent to consider the activation or non-activation of a Voluntary Retirement Incentive Program for Support Staff who retire between July 1, 2019 and June 30, 2020, and the nature and scope of such program, prior to December 15, 2019. The District does not guarantee that this Program or any other form of early retirement benefit plan will be available for retirements in the future. The District reserves the right to waive any requirement or condition of this policy at its sole discretion and at any time. Any decision by the District to waive a requirement or condition that is part of this policy shall not establish any precedent with regard to future requests for waiver.

The District also reserves the right to determine whether any retirement benefits will be made available in a given year, and, if so, to determine how many employees will be granted benefits. The District expressly reserves the right to reject for any reason any application for retirement benefits.

The District’s Voluntary Retirement Incentive Program is available to eligible members of the District Support Staff as hereinafter set forth:

Members of the Salary Non-Administrative Meet and Confer (Table B) workgroup, Salary Non-Administrative Meet and Confer (Table D) workgroup, Child Care Assistants (Table E) workgroup, Hourly Non-Administrative Meet and Confer (Table F) workgroup, Hourly Non-Administrative Meet and Confer (Table H) workgroup, Secretaries (Table J) work group, Food and Nutrition (Table K) workgroup, Custodians (Table L) workgroup, Carpenters (Table M) workgroup, Painters (Table N) workgroup, Teacher Associates (Table O) workgroup, Hearing Interpreters (Table Q) workgroup, Day Care Directors (Table R) workgroup, IT Techs (Table S) workgroup, or Transportation (Table Y) workgroup shall have the opportunity to receive the following Voluntary Retirement Incentive Program. To be eligible for the Voluntary Retirement Incentive Program, an eligible employee prior to July 1, 2020, must have attained at least fifty-five (55) years of age, been employed by the District for at least twenty (20) years. (For employees hired on or before June 30, 2019, if District service in these employee groups was at least 5 years but less than twenty (20) years, the benefit will be pro-rated to the years of service in the employee group from which they are retiring. Employees hired on or after July 1, 2019, the pro-rated benefit is not offered.) Part-time years of service shall be recognized as full years of service for determining eligibility. An employee will not be given credit for years of service for the year(s) in which he/she is on full time extended unpaid leave of absence. The total of unused sick leave and expired sick leave benefit days may be used to count as years of service (190 excess benefit days equals one (1) year of service. (Expired sick leave days are days beyond the cap that can no longer be used for sick leave but will remain in a separate account called expired sick leave days for purposes of retirement incentive.) A fiscal year of July 1 through June 30 will be used to calculate years of service. This offer for retirement benefits is only effective for those filing a written application with the Superintendent after June 30, 2019 and by February 1, 2020 and retiring by June 30, 2020. Those retiring after June 30, 2020 will be subject to the retirement program, if any, offered for those retiring in fiscal 2021 or later years. Current employees are not eligible for retirement programs offered in previous years. Benefits for previous retirees will remain unchanged.
APPLICATION

Written application must be submitted to the Superintendent/designee not later than February 1st. If the application is approved by the Board of Education, the employee will be considered to have voluntarily resigned and the employee’s contract will be terminated as of the Board approved retirement date.

INSURANCE

Per state of Iowa code 509, employees who retire from the District while participating in the District’s group health insurance program will be allowed to continue participation at his/her own expense until eligible for Medicare or Medicaid. If a retiree has been a primary participant (not as a dependent) in the District’s group health insurance program in his/her entire last four (4) years of employment, the retiree will receive the below-identified District’s contribution toward the District’s group hospital/medical and drug insurance plan covering regular employees for a period of one hundred twenty (120) months immediately following retirement, through the end of the month prior to the month the retiree becomes eligible for federal Medicare insurance coverage, or until the retiree dies, or until the retiree accepts employment that offers health care coverage, whichever occurs earliest. Continued participation in the program is contingent upon approval by the insurance carrier. If, prior to June 30, 2020, a state or federal regulation and/or legal decision alters the District’s ability to limit health insurance premium contributions once a retiree becomes eligible for Medicare, the Board reserves the right to alter this portion (any or all benefits defined in Section 2.) of the Voluntary Retirement Incentive Program. The types and amounts of coverage to be provided to retirees shall be identical to the types and amounts of coverage in effect from year to year for regular Support Staff excluding dental coverage.

a) Members of the Salary Non-Administrative Meet and Confer (Table B) workgroup and Hourly Non-Administrative Meet and Confer (Table H) workgroup (who are assigned to work an employment contract that is at least two hundred fifty-nine (259) days or greater in length) employed prior to July 1st, 2006, the District shall, during the continuation of this benefit, pay up to $1211.12 per month toward health coverage.

b) Members of the Salary Non-Administrative Meet and Confer (Table B) workgroup and Hourly Non-Administrative Meet and Confer (Table H) workgroup (who are assigned to work an employment contract that is at least two hundred fifty-nine (259) days or greater in length) employed on or after July 1st, 2006, the District shall, during the continuation of this benefit, pay up to $435.00 per month toward the cost of health coverage.

c) Members of the Salary Non-Administrative Meet and Confer (Table D) workgroup (who are assigned to work an employment contract that is less than two hundred fifty-nine (259) days in length), Child Care Assistants (Table E) workgroup, Hourly Non-Administrative Meet and Confer (Table F) workgroup (who are assigned to work an employment contract that is less than two hundred fifty-nine (259) days in length), Secretaries (Table J) workgroup, Food and Nutrition (Table K) workgroup, Carpenters (Table M) workgroup, Painters (Table N) workgroup, Teacher Associates (Table O) workgroup, Hearing Interpreters (Table Q) workgroup, Day Care Directors (Table R) workgroup, IT Techs. (Table S) workgroup, or Transportation (Table Y) workgroup, the District shall, during the continuation of this benefit, pay up to $435.00 per month toward the cost of health coverage.

d) Custodians (Table L) workgroup employed by the District as Custodians prior to March 1, 2006, the District shall, during the continuation of this benefit, pay toward the cost of the group health insurance coverage up to the dollar amount contributed per month to the employee in his/her last full year of employment with the District per the workgroup handbook.

e) Custodians (Table L) workgroup employed by the District as Custodians after March 1, 2006, the District shall, during the continuation of this benefit, pay up to $435.00 toward the cost of the group health insurance coverage.
If the spouse or partner and/or dependent(s) has/have been in the District health program for the entire four (4) years prior to the employee’s retirement, the retiree may continue coverage of his/her spouse or partner and/or dependent(s) at his/her own expense. The retiree may use this District health insurance contribution to pay for his/her health insurance coverage and, if covered by the District health insurance program for the entire four (4) years prior to the employee’s retirement, that of his/her spouse or partner and/or dependent(s). The retiree shall pay any and all additional cost for coverage for his/her spouse or partner and/or dependent(s) beyond the District’s contribution per month. This District contribution to the employee’s group health insurance shall be pro-rated based upon an average of his/her last five (5) full year’s Full Time Equivalency (FTE). Employees will be given pro-rated credit for the FTE they work during a year(s) in which they are on a partial-time extended unpaid leave of absence. Failure on the part of the retiree to make payment to the District toward the cost of the insurance coverage not later than the 15th day of the month preceding the month for which the premium is due will result in cancellation of the insurance and loss of coverage for the spouse or partner and/or dependent(s). It is each retiree’s duty and obligation to inform the Cedar Rapids Community Schools if he/she secures other employment that offers a health insurance program, even if the retiree chooses NOT to enroll in the new employer’s health insurance program. Failure to adhere to this duty and obligation may result in: a. cancellation of the insurance; b. loss of coverage; and, c. the District will require the employee reimburse the District for the insurance contributions.

**INCENTIVE PAYMENT**

a) Members of the Salary Non-Administrative Meet and Confer (Table B) workgroup (who are assigned to work an employment contract that is at least two hundred fifty-nine (259) days or greater in length) employed prior to July 1, 2006, upon Voluntary Retirement, shall receive as Voluntary Retirement pay an amount representing one hundred and ninety five (195) days’ pay using the employee’s salary in his/her last full year of employment with the District.

b) Members of the Salary Non-Administrative Meet and Confer (Table B) workgroup and Hourly Non-Administrative Meet and Confer (Table H) workgroup employed on or after July 1, 2006 through June 30, 2008, upon Voluntary Retirement, shall receive as Voluntary Retirement pay an amount representing one hundred and fifty (150) days’ pay using the employee’s salary in his/her last full year of employment with the District.

c) Members of the Salary Non-Administrative Meet and Confer (Table B) workgroup and Hourly Non-Administrative Meet and Confer (Table H) workgroup employed on or after July 1, 2008, upon Voluntary Retirement, shall receive as Voluntary Retirement pay an amount representing fifty-five percent (55%) of the employee’s salary in his/her last full year of employment with the District.

d) Members of the Salary Non-Administrative Meet and Confer (Table D), Hourly Non-Administrative Meet and Confer (Table F), Hearing Interpreters (Table Q) workgroup, Day Care Directors (Table R) workgroup and IT Techs. (Table S) workgroup shall receive as Voluntary Retirement pay an amount representing fifty-five percent (55%) of salary using the employee’s salary in his/her last full year of employment with the District.

In applying these provisions, an employee’s lump sum payment shall be pro-rated based upon an average of his/her last five (5) full years’ Full Time Equivalency (FTE) and shall be the daily rate at the time of separation as provided in the basic salary schedule for the regular school year, and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements or other compensation. Employees will be given pro-rated credit for the Full Time Equivalency (FTE) they work during a year(s) in which they are on a partial extended unpaid leave of absence. This lump sum payment will be contributed by the District directly into a District-sponsored and District-selected 401(a) or 403(b) tax-sheltered vehicle in three (3) equal annual installments, subject to all applicable District and legal restrictions and limitations. The separation pay shall be distributed beginning in November of the same year following Voluntary Retirement. At that point, it shall be owned by the retiree, who shall assume all responsibility for the money.
WELLNESS INCENTIVE

Employees of the Salary Non-Administrative Meet & Confer (Table B) workgroup (who are assigned to work an employment contract that is at least two hundred fifty-nine (259) days or greater in length) and Salary Non-Administrative Meet and Confer (Table D) workgroup (who are assigned to work an employment contract that is less than two hundred fifty-nine (259) days) shall be paid for any days accumulated under the Wellness Incentive per the schedule outlined in the Meet and Confer agreements beginning in 2005-06. Beginning as of July 1, 2006, employees shall be eligible to receive an additional payment contributed to their severance/early retirement award, above the base level amount, up to a maximum amount of eighty (80) per diem days. The Wellness Benefit accumulation shall begin with credits as of the 2005-06 only and any personal illness leave unused prior to the start of the program in 2005-06 shall not be credited to the Wellness Benefit.

Employees of the Day Care Directors (Table R) workgroup shall be paid for any days accumulated under the Wellness Incentive beginning in 2018-19. Beginning as of July 1, 2019, employees shall be eligible to receive an additional payment contributed to their incentive payment, above the base level amount, up to a maximum amount of eighty (80) per diem days. The Wellness Benefit accumulation shall begin with credits as of the 2018-19 only and any personal illness leave unused prior to the start of the program in 2018-19 shall not be credited to the Wellness Benefit.

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In applying these provisions, an employee’s Wellness Incentive lump sum payment shall be based upon the regular hourly rate of pay in the last full year of employment and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements, or other compensation.

Secretaries (Table J) workgroup shall have the following Wellness Benefit.

The employee shall be paid for any days accumulated under a Wellness Incentive beginning in 2005-06. Beginning as of July 1, 2006, employees shall be eligible to receive an additional payment contributed to their severance/early retirement award, above the base level amount, up to a maximum amount of eighty (80) per diem days. The Wellness Benefit accumulation shall begin with credits as of 2005-06 only and any personal illness leave unused prior to the start of the program in 2005-06 shall not be credited to the Wellness Benefit.

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In applying these provisions, an employee’s Wellness Incentive lump sum payment shall be based upon the regular hourly rate of pay in the last full year of employment and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements, or other compensation.
Members of the Teacher Associate (Paraeducator) employee group (Table O) shall have the opportunity to receive the following Voluntary Retirement Incentive program. A “Teacher Associate” is defined as any employee who is covered by the negotiated agreement between the District and Cedar Rapids Organization of Teacher Associates. (CROTA.) The incentive payment shall be 15% of the employee’s unused sick leave.

Teacher Associates shall also have the following Wellness Benefit.

The employee shall be paid for any days accumulated under a Wellness Incentive beginning in 2015-16. Beginning as of July 1, 2016, employees shall be eligible to receive an additional payment contributed to their incentive payment, above the base level amount, up to a maximum amount of forty (40) per diem days. The Wellness Benefit accumulation shall begin with credits as of the 2015-16 only and any personal illness leave unused prior to the start of the program in 2015-16 shall not be credited to the Wellness Benefit.

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In applying these provisions, an employee’s Wellness Incentive lump sum payment shall be based upon the regular hourly rate of pay in the last full year of employment and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements, or other compensation.

For the District’s Voluntary Retirement Incentive Program covering Licensed Teaching Staff, see Board Policy 508. For the District’s Voluntary Retirement Incentive Program Administrative personnel, see Board Policy 509.

**SECTION B: Program for 2020-2021 School Year**
Refer to Board Policy 511 “Voluntary Retirement Incentive Program – All Staff”
Support Staff Voluntary Retirement Incentive Program

SECTION A: Program for 2019-2020 School Year

In implementing the Support Staff Voluntary Retirement Incentive Program, eligible Support Staff employees will be informed of the program by the Human Resources Department after the Board of Directors approves said program and within a reasonable time prior to the established deadline for Support Staff employees to make application retire per the program.

Support Staff employees will be required to request to be included in the Support Staff Voluntary Retirement Incentive Program by completing an application. Failure to fully and in good faith complete said application prior to the application deadline will constitute a failure to make application and will make the Support Staff employee ineligible for the program at the requested time and may make the Support Staff employee ineligible for the program at any time in the future. The application will clearly define the parameters and benefits of the program and will require the Support Staff employee sign a statement indicating his/her awareness of said parameters and benefits.

Requests to be considered for eligibility in the Support Staff Voluntary Retirement Incentive Program shall be submitted in writing by the Support Staff employee to the District’s Human Resources office at the Educational Leadership and Support Center, 2500 Edgewood Rd NW, Cedar Rapids, Iowa on or before 4:00 p.m. on the application deadline date.

In order to be eligible for the 2019-20 Voluntary Retirement Incentive Program benefits, a Support Staff employee must be regularly and actively employed (not an extended unpaid leave of absence or on another form of extended unpaid leave) for an entire year prior to his/her Voluntary Retirement date.

SECTION B: Program for 2020-2021 School Year

Refer to Board Regulation 511.1 “All Staff - Voluntary Retirement Incentive Program”
VOLUNTARY RETIREMENT INCENTIVE PROGRAM
ALL STAFF

SECTION A: Program for 2020-2021 School Year

PURPOSE

In the Cedar Rapids Community School District, a Voluntary Retirement Incentive Program serves to assist qualified long-term employees transitioning from public service to retirement and to provide a strategy to control District costs by tailoring incentives to a current year’s needs and the financial climate of the District.

ELIGIBILITY

The Voluntary Retirement Incentive Program described herein applies to employees retiring as of June 30, 2021. The 2019-20 Program will terminate after such date. The Program is activated annually at the discretion of the Board of Directors. It shall be the Board’s intent to consider the activation or non-activation of a Voluntary Retirement Incentive Program for eligible staff who retire between July 1, 2020 and June 30, 2021, and the nature and scope of such program, prior to December 15, 2020. The District does not guarantee that this Program or any other form of early retirement benefit plan will be available for retirements in the future. The District reserves the right to waive any requirement or condition of this policy at its sole discretion and at any time. Any decision by the District to waive a requirement or condition that is part of this policy shall not establish any precedent with regard to future requests for waiver. The District also reserves the right to determine whether any retirement benefits will be made available in a given year, and, if so, to determine how many employees will be granted benefits. The District expressly reserves the right to reject for any reason any application for retirement benefits. The District’s Voluntary Retirement Incentive Program is available to eligible members of the District staff as hereinafter set forth under the SCHEDULE OF BENEFITS BY WORKGROUP section.

To be eligible for the Voluntary Retirement Incentive Program, an eligible employee prior to July 1, 2021, must have attained at least fifty-five (55) years of age, been employed by the District for at least twenty (20) years in a full-time or part-time capacity in the same workgroup from which they are retiring. (For employees hired on or before June 30, 2019, if District service in the same workgroup from which they are retiring was at least 5 years but less than twenty (20) years, the benefit will be pro-rated to the years of service. For employees hired on or after July 1, 2019, the pro-rated benefit is not offered.

A fiscal year of July 1 through June 30 will be used to calculate years of service. A year of service shall be recognized so long as the employee has worked at least 50% of the contract days per their workgroup calendar in a given fiscal year. Only continuous years of service in the same workgroup shall be counted for purposes of determining a benefit under this policy; years of service prior to a break in service are not eligible for calculating a benefit under this program. An employee will not be given credit for years of service for the year(s) in which he/she is on full time extended unpaid leave of absence. If an employee has 19 years of service, the total of unused sick leave and expired sick leave benefit days (totaling 190 days or more) may be used to count as a year of service for a total of 20 years in calculating a benefit under this program. (Expired sick leave days are days beyond the cap that can no longer be used for sick leave but will remain in a separate account called expired sick leave days for purposes of retirement incentive.) This offer for retirement benefits is only effective for those filing an Intent to Retire with Human Resources after June 30, 2020 and by February 1, 2021 and retiring by June 30, 2021. Those retiring after June 30, 2021 will be subject to the retirement program, if any, offered for those retiring in fiscal 2022 or later years. Current employees are not eligible for retirement programs offered in previous years. Benefits for previous retirees will remain unchanged.

If an employee has received a benefit under the Voluntary Retirement Incentive Program (monetary incentive, insurance and/or wellness benefit), they shall not be eligible to receive any further benefits under the program upon re-employment by the District even though they may meet age and service guidelines under future programs.
APPLICATION

The Intent to Retire form must be submitted to Human Resources not later than February 1, 2021. If the request is approved by the Board of Education, the employee will be considered to have voluntarily resigned and the employee’s contract will be terminated as of the Board approved retirement date.

INSURANCE

Per state of Iowa code 509, employees who retire from the District while participating in the District’s group health insurance program will be allowed to continue participation at his/her own expense until eligible for Medicare or Medicaid. In order to be considered retired, the employee must be at least age 55 and have at least 5 years of service at the time of retirement. Continued participation in the group program is contingent upon approval by the insurance carrier. If, prior to June 30, 2021, a state or federal regulation and/or legal decision alters the District’s ability to limit health insurance premium contributions once a retiree becomes eligible for Medicare, the Board reserves the right to alter this portion (any or all benefits defined in this section) of the Voluntary Retirement Incentive Program. The types and amounts of coverage to be provided to retirees shall be identical to the types and amounts of coverage in effect from year to year for regular staff excluding dental coverage.

Failure on the part of the retiree to make payment to the District toward the cost of the insurance coverage not later than the 15th day of the month preceding the month for which the premium is due will result in cancellation of the insurance and loss of coverage for the covered retiree and, if covered, the spouse or partner and/or dependent(s). It is each retiree’s duty and obligation to inform the Cedar Rapids Community Schools if he/she secures other employment that offers a health insurance program, even if the retiree chooses NOT to enroll in the new employer’s health insurance program. Failure to adhere to this duty and obligation may result in a) cancellation of the insurance, b) loss of coverage, and, c) requiring the retiree to reimburse the District for the insurance contributions.

If a retiree has been a primary participant (not as a dependent) in the District’s group health insurance program in his/her entire last four (4) years of employment, the retiree may be eligible* to receive the District’s contribution toward the District’s group health insurance plan to the earliest of 1) one hundred twenty (120) months immediately following retirement, 2) through the end of the month prior to the month the retiree becomes eligible for federal Medicare insurance coverage due to age or disability, 3) until the retiree accepts employment that offers health coverage whether or not the coverage is elected, or 4) or until the retiree dies. The retiree may use the District health insurance contribution towards the cost for his/her health insurance coverage and that of his/her eligible spouse/partner and/or dependent(s) if they too have been covered by the District health insurance program for the entire four (4) years prior to the employee’s retirement. The District contribution towards the employee’s group health insurance shall be pro-rated based upon an average of his/her last five (5) full year’s Full Time Equivalency (FTE). Employees will be given pro-rated credit for the FTE they work during a year in which they are on a partial-time extended unpaid leave of absence. If hired prior to 7/1/2019, the contribution is prorated to the number of years worked if less than 20 years of service; if hired on or after 7/1/2019, employee must have 20 years of service to be eligible for a District contribution.

(*Refer to the SCHEDULE OF BENEFITS BY WORKGROUP” section to determine eligibility for a District health insurance contribution.)

If the retiree dies prior to the end of the one hundred twenty (120) months following retirement and before becoming eligible for Medicare coverage, the retiree’s covered spouse/partner and/or dependent(s) may, per Iowa code 509, continue to participate in the District’s group health insurance program at his/her own expense until the spouse/partner and/or dependent(s) becomes eligible for Medicare or Medicaid. If the retiree was receiving a District contribution toward his/her spouse/partner and/or dependent health insurance program at the time of death, the District shall, for up to the earliest of a) sixty (60) months, or b) eligibility for Medicare coverage either due to age or disability, continue to pay toward the cost of the group health insurance coverage on behalf of the employee’s spouse/partner and/or dependent(s) the same dollar contribution as was afforded the retiree.
SCHEDULE OF BENEFITS BY WORKGROUP

TEACHERS/NURSES (TABLE A OR AN)

Retirement Incentive Payment
An amount representing fifty-five (55%) pay using the salary in the last full year of employment in which 50% or more of the scheduled contract days were worked per the workgroup calendar.

In applying these provisions, a teacher/nurse’s lump sum payment shall be pro-rated based upon an average of his/her last five (5) full years’ Full Time Equivalency (FTE) and shall be the daily rate at the time of separation as provided in the basic salary schedule for the regular school year and shall not include any additional compensation for extra-curricular activities. For this calculation, the teacher/nurse will be given pro-rated credit for the Full Time Equivalency (FTE) they work during a year(s) in which they are on a partial extended unpaid leave of absence. This lump sum payment will be contributed by the District on behalf of the retiree directly into a District-sponsored and District-selected 401(a) or 403(b) tax sheltered vehicle in three (3) equal annual installments, subject to all applicable District and legal restrictions and limitations. The incentive payment shall be distributed into the tax-sheltered vehicle beginning in November of the same year following Voluntary Retirement. At that point, it shall be owned by the retiree, who shall assume all responsibility for the money.

Teachers/Nurses who are age (54) and who will turn age fifty-five (55) after July 1, 2020 and on or before December 31, 2020 may request an unpaid, extended leave of absence for the portion of the 2020-2021 school year prior to their birth date and remain eligible for full Voluntary Retirement Incentive Program benefits for 2019-20. The Teacher/Nurse will be considered to have voluntarily resigned and the continuing contract will be terminated as of the end of the 2019-20 school year, or, if taking an extended, unpaid leave of absence to start the 2020-2021 school year, as of the date he/she turns fifty-five (55).

District Contribution Towards Retiree Medical
Teacher/Nurses are not eligible for a District contribution toward the cost of Retiree medical coverage as the District contributes to a Post-Employment Health Savings Plan (PEHSP) on their behalf instead.

Wellness Payment
Payment shall be made for any days accumulated under the Wellness Incentive beginning in 2003-04. Beginning July 1, 2003, teacher/nurses shall be eligible to receive an additional payment contributed to their retirement incentive amount, up to a maximum amount of eighty (80) per diem days. There will be no credit for unused personal illness leave prior to July 1, 2003.

In applying these provisions, an employee’s Wellness lump sum payment shall be based upon the regular per diem rate of pay in the last full year of employment and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements, or other compensation.

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SALARY EMPLOYEES – NON-ADMINISTRATIVE MEET & CONFER (SCHEDULED TO WORK 259 DAYS OR MORE) (TABLE B)

Retirement Incentive Payment
Hired prior to July 1, 2006 – an amount representing one hundred and ninety-five (195) days’ pay using the employee’s salary in his/her last full year of employment with the District in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

Hired on or after July 1, 2006 through June 30, 2008 - an amount representing one hundred and fifty (150) days’ pay using the employee’s salary in his/her last full year of employment with the District in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

Hired on or after July 1, 2008 - an amount representing fifty-five percent (55%) of salary using the employee’s salary in his/her last full year of employment with the District in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

In applying these provisions, an employee’s lump sum payment shall be pro-rated based upon an average of his/her last five (5) full years’ Full Time Equivalency (FTE) and shall be the daily rate at the time of separation as provided in the basic salary schedule for the regular school year, and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements or other compensation. Employees will be given pro-rated credit for the Full Time Equivalency (FTE) they work during a year(s) in which they are on a partial extended unpaid leave of absence. This lump sum payment will be contributed by the District directly into a District-sponsored and District selected 401(a) or 403(b) tax-sheltered vehicle in three (3) equal annual installments, subject to all applicable District and legal restrictions and limitations. The incentive payment shall be distributed beginning in November of the same year following Voluntary Retirement. At that point, it shall be owned by the retiree, who shall assume all responsibility for the money.

District Contribution Towards Retiree Medical
Hired prior to July 1, 2006 - the District shall, during the continuation of this benefit, pay up to $1211.12 per month toward health coverage.

Hired on or after July 1, 2006 - the District shall, during the continuation of this benefit, pay up to $435 per month toward the cost of health coverage.

Wellness Payment
Payment shall be made for any days accumulated under the Wellness Incentive beginning in 2005-06. Beginning July 1, 2006, employees shall be eligible to receive an additional payment contributed to their retirement incentive amount up to a maximum amount of eighty (80) per diem days. There will be no credit for unused personal illness leave prior to July 1, 2005.

In applying these provisions, an employee’s Wellness lump sum payment shall be based upon the regular per diem rate of pay in the last full year of employment and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements, or other compensation.

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SALARY EMPLOYEES – NON-ADMINISTRATIVE MEET & CONFER (SCHEDULED TO WORK LESS THAN 259 DAYS) (TABLE D)

Retirement Incentive Payment
An amount representing fifty-five (55%) pay using the salary in the last full year of employment in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

In applying these provisions, the lump sum payment shall be pro-rated based upon an average of his/her last five (5) full years’ Full Time Equivalency (FTE) and shall be the daily rate at the time of separation as provided in the basic salary schedule for the regular school year and shall not include any additional compensation for extra-curricular activities. For this calculation, the employee will be given pro-rated credit for the Full Time Equivalency (FTE) they work during a year(s) in which they are on a partial extended unpaid leave of absence. This lump sum payment will be contributed by the District on behalf of the retiree directly into a District-sponsored and District-selected 401(a) or 403(b) tax sheltered vehicle in three (3) equal annual installments, subject to all applicable District and legal restrictions and limitations. The incentive payment shall be distributed into the tax-sheltered vehicle beginning in November of the same year following Voluntary Retirement. At that point, it shall be owned by the retiree, who shall assume all responsibility for the money.

Table D employees who are age (54) and who will turn age fifty-five (55) after July 1, 2020 and on or before December 31, 2020 may request an unpaid, extended leave of absence for the portion of the 2020-2021 school year prior to their birth date and remain eligible for full Voluntary Retirement Incentive Program benefits for 2019-20. The employee will be considered to have voluntarily resigned and employment will be terminated as of the end of the 2019-2020 school year, or, if taking an extended, unpaid leave of absence to start the 2020-2021 school year, as of the date he/she turns fifty-five (55).

District Contribution Towards Retiree Medical
The District shall, during the continuation of this benefit, pay up to $435 per month toward the cost of health coverage.

Wellness Payment
Payment shall be made for any days accumulated under the Wellness Incentive beginning in 2003-04. Employee shall be eligible to receive an additional payment contributed to their retirement incentive amount, up to a maximum amount of eighty (80) per diem days. There will be no credit for unused personal illness leave prior to July 1, 2003.

In applying these provisions, an employee’s Wellness lump sum payment shall be based upon the regular per diem rate of pay in the last full year of employment and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements, or other compensation.

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**CHILD CARE ASSISTANTS (TABLE E)**

**Retirement Incentive Payment**
Does not apply.

**District Contribution Towards Retiree Medical**
The District shall, during the continuation of this benefit, pay up to $435 per month toward the cost of health coverage.

**Wellness Payment**
Does not apply.

**HOURLY EMPLOYEES – NON-ADMINISTRATIVE MEET & CONFER (SCHEDULED TO WORK LESS THAN 259 DAYS) (TABLE F)**

**Retirement Incentive Payment**
An amount representing fifty-five (55%) pay using the salary in the last full year of employment in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

In applying these provisions, the lump sum payment shall be pro-rated based upon an average of his/her last five (5) full years’ Full Time Equivalency (FTE) and shall be the daily rate at the time of separation as provided in the basic salary schedule for the regular school year and shall not include any additional compensation for extra-curricular activities. For this calculation, the employee will be given pro-rated credit for the Full Time Equivalency (FTE) they work during a year(s) in which they are on a partial extended unpaid leave of absence. This lump sum payment will be contributed by the District on behalf of the retiree directly into a District-sponsored and District-selected 401(a) or 403(b) tax sheltered vehicle in three (3) equal annual installments, subject to all applicable District and legal restrictions and limitations. The incentive payment shall be distributed into the tax-sheltered vehicle beginning in November of the same year following Voluntary Retirement. At that point, it shall be owned by the retiree, who shall assume all responsibility for the money.

**District Contribution Towards Retiree Medical**
The District shall, during the continuation of this benefit, pay up to $435 per month toward the cost of health coverage.

**Wellness Payment**
Does not apply.

**HOURLY EMPLOYEES – NON-ADMINISTRATIVE MEET & CONFER (SCHEDULED TO WORK 259 DAYS OR MORE) (TABLE H)**

**Retirement Incentive Payment**
Hired prior to July 1, 2006 – an amount representing one hundred and ninety-five (195) days’ pay using the employee’s salary in his/her last full year of employment with the District in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

Hired on or after July 1, 2006 through June 30, 2008 - an amount representing one hundred and fifty (150) days’ pay using the employee’s salary in his/her last full year of employment with the District in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

Hired on or after July 1, 2008 - an amount representing fifty-five percent (55%) of current salary using the employee’s salary in his/her last full year of employment with the District in which 50% or more of the scheduled contract days were worked per their workgroup calendar.
In applying these provisions, an employee’s lump sum payment shall be pro-rated based upon an average of his/her last five (5) full years’ Full Time Equivalency (FTE) and shall be the daily rate at the time of separation as provided in the basic salary schedule for the regular school year, and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements or other compensation. Employees will be given pro-rated credit for the Full Time Equivalency (FTE) they work during a year(s) in which they are on a partial extended unpaid leave of absence. This lump sum payment will be contributed by the District directly into a District-sponsored and District selected 401(a) or 403(b) tax-sheltered vehicle in three (3) equal annual installments, subject to all applicable District and legal restrictions and limitations. The incentive payment shall be distributed beginning in November of the same year following Voluntary Retirement. At that point, it shall be owned by the retiree, who shall assume all responsibility for the money.

District Contribution Towards Retiree Medical
The District shall, during the continuation of this benefit, pay up to $435 per month toward the cost of health coverage.

Wellness Payment
Does not apply.

SECRETARIES (12 MONTH & <12 MONTH) – (TABLE J)

Retirement Incentive Payment
Does not apply.

District Contribution Towards Retiree Medical
The District shall, during the continuation of this benefit, pay up to $435 per month toward the cost of health coverage.

Wellness Payment
Payment shall be made for any days accumulated under the Wellness Incentive beginning in 2005-06. Beginning July 1, 2006, employees shall be eligible to receive a wellness payment up to a maximum amount of eighty (80) per diem days. The Wellness Benefit accumulation shall begin with credits as of 2005-06 only and any personal illness leave unused prior to the start of the program in 2005-06 shall not be credited to the Wellness Benefit.

In applying these provisions, an employee’s Wellness lump sum payment shall be based upon the regular hourly rate of pay in the last full year of employment and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements, or other compensation.

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FOOD & NUTRITION (TABLE K)

Retirement Incentive Payment  
Does not apply.

District Contribution Towards Retiree Medical  
The District shall, during the continuation of this benefit, pay up to $435 per month toward the cost of health coverage.

Wellness Payment  
Does not apply.

CUSTODIANS/MAINTENANCE/PRINTING (TABLE L OR LN)

Retirement Incentive Payment  
Does not apply.

District Contribution Towards Retiree Medical  
Hired prior to March 1, 2006 - the District shall, during the continuation of this benefit, pay up to the dollar amount contributed per month to the retiree in his/her last full year of employment with the District.

Hired on or after March 1, 2006 - the District shall, during the continuation of this benefit, pay up to $435 per month toward the cost of health coverage.

Wellness Payment  
Does not apply.

CARPENTERS (TABLE M)

Retirement Incentive Payment  
Does not apply.

District Contribution Towards Retiree Medical  
The District shall, during the continuation of this benefit, pay up to $435 per month toward the cost of health coverage.

Wellness Payment  
Does not apply.

PAINTERS (TABLE N)

Retirement Incentive Payment  
Does not apply.

District Contribution Towards Retiree Medical  
The District shall, during the continuation of this benefit, pay up to $435 per month toward the cost of health coverage.

Wellness Payment  
Does not apply.
TEACHER ASSOCIATES (TABLE O)

Retirement Incentive Payment
The incentive payment shall be 15% of the employee’s unused sick leave. This benefit is paid in one lump sum payment to the retiree through the payroll department after their last regular paycheck has been paid.

District Contribution Towards Retiree Medical
The District shall, during the continuation of this benefit, pay up to $435 per month toward the cost of health coverage.

Wellness Payment
Payment shall be made for any days accumulated under the Wellness Incentive beginning in 2015-16. Beginning as of July 1, 2016, employees shall be eligible to receive a wellness payment up to a maximum amount of eighty (80) per diem days. The Wellness Benefit accumulation shall begin with credits as of 2015-16 only and any personal illness leave unused prior to the start of the program in 2015-16 shall not be credited to the Wellness Benefit.

In applying these provisions, an employee’s Wellness lump sum payment shall be based upon the regular hourly rate of pay in the last full year of employment and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements, or other compensation.

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<th>Days earned; prorated if FTE is less than 1</th>
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HEARING INTERPRETERS (TABLE Q)

Retirement Incentive Payment
An amount representing fifty-five percent (55%) pay using the salary in the last full year of employment in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

In applying these provisions, an employee’s lump sum payment shall be pro-rated based upon an average of his/her last five (5) full years’ Full Time Equivalency (FTE) and shall be the daily rate at the time of separation as provided in the basic salary schedule for the regular school year, and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements or other compensation. Employees will be given pro-rated credit for the Full Time Equivalency (FTE) they work during a year(s) in which they are on a partial extended unpaid leave of absence. This lump sum payment will be contributed by the District directly into a District-sponsored and District selected 401(a) or 403(b) tax-sheltered vehicle in three (3) equal annual installments, subject to all applicable District and legal restrictions and limitations. The incentive payment shall be distributed beginning in November of the same year following Voluntary Retirement. At that point, it shall be owned by the retiree, who shall assume all responsibility for the money.

District Contribution Towards Retiree Medical
The District shall, during the continuation of this benefit, pay up to $435 per month toward the cost of health coverage.

Wellness Payment
Does not apply.
DAYCARE DIRECTORS (TABLE R)

Retirement Incentive Payment
An amount representing fifty-five percent (55%) of current salary using the employee’s salary in his/her last full year of employment with the District in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

In applying these provisions, an employee’s lump sum payment shall be pro-rated based upon an average of his/her last five (5) full years’ Full Time Equivalency (FTE) and shall be the daily rate at the time of separation as provided in the basic salary schedule for the regular school year, and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements or other compensation. Employees will be given pro-rated credit for the Full Time Equivalency (FTE) they work during a year(s) in which they are on a partial extended unpaid leave of absence. This lump sum payment will be contributed by the District directly into a District-sponsored and District selected 401(a) or 403(b) tax-sheltered vehicle in three (3) equal annual installments, subject to all applicable District and legal restrictions and limitations. The incentive payment shall be distributed beginning in November of the same year following Voluntary Retirement. At that point, it shall be owned by the retiree, who shall assume all responsibility for the money.

District Contribution Towards Retiree Medical
The District shall, during the continuation of this benefit, pay up to $435 per month toward the cost of health coverage.

Wellness Payment
Payment shall be made for any days accumulated under the Wellness Incentive beginning in 2018-19. Beginning July 1, 2019, employees shall be eligible to receive a wellness payment up to a maximum amount of eighty (80) per diem days. The Wellness Benefit accumulation shall begin with credits as of 2018-19 only and any personal illness leave unused prior to the start of the program in 2018-19 shall not be credited to the Wellness Benefit.

In applying these provisions, an employee’s Wellness lump sum payment shall be based upon the regular per diem rate of pay in the last full year of employment and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements, or other compensation.

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<th>Personal/Family Illness days used per fiscal year</th>
<th>Days earned; prorated if FTE is less than 1</th>
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IT TECHNICIANS (TABLE S)

Retirement Incentive Payment
An amount representing fifty-five percent (55%) pay using the salary in the last full year of employment in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

In applying these provisions, an employee’s lump sum payment shall be pro-rated based upon an average of his/her last five (5) full years’ Full Time Equivalency (FTE) and shall be the daily rate at the time of separation as provided in the basic salary schedule for the regular school year, and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements or other compensation. Employees will be given pro-rated credit for the Full Time Equivalency (FTE) they work during a year(s) in which they are on a partial extended unpaid leave of absence. This lump sum payment will be contributed by the District directly into a District-sponsored and District
selected 401(a) or 403(b) tax-sheltered vehicle in three (3) equal annual installments, subject to all applicable District and legal restrictions and limitations. The incentive payment shall be distributed beginning in November of the same year following Voluntary Retirement. At that point, it shall be owned by the retiree, who shall assume all responsibility for the money.

**District Contribution Towards Retiree Medical**
The District shall, during the continuation of this benefit, pay up to $435 per month toward the cost of health coverage.

**Wellness Payment**
Does not apply.

**TRANSPORTATION (TABLE Y)**

**Retirement Incentive Payment**
Does not apply.

**District Contribution Towards Retiree Medical**
The District shall, during the continuation of this benefit, pay up to $435 per month toward the cost of health coverage.

**Wellness Payment**
Does not apply.

**ADMINISTRATORS (TABLE Z OR ZN)**

**Retirement Incentive Payment**
Hired prior to July 1, 2000 – an amount representing two hundred sixty (260) days’ pay using the employee’s salary in his/her last full year of employment with the District in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

Hired on or after July 1, 2000 through June 30, 2006 - an amount representing one hundred ninety-five (195) days’ pay using the employee’s salary in his/her last full year of employment with the District in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

Hired on or after July 1, 2006 through June 30, 2007 - an amount representing one hundred fifty (150) days’ pay using the employee’s salary in his/her last full year of employment with the District in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

Hired on or after July 1, 2007 - an amount representing fifty-five percent (55%) of current salary using the employee’s salary in his/her last full year of employment with the District in which 50% or more of the scheduled contract days were worked per their workgroup calendar.

In applying these provisions, an employee’s lump sum payment shall be pro-rated based upon an average of his/her last five (5) full years’ Full Time Equivalency (FTE) and shall be the daily rate at the time of separation as provided in the basic salary schedule for the regular school year, and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements or other compensation. Employees will be given pro-rated credit for the Full Time Equivalency (FTE) they work during a year(s) in which they are on a partial extended unpaid leave of absence. This lump sum payment will be contributed by the District directly into a District-sponsored and District selected 401(a) or 403(b) tax-sheltered vehicle in four (4) equal annual installments, subject to all applicable District and legal restrictions and limitations. The incentive payment shall be distributed beginning in November of the same year following Voluntary Retirement. At that point, it shall be owned by the retiree, who shall assume all responsibility for the money.
Administrators with 20 or more years of service in the Administrator workgroup, will receive a full, non-prorated incentive benefit as outlined earlier in this section. Administrators with less than 20 years of continuous District service who are eligible for a prorated Administrator incentive and who also worked as a Teacher in the District (without a break in service) prior to becoming a District Administrator will receive a secondary prorated incentive payment. The secondary payment will be pro-rated to their years of service in the Teacher workgroup but not to exceed 20 years total between the Administrator and Teaching positions. The secondary incentive payment represents fifty-five percent (55%) of current salary using the employee’s salary in his/her last full year of employment with the District (in which 50% or more of the scheduled contract days were worked per their workgroup calendar). In applying this provision, the Administrator prorated incentive will be calculated first and the Teacher incentive will be calculated as a secondary prorated benefit; the combined years of service between the Administrator position and the Teacher position will not exceed 20 years. For example, if the employee has 15 years of service as an Administrator and 10 years of service as a Teacher, the Administrator incentive will be calculated as 15/20ths and the secondary Teacher incentive payment will be calculated as 5/20ths for a combined prorated incentive payment based on not more than 20 years total.

Administrators who are age (54) and who will turn age fifty-five (55) after July 1, 2020 and on or before December 31, 2020 may request an unpaid, extended leave of absence for the portion of the 2020-2021 school year prior to their birth date and remain eligible for full Voluntary Retirement Incentive Program benefits for 2019-20. The Administrator will be considered to have voluntarily resigned and the continuing contract will be terminated as of the end of the 2019-20 school year, or, if taking an extended, unpaid leave of absence to start the 2020-2021 school year, as of the date he/she turns fifty-five (55).

**District Contribution Towards Retiree Medical**

Hired prior to July 1, 2006 - the District shall, during the continuation of this benefit, pay up to $1211.12 per month toward health coverage.

Hired on or after July 1, 2006 - the District shall, during the continuation of this benefit, pay up to $435 per month toward the cost of health coverage.

**Retiree Life Insurance**

Administrators shall receive, at the District’s expense, one hundred thousand dollars ($100,000) term life and accidental death and dismemberment insurance coverage until the earliest of: 1) thirty-six (36) months, 2) until the Administrator becomes ineligible for term life insurance coverage per the provider’s policy and/or accidental death and dismemberment coverage per the provider’s policy, 3) attainment of age 65, or 4) until the Administrator secures other employment covered by a life or accidental death and dismemberment insurance program.

**Wellness Payment**

Payment shall be made for any days accumulated under the Wellness Incentive beginning in 2003-04. Beginning July 1, 2004, employees shall be eligible to receive an additional payment contributed to their retirement incentive amount up to a maximum amount of eighty (80) per diem days. There will be no credit for unused personal illness leave prior to July 1, 2004.

In applying these provisions, an employee’s Wellness lump sum payment shall be based upon the regular per diem rate of pay in the last full year of employment and shall not include any additional compensation for extra-curricular activities, extended employment, salary supplements, or other compensation.

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All Staff - Voluntary Retirement Incentive Program

SECTION A: Program for 2020-2021 School Year

In implementing the Staff Voluntary Retirement Incentive Program, eligible employees will be informed of the program by the Human Resources Department after the Board of Directors approves said program and within a reasonable time prior to the established deadline for staff to make application to retire per the program. Employees will be required to request to be included in the Voluntary Retirement Incentive Program by completing an Intent to Retire form. Failure to fully and in good faith complete said application prior to the application deadline will constitute a failure to make application and will make the employee ineligible for the program. When an employee is declared ineligible for the program by either not completing the application or by being otherwise declared ineligible by the District, he/she will not be allowed to become eligible for that year’s program at any time in the future. The application will clearly define the parameters and benefits of the program and will require the employee to sign a statement indicating his/her awareness of the said parameters and benefits. Completed Intent to Retire forms to be considered for eligibility in the Voluntary Retirement Incentive Program shall be submitted to the District’s Human Resources office at the Educational Leadership and Support Center, 2500 Edgewood Road NW, Cedar Rapids, Iowa on or before 4:00 p.m. on February 1, 2021. In order to be eligible for 2020-21 Voluntary Retirement Incentive Program benefits, an employee must be regularly and actively employed (not on extended unpaid leave of absence or on another form of extended unpaid leave*) for the entire 2020-21 school year.

*Teachers, Nurses, Administrators and Engagement Specialists who are age fifty-four (54) and who will turn age fifty-five (55) after June 30, 2021 and on or before December 31, 2021 may request an unpaid, extended leave of absence for the portion of the 2021-22 school year prior to their birth date and remain eligible for full Voluntary Retirement Incentive Program benefits for 2020-21. However, in this case, the 2020-21 year’s salary will be applied in calculating Voluntary Retirement lump-sum payment benefits. Teachers, Nurses, Administrators or Engagement Specialists who are age fifty-four (54) and who will turn age fifty-five (55) after December 31, 2021 may NOT request an unpaid, extended leave of absence for any or all of the 2021-22 school year and remain eligible for a 2020-21 Voluntary Retirement Incentive Program. Paid or unpaid leave will not be granted after May 2021 if requested for the purpose of becoming eligible for Iowa Public Employment Retirement System benefits beginning in June 2021.

Approved: 02-27-06
Revised: 11-17-06
01-14-08
12-08-08
01-11-10
12-13-10
11-14-11
12-10-12
12-09-13
12-08-14
12-14-15
11-14-16
11-13-17
11-12-18
10-14-19
CELL PHONE USE

The use of cell phones and other communication devices may be appropriate for the effective and efficient operation of the District and to help ensure the safety and security of people or property while engaged in District activities.

The Board authorizes the purchase of cell phones for employee use as deemed appropriate by the Superintendent/designee. District-owned cell phones shall be used for authorized District business purposes, consistent with the District’s missions and goals.

The Superintendent/designee is directed to develop a regulation for the implementation of this policy, including a uniform and controlled system for identifying employee cell phone needs, monitoring use and reimbursement for personal use, in addition to general guidelines regarding cell phone usage.

Employees violating the policy may be subject to discipline, up to and including discharge.
Staff Use of Cell Phones

District Business
- Cell phones shall be used in a manner that does not disrupt instruction or the workplace except in the case of an emergency or safety concern.
- Cell phone use may constitute a public record and be subject to an Open Records request.
- Caution should be used when deciding to share confidential information via cell phone.
- Employees should not use a cell phone while driving.
- School bus drivers are prohibited from using any communication device while operating the bus except in the case of an emergency or to call for assistance after the vehicle has been stopped.

Personal Use
- Limited to prep/break/lunch times except in the case of an emergency and should not disrupt the workplace or learning environment.

Code Reference: Iowa Code Chapter 22

Approved: 08-08-11
Revised: 01-25-16
Cell Phones for District Use

Assignment of Cell Phone or Other Communication Devices:
Cell phones may be assigned or made available on a permanent or temporary basis when it is determined that the assignment of a cell phone device or reimbursement for the District use of a personal cell phone device to the employee is a prudent use of District resources and:

- The employee’s job responsibilities require the ability to communicate frequently.
- The employee’s job involves situations where immediate communication is necessary to ensure the safety of individuals and/or security of District property.

Cell phones are provided specifically to carry out official District business when other means of communications are not readily available. These devices may not be used for routine personal communications except in emergencies.

- Personal use of District-provided cell phones is limited to making or receiving calls for family emergency purposes.
- District-provided cell phone devices are not to be loaned to others.
- Employees issued a cell phone are responsible for its safekeeping at all times. Defective, lost or stolen cell phones are to be reported immediately to the Technology Department who will in turn notify the service provider.
- Reckless or irresponsible use of District equipment resulting in loss or damage may result in the employee having to reimburse the District for any associated costs of replacement or repair.
- Cell phones and any other District communication equipment issued for employees are to be returned to the employee’s supervisor at the conclusion of employment, school year, activity, or as otherwise specified or immediately upon request.

Personal Use of District-Issued Cell Phones:
It is expected that there will be minimal use of District-issued phones for personal business. Excessive personal use may result in charges being assessed to the employee.

District Reimbursement for Use of Personal Phones:
Employees may be reimbursed for use of privately-owned cell phones to conduct District business in accordance with Board policy and with prior approval of the Superintendent/designee.

1. Administrators are expected to be available via phone. They may elect a District cell phone or receive a communication allowance (per negotiated work agreement) for use of a personal cell phone in lieu of being issued a District-provided cell phone.
2. Other staff members may request reimbursement for authorized use of an employee-owned cell phone to conduct District business when other communication options are not available.
   a. Requests for reimbursement are to be submitted on District provided forms accompanied by a copy of the billing statement with the District business related calls highlighted. A notation for each highlighted entry, indicating the nature of the call is required.
   b. The employee’s immediate supervisor must sign-off on the billing statement verifying the calls were District business related.
   c. District reimbursement for authorized use of employee-owned cell phones will be made in accordance with District payment procedures. The reimbursement amount will be based on current District costs for such services.
   d. Requests for reimbursement, including the highlighted billing statement, must be submitted within thirty (30) days of the end of the time period for which reimbursement is requested. Requests submitted after the reimbursement deadline has passed will be denied.
RELIGIOUS ORNAMENTATION IN THE WORKPLACE

The Cedar Rapids Community School District is a community whose members hold a variety of religious and philosophical views. As a public institution, the District respects the separation of church and state and will not appear to support any religion. The appearance of support for a religious viewpoint must be balanced with respect for the rights of individuals to express religious views.

Approved: 10-24-11
Revised: 06-11-18
Religious Ornamentation in the Workplace

Religious ornamentation to support any religion is not appropriate in a public institution. District employees should be respectful of the diversity of beliefs and refrain from displaying within public areas in the workplace any religious ornamentation that may be seen as implying District support for a particular religious viewpoint.

The District will refrain from displaying religious ornamentation within a public area on District property where members of the public may come to receive services or attend public events. Common areas within District property may also be considered public spaces. These are spaces that are shared by multiple employees in the performance of their jobs. Such public areas would include gyms, auditoriums, break rooms, conference rooms, reception areas, classrooms, main offices, and work areas located at the Educational Leadership and Support Center. Because these public areas are shared, and are not personal work areas, religious ornamentation is not appropriate.

Personal work areas and offices are areas occupied by a District employee and where the public generally does not enter. Individual employees may exercise their right to express their religious views and display religious ornamentation in their personal work areas and in their personal dress. However, the employee must consider whether religious ornamentation might be viewed as implying District support for that religion. In addition, the employee should consider that such a display may cause discomfort to individuals who enter their office to conduct District business. An employee’s supervisor will decide whether religious ornamentation in a private office or work area is appropriate given these considerations.

Non-religious, seasonal items that may be used to decorate workspaces may include snowflakes, wreaths, garland, and lights. Evergreen trees are not considered to be religious ornamentation, according to U.S. Supreme Court decisions and are not prohibited in public areas. However, an evergreen tree displayed in a public area may not be decorated with religious ornaments. Employees may display such decorations so as not to disrupt the work environment or violate the District’s Energy Management Program.
### ARTICLE 6 **STUDENTS**

<table>
<thead>
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<th>Policy</th>
<th>Adm Reg</th>
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ARTICLE 6 STUDENTS (Series 600)

Policy  Adm Reg
Number  Number

605 STUDENT WELFARE
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      605.2a Child /Dependent Adult Abuse Reporting
   605.3 Student Health Services
      605.3a Provision of Emergency Care
      605.3b Administration of Medication to Students
      605.3c Communicable Diseases - Students
      605.3e Universal Precautions Regarding Disposal of Body Fluids
      605.3f Outside Service Agencies Providing Services to Students during the School Day
   605.4 Special Health Services
   605.5 Homeless Children and Youth
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606 STUDENT RECORDS
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      606.1a Sending Student Cumulative Records
      606.1b Destruction of Records of Special Education Students
   606.2 Student Directory Information
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   606.4 Interagency Information Sharing Agreement

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   607.1 Reserved Time for Non-School Student Activities
   607.2 Public Performance by Students

608 WEAPONS

609 STUDENT PUBLICATIONS
   609.1 Official School Publications
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610 WELLNESS POLICY
   610.1 Wellness Regulation
      610.1a Snacks – Nutritional Guidelines
      610.1b Wellness Fundraising Guidelines

612 ANTI-BULLYING/HARASSMENT
   612.1 Anti-Bullying/Harassment
      612.1a Student-to-Student Bullying/Harassment Investigation

*Indicates Section but no Policy  April 2020
Student Complaints

The Board recognizes situations may arise in the operation of the District which are of concern to students. Students shall make any complaints in a constructive and professional manner. Students shall be prudent and cautious in making any complaints in the presence of other students, employees, volunteers, or members of the public.

The Board firmly believes student complaints should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint is brought to the attention of the Board, it will be referred to the administration to be resolved. This regulation shall not apply to a complaint that has been or could be filed under another complaint or grievance procedure.

Complaints concerning another individual should first be discussed directly between the student and the other individual, if appropriate. If the issue is not resolved after an informal discussion, the following procedures shall govern any student complaint made pursuant to this regulation:

(1) Step One – If the informal process from above does not resolve the issue, the student may submit a complaint in writing to the appropriate building principal or department administrator. The submission of a complaint shall occur within fifteen (15) days from the date of the event giving rise to the complaint or from the date the student could reasonably become aware of such occurrence.

(2) Step Two - If the Step One process from (1) above does not resolve the issue, the student may submit a complaint in writing to the appropriate Executive Director within five (5) days of the Step One response.

(3) Step Three – If the Step Two process from (2) above does not resolve the issue, the student may submit a complaint in writing to the Superintendent/designee within five (5) days of the Step Two response.

(4) Procedural Appeal - If the student is not satisfied with the Superintendent’s/designee’s Step Three response, the student may appeal the Superintendent’s/designee’s Step Three response by filing a written appeal to the Board within five (5) days of the Step Three response. It is within the sole discretion of the Board to determine whether it will hear the appeal. The Board will only consider said appeal if the student has complied with all requirements of this regulation. The Board’s consideration of said appeal is limited to determining whether the District administration followed the appropriate procedures during the complaint process.

(5) At Steps One, Two, and Three, the student shall submit a written complaint utilizing the District’s Complaint Form, if appropriate, and stating the nature of the complaint and the remedy requested to the appropriate party. At Step Four, the student shall submit a written notice of appeal.

(6) At Steps One, Two, and Three, the individual to whom the complaint is made shall provide a response to the student submitting the complaint within a reasonable time after receipt of the complaint.

Approved: 06-25-18
STUDENT ATTENDANCE

Punctuality and regular attendance are necessary for students to derive optimum benefit from school. Students are required to follow District and school rules and procedures regarding attendance. The rules and procedures should be as applied as consistently as possible among and within grade levels throughout the District, and should be administered to serve the best interests of children and to align to the Code of Iowa.

Code of Iowa: 279.11
**Student Absences**

It is the responsibility of the parent to notify the student's attendance center as soon as the parent knows the student will not be attending school. The administrator may request evidence or written verification of the student's reason for absence. Student absences approved by the administrator are excused absences. Excused absences will count as full days or half days in attendance for purposes of the truancy law. Excused absences include, but are not limited to, illness, family emergencies, recognized religious observances, appointments that cannot be scheduled outside the school day, and school-sponsored or approved activities. Unexcused absences will count as full days or half days not in attendance for purposes of the truancy law. If a student arrives after 10:45 they are considered absent for ½ day. If they leave before 2:00 they are considered absent for ½ day. If a student is consistently arriving late or leaving early and it is documented, the information will be considered at the District and County Attorney levels.

Students who are absent from school for any reason will be expected to make arrangements with appropriate school staff to recover the missed learning and earn full credit for the missed school work.

Students who wish to participate in school-sponsored activities must attend school at least one-half day on the day of the activity unless permission has been given by the administrator for the student to be absent.

Legal Reference: Iowa Code §§ 294.4; 299 (2014)
281 I.A.C. 12.2(4)
Responding to Excessive Absenteeism

School staff will follow District procedures to address attendance concerns:

- Maintain written documentation of absences
- Establish contact with parents or guardians
- Engage staff to create and implement an intervention plan(s)
- Consult the appropriate Learning Supports staff when illness is reported as a reason for excessive absenteeism
- Access other agencies, as appropriate

After a student has accrued fifteen (15) days of absences, for reasons other than a health condition verified by a school nurse, and the building level administration has exhausted every means available (phone calls, letters, home visits, etc.) to the school to assure that the student is in regular attendance, the following should occur:

- The school administrator will inform the parent/guardian in writing that due to the lack of improvement in the attendance of their child, the school will be referring the student and the parent/guardian to the District Truancy Officer for further action. A copy of the letter will then be forwarded to the appropriate District Truancy Officer.
- The District Truancy Officer will request a meeting with the parent to mediate a plan of action to correct the attendance problem.
- If the parent/guardian does not respond, and/or the above plan of action fails to produce an improvement in attendance, a letter may be forwarded to the County Attorney and the parent/guardian for further action. A copy of the letter will be placed in the student's file.
- The County Attorney's Office will make the final decision in regard to prosecution or course of action to get and keep the student in school.
- A District-level administrator will make the final decision regarding removal of a student from the student information system.
Truancy

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the principal of their attendance center.

Truancy is the act of being absent without a reasonable excuse which occurs through the failure to regularly attend school days/hours as established by the Board in the school calendar.

If a student turns sixteen prior to September 15, he or she is no longer of compulsory attendance age and may seek alternative forms of education without risk to his or her parent. If a student turns sixteen on or after September 15, he or she is of compulsory age and is compelled to attend during that school year.

Code of Iowa: 299.1, 299.2, 299.8

Regulation 602.9 Approved: 06-27-83
Rescinded: 03-12-90
Approved as Procedure by Superintendent's Cabinet: 01-22-90
Procedure Rescinded: 04-15-93
Regulation Approved: 04-15-93
Reviewed: 07-15-96
11-23-98
Revised: 03-24-08
Regulation Rescinded: 06-13-11
Procedure Approved: 06-13-11
Revised: 03-26-18
School Entrance: Age and Immunization Requirement

The entrance age for kindergarten students in the District shall be five (5) years of age on or before September 15 of the current year. The entrance age for first grade students shall be six (6) years of age on or before September 15 of the current year; however, students under six (6) years of age may be admitted to first grade if they meet the conditions approved by the State Department of Education and if they are approved for that placement by the building principal and Superintendent/designee. If a student is six (6) but has not attended an accredited Kindergarten program, a meeting involving the parent and school principal must be held to determine grade level placement. Placement will be subject to the approval of the Superintendent/designee.

The school shall require presentation of a birth certificate or other official record of birth such as a hospital record or county birth record for students who register for kindergarten. A birth certificate also may be required for students enrolling in first grade who have not previously been enrolled in public school.

All students enrolling in the District are required by state law to submit proof of immunizations to the admitting official using an Iowa Department of Public Health certificate of immunization or a provisional certificate, unless a valid certificate of religious or medical exemption has been submitted. Students without proper evidence of immunization or exemption are not entitled to enrollment in a preschool, elementary or secondary school.

A student may be provisionally enrolled if they have received at least one dose of each of the required vaccines, or they are a transfer student from another U.S. school system. In such cases, a provisional certificate must be issued to allow time for immunizations to be administered, not to exceed 60 calendar days. It is the responsibility of the applicant, parent or guardian to ensure the applicant receives all necessary immunizations during the provisional enrollment period and submit a certificate of immunization to the admitting official at the end of the provisional enrollment period. If at the end of the 60 days, the applicant has not completed the required immunizations due to a minimum interval requirement, a new provisional certificate must be submitted to the admitting official.

At the end of a provisional enrollment period, if an enrollee has not submitted a certificate of immunization, the admitting official shall immediately exclude the applicant from the benefits, activities and opportunities of the school until the applicant submits a valid certificate of immunization.

Code of Iowa: Chapter 139A.8 and 282.3
Iowa Administrative Code: 641, Chapter 7
Compulsory Education

Attendance Requirements:
All children who have reached the age of six and are under sixteen years of age by September 15 are of compulsory attendance age. A child who is age five by September 15 and is enrolled in a school district is also of compulsory age. The only exception to this is if the parent notifies the district, in writing, of their intent to withdraw the child from the school district. A child enrolled in the District who reaches the age of 16 on or after September 15 remains of compulsory age until the end of the regular school calendar. The parent, guardian, or legal/actual custodian of a child who is of compulsory attendance age shall cause the child to attend the public school, an accredited nonpublic school, or receive competent private instruction in accordance with provisions of Iowa Code Chapter 299A during the school year.

A child who has reached the age of five by September 15 and who is enrolled in a school district shall be considered to be of compulsory attendance age unless the parent or guardian of the child notifies the school district in writing of the parent’s or guardian’s intent to remove the child from enrollment in the school district.

A child who has reached the age of four by September 15 and who is enrolled in the statewide preschool program under chapter 256C shall be considered to be of compulsory attendance age unless the parent or guardian of the child submits written notice to the school district implementing the program of the parent’s or guardian’s intent to remove the child from enrollment in the preschool program.

Exceptions to this regulation must meet the requirements set forth in the current Code of Iowa Chapter 299.2.

Code of Iowa: Chapter 299A, 299.2, 299.1 and 299.1A
Compulsory Education Reporting Requirements

The District shall monitor compliance with the reporting, immunization, attendance, qualifications, and assessment requirements and procedures of the compulsory education law and administrative rules. Noncompliance shall be reported to the county attorney for the county of residence of the child’s parent, guardian, or legal custodian.

Reports from Accredited Nonpublic Schools
Within ten days from the receipt of notice from the secretary of the school district within which an accredited nonpublic school is conducted, the principal of each accredited nonpublic school within the District shall, once during each school year, and at any time when requested in individual cases, furnish to the secretary of the public school district, within which the accredited nonpublic school is located, a report of the names and ages of each pupil of the accredited nonpublic school who is of compulsory attendance age and the grade level of each pupil, during the preceding year and from the time of the last preceding report to the time at which a report is required. In addition, the report shall identify all students of compulsory attendance age who were truant as defined by law or school policy and the number of days of truancy for the period covered by the report, and children who dropped out, withdrew from enrollment, or transferred to another Iowa school and the date their attendance ceased at the accredited nonpublic school. The secretary shall retain one of the reports and file the other with the secretary of the area education agency.

Code of Iowa Chapter 299.3

Reports as to Private Instruction
The parent, guardian, or legal custodian of a child who is of compulsory attendance age, who places the child under competent private instruction, not in an accredited school or home school assistance program, shall provide a report to the District by September 15 or 14 calendar days after removal from an accredited school or moving into the District. The report shall state the name and age of the child, and the period of time the child will be under competent private instruction (at least 148 days during a school year), an outline of the course of study, texts used, and the name and address of the instructor (parent, guardian, legal custodian or a licensed Iowa practitioner with the appropriate endorsement.) Evidence that the child has had the immunizations required under Iowa Code Section 139.9 must also be provided at the time the child is first placed under competent private instruction and if the child is of elementary school age, a blood lead test in accordance with Iowa Code Section 135.105D. The District shall refer a child who may be in need of special education to the area education agency division of special education.

Code of Iowa: Chapter 299.4 and 299A

Approved: 01-17-83
Revised: 10-07-86
Reviewed: 01-22-90
Revised: 01-22-90
10-11-93
Reviewed: 07-15-96
Revised: 06-14-99
03-24-08
12-08-14
Reviewed: 09-23-19
**Dual Enrollment**

The parent, guardian, or legal custodian of a student receiving competent private instruction may also enroll the student in the District in accordance with state law and policy. The student shall be considered under dual enrollment. The parent, guardian or legal custodian requesting dual enrollment for the student should notify the Superintendent/designee no later than September 15 of the school year in which dual enrollment is sought on forms provided by the District. On the form, the parent, guardian or legal custodian will indicate the extracurricular and academic activities in which the student is interested in participating. The forms are available at the Educational Leadership & Support Center – Office of Teaching and Learning.

Consistent with legal requirements, a dual enrollment student is eligible to participate in the District's extracurricular and academic activities in the same manner as other students enrolled in the District. The policies and administrative rules of the District will apply to the dual enrollment students in the same manner as the other students enrolled the District. These policies and administrative rules will include, but not be limited to, athletic eligibility requirements, the good conduct rule, academic eligibility requirements, and payment of applicable fees required for participation.

A dual enrollment student whose parent, guardian or legal custodian has chosen standardized testing as the form of the student's annual assessment will not be responsible for the cost of the test or the administration of the test.

After the student notifies the District which activities in which they wish to participate, the District will provide information regarding the specific programs.

The applicable legal requirements for dual enrollment including, but not limited to those related to reporting and eligibility, shall be followed.

Approved: 09-23-19
**Private Instruction**

The District recognizes that families with students of compulsory attendance age may select alternative forms of education outside the traditional school setting, including private instruction. The applicable legal requirements for private instruction, including but not limited to those relating to reporting and evaluations for progress, shall be followed.

Except as otherwise exempted, in the event a child of compulsory attendance age as defined by law does not attend public school or an accredited nonpublic school, the child must receive private instruction. Private instruction means instruction using a plan and a course of study in a setting other than a public or organized accredited nonpublic school.

Private instruction can take the form of competent private instruction and independent private instruction. The Iowa Department of Education recognizes three options for delivery of this form of instruction: two options for delivery of competent private instruction and one option for independent private instruction.

Competent private instruction means private instruction provided on a daily basis for at least one hundred forty-eight days during a school year, to be met by attendance for at least thirty-seven days each school quarter, which results in the student making adequate progress. Competent private instruction is provided by or under the supervision of a licensed practitioner or by other individuals identified in law.

Independent private instruction means instruction that meets the following criteria: (i) is not accredited; (ii) enrolls not more than four unrelated students; (iii) does not charge tuition, fees or other remuneration for instruction; (iv) provides private or religious-based instruction as its primary purpose; (v) provides enrolled students with instruction in mathematics, reading and language arts, science, and social studies; (vi) provides, upon written request from the Superintendent of the school district in which the independent private instruction is provided or from the Director of the Department of Education, a report identifying the primary instructor, location, name of the authority responsible for the independent private instruction, and the names of the students enrolled; (vii) is not a nonpublic school and does not provide competent private instruction as defined herein; and (viii) is exempt from all state statutes and administrative rules applicable to a school, a school board or a school district, except as otherwise provided by law.

Approved: 09-23-19
School Attendance Areas

The Board of Directors will have complete discretion to determine the boundaries for each attendance center and to assign students to the attendance centers.

It is the responsibility of the Superintendent/designee to consider, at least once every five years, the geographical layout of the school district, the condition and location of the district facilities, the location of student population, transportation needs, financial condition of the district, and other factors deemed relevant by the Superintendent or the Board. The Superintendent may make a recommendation to the Board regarding the assigned attendance centers.

Students will be assigned to attend school in the attendance area in which their custodial parent/guardian resides. Exceptions to attending the school of residence must have the approval of the Superintendent/designee. Proof of guardianship and/or residence may be required.

If the parent/guardian changes residence within the District and wishes to have their student continue attending their current school, the permit procedure (Procedure 602.4a) will be followed.

A parent/guardian who requests that their student attend a school in another attendance area, in accordance with the provisions of this regulation, shall be responsible for the student’s transportation to and from school.

If the parent/guardian moves into another school district, they are required to complete a request for open enrollment for their student to continue attending the Cedar Rapids Community School District.

Legal Reference: Iowa Code §§ 279.11; 282.7-8 (2013)
In-District Attendance Permits - Regular Education

Parents/guardians may request an In-District Attendance Permit for their student to attend a school outside of their resident attendance area for students that meet one of the following criteria:

- Student requires a transfer for documented safety reasons.
- Student has moved to a different school outside of their attendance zone and would like to continue at their current school.
- Student has a sibling currently attending the requested school.

Application forms are available on the District’s website. Each attendance permit application will be evaluated and either approved or denied by the appropriate administrator in the Office of Learning and Leadership who may consult with the receiving and resident school administrators.

The following guidelines are in effect beginning with the 2019-2020 school year regarding promotion/transitional years (elementary to middle and middle to high):

In-district attendance permits granted during Elementary School:
- When a student transitions from elementary to middle school they will attend the designated middle school. If the designated middle school to which the student is permitted feeds to a single high school, the student will attend that high school without the need to renew a permit.

In-district attendance permits granted during Middle School:
- If the middle school to which the student is permitted feeds to a single high school, the student will attend that high school without need to renew the permit.
- If the middle school to which the student is permitted feeds to multiple high schools, the student will attend their high school of residence or reapply for a permit.

**These guidelines during promotion/transitional years also apply to students who have participated in the lottery process at our magnet schools.

The following are additional considerations:
- In-district permits must be filled out for each student requesting a transfer.
- Students do not have a guarantee to keep the in-district permit beyond one year (unless noted above).
- Families are required to provide their own transportation for the student(s) when voluntarily transferring.
- If a request for an in-district attendance permit is denied, an appeal may be made in writing to the Deputy Superintendent whose decision on the matter shall be final.

All In-District Permits Are Subject to Cancellation Upon:
- Changes to in-district permit policies
- Changes to boundaries/attendance areas
- Change in student transportation needs
- Failure of the student to maintain adequate attendance and/ or behavior patterns
- Verification that voluntary school transfer request information provided was inaccurate or incomplete
- In-district permits are subject to administrative revocation for reasonable cause by mutual agreement of the principals involved and the appropriate level administrator.

Parents may cancel their student’s permit at any time.
In-District Attendance Permits - Special Education

Parents/Guardians may request an In-District Attendance Permit for their students in special education to attend a school outside of their resident attendance area. Application forms are available at each school site and on the District’s website. Completed forms must be submitted to the school in their attendance area for initial review. Once permit applications have been reviewed at the school level they will be submitted to the Office of Learning and Leadership.

Each attendance permit application will be evaluated and either approved or denied by the appropriate administrator in the Office of Learning and Leadership in consultation with the Executive Director of Special Services as well as the receiving and resident school administrators.

Special Education permit approval will first be based on the same criteria and conditions as regular education permits. Additional conditions for special education permit approval include space in the appropriate special education program and the availability of the appropriate program and services in the requested building. The Executive Director of Special Services or designee will determine the availability of space and an appropriate program and services. The Individualized Education Plan (IEP) Team may be called upon to review appropriateness of the program placement when such placement is being considered or after a permit placement has occurred for a student.

Parents with approved attendance permits will be responsible for the transportation of students not attending their resident area school, or the special education assigned school.

Approved: 11-11-96
Revised: 12-14-98
03-24-08
04-09-12
01-13-14
Reviewed: 08-26-19
**Proof of Residency**

All new students entering the Cedar Rapids Community School District and current students who move to a new residence must provide the proper documentation to establish that they are a resident.

For purposes of this section, “resident” means a person who is physically present in a district, whose residence has not been established in another district by operation of law, and who meets any of the following conditions:

- Is in the district for the purpose of making a home and not solely for school purposes
- Meets the definitional requirements of the term “homeless individual” under 42 U.S.C. §11302(a) and (c)
- Lives in a residential correctional facility in the district.

The following websites may be used to confirm the appropriate attendance center based on the address:

- Linn County Auditor site: [https://lcgis.linncounty.org/apps/education/school-attendance-area/](https://lcgis.linncounty.org/apps/education/school-attendance-area/)

The parent/guardian name and the residence address must be listed on the document and residency at the address is required. Acceptable proof of residency documents:

- Purchase contract with possession date or closing date
- Most recent property tax bill
- Recent mortgage statement
- A current, signed lease or rental agreement with the rental term listed
- Utility bill (gas or electric) for the last or current month
- A pay stub from your employer, for the last or current month, showing the resident address
- A letter from the landlord with the rental term listed. It must list the property owner’s name, address, and signature; and the name and signature of the parent/guardian residing at the residence.
- If residing in another person’s home, please provide a statement from that person stating you and your child(ren) are living there, including their name and address, as well as one of the above approved address verification documents in their name.
- A verification of address form (in lieu of the above documents) filled out by a Cedar Rapids Community School District official.

**Additional information:**

- Any student whose residency is deemed homeless will be verified by our District Homeless Coordinator.
- Falsification of any information or document required for residence verification, or the use of the address of another person without actually residing there may result in revocation of enrollment at an attendance center and reassignment to resident school.
Nonresident Students

The District may accept nonresident general education students from other school Districts if arrangements are made to pay tuition fees for those students or if they enter under Open Enrollment Guidelines. Nonresident students may be accepted only if their admission does not overcrowd school facilities to the extent that additional classrooms, equipment, or school personnel are needed. The nonresident students who are admitted will be assigned to buildings where space is available. The acceptance of nonresident students, other than Open Enrollment students, shall be subject to approval by the Superintendent/designee.

Nonresident special education students may be accepted in accordance with the agreement with the Area Education Agency.

Code of Iowa: Chapter 282
Reference: Regulation 602.6
Tuition Students

Applications for nonresident students to attend a District school on a tuition basis will be made in writing to the Superintendent/designee who will consult with the receiving principal and with an appropriate official of the sending school district, and the Executive Director of Special Education, if appropriate.

Upon the Superintendent's approval of the nonresident student tuition request notification of the tuition request will be sent to the Business Services office with the necessary information for tuition charges.

Tuition charges for non-resident students will be based upon the number of periods per week that the class is in session out of the total number of class periods per week. Tuition will be based upon Supplemental State Aid. Billings will be issued by the District at the beginning of each semester and prorated for the amount of time the student is enrolled.

Iowa Code: Chapter 256.13, 282.1, 282.24
Cross Reference: Regulation 701.1
Open Enrollment Applications

Open enrollment is the procedure allowing a parent/guardian to enroll a child in a public-school district other than the district of residence at no tuition cost. The “resident district” is the district of residence for school purposes of the parent/guardian and the district in which an open enrollment pupil will be counted for the purpose of generating state aid regardless of the District in which the pupil is enrolled. The “receiving district” is the non-resident public school district in which a parent/guardian desires to have the pupil enrolled. A parent/guardian residing in a school district may apply to enroll the parent’s or guardian’s child in a public school in another school district in accordance with the prescribed deadlines and procedures. The deadline for Open Enrollment applications is March 1st of the year preceding the school year for which the open enrollment is sought for students entering grades 1-12 and September 1st for students entering preschool special education or kindergarten.

Free transportation will not be provided to students who enter the District under the Open Enrollment Law of 1989 as amended, unless such transportation is required by law. The District maintains the right to assign an open enrolled student to a particular school. Athletic restrictions may apply in some instances.

Requests to open enroll a child requiring special education will only be granted if the receiving district maintains a special education instructional program which is appropriate to meet the child’s educational needs, and enrollment of the child in the receiving district’s program would not exceed the maximum class size in rule adopted by the State Board of Education for that program.

A parent/guardian may appeal the decision of the Board of Education of a school district (resident or receiving) on any matter related to open enrollment pursuant to Iowa law.

Code of Iowa: 282.18,
Iowa Administrative Code: Chapter 17
Open Enrollment Requests

Open Enrollment into the District
The parent/guardian of the student requesting to open enroll into the Cedar Rapids Community School District will submit an open enrollment request to the District by March 1st of the preceding school year for students entering grades 1-12 and September 1st for students entering preschool special education or kindergarten. The Cedar Rapids Community School District Board/designee will act upon the request for students in grades 1-12 by June 1st of the preceding school year or within 30 days if received after the March 1st deadline. Notification of either approval or denial of the request will be provided to the parent/guardian and the resident district within five days of the disposition of the application.

A request to open enroll into the District will be approved if:
- the student is in good standing with their current district and is not currently suspended or expelled,
- classroom space is sufficient,
- the appropriate instructional program is available, and
- the applicant qualifies for “good cause” as defined in Iowa Code.

Open Enrollment Out of the District
Parents/guardians requesting open enrollment out of the Cedar Rapids Community School District for their student will notify the resident district (Cedar Rapids Community School District) and receiving school districts no later than March 1st of the preceding school year. The notice is made on forms developed by the Iowa Department of Education and available at each school site. The open enrollment request will be forwarded by the parent/guardian to the receiving school district’s Board or their designee, who will act on the request no later than June 1st of the school year preceding the school year for which the request is made.

For children entering Kindergarten, the deadline for submitting an application for open enrollment is September 1st of the current school year.

After the March 1st deadline, a student must meet “good cause” as defined by the Iowa Department of Education to be eligible for a timeline waiver. The following circumstances are considered “good cause” if the change occurred/began AFTER March 1st:
- Change in district of residence due to: family move, change in marital status, foster care, adoption, or treatment program
- Participation in a foreign exchange program
- Failure of negotiations for reorganization or whole grade sharing
- Serious health need or pervasive harassment
- Loss of accreditation or revocation of a private school or public charter school contract after March 1st

Applications filed under “good cause” will be acted upon within 30 days of receiving the request. Board action is required on all denied open enrollment applications.

Reference:
Iowa Code § 282.18(3)
Iowa Administrative Code 17.6(2)
Iowa Department of Education Open Enrollment Handbook

Approved: 06-12-89
Reviewed: 06-26-89
Revised: 06-26-89
Reviewed: 11-12-90
Revised: 11-12-90
Reviewed: 12-03-90
Revised: 12-03-90
Revised: 04-05-93
Reviewed: 09-12-94
04-14-97
Religious Obligations

Reasonable efforts will be made to avoid the scheduling of school events, e.g., athletic events, concerts, and standardized testing on dates that conflict with religious observances. Parents/guardians may request that their child be excused from school to participate in religious observances. The student will be marked as absent from school but excused because of a religious observance. The student will be allowed to make up any missed work without academic penalty.
High School Student-Athletic Transfers Within the Cedar Rapids Community School District

Eligibility

When a student transfers to another high school in the District, either through an in-District permit or a change in residence, athletic eligibility will be determined by the administration of the receiving school by:

1. Verifying the student's legal residence and ascertaining that the transfer is not in violation of the spirit of the provisions of this regulation.
2. Securing a written transcript of all high school credits.
3. Securing in writing a statement indicating that the student was in good standing in conduct, citizenship, and academic progress at the time of the transfer.

A maximum ten-day waiting period may be invoked pending verification of residence.

In-District Permit

In situations where families choose to have the student attend a school not in their resident attendance area through an in-District permit, the reason should not be for athletic participation. Beginning with the 2009-2010 school year, in the absence of any evidence of recruiting, when a student obtains an approved in-District permit to enroll in a high school in the District other than the high school in his/her home attendance area the following athletic eligibility provisions shall apply:

1. Any student who permits to a school other than the school assigned to their residence may not play at the varsity level for 365 days from the first day of attendance. Ninth and tenth grade students are only eligible to play on a grade level team. However, if that team sport does not have a full grade level schedule, the student must play at sub-varsity in that particular sport.

2. Students on permit who return to their school of residence may not play at the varsity level for 365 days from the first day of attendance. They are eligible for sub-varsity as stated in the opening bullet. However, a 9th grade student who has permitted to another school may cancel his/her permit and transfer back to his/her home attendance area school and be immediately eligible, if this occurs within the first 12 weeks of the student’s freshman year.

3. A student whose family moves during their high school career must obtain an in-District permit to continue at the school they had been attending. However, the student would be fully eligible at either his/her new school of residence or the school he/she had been attending. Any student, who changes schools within the District absent a bona fide move of any family member, as defined by the Iowa Department of Education, the Iowa High School Athletic Association, and the Iowa Girl’s High School Athletic Union, may not play at the varsity level for 365 days from the first day of attendance at the new school. Students must play grade level or at the lowest appropriate level offered in that sport.

4. If the attendance area of a student is changed by a boundary change implemented by the District, the student is fully eligible in the school of his/her newly assigned attendance area. During the boundary transition period as determined by the District, if the student is given the option to stay at the high school he/she was attending prior to the boundary change, the student is fully eligible to participate in that high school. Once a student attends the high school in the attendance area where he/she is assigned, a permit is required to attend another District high school and eligibility restrictions one through three above apply.

Change-In-Residence

A student who transfers to another school because of a change in residence may compete when eligibility has been determined, and immediately when all of the family's household goods have been removed from their previous residence and transferred to their new residence, when the parent resides on a continuous basis in the new home, and when the Superintendent/designee determines that no attempt has been made to circumvent the transfer rule.
Appeal Process
Students who are declared ineligible under this regulation may appeal the decision to the Superintendent/designee in consultation with the Activities Council. If the appeal is not resolved at this level, it may be presented to the Superintendent/designee whose decision on the matter shall be final.

Approved: 02-14-78
Revised: 05-09-88
01-22-90
05-21-91
08-02-93
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11-09-98
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06-08-09
01-23-12
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08-10-15
3-09-2020
STUDENT RIGHTS AND RESPONSIBILITIES

The Board of Directors, District administration, and staff will establish reasonable rules and procedures to assure and maintain a safe and orderly environment for all students. Rules and procedures will align with the mission and goals of the District and the protection of the health, safety, and welfare of students, taking into consideration student rights. Schools will establish procedures to inform students and parents/guardians regarding rules and expectations.

Students are responsible for knowing school rules and following them. If a student is unable or unwilling to comply with the rules and expectations, staff members should intervene to protect the rights of other students and to maintain a safe and orderly environment.

Approved: 02-27-78
Reviewed: 03-12-90
Revised: 03-26-90
10-11-93
Reviewed: 07-15-96
Revised: 07-14-14
Reviewed: 10-14-19
**Student Expression and Appearance**

**Expression**
Students will be allowed to express their viewpoints and opinions as long as the expression is responsible. The expression will not, in the judgment of the administration, encourage the breaking of laws, defame others, be obscene or indecent, cause a material and substantial disruption to the educational program, or encourage students to violate school/District policies, regulations and procedures.

The administration, when making this judgment, will consider whether the activity in which the expression was made is school-sponsored and whether review or prohibition of the students' speech furthers an educational purpose. Further, the expression must be done in a reasonable time, place, and manner that is not disruptive to the orderly and efficient operation of the District. Students will be permitted to distribute materials in designated areas before and after school and during the lunch period, as long as it does not create a disturbance, disrupt normal operations, or produce excess littering, and the material content does not violate reasonable standards of decency or advocate the violation of laws. Assembly of students will be allowed unless they are designed or may be reasonably expected to disrupt classes, interfere with school activities, or intrude upon the lives and rights of others. Materials concerning non-school events or activities shall be posted or distributed only with prior approval of the building principal/designee.

**Appearance**
The District believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees and visitors. Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting. The District expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place, and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying content inappropriate for school-aged children, profanity, weapons, or reference to prohibited conduct are not allowed. While the primary responsibility for appearance lies with students and their parents/guardians, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student’s appearance or choice of clothing disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications or be subject to disciplinary action. The wearing of gang-related attire or insignia by students is prohibited.

**Legal Reference:**
- U.S. Const. amend. I.
- Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987).
- Iowa Code §§ 279.8; 280.22

**Cross Reference:**
- Regulation 604.1 “Maintenance of Orderly Conduct”
- Regulation 604.2 “Bullying and Harassment of Students”
Search and Seizure

School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search is 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. School officials may also conduct periodic inspections of all, or a randomly selected number of, school lockers, desks, and other facilities or spaces owned by the district and provided as a courtesy to a student.

The only staff members with authority to conduct searches and/or seize items are employees who are certified administrators and School Resource Officers (SRO), unless there is an emergency. In emergencies, such as situations in which the health or safety of a student or employee is compromised or evidence of misconduct could be lost or destroyed, another school official may conduct a search and/or seize items.

A. Lockers/Desks

1. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, will not create a protected student area and will not give rise to an expectation of privacy with respect to the locker, desk, or other facility.
2. Lockers and desks remain at all times the property of the District and are temporarily assigned to individual students.
3. The District has a reasonable and valid interest in ensuring the lockers and desks are properly maintained. For this reason, lockers and desks are subject to maintenance inspections and/or other unannounced inspections.
4. Periodic inspections of all or a random selection of lockers or desks may be conducted in the presence of the student or another individual.
5. The contents of a student's locker or desk may be searched when there is reasonable and articulable suspicion that a District policy, rule, regulation or law has been violated. Such searches should be conducted in the presence of another adult witness when feasible.

B. Personal Searches

1. A student's person and/or personal effects (e.g., purse, book bag, cell phone or other electronic device, or other container used for carrying personal items) may be searched when there is reasonable and articulable grounds for the suspicion that the search will turn up evidence that the student has violated a District policy, rule, regulation or law. Such searches should be conducted in the presence of another adult witness when feasible.

Reasonable suspicion may be formed by considering such factors as:
   a. eyewitness observations by school personnel;
   b. information received from reliable sources;
   c. suspicious behavior by the student; or
   d. the student’s past history and school record, although this factor alone is not sufficient to provide the basis for reasonable suspicion; or
   e. as a contracted condition of student’s attendance.
A search is reasonable in scope when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on:

a. the age of the student;
b. the gender of the student;
c. the nature of the infraction; and
d. the existence of an emergency situation requiring the search without delay.

2. Personally intrusive searches shall require more compelling circumstances to be considered reasonable. When feasible, the administrator will attempt to notify the parent/guardian of a search which may be considered personally intrusive.

   a. A pat-down search or a search of a student's person and/or clothing (including shoes) will be conducted in private by a school official of the same gender with another adult witness present.
   b. Strip searches, body cavity searches, and the use of a drug-sniffing animal to search a student's body are prohibited.
   c. Every reasonable effort should be made to have the student voluntarily produce contraband materials thought to be concealed. Force should not be used when students resist search efforts unless there is strong cause to believe the contraband constitutes an immediate threat to the student or other persons. In the event a student resists or appears to resist a search, an effort should be made to detain the student and the police should be called.

C. Vehicle Searches

Students are permitted to park on school premises as a matter of privilege, not of right. Designated school employees may conduct routine patrols of the student parking lots. The interior of a student's vehicle, when on school premises, may be searched if there is a reasonable and articulable suspicion to believe that a District policy, rule, regulation or law has been violated. (Reasonable suspicion is defined in this regulation. Such searches should be conducted in the presence of the student driver when feasible and/or another adult witness when feasible.

D. Searches by Law Enforcement Officers

The search of a student or of protected student areas by a law enforcement officer or by an administrator at the invitation or direction of such an officer shall be governed by statutory and common law requirements.

E. Contents of Search

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. 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 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. Possession of such items will be grounds for disciplinary action including suspension 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 presents 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.
Legal References:

- Code of Iowa Chapter 808a.2
- 281 I.A.C. 12.3(6)
- U.S. Const. amend. IV
- New Jersey v. T.L.O., 469 U.S. 325
- Cason v. Cook, 810 F.2d 188 (8th Cir. 1987), cert. den., 482 U.S. 930

Approved: 02-27-78
Revised: 07-11-83
08-25-86
Reviewed: 01-22-90
Revised: 03-12-90
05-23-93
05-09-94
11-23-98
07-24-06
04-14-14
04-22-19
Student Discipline Procedural Due Process

In cases where violations of Board policy, regulations, and procedures require the disciplining of a student, the following elements of procedural due process shall be present:

- the building administrator/designee will inform the student that an allegation of student misconduct has been received. It will not be presumed that the allegation is true;
- the student will be provided with information either verbally or in writing, regarding the policy, regulation, and/or procedure specific to the alleged misconduct;
- the student shall be offered appropriate due process permitting the student to give their version of the events to the decision-making authority;
- if the allegation is determined to be founded, the student shall receive notice concerning disciplinary action.
Interviews of Students by Outside Agencies

Generally, students may not be interviewed during the school day by persons other than parents, District officials (including contracted service providers), and employees.

Requests to interview students, including law enforcement requests, are made through the principal/designee. It is the responsibility of the principal/designee to determine whether the request will be granted. Generally, prior to granting a request, the principal/designee will attempt to contact the parents to inform them of the request and to ask them to be present.

If a DHS Child Protection Worker requests to interview a student as part of an investigation, the principal/designee will defer to the investigator’s judgment as to whether the student should be interviewed independently from the student’s parents, whether the school is the most appropriate setting for the interview, and who will be present during the interview.

Students will not be taken from school without the consent of the principal/designee and/or without proper warrant.

Legal Reference: Iowa Code §§ 232 & 280.17
281 Iowa Administrative Code 102
441 Iowa Administrative Code 9.2; 155; 175

Cross Reference: Regulation 605.2
Procedure 605.2a
JURISDICTIONAL AND BEHAVIORAL EXPECTATIONS

The Board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, and/or presents a threat to the health and safety of students, employees, and visitors on school premises. Appropriate classroom behavior allows teachers to communicate more effectively with students.

Students will conduct themselves in a manner fitting to their age & maturity and with respect and consideration for the rights of others while on District property or on property within the jurisdiction of the 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 District.

Students who fail to abide by the District’s policies, regulations, and procedures and the applicable student handbook will be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the District or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere.

The District may impose a range of disciplinary measures for acts of misconduct. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension from school, suspension from participation in extracurricular activities, and expulsion. The discipline imposed will be based upon the facts and circumstances surrounding the incident and the student’s record. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances. The imposition of discipline will be within the discretion of the individual responsible for imposing the discipline. In instances where there has been a violation of the law, as well as school rules, appropriate law enforcement officials will be contacted and may become involved in the District's administration of discipline. The District reserves the right to seek restitution from the parents/guardians of a student or the student for damage caused by the student.

Teachers and/or others who are in charge of a classroom must be the administrators of classroom discipline. Therefore, minor disciplinary offenses are the responsibility and obligation of the classroom teacher. When a situation arises wherein the educational process is substantially interfered with, it then becomes the responsibility of the administration to assist in the disposition of the discipline problem.

Removal from the classroom means a student is sent to the building principal’s office. It is within the discretion of the person in charge of the classroom to remove the student.

Detention means the student’s presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day, or on a non-school day. Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee or the building principal, disciplining the student.

Suspension means either an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. As in-school suspension means the student will attend school but will be temporarily isolated from one or more class while under supervision. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Expulsion means an action by the Board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the Board.

Following the suspension of a special education student, an informal evaluation of the student’s placement will take place. The individual Education Program (IEP) is evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension. If a special education student's suspension, either in or out of school, equal ten days on a cumulative basis, a staffing team will meet to determine whether the IEP is appropriate.
Board of Directors of Ind. School Dist. of Waterloo v. Green, 259 Iowa 1260, 147
N.W.2d 854 (1967).
Iowa Code §§ 279.8, 282.3, 282.4, 282.5; 708.1.
281 I.A.C. 12.3(6)
**Student Suspension**

In-school suspension is the temporary isolation of a student from one or more classes while under administrative supervision. In-school suspensions may be imposed by the building administrator for infractions of school rules which are serious, but which do not warrant the necessity of removal from school. Credit for work made up while under suspension will be determined by the building administrator. Out-of-school suspension is the removal of a student from the school environment and is to be used when other available school resources are unable to constructively remedy student misconduct.

A student may be suspended for commission of gross or repeated infractions of school rules or when the presence of the student will cause substantial interference with the maintenance of the educational environment or the operation of the school. The building administrator may suspend students after conducting an informal investigation of the charges against the student, giving the student:

1. Oral or written notice of the allegations against the student.
2. The basis in fact for the charges, and
3. The opportunity to respond to those charges.

Should the building administrator find it advisable, the student may be allowed to confront witnesses against the student or hear witnesses on behalf of the student.

The notice to the student, investigation, and informal hearing must precede removal of the student from school. However, nothing should prevent the immediate suspension of a student when the student's continued presence on the school grounds endangers the student's safety or well-being, the safety or well-being of other members of the school community or substantially interferes with the proper functioning of the school.

Notice of the suspension will be provided to the student's parents or legal guardians and entered in the student information system within five (5) school days following the day of determination of misconduct. Notification will also be provided to the Superintendent/designee and Board President. A reasonable effort shall also be made to notify the student’s parents by telephone or personal contact and such effort shall be documented by the person making or attempting to make the contact. Written notice to the parents will include the circumstances which led to the suspension and a copy of the board policy and rules pertaining to the suspension.

Following the suspension of a special education student, an informal evaluation of the student's placement shall take place. The student's Individual Education Program (IEP) shall be evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension. If a special education student's suspension, either in-school or out-of-school, equal ten (10) days on a cumulative basis, a staffing team shall meet to determine whether the student's IEP is appropriate. Students who have not been identified as special education students may be referred for evaluation after the student’s suspension to determine whether the student has a disability and is in need of special education.
**Student Expulsion**

Students may be expelled for violations of Board policy, school rules or the law. The long-term removal of a student from the school environment, which includes, but is not limited to, classes and activities, is an expulsion from school. It is within the discretion of the Board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense.

It is within the discretion of the superintendent to recommend to the Board the expulsion of a student for disciplinary purposes. Only the Board may take action to expel a student and to readmit the student. The building administrator will keep records of expulsions in addition to the Board's records.

When a student is recommended for expulsion, the student will be provided with:

1. Notice of the reasons for the proposed expulsion written with sufficient specificity to enable the student to prepare a defense;
2. Notice of the date, time, and place of the expulsion hearing sufficiently in advance of the hearing to enable the student to obtain the assistance of counsel and to prepare a defense;
3. Notice that the student is entitled to a closed hearing unless an open hearing is specifically requested;
4. The names of the witnesses the superintendent will present, if available and a statement of the facts to which each witness will testify;
5. Notice that the student will be given an opportunity to present a defense against the charges; to provide either oral testimony or written affidavits of witnesses; to present documents; to be given copies of documents which will be introduced by the administration, and to cross-examine adverse witnesses, if available and if appropriate; and
6. Notice that the student has the right to be represented by counsel.

At the hearing, the student will have all the rights given in the notice and may give an opening and closing statement in addition to calling witnesses and cross-examining adverse witnesses. The Board hearing the expulsion matter must be impartial, have no prior involvement in the situation, have no stake in the outcome, and have no personal bias or prejudice.

After the Board has heard the expulsion matter, it shall go into deliberations. No one who advocated a position at the hearing of the matter should be present during the Board’s deliberations unless the other party or parties are also permitted to attend deliberations. The student has a right to a decision based solely on the evidence presented at hearing. There must be an adequate factual basis for the Board’s decision. A preponderance of the evidence standard is sufficient to find the student violated the rule or policy at issue. Following the Board’s deliberations, the Board shall reconvene in open session and render its decision on the superintendent’s recommendation for expulsion. The student is entitled to a written decision setting out the Board’s findings and conclusions as to the charges and the penalty.

In addition to these procedures, a special education student must be provided with additional procedures. A determination should be made of whether the student has actually participated in the misconduct. A staffing team should determine whether the student's behavior is caused by the student's disability and whether the conduct is the result of inappropriate placement.

If the special education student's conduct is not caused by the disability, the student may be expelled or suspended for a long-term period following written notice to the parent and pursuant to the District's expulsion hearing procedures. If the misconduct is caused by the disability and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the District. If a change in placement is not recommended, a determination shall be made within the student's IEP and the law as to how to manage the student's behavior to prevent the student's possible future misconduct.
Legal Reference:  

Iowa Code §§ 21.5; 282.3, .4, .5
281 I.A.C. 12.3(8)

Approved: 02-27-78
Reviewed: 02-12-90
Revised: 03-12-90
10-11-93
Reviewed: 07-15-96
Revised: 11-09-98
09-22-03
11-12-12
01-14-19
03-09-2020
**Student Restraint and Confinement/Detention**

The Board of Education realizes that restraint and confinement/detention are, in some circumstances, appropriate as a means to maintaining a safe and orderly school environment. They also expect that such measures comply with the *Iowa Administrative Code* 281 – Chapter 103.

**Use of Reasonable Force**

Any staff member may, within the scope of his/her employment, use and apply such force as is reasonable and necessary for self-defense, to protect the safety of another person, to restrain a student from self-inflicted injury, to stop a fight between students, for the protection of property, to obtain possession of weapons or other dangerous objects upon the person or within the control of a student; and to use reasonable force in other circumstances as defined in 704.1 of the *Code of Iowa*.

**Corporal Punishment**

Corporal punishment is defined as the intentional physical punishment of a student. No employee shall inflict corporal punishment upon a student.

*Code of Iowa*: 280.21

704.1

*Iowa Administrative Code*: Chapter 103, Section 281

Reviewed: 02-12-90
Approved: 03-12-90
Revised: 10-11-93
Reviewed: 07-15-96
02-22-99
Revised: 02-14-11
Reviewed: 11-12-12
09-24-18
**Damaged or Lost Property/Materials**

Students who have attained the age of majority or the parent/legal guardian of minor students may be assessed the cost for damage to school property resulting from wanton, willful, or malicious acts. Also, they may be required to reimburse the District for the replacement costs of lost equipment or materials furnished by the school. Damage and/or replacement costs will be determined by the District and will be based upon the lesser of replacement cost or the remaining value of the item (the original cost less reasonable use).

Prior to using certain equipment or materials furnished by the school, the District may require that students and/or parents sign a form acknowledging they understand their obligation to pay for damage and/or replacement costs. Even if students and/or parents do not sign this form, they are still required to pay damage and/or replacement costs pursuant to this Regulation.

Legal Reference: Iowa Code 301.26
Use/Possession of Alcohol, Tobacco, Nicotine, or Any Illegal or Medically Unauthorized Substance

The District prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, nicotine, and/or illegal or medically unauthorized substances, or "look alike" substances that appear to be tobacco, nicotine, beer, wine, alcohol or and/or illegal or medically unauthorized substances by students while on District property or on property within the jurisdiction of the 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 District.

Students who violate the terms of this regulation may be required to satisfactorily complete a substance abuse evaluation, assistance and/or rehabilitation program approved by the Board. The program may 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. Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students. If such student fails to satisfactorily complete such a program, the student may be subject to discipline including suspension or expulsion.

Legal Reference: 34 C.F.R. Pt. 86
Iowa Code §§ 123.46; 124; 279.8, .9; 453A
281 I.A.C. 12.3(9); .5(3)(e), .5(4)(e), .5(5)(e), .5(21).

Cross Reference: 603 Student Rights and Responsibilities
604 Student Discipline
610 Wellness

Approved: 11-12-12
Revised: 08-12-13
11-14-16
01-14-19
**Student Use of Motor Vehicles**

The Board recognizes the convenience to families and students of having students drive to and park at their school attendance center. This convenience should be considered a privilege and may be denied or revoked at the District’s discretion. All students must comply with state law regarding motorized vehicles and hold an appropriate and valid license. Approved student drivers may only park in designated areas at their attendance center. The District assumes no liability for loss or damage to vehicles or contents.

Students who wish to drive to and park at their school attendance center shall comply with the rules and regulations established by the District and building principal. Failure to comply with this regulation or District rules shall be reason for revocation of school driving and parking privileges as well as other disciplinary action.

**High Schools**
Students in grades 11 and 12 may have the option of leaving campus during lunch. Students and parents/guardians should refer to their school’s handbook for more information.

**Middle Schools**
Vehicles will remain parked from the time the student arrives at school until school is dismissed for the day, unless the student has specific permission from a parent/guardian and the school administrator/designee has been notified.

Legal Reference: Iowa Code §§ 321.1(40)c; 321.275

Reviewed: 09-28-15
03-09-2020
STUDENT WELFARE

The District will make every reasonable effort to protect and improve the physical, emotional, and social well-being of students. This will include minimizing environmental risks in the school setting and maintaining standards of care to minimize the effects of accidents and illnesses on school premises. Sound health practices will be promoted by utilizing Health Literacy (21st Century Skills) found in Iowa Core standards and goals for students in kindergarten through twelfth grade.

Legal References:
279.50 Code of Iowa
256.11 Code of Iowa
256.9 Code of Iowa

Approved: 02-27-89
Revised: 08-25-86
09-08-86
05-09-88
Reviewed: 02-12-90
06-10-93
07-15-96
01-11-99
Revised: 02-10-14
02-14-19
Child/Dependent Adult Abuse Reporting

In compliance with state law and to provide protection to victims of child/dependent adult abuse, incidents of alleged child/dependent adult abuse must be reported to the proper authorities. Any licensed employee, certified para-educator, or holder of a coaching authorization, who within the scope of their professional duties has a reasonable belief that a child under the age of 18 has been abused, or a dependent adult 18 or over, as defined by law, by a person responsible for the care of that child/dependent adult, shall report the suspected abuse verbally to the Department of Human Services (DHS) within twenty-four hours. The verbal report will be followed with a written report on appropriate forms within 48 hours. In addition, any licensed employee, certified para-educator, or holder of a coaching authorization, who has a reasonable belief that a child under the age of 12 has been sexually abused by anyone, or that a dependent adult has been sexually exploited by a caretaker, shall contact the Department of Human Services and report that suspicion as well. If the child is aged 12 or older (unless defined as a dependent adult), you may report the sexual abuse, but you are not required by law to do so. If the mandatory reporter believes the child/dependent adult is in immediate danger, an appropriate law enforcement agency will be notified. The reporting of suspected abuse by non-licensed employees is encouraged.

School administration and staff will cooperate fully with DHS Child Protection Workers in conducting a child abuse/dependent adult investigation by providing confidential access to the child/dependent adult named in the report, and to other children alleged to have relevant information, for the purpose of interviews. There is no legal obligation by school staff to contact the parents or guardians of a child/dependent adult suspected to have been abused.

Within one month of initial employment, the District will provide each new employee who is a mandatory reporter with the legal requirements of child abuse/dependent adult reporting. Within six months of their initial employment, mandatory reporters will complete a two-hour training course involving the identification and reporting of child/dependent adult abuse. Mandatory reporters will complete at least two hours of additional child/dependent adult abuse identification and reporting training every five years.

Legal References: Iowa Code §§ 232, 235A, 235B

232.68 - A licensed school employee, certified paraeducator, or holder of a coaching authorization issued under Section 272.31 Code of Iowa is designated as a mandatory reporter.

232.75 & 235B.3 - The obligation to report is not discretionary. Knowing and willful failure to report or interfere with making a report may result in a simple misdemeanor and civil liability for damages.

232.73 - Persons who make reports in good faith shall have immunity for civil or criminal liability.

232.71B(7) – Facility or school visit. The assessment may include a visit to a facility providing care to the child named in the report or to any public or private school subject to the authority of the department of education where the child named in the report is located. The administrator of a facility, or a public or private school shall cooperate with the child protection worker by providing confidential access to the child named in the report for the purpose of interviewing the child and shall allow the child protection worker confidential access to other children for the purpose of conducting interviews in order to obtain relevant information. The child protection worker may observe (direct physical viewing) a child. A witness shall be present during an observation of a child. Any child aged ten years of age or older can terminate contact with the child protection worker by stating or indicating the child’s wish to discontinue the contact.
Child/Dependent Adult Abuse Reporting

Child/Dependent Adult Abuse reports will be confidential. Verbal reports will be directed to the local office of the Department of Human Services (1-800-362-2178). Written reports will be mailed to the address below within 48 hours of making the verbal report:

Centralized Intake Unit  
PO Box 4826  
Des Moines, IA  50305

The verbal and written reports will contain the following information, if it is known:

1. The names and home address of the child/dependent adult and the child/dependent adult’s parents or other person believed to be responsible for the child/dependent adult’s care.
2. The child’s/dependent adult’s present whereabouts.
3. The child’s/dependent adult’s age.
4. The nature and extent of the child’s/dependent adult’s injuries, including any evidence of previous injuries.
5. The name, age and condition of other children/dependent adults in the same household.
6. Any other information believed to be helpful in establishing the cause of the abuse or neglect or the identity of the person(s) responsible for the abuse or neglect.
7. The name and address of the person making the report.

Any licensed school employee, certified para-educator, or holder of a coaching authorization issued under Section 272.31 Iowa Code, who reasonably believes a child/dependent adult has suffered abuse will make an oral report to the Iowa Department of Human Services (DHS) within twenty-four (24) hours after obtaining the information. A written report will also be made to the Iowa Department of Human Services within forty-eight (48) hours after the oral report. If the staff member has reason to believe that immediate protection for this individual is advisable, an oral report will also be made to an appropriate law enforcement agency.

- Schools cannot deny DHS Child Protection Worker requests to see students during the school day for purposes of investigating child/dependent adult abuse/neglect complaints. (District Procedure 605.3f for outside agencies does not apply)
- A school staff member should be present as a witness during direct physical observation of a student’s injuries by the DHS child protection worker. The child/dependent adult may not be touched and clothing may not be removed.
- A school staff member may be present during child/dependent adult’s interview assessment only if requested by the DHS Child Protection Worker.
- Any child aged ten years of age or older can terminate contact with the child protection worker by stating or indicating the child’s wish to discontinue the contact.

Code of Iowa: Chapter 232.68, 69, 70, 71. 235.B

Approved: 08-25-86  
Reviewed: 02-12-90  
Revised: 03-12-90  
Reviewed: 03-14-94  
07-15-96  
Revised: 01-11-99  
02-28-05  
01-13-14  
11-14-16  
01-14-19


**Student Health Services**

Student Health Services will be provided to help protect, improve, and maintain the physical, emotional, and social health and well-being of each student.

Student health services are implemented by school nurses to identify and provide for student health needs; facilitate access to health care; promote health, well-being, and safety; and plan and develop the health services program to benefit all students.

Non-administrative personnel are not required to perform any special health services or intrusive non-emergency medical services for students unless the non-administrative personnel are licensed or otherwise qualified and have consented to perform the services.

Legal Reference:

281 I.A.C 14.2(2)
655 I.A.C 6
Iowa Code 280.23

Approved: 05-09-88
Reviewed: 02-12-90
Revised: 03-12-90
Reviewed: 09-13-93
07-15-96
01-11-99
Revised: 04-14-08
02-24-14
01-14-19
Provision of Emergency Care

Staff trained in first aid/emergency care techniques may provide emergency care or first aid to sick or injured students whenever they are under District supervision. For severe or life-threatening injuries and illnesses, the Emergency Assistance Number (911) will be called and the student will be transferred to an appropriate source of medical care as rapidly as possible.

During the published school-calendar year, each building will have designated, trained building medical responders. Written guidelines for medical emergencies will be reviewed and updated annually and will be available in every building. Medical responder teams will meet yearly to clarify procedures and update medical emergency practices.

Incidents requiring assessment by a healthcare provider will be documented according to Health Services reporting procedures. Medical responder teams will meet after emergency incidents for debriefing of the event.

Annually, parents are requested to provide emergency information, including the phone numbers of parents/guardians and alternative numbers to call in case of injury or illness at school.

The District will obtain epinephrine auto-injectors so if trained school personnel are available it can be administered to a student or individual who may be experiencing a suspected anaphylactic reaction.

Reference: Iowa Code 613.17 (Emergency Assistance in an Accident)
Iowa Code 281-14.3 (256)
**Administration of Medication to Students**

Only medication prescribed by a legal prescriber* will be administered during the time the student is at school. A district medication administration permission form must be fully completed and signed by the parent/guardian before medication can be administered. Over the counter medications must also be authorized by a legal prescriber, including supplements and natural remedies.** Requests to administer experimental, off-label supplements, herbal, alternative, complementary and homeopathic medications, including all forms of essential oils, are evaluated and approved for administration on a case-by-case basis in consultation with the school nurse. There will also need to be communication with the prescriber, as well as documented research, information, resources and other sources to support the safe and effective administration at school. The school will have the right to contact the prescriber’s office to confirm or clarify medication instructions.

All medication will be supplied to the school in the original container, properly labeled, and will be administered only by the school nurse or other personnel who have successfully completed a state-approved medication administration course. It is strongly recommended that a parent/guardian or responsible adult bring medications to the school. Students who have demonstrated competence in administering their own medications may self-administer their medication with approval of the parent/guardian, prescriber and the school nurse. By law, students with asthma or other airway constricting conditions may self-administer their medication with approval of their parents and prescriber regardless of competency. A written medication administration record will be on file at school and retained for five years. All medication will be stored in a secure area in the health office unless an alternate location is approved by the school nurse. Medication records will be kept confidential.

*Legal Prescriber – Physician, dentist, podiatrist, licensed physician assistant, advanced registered nurse practitioner.

** Middle and High School students, in accordance with Health Services protocols for common complaints of pain, may have limited, over-the-counter medication with written parental consent.

Legal Reference:  
Code of Iowa 124.101, 147.107, 155A.4,152.1, 280.23, 280.16  
Education [281]—14, 41.404  
Iowa Administrative Code Pharmacy [657]—8.32 (124, 155A)  
Iowa Administrative Code Nursing Board [655]—6.2(152)  
District Health Services Protocols

Approved: 10-11-93  
Reviewed: 07-15-96  
Revised: 01-12-98  
Reviewed: 01-11-99  
Revised: 01-10-05  
05-24-10  
02-24-14  
01-14-19
Communicable Diseases - Students

Students with communicable disease will be allowed to attend school as long as their attendance does not create a substantial risk of illness or transmission to the students or staff. The term “communicable disease” will mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law. Parents are advised to notify the school whenever their child has a communicable disease. All health information of students is strictly confidential. Exceptions are provided in Regulation 606.1 “Student Records”.

A student will be excluded from school when the student's condition has been determined to create a health risk to others in the District environment or when the student is too ill to attend school. Such determination will be made on a case-by-case basis by the student's physician, the school nurse, appropriate school staff members, the State Department of Public Health and/or the Linn County Public Health.

Code of Iowa: Chapter 139
Iowa Administrative Code: 641 – Chapter 1

Cross Reference: Regulation 606.1 and Regulation 506.7
Universal Precautions Regarding Disposal of Body Fluids

Blood or any other body fluid, including vomitus and fecal or urinary incontinence in any child will be treated while wearing gloves.

A. Blood spills or spills of other body fluids containing blood will be handled according to the District's Exposure Control Plan.

B. Other spills should be cleaned up and treated according to District custodial cleaning guidelines. Mops also should be similarly disinfected.

C. All disposable, non-biohazardous materials, including gloves and diapers, should be discarded into a plastic bag and secured before placing in the conventional trash system.

D. Toys and other personal, non-disposable items should be cleaned with soap and water and treated according to District custodial cleaning guidelines before further use. A normal laundry cycle is adequate for other non-disposable items.

E. Persons involved should wash their hands after removing gloves.

Reference: Exposure Control Plan

Cross Reference: Regulation 506.7
Outside Service Agencies Providing Services to Students during the School Day

The Cedar Rapids Community School District is committed to providing the support needed by students to be successful both in and out of school. As with all learning supports, a team approach to making decisions regarding how, when, and where these supports are provided is the most beneficial to students. A coordinated approach between service providers, family, and school personnel will ensure that the identified learning supports are effective for each student.

A school team (including family, administration or designee, other appropriate school staff, and service provider) should determine whether school is the best place for these services to be provided. Ultimately, it is the District’s decision if the services being provided at school will be disruptive to the educational environment and whether the services will be provided at school and/or during the school day. In the case of a DHS Child Abuse/Dependent Adult Abuse investigation, the District will allow services to be provided in a school setting as required by state law. The ability to provide/receive services at school and/or during the school day is a privilege, not a right.

The following considerations guide the team in planning to meet students’ needs when outside services agencies wish to access students to provide services at school:

- Agency provider introduces self to principal / counselor at the school where services are to be provided.
- School designee will make certain that release of information forms (agency and District) and required parent consent are in order.
- If the team and the District determine that school is an appropriate place for services to be provided, the team should then determine the scheduling of those meetings. This information will be documented on the district Team Decision Form. The team will attempt to schedule meetings outside of time for core academic instruction. They may consider after-school times that take place on school grounds, as long as school personnel are present.
- Parent / guardian, school, and agency should be clear on the scheduled dates / times of services.
- District is free to refuse permission for Remedial Services providers to use the facility for their services per State of Iowa DHS.
- The school should try to provide a private place for the student and service provider to meet (not playgrounds, classrooms, hallways, stairways, or other public areas). FERPA (Federal Educational Rights and Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act), as applicable, requirements must be adhered to and the confidentiality of the student is to be addressed at all times.
- Service provider should always check into the main office upon arrival at school, provide ID, and sign in as a visitor. School will take a copy of the ID to file with the release and permission forms.
- Service provider will check out of the main office following the procedures in the building.
- Students should never be taken off school grounds by the service provider without specific written instruction and permission by parent(s) / guardian(s).
- Agency complies with all District policies, regulations, and procedures.
- Agency acknowledges that it shall not utilize a service provider who is barred by operation of any state, local, or federal law from being on school property.
- If services provided during the school day become disruptive for the student academically, behaviorally, or emotionally, the team will reconvene to review the delivery of services to the student.

The final decision regarding whether any outside services agency may access students and/or provide services to students at school rests with the District, except as otherwise required by law.

Formal Agreement for School-based Services

A formal agreement between the District and the agency must be developed and approved by the Board in order for staff from outside services agencies to be based at school, whether or not District funds are provided. The District’s Office of Learning and Leadership will work with administrators and potential partnering agencies to work out terms of such agreements. In addition to previously noted considerations the following terms apply.
* Services will be provided as specified in the formal agreement.
* Services are regularly available for any student in need.
* Agency staff will be included in the team determining scheduling of services provision whenever possible.
* Services are provided by appropriately licensed professionals.
* Records of services are maintained and made available to District (consistent with agency’s responsibility to preserve confidentiality of client records).
* Agency handles all billing activity including identifying Medicaid eligible.
* Agency completes any necessary data collection and evaluation activities required by the District.
* District Team reserves the right to refuse services of any individual.
* Services are provided to meet the needs of the student / family for those services, not for convenience of the provider.
* Service providers may be invited to participate in Learning Supports meetings regarding the students they serve (Child Study Team, IDM meetings, Child Assistance Team, etc.).

Approved: 02-22-10
Reviewed: 02-24-14
Revised: 01-14-19
Special Health Services

The District recognizes that some students need special health services during the school day. These students will receive special health services in conjunction with their education program.

Licensed health care personnel, in collaboration with the education team, determine the special health services to be provided and the qualifications of the individuals performing the health services. As a result of this collaboration, an individual health plan shall be developed by the school nurse. The plan will be updated as needed, at least annually.

School nurses shall participate as part of the educational team and be responsible for duties as outlined in the Iowa Administrative Code, including the Nurse Practice Act, and Iowa Board of Nursing regulations.

Special health services do not include provision of first aid and routine medication administration.

Legal Reference:

- *Springdale School District #50 v. Grace*, 693 F.2d 41 (8th Cir. 1982).
- 20 U.S.C. §§ 1400 et seq.
- 34 C.F.R. Pt. 300 et seq.
- Iowa Code §§ 256.11(7); 256B; 273.2, .5, .9(2)-(3); 280.8
- 281 I.A.C 14.2(2)
- 655 I.A.C 6
**Homeless Children and Youth**

The District believes all students should have access to a free, appropriate public education. The District will ensure that homeless children and youth have equal access to the same free, appropriate public education as other children and youth.

**Responsibility.** The District shall make reasonable efforts to identify homeless children and youth within the District, will encourage their enrollment in school, will work to eliminate existing barriers in District policies and procedures which may serve as barriers to their enrollment, and will ensure that homeless children and youth have equal access to the same free public education, including public preschool education, as is provided to other children and youth.

**Definitions.** “Homeless children and youth” means individuals from age three through age 21 who lack a fixed, regular, and adequate nighttime residence. The term includes:

- Children and youth who are:
  - Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as “doubled up”);
  - Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
  - Living in emergency or transitional shelters; or
  - Abandoned in hospitals.
- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

Incarcerated children and youth and children and youth in foster care are not considered homeless.

“School of origin” means the school that the homeless child or youth attended when permanently housed or the school in which the homeless child or youth was last enrolled.

“Unaccompanied youth” means a youth not in the physical custody of a parent or guardian, including youth living in runaway shelters, abandoned buildings, cars, on the streets, or in other inadequate housing, youth denied housing by their families, and school-age unwed mothers, living in homes for unwed mothers, who have no other housing available.

To help ensure that homeless children and youth have a full opportunity to enroll, attend, and succeed at school, the Board will designate a local homeless children and youth liaison. The liaison will work to:

- Provide training opportunities for staff so staff may help identify and meet the needs of homeless children and youth;
- Remove barriers, including those associated with fees, fines, and absences, to the identification, enrollment, retention, attendance and/or success in school for homeless children and youth;
- Provide supports for equitable access to educational resources;
- Ensure collaboration and coordination with other service providers;
- Ensure transportation is provided in accordance with legal requirements;
- Provide school stability in school assignment according to the child’s best interests;
- Ensure the privacy of student records, as provided by applicable law, including information about a homeless child or youth’s living situation;
- Engage in the dispute resolution process for decisions relating to the educational placement of homeless children and youth as provided by applicable law; and
- Prohibit the segregation of a homeless child or youth from other students enrolled in the District.

Iowa Administrative Code: Chapter 33

Approved: 07-25-05
Reviewed: 01-14-13
Revised: 11-14-16
Parent and Family Engagement

Parent and family engagement is an important component of a student’s success in school. The District encourages parents and families to become involved in their child’s education to ensure the child’s academic success. The District will:

1. Involve parents and families in the development of the Title I plan, the process for school review of the plan and the process for improvement;

2. To the extent feasible, coordinate and integrate parent and family engagement strategies under Title I with parent and family engagement strategies outlined in other relevant Federal, State, and local laws and programs;

3. Conduct with the involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the school served including identifying barriers to greater participation by parents in Title I activities (with particular attention to low-income parents, Limited English Proficient (LEP) parents, parents of any racial or ethnic minority, parents with disabilities and parents with limited literacy);

4. Use the findings of the annual evaluation to design strategies for more effective parent and family involvement and to revise, as necessary, the parent-and family involvement policies; and;

5. Provide the coordination, technical assistance and other support necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance;

The Board will review this regulation annually. The superintendent/designee is responsible for notifying parents and families of this regulation annually or within a reasonable time after it has been amended during the school year.

Legal References: 20 U.S.C. §6318

Approved: 03-20-17
STUDENT RECORDS

It is essential that certain information on individual students be maintained, both for educational purposes and for the overall welfare of the student. Student records are defined as all official records, files and data directly related to students, including all material that is incorporated into a student's cumulative record folder. Student records containing personally identifiable information, except for directory information, are kept confidential at collection, storage, disclosure, and destruction stages. However, records should be constituted in such a way that persons legitimately interested in the student’s educational progress have a ready source of information. Student information should also be available for student accounting, curriculum matters, research, and state reporting purposes.

Approved: 02-25-80
Revised: 05-26-87
Reviewed: 02-12-90
Reviewed: 06-10-93
07-15-96
11-09-98
Revised: 11-13-00
04-25-05
11-12-12
12-12-16
The Board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information are kept confidential at collection, storage, disclosure and destruction stages. The Board Secretary is the custodian of student records. Student records may be maintained in the central administration office or administrative office of the student's attendance center. “Student” is defined as an enrolled individual, PK-12 including children in District-sponsored child-care programs.

Parents and eligible students will have access to the student's records during the regular business hours of the District. An eligible student is a student who has reached eighteen years of age or is attending an institution of postsecondary education at the post high school level. Parents of an eligible student are provided access to the student records only with the written permission of the eligible student unless the eligible student is defined as a dependent by the Internal Revenue Code. In that case, the parents may be provided access without the written permission of the student. A representative of the parents or eligible student, who has received written permission from the parents or eligible student, may inspect and review a special education student's records. Parents, other than parents of an eligible student, may be denied access to a student's records if the District has a court order stating such or when the District has been advised under the appropriate laws that the parents may not access the student records. Parents may inspect an instrument used for the purpose of collection of student personal information prior to the instrument’s use.

A student record may contain information on more than one student. Parents will have the right to access the information relating to their student or to be informed of the information. Eligible students will also have the right to access the information relating to them, or be informed of the information.

Parents and eligible students will have a right to access the student's records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. Parents, an eligible student or an authorized representative of the parents will have the right to access the student's records prior to an Individualized Education Program (IEP) meeting or hearing.

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

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

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

If the District determines that amendment of the student's record is not appropriate, it will inform the parents or the eligible student of their right to a hearing before a hearing officer provided by the District.

If the parents' and the eligible student's request to amend the student record is further denied following the hearing, the parents or the eligible student are informed that they have a right to place an explanatory letter in the student record commenting on the District's decision or setting forth the reasoning for disagreeing with the District. Additions to the student's records will become a part of the student record and be maintained like other student records. If the District discloses the student records, the explanation by the parents will also be disclosed.

Student records may be disclosed in limited circumstances without parental or eligible student's written permission. This disclosure is made on the condition that the student record will not be disclosed to a third party without the written permission of the parents or the eligible student. This disclosure may be made to the following individuals or under the following circumstances:
1. to school officials within the District and AEA personnel whom the superintendent has determined to have a legitimate educational interest, including, but not limited to, Board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees;

2. to officials of another district in which the student wishes to enroll, provided the other district notifies the parents the student records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new Districts;

3. to the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities;

4. in connection with financial aid for which the student has applied or which the student has received, if the information is necessary to receive the financial aid;

5. to organizations conducting educational studies and the study does not release personally identifiable information;

6. to accrediting organizations in order to carry out their accrediting functions;

7. to parents of a dependent student as defined in the Internal Revenue Code;

8. to comply with a court order or judicially issued subpoena;

9. consistent with an interagency agreement between the District and juvenile justice agencies;

10. in connection with a health or safety emergency; or,

11. to authorized representatives of the Secretary of Agriculture or authorized representative from the Food and Nutrition Service for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding for or providing a school lunch program for which the results will be reported in an aggregate form that does not identify any individual, provided that the data collected shall be protected in a manner that will not permit the personal identification of students and their parents to anyone other than those authorized under this paragraph and any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements;

12. to an agency caseworker or other representative of a state or local child welfare agency or tribal organization authorized to access a student’s case plan when such agency or organization is legally responsible for the care and protection of the student, provided that the education records or the personally identifiable information contained in such records of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student’s education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the state or tribal laws applicable to protecting the confidentiality of a student’s education records; or

13. as directory information.

The superintendent will keep a list of the individuals and their positions that are authorized to view a special education student's records without the permission of the parents or the eligible student. Individuals not listed are not allowed access without parental or an eligible student's written permission. The superintendent will also keep a list of individuals, agencies and organizations which have requested or obtained access to a student's records, the date access was given and their legitimate educational interest or purpose for which they were authorized to view the records. The superintendent, however, does not need to keep a list of the parents, authorized educational employees, officers and agencies of the District who have accessed the student’s records. This list for a student record may be accessed by the parents, the eligible student and the custodian of student records.

Permanent student records, including a student's name, address, phone number, grades, attendance record, classes attended, grade level completed and year completed may be maintained without time limitation. Permanent student records will be kept in a fire-safe vault.

When personally identifiable information, other than permanent student records, no longer needs to be maintained by the District to provide educational services to a special education student, the parents or eligible student are notified. This notice is normally given after a student graduates or otherwise leaves the District. If the parents or eligible student request that the personally identifiable information be destroyed, the District will destroy the records. Prior to the destruction of the records, the District must inform the parents or eligible student the records may be needed by the parents or eligible student for social security benefits or other purposes. In the absence of parents or an eligible student's request to destroy the records, the District must maintain the records for at least three years after an individual is determined to be no longer eligible for special education.
The purpose of the agreement is to allow for the sharing of information prior to a student's adjudication in order to promote and collaborate between the District and the agencies to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education.

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

Confidential information shared between the District and the agencies will remain confidential and will not be shared with any other person, unless otherwise provided by law. Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian or legal or actual custodian. The District may discontinue information sharing with an agency if the District determines that the agency has violated the intent or letter of the agreement.

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

The District will provide information to employees about parents' and eligible students' rights under this regulation. Employees will also be informed about the procedures for carrying out this regulation.

It is the responsibility of the superintendent and/or designee to annually notify parents and eligible students of their right to inspect and review the student's records. The notice is given in a parents' or eligible student's native language. Should the District collect personal information from students for the purposes of marketing or selling that information, the District will annually notify parents of such activity.

The notice will include a statement that the parents have a right to file a complaint alleging the District failed to comply with this policy. Complaints are forwarded to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, Washington, DC. 20202-5920.

Legal Reference: No Child Left Behind, Title IX, Sec. 9528, P.L.107-110 (2002).
281 I.A.C. 12.3(4); 41; .610 et seq.
Interrupted Scholar Act – S-3472
Sending Student Cumulative Records

The cumulative record will provide a continuous and current record of significant information on progress and growth. It should reflect information such as courses taken, academic progress, school attendance, physical and health record, experiences, interests, aptitudes, attitudes, abilities, honors, extra-curricular activities, part-time employment, and future plans. It is the “working record” used by professional staff in understanding the student. At the request of a receiving school or school district, a copy of the cumulative record shall be sent to officials of that school when a student transfers.

Upon the request for student records from another school district, the following items, if they exist, should be sent:

Send copies of these items – KEEP ORIGINALS

- District Permanent Record Card
- Blue Privacy Card
- Immunization Card – (send original if in Iowa; send copy if out of Iowa)
- Student Health Records (green card or manila folder; also print record from GWAEA system)
- Birth Certificate
- State Assessment Record Folder
- Talented & Gifted Program (PACT/Prime Time) documentation
- Current progress report or transcript with grades
- Progress Report Folder (all previous progress reports should remain in cumulative file- do not destroy)
- Legal documents
- Discipline File (out-of-school suspensions, expulsions)
- Intervention Plan Folder
- Attendance Folder

Send originals of these items – KEEP COPIES

- 504 Folder
- IEP Folder (current and old)
- Psychological Folder
- Speech Folder
- Any special education papers

Reference:
Code of Iowa 281- 12.3(4)

Approved: 11-14-16
**Destruction of Records of Special Education Students**

When information that identifies a particular student is no longer needed to provide special education services to the student, and the record is at least three years old, the school of attendance shall notify the parent/legal guardian or eligible student that the District intends to destroy the record on a date 30 or more calendar days after the notice is mailed or delivered. If the parent or eligible student then requests destruction, the record shall be destroyed. If the parent or eligible student requests that the record not be destroyed, the parent or eligible student may retrieve the record and/or may request that the record by maintained by the District. If the District still desires to destroy the record, the parent or eligible student may appeal the planned destruction utilizing the procedures of Regulation 606.3.

If a parent or eligible student initiates a request for destruction of a record of a student receiving special education services, the Executive Director of Special Services shall determine if the record is no longer educationally relevant and may be destroyed. The decision of the Executive Director of Special Services may be appealed utilizing the procedures for amending student records pursuant to Regulation 606.3.

**Iowa Administrative Code:** 281.41

**Cross Reference:** Regulation 606.3

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Approved: 05-18-87  
Reviewed: 05-12-90  
Revised: 02-28-94  
Reviewed: 07-15-96  
Revised: 12-14-98  
11-12-12  
09-24-18
**Student Directory Information**

The District may provide directory information, if available, to specific parties and/or for a defined purpose.

Student directory information is designed to be used internally within the District. For purposes of this regulation, and other policies relating to student directory information, student is defined as an enrolled individual in pre-kindergarten through twelfth grade, including children in district-sponsored child care programs, if any. Directory information is defined in the Annual Notice. It may include the student's name, e-mail address, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, the most recent previous educational agency or institution attended by the student, photograph or other likeness.

Prior to developing a student directory or to giving general information to the public, parents of students, including those open-enrolled out of the District and parents of children home-schooled in the District, will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students.

It shall be the responsibility of the Superintendent/designee to provide notice and to determine the method of notice that will inform parents.
**Student Library Circulation Records**

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

The principal of the school will act on requests for access to student library circulation records. Student library circulation records may be accessed during the regular business hours of the District. If copies of documents are requested, a fee for such copying may be charged.

Cross Reference  Policy 1008
Procedure 1008a

Approved: 11-12-12
Reviewed: 10-22-18
Annual Notice Regarding Student Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within 45 calendar days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The building principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request).

(4) The right to inform the school district that the parent does not want directory information, as defined below, to be released. Directory information can be released without prior parental consent. Any student over the age of eighteen or parent not wanting this information released to the public must object in writing by October 1st to the building principal. The objection needs to be renewed annually.

Directory information is defined in the Annual Notice. It may include: the student's name, e-mail address, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, the most recent previous educational agency or institution attended by the student, photograph or other likeness.

Even though student addresses and telephone numbers are not considered directory information in every instance, military recruiters and post-secondary educational institutions may legally access this information without prior parental consent. Parents not wanting military recruiters or post-secondary institutions to access the information must ask the District to withhold the information. Also, Districts that provide post-secondary institutions and potential employers access to students must provide the same right of access to military recruiters.
(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by
the District to comply with the requirements of FERPA. The name and address of the office that
administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education,
400 Maryland Avenue, SW, Washington, DC, 20202-4605.

The District may share any information with the parties contained in the student’s permanent record which is directly
related to the juvenile justice systems’ ability to effectively serve the student. Prior to adjudication, information
contained in the permanent record may be disclosed by the District to the parties without parental consent or a court
order. Information contained in a student’s permanent record may be disclosed by the District to the parties after
adjudication only with parental consent or a court order. Information shared pursuant to the agreement shall be used
solely for determining the programs and services appropriate to the needs of the student or student’s family or
coordinating the delivery of programs and services to the student or student’s family. Information shared under the
agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written
consent is obtained from a student’s parent, guardian or legal or actual custodian. Information obtained from others
will not be used for the basis of disciplinary action of the student. This agreement only governs a District’s ability to
share information and the purposes for which that information can be used.

The purpose for the sharing of information prior to a student’s adjudication is to improve school safety, reduce
alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support
alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised
educational programs supplemented by coordinated and appropriate services designated to correct behaviors that
lead to truancy, suspension, and expulsions and to support students in successfully completing their education.

The party requesting the information will contact the principal of the building in which the student is currently
enrolled or was enrolled. The principal will forward the records within ten (10) business days of the request.

Confidential information shared between the parties and the District shall remain confidential and shall not be shared
with any other person, unless otherwise provided by law. Information shared under the agreement is not admissible
in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a
student’s parent, guardian or legal or actual custodian nor can it be used as the basis for disciplinary action of the
student.

Regulation 606.1
Legal Reference: No Child Left Behind, Title IX, Sec. 9528, P.L.107-110 (2002).
Iowa Code §§ 22; 279.9B, 280.24, .25, 622.10 (2011).
281 I.A.C. 12.3(4); 41; .610 et seq.
Interrupted Scholar Act – S-3472

Approved: 11-14-16
**Interagency Information Sharing Agreement**

This regulation supports the agreement of sharing information with the following agencies, which include but are not limited to, Department of Human Services, Juvenile Court Services, and local law enforcement authorities.

The purpose of this regulation is to allow for the sharing of information among the School District and the Agencies prior to a student's adjudication to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education. This agreement implements Iowa Code § 280.25 and is consistent with 34 C.F.R. 99.38.

Parameters of Information Exchange:

1. The District may share with the Agencies any information contained in a student's permanent record which is directly related to the juvenile justice system's ability to effectively serve the student.
2. Prior to adjudication information contained in the permanent record may be disclosed by the District to the Agencies without parental consent or court order.
3. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family.
4. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.
5. Information obtained by the school from other juvenile justice agencies may not be used as the basis for disciplinary action of the student.
6. Any other use of information contained in a student’s permanent record is protected pursuant to the Family Educational Rights and Privacy Act (FERPA).

Records Transmission: The authorized agency representative requesting the information should contact the principal of the building in which the student is currently enrolled or was enrolled. The principal will forward the records within 10 business days of the request.

Confidentiality: Confidential information shared between the Agencies and the District will remain confidential and will not be shared with any other person, school, school district, or agency, unless otherwise provided by law. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent. Agencies or individuals violating the terms of this agreement subject their entity represented and themselves personally to legal action pursuant to federal and state law.

This regulation constitutes the entire agreement among the agencies with respect to information sharing. Agencies may be added to this agreement at the discretion of the District.

The District may discontinue information sharing with an Agency if the District determines that the Agency has violated the intent of this Board regulation.


Approved: 09-14-09
Reviewed: 11-12-12
Revised: 10-22-18
Reserved Time for Non-School Student Activities

Wednesday evenings and Sundays will be reserved for non-school sponsored student activities. On Wednesday, no public school-sponsored activity will detain elementary students after 4:30 p.m., middle school students after 5:45 p.m., and high school students after 7:00 p.m. Exceptions will be made only for compelling reasons, and will be approved by the building principal and the Superintendent/designee at least forty-eight (48) hours in advance.

At least annually, building principals will notify students and parents regarding the provisions of this regulation, and confirm that students may be excused without penalty from the Wednesday activities scheduled in accord with this regulation.

Approved: 03-13-78
Revised: 05-26-87
Reviewed: 02-12-90
Reviewed: 05-10-93
07-15-96
Revised: 11-09-98
08-26-13
Reviewed: 11-14-16
**Public Performance by Students**

Participation by students in public performances is considered a desirable part of education; however, classroom activities will be given due consideration when scheduling public performances. The building administrator will consider and have final approval of all public performances.

Performance schedules should be prepared as far in advance as possible and distributed to all school staff. Rehearsal times must be kept within the time allocation established by the appropriate administrator.
WEAPONS

The Board of Education believes firearms, other weapons, other dangerous objects and look-a-like weapons on District property or at school-sponsored activities cause material and substantial disruption to the school environment, and present a threat to the health and safety of students, employees and visitors. Firearms, other weapons, other dangerous objects, and look-a-like weapons are prohibited on District property and at school-sponsored activities.

Any object which could be used to injure or threaten another person and which has no school-related purpose may be considered a weapon. This includes specifically, but is not limited to, firearms of all types, knives of all types, fireworks, metal pipes, metal knuckles, and explosives. The term “firearm” includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, any explosive, incendiary or poison gas, or otherwise defined by applicable law. An object that serves as a facsimile of a weapon may be considered a weapon in the enforcement of this policy. An object that has a school-related purpose but is used to threaten or inflict injury may also be considered a weapon.

Weapons shall be confiscated from persons who bring them onto District property or to school-sponsored activities. The parents/guardians of a student shall be notified if a student is found in possession of a weapon, or is responsible for bringing a weapon, onto District property or to school-sponsored activities. Possession or confiscation of weapons or dangerous objects will be reported to law enforcement officials. The student will be subject to disciplinary action including suspension or expulsion.

A student bringing a firearm onto District property or to a school-sponsored activity, or knowingly possessing a firearm on District property or at a school-sponsored activity shall be expelled for not less than one year and the student will be referred to law enforcement authorities. However, the Superintendent shall have the authority to recommend this expulsion requirement be modified on a case-by-case basis.

Weapons under the control of law enforcement officials shall be exempt from this policy. The appropriate administrator may allow authorized persons to display weapons, unloaded firearms, or other dangerous objects for educational purposes.

McClain v. Lafayette County Bd. of Education, 673 F.2d 106 (5th Cir. 1982).
Iowa Code §§ 279.8; 280.21B; 724
281 I.A.C. 12.3(6)
STUDENT PUBLICATIONS

Student publications are vital and necessary tools of education to be utilized in teaching students the purposes and functions of mass media in a democratic society. The implications and provisions of the First Amendment to the Constitution regarding freedom of the press and speech are inherent in these purposes and functions.

Students may produce official school publications as part of the curriculum under the supervision of a faculty advisor and the principal. An "official school publication" is a student publication, including print or electronic media, produced in curricular or co-curricular journalism or journalism-related activities under the sponsorship of the District and made available to students and community.

Official school publications are free from prior restraints by school officials except as provided by law. An editorial board composed of participating students under the supervision of the publication’s adviser(s) shall be responsible for the content of official student publications. The editorial board shall be guided by the Iowa Code section 280.22. A faculty advisor will supervise student writers to maintain professional standards of English and journalism and to comply with the law, including but not limited to, the restrictions against unlawful speech. The production of official school publications is guided by the law and by the ethical standards adopted by professional association or societies of journalism.

Student expression in official school publications is not an expression of official school policy. The District, the Board, and employees or officials of the District are not liable in any civil or criminal action for any student expression made or published by students, unless the school employees or officials have interfered with or altered the content of the student’s speech or expression, and then only to the extent of the interference or alteration of that speech or expression.

The District encourages the resolution of complaints arising from the application of this policy through an appeal process. Persons, other than students, who believe they have been aggrieved by student expression in a student-produced official school publication will follow the grievance procedures outlined in Board Policy. Students who believe their freedom of expression in a student-produced official school publication has been restricted will follow the grievance procedures outlined in Board Policy.
Official School Publications

An official school publication is a curricular or co-curricular student publication or broadcast, including but not limited to newspapers, yearbooks, literary magazines, television, radio, website or cable television programs produced in curricular or co-curricular journalism or journalism-related activities under the sponsorship of the District and made available to the students and the community. Each school determines its own production and distribution schedule.

Freedom of Expression

Students have the right to exercise freedom of speech. Student publications are instruments through which students, staff, administrators, and the public can gain insight into student beliefs, opinions, and concerns. School journalists may write about controversial issues in the school, community, and world. Student editors and writers, however, must observe the same legal responsibilities as those imposed upon conventional news media. Specifically, school journalists must refrain from publication of material that:

- is obscene
- is libelous/slanderous
- causes material and substantial disruption of the orderly operation of the school
- infringes on the rights of others
- encourages students to commit unlawful acts
- encourages students to violate school/District policies, regulations and procedures
**Student Publications**

A. Official school publications defined.

An “official school publication” is a student publication or broadcast, including, but not limited, to newspapers, yearbooks, literary magazines, television, radio or cable television programs produced in curricular or co-curricular journalism or journalism-related activities under the sponsorship of the District and made available to students and community. Each school determines its own production and distribution schedule.

B. Prior Restraint of Material Prepared for an Official School Publication

No student shall publish in an official school publication material which:

- is obscene
- is libelous/slanderous
- causes material and substantial disruption of the orderly operation of the school
- infringes on the rights of others
- encourages students to commit unlawful acts
- encourages students to violate school/District policies, regulations and procedures.

**Definitions**

For purposes of an audience of students, forms of expression that are vulgar, indecent, lewd, or sexually explicit may be considered obscene.

“Obscene Material” means that which the average person, applying community standards, finds as a whole to appeal to a minor’s prurient interest in sex, and depicts or describes in an offensive way sexual conduct or sexual acts, and which lacks serious literary, artistic, political or scientific value.

“Encourage” means to spur on, stimulate, or foster. **Note: mere factual reporting of controversial issues shall not be considered encouragement.**

“Libelous” statements are false, unprivileged statements the average reader would interpret as statements of fact and which damage the reputation of an individual or business.

“Material and substantial disruption of the orderly operation of the school” means student actions or behaviors that can reasonably be believed or feared to significantly interrupt school activities or intrude unreasonably in school affairs. The phrase also includes interference with the rights of others.

Student journalists shall be provided the opportunity to inform, entertain, investigate, interpret and evaluate in their work. **Student journalists are entitled to the protection of the “fair comment rule,” which provides that all persons are free to express opinion on matters of common interest. Students are free to comment responsibly on school policies, the performance of school administrators, teachers, or other employees provided the comments or criticisms are statements of opinion and are not libelous. However, student journalists are not entitled to a wholesale defamation exemption under the fair comment rule merely by including the disclaimer “In my opinion” or a similar phrase in conjunction with a false and damaging statement.**

Students and other interested persons shall have an opportunity to express their attitudes and views as long as those expressions do not violate the above prohibitions.
D. Responsibilities of Student Journalists

Student journalists who participate in official school publications are responsible for the content of those publications.

It is the responsibility of student journalists to provide news and commentary that achieve professional standards of accuracy, fairness, objectivity and thoroughness in each and every aspect of the publication and that also achieve professional standards of grammar, usage, punctuation and spelling. Student journalists must also accept responsibility for the journalistic publication to serve the need and interests of the school, as well as the reading public.

E. Responsibilities of Faculty Advisors

Schools have a substantial educational interest in teaching student writers journalistic skills. Journalism advisors will supervise student writers to maintain professional standards of English and journalism and to comply with Iowa law, including the restrictions in Iowa Code section 280.22. The duties of the advisor include:

- to teach and implement accepted, responsible journalism;
- to teach students the mechanical procedures in publishing a media project;
- to supervise any fundraising activities, including advertising;
- to advise and counsel the students in the implementation of the criteria for the inclusion of stories and other material in the publication;
- to maintain professional standards of English and journalism and to comply with Iowa law, including the restrictions in Iowa Code section 280.22;
- to read the students’ work prior to publication to ensure that it adheres to Iowa law.

F. Appeal Procedure

Students who believe they have been unreasonably restricted in the exercise of their freedom of expression in official student publications have the right to appeal the decision by invoking the student grievance process outlined in Board Policy.

Any person aggrieved by the content of official student publications is directed to use the complaint procedure as outlined in Board Policy.
WELLNESS POLICY

The Cedar Rapids Community School District supports a healthy environment in which students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health, academic achievement and quality of life of students.

Nutrition Education and Promotion
The District will provide nutrition education and engage in nutrition promotion.

Physical Activity
The District will develop a wellness approach to physical activities that meet applicable federal and state guidelines.

Other School Based Activities that Promote Wellness
The District promotes activities and policies that support staff members’ efforts to maintain a healthy lifestyle. The District supports parents’ efforts to provide a healthy diet and daily physical activity for their children.

Nutritional Standards for all Foods Available on Campus
The District will base menus on Dietary Guidelines for Americans, National School Lunch and Breakfast meal pattern requirements, and the Recommended Dietary Allowances. The District requires that foods and beverages offered on campus and for school activities during the school day (midnight until 30 minutes after dismissal) meet applicable federal and state guidelines.

Plan for Wellness Policy Implementation and Effectiveness
The “Wellness Policy Council” will:
1) plan for, monitor, and evaluate the implementation of wellness initiatives as guided by the Board Policy and Procedures.
2) inform and update staff and the public about the content and implementation of the policy.

Legal Reference:
Section 204 Public Law 108-265-June 30, 2004 (Child Nutrition and WIC Reauthorization Act)

Approved: 08-14-06
Revised: 10-08-12
01-08-18
Wellness Regulation

In order to implement the Wellness Policy, the District will:

**Goal 1: Engage in nutrition promotion: provide nutrition education and a healthy eating environment.**

A. Provide age-appropriate nutrition education that:
   - is offered as part of a comprehensive standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health; promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods and health-enhancing nutrition practices; emphasizes caloric balance between food intake and physical activity; links with meal programs and other foods and nutrition-related community services.

B. Provide a healthy eating environment that:
   - allows students to have at least 10 minutes to eat after sitting down for breakfast and 15 minutes after sitting down for lunch; encourages not scheduling tutoring, club or organizational meetings or activities during mealtimes unless students may eat during such activities; encourages scheduling lunch periods to follow recess periods (in elementary schools); provides students access to hand washing or hand sanitizing before they eat meals or snacks; recommends that children not be forced to eat or drink against their wishes; and discourages students from sharing their foods or beverages with one another during meal or snack times, given-concerns about sanitation, health related issues, and food allergies.

**Goal 2: Provide physical activity that promotes wellness.**

A. Provide physical activity that:
   - is based upon state/federal guidelines; includes at least 30 minutes daily at the elementary level; is preferably through outdoor recess that encourages physical activity; discourages extended periods of inactivity; and encourages classroom teachers to provide short physical activity breaks between lessons or classes as appropriate; includes at least 120 minutes of physical activity during a 5-day week at the secondary level.

B. Require physical education that:
   - is designed for all students in grades K-12 for the entire school year; utilizes a wellness approach to the physical education curriculum; is consistent with National Physical Education Standards; focuses on health-related fitness; reinforces knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities; requires that students are active during the majority of the time in physical education class; employs technology to monitor physical activity; and includes appropriate use of waivers and exemptions to physical education at the high school level.

C. Ensure physical activity is not used for or withheld as a punishment.
   - Physical activity is valued for its benefits to health and academic achievement. Employees will not use physical activity as a punishment (e.g., running laps, pushups) or withhold opportunities for physical activity (e.g., recess, physical education) as a punishment. Physical activity should not have to be earned. Opportunities for physical activity for all students should be promoted.

D. Physical activity opportunities before and after school
   - When appropriate, before and after school programs, should provide and encourage periods of moderate to vigorous physical activity for all participants (e.g., child care programs, intramurals, clubs, etc.)
**Goal 3: Promote wellness through other school based activities.**

A. Health and wellness curriculum for students in grades K-12
   Provide a health and wellness curriculum for students in grades K-12 and encourage students to take a health and wellness course in grades 6, 7, and 8 and one semester health and wellness course in high school.

B. Staff health and wellness
   Promote staff behaviors that encourage healthy eating, physical activity and other elements of a healthy lifestyle.

C. Communication with Parents
   Post nutrition tips on school websites and provide nutrient analyses of school menus. Encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the District’s Nutritional Guidelines. Provide parents a list of foods that meet the school district’s snack standards and ideas for healthy celebrations/parties and fundraising activities. Provide information about physical education and other school-based physical activity opportunities before, during and after the school day. Support parents’ efforts to provide their children with opportunities to be physically active outside of school.

D. Food Marketing in Schools
   Limit food and beverage marketing to the promotion of foods and beverages that meet the District’s Nutritional Guidelines. Promote healthy foods including fruits, vegetables, whole grains, and low-fat dairy products. Work with all suppliers of snacks and beverages not directly associated with the district’s Food and Nutrition Program to restrict school-based marketing of brands promoting predominantly low-nutrition foods and beverages. Promote healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products.

E. Fundraising Activities
   Fundraising activities that use foods/beverages must use those that meet the District’s Nutritional Guidelines. Those activities that promote physical activity are encouraged.

F. Foods and Beverages as Reward/Punishment
   Foods, beverages, and food/beverage coupons should not be used as rewards for academic performance, compliance, or good behavior. District employees will not withhold food or beverage (including food served through meals) as a punishment.

G. Snacks and Celebrations
   All foods and beverages offered and made available in schools during the school day (midnight until 30 minutes after dismissal), including those provided at celebrations and other events, must meet the District Nutritional Guidelines. Celebrations or other events involving food should not occur more than once per month.

H. Other School-Sponsored Events
   Groups in the school community who offer foods and beverages for sale at school sponsored events outside the school day should offer foods and beverages that meet District Nutritional Guidelines. USDA rules apply during the school day, defined as the period from the midnight before to 30 minutes after the end of the official school day.
Implement District Nutritional Guidelines

Nutrition integrity is defined as a level of performance that assures foods available through the school meal programs for children are consistent with recommended dietary allowances, National School Lunch and Breakfast meal pattern requirements, and dietary guidelines and, when consumed, contribute to the development of lifelong, healthy eating habits. Student preferences will be considered in menu planning in order to encourage students to consume a variety of foods for maximum nutritional benefits. Meals will contain adequate calories and variety of foods to support growth, development and healthy weight. Portion sizes shall be based on age and USDA meal pattern requirements.

Meals served through the National School Lunch and Breakfast Programs will:
- Be appealing and attractive to children;
- Be served in clean and pleasant settings;
- Meet, at a minimum, nutrition requirements established by state and federal law;
- Offer a variety of fruits and vegetables;
- Serve only low-fat (1%) and fat-free milk;
- Ensure that half of the served grains are whole grain;
- Pricing strategy – designed to encourage students to purchase nutritious foods.

Guidelines for All Foods and Beverages Offered on Campus and for School Activities:

Foods and beverages sold individually outside the reimbursable meal program (including those sold through a la carte lines, vending machines, student stores or fundraising activities) during the school day will meet District Nutritional Guidelines as required by state or federal law.

Competitive foods, including foods of minimal nutritional value, may not be sold or offered one-half hour prior to, during, or one-half hour after the meal shifts of food service programs unless permission has been granted by the Manager of Food and Nutrition Department. (Board Regulation 902.2)

Food Safety
All foods made available on campus adhere to food safety and security guidelines.
- All foods made available on campus comply with the state and local food safety and sanitation regulations. Hazard Analysis Critical Control Points (HACCP) plans and guidelines are implemented to prevent food illness in schools.
- For the safety and security of the food and facility, access to the food service operations are limited to child nutrition staff.

Measure Implementation of Wellness Policy

The District Wellness Policy Council will measure implementation of this policy. Members of the committee include:
Associate Superintendent
Executive Director of Business Services
Executive Director of Talent Management
Executive Director Equity
Executive Director of Middle Schools
Executive Director Elementary Schools
Director of Communications
Health and Wellness Supervisor
Manager of Food and Nutrition

In addition, selected community and District representatives will serve on a School Health Advisory Council which will review the District Wellness policy at least once every three years.
Policy Review: To assist with the review of the school district’s wellness policy, each school will conduct assessments of the school’s existing nutrition and physical activity environments and practice at least once every three years. The results of those school-by-school assessments will be compiled at the school district level to identify and prioritize needs in order to make necessary revisions to the policy and/or regulations.

Legal Reference: 281 Iowa Administrative Code (IAC) Chapter 12 Rules
Snacks – Nutritional Guidelines

It is the responsibility of each building to ensure all snacks meet District Nutritional Guidelines for foods and beverages, including vending, a la carte, school stores, celebrations and fundraisers. This applies to all foods offered, made available or sold during the school day, defined as the period from midnight before, to 30 minutes after the end of the school day.

Each building shall do the following:

- All foods offered in school must meet guidelines; either selected from healthy snack lists or determined to meet guidelines using SMART Snack calculator.

- Daily snacks in the classroom or those provided for brain-based learning activities are optional (allowed); implementation determined at the discretion of individual building teams.

- If food is brought from home to be shared, it must be prepackaged and prepared by vendor with the exception of fruits and vegetables.

- Foods provided that do not meet guidelines will not be served and will be returned to provider.

- Recognize that provision of a snack is meant to fuel the student’s body and provides opportunity for engaging in nutrition education and promotion.

Approved: 05-11-15
Reviewed: 03-09-2020
Wellness Fundraising Guidelines

It is the responsibility of each building to discontinue using unhealthy foods for fundraisers. Each building must ensure all snacks meet District Nutritional Guidelines for foods and beverages, including vending, a la carte, school stores, celebrations and fundraisers. This applies to all foods offered, made available or sold during the school day, defined as the period from midnight before, to 30 minutes after the end of the school day.

Each building shall determine a school-wide plan and do the following:

- Include if/what healthy foods or non-food items/activities will be offered and how physical activity will be promoted.
- Consider that foods/beverages used as rewards for students participating in fundraising activities must meet District Nutritional Guidelines.
- The sale of competitive foods, including foods of minimal nutritional value, may not occur one-half hour prior to, during, or one-half hour after the meal shifts of food service programs unless permission has been granted by the Manager of Food and Nutrition Department. (Board Regulation 902.2)
- This procedure will be communicated to parents/students/staff through student handbooks annually.

Cross Reference: 1004.1
ANTI-BULLYING/HARASSMENT

Harassment and bullying of students and employees are against federal, state, and local policy and are not tolerated by the Cedar Rapids Community School District. The District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Policies, regulations, procedures, and practices that are designed to reduce and eliminate bullying and harassment and to deal with incidents of bullying and harassment are in place. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or District.

The District prohibits harassment, bullying, hazing, or any other victimization of students, based on any of the following: actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon the employee’s, race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age, or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the District; while on/in a school-owned or school-operated vehicle; while attending or engaged in school-sponsored activities; and while away from school grounds if bullying, hazing, or any other victimization of students directly affects the good order, efficient management, and welfare of the school or District.

If, after an investigation, a student is found to be in violation of this policy, the student may be disciplined by appropriate measures, which may include suspension or expulsion. If after an 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 an 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. A “volunteer” is an individual who has regular, significant contact with students.

Legal References:
Iowa Code §§ 280.28
Iowa Code §§ 216.9; 280.3 (2013).
281 I.A.C. 12.3(6).
Morse v. Frederick, 127 S.Ct. 2618 (2007)

Cross References:
506.6a

Approved: 08-13-12
Revised: 02-25-13
10-24-16
**Anti-Bullying /Harassment**

When looking at the totality of the circumstances, the District considers harassment and bullying to be any electronic, written, verbal, or physical act or conduct toward a student which is based on any real or actual perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to his/her 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.

“Electronic” is any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

A hostile school environment is defined as a situation in which the bullying / harassment conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student’s ability to participate in or benefit from the services, activities, or opportunities offered by a school.

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

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- 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 victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creating of an intimidating, offensive, or hostile learning 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 a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student’s academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct 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; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.
A student (or adult on student’s behalf) who believes he/she has suffered bullying and/or harassment will report such matters to a teacher, principal, or counselor. The information will be given to the designated building investigator(s) as outlined in Procedure 612.1a. Complaints alleging acts of intentional physical or sexual abuse by school employees, including inappropriate sexual behavior toward students, should be reported to the Level I Investigator as outlined in Procedure 506.6a.

The building principal or designee will be responsible for promptly and reasonably investigating all complaints by students alleging bullying and/or harassment unless he/she is the alleged perpetrator or has any other conflict of interest, at which time a secondary investigator will be assigned. Investigators will consider the totality of circumstances presented in determining whether conduct objectively constitutes harassment or bullying. If after an investigation a staff member is found to be in violation of this policy, the staff member shall be subject to disciplinary sanctions up to and including termination.

Any person who promptly, reasonably, and in good faith reports an incident of bullying and/or harassment under this regulation to a school official, 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 may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying and/or harassment complaint or assisted or participated in a bullying and/or harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false bullying and/or harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this regulation. Any student who has retaliated in violation of this regulation shall be subject to measures up to, and including, suspension and expulsion. Any school employee who has retaliated in violation of this regulation shall be subject to measures up to, and including, termination of employment. Any school volunteer who has retaliated in violation of this regulation shall be subject to measures up to, and including, exclusion from school grounds.

The school or District will promptly and reasonably investigate allegations of bullying and/or harassment. The building principal or designee will be responsible for handling all complaints by students alleging bullying and/or harassment. The building principal or designee will be responsible for handling all complaints by employees alleging bullying and/or harassment.

It is the responsibility of the District to develop procedures regarding this regulation. The District is also responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize bullying and/or harassment; what to do in case a student is bullied and/or harassed; and proven effective bullying and/or harassment prevention strategies. The District also will develop a process for evaluating the effectiveness of the policy in reducing bullying and/or harassment in the District. The administration shall report to the Board on the progress of reducing bullying and/or harassment in the District.

The Board will annually publish the regulation. The regulation may be publicized by the following means:

- Inclusion in parent/student handbook,
- Inclusion in the employee handbook
- Inclusion in registration materials
- Inclusion on the school District’s website and a copy shall be made available to any person at the central administrative office.
                   Iowa Code §§ 216.9; 280.3 (2013).
                   281 I.A.C. 12.3(6).
                   Morse v. Frederick, 127 S.Ct. 2618 (2007)

Cross References: 506.6a
**Student-to-Student Bullying/Harassment Investigation**

A primary investigator is defined as the building principal or designee. Secondary investigators are trained investigators who may or may not be school employees, but are contracted for the purpose of investigating complaints.

**Reporting:**

If a student (or adult on student’s behalf) believes he/she has been harassed, the individual shall:

- inform a member of the District staff, who will turn the information over to the primary investigator.
- the primary investigator will conduct an intake interview, unless he/she has a conflict of interest in which case the secondary investigator will conduct the investigation.

The intake interview will include gathering the following information:

- what, when, and where it happened
- who was involved
- exactly what was said or what the harasser(s) did
- witnesses to the harassment
- what the student said or did, either at the time or later
- how the student felt
- how the harasser(s) responded

**COMPLAINT AND INTAKE PROCEDURE**

The investigator will conduct an intake interview and may request that the student turn over evidence of the alleged bullying or harassment, including, but not limited to, letters, tapes, or pictures. The investigator will record in writing the facts of the complaint.

Information received during the investigation is to be kept confidential to the extent possible.

**INVESTIGATION PROCEDURE**

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser(s). The alleged harasser(s) may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of bullying and/or harassment and report the findings and conclusions to the appropriate District-level administrator. The report will generally be completed within 10 days of the initial complaint unless additional time is needed and communicated with the parties involved. The total time spent on the investigation will vary depending upon the facts giving rise to the investigation, the number of interviews that are conducted, and other circumstances.

**RESOLUTION OF THE COMPLAINT**

Following receipt of the investigator’s report, the appropriate District-level administrator may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

Prior to the determination of the appropriate remedial action, the appropriate District-level administrator may, at the administrator’s discretion, interview the complainant and the alleged harasser. The appropriate District-level administrator will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser, and the investigator will receive notice as to the conclusion of the investigation within 5 days of receipt of the findings. The District will maintain a log of information necessary to comply with the Iowa Department of Education reporting procedures.
POINTS TO REMEMBER IN THE INVESTIGATION

- Complaints must be taken seriously and investigated.
- Evidence uncovered in the investigation is confidential to the extent possible.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.
- If the investigator is a witness to the incident or has any other conflict of interest, the secondary investigator will be assigned.

Cross Reference: Procedure 300.1a
ARTICLE 7  FISCAL MANAGEMENT  (Series 700)

Policy Number  Adm Reg  Number

700  FISCAL PLANNING
700.1  Budget Planning/Adoption
700.2  Financial Records

701*  REVENUE FROM NON-TAX SOURCES
701.1  Tuition
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    701.2a  Disposition of Obsolete Instructional Material
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702  PURCHASING
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703*  FISCAL ACCOUNTING AND REPORTING
703.1  Accounting System
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704.7  Advisory Insurance Agency

705  TRAVEL EXPENSE REIMBURSEMENT
705.1  Guidelines Governing Expense Reimbursement

706  CAPITAL ASSETS
706.1  Capital Assets

707  CASH MANAGEMENT
707.1  Appropriate Use of Public Funds

708*  EMPLOYEE PAYROLL
    708a  Employee Payroll Guidelines

* Indicates Section but no Policy  May 2020
FISCAL PLANNING

The quantity and quality of learning programs and services are strictly dependent on the funding provided and on the effective, efficient management of these funds. Careful financial planning, including sound budget preparation, is essential in the management of the school system.

Appropriate opportunities should be provided for staff participation in budget development. Both the staff and the community should be provided with information regarding the implications of decisions regarding the use of fiscal resources.
**Budget Planning/Adoption**

Prior to certification of the budget, the Board will review the projected revenues and expenditures for the District and make adjustments where necessary to carry out the education program within the revenues projected.

A budget for the District is prepared annually for the Board's review. The budget will include the following:

- the amount of revenues to be raised by taxation;
- the amount of revenues from sources other than taxation;
- an itemization of the amount to be spent in each fund; and,
- a comparison of the amount spent and revenue received in each fund for like purposes in the two prior fiscal years.

It is the responsibility of the Board Treasurer to prepare the budget for review by the Board prior to the April 15 deadline each year.

Prior to the adoption of the proposed budget by the Board, the public is apprised of the proposed budget for the District. Prior to the adoption of the proposed budget by the Board, members of the school district community will have an opportunity to review and comment on the proposed budget. A public hearing for the proposed budget of the Board is held each year in sufficient time to file the adopted budget no later than April 15.

The proposed budget filed by the Board with the Board Secretary and the time and place for the public hearing on the proposed budget is published in a newspaper designated for official publication in the District. It is the responsibility of the Board Treasurer to publish the proposed budget and public hearing information at least 10 but no more than 20 days prior to the public hearing.

The Board will adopt and certify a budget for the operation of the District to the county auditor by April 15. It is the responsibility of the Board Treasurer to file the adopted and certified budget with the county auditor and other proper authorities.

The Board may amend the budget for the fiscal year in the event of unforeseen circumstances. The amendment procedures will follow the procedures for public review and adoption of the original budget by the Board.

It is the responsibility of the Board Treasurer to bring any budget amendments necessary to the attention of the Board to allow sufficient time to file the amendment with the county auditor no later than May 31 of each year.

Iowa Code §§ 24; 257; 279.8; 297; 298; 618
Financial Records

Financial records of the District are maintained in accordance with generally accepted accounting principles (GAAP) as required or modified by law. School district monies are received and expended from the appropriate fund and/or account. The funds and accounts of the District may include, but not be limited to:

Governmental fund type:
- General fund
- Special revenue fund
  - Management levy fund
  - Public education and recreation levy fund
  - Student activity fund
- Capital projects fund
  - Physical plant and equipment levy fund (PPEL)
  - Secure an Advanced Vision for Education (SAVE)
- Debt service fund

Proprietary fund type:
- Enterprise fund
  - School nutrition fund
  - Child care fund
- Internal service fund

Fiduciary funds:
- Trust
  - Expendable trust funds
  - Nonexpendable trust funds
  - Pension trust funds
- Agency funds

Account groups:
- General capital assets account group
- General long-term debt account group

The general fund is used primarily for the education program. Special revenue funds are used to account for monies restricted to a specific use by law. Capital projects funds are used to account for financial resources to acquire or construct major capital facilities (other than those of proprietary funds and trust funds) and to account for revenues from SAVE. A debt service fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. Proprietary funds account for operations of the school district operated similar to private business, or they account for the costs of providing goods and services provided by one department to other departments on a cost reimbursement basis. Fiduciary funds are used to account for monies or assets held by the school district on behalf of, or in trust for, another entity. The account groups are the accounting records for capital assets and long-term debt.

The Board may establish other funds in accordance with generally accepted accounting principles and may certify other taxes to be levied for the funds as provided by state law. The status of each fund must be included in the annual report.

Approved: 01-23-17
**Tuition**

**Tuition - Regular School Year**

Nonresident students who attend schools in the District will be assessed a standard tuition charge, which will be the maximum tuition fee established by the State of Iowa. Students who attend on a part-time basis will pay prorated tuition computed on a six-period school day.

**Tuition - Summer School**

When offered, the Board of Directors will adopt a tuition schedule for summer school sessions. Tuition will be based on course offerings and resident qualifications. Guidelines will be developed to provide exemption for students in cases of hardship. Fees will be waived in accordance with District guidelines for students who qualify for free or reduced priced lunches and who have completed the waiver portion of the official District free and reduced application form.

**Tuition - Open Enrollment**

For students accepted into the District under Open Enrollment, tuition shall be paid by the district of residence. This will be the prior year state cost per pupil and the monies received for the student under the weighting for non-English-speaking students. For special education students attending under Open Enrollment, the district of residence will pay the current year actual costs incurred in providing special education programming.

**Tuition - Special Education**

Non-resident special education students who attend schools in the District during the regular school year will pay the current year actual costs incurred in providing a program for special education students.

**Tuition - International Students**

International students who want to attend public school must pay the full unsubsidized per capita (for each student) cost of education in all cases. Federal law does not allow a student in F-1 status to attend public school without paying tuition. The cost is defined by the Iowa Department of Education and is reported annually in the District’s Comprehensive Annual Financial Report.

**Code of Iowa:** Chapter 282  
US Department of Education  

Approved: 03-27-78  
Revised: 05-14-84  
Reviewed: 08-28-89  
Revised: 09-11-89  
08-24-92  
03-24-97  
01-11-99  
08-25-03  
03-10-08  
01-13-14  
08-24-14  
09-28-15  
03-09-2020
Sale or Disposal of District Property

Whenever the Superintendent/designee determines that District-owned property is no longer useful to the District, the decision shall be communicated to the Manager of Purchasing who will be responsible for disposition.

The sale or disposal of obsolete or surplus property with an estimated unit value of no more than one thousand dollars ($1,000) shall require the approval of the Manager of Purchasing. However, the sale or disposal of property with a unit value of over one thousand dollars ($1,000) shall require the approval of the Superintendent's Cabinet.

The sale or disposal of obsolete or surplus property (with a unit value at or below $5,000) will be accomplished by sale at public auction, other sale arranged by the Manager of Purchasing, or donations to charitable organizations.

The sale or disposal of any real property or other property with a unit value exceeding $5,000 shall require approval by the Board of Education. Disposition of such property shall follow the rules as set forth in Chapter 297.22 Code of Iowa, including a public hearing.

Material or supplies stocked by the district may be sold to local education agencies, other tax-levying agencies, and local non-profit private education agencies with the approval of the Manager of Purchasing.

Disposal of any district property through public auction or other arranged sale shall be published by at least one public notice insertion each week for two consecutive weeks in a newspaper having general circulation in the district. Disposition of property shall be published by at least one insertion in a newspaper having general circulation in the district.

All monies received from the sale of District property shall be deposited into the appropriate District Fund as required by Iowa Code. Under certain conditions, revenue from the sale of District property may be returned to originator’s authorized District budget. The conditions are as follows:

- A request must be made to the Manager of Purchasing
- The sales value of the item(s) must equal or exceed $500
- The original funding source can be identified

Code of Iowa: Chapter 297.22

Approved: 06-12-78
Revised: 07-13-81
12-13-82
Reviewed: 08-28-89
Revised: 09-11-89
08-24-92
05-19-97
01-11-99
Reviewed: 07-14-03
Revised: 03-10-08
01-13-14
08-25-14
07-13-15
04-08-19
Disposition of Obsolete Instructional Material

The formal determination that instructional material is no longer of value in the school curriculum shall be made by the Superintendent/designee. If the Superintendent/designee authorizes disposal, this decision will be communicated to the Manager of Purchasing.

The Manager of Purchasing shall determine whether or not the material in question has commercial value. If through normal disposition channels the material is found to lack commercial value, the material shall be considered expendable, appropriately marked, and offered gratis to local nonprofit organizations.

If local nonprofit organizations decline the material in question, the material may be offered to local paper reclamation organizations. Material remaining after the above contacts may be disposed of as refuse.

Disposition of obsolete instructional materials determined to have little or no value will be disposed of according to this procedure and shall be published once in a newspaper of general circulation.
**District Sale of Goods and Services**

The Board of Directors claims exemption from Chapter 23A.2, the application of Iowa law prohibiting competition with private enterprise in activities whereby the District provides goods and services or programs that are for use or consumption exclusively by the District.

*Code of Iowa: Chapter 23A.2*
Student Fees

Students enrolled in the District will be assessed annually for consumable materials and other fees necessary to cover the cost of services, supplies, materials and other special programs outlined in a fee schedule established by the Board. Annually, the administration will recommend, and the Board will approve a schedule of fees for all grade levels of students.

There will be no restrictions upon the issuance or transfer of marks, grades or diplomas. No grades or marks will be lowered for failure to pay fees.

The administration will make reasonable efforts to collect fees due from parents, legal guardians and students who do not qualify for waiver of fees. If fees are not collected during the applicable school year, the fees may then be turned over to the District collection agency for further action. Student’s eligibility for waiver of fees will be based upon participation in the District’s Free and Reduced Meal Program and proper completion of the waiver portion of the official District free and reduced application form.

When the administration determines that it is necessary to provide summer school programming, the Board will adopt an appropriate fee schedule. The program will be consistent with the District purpose and goals and will provide coursework required to meet the graduation requirements, and may provide maintenance, enrichment and supplemental experiences. Every effort will be made to ensure that the recreational and nonacademic portion of the summer school program be fully supported through tuition and fees.

Code of Iowa: Chapter 301.1
PURCHASING

The Board recognizes that maximum economy and efficiency in the ordering and distribution of equipment, materials and supplies are best achieved through a centralized purchasing function. The Purchasing Department will strive to continually improve customer service by instituting practices and procedures that ensure maximum use of District resources. These practices and procedures will include but not be limited to direct order and shipping arrangements with vendors, pre-negotiated contracts with vendors for major equipment needs, and warehousing and distribution of goods and supplies when it is deemed to be cost effective.

The purchasing functions shall be administered using ethical purchasing practices and procedures and shall follow the legal guidelines of the State of Iowa.
Relations with Vendors

Initial Contact

Except for sales related specifically to activity fund purchases, all sales representatives shall first contact the Manager of Purchasing. When appropriate, the Manager of Purchasing will refer sales representatives to the proper department or unit.

Quotations or Bids on Supplies, Equipment and Services

All requests for quotations or bids on items or services to be purchased shall be processed by the Manager of Purchasing who will work with other departments and units in developing specifications and requesting quotations or bids on specialized supplies, equipment or services. The Purchasing Department shall adhere to established procedures for securing either quotations or bids on items or services to be purchased. The lowest responsible and responsive quotation, bid or offer that meets the specifications of the District for any item(s), or services shall be accepted, subject to the right of the Board to reject any or all bids/offers or any part thereof. The Board recognizes that it has a responsibility, when accepting or rejecting bids/offers, to consider factors other than price, such as location, character, reputation, experience, efficiency, facilities, resources, and service, delivery date, and other relevant factors in selecting the bid/offer that most closely conforms to the District needs. The Board may give consideration to purchasing goods or services from a locally-owned business located within the District or a business which participates or is qualified to participate in the Disadvantaged Business Enterprise program and which offers these goods or services if the cost and other considerations are relatively equal.

Code of Iowa: Chapter 23A(3)
Purchasing – Bidding, Proposal and Quotation Procedures

When the purchase of an item(s) requires a quote or bid/proposal, the purchase will be made from the lowest responsive and responsible bidder based upon total cost considerations including, but not limited to, the cost of the goods and services being purchased, availability of service and/or repair, delivery date and other factors deemed relevant.

The Board and the superintendent/designee will have the right to reject any or all bids/proposals, or any part thereof, and to re-advertise if necessary. The Board will enter into such contract or contracts as deemed in the best interests of the District.

The superintendent/designee will coordinate and combine purchases with other governmental bodies to take advantage of volume price breaks. Joint purchases with other political subdivisions will be encouraged. Where appropriate, the Purchasing Department will utilize publicly-bid purchasing consortia. This procedure does not apply to curriculum adoptions or special adaptive equipment for specific individual student needs. [See bullet #6]

Bidding, proposals and quotations procedures based upon individual and combined acquisition cost(s) will apply to all District purchases as follows:

1. Single Item value under $250
   a. No Quote (bids) required
   b. Purchasing Register/Notice to the Board of Education not required

2. Total Purchase Between $250 and $2500
   a. Quote (bids) at the discretion of Purchasing Manager
   b. Purchasing Register/Notice to the Board of Education not required

3. Total Purchase Between $2500 and $24,999
   a. Multiple quotes (bids) required
   b. Purchasing Register/Notice to the Board of Education not required

4. Total Purchase $25,000 & over
   a. A Purchasing Register will be submitted to the Board of Education prior to solicitation of the District’s intent to purchase.
   b. Multiple quotes (bids) are required
   c. Public Notice is recommended
   d. Purchasing Manager coordinates Tabulation and/or Award of Contracts to the Board of Education for notification and consideration of final approval.

5. Purchasing procedures for construction contracts are outlined in (Regulation 802.4 Bidding and Awarding of Construction Contracts)

6. Sole Source Purchases, including Curriculum Adoptions
   * See specific procedures below

7. Unexpected Circumstances
   In the event of an unexpected circumstance(s) that would cause a material disruption to District programs or services, the provisions of this procedure with reference to Board notification may be waived. Board notification will be required at the next scheduled Board meeting.
*Sole Source*

A sole source item is described as an item with only a single supplier. Many times requesters send requests for sole source purchases that describe an item made only by one manufacturer, however the item is distributed and readily available from many different suppliers. So it does not qualify for sole source. It has a sole manufacturer, but not a sole supplier. As long as there is more than one potential bidder or offer for the property item, there is no justification for a sole source determination.

Examples of circumstances which could necessitate a sole source purchase are:

- Where the compatibility of equipment, components, accessories, computer software, replacement parts or service is the paramount consideration.
- Where a sole supplier’s item is needed for trial use or testing.
- Purchase of mass produced movie or video films or written publications distributed or sold primarily by the publisher.
- Purchase of property for which it is determined there is no functional equivalent.

**Specific Concern: Curriculum Adoptions**

Instructional materials for classroom use, as reviewed by the designated curriculum committees, include a variety of materials, such as textbooks, additional supportive items and licensing. Specific products are usually only available through the specific publisher. While each publisher is the sole manufacturer and sole source for the products and services, additional publishers have their own offerings. A review of the available curriculum from appropriate publishers will be done by the review committees. District curriculum committees will review available material from publishers and the Board will be apprised of major adoptions.

**Determination**

The determination as to whether an acquisition shall be made as a sole source will be made in conjunction with Purchasing. In cases of reasonable doubt, competition should be solicited.

**Negotiation in Sole Source Purchases**

Even though there is only a single source for an item or service, there are issues that can be negotiated. Areas for review are cost of the product, items that are at no cost [both products and services], delivery timelines, packaging options, service hours, service levels, set service costs and contract terms to name a few. Purchasing shall conduct negotiations, as appropriate.

**Code of Iowa:** §§ 23A; 26; 28E; 72.3; 73; 73A; 285; 297; 301. (2013).

**Cross Reference:** Regulation 802.4 Bidding and Awarding of Construction Contracts

Approved: 06-08-09
Revised: 01-13-14
01-25-16
06-12-17
Accounting System

The accounting system shall conform to generally-accepted accounting principles for governmental agencies. Accounts shall be maintained on a modified accrual basis for governmental fund types and an accrual basis for proprietary fund types, and where appropriate, expenditure accounts shall be encumbered.

Code of Iowa: Chapter 257.31(4)
**Financial Reports**

**Monthly Reports:**

The Board Secretary will work with the Board Treasurer to file monthly financial reports with the Board of Education detailing important financial information for the period including: receipts and disbursements, expenditures and revenues, ending fund balances, cash and investment balances, and the estimate end of fiscal year unspent balance of the General Fund.

The sequence of the monthly financial reports for Board approval at the monthly Board of Education regular business meeting will be as follows:

- Approval of Claims and Inter-fund Transfers
- Statement of Receipts, Disbursements and Cash Balances
  - Quarterly – Audit Committee Review of Selected Local Revenue Accounts
  - Quarterly – Book Fee Collection Report
- Investments Report
- Activity Fund Financial Reports
- Budget Summary of Revenues and Expenditures
- Food and Nutrition Financial Statements
- Unspent Balance Report

**Annual Reports**

Local Education Agency-Certified Annual Report (LEA-CAR): The Manager of Accounting will upload the District chart of accounts to the Director of the Department of Education by the deadline established by the Department of Education. Highlights of this information will be provided to the Board of Education at its annual organizational meeting.

**Comprehensive Annual Financial Report (CAFR)**

The Board Treasurer will provide the Board with a copy of the Comprehensive Annual Financial Report for approval and it will be reviewed by the District Audit Committee.

**Code of Iowa:** Chapter 291.7, 291.10, 291.14, 279.33
**Annual Audit**

The financial records of the District will be audited annually by the state auditor's office or by a certified public accounting firm. The audit will include an annual submittal of a Comprehensive Annual Financial Report (CAFR) to the Government Finance Officers Association, (GFOA) and the Association of School Business Officials (ASBO). Submittal of the CAFR to GFOA and ASBO will comply with established filing deadlines with each organization.

The Board will determine whether the state auditor or a private firm will perform the audit. In the event that a decision is made to retain a certified public accounting firm, a proposal may be solicited for a period up to five years. The appointment will be subject to annual renewal contingent upon satisfactory service.

**Code of Iowa:** Chapter 11.6

**Cross Reference:** Procedure 703.3a
**Selection of a Certified Public Accounting Firm**

**Purpose**

The purpose of this procedure is to provide the District with professional, competent, and cost-efficient auditing services for the annual audit of the District financial records.

**Selection Process**

All certified public accounting firms with offices in the Cedar Rapids metropolitan area will be provided the opportunity to submit a five-year proposal by responding to a published notification in the local newspaper. The District will also seek proposals from qualifying public accounting firms outside of the Cedar Rapids metropolitan area. Each firm shall complete a proposal on District bid forms and shall be advised that the Executive Director of Business Services may be contacted for more information and, upon request, be provided with a copy of the most recent audit report. The firm shall be recommended for appointment based both on cost and professional standards.

**Special Selection Criteria**

1) The certified public accounting firm shall employ an adequate staff of qualified accountants to assume timely completion of the audit and the accompanying report.

2) The certified public accounting firm shall furnish assurance that an adequate number of accountants experienced in auditing Iowa school districts will be assigned to the audit team.

**Code of Iowa: Chapter 11.6**
Warehouse Inventory

A perpetual inventory of all centrally-stocked Warehouse consumable items will be maintained, and a cycle count of inventory will be taken at least once per year to ensure the accuracy of inventory records. Inventory adjustments in excess of ten thousand dollars ($10,000) will be submitted to the Superintendent/designee for action. Annually, the Board of Directors will receive a report on inventory adjustments in excess of twenty-five thousand dollars ($25,000).
**Payments for Goods and Services**

The Board will audit and allow all just claims against the District, and no order will be drawn upon the treasury until the claim therefore has been audited and allowed. An audit made by one or more members of the Board as designated by the Board, and certified to the Board by such member or members of the Board, will satisfy the requirements of this section with respect to the audit of a claim.

By regulation, the Board of Directors may authorize the Board Secretary to issue payments when the Board is not in session. This may include payment of reasonable and necessary expenses, but only upon verified bills filed with the Board Secretary, and for the payment of salaries pursuant to the terms of a written contract. In the absence of the Board Secretary, the Board Treasurer may be authorized to issue payments. Each payment must be made payable only to the person performing the service or presenting the verified bill and must state the purpose for which the payment is issued. All bills and salaries for which payments are issued prior to Board approval, must be passed by the Board at the next regular meeting and will be entered in the regular minutes recorded by the Board Secretary.

At their discretion, the Board of Directors may authorize the use of a facsimile signature, containing the signature of the President and Secretary of the Board, to validate checks and/or warrants drawn in the name of the District.

**Code of Iowa:** Chapter 279.29  
Chapter 279.30
Borrowing - Short-Term Warrants

When there are insufficient funds available to pay legal obligations, the District may issue tax anticipatory warrants for the payment of these obligations. The Board Treasurer may provide for the payment of such an obligation by drawing an anticipatory warrant payable to a bank or other business entity authorized by law to loan money in an amount legally available and believed to be sufficient to cover the anticipated deficiency.

Code of Iowa: Chapter 74
Investments

District funds in excess of current needs are invested in compliance with this regulation. The goals of the District's investment portfolio in order of priority are:

- To provide safety of the principal;
- To maintain the necessary liquidity to match expected liabilities; and
- To obtain a reasonable rate of return.

In making investments, the District will exercise the care, skill, and diligence of a reasonable and prudent person acting in a like capacity and familiar with such matters.

District funds are monies of the school district, including operating funds. "Operating funds" of the District are funds which are reasonably expected to be used during a current budget year or within fifteen months of receipt. When investing operating funds, the investments must mature within three hundred and ninety-seven days or less. When investing funds other than operating funds, the investments must mature according to the need for the funds.

The Board authorizes the Board Treasurer to invest funds in excess of current needs in the following investments:
- Interest bearing savings, money market, and checking accounts at the District's authorized depositories;
- Iowa Schools Joint Investment Trust Program (ISJIT); and,
- Certificates of deposit and other evidences of deposit at federally insured Iowa depository institutions.

It is the responsibility of the Board Treasurer to:
- oversee the investment portfolio in compliance with this regulation and the law
- report to and review with the Board at its regular meetings the investment portfolio's performance, transaction activity and current investments
- deliver a copy of this regulation to the District's depositories, auditor and outside persons doing investment business with the District
- develop a system of investment practices and internal controls over the investment practices

The investment practices are designed to prevent losses, to document the officers' and employees' responsibility for elements of the investment process and address the capability of the management.

Legal Reference:
Iowa Code §§ 11.2, .6; 12.62; 12B.10; 12C; 22.1, .14; 28E.2; 257; 279.29; 283A; 285; 502.701; 633.123

Approved:   03-27-78
Reviewed:   08-28-89
Revised:   08-24.92
Reviewed:   07-15-96
Revised:   01-11-99
  07-14-03
  03-10-08
  01-13-14
Reviewed:  02-25-19
**Depository Banks**

By annual resolution, the Board will designate the name and location of the Iowa-located financial depository institution or institutions to serve as the official District depository or depositories. The maximum deposit amount to be kept in the depository will be stated in the resolution. The amount stated in the resolution must be for all depositories and include all of the District’s funds.

Iowa Code §§ 279.33
Care, Maintenance and Disposal of District Records

District Records shall be housed in a secure location at the appropriate offices at the Educational Leadership and Support Center, schools, and departments. It will be the responsibility of the Superintendent/designee, Board Secretary, and each division or building administrator to oversee the maintenance and accuracy of these Records. The following Records, including those in electronic format, will be safeguarded and accessible according to the schedule below:

Board of Directors Records
Secretary’s Financial Records ................................................................. Permanently
Treasurer’s Financial Records ................................................................. Permanently
School Election Results ........................................................................ Permanently
Minutes of Board of Directors Open Meetings .................................. Permanently
Recordings and Minutes of Board of Directors Closed Session Meetings .............................................. 1 year

District Financial Records
Annual Audit Reports ............................................................................. Permanently
Annual Budget ..................................................................................... Permanently
Records of Payments of judgment against the District ......................... 20 years
Bonds and Bond Coupons ..................................................................... 11 years
Written Contracts between the District and outside groups .................. 10 years
Federal Project/Program Files ............................................................... 5 years
Canceled warrants, check stubs, bank statements, bills, invoices and supporting Records ........... 5 years
School Meal Programs Accounts/Records ......................................... 3 years after submission of the final claim
Program Grants .................................................................................. As determined by the grant

District Real Estate Records
Real Property Records (e.g., deeds, abstracts) ........................................ Permanently

Student Records
Permanent Record of individual students ............................................. Permanently

Employee Records
Employee Tax Records .......................................................................... 5 years
Employee I-9 Records ........................................................................... Later of 3 years after hire or 1 year after termination
Employee Payroll and Salary Records .................................................. 3 years after payment
Employee Records, except payroll and salary Records ......................... 2 years after termination of employment
Employment Applicant Records ......................................................... 1 year after position is filled

*In the event that any federal or state agency requires a Record be retained for a period of time longer than that listed above for audit purposes or otherwise, the Record shall be retained beyond the listed period as long as is required for the resolution of the issue by the federal or state agency.

The official Personnel Records shall be housed in the Human Resources Office at the Educational Leadership and Support Center. These Records will be maintained by the Superintendent/designee and the Board Secretary. These Records will contain necessary employee personnel information.

The permanent Records of students currently enrolled in the District are housed in the administrative office of the attendance center where the student attends. The building administrator is responsible for keeping these Records current. Permanent Records of students who have graduated or are no longer enrolled in the District are housed in the Educational Leadership and Support Center and will be retained permanently. These Records will be maintained by the Superintendent/designee - Office of Learning and Leadership – consistent with the requirements under the law. Records related to special education services provided to students shall be maintained in accordance with law.
The Superintendent/designee and Board Secretary may convert District Records to an electronic format and may destroy paper copies of the Records once converted. A properly authenticated electronic reproduction of a paper Record meets the same legal requirements as the original Record.

Legal Reference:
Iowa Code §§ 21.3, 21.5, 22.3, 22.7; 91A.6; 279.8, 291.6; 554D.114; 554D.119; 614.1.
281 I.A.C. 12.3(1), 12.3(4); 41.624.
7 C.F.R. § 210.23(c); 29 C.F.R. §§ 1603.14, 1603.16, 1603.31.
City of Sioux City v. Greater Sioux City Press Club, 421 N.W.2d 895 (Iowa 1988).
**District Purchasing Cards**

The Board of Directors authorizes District employees to use District purchasing cards to pay for the actual and necessary expenses incurred in the performance of work-related duties. The Purchasing Department has sole authority for the issuance of District Purchasing Cards.

District purchasing cards shall be used to pay for expenditures related to official school business and shall be used in a manner consistent with the terms of use and Board policies, regulations, and procedures. The District will inform individuals who are authorized to use the school purchasing cards of the terms of use.

District purchasing cards may not be used for personal expenditures. There may be instances where separating personal expenditures from approved District expenditures on a vendor/merchant invoice is not possible. In those instances, personal expenditures will be reimbursed to the District immediately. Employees who fail to provide the Accounting Department with all necessary paperwork in a timely fashion with which to expedite District payments will be personally responsible for any late payment fees or finance charges assessed. For those employees who use their District purchasing card for a personal expenditure and do not immediately provide reimbursement, the District may have the amount due for the personal expenditure, as well as any late payment fees or finance charges, deducted from their paycheck via direct payroll deduction consistent with the appropriate procedures. Personal expenses processed on a Purchasing Cards are in violation of the Procurement Card guidelines and can be punished by cardholder termination for any misuse. Inappropriate use of the Purchasing Card may subject the cardholder to termination, criminal charges, and prosecution.

Specific District procedures and guidelines for employee use of purchasing cards are available online and from the Purchasing Department. Failure to follow District procedures and guidelines may result in revocation of Purchasing Card privileges and/or other disciplinary actions up to and including termination.

Iowa Constitution, Art. III, § 31
Iowa Code §§ 279.8, .29, .30
281 I.A.C. 12.3(1)
Advisory Insurance Agency

Purpose

The purpose of this procedure is to provide the District with a competent, professional Advisory Insurance Agency (AIA) to be responsible for the implementation of a professionally designed and managed program of insurance protection, and to establish a comprehensive plan for the management of risks inherent in the operation of a public school system.

Process

1. The qualified AIA will provide a description of the insurance program currently in effect. The insurance coverage will include all property (including builder's risk), liability, employee fiduciary bonds, cyber, and workers compensation. In addition the AIA will provide professional advice and service as needed by the District.

2. The District will review on an on-going basis, insurance products that are in the best interest of the District and are providing excellent professional insurance advice and service.

Criteria

1. The AIA must employ at least one agent who has the Chartered Property Casualty Underwriter (CPCU) designation, and the primary servicing agent must hold the CPCU designation. All agents must be licensed by the State of Iowa.

2. Preference will be given to an AIA located within the Cedar Rapids metropolitan area.

3. The AIA must have in force contracts to represent at least five (5) property and liability insurance companies with the M. Best rating of A: Class 8. The insurance companies must either be a capital stock company or a non-assessable mutual company.

4. The AIA must have a policy for Errors and Omissions of at least $2,000,000 and this certificate should be on file with the Board Secretary.

Duties and Conditions

1. The AIA will be responsible for maintaining the policies and controlling all renewal dates.

2. The AIA will provide assistance to the District in processing of claims.

3. All policies are to be written for terms most advantageous to the District. Term policies for more than one year are to be provided with annual premium payment provisions.

4. The AIA will provide the District with all necessary information that will enable the staff to report to the Board the complete costs and scope of the program. Such information will be provided in an annual report to the Board, and will include, but not be limited to, deposit premiums, prepaid annual premiums, return premium audits after the policy year is completed, and an explanation of how the premiums are calculated by each type of insurance. The report will show the incurred losses by line of insurance, review any outstanding engineering and safety recommendations, and other changes relevant to continuous risk management. The AIA will also assist the staff in the preparation of projected insurance costs at the time of budget preparation.
TRAVEL EXPENSE REIMBURSEMENT

In fulfilling performance responsibilities, it may be necessary for employees of the District to incur expenses. The Board authorizes reimbursement of necessary expenses incurred in the performance of District business.

Regulations governing reimbursement rates for necessary expenses will be adopted by the Board of Education.

Following are general guidelines relating to reimbursement of necessary expenses.

• The mode of transportation selected for travel should be at the most reasonable rate.

• Car pooling and double occupancy is encouraged when feasible and appropriate.

• Personal and entertainment expenses will not be reimbursed.

• Adequate documentation of expenses is required, if applicable.

• District reimbursement of expenses will be timely.

• All regulations governing reimbursement will comply with applicable state laws.

Approved: 10-10-94
Reviewed: 07-15-96
12-14-98
07-14-03
03-10-08
02-10-14
Revised: 03-11-19
Guidelines Governing Expense Reimbursement

These guidelines are effective July 1, 2019

MEALS

Meal reimbursement will be handled on a cash per diem basis and requires an overnight stay. A meal reimbursement amount is determined using the following “cash per diem” set rate per meal. No receipt or proof of purchase is required. No meal per diem is allowed if a meal is provided at the conference or hotel.

<table>
<thead>
<tr>
<th>Travel Meal Per Diem Amount</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Full Day</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$10</td>
<td>$15</td>
<td>$20</td>
<td>$45</td>
</tr>
</tbody>
</table>

Meal Reimbursement eligibility is based on the departure from an employee’s home or District assignment and the return time as followed:

<table>
<thead>
<tr>
<th>Travel Day</th>
<th>Departure Time/Return Time</th>
<th>Eligible Meal Reimbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Departure Day</td>
<td>Leave prior to 8:00 am</td>
<td>Breakfast, Lunch, and Dinner</td>
</tr>
<tr>
<td>Departure Day</td>
<td>Leave between 8:00 am &amp; 1:00 pm</td>
<td>Lunch and Dinner</td>
</tr>
<tr>
<td>Departure Day</td>
<td>Leave after 1:00 pm</td>
<td>Dinner</td>
</tr>
<tr>
<td>Return Day</td>
<td>Return prior to 11:00 am</td>
<td>Breakfast</td>
</tr>
<tr>
<td>Return Day</td>
<td>Return between 11:00 am &amp; 6:00 pm</td>
<td>Breakfast and Lunch</td>
</tr>
<tr>
<td>Return Day</td>
<td>Return after 6:00 pm</td>
<td>Breakfast, Lunch and Dinner</td>
</tr>
</tbody>
</table>

HOTEL

The single occupancy rate will be approved. CRCSD will reimburse only for the time spent during attendance at this meeting. Hotel receipts/bills must be attached to the expense form. If traveling together, double occupancy is encouraged when feasible and appropriate.

TRANSPORTATION
The mode of transportation selected for travel should be at the most reasonable rate and be the most cost efficient available.

TAXIS, LIMOS, BUSES
Itemized receipts are required. Reasonable and customary charges will be reimbursed. Any unusual expenses should be explained.

PLANE/TRAIN
Travelers should arrange for the most economical airfare/train fare available. The District will pay only coach fare. Travel insurance is allowed on a case by case basis as approved by employee’s immediate supervisor. Receipts and ticket stubs must be attached to the on-line expense reimbursement request. Employees may be held responsible for any incurred costs for cancelation or change in itinerary, evaluated on a case by case basis by employee’s immediate supervisor.

AUTOMOBILE
The District will reimburse travelers for use of personal vehicles at the prevailing IRS standard rate for business miles for the actual number of miles driven for business purposes. The total amount of the mileage reimbursement claimed should not exceed the cost of coach airfare. Car-pooling is encouraged when possible.

REGISTRATION
Attach itemized receipts for registration paid by traveler.

OTHER AUTHORIZED EXPENDITURES
Itemized receipts are required. Rental cars (Rental Insurance is not necessary), baggage fees, parking, and miscellaneous items should be included.
OUT-OF-COUNTRY TRAVEL
For out-of-country travel, expenses should be converted to U.S. Dollars and proof of exchange rate should be provided with the expense form.

UNAUTHORIZED EXPENSES
Personal items such as alcoholic beverages, entertainment, personal telephone calls, or laundry, dry cleaning and pressing are not authorized expenses and therefore will not be reimbursed. If you use a District purchasing card and charge unauthorized expenses, you are personally responsible for those expenses. Employees who fail to provide the Accounting Department all necessary paperwork in a timely fashion, will be personally responsible for any late payment fees or finance charges assessed.

USE OF DISTRICT PURCHASING CARD
Use of District purchasing cards to pay for expenditures not specifically related to official school business shall be deemed personal expenditures and are strictly prohibited. There may be instances where separating personal expenditures from approved District expenditures on a vendor-merchant invoice is not possible. In those instances, personal expenditures shall be reimbursed to the District immediately. Employees who fail to provide the Accounting Department all necessary paperwork in a timely fashion, will be personally responsible for any late payment fees or finance charge assessed.

DISTRICT METHOD OF PAYMENT TO EMPLOYEE
District reimbursement of travel expenses under this regulation shall be either in the form of a paper check or by direct deposit into the employee’s payroll bank account of record.

DISTRICT DEADLINES FOR EXPENSE REIMBURSEMENTS
Employees requesting reimbursement of expenses shall submit a timely request. Failure to meet the following deadlines will result in non-reimbursement of expenses.

January 1 through June 30th are due no later than July 20th
July 1 through December 31st are due not later than January 20th

Iowa Constitution, Art. III, § 31
Iowa Code §§ 70A.9-.11

Approved: 10-10-94
Reviewed: 07-15-96
Revised: 01-11-99
08-25-03
09-13-04
03-12-07
03-10-08
02-14-11
01-13-14
Revised: 02-25-19
CAPITAL ASSETS

It is the responsibility of the Manager of Accounting to properly account for and accurately report within the District’s financial statements all District owned tangible and intangible capital assets. This responsibility includes the appropriate management of the capital assets management system providing for an accurate accounting of additions/acquisitions, disposal and relocation/transfer of capital assets.

A comprehensive District-wide physical inventory of all District owned tangible assets shall be conducted by a qualified outside firm specializing in this service. A physical inventory of capital assets will be conducted on a regular basis to provide for an accurate accounting of all District assets owned.

Legal Reference: Iowa Code §§ 257.31(4); 279.8; 297.22-.25; 298A
**Capital Assets**

The District will establish and maintain a capital assets management system for reporting capitalized assets owned or under the jurisdiction of the District in its financial reports in accordance with generally accepted accounting principles (GAAP) as required or modified by law. This is done for the purpose of improving oversight of capital assets by assigning and recording them to specific facilities and programs and to provide for proof of loss of capital assets for insurance purposes.

Capital assets, including tangible and intangible assets, are reported in the government-wide financial statements (i.e. governmental activities and business type activities) and the proprietary fund financial statements. Capital assets reported include District buildings and sites, construction in progress, improvements other than buildings and sites, land and machinery and equipment. Capital assets reported in the financial reports will include individual capital assets with a historical cost equal to or greater than $5,000. According to federal regulations, capital assets in the school lunch program are subject to the same $5,000 capitalization threshold established by the District. Additionally, all capital assets are depreciated over the useful life of each capital asset.

All intangible assets with a purchase price equal to or greater than $200,000 with useful life of two or more years are required to be included in the intangible asset inventory for capitalization purposes. Such assets are recorded at actual historical cost and amortized over the designated useful lifetime applying a straight-line method of depreciation. If there are no legal, contractual, regulatory, technological or other factors that limit the useful life of the asset, then the intangible asset needs to be considered to have an indefinite useful life and no amortization should be recorded. If actual historical cost cannot be determined for intangible assets due to lack of sufficient records, estimated historical cost will be used.

This regulation applies to all intangible assets. If an intangible asset that meets the threshold criteria is fully amortized, the asset must be reported at the historical cost and the applicable accumulated amortization must also be reported. It is not appropriate to “net” the capital asset and amortization to avoid reporting. For internally generated intangible assets, outlays incurred by the government's personnel, or by a third-party contractor on behalf of the government, and for development of internally generated intangible assets should be capitalized.

A. Capital Assets Management System
   The Managers of Accounting and Purchasing will:
   1. Oversee the fixed assets physical count;
   2. Develop and maintain the fixed assets listing;
   3. Tag fixed assets included in the fixed assets management system with a bar code identification number;
   4. Make a recommendation of a computer software program for managing the fixed assets management system;
   5. Enter the necessary data into the fixed capital assets management system and compile the appropriate reports;
   6. Develop forms and procedures for maintaining the integrity of the fixed capital assets management system; and,
   7. Maintain responsibility for an accurate fixed capital assets management system.

B. Determining Historical Cost
   1. The historical cost of a capital asset is based on the actual costs expended in making the capital assets serviceable.
   2. Gifts of capital assets are valued at the estimated fair market value at the addition/acquisition date.
   3. Fixed assets purchased under a capital lease are valued at historical cost of the net present value of the minimum lease payments on the addition/acquisition date.
C. Annual Capital Assets Listing Reconciliation
1. A physical inventory of capital assets acquired with federal monies and exceeding the District established $5,000 threshold shall be conducted every two years according to Federal regulations. Capital assets purchased with non-federal monies exceeding the District established $5,000 threshold are to be physically inventoried based upon a schedule established by the District. The current goal is to provide for an annual rotation cycle providing for a complete physical inventory every five years. Annual capital assets inventories will be reconciled to the District’s capital assets management system on June 30 each year.
2. Upon completion of each annual capital assets inventory cycle, the revised capital assets listing will be reconciled to the District’s capital assets management system on June 30 each year.
3. Capital assets found to have been excluded from the database are added to the capital assets management system. The capital assets management system process should be reviewed to prevent future incidents of excluding a capital asset.
4. Capital assets unaccounted for are reported to the Manager of Accounting who contacts the supervisor of and the individual in charge/control/custody of the capital asset. The individual in charge/control/custody of the capital asset must account for the capital asset.

D. Addition/Acquisition of Capital Assets
1. The District’s purchasing policy and administrative regulations must be followed when acquiring capital assets. The District’s policy and administrative regulations procedures must be followed for receiving a gift of capital assets.
2. The capital assets addition/acquisition documentation must be routinely completed for each additional capital asset with an addition/acquisition cost of equal to or greater than $5,000. This information is then entered into the capital assets management system.
3. The actual costs of construction in progress is annually entered into the capital assets management system. After completion of construction, the total costs accumulated over the period of construction are reclassified to buildings at fiscal year-end.

E. Relocation/Transfer of Machinery and Equipment Capital Assets
1. Capital asset relocation/transfer documentation must be completed prior to removing machinery and equipment capital assets from their current location.
2. This information is entered into the capital assets management system in a timely fashion.

F. Disposal of Capital Assets
1. Capital assets disposal documentation must be completed prior to disposing of real property. This information is then entered into the capital assets management system in a timely fashion.

G. Lost, Damaged or Stolen Capital Assets
1. A Damage Loss Report must be completed when a capital asset has been lost, damaged or stolen. This information is then entered into the capital assets management system in a timely fashion.

H. Capital Assets Reports
1. A Capital Asset report will be annually issued at fiscal year end close in order to record the appropriate value of Capital Assets on the District’s financial statements at year end.

Legal Reference:
Iowa Code §§ 257.31(4); 279.8; 297.22-.25; 298A

Approved: 12-13-10
Revised: 01-13-14
Reviewed: 02-25-19
CASH MANAGEMENT

It is the responsibility of the District to ensure that safeguards are in place for the appropriate handling of cash in all District transactions. It is a requirement for all District staff whose job responsibilities include the handling of cash to comply with established Cash Management administrative procedures, and be trained on an annual basis to ensure appropriate compliance.

It is the responsibility of the Executive Director of Business Services/designee to develop administrative procedures implementing this policy. It will also be the responsibility of the Executive Director of Business Services/designee to educate employees about this policy and supporting administrative procedures.

Approved: 03-11-13
Reviewed: 02-10-14
Revised: 04-22-19
Appropriate Use of Public Funds

Public Purpose
District funds are to be expended only for legitimate public purposes and not for private personal gain for which services of comparable value have not been rendered to the District. This is a requirement of the Iowa Constitution.

All funds received by the District are considered public funds and must be used to support the educational mission of the District. The best test to use when determining whether the expenditure is appropriate is called the “public scrutiny test.” The test is simple and merely asks whether the tax-paying public would view the expenditure as necessary to support public education. If you are already questioning whether the expenditure is appropriate, it may very well not be appropriate. Contact your supervisor if you have any questions about appropriate expenses.

The Board supports appropriate expenditures of District funds for District officers, directors, employees, and volunteers, as these are commonly granted benefits in public and private organizations which aid in recruitment of personnel, promote improvement of staff morale and cooperation, and assist in building a commitment to the District, thus assisting in creating a more productive learning environment. The following are considered appropriate expenditures provided they are awards or tokens from the District; NOT from the department or building level:

1. Food items, refreshments, and/or mementoes from the District for employee recruitment or recognition for service to the District
2. District retirement appreciation function and or item to recognize retiring employees
3. recognition item upon the end of service by a Board member
4. volunteer appreciation; District event
5. food items and refreshments for Board members and staff during Board meetings and / or work sessions
6. food items and refreshments for Board committees, superintendent committees, or committee meetings that include participation from the public during the meeting

District awards or tokens of recognition shall be determined by the Superintendent/designee in advance and shall be paid for with “central” District funds under the control of the Superintendent or designee. Public funds should not be used for the purchase of department or building level staff awards or tokens of recognition.

Sales Tax Exempt
The District is Iowa sales tax exempt. All items purchased by a public school for the school’s own use, qualify for an exemption from sales tax if the items purchased relate to the educational process. When making purchases, the staff member must inform the vendor that the purchase is sales tax exempt. A vendor can request a tax exemption form from the district’s Purchasing Department. The District will not reimburse for sales tax paid on purchases made on behalf of the school district.

When purchasing meals in Iowa, an effort must be made to have the meal purchase Iowa sales tax-exempt. Staff members must inform the restaurant before the order is placed that you are with the Cedar Rapids School District and that the purchase should be sales tax exempt. If the restaurant is unable to comply and the purchase is within the district meal limits (Board Regulation 705.1), the purchase will be an appropriate expense for reimbursement.

Examples of Appropriate and Inappropriate Use of Public Monies
This section identifies specific practices and procedures to be followed by all District employees when using public funds. The following list is intended to provide examples and may not be all inclusive.

FOOD AND REFRESHMENTS
A. Alcohol
   The purchase of alcohol is never an acceptable use of public monies.
B. Meetings, Trainings, and Professional Development
Meals and snacks are normally a personal expense. Any meal or snack paid for with public funds must be a reasonable price and an integral part of employment duties.

Meals and snacks can be paid for with public funds if:
1. The meeting is four (4) hours or more and separate breaks would be disruptive to the meeting objectives.
2. The meeting is a breakfast, lunch or dinner meeting where the meeting is shorter than four hours in duration and attendance during meal time(s) is a requirement of an employee’s job duties. The amount paid per meal shall not exceed $14 per person; exceptions may be approved by the Superintendent.
3. Tips for meals are allowed but should not exceed 15%.

The Food Purchase Authorization Form must be completed and included with the food purchase receipt(s). All food receipts must be itemized.

C. Board of Education Meetings
The Board of Education meets at a time that is intended to be convenient for the general public. Meetings routinely span the normal dinner hour. Serving meals of reasonable value to Board members and staff required to attend Board meetings is considered an appropriate expense.

D. Coffee and Beverages
Coffee and other beverages are normally a personal expense. A voluntary collection can be made from those who desire to have coffee and other beverages in the school/department. Except for meetings, trainings, and professional development (Item B), Board of Education meetings (Item C), and public areas (Item H), coffee and beverages shall not be purchased with public funds.

E. Employee Break Room Supplies
Public funds should not be used to stock supplies such as plastic ware and paper products in employee break rooms. A voluntary collection can be made from those who desire to have such supplies.

F. Individual Receptions
Receptions for individual employees should never be paid from public funds. This includes retirement dinners, staff meals, welcome aboard receptions, and similar gatherings where food and/or refreshments may be served. Voluntary collections can be taken from those attending such gatherings.

G. Acceptable Occasions
The Superintendent may determine that the serving of food or refreshments is appropriate for selected occasions. The annual retirement reception for all District employees is one example.

H. Public Areas
In some cases, a building or part of a building is routinely open to the public for conducting District business. The Superintendent’s Office and school administrator’s offices are such locations. Having refreshments of nominal value available to members of the public, such as coffee and other nominal snacks/beverages, are considered a courtesy and are authorized in these specific locations.

I. Student Incentives
Incentives purchased for qualifying groups of students from public funds as part of an initiative, program, or recognition (e.g., rewards, honor roll) shall be of nominal value and authorized by the school administrator.
A. Employee Gifts
Expenditures of public funds for gifts or gift cards to staff and employees are not authorized. This includes gifts purchased for staff birthdays or other personal occasions. Voluntary collections from staff would be an acceptable way of purchasing employee gifts.

B. Tokens/Clothing
The purchase of tokens of appreciation, or personal clothing (e.g., coffee mugs, pens, tote bags, T-shirts/apparel, etc.) is not authorized.

FLOWERS
A. Sympathy and Congratulations
The use of public funds for the purchase of flowers is restricted to exceptional occasions where a public expression of sympathy or congratulations has been determined by the Superintendent to be in the best interests of the District. Written expressions of condolence are encouraged for all other occasions where flowers are not appropriate.

B. Individual Achievements
Unless they are part of an award or graduation ceremony, flowers are not appropriate for individual achievements.

C. School Activities
Flowers/decorations purchased for proms, dances, homecomings, etc., may be purchased out of school activity funds if authorized by the school administrator.

AWARDS AND RECOGNITIONS
A. District Awards and Recognitions
At times, awards or recognitions are appropriate for presentation to District staff for years of service. District awards or recognitions shall be determined by the Superintendent/designee in advance and shall be paid for with District funds. Public funds should not be used for the purchase of department or building level staff awards or recognitions.

B. External Awards and Recognitions
At times, awards are appropriate for presentation to people (e.g., volunteers) or organizations external to the District. External awards or recognitions shall be determined by the Superintendent/designee in advance.

BREAK ROOM EQUIPMENT
Microwaves, refrigerators, coffee pots, toaster ovens and other similar equipment items may be procured with public funds for use in public reception areas and employee break rooms. Otherwise, these items must be purchased with personal funds. In all instances, all fire marshal safety restrictions must be observed. These items are not authorized in classrooms and offices.

HOLIDAY PARTIES, DECORATIONS AND CARDS
A. Holiday Decorations
Office holiday decorations shall not be purchased with public funds.

B. Holiday Cards
Holiday cards shall not be purchased with public funds.

C. Holiday Parties
Staff holiday parties and meals are a personal expense. Voluntary collections may be taken to fund holiday events. Public funds shall not be used for holiday parties.
STUDENT ACTIVITY FUNDS

Student Activity Funds are public funds and are to be used to finance a program of co-curricular school activities supplementing, but not replacing, the activities provided by the District. Student Activity Funds are derived from the student body as a whole and shall be so expended to benefit the student body as a whole. General principles governing the appropriate use and management of Student Activity Funds is found within the District’s Secondary School Activity Fund Accounting Manual at the following link:

http://www.cr.k12.ia.us/departments-services/accounting/

Approved: 04-08-19
**Employee Payroll Guidelines**

Employees are paid by the published biweekly payroll schedules or according to a negotiated agreement. If a regular pay date is a holiday, the payroll is paid on the last working day prior to the holiday. It is the employee’s responsibility to monitor the accuracy of their payroll and usage of leave time.

Non-exempt employees will be compensated for all time worked. Overtime will not be permitted without prior authorization of the supervisor. All time worked must be recorded using the electronic time clock system. It is the employee’s responsibility to accurately and appropriately use the electronic time clock system. Time spent working while not clocked in is strictly prohibited. Failure of the employee to maintain an accurate daily time record will be grounds for disciplinary action.

The District provides leave time to allow employees to be absent from scheduled work hours. As a public employer, the District is expected to record and monitor employee work and leave time in order to conform to principles of public accountability in their compensation practices.

When an employee is absent from work and they do not have available paid leave time, the employee’s pay will be reduced to reflect the missed time. Periods of unreimbursed time are discouraged and may be denied by the District.

The District complies with all applicable laws with respect to payment of wages and benefits to employees including laws such as the federal Fair Labor Standards Act and Iowa Wage Payment Collections Act. The District will not make pay deductions that violate either federal or state laws.

Any employee who believes the District has made an inappropriate deduction or has failed to make proper payment regarding wages or benefits shall immediately consult with the Payroll/Benefits Supervisor. Alternately, any employee may file a formal written complaint using the District’s complaint process. If any deductions are found to not be appropriately made, they will be reimbursed back to the employee. In the event the employee was overpaid, the District will identify options with the employee for the return of the funds. Any adjustments to payroll may be limited by the District to the current calendar year.

Legal Reference: Iowa Code §§ 20.9; 91A.2 (4), .3; 294.8-.9, .16
29 U.S.C. Sec. 2 13(a) (2012)
29 C.F.R. Part 541 (2012)
ARTICLE 8    SCHOOL PLANT

Policy Number Adm Reg Number

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806.1 Use of District Facilities for Games of Skill, Games of Chance, and Raffles

*Indicates Section but no Policy

April 2018
ENERGY/UTILITY CONSERVATION

The District assumes a leadership role in environmental awareness, energy conservation and sustainable practices. A culture of responsible stewardship of our natural and taxpayer resources will be encouraged among all stakeholders, including staff, students, and community members. The District is committed to making student-driven, District-wide sustainability initiatives a priority.

Legal Reference: Iowa Code §§ 279.44; 473.19-.20 (2013)
Review of Sites and Facilities

It is the goal of the Board to provide appropriate school district buildings and sites for the education program. The Board will strive to provide an environment, which will encourage and support learning.

In providing this environment, District facilities and sites will accommodate the organizational and instructional patterns that support the education program. The Board has final authority to determine what is necessary to meet the needs of the education program. This includes selection of sites, employment of personnel, contracting for services, approval of plans, authorization and acceptance of bids, and payment of work performed on contractual agreements. The Board also has final acceptance or rejection of work done.

As part of the Board's plan for the District's educational programming, the Board will include the buildings’ and sites’ needs. A review of the District’s existing facilities and sites and the needs for the District’s facilities and sites will be discussed and determined by the Board at least once every five years.

Approved: 01-22-18
Site Acquisition and Payment

The District will attempt to acquire new sites for expansion and growth in advance of actual need. The size of the sites shall meet the specifications outlined in the Code of Iowa.

Payment for site acquisition shall be made from either the Physical Plant and Equipment Levy (PPEL) Fund or the School Infrastructure Local Option (SILO) Fund.

Code of Iowa: Chapter 297
Sale, Lease, or Disposition of Real Property

The Board of Directors may sell, lease, or dispose of, in whole or in part, a schoolhouse, site, or other real property belonging to the District by following the procedures specified in Chapter 297, Code of Iowa.

Such disposition may occur when, in the opinion of the Board, school property is no longer needed for school purposes and a particular sale or lease would be of benefit to the District.

Every effort will be made to cooperate with other political subdivisions and community agencies that wish to acquire or lease property no longer needed for school purposes.

Code of Iowa: Chapter 297
Employment of Architectural and/or Engineering Consultants

Architectural and/or engineering consultants, registered in the State of Iowa, will be retained for designated site development projects and for building projects involving major construction. The criteria used to determine a consultant’s qualifications for a particular project will include training, experience with related projects, and relations with contractors and governmental agencies. The general duties to be performed by the consultant will be prescribed in the contract document.

The terms and conditions for any architectural and/or engineering firm engaged by the District will be specified in a contract substantially in a form approved by the District’s legal counsel.
Bidding and Awarding of Construction Contracts

Competitive Bids for Public Improvement Contracts

Initial Bid
If the estimated total cost of a public improvement exceeds the dollar amount identified by the Code of Iowa, preliminary approval of the construction documents will be required by the Board of Education. All bids will be solicited in the manner prescribed by the Code of Iowa.

The Board of Education may award a contract to the lowest responsible bidder after holding a public hearing on the public improvement.

Subsequent Change Orders
Except as provided in the American Institute of Architects’ standard forms of agreement, no work will be performed, other than as stipulated in the construction contract, without prior District approval. In all but emergency situations, Board approval will be required for work not stipulated in the contract if the cost is in excess of the dollar amount identified by the Code of Iowa.

Competitive Quotations for Public Improvement Contracts

Competitive quotations will be required for a public improvement having an estimated total cost that exceeds the dollar amount identified by the Code of Iowa. The District will make a good faith effort to obtain quotations for the work from at least two contractors regularly engaged in such work prior to letting a contract. Quotations may be obtained from contractors after the District provides a description of the work to be performed, including the plans and specifications prepared by an architect or engineer, if required. The contractor will include in the quotation the price for labor, materials, equipment, and supplies required to perform the work.

The Manager of Purchasing may issue a purchase order to the contractor with the lowest responsible quote.

Code of Iowa: Chapters 26.3, 26.14, 297, 301
Iowa Administrative Code: 261 IAC.54, 281 IAC.43.25, 481 IAC.25
Asbestos Management

The District will implement the regulations required by the Asbestos Hazard Emergency Response Act of 1986 (AHERA), including the designation of an employee to administer the program, the appropriate required training of employees, and implementation of the required response actions. Each District building will maintain a copy of the District’s asbestos management plan.

Asbestos-containing materials will be maintained in a safe condition. All asbestos remaining in routine maintenance areas will have required warning labels. If asbestos-containing materials are disturbed, the District will follow all appropriate Federal, State and Local regulations for the response action, as required. Employees of the District will not remove or clean up asbestos unless they have received the proper training as required by the appropriate government agencies. Whenever damaged asbestos containing materials are discovered, the employee will notify the District’s designated person for asbestos management, who will arrange for an appropriate response action by licensed personnel.

All contractors who work in District buildings will be notified of the existence of asbestos in that building(s). No contractor will be authorized to disturb or remove asbestos without District approval and a license from the State of Iowa.

In the event asbestos is found to be present in a school, a Management Plan, listing the location and condition of the asbestos containing materials, will be available in the administrator’s office. Annually, the District will notify parents, teachers and staff of the availability of the Management Plan. A Management Plan for each District building will also be kept on file in the Buildings and Grounds Department.

If there is a need to replace asbestos containing materials, they will be replaced with non-asbestos containing materials. At no time shall the District purchase or install materials known to contain asbestos.

District Contact:
Buildings & Grounds Department
319/558-2202

Asbestos Hazard Emergency Response Act of 1986
P.L. 99-519
Naming School District Facilities or Portions of District Facilities

The Board will consider requests to name or rename a District facility or a portion of a District facility such as a media center, gymnasium, auditorium, or field. Once named, a District facility shall not be renamed without the consent of the Board.

Any request will take into account the following criteria, if relevant:

- Historical preservation.
- District traditions.
- The traditions and programs of the facility.
- The intended purpose and function of the facility.
- The geographical area in which the facility is located.
- The long-range impact of any name change.
- The contributions and moral character of a person or entity being considered.
- The need for any naming or renaming to have broad acceptance in a multi-cultural society.
- Other factors as deemed relevant.

The Board may decide to appoint a committee to review requests to name or rename a facility or portions of a facility. If a committee is appointed, upon the receipt of a recommendation from the committee, the Board may select a name for the facility or portions of a facility.

If the Board does not decide to appoint a committee to review requests to name or rename a facility or portions of a facility, they will determine whether the request should be honored.

The Board retains the discretion to name or rename a District facility or portions of a facility.
**Hall of Fame/Dedications/Memorials**

The District is proud to recognize individuals who have made a significant contribution to the success of individual schools and/or significant District-wide contributions.

The building administration at an individual school is authorized to maintain recognition programs entitled “Hall of Fame”. Such recognition is determined at the discretion of the building administration for significant contributions to the success of the program of the school.

The Superintendent is authorized to maintain a recognition program to be entitled the “Kingston Stadium Hall of Fame”. Such recognition is at the discretion of the Superintendent for significant contributions to the success of athletic, activities, and/or co-curricular programs performed at Kingston Stadium.

The Superintendent is authorized to maintain a District recognition program. Such recognition is at the discretion of the Superintendent for significant contributions to the success of the District.

Approved: 08-08-11
Reviewed: 10-09-17
Unmanned Aircraft or Aerial Systems

The use or possession of unmanned aircraft or aerial systems, including communication links that control the unmanned aircraft, (UAS) which includes drones, unmanned airborne devices or aircraft, model aircraft, and/or an aircraft being developed as a model aircraft, is prohibited for any purpose by any person or entity anywhere on or directly above property or premises owned, maintained or used by the District for any purpose.

An exception to this regulation may be granted in writing by the Superintendent /designee, in his or her sole discretion, to law enforcement, public safety agencies, media, District personnel or other entities or individuals subject to any reasonable conditions and/or restrictions the Superintendent/designee may require.

This prohibition applies to the area above and upon all property or premises owned, maintained or used by the District for any purpose, including, but not limited to, building entrances and exits, spectator areas, fields of play, courts, arenas, stadiums, mats, gym floors, pools, practice facilities, parking areas, and facilities or properties being used by the District.

The District reserves the right to refuse entrance to property or premises owned, maintained or used by the District to anyone possessing, operating, or attempting to operate a UAS; to request the immediate removal of any person using or attempting to use a UAS in violation of this regulation; and to take any appropriate action under the District’s policies and/or law against any person using or attempting to use a UAS in violation of this regulation.

Approved: 10-09-17
TOBACCO/NICOTINE-FREE SCHOOL ENVIRONMENT

Iowa law prohibits smoking on school grounds, including school vehicles. Additionally, it is the intention of the Board of Education to provide a healthy learning and working environment for employees, students, and visitors. No student, staff member or school visitor is permitted to use, or display any tobacco/nicotine products, including the use of look-a-likes where the original would include tobacco or nicotine at any time:

- in any building, facility, or vehicle owned, maintained, leased, rented or chartered by the District
- on any school grounds or property owned, maintained, leased, rented or chartered by the District, including athletic fields, sidewalks, and parking lots
- at any school-sponsored or school-related event on-campus or off-campus.

In addition, no student is permitted to possess a tobacco/nicotine product, including the use of look-a-likes where the original would include tobacco or nicotine product.

The policy may permit tobacco/nicotine products to be included in instructional or research activities in our school buildings if the activity is conducted or supervised by the faculty member overseeing the instruction or research and the activity does not include smoking, chewing, or otherwise ingesting the tobacco/nicotine product.

**Definition of School Grounds and Property**

School grounds and property means and includes:

- Land and school facilities owned, maintained, leased, rented or chartered by the District and used for the provision of academic, extracurricular programs and administration by the District
- Playgrounds and recreational places
- Portion of the land, school facilities and other facilities owned by municipalities, private entities or other individuals during those times when the school District has exclusive use of a portion of such land, school facilities, or other facilities for the provision of extracurricular programs

**Definition of Tobacco/Nicotine Products and Tobacco/Nicotine Use**

For the purposes of this policy, “tobacco/nicotine products” are defined to include cigarettes, cigars, blunts, bidis, e-cigarettes, pipes, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco/nicotine or tobacco/nicotine products. “Tobacco/Nicotine use” includes smoking, chewing, dipping, or any other use of tobacco/nicotine products. It also includes the use of look-a-likes where the original would include tobacco or nicotine.

**Enforcement of Tobacco/Nicotine Free School Environment**

All individuals on school premises share in the responsibility for adhering to and assisting in compliance with this regulation. Persons failing to abide by the policy shall be required to extinguish and/or dispose of the tobacco/nicotine product and/or leave the school grounds and property immediately.

It shall be the responsibility of the administration to enforce this policy.

**Students**
- Students who violate the policy will be treated in accordance with applicable policies, regulations, and procedures.

**Employees**
- Employees who violate the policy will be considered as demonstrating insubordination and will be treated in accordance with applicable policies, regulations, and procedures.
Visitors/Volunteers

- Community members who rent school facilities will be required to sign a statement indicating their assumption of the responsibility to adhere to the tobacco/nicotine free school environment policy. It will be their responsibility to maintain a tobacco/nicotine free environment. Violation of this policy by the members of a group may adversely affect that group’s future utilization of school grounds and property.

- Visitors/Volunteers attending school functions will be asked by staff members to refrain from using or displaying tobacco/nicotine products:
  - in any building, facility, or vehicle owned, maintained, leased, rented or chartered by the District;
  - on any schools grounds and property owned, maintained leased, rented or chartered by the District including athletic fields, sidewalks and parking lots; and
  - at any school-sponsored or school-related event on-campus or off-campus.

- Visitors/Volunteers who refuse to comply will be treated in accordance with applicable policies, regulations, and procedures.

Legal Reference:

House File 2212, Iowa General Assembly (2008)
Iowa Code §§ 142D; 279.8, .9; 297 (2013).
COMMUNITY USE OF FACILITIES

The use of District facilities as centers for community participation should be encouraged whenever those activities are beneficial to the community-at-large. All requests must be completed online using the Facilities Request form available on the District website. If approved, the requestor must enter into a facilities use agreement.

Activities should be scheduled so they do not conflict with the District’s academic or co-curricular programs, with due consideration given to the conservation of energy and District’s expense.

The District may, in lieu of rental fees, accept needed services or facility use from organizations for the full or partial payment of fees due for District facility use.

When a business or organization enters into a facilities use agreement to provide services using District facilities and violates any of the agreement stipulations, the Board of Education reserves the right to terminate the agreement and/or deny use of facilities for that business or organization for ensuing school years.

The Board of Education reserves the right to deny the use of District facilities at any time.
Community Use of Facilities--General Guidelines

- The use of a District-owned facility under these guidelines requires prior approval of the appropriate administrator before a facility use contract is issued.

- Persons who attend activities must restrict their activities to the requested area of the facility. The use of hallways, foyers, and other common areas where safe exit is blocked is strictly prohibited.

- Charges will begin with the time designated for the use of the facilities including all set-up and tear-down/clean-up time.

- Failure on the part of the renter to notify the Office of Executive Director – Business Services at least 1 business day prior to the scheduled event will render the renter liable for payment of the minimum rental fee. Group I users will be liable for payment of any custodial overtime that may result. Group II and III users will be liable for all charges within the contract.

- Three cancellations or “no shows” in a multi-day contract may result in termination of the contract.

- The use of facilities may be cancelled when schools close due to inclement weather or other emergency conditions. Charges will not apply in this situation.

- Renters assume full responsibility for providing adequate adult supervision and ensuring orderly conduct and crowd control. This will include police and/or fire protection when necessary, or when requested by the District.

- Disrespectful behavior by renter or renter’s participants will not be tolerated and may result in contract termination.

- The District will provide for normal custodial services in connection with the use of the facility and/or grounds. Charges will apply according to Board Regulation 805.5.

- The renter will reimburse the District for any damages to the school property. Damages must be immediately reported to an appropriate District staff member.

- Organizations will provide the District with a “Certificate of Insurance” naming the District as additional insured or purchase through the District liability insurance in accordance with the current requirements of the District.

- Approval will not be granted for any activity which may not be in the best interest of the District.

- Gambling (e.g., bingo, raffles, lotteries) may be permitted on District property per Regulation 806.1.

- The possession or use of alcohol, tobacco/nicotine, or controlled substances are not permitted on District property.

- Rubber-soled shoes are required for all activities on any gymnasium floor.

- Renters will remove or reimburse the District for the removal of any materials, equipment, furnishings or trash/recycling left after use of the facilities.
The appropriate administrator must approve all decorations or the application of materials to walls or floors. Decorations will be subject to state and local fire regulations.

The use of candles or other flammable material is strictly prohibited in all District facilities.

The appropriate administrator must approve the use of school-owned equipment requested by the renter, according to Regulation 805.8.

The use of District-owned equipment including, but not limited to, public address systems lighting and other equipment, must be approved by the appropriate administrator and operated by District-approved personnel. Charges may be assessed to the renter for these services according to Board Regulation 805.6.

Unusual or unique electrical appliances or equipment furnished by the user must have the approval of the appropriate administrator.

Any rearrangement of furniture must be approved by the appropriate administrator and returned to the original configuration.

Kitchen equipment must be operated by an authorized Food and Nutrition Department employee according to Board Regulation 805.9. The renter will be billed for the labor cost payable to the District.

All regulations of the District governing the use of District facilities will be observed and are considered a part of the formal contract.

Cross Reference: Policy 803
Regulation 805.5
Regulation 805.6
Regulation 805.8
Regulation 805.9
Regulation 806.1

Approved: 04-24-78
Revised: 12-12-83
Reviewed: 07-10-89
Revised: 08-14-89
Revised: 09-28-92
Reviewed: 01-27-97
Revised: 01-11-99
08-25-03
04-14-08
04-14-14
Community Use of Facilities - Eligibility

The following types of community groups or organizations are eligible to use District facilities without specific approval by the Board of Directors, according to the priorities outlined in Regulation 805.3.

- Public school groups
- Other educational organizations (tax supported)
- Governmental agencies
- Clubs, organizations, and associations
- Churches and private schools
- Private business/industrial groups
- Profit-oriented organizations

Individuals or groups sponsoring parties, weddings or other celebrations essentially private in nature shall not be eligible to use District facilities.

Cross Reference: Regulation 805.3
Community Use of Facilities--Priority Schedule

Use of District facilities for activities other than the regular academic or co-curricular programs of the District will receive priority scheduling according to the purpose of the intended use as follows:

First: Activities involving any District function for students or parents, such as

- District/school-related groups
- District-sponsored educational functions involving adults
- Individual school-sponsored functions involving students
- Meetings of the PTA, PTO, or comparable organizations
- PTA, PTO recreational functions, which do not provide financial benefits for individuals
- District staff recreation leagues

Second: Multi-session adult education programs sponsored by tax-supported educational organizations, such as

- Educational workshops sponsored by governmental agencies
- Grant Wood Area Education Agency staff development activities
- Community College adult education classes
- University/college classes

Third: Other multi-session educational and recreational programs sponsored by tax-supported or approved service oriented organizations, such as

- Church leagues
- City recreational programs
- Czech Summer School
- Community College interscholastic and recreation programs
- PTA, PTO sponsored functions, which result in financial benefit for individuals
- Red Cross programs
- YMCA leagues

Fourth: Multi-session activities sponsored by organizations within the community and all single-session activities other than those in the first priority, such as

- Employee organization meetings
- Industrial or commercial recreational or educational groups when company sponsored
- Meetings sponsored by governmental agencies to which the public is invited
- Nonpublic schools for special-purpose use
- Parent study groups sponsored by non-tax supported organizations
- Political meetings
- YMCA and Waypoint special-purpose use

Fifth: Community fundraising or profit-making activities

Approved: 04-24-78
Revised: 12-12-83
Reviewed: 07-10-89
Revised: 08-14-89
Reviewed: 10-26-92
Revised: 01-27-97
Reviewed: 01-11-99
Revised: 08-25-03
04-14-08
04-14-14
Community Use of Facilities--Application Procedure

Interested parties must register on the District’s electronic facilities-use requester system that can be found on the District website. Approval of on-line registration is required by the District’s Office of Business Services. Interested parties may then request use of District facilities via the electronic facilities-use requester system.

Following appropriate approvals, a facility-use contract is issued to the requester. The requester must validate the contract according to directions provided. A certificate of insurance naming the District as additional insured or the purchase of District-provided insurance by the requester will be required as appropriate.

When charges are assessed, a statement of rental fees prepared by the District’s Accounting Department will be forwarded to the renter following the event. In certain cases, payment may be requested in advance.

Approved: 04-24-78
Revised: 12-12-83
Reviewed: 06-26-89
Revised: 08-14-89
Reviewed: 09-14-92
Revised: 01-27-97
01-11-99
08-25-03
Reviewed: 04-14-08
Revised: 04-14-14
Community Use of Facilities--Rental Fee Determination Schedule

With the exception of any existing Board approved agreement between the District and an outside organization, charges for Community Use of Facilities, are based on the Rental Fee Schedule reflected in Regulation 805.6. The District reserves the right to adjust the schedule should extraordinary effort be required to accommodate the actual usage.

Outdoor building sites such as fields, parking lots, and playgrounds may be used, as available, at no charge; however, organizations or groups using the sites and playgrounds shall have the approval of the appropriate administrator and must follow the scheduling and application procedures prescribed in Regulation 805.4.

Building administrators and the Executive Director of Business Services/designee will work cooperatively to determine the appropriate Group classifications listed below. Building administrators will always have the first right to approve or disapprove use of their respective facilities.

District-approved camps are exempt from this Board Regulation.

Group I - (Free Use)

Functions that are District/school-sponsored or sponsored by the building PTA/PTO/parent group will be provided free use of school facilities. School “feeder” programs, and other non-profit, student-focused programs where participants are all, or substantially all, students of the District. Activities requiring the use of the ELSC Professional Development Center, school kitchens, auditoriums, stages, pools, gyms, or other special areas may involve extra operational costs. District-sponsored functions will be exempt from extra operational costs, with the exception of the ELSC Professional Development Center and kitchen use. Fundraising functions as described in Board Regulation 1004.1 shall also qualify for Group I status.

The use of District facilities for town meetings, political caucuses, and elections shall be free, except that charges shall be assessed for actual staff overtime, including fringe benefits, if required.

Group II - (Minimal Charge)

Activities of education-related groups, tax-supported educational institutions conducting educational or recreational programs, business/industry-sponsored recreational groups, public information organizations, governmental agencies, neighborhood recreational activities, and political meetings not supporting specific candidates or state or national programs shall be charged in accord with Group II fee schedule.

Group III - (Full Charge)

Church organizations, nonpublic schools, political meetings supporting a specific candidate, community fundraising activities or functions that have a profit motive shall be charged within the Group III fee schedule unless the function is co-sponsored by the District. School employees functioning as private entrepreneurs (e.g., private lessons, non-school-sponsored travel) are included in this category.

Cross Reference: Regulation 805.4
Regulation 805.6
Regulation 1004.1
Tennis Courts

The District will maintain lighted tennis courts at Franklin, McKinley, Roosevelt, Taft, and Wilson Middle Schools and Jefferson, Kennedy and Washington High Schools. Unlighted courts will be maintained at Harding Middle School.

Lights at the high school courts will be on Monday through Saturday and at the middle school courts Monday through Friday from approximately dusk until 10:30 p.m., between April 1 and October 31, unless weather conditions are such that the courts are not suitable for play.

The District reserves the right to grant exclusive privileges for specified periods to classes and teams and to other approved organizations and agencies. At all other times, play on District courts will be free, and on a first-come, first-served basis. The District also reserves the right to deny playing time to individuals who abuse the facilities or who cause disturbances.

Approved: 12-22-80
Reviewed: 07-10-89
Revised: 08-14-89
01-27-97
Reviewed: 01-11-99
08-25-03
04-14-08
Revised: 04-14-14
Gym Use for Programs Sponsored by Kirkwood Community College and the City Recreation Commission

Gyms in the high schools and middle schools will be made available for programs sponsored by Kirkwood Community College and the City Recreation Commission under the following conditions:

- The facilities will only be available when not being used by a school-sponsored program, or a group associated with the school. All events must be coordinated with the Activities Coordinator in each school. Each elementary principal will schedule access to elementary gymnasiums.

- Kirkwood Community College or the City Recreation Commission, with District approval, will be expected to employ a District employee as a supervisor in the secondary schools. Duties of this individual will include opening, closing, and general supervision of the facility.

- Scoreboards and scoring equipment will not be available, but available restroom facilities may be used.

- All District high school coaches, coaches from other institutions, and athletes, during their sports competitive season, will be excluded from any involvement in any of these programs. This program must be free of any intent to extend or supplement any competitive high school sports season.

- High school gyms may be available Wednesday after 7:00 p.m. and Sunday from 1:00-5:00 p.m. and at other times when the schedule permits. Middle school gyms may be available week nights after 6:30 p.m. and at other times when the schedule permits.

- Charges for gym use will apply according to Regulation 805.6.

- Kirkwood Community College or the City Recreation Commission will provide a certificate of insurance, or may purchase such a certificate from the District.

- Any damages to the facility will be assessed to Kirkwood Community College or the City Recreation Commission and paid directly to the District.

- Any conflicts or disputes arising out of the administration of this procedure will be handled by the Executive Director of Business Services/designee.

Cross Reference: Regulation 805.6
Pool Use for Programs Sponsored by Kirkwood Community College and the City Recreation Commission

Pools in the high schools will be made available for programs sponsored by Kirkwood Community College and the City Recreation Commission under the following conditions:

- The facilities will only be available when not being used by a school-sponsored program, or a group associated with the school. All events must be coordinated with the Activities Coordinator in each school.

- Kirkwood Community College or the City Recreation Commission, with District approval, will be expected to employ a District employee as an on-site supervisor. Duties will include opening, closing, and general supervision of the facility. Lifeguards must be provided according to the regulations established by the Iowa Department of Health. Pool occupancy of 1-30 requires one lifeguard — 31-125 requires two lifeguards. Each agency is required to comply with all other Department of Health regulations concerning the pool area.

- Scoreboards and scoring equipment will not be available, but available restroom facilities may be used.

- All District high school coaches, coaches from other institutions, and athletes, during their sports competitive season, will be excluded from any involvement in any of these programs. This program must be free of any intent to extend or supplement any competitive high school sports season.

- High school pools may be available Wednesday after 7:00 p.m. and Sunday from 1:00-5:00 p.m. and at other times when the schedule permits.

- Charges for pool use will apply according to Regulation 805.6.

- Kirkwood Community College or the City Recreation Commission will provide a certificate of insurance, or may purchase such a certificate from the District.

- Any damages to the facility will be assessed to Kirkwood Community College and the City Recreation Commission and paid directly to the District.

- Any conflicts or disputes arising out of the administration of this procedure will be handled by the Executive Director of Business Services/designee.

Cross Reference: Regulation 805.6
Community Use of Facilities - Chart of Rental Fees

Listed below are the current facilities fees per hour for Community Use of District Facilities. In addition to the facilities fee, all approved weekend use of facilities will require, at the minimum, a two-hour custodial fee at current rates, during building use to ensure security and safety. The facility use guidelines may require additional fees. The District reserves the right to adjust fees assessed should extraordinary effort be required to accommodate usage.

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<th>Group</th>
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<th>Base Facilities Fee per hour</th>
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<td><strong>High School</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gymnasium</td>
<td></td>
<td></td>
<td>$0</td>
<td>$20</td>
<td>$75</td>
</tr>
<tr>
<td>Pool (1)</td>
<td></td>
<td></td>
<td>$0</td>
<td>$25</td>
<td>$75</td>
</tr>
<tr>
<td>Auditorium (2)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Main</td>
<td></td>
<td></td>
<td>$0</td>
<td>$25</td>
<td>$95</td>
</tr>
<tr>
<td>Little</td>
<td></td>
<td></td>
<td>$0</td>
<td>$15</td>
<td>$50</td>
</tr>
<tr>
<td><strong>Cafeteria Area</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Main Cafeteria (3)</td>
<td></td>
<td></td>
<td>$0</td>
<td>$20</td>
<td>$75</td>
</tr>
<tr>
<td>Kitchen Use of Meal Preparation (4)</td>
<td></td>
<td></td>
<td>$0</td>
<td>$20</td>
<td>$60</td>
</tr>
<tr>
<td>Faculty Kitchen</td>
<td></td>
<td></td>
<td>$0</td>
<td>$10</td>
<td>$30</td>
</tr>
<tr>
<td><strong>Middle School</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gymnasium</td>
<td></td>
<td></td>
<td>$0</td>
<td>$20</td>
<td>$70</td>
</tr>
<tr>
<td>Auditorium (2)</td>
<td></td>
<td></td>
<td>$0</td>
<td>$22</td>
<td>$85</td>
</tr>
<tr>
<td><strong>Cafeteria Area</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Main Cafeteria (3)</td>
<td></td>
<td></td>
<td>$0</td>
<td>$15</td>
<td>$45</td>
</tr>
<tr>
<td>Kitchen Use of Meal Preparation (4)</td>
<td></td>
<td></td>
<td>$0</td>
<td>$15</td>
<td>$45</td>
</tr>
<tr>
<td><strong>Elementary School</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gymnasium/Auditorium/Multi-Purpose</td>
<td></td>
<td></td>
<td>$0</td>
<td>$15</td>
<td>$60</td>
</tr>
<tr>
<td><strong>Cafeteria Area</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Main Cafeteria (3)</td>
<td></td>
<td></td>
<td>$0</td>
<td>$15</td>
<td>$45</td>
</tr>
<tr>
<td>Kitchen Use of Meal Preparation (4)</td>
<td></td>
<td></td>
<td>$0</td>
<td>$15</td>
<td>$45</td>
</tr>
<tr>
<td><strong>District Wide</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classroom/Meeting Room</td>
<td></td>
<td></td>
<td>$0</td>
<td>$10</td>
<td>$35</td>
</tr>
<tr>
<td>Computer Lab (5)</td>
<td></td>
<td></td>
<td>$95</td>
<td>$170</td>
<td>$315</td>
</tr>
</tbody>
</table>
Facility use Guidelines

1. Lifeguards must be provided according to the regulations established by the Iowa Department of Health. Pool occupancy of 1-30 requires one lifeguard -- 31-125 requires two lifeguards. An additional lifeguard shall be provided for each additional 125 swimmers in the water or fraction thereof. The cost is in addition to the base facilities fee.

2. Rehearsals in the auditoriums are 2/3 of the base facilities fee. Additional charges will be assessed for supervising or equipment operating personnel.

3. Includes use of electrical outlets and water from the kitchen area.

4. A Food and Nutrition Department employee is required to be on duty whenever kitchen facilities are used according to Board Regulation 805.9. The cost is in addition to the base facilities fee.

5. The Computer Labs may be used for training purposes only. Renter must demonstrate capability to operate equipment properly and is responsible for any damage to hardware or software. Computer lab fees apply to all organizations except for the Cedar Rapids Community School District instruction related activities. Request for computer lab use will require approval from the Director of Technology/designee. District employees must supervise usage of computer labs, this cost is in addition to the base facilities fee.

6. The ELSC Professional Development Center (PDC) will require a District employee to be present during the rental time on weekends, including a minimum of one hour before and two hours after the event. An event is defined as 8 hours in duration. Additional facility charges will apply for events exceeding 8 hours. Additional staffing and operational costs, unique to each rental based on the use of the facility, will be charged. The PDC has a variety of possible room configurations due to its moveable wall design. Request for use of the Professional Development Center will require approval from the ELSC Building Manager and District’s PDC Coordinator.

Cross Reference: Section 8055
Community Use of Facilities--Kingston Stadium

Base Rental Charges:
The charges for educational organizations are as follows:

<table>
<thead>
<tr>
<th></th>
<th>Night Events</th>
<th>$127 per hour</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$508 minimum (4-hour usage)</td>
</tr>
<tr>
<td></td>
<td>Day Events</td>
<td>$109 per hour</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$436 minimum (4-hour usage)</td>
</tr>
</tbody>
</table>

In case of non-educational organizations, requests to use Kingston Stadium shall be submitted to the Superintendent’s Cabinet for approval.

Base Rental Charges:
The charges for non-educational organizations are as follows:

<table>
<thead>
<tr>
<th></th>
<th>Night Events</th>
<th>$254 per hour</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$1,016 minimum (4-hour usage)</td>
</tr>
<tr>
<td></td>
<td>Day Events</td>
<td>$218 per hour</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$872 minimum (4-hour usage)</td>
</tr>
</tbody>
</table>

The District may provide the following facilities, as needed:
- Stadium seating facilities, athletic field and track
- Soccer and track equipment (when in season)
- Parking lots on District-owned sites
- Ticket stations
- Sound systems
- Locker rooms and shower rooms
- Players' benches
- Press box
- Restrooms
- Broadcast booths
- Scoreboard

Concessions Rights:
Kingston concession facilities may be used only under the auspices of the District.

Guidelines for Use:
- A District employee will be present during the term of the rental agreement with standard fees to be assessed in addition to base rental charge. Additional amounts will be charged for Sunday and for holiday use.
- The renter must contract directly for the services of a District-approved timekeeper, scoreboard operator and announcer.
- Charges will begin with the time designated for the opening of the stadium and will terminate with the closing of the stadium, including all necessary cleanup.
• The District reserves the right to require necessary maintenance, operational and cleanup crews as part of the contract.

• The renter will be charged for any destruction or damage to District property.

• If the District determines that security service or police protection is necessary, the sponsor will insure that the protection is provided and will pay all costs relating thereto.

• When rehearsals are necessary, arrangements and charges will be determined by the Executive Director of Business Services/designee at the time contract terms are reached and stadium needs are determined. Stadium employees are not authorized to exceed or alter terms on the written agreement.

• Any platform stage, chairs or additional stage equipment shall be pre-approved by the District.

• The renter will be required to furnish the District a Certificate of Insurance evidencing Commercial General Liability limits of $1,000,000 Occurrence and $2,000,000 Aggregate that will apply to either/or bodily injury and property damage. Liability coverage is to include the Iowa Governmental Immunities endorsement and also name the District and its employees and Volunteers as Additional Insureds.

• Decorations may be permitted if pre-approved by the Executive Director of Business Services/designee.

• Motorized vehicles are not permitted on the track or playing fields.
Community Use of Facilities—School Kitchens – Guidelines

In order to protect the equipment and supplies and maintain the safety and wholesomeness of food/supplies stored in the kitchens and storerooms, school kitchen facilities may not be used for anything other than preparing and serving school meals without prior approval from the Food and Nutrition Department. The kitchen facilities located in each Cedar Rapids School building are licensed by the Linn County Health Department to be operated by Food and Nutrition Department staff. The kitchens contain food products along with kitchen utensils and commercial food service equipment used by Food and Nutrition employees for cooking, storing and holding food served to students and staff. The equipment and supplies are the property of the Food and Nutrition Department and must be properly operated and maintained so they are always available and functioning.

Once approval has been granted, arrangements must be made for a Food and Nutrition employee(s) to be present and on-site during the event. The Food and Nutrition employee(s) will be responsible for supervising the use of equipment and supplies along with assisting with any food preparation that takes place in the school kitchen. The community group utilizing the kitchen facility will be billed for all labor charges associated with the use of a school kitchen. The guidelines and procedures below provide the details of how to apply for approval to use a kitchen facility and what expectations the group(s) must meet.

Procedures for requesting use and receiving approval to use school kitchen facilities

1. Interested parties must register on the District’s electronic facilities use requester system that can be found on the District website at: www.cr.k12.ia.us. Approval of on-line registration is required by the Office of Business Services.

2. Interested parties may then request use of District facilities via the District’s electronic facilities use requester system. If a request for kitchen use is indicated, prior approval from the Manager of Food and Nutrition/designee will be required prior to kitchen use.

3. When a building contract and approval to use a kitchen facility has been issued, The Food and Nutrition Department will coordinate the scheduling of the appropriate staff to be on-site during the event to supervise the proper use and cleaning of the facility.

Following appropriate District approvals, a facility-use contract is issued by the District to the requester. Requester must then sign electronically and return to the District to validate the contract. A certificate of insurance naming the District as additional insured, or the purchase of District provided insurance by the requester may also be required as appropriate.

Expectations for any group or organization using kitchen facilities will be as follows:

1. All community/school groups using a kitchen facility are responsible for the total cost of all food, disposable paper products (plastic ware, plates, napkins etc), and any labor charges associated with the use of the school kitchen.

2. The labor charged by the Food and Nutrition Department for the use of a school kitchen is based on the current Employee Work Agreement. Request for projected labor costs will be provided to the group based on information provided to the Food and Nutrition Department/Kitchen Manager at the time of request. Final billing will reflect the actual time worked and submitted by the assigned staff.

3. A Food and Nutrition employee must be on duty at all times during the use of kitchen facilities under the following guidelines:
Examples when a Food and Nutrition Employee must be on duty:
When any commercial equipment is used
Need access to refrigerators, freezers, and/or storerooms
Need use of serving line hot/cold units, ovens, dishwasher, garbage disposal, stove, warming units, or other
electrical/mechanical appliances.

Examples when a Food and Nutrition Employee need not be on duty:
If the group plans to use only counters and sinks
Need access to water
Need access to electrical outlets

4. Two Food and Nutrition employees will be scheduled for every ten people working in the kitchen.

5. Food and Nutrition employees are not allowed to volunteer their time in the kitchen. According to the
Employee Work Agreement, employees are to be paid for services performed at special events like banquets,
PTA sponsored events, sports activities at a rate of time and-a-half of their wage.

6. When charges for facilities use include District staff, the District shall pay the employee(s) directly. No direct
payment to District staff by facilities contract holder is allowed.

7. The designated community/school group person responsible for the use of the kitchen must meet with the
Kitchen Manager to discuss the use of equipment and kitchen utensils and the need for designated storage
space. Storing food products in a refrigerator and/or freezer must be approved by the Kitchen Manager and
meet HACCP and Health Department guidelines.

8. The group is responsible for leaving the kitchen completely clean and in order.

9. The cost of replacing or repairing any equipment or supplies damaged or removed from the kitchen facility or
lost due to unit being unplugged during an event will be charged back to the community/school group.

10. For safety reasons, small (3rd grade or younger) children are not allowed in the kitchen.

Cross reference: Regulation 805.4

Approved: 04-28-08
Revised: 05-12-14
Community Use of Facilities - Chart of Rental Fees – Theatre Rentals

Procedures for requesting use and receiving approval to use District theatre facilities and equipment is as follows:

1. Interested parties must register on the District’s electronic facilities use requester system that can be found on the District website at: www.cr.k12.ia.us. Approval of on-line registration is required by the Office of Business Services.

2. Interested parties may then request use of District facilities via the District’s electronic facilities use requester system. If a request for theatre use is indicated, prior approval from the School’s Theatre Director/designee will be required prior to theatre use.

3. When a building contract and approval to use a theatre facility has been issued, the Theatre Department will coordinate the scheduling of the appropriate staff to be on-site during the event to supervise the proper use.

Following appropriate District approvals, a facility-use contract is issued by the District to the requester. Requester must then sign electronically and return to the District to validate the contract. A certificate of insurance naming the District as additional insured, or the purchase of District provided insurance by the requester may also be required as appropriate.

Listed below are the current facilities fees per hour for Community Use for Theatre Rentals. In addition to the facilities fee, all approved weekend use of facilities will require, at the minimum, a two-hour custodial fee at current rates, during building use to ensure security and safety. The facility use guidelines may require additional fees. The District reserves the right to adjust fees assessed should extraordinary effort be required to accommodate usage.

Facility Use Guidelines
1. Rehearsals in the auditoriums are 2/3 of the base facilities fee. See Regulation 805.6 for fee schedule.
2. Additional charges will be assessed for supervising or equipment operating personnel. See table above.
3. Includes use of electrical outlets.
4. A Theatre Department employee is required to be on duty whenever theatre facilities & equipment are used according to Board Regulation 805.10. The cost is in addition to the base facilities fee.
5. The following pieces of equipment are not available: Smoke machines/hazers; strobes; external powered/unpowered speakers; specialty equipment; anything not in the school’s inventory.
6. District props, chairs, costumes, make up, or other scenic materials are not available to rent.
7. One student or director is required to be at all events. This individual will be responsible for basic lighting, sound, rigging and other needs. Student hourly rates (2 hours minimum) will be assessed at the District established Student Hourly Rate. Director hourly rates (2 hours minimum) will be assessed at the District established hourly rate.
8. When charges for facilities include District staff, the District shall pay the employee(s) directly. No direct payment to District staff by facilities contract holder is allowed.
9. The designated community/school group person responsible for use of the Theatre must meet with the school’s Theatre Director to discuss the use of the space and all equipment needs.
10. The community/school group is responsible for leaving the space in a clean and neat order.
11. The cost of replacing or repairing any equipment or supplies damaged/lost/removed from the building/theatre will be charged to the community/school group.
### Pricing:

#### Lighting:

<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>General wash</td>
<td>$75.00</td>
</tr>
<tr>
<td>Color Media</td>
<td>$9.00/sheet</td>
</tr>
<tr>
<td></td>
<td>Par cans, cyc lights use 4 gels per sheet; PARnels and fresnels use 6 per sheet; ellipsoids use 9-12 per sheet</td>
</tr>
<tr>
<td>Follow Spots</td>
<td>$25.00/spot</td>
</tr>
<tr>
<td>Trained Operator</td>
<td>2 hours minimum charge - District established (Student District Rate) / hour</td>
</tr>
<tr>
<td>Additional Lighting</td>
<td>Based upon hourly labor basis for the setup for director and students, plus $5.00/instrument</td>
</tr>
<tr>
<td>Rehearsal Lighting</td>
<td>Will be provided</td>
</tr>
<tr>
<td>Additional Light Hangs</td>
<td>2 Hour minimum charge for 2 instruments</td>
</tr>
</tbody>
</table>

#### Sound:

<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board and One Microphone</td>
<td>$75.00</td>
</tr>
<tr>
<td>Additional Channels – Wireless/channel (handheld)</td>
<td>$25.00 (subject to availability)</td>
</tr>
<tr>
<td>Additional Channels – Wired/mic</td>
<td>$25.00 (subject to availability)</td>
</tr>
<tr>
<td>Soundboard</td>
<td>$75.00</td>
</tr>
<tr>
<td>Trained Operator</td>
<td>2 hours minimum charge - District established (Student District Rate) / hour</td>
</tr>
<tr>
<td>Body microphones</td>
<td>Not available</td>
</tr>
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#### Fly Rail Operations:

<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trained Operator</td>
<td>2 hours minimum charge - District established (Student District Rate) / hour</td>
</tr>
<tr>
<td>Additional Hanging / Request to Move</td>
<td>1 hour minimum charge - Completed by District staff ONLY and labor charge (District established hourly rate) will be applicable</td>
</tr>
</tbody>
</table>

#### Projectors:

<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single or dual projector already in place</td>
<td>$75.00 – additional fee if setup is required</td>
</tr>
<tr>
<td>Additional projector needs</td>
<td>$100.00/projector</td>
</tr>
</tbody>
</table>

Cross Reference: Policy Section 805

Approved: 10-26-15
Use of District Facilities for Games of Skill, Games of Chance, and Raffles

Games of skill, games of chance, and raffles, as defined by Iowa law, may be permitted for educational fundraising activities in the facilities under the control of the District, provided that: 1) all the conditions and requirements contained in the appropriate statute are followed; and 2) net receipts are used to benefit District programs or activities.

All fundraising activities involving games of skill, games of chance, and raffles shall be approved in advance by the appropriate administrator/designee.

Code of Iowa: Chapter 99B
<table>
<thead>
<tr>
<th>Policy Number</th>
<th>Adm Reg Number</th>
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</thead>
<tbody>
<tr>
<td>900</td>
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</table>

**DISTRICT TECHNOLOGY, NETWORK SYSTEMS, & INTERNET ACCESS**

- 900.1 Appropriate Use of District Technology, Network Systems, & Internet Access
- 900.2 Access to District Technology, Network Systems, and Internet Access

**TRANSPORTATION SERVICES**

- 901.3 Determining Eligibility for Student Transportation
- 901.4 Student Eligibility for District Transportation
- 901.5 Paid Busing and Fees
- 901.6 Suspension or Curtailment of Transportation Services
- 901.7 General Use of District-Owned Vehicles
- 901.8 Vehicle Idle Reduction
- 901.9 Transportation of Students in Private Vehicles
- 901.10 Conduct on District Transportation
- 901.11 Use of Video Cameras on District Premises & District Transportation

**SCHOOL NUTRITION PROGRAM**

- 902.1 School Nutrition Management Program
- 902.2 Meal Charges
- 902.3 Free or Reduced-Price Meal Eligibility
- 902.4 Community Eligibility Provision (CEP)
- 902.5 Competitive Food Items to Students

**GRAPHICS & PRINTING SERVICES**

- 903.1 Graphics and Printing Services Fee Structure

**ANIMALS ON DISTRICT PREMISES**

- 904a Service Animals on District Premises
- 904b Therapy Dogs on District Premises

* Indicates Section but no Policy

May 2020
DISTRICT TECHNOLOGY, NETWORK SYSTEMS, AND INTERNET ACCESS

The Board of Directors of the Cedar Rapids Community School District is committed to making available to students and employees access to a wide range of electronic learning facilities, technology (including, but not limited to, computers, tablets, and hand-held devices), equipment, software, network systems, and internet access. The goal in providing this technology and access is to support the educational objectives and mission of the Cedar Rapids Community School District and to promote resource sharing, innovation, problem solving, and communication. The use of the District’s technology, network systems, and internet access shall be for district and educational purposes only. The District’s technology, network, and/or internet access is not a public access service or a public forum. The District has the right to place reasonable restrictions on the material accessed and/or posted through the use of its technology, network, and/or internet access, including the use of personal technology brought into the District by students and staff and the ability of students and staff to access the District’s network systems and internet access using personal technology.

The District makes no warranties of any kind, whether expressed or implied, for the access it is providing. The District is not responsible for any damages suffered by users or by third persons. This includes loss of data resulting from delays, non-deliveries, delivery failures, or service interruptions caused by the District or employee errors or omissions. Use of any information obtained via the Internet is at the user’s risk. The District is not responsible for the accuracy or quality of information accessed through its system.

The interpretation, application, and modification of this policy are within the sole discretion of the Cedar Rapids Community School District. Any questions or issues regarding this policy should be directed to the Superintendent, any building principal or the Technology Department.

Approved: 06-25-18
Appropriate Use of District Technology, Network Systems, and Internet Access

The District requires employees and students to learn to use computing devices, data networks, enterprise software systems, electronic mail, the Internet, and telecommunications tools and apply them in the appropriate ways to the performance of tasks associated with their positions and assignments.

Students and employees shall only engage in appropriate, ethical, and legal utilization of the District’s technology, network systems, and internet access. Student instruction on digital citizenship standards which includes safe, ethical, and responsible use of the Internet will be defined and taught within core curriculum. Student and employee use of the District’s technology, network systems, and internet access shall also comply with all District policies and regulations.

The following rules provide guidance to students and employees for the appropriate use of the District’s technology, network systems, and internet access. Inappropriate use and/or access will result in the restriction and/or termination of the privilege of access to and use of the District’s technology, network systems, and internet access and may result in further discipline for students up to and including expulsion and/or other legal action and may result in further discipline for employees up to and including termination of employment and/or other legal action. The District’s administration will determine what constitutes inappropriate use and their decision will be final.

Inappropriate use includes, but is not limited to:

- Uses which violate any local, state or federal statute or regulation.
- Creating, accessing, uploading, downloading, transmitting or distributing pornographic, obscene, profane, abusive, threatening, sexually explicit or otherwise inappropriate material, or material encouraging or promoting discrimination towards individuals or groups of individuals based upon a legally protected trait or characteristic.
- Uses which violate copyright laws or otherwise misuse of the intellectual property of another individual or organization.
- Accessing another individual’s materials, information, or files without authorization (authority).
- Any unauthorized access or malicious attempts to damage hardware/software or networks, circumvent or disable security protocols, or to destroy the data of another user, including creating, loading or intentionally introducing viruses.
- Altering the operation of computing devices as set by the network administrator.
- Using computing devices, data network or Internet for commercial purposes, or personal purposes which interfere with job performance or function of the workplace, or other purposes not consistent with the educational objectives of the District.
- Using the system to communicate, publish or display defamatory materials, rumors, disparaging portrayals or any other information which is known to be false or misleading.
- Harassing, insulting, or threatening harm or embarrassment of others.
- Swearing or using vulgarities or any other inappropriate language.
- Disseminating or soliciting sexually oriented messages or images.
- Disabling, circumventing or attempting to disable or circumvent filtering software.
- Transmitting personal credit card information or other personal identification information.
- Invading the privacy of individuals without authorization.
- Failing to follow District policy while using computing devices, data networks or accessing the Internet; or failing to follow any other policies or guidelines established by District administration or the employee’s supervisor and failure to follow instructions of supervisors.

Individuals should not allow anyone else to use their assigned login credentials or passwords to access or use the District’s computing devices, data network, information systems or the Internet. Users are responsible for the security of their own e-mail, computer and data network access. Users will be held responsible for any misuse of their computing device, e-mail or data network access by themselves or by others when the user has failed to follow appropriate security measures.
Employees authorized to allow student access to the District’s data network and Internet may do so only according to this policy and are responsible for supervising student access. Employees who allow student access to computer networks and the Internet in violation of this policy may be subject to disciplinary action up to and including termination.

Employees are responsible for maintaining a safe and secure school environment. This includes computing devices and the data network. All users will routinely change passwords when required or directed by system administrators. Staff will assist students with password changes as needed. Users determined to be a security risk may have access restrictions applied.
Access to District Technology, Network Systems, and Internet

Access

The District’s technology, network systems, and internet access shall be available to all students and staff within the District. However, access is a privilege, not a right. The amount of time and type of access available for each student and staff member may be limited by the District’s technology and the demands for the use of the District’s technology. Even if students have not been given access to and/or use of the District’s technology, network systems, and the internet, they may still be exposed to information from the District’s technology, network systems, and/or the internet in guided curricular activities at the discretion of their teachers.

Parents/guardians may request in writing that their child’s connection to the Internet be restricted. Some educational content, resources, and assessments are only available via the District’s data network and Internet connection. Students who are restricted will still use those educational resources deemed essential by the District.

Protecting and Monitoring District Technology

The District will have procedures that govern access, use and security of the District networked resources in order to exercise appropriate control over computer records, including financial, personnel and student information. The procedures will address: role-based access, remote access, passwords, system administration, data back-up (including archiving of e-mail), and disaster recovery.

The District’s system administrators may close a user account at any time, and administrators may request the system administrators to deny, revoke or suspend user accounts. Any user identified as a security risk or having a history of problems with appropriate use may be denied access to the District’s technology, the District’s network systems, and/or the District’s internet access.

The District has the right, but not the duty, to monitor any and all aspects of its technology, network systems, and internet access including, but not limited to, monitoring sites students and staff visit on the internet and reviewing e-mail and electronic files. The administration shall have both the authority and right to examine all technology and internet activity including any logs, data, e-mail, storage and/or other technology related records of any user. The use of e-mail and other communication tools are limited to District and educational purposes only. Students and employees waive any right to privacy in anything they create, store, send, disseminate or receive on the District’s technology and network systems, including the internet.

Internet Content Filtering

The internet is an ever-expanding resource that adds large quantities of content on a daily basis. While the internet is an extremely valuable tool for learning, some of the content is inappropriate for student use and may even be harmful to students' health, safety and welfare. Therefore, the District has determined that it will limit student access to certain undesirable topics, including but not limited to, information and images that are obscene, constitute child pornography or are otherwise harmful to minors. Since it is not feasible for the District to continually monitor the content of the internet, the District will employ technology protection measures in the form of internet filtering software or services in an attempt to block access to these types of harmful and inappropriate materials.

The District’s implementation of internet filtering does not guarantee that students will be prevented from accessing materials that may be considered inappropriate and/or harmful. However, it is a meaningful effort on the part of the District to prevent students from accessing inappropriate and/or harmful materials on the internet. The District makes no guarantee that the filtering software will be available at all times or that the filtering software will block all inappropriate and/or harmful material.
Although reasonable efforts will be made to make sure students will be under supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students may encounter information that may not be of educational value and/or may be inappropriate. If a student encounters such information, the student should terminate access to the information immediately and notify supervisory personnel or other appropriate personnel of what occurred.

If there is an accessible Uniform Resource Locator [URL] that may be inappropriate and not blocked, or if an educationally valuable URL is blocked, staff may submit a request to have the site reviewed and the filtering of that site changed (blocked or unblocked). All requests are submitted via the Web Filtering Request at http://www.cr.k12.ia.us/district-resources/technology/. All requests to change filtering status of a URL will be logged.

Cross Reference: Regulation 503.2
TRANSPORTATION SERVICES

It is the District's responsibility to provide transportation to and from school for students who qualify for transportation as provided by the Iowa Code. The District will make reasonable provision for transportation of students involved in educational field trips and co-curricular activities.

The District's transportation system will be maintained in an efficient, safe, and economical manner and will operate in compliance with the rules and regulations established by the Department of Education of the State of Iowa and according to Iowa Code.
Determining Eligibility for Student Transportation

The District will utilize a Transportation Review Committee to determine eligibility for transportation when there are issues involving distance measurement and/or existence of hazardous conditions, and open enrollment transportation.

The membership of the Committee will consist of the Deputy Superintendent, Executive Director of Middle School or Executive Director of Elementary School, and another central District or Building level administrator as appropriate appointed by the Superintendent/designee. The Executive Director of Business Services and the Manager of Transportation will serve as non-voting resource members.

The duties of the Committee shall include the following:

- determine the "most passable and safest route" upon appeal from a decision of the Manager of Transportation;
- follow established criteria for assessing hazardous conditions, and when requested, determine their application;
- recommend, in accordance with Regulation 901.1, transportation to areas where the Committee determines hazardous conditions exist; and
- recommend changes or adjustments in the transportation entitlement program.

Any decision of the Committee regarding distance measurement and hazardous conditions will be subject to appeal to the Superintendent.

Criteria for Route Measurement:
When measuring distance to determine eligibility for transportation, such distance shall be measured by using the shortest distance on public roads only. In determining the shortest distance, the following conditions shall be avoided if possible:

- any part of the interstate highway system restricted solely to vehicular traffic;
- any bridge or viaduct on which a posted weight embargo prohibits school bus traffic; and
- any intersection obstructed by a median strip or curb.

Criteria for Determining Hazardous Conditions:
The following criteria shall be utilized in the determination of hazardous conditions:

- the existence of an intersection where law enforcement officials will not permit the use of crossing guards; and/or
- the existence of a bridge or viaduct where there are no or limited provisions for pedestrian walkways.

When appropriate, consideration also should be given to the following:

- Age of student
- Rural, suburban, or urban areas
- Railroad crossing
  - Main line or switch area
  - Number of tracks
  - Signals available
  - Speed of trains
• Roadway - Walking parallel
  o Adequacy of sidewalks or walkways
  o Width of shoulder if used for walking
  o Adequacy of walkways on bridges or through underpasses
  o Obstructions to pedestrian traffic

• Roadways - Crossings
  o Traffic conditions - number of lanes, speed limits and traffic volume and patterns
  o Visibility at crossing
  o Traffic control devices
  o Availability of crossing guards

The District reserves the right to drop students from the transportation roster if the student fails to ride the bus for two consecutive weeks, unless the Transportation Office is notified by the parent/guardian that bus service is still required. Parents/Guardians can request their students can be added back to the route, but it could take up to five (5) school days to complete the request.
Student Eligibility for District Transportation

Resident Students:

Middle school and elementary school students who live more than two miles from the school designated for their attendance will be entitled to school transportation. High school students who live more than three miles from the school designated for their attendance will be eligible for transportation. Distance from home to school shall be measured on the public highway only, over the route determined in accordance with Iowa and Federal laws to be the most passable and safest.

The District will furnish transportation, for a fee, to students who do not live the required distance from school when it is determined in accordance with Procedure 901a that transportation is justified. Free transportation may be provided for approved special programs.

Open Enrollment Students:

The parent/guardian shall be responsible for student transportation, without reimbursement, to and from the receiving school or to a point on the regular school bus route of the receiving district.

If the student meets the economic eligibility requirements established by the department and state board of education, the sending district is responsible for providing transportation or paying the pro rata cost of the transportation to a parent or guardian for transporting the student to and from a point on a regular school bus route of a contiguous receiving district unless the cost of providing transportation or the pro rata cost of the transportation to a parent or guardian exceeds the average transportation cost per student transported for the previous school year in the district. If the cost exceeds the average transportation cost per student transported for the previous school year, the sending district shall only be responsible for that average per student amount. A sending district which provides transportation for a student to a contiguous receiving district under this subsection may withhold, from the district cost per student amount that is to be paid to the receiving district, an amount which represents the average or pro rata cost per student for transportation, whichever is less.

Non-Public Students:

Non-public students residing within the Cedar Rapids Community School District will be provided transportation in accordance with Iowa and Federal laws. Families may choose to attend an alternate site; however, they must provide their own transportation and apply for reimbursement as provided in Iowa and Federal laws.

Code of Iowa: Chapter 285
Chapter 282.18

Cross Reference: Procedure 901a

Approved: 07-10-78
Revised: 06-08-81
Reviewed: 09-25-89
Revised: 10-09-89
Revised: 10-26-92
Reviewed: 06-09-97
Revised: 01-11-99
Reviewed: 09-08-03
04-14-08
Revised: 02-24-14
04-22-19
**Paid Busing and Fees**

Fees for transportation services shall be charged when students do not live the required distance from school and when it is determined in accord with Procedure 901a that transportation is justified. Paid busing will only be allowed if there is room available on an existing yellow bus route.

The fee charged shall be based on the pro rata cost per pupil, computed annually by State formula. The base fees will be 100 percent of the pro rata cost per pupil, rounded to the nearest dollar, for the first paying student in a family, and 50 percent of the pro rata cost per pupil, rounded to the nearest dollar, for the second paying student in a family. The charge will be 33½ percent for any additional paying family members.

Students who qualify for pay busing and reduced price lunches can purchase fee busing at 50 percent of the regular rate. Students, who qualify for free lunches, will be transported at no cost. Full payment is required to ride the bus.

Transportation services shall be purchased on an annual or quarterly basis. Fees shall be paid in full upon receipt of a District invoice at the beginning of each year or quarter as follows:

1. **1st billing** = end of October/beginning of Nov (Aug/Sept/Oct)
2. **2nd billing** = beginning of January (Nov/Dec/Jan)
3. **3rd billing** = beginning of March (Feb/March)
4. **4th billing** = beginning May (remainder - Apr/May)

Transportation service passes may be purchased for morning service or afternoon service, at half the applicable fee and subject to the pay arrangements specified above.

Students who elect to receive transportation after the quarter begins shall be charged on a pro rata basis. A student who moves in or out of an eligible area will be charged or receive a refund on a pro rata basis according to the amount of transportation provided. Payments may be made in person, or mailed to the District Accounting Department.

No refunds or rate adjustments shall be made for days busses cannot operate because of weather or other circumstances beyond the control of the District. Extenuating circumstances, such as extended illness, will be considered on an individual basis.

Students covered under this regulation will receive service similar to that offered other transported students and will be governed by the same rules of conduct.

**Code of Iowa:** Chapter 285  
**Iowa Administrative Code:** Chapter 281-18

Cross Reference: Procedure 901a

Approved: 07-10-78  
Revised: 05-24-79  
09-22-80  
06-08-81  
Reviewed: 09-11-89  
Revised: 06-08-92  
Reviewed: 06-09-97  
Revised: 01-11-99  
Reviewed: 09-08-03  
04-14-08  
Revised: 02-09-09  
07-19-10  
08-09-10  
02-24-14  
12-14-15  
04-22-19
Suspension or Curtailment of Transportation Services

The Manager of Transportation will be responsible for determining the feasibility of operating District-owned vehicles during periods of inclement weather and/or deficient road conditions. The Manager may initiate minor route changes when, in the Manager's opinion, the minor adjustment would promote the safety of the students and the protection of equipment. In the event local or state authorities place an embargo on any road traveled by a District-owned vehicle, the manager shall reroute vehicles to service the area in the most expeditious manner.

In the event of inclement weather or emergency, the Manager of Transportation will make a recommendation to the Superintendent/designee regarding transportation suspension or curtailment options. Suspension of transportation services will be authorized only by the Superintendent/designee.

The Superintendent/designee will advise the Transportation Department immediately of any school closure. When it is necessary to limit or cancel transportation services, the District will inform families and staff.

Reduced Visibility
During a period of reduced highway visibility caused by fog, snow, or other weather conditions, the school bus driver is authorized to vary from prescribed pick-up and delivery points in the interest of student safety. The driver may use the untraveled portion of the public roadway or use a private road that is maintained in the same manner as the public roadway.

Code of Iowa: Chapter 285

Approved: 07-10-78
Reviewed: 09-25-89
Revised: 10-09-89
Reviewed: 09-28-92
Reviewed: 06-09-97
01-11-99
09-08-03
04-14-08
Revised: 02-24-14
04-22-19
General Use of District-Owned Vehicles

General Use of District-Owned Vehicles
The following District vehicles shall be used only when employees are engaged in school business: school buses, vans, mail delivery trucks, maintenance vehicles, maintenance personnel carriers, tractors, and other grounds equipment. Vehicles shall be stored on school property.

The Superintendent/designee may assign vehicles to District employees. Staff members who are assigned school vehicles on a full-time basis may drive the vehicles to and from work, but may not use the vehicles for private purposes. The overnight storage of a District vehicle at an employee's residence is prohibited except for those employees assigned a vehicle on a full-time basis.

Approved District Volunteers
Per Board Procedure 1002.3a, District volunteers may drive a District-owned vehicle upon approval from the Manager of Transportation.

All Approved District Drivers
All individuals who are approved to drive or assigned a District-owned vehicle, District employee or volunteer, shall be reviewed annually by the Manager of Transportation to ensure the following:

- Must have a current, valid and appropriate driver’s license or Commercial Driver’s License (CDL)
- Must not be subject to any driver’s license suspension, revocation, cancellation, denial or bar and not have committed an offense or act which, either alone or with previous offenses or acts, could result in license suspension, revocation, cancellation, denial or bar.

Special Use of District-Owned Vehicles
Transportation of District Students/Staff:
When requested, the District may furnish District-owned vehicles to transport students and chaperones for purposes of field trips and co-curricular activity trips. District-owned vehicles also may be used to transport school student spectators and chaperones to various interschool functions. In all cases, the District will be reimbursed the cost for the trip as determined by the Manager of Transportation.

Transportation of Non-School Groups:
District-owned vehicles may be available to non-school groups which promote cultural, educational, civic, community, or recreational activities for transporting to and from non-school sponsored activities in the state.

The Manager of Transportation will assess appropriate fees for the use of District-owned vehicles.

Transportation of District Students/Staff:
When requested, the District may furnish school bus transportation to transport students and chaperons for purposes of field trips and co-curricular activity trips. School buses also may be used to transport public school student spectators and chaperones to various interschool functions. In all cases, the District will be reimbursed the cost for the trip as determined by the Manager of Transportation.

Transportation of Non-School Groups:
District-owned vehicles may be available to local non-profit entities which promote cultural, educational, civic, community, or recreational activities for transporting to and from non-school sponsored activities in the state.

The Manager of Transportation will develop administrative guidelines and assess appropriate fees for the use of District-owned vehicles by local non-profit entities.
**Vehicle Idle Reduction**

The Cedar Rapids Community School District recognizes that it has a role in reducing environmental pollutants and in protecting students and others from exposure to pollutants that may impact respiratory health. Unnecessary vehicle idling emits pollutants and wastes fuel.

Staff will minimize idling time on all District-owned vehicles and will follow appropriate operational procedures. Staff will evaluate all routes for efficiency, idle time, deadhead miles and time, and revise schedules to utilize resources in the most efficient manner.
Transportation of Students in Private Vehicles

The District may approve employees and/or adult volunteers to transport students in private vehicles consistent with this Regulation. This Regulation applies only to the transportation of students in private vehicles that is required as part of the educational program, including as part of extra-curricular activities, and that is approved by a District employee who is someone other than the individual transporting students.

For the purpose of this regulation, an employee is any person performing work for the District who receives compensation directly from the District for said services. For the purpose of this regulation, an adult volunteer is defined as any person over the age of eighteen (18) performing services on behalf of the District with the authorization of an employee of the District who does not receive compensation for said services. For the purpose of this regulation, a private vehicle is defined as any motor vehicle that is not owned by the District.

Transportation by Employees

An employee may transport students in private vehicles provided the need to transport is within the scope of the employee’s employment and duties and the employee has received authorization from his/her supervisor. The employee must, at all times, exercise caution and obey all traffic laws when transporting students. The employee is prohibited from using his/her cell phone at any time when driving students.

When the District employee is driving a private vehicle within the scope of the employee’s employment and duties, the employee is provided primary liability coverage as provided in Iowa law and under the District’s auto liability insurance, provided the employee is acting within the scope of his/her delegated duties and authority. This coverage does not extend to damage to the employee’s vehicle or loss of personal property of the employee driver. This means that District insurance covers: 1) bodily injury to others and 2) damage to personal property of others. Damage to employee driver’s vehicle would be covered by the employee’s insurance. Bodily injury to the employee would be covered under the District’s Workers’ Compensation insurance.

Transportation by Adult Volunteers

An adult volunteer may transport students in private vehicles only for field trips or activity events, provided the adult volunteer has received authorization from the District employee who supervises the volunteer’s work. The adult volunteer must, at all times, exercise caution and obey all traffic laws when transporting students. The adult volunteer is prohibited from using his/her cell phone at any time when driving students.

Requirements for Transportation by Employees and/or Adult Volunteers

Employees and/or adult volunteers who are approved to drive a private vehicle under this Regulation will be required to annually complete and sign a Driver Statement confirming the following conditions are met:

- Must have a current, valid and appropriate driver’s license or Commercial Driver’s License (CDL).
- Must not be subject to any driver’s license suspension, revocation, cancellation, denial or bar and not have committed an offense or act which, either alone or with previous offenses or acts, could result in license suspension, revocation, cancellation, denial or bar.
- Must have an appropriate child safety restraint for every student transported as required by applicable state or federal regulations.
- Must possess Proof of Insurance for private vehicles used to transport District students.
- Must have the owner’s permission to operate the vehicle.

All completed Driver Statements will be kept on file in the originating school office.

If at any time the District learns that the any of the above-stated conditions are not met and/or that the employee or adult volunteer for any reason should not transport students in a private vehicle, the District can revoke the employee’s or adult volunteer’s driving privileges pursuant to this Regulation. The District reserves the right to revoke the driving privileges pursuant to this Regulation without any notice and for any reason.
Transportation by Common Carriers

Students may be transported through the use of city buses, taxis, or other common carriers. The responsible administrator will be expected to exercise judgment regarding the assignment of adult supervision.

Transportation to and from Off-Campus Activities

If not provided by the District, it is the responsibility of the parent/guardian to provide or arrange for transportation of their student(s) to and from off-campus activities and learning experiences in the Cedar Rapids metro area.

Code of Iowa: Chapter 670.2

Approved: 01-26-81
Amended: 02-06-84
Reviewed: 09-25-89
Revised: 10-12-92
Reviewed: 06-09-97
Revised: 01-11-99
06-14-99
09-08-03
04-28-08
04-14-14
01-27-2020
Conduct on District Transportation

All persons utilizing or having access to District transportation will conduct themselves in an orderly manner fitting to their age-level and maturity with mutual respect and consideration for the rights of the vehicle driver and the other passengers.

The vehicle driver will have the authority to maintain order, with the assistance of other staff, on the District vehicle. In the event of disruptive behavior, the vehicle staff should contact the Manager of Transportation/designee for appropriate guidance. If the vehicle staff believes a threat exists, law enforcement may be contacted. It is the responsibility of the vehicle driver or attendant to report misconduct to the Manager of Transportation/designee and/or building administrator/designee.

Students and employees who fail to behave in an orderly manner may be subject to disciplinary measures. Other persons who fail to behave in an orderly manner may be asked to leave the District transportation and may no longer be permitted to use and/or access the District transportation. The Manager of Transportation/designee and/or building principal/designee will have the authority to suspend transportation privileges of the student, employee, or other individuals or to impose other appropriate discipline.

The Board authorizes the use of District video surveillance on District vehicles used for transportation to and from school as well as for field trips, curricular or extracurricular events and other events. District video surveillance will be used to monitor student, employee, and other rider behavior and may be used as evidence in a student or employee disciplinary proceeding. The video recordings will be maintained as required by District guidelines.
Use of Video Cameras on District Premises and District Transportation

The Board supports the use of District video cameras on District premises and District transportation as a means to monitor and maintain a safe environment for students and employees. The District video cameras may be used on District premises, including inside and/or outside District buildings; may be operated during school hours and/or during non-school hours; and may be operated on District vehicles used for transportation to and from school and school activities. District video recordings of student and/or employee activity on District premises and/or while using District transportation may be used as evidence in a student and/or employee disciplinary proceeding.

Student Records
A video recording of student activity on District premises and/or while using District transportation may be a student record subject to Board policy and administrative regulations regarding confidential student records. Only those persons with a legitimate educational purpose may view a video recording of a student on District premises and/or using District transportation. If the content of the video recording becomes the subject of a student disciplinary proceeding, it will be treated like other evidence in the proceeding.

Employee Records
A video recording of an employee’s activity on District premises and/or while using District transportation may be an employee record subject to Board policy and administrative regulations regarding confidential employee records. Only those persons with a legitimate disciplinary and/or investigatory purpose may view a video recording of an employee on District premises and/or using District transportation. In most instances, those individuals with a legitimate disciplinary and/or investigatory purpose may be the Superintendent and any other person who supervises the employee and/or is involved in investigating and/or evaluating the employee’s performance and/or conduct.

Notices
The District will annually provide the following notice to students and parents:

The Cedar Rapids Community School District Board of Directors has authorized the use of video cameras on District premises and video cameras and audio recording equipment on District transportation. The video cameras and audio recording equipment will be used to monitor and record student behavior to maintain order on District premises and District transportation and to promote and maintain a safe environment. Students and parents are hereby notified that the content of the video and audio recordings may be used in a student disciplinary investigation and/or proceeding. The content of the video and audio recordings may be confidential student records and may be retained with other student records. Video and audio recordings may be retained if necessary, for use in a student disciplinary investigation and/or proceeding or other matter as deemed necessary by the administration.

The District will annually provide the following notice to employees:

The Cedar Rapids Community School District Board of Directors has authorized the use of video cameras on District premises and video cameras and audio recording equipment on District transportation. The video cameras and audio recording equipment will be used to monitor and record employee behavior to maintain order on District premises and District transportation and to promote and maintain a safe environment. Employees are hereby notified that the content of the video and audio recordings may be used in an employee disciplinary investigation and/or proceeding. The content of the video and audio recordings may be confidential employee records and may be retained with other employment records. Video and audio recordings may be retained if necessary, for use in an employee disciplinary investigation and/or proceeding or other matter as deemed necessary by the administration. Employees may request to view video and audio recordings involving them if the video and audio recordings are used in an employee disciplinary investigation and/or proceeding involving them.
The following notice will be placed on all District premises and/or school buildings equipped with a video camera:

This area and/or building is equipped with a video monitoring system.

The following notice will be placed on all District transportation equipped with a video camera and audio recording equipment:

This vehicle and/or bus is equipped with a video monitoring system and audio recording equipment.

**Review of Video and Audio Recordings**

The District will review video and audio recordings randomly or when necessary as a result of an incident reported by a school employee or student. Video and audio recordings may be recirculated for erasure after approximately thirty (30) days.

The review of video and audio recordings is limited to the individuals having a legitimate educational purpose and/or a disciplinary and/or investigatory purpose. A written log will be kept of those individuals reviewing video and audio recordings stating the time, name of individual viewing, and the date the video and/or audio recording was viewed.

**District Video and Audio Monitoring Systems**

District video cameras may be used as follows: used on District premises; used at all school buildings, at a select number of locations within each school building; used on all District vehicles. District audio recording equipment may be used as follows: used on all District vehicles.

The determination of how District video cameras and audio recording equipment will be used, and the location of the video cameras will be made by the Superintendent/designee in consultation with the building principals and/or Manager of Transportation.

**Student and Employee Conduct**

Students and employees are prohibited from tampering with the video cameras and/or audio recording equipment at any location. Students and employees found in violation of this regulation will be disciplined in accordance with all applicable District disciplinary policies and rules and will reimburse the District for the cost of any repairs or replacement necessary as a result of the tampering.

Approved: 04-10-95
Reviewed: 06-09-97
01-11-99
09-08-03
04-14-08
Revised: 10-24-11
02-24-14
01-23-17
04-22-19
SCHOOL NUTRITION PROGRAM

The School Nutrition Program will provide meals through participation in USDA’s National School Lunch Program and School Breakfast Program. The programs will operate on a nonprofit basis and be fiscally self-sustaining. It is the District's responsibility to provide adequate facilities for the preparation and serving of meals, to comply with federal and state laws governing the National School Lunch Program and School Breakfast Program.

School lunch and school breakfast should be an integral part of the total educational program, designed to provide well-balanced healthy meals that provide students with the nutrition necessary for healthy growth, intellectual development and promotes good nutritional habits.

Code of Iowa: Chapter 283A

7 C.F.R. Pt. 210 et seq.
281 I.A.C. 58

Approved: 07-24-78
Reviewed: 09-25-89
10-12-92
06-09-97
Revised: 01-11-99
Reviewed: 10-27-03
04-14-08
Revised: 03-10-14
08-12-19
School Nutrition Program Management

The District will operate a school nutrition program in each district owned school which supports the District's overall mission and goals. The daily supervision/operation of the School Nutrition Program will be the responsibility of the Manager of Food and Nutrition Department in cooperation with each school administrator/designee. At the discretion of the Manager of Food and Nutrition Department, food service facilities and food sales may be offered to the public according to Board policy and state agreements.

Program revenues, along with equipment and supplies, will only be used for the operation and/or improvement of such programs.

The District shall comply with all federal and state laws and regulations required for procurement in the School Nutrition Program, including the selection and evaluation of contractors.

Meal prices for the School Nutrition Program will be reviewed annually and set based on the recommendation of the Food and Nutrition Department Manager in accordance with federal and state law.

Students may bring their lunches from home and purchase milk, food, and other a la carte items.

Code of Iowa: Chapter 23A and Chapter 283A

Legal Reference:
42 U.S.C. §§ 1751 et seq.
7 C.F.R. Pt. 210 et seq.
281 I.A.C. 58.

Cross Reference:
Policy 702
Regulation 702.1 and 702.1a
Regulation 805.9

Approved: 07-10-78
Revised: 09-22-86
Reviewed: 09-25-89
Revised: 10-09-89
Reviewed: 10-12-92
06-09-97
Revised: 01-11-99
Reviewed: 10-27-03
Revised: 04-28-08
02-24-14
07-15-19
Meal Charges

**Elementary School**

- Students may charge any combination of meals up to a value of $15.00
- No snacks or a la carte items may be charged, with the exception of milk
- When charge limit is reached, a substitute sandwich, such as SunButter or cheese, fruit or vegetable and milk will be served for lunch; toast, fruit and milk will be served for breakfast
- Allergies will be taken into consideration
- Balance notification for those accounts less than $5.00 will be communicated to households on a bi-weekly basis

**Middle School**

- Students may charge any combination of meals up to a value of $15.00
- No snacks or a la carte items may be charged, with the exception of milk
- When charge limit is reached, a substitute sandwich, such as SunButter or cheese, fruit or vegetable and milk will be served for lunch; toast, fruit and milk will be served for breakfast
- Allergies will be taken into consideration
- Students whose balance falls below $5.00 will be notified of their balance at the cash register.
- Balance notification for those accounts less than $5.00 will be communicated to households on a bi-weekly basis

**High School**

- Students may charge any combination of meals up to a value of $5.00
- No snacks or a la carte items may be charged, with the exception of milk
- When charge limit is reached, a substitute sandwich, such as SunButter or cheese, fruit or vegetable and milk will be served for lunch; toast, fruit and milk will be served for breakfast
- Allergies will be taken into consideration
- Students whose balance falls below $5.00 will be notified of their balance at the cash register.
- Balance notification for those accounts less than $5.00 will be communicated to households on a bi-weekly basis

**Adults**

- Adults will not be allowed to charge meals or a la carte items
- Adults must have cash or a sufficient account balance to make a purchase
- Adults will be notified of their balance verbally at the cash register when the balance falls below $5.00

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases.

Meal account balances and history shall be made available online 24/7 through a secure system.

Meal Charge procedures shall be communicated in writing and made available to students and families.
Free or Reduced-Price Meals Eligibility

District students who meet USDA eligibility guidelines will be provided school meals through the School Nutrition Program at no cost or at a reduced price. It is the responsibility of the Manager of the Food and Nutrition Department/designee to determine the eligibility of students for free or reduced-price meals in the School Nutrition Programs in accordance with criteria established by state and federal law. The District recognizes meal benefit information as confidential and will make reasonable efforts to prevent the overt identification of students who are eligible for free and reduced-price meals.

The District shall, at least twice annually, notify all families of the availability and application procedures for free or reduced-price meals.

Families that do not qualify for free or reduced-price meal benefits will pay full price for a student meal.

Legal Reference:

2 U.S.C. §§ 1751 et seq.,
7 C.F.R. §§ 210 et seq.,
Iowa Code § 283A,
281 I.A.C. 58.

Cross Reference:
Policy 902
Procedure 902.1a

Approved: 07-15-19
**Community Eligibility Provision**

USDA’s Healthy, Hunger-Free Kids Act provides schools which predominately serve areas of high economic need an option for meal certification under the Community Eligibility Provision (CEP). Consideration may be given to schools with an Identified Student Percentage (ISP) at 40 percent or higher. The identified students are those certified for free meals without the use of household applications through direct certification or categorical eligibility (SNAP, TANF, FDPIR, migrant, runaway, foster, or homelessness).

Under this provision:
- Qualifying schools are allowed to serve one (1) breakfast and one (1) lunch at no charge to all students in that building without having to collect and process individual meal applications.
- Under CEP, individual students do not have eligibility status, the school has the CEP designation based on the number of students directly certified.
- Meal reimbursement uses a formula based on percentage of ISP students qualifying for free meals by direct certification or categorical eligibility.
- Adults are required to pay for meals.
- Students may purchase extra milk, food and a la carte items at the secondary level.

The Community Eligibility Provision (CEP) may be considered for qualifying schools and determination by site shall be conducted annually.

**Legal Reference:**
- 2 U.S.C. §§ 1751 et seq
- 7 C.F.R. §§ 210 et seq
- Iowa Code § 283A
- 281 I.A.C. 58

**Cross Reference:**
- Policy 902
- Procedure 902.1a

Approved: 07-15-19
Competitive Food Items to Students

All foods/beverages offered, sold or made available in schools before, during, and 30 minutes after the school day must meet nutrition guidelines set forth in the Healthy, Hunger-Free Kids Act.

Competitive foods/beverages may not be sold or offered 30 minutes prior to, during, or 30 minutes after the scheduled mealtimes of the School Nutrition Programs unless permission has been granted by the Manager of Food and Nutrition Department.

Federal Reference

National School Lunch and School Breakfast Program Regulations Child Nutrition Act of 1966 (with amendments)
Section 204 Public Law 108-265-June 30, 2004 (Child Nutrition and WIC Reauthorization Act)
Section 204 of the Healthy, Hunger-Free Kids Act of 2010, Public Law 111-296, Section 9A

Cross Reference: Regulation 610.1
Procedure 610.1a
Procedure 610.1b
FIELD SERVICES

The District's overall mission and goals by providing printing and printing-related services to the District's schools and departments, and, when approved, to other education-related agencies/organizations. The District's schools and departments should always take priority over other agencies/organizations who request graphics or printing services.

Approved: 10-26-92
Reviewed: 06-09-97
Revised: 01-11-99
       06-14-04
       04-14-08
Reviewed: 03-10-14
       08-12-19
**Graphics and Printing Services Fee Structure**

In all instances of use, the Graphics and Printing Services Fee Structure will be utilized. The District reserves the right to adjust the schedule should extraordinary effort be required to accommodate the usage.

**Graphics and Printing Services -- Fee Determination Schedule**

**Level 1**

Cedar Rapids Community School District schools and departments (excluding certain co-curricular activities) and PTAs (excluding fund-raising projects)

- Materials at cost
- No labor charges

**Level 2**

Cedar Rapids Community School District co-curricular activities and PTA fund-raising activities (Including competitive sports, intramural sports, and performing arts)

- Materials at cost + 25%
- Labor charged at Level 2

**Level 3**

Other non-profit agencies/organizations that are affiliated with the Cedar Rapids Community Schools

- Materials at cost + 40%
- Labor charged at Level 3

**LABOR CHARGE SCHEDULE**

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<thead>
<tr>
<th></th>
<th>LEVEL 1</th>
<th>LEVEL 2</th>
<th>LEVEL 3</th>
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</thead>
<tbody>
<tr>
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Approved: 10-26-92
Reviewed: 06-09-97
Revised: 01-11-99
06-14-04
04-14-08
06-13-11
05-14-12
02-24-14
Reviewed: 07-15-19
ANIMALS ON DISTRICT PREMISES

For the purposes of this policy, “District premises” refers to school buildings, vehicles, and all other District property. The District shall comply with all state and federal laws, regulations, and rules regarding the use and presence of animals.

The District is dedicated to protecting the health and well-being of our students, staff, and visitors. Some animals present issues such as allergic reactions, cleanliness, and unpredictable behavior. Therefore, no unauthorized animals are allowed on District premises. The building administrator retains discretion to exclude or remove an animal from District premises.

In order to maintain a safe and healthy environment for all students, staff, and community members, the following rules apply to District premises.

- All animals on District premises must be under appropriate control at all times.
- Unauthorized animals are not allowed on District premises events at any time, even if leashed.
- Any persons found with an unauthorized animal will be asked to remove it from the premises.
- A person bringing an animal onto District premises is responsible for all damage done to the premises by the animal.
- A person bringing an animal onto District premises must remove any waste left by the animal.

Taking into consideration that some animals can cause or intensify allergic reactions or other health concerns and/or cause damage and create a hazard if they escape from confinement, a Building Administrator may permit animals to be present in classrooms to support curriculum-related projects and activities only under the following conditions:

- The staff member seeking approval to have an animal in their classroom will provide current health information which indicates the animal meets state and county requirements.
- The staff member seeking approval must identify and exercise precautions deemed necessary to protect the health and safety of students, staff, and visitors.
- The staff member seeking approval must ensure that the animal is treated humanely, ensuring it is in a healthy condition, and that appropriate confinement is properly cleaned and maintained while keeping surrounding areas clean and sanitary.
- The staff member seeking approval takes all responsibility for the animal during any and all breaks from school.
- All animals shall be removed from the campus during summer break. Animals may remain during Winter and/or Spring breaks as long as appropriate arrangements for care have been made in advance by the staff member and approved by the Building Administrator.

Approved: 01-23-17
Revised: 10-28-19
**Service Animals on District Premises**

A service animal is permitted to accompany an individual with a disability onto District premises, subject to this regulation, state and federal law. For purposes of this regulation, “District premises” refers to school buildings, vehicles, and all other District property.

The District shall comply with all state and federal laws, regulations and rules regarding the use of service animals by staff or students with a disability under appropriate circumstances.

**DEFINITION OF SERVICE ANIMAL**

This regulation applies to any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability as defined by the Americans with Disabilities Act (ADA). Service animals are working animals, not pets. The work or task that a service animal has been trained to provide must be directly related to the person’s disability. Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

**PROCEDURES/REQUIREMENTS**

Use of service animals by staff or students with a qualifying disability is subject to the following procedures and requirements:

- The Superintendent/designee may ask an individual with a disability or the parent/guardian of a student with a disability if the service animal is required because of a disability. Information about the nature or extent of the disability is not required. The District may request that the individual identify and describe the work or task that the animal has been trained to perform.

- The Superintendent/designee will require documentation that the service animal is properly licensed pursuant to local animal control licensure laws, rules, or regulations, to ensure current vaccinations.

- The use of a service animal on District premises may be subject to a plan designed to introduce the service animal to the school environment, any appropriate training for staff and students regarding interaction with the service animal, and other activities or conditions deemed necessary by the District. However, an individual with a disability who uses a service animal will not be restricted from entry onto District premises prior to completion of any training/familiarization deemed appropriate.

- Service animals must be under the control of their handlers at all times. Service animals must wear proper identification and always be on a leash or other form of restraint mechanism, unless the handler is unable because of a disability to use a harness, lead, or other tether, or the use of such mechanism would interfere with the service animal’s safe, effective performance of work or tasks, in which case the service animal must otherwise be under the handler’s control (voice control, signals, or other effective means).

- It is the responsibility of the student (or, if the student is unable, the student’s parent/guardian) or staff member with a disability to be the animal’s handler. The handler must have the service animal utilize the animal waste and disposal area designated by the Superintendent/designee at all times.

- Service Animals will be allowed in District transportation vehicles only when the service animal is under the control of a properly trained handler, including while entering and exiting the vehicle.

- The District retains discretion to exclude or remove a service animal from its property if:
  - The animal is out of control and the animal’s handler does not take effective action to control the animal’s behavior.
  - The animal is not housebroken.
  - The animal’s presence or behavior fundamentally interferes in the functions of the District.
  - The animal poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications.
LIABILITY
The student (parent/guardian) or staff member with a disability is liable for any damage to the District’s property, personal property, and any injuries to individuals caused by their service animal to the same extent that a non-disabled individual who caused such damage would be held liable by the District. The student (parent/guardian) or staff member with a disability who uses a service animal on District property will indemnify and hold harmless the District and its officers, employees, agents, and assigns from any such damages.

Reference: Procedure 904b
Therapy Dogs on District Premises

A therapy dog is permitted onto District premises, subject to this procedure. For purposes of this procedure, “District premises” refers to school buildings, vehicles, and all other District property. The District shall comply with all state and federal laws, regulations and rules regarding the use of therapy dogs by staff or students under appropriate circumstances.

PURPOSE
Therapy dogs can be used to achieve specific physical, social, cognitive, and emotional goals with students. A therapy dog is trained to provide affection and comfort to students or other individuals under the direction and control of a qualified handler who works with the dog as a team. Therapy dogs are not “service animals” as defined by the Americans with Disabilities Act, 28 C.F.R. Part 35.

PROCEDURES/REQUIREMENTS

• Therapy dog teams (dog and handler) are required to be registered with one of the following organizations:
  - Therapy Dogs International (TDI)
  - Pet Partners Therapy Animal Program
  - Cares, Inc. Assistance Dog (includes Public Access Certification)

• The dog that is brought to a school building will need to be accompanied by the trained handler with whom the animal is registered. The handler will be a District employee and/or registered District volunteer, whose role is in alignment with the purpose of the therapy dog. Therapy dogs must be under the control of their handlers at all times, wear proper identification, and always be on a 4-foot leash, or shorter, or restricted by some form of containment.

• All legal liability will be assumed by the owner of the therapy dog.

• Requests for the use of a registered therapy dog will be made by the handler by completing the appropriate form and submitting it, along with necessary documentation, on an annual basis, to the Office of Learning and Leadership. Necessary documentation includes:
  - Completed Canine Therapy Involvement Approval Application Form
  - Current verification of registration with one of the district-approved organization
  - Statement from veterinary office confirming that all shots are up-to-date
  - Proof of vaccination and physical examination
  - Copy of Guidelines for Therapy Dog Involvement signed by the handler and building Administrator

• The dog must be clean and well-groomed with trimmed nails, clean teeth, free of internal and external parasites, and in overall good health. Any dog with a fresh wound, recent surgery or other injuries must be excused from therapy visits until fully recovered and healed. Female dogs in “season” cannot participate in therapy visits.

• The handler will work with the building Administrator to develop a summary of expected duties and responsibilities of the canine therapy team to the Office of Learning and Leadership.

• The owner of the dog must provide an appropriately sized crate for the dog along with an area for the dog to stay if an individual has pet allergies or significant emotional discomfort with any type of animal.

• The primary handler will be solely responsible for any clean up related to the dog ensuring compliance with state and federal regulations.

• Parents must be informed of the presence of a therapy dog in the school building to allow any concerns or questions to be raised.

• Canine therapy teams are required to renew their status with the district annually prior to the start of each school year.

• Applications and supporting documents will be kept on file in the Office of Learning and Leadership and the building(s) at which the canine therapy team provides services.
• The District/Building Administrator retains discretion to exclude or remove a therapy dog from its property for any reason including but not limited to:
  o The handler does not take effective action to control the dog’s behavior.
  o The dog is not housebroken.
  o The dog’s presence or behavior fundamentally interferes in the functions of the District.
  o The dog poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications.

Reference: Policy 904, Procedure 904a
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* Indicates Section but no Policy

April 2020
DISTRIBUTION COMMUNICATIONS AND COMMUNITY RELATIONS

Public support and confidence are essential to the success of public education. By interacting and cooperating in the ways that result in mutual benefit, the Board and staff members are receptive to the needs of the community.

To develop the mutual understanding, respect, and confidence required to attain the goals and objectives of the District, it is essential that the public be provided with the necessary information regarding the needs, programs, and progress of the school system. A variety of communication channels and public engagement strategies should be used to achieve effective two-way communication.

Approved: 04-30-79
Reviewed: 04-24-89
Revised: 10-26-92
Reviewed: 06-09-97
09-27-99
02-14-05
Revised: 05-09-11
04-10-18
SCHOOL-COMMUNITY RELATIONSHIPS

The Board recognizes that many community organizations are concerned with and involved in the education and welfare of youth, and that appropriate cooperative relationships between the schools and these organizations can benefit both the students and the community. The Board values the participation and the support of school-related organizations such as booster clubs, parent teacher associations/organizations and school/community partnerships, which strive for the betterment of the school district and the education program.

Approved: 04-30-79
Reviewed: 08-28-89
Revised: 02-08-93
Reviewed: 06-09-97
06-14-99
05-09-05
Revised: 10-10-05
05-09-11
04-08-13
04-10-18
Distribution of Non-District Materials

The District recognizes that students, employees, and community members may want to share information with the District community that are non-District-sponsored. As the distribution of print materials in school buildings is time and cost prohibitive, posting electronically furthers the District goal of reducing paper usage.

Individuals or organization wishing to post material on the CRCSD Virtual Backpack must submit the material to the Community Relations Office (for students) or the Human Resources Department (for employees) through the online submission process. The submitting organization will receive an electronic approval or denial message within seven (7) business days. If approved, the flyer will be posted directly to the District student or employee Virtual Backpack site and appropriate building sites.

The Virtual Backpack/electronic posting site will contain the following statement:

“The posting of this flyer in no way suggests endorsement of the program by the Cedar Rapids Community School District.”

Information will not be distributed/posted if it gives the impression that the District is endorsing or promoting a specific business, religion, religious organization, political candidate or a position on a political issue. In addition, material will not be distributed if it:

- is obscene to minors;
- is libelous;
- contains indecent vulgar, profane or lewd language;
- advertises any product or service not permitted to minors by law;
- constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person’s race, creed, color, national origin, gender, age, sexual orientation, gender identity, physical or mental disability);
- presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of acts or the violation of lawful school regulations.

Materials to be posted must be approved by the Community Relations Office (students) or Human Resources Office (employees), or by the school building administrator if building specific. Permission to post material does not imply endorsement of its contents by the District, the Board of Education or the individual reviewing the material submitted.

Approval for distribution will be on a content neutral basis except that all materials must have a school-related purpose. For profit organizations are limited to one item per month. An online record of approval will be maintained in the Community Relations Office (for student information) or the Human Resources Department (for employee information), or at the building if building specific.

Definitions that apply to this regulation include:

1. “Obscene to minors” means:
   - the average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
   - the material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested (e.g. sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibitions of the genitals);
   - the material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
2. “Minor” means: any person under the age of eighteen.

3. “Material and substantial disruption of a normal school activity” means:
   - Where the normal school activity is an educational program of the District for which student attendance is compulsory and the disruption interferes or impedes with the implementation of that program;
   - Where the normal school activity is voluntary and there is student rioting, unlawful seizures of property, widespread shouting or boisterous demonstration, sit-in, stand-in, walk-out, or other related forms of activity;
   - In order for the expression to be considered disruptive, there must be existing facts upon which the likelihood of disruption can be forecasted including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption to the material in question.

4. “School activities” means: any activity of students sponsored by the school and includes, by way of example but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school and plays and in-school lunch periods.

5. “Libelous” means: false and unprivileged statement about a specific individual that tends to harm the individual’s reputation or to lower him/her in the esteem of the community.

6. “Distribution” means: circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school which are generally frequented by students.

7. “School-related” means: germane to Pre-K-12 curricular or co-curricular area.

Approved: 04-09-79
Revised: 06-25-79
04-25-88
Reviewed: 08-28-89
11-09-92
06-09-97
Revised: 09-27-99
05-09-05
04-11-11
04-08-13
06-24-13
06-23-14
04-10-18
Relations with the News Media

To promote positive media relations, District staff will cooperate with media representatives by responding to questions and providing information within the scope of their responsibility and knowledge, as guided by District policy and public law. Media representatives are encouraged to attend all regular and special meetings of the Board.

Approved: 04-09-79
Reviewed: 04-24-89
Revised: 10-26-92
Reviewed: 06-09-97
Revised: 05-10-99
Reviewed: 02-14-05
Revised: 04-11-11
Reviewed: 02-26-18
Cooperating with the Media

The District understands the importance of cooperating with the media and provides the following process.

1. The District requires that media representatives make initial arrangements to visit District facilities through the Community Relations Office.
2. Once arrangements are made, media representatives are required to sign in at the main desk/office of the District facility, contact the administrator/Community Relations Office, state the purpose of their visit, and comply with Policy 1007 Conduct on School District Premises and Regulation 1002.2 Visitors to District.
3. If the administrator/designee determines that the coverage is appropriate, the administrator/designee will accompany the media and provide necessary information for the accurate reporting of the story.
4. If the administrator determines that the coverage, as proposed, would violate a student's or staff member's legal right to privacy, or would be an unwarranted interruption of the educational process, the media activity should be delayed and the Community Relations Office should be consulted. If it is advisable to turn down the media request as proposed, an attempt should be made to work out an acceptable alternative.

Guidelines:

**Interviews with staff members** – As much as possible, interviews about District programs or professional activities should be conducted when staff members have no direct student responsibility. Interviews about personal or organizational activities may be granted at the staff member's discretion but should not occur during the school/work day.

**Interviews with students** -- If the proposed interview is part of the coverage of a regular curricular or other school-sponsored activity, the interview may take place in the presence of the principal/designee. If a student interview is important to the reporting of any other activity or subject, the principal/designee should decide whether to: (a) obtain parental permission, (b) arrange for the interview, and (c) have the interview held in the presence of the parent or principal/designee.

**Photography and videography of staff members** -- Photographs and videos of staff members engaged in an instructional or professional activity may be taken or recorded with the approval of the staff member and the administrator/designee. Photographs and videos to accompany stories of the staff member's personal or organizational activities may be allowed at the staff member's discretion and taken or recorded at a time consistent with the guidelines for interviews, or by special arrangement with the principal.

**Photography and videography of students** -- Photographs and videos of students engaged in instructional or other school-related activities may be taken or recorded at the discretion of the principal/designee unless a signed parental form is on file at the school which denies this permission. Whenever such photographs or videos will portray information other than directory information, they shall be taken or used only with specific parental permission.

**Photographs of facilities or equipment** -- The taking of such photographs should not disrupt the educational process unnecessarily.

**File footage** -- Building administrators should cooperate with the media in obtaining a reasonable accumulation of file (B/Background--roll) footage; however, the shooting of the file footage on District property is subject to the approval of the administrator/designee, with the understanding that the footage will not identify inappropriately a particular facility or be used in a manner to suggest that the conditions which are the subject of the story pertain to the District or to the facility, unless they, in fact, do.

*This procedure does not pertain to routine media coverage of athletic and fine arts events.*
Releases to the News Media

To avoid duplication of material, maintain consistency, and ensure that public information is released to all appropriate media on a fair and equitable basis, proper clearance of all media releases shall be required.

All District-level news releases shall be approved by the Superintendent/designee and distributed through the Community Relations Office. Building-level news releases shall be approved by the building administrator, who shall notify the Community Relations Office of the release and provide a copy of the release to the Community Relations Office at least two business days prior to the intended release date. When requested, the Community Relations Office may provide assistance in preparing releases of information concerning building activities.
Regulation 1001.5

Media Broadcasts of Athletic Contests

Media outlets must contact the appropriate school Activities Director to request permission to broadcast a District-sponsored athletic event that is to be played in a District-owned facility. Broadcast rights shall be granted on a fair and equitable basis, and shall not be granted exclusively to any station or sponsor. The District shall provide available facilities for approved media without charge, but shall assume no other expense or liability. If the broadcast is to originate at Kingston Stadium, application to broadcast the game shall be submitted to the appropriate District-level administrator for action.

Advertising during the broadcast shall not interrupt the actual playing time. Any such advertising shall not include tobacco products, alcoholic beverages, or other products or services considered harmful to the health or welfare of students.

Approved: 04-09-79
Reviewed: 06-12-89
Revised: 06-26-89
11-23-92
 Reviewed: 06-09-97
Revised: 06-14-99
Reviewed: 02-14-05
02-28-05
Revised: 04-11-11
Reviewed: 02-26-18
**Release and Use of Student Photographs and Videos**

The District supports the use of photographs and video footage featuring students as a way to positively promote District programs and educational opportunities. Any and all use of photographs and video footage featuring students must comply with all legal requirements, including, but not limited to, the Family Education Rights to Privacy Act (FERPA). The superintendent and/or designee may prohibit the use of any photograph and/or video footage featuring students in the school environment and/or engaged in a school program or educational opportunity for any reason.

**Non-Profit Entities**

Non-profit entities that work with the District on an educational program or enrichment opportunity may be permitted to use photographs and video footage featuring students in the learning environment and/or engaged in a school program or educational opportunity. Therefore, the District may release its photographs and video footage featuring students to a non-profit entity that is partnering with or engaged in a school program or educational opportunity. Additionally, a non-profit entity may be permitted to take photographs and/or video footage of students in the learning environment and/or engaged in a school program or educational opportunity, provided the non-profit entity has secured the permission of the superintendent/designee and follows all applicable District regulations, including completion of the “Community Partner Photo/Video Permission” and securing the written permission of the parent/guardian of all students involved.

**For-Profit Entities**

For-profit entities will not be permitted to use photographs and video footage featuring students in the school environment and/or engaged in a school program or educational opportunity. The District shall not release photographs and/or video footage featuring students in the school environment and/or engaged in a school program or educational opportunity to a for-profit entity. Additionally, for-profit entities are not permitted to take photographs and/or video footage of students in the school environment and/or engaged in a school program or educational opportunity.

The superintendent/designee may make an exception to this policy if doing so serves the interests of the District and/or the students. In that case, the for-profit entity must follow all applicable District regulations, including completion of the “Community Partner Photo/Video Permission” form and securing the written permission of the parent/guardian of all students involved.

Approved: 10-10-16
VOLUNTEER PARTICIPATION

In addition to a viable public communications and engagement effort, an active volunteer program develops constructive partnerships with other area agencies, businesses, and organizations on behalf of students.

The Board recognizes the need to maintain a District Volunteer Services Program to support classroom instruction and co-curricular activities. The Board encourages ongoing and active volunteer involvement by individuals and groups within the schools, as well as at the central administration office and in supervised off-site activities before, during, and after school hours. The District shall make every reasonable effort to provide a safe learning environment for students working with volunteers.

Use of the volunteer services in each school is encouraged as a means of involving the community in the instructional program. The Building Volunteer Coordinator will assist in the recruitment and training of persons willing to contribute their time to work in the schools. Activities of volunteers may include general assistance in the schools and classrooms, special help in the reinforcement of skills, and involvement with enrichment activities that align with curriculum.

Approved: 04-30-79
Revised: 11-09-87
Reviewed: 06-12-89
Revised: 01-11-93
               06-24-96
Reviewed: 06-09-97
Revised: 12-14-98
Reviewed: 05-12-03
Revised: 02-27-06
               05-09-11
               04-10-18
Volunteers – Screening Statement

A screening statement is required of all volunteers whose primary role is that of working directly with students or assisting staff on a regular basis; supervising/chaperoning students; or acting as an authority figure.

a. Categories of volunteers included in screening statement:
   - Classroom volunteers/teacher assistants
   - Field trip supervisor, trip chaperones
   - Business Partnership Volunteers
   - Volunteer sport coaches/assistants

b. Categories of volunteers excluded from the screening statement: (i.e. volunteers whose primary role is not the supervision of students.)
   - Classroom resource speakers
   - Concession workers, ticket-takers, etc.

The screening statement shall be collected on a separate card and kept on file in the District Community Relations Office. This protects the privacy of the volunteers and keeps the cards readily available and in a central location.

The screening statement can be completed in conjunction with the Volunteer Interest information, or at the time volunteer assignment is made, depending on operational procedures at the building.

---------------------------------------------------------------------------------------------------------------------------------
SCHOOL _____________________ NAME ____________________________________________
__ Parent/Guardian __ Non-Parent/Non-Guardian
DOB (mm/dd/yy) ____/____/____
Street Address______________________________________________________________
City/State Zip_________________________ Phone _______________________

VOLUNTEER DISCLOSURE STATEMENT

It is the policy of the Cedar Rapids Community School District Board of Directors to make every reasonable effort to provide a safe learning environment for students working with volunteers. Therefore, the District requires the following information:

Have you ever been convicted of a felony? _____ YES _____ NO

Have you ever been convicted, or had an administrative finding, of violating any law involving child abuse, sexual abuse, physical abuse, sexual harassment or exploitation, or any other crime? _____ YES _____ NO

Do you currently have charges pending relating to any of the above? _____ YES _____ NO

A “YES” answer requires a background check and an interview with a District administrator.

As a volunteer for the Cedar Rapids Community School District, I understand that it is my responsibility to treat information about students, staff, and other situations of a professional nature as confidential.

Signature __________________________________________ Date,

You may send my information related to the Cedar Rapids Community Schools Foundation. _____ YES _____ NO
Advisory Committees

Advisory committees may be established by the administration as a resource to the District. An advisory committee means any committee, subcommittee, commission, council, panel, task force, or similar group established in the interest of obtaining advice or recommendations for the Superintendent/designee. The purpose, structure, and role, as well as any special qualifications for membership, shall be identified at the time an advisory committee is established. District advisory committees are not subject to the Open Meetings Law.

Member selection and the designation of a chairperson will be a function of District administration. Membership should be limited to individuals who indicate a willingness to devote time and attention to the matter under consideration.

The chairperson will serve as a liaison with the Superintendent/designee in directing the work of the committee. The administration will ensure that the committee has the information and resources necessary for the successful completion of its assigned task; however, the determination of operating procedures will be the responsibility of the committee.

The committee may be responsible for preparing and submitting to the administration a final report and any preliminary reports consistent with the committee's purpose. The final report may contain the findings of the committee and, when appropriate, recommendations for consideration. Unless otherwise prescribed, the advisory committee will be disbanded following completion of its purpose and/or acceptance of a final report.
Visitors to District

The District welcomes the interest of parents and other community members. Visitors will conduct themselves with respect and consideration for the rights of others while visiting District facilities and/or attending District/school events. Carrying handguns or possession of weapons, including look-alikes and other dangerous objects, is prohibited on District property.

The District prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, nicotine, and/or illegal or medically unauthorized substances, or "look alike" substances that appear to be tobacco, nicotine, beer, wine, alcohol or and/or illegal or medically unauthorized substances by visitors while on District property or on property within the jurisdiction of the District; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities.

Visitors failing to conduct themselves accordingly may be removed from school district premises by the school official, employee or individual in charge. Law enforcement may be contacted for assistance. The superintendent/designee may exclude an individual who violates this regulation from being present on school district premises in the future and/or attending future school district sponsored or approved activities. It is the responsibility of District staff to report and take the action necessary to cease inappropriate conduct.

A parent or responsible adults must accompany children who visit a District school or office.

School Visitors
Visitors, which include persons other than employees or students, must report to the school office, sign in, and obtain and wear a District-issued ID badge or name tag. Persons who wish to visit while school is in session must have a valid reason and obtain prior approval from the principal/designee to minimize disruption to the learning environment. Visitors are encouraged to make appointments as District employees’ responsibilities may preclude unscheduled meetings.

Educational Leadership and Support Center (ELSC) Visitors
Visitors, which include persons other than employees, should check in at the main reception desk and be escorted to the appropriate office/department. Visitors are encouraged to make appointments as District employees’ responsibilities may preclude unscheduled meetings.

Legal Reference: Code of Iowa: 123.46(2), 279.8 and 716.7
Policy 608
Policy 803

Approved: 02-11-80
Reviewed: 06-12-89
11-09-92
06-08-97
Revised: 09-27-99
04-25-05
04-11-11
11-10-14
09-23-19
Interactions with Students

Individuals and representatives of non-school organizations and programs may not meet with students on District property during the school day without permission from the school administrator/designee and student(s)’ parent(s) or guardian(s) when appropriate.

Officers and representatives of school-related organizations (PTA, Booster groups, etc.) may conduct activities, such as the sale of merchandise, on school property during the school day with the approval of the school administration.

In middle and high schools, approved post-secondary educational program representatives may meet during the school day with students who sign up in advance with school officials. With the approval of the school administration, representatives of U.S. military branches of service may meet with and provide information to students. These meetings must be held in a designated area.

References to obtaining student directory type information may be found in Regulation 606.2.
Summary of Insurance Coverage for Volunteers

The term volunteer is defined as an individual performing a task at the request and under the authority and direction of District employees.

**General Liability Insurance**

Volunteers are covered by the District’s Commercial General Liability insurance provided the volunteer is acting within the scope of his/her authority with the exceptions as defined in the Code of Iowa, Chapter 670.2. This coverage includes the District’s Base Liability policy and the Excess Umbrella Liability policy. Volunteers are covered by this policy while performing any assigned volunteer duties within the scope of their volunteer employment for the District, such as student/classroom assistance, clerical work, supervisory duties during field trips and other similar, authorized duties. The same coverage applies to all District employees.

**Motor Vehicle Insurance**

When the volunteer is driving a District-owned vehicle, the driver is covered by the District’s Motor Vehicle insurance and the Excess Umbrella Liability insurance policy. Volunteers may only be allowed to drive a District-owned vehicle upon approval from the Manager of Transportation.

The Manager of Transportation will annually review the driving records of all volunteers who request use of a District vehicle. Volunteer driving records must not be subject to any driver’s license suspension, revocation, cancellation, denial or bar and not have committed an offense or act which, either alone or with previous offenses or acts, could result in license suspension, revocation, cancellation, denial or bar.

When the volunteer is driving his/her own or family-owned vehicle for purposes of transporting students, such as a field trip, the volunteer is provided primary liability coverage under the District’s auto liability insurance provided the volunteer is acting within the scope of his/her delegated duties and authority. This coverage does not extend to damage to the volunteer’s vehicle or loss of personal property of the volunteer driver. This means that District insurance covers: 1) bodily injury to others; 2) damage to personal property of others. Damage to volunteer driver’s vehicle is covered by the volunteer’s insurance. This same coverage applies to all District employees.

Certain organizations whose volunteers work to benefit various school programs are not covered by District insurance. While closely related to the District, they are not a part of the District itself. Organizations with one or more of the following characteristics potentially may not be covered by District insurance: those that 1) are incorporated; 2) have a federal ID number; 3) elect or appoint their own officers/directors; 4) have their own bank account.

Further questions concerning the District’s insurance coverage should be directed to the Executive Director of Business Services.

Approved: 10-12-87
Reviewed: 06-12-89
Revised: 06-26-89
Reviewed: 11-09-92
06-09-97
Revised: 01-11-99
05-12-03
07-24-06
04-11-11
01-13-14
04-08-19
Donations

Purpose
This regulation is for guidance in soliciting and accepting donations. The District will make every effort to honor the intent of the donor in its use of the donation but reserves the right to utilize any donation it accepts in the best interest of the educational program. All donations shall become the property of the District and may not be returned without the approval of the superintendent/designee and are subject to the same controls and regulations as are other properties of the District. The District shall be responsible for the maintenance of any donation. In no case shall acceptance of a donation be considered to be an endorsement by the District of a commercial product, business enterprise, or institution of learning.

 Approval Process and Guidelines
Requests for donations shall be submitted in writing to the appropriate building and/or district administrator. Approval in writing must be received from the appropriate building and/or district administrator prior to soliciting and accepting any donations. Consideration shall be given to the following criteria. The donation:
• will not add unreasonable maintenance or operation costs;
• will conform to present site use and future development; and
• will not result in an inequitable distribution of supplies, facilities, or equipment.

When an organization or individual wishes to provide a donation to a District school or department, the donation must be approved by the appropriate school or department administrator based on the need, costs, and educational merit of the proposed donation. If the donation is an item, it must be approved by the appropriate district-level administrator(s) to ensure that standards of quality and compatibility are met. Consideration shall be given to the following criteria.
The donation
• will not add unreasonable maintenance or operation costs;
• will conform to present site use and future development; and
• will not result in an inequitable distribution of supplies, facilities, or equipment.

If the donation requires construction, installation, or maintenance by the District, the appropriate district-level administrator shall be consulted. If the donation is identified as technology equipment, the appropriate district-level administrator shall be consulted to determine if the donation meets current District standards.
After receipt of the donated items, a report describing the items, including monetary value and any identification numbers, shall be submitted to the District’s Accounting Department.

Following the appropriate approval process, the district/school/department administrator and specific committees may accept, on behalf of the Board, any bequest or gift or money, property, or goods of less than five thousand dollars ($5000.00) in value. When the estimated value of the item(s) exceeds five thousand dollars ($5000.00), or if the donation is of an unusual nature, a written explanation of the proposed donation shall be forwarded by the school/department administrator to the appropriate District-level administrator, who shall submit it to the Superintendent's Cabinet for review and consideration. When the estimated value of the item(s) exceeds twenty-five thousand dollars ($25,000), the Superintendent shall submit the proposed donation, to the Board of Education for review and consideration.

The Board of Education reserves the right to refuse any donation which does not contribute to the District’s goals or the ownership or acquisition of which may pose an undue burden on the District. An equitable distribution of public donations should be maintained throughout the District to ensure that each elementary and secondary school is able to provide comparable programming and activities with comparable facilities and equipment.

Cross Reference: Regulation 1004.1
Memorials for Deceased Students or Staff

Recognizing that the loss of a member of the school community is deeply felt, schools will support staff, students and families who feel the loss and will assist with connections to appropriate community resources. However, school sites should not serve as a venue for the long-term memorializing of students or staff.

Memorial activities must occur under the direct supervision of the building administration who has the discretion to make professional judgements, in consultation with district administration, to best meet the overall needs of students, staff, parents and the community as a whole. Memorial activities on school property may not occur while school is in session.

Cross Reference: Regulation 1004.2 “Gifts and Donations
Regulation 802.6 “Naming District Facilities”

Approved: 10-09-17
Fundraising

For purposes of this regulation, a fundraising activity is defined as any activity conducted by the District or its representatives (students or employees) which is intended or designed to generate funds for the District, an individual school, or a civic or charitable activity. This regulation only covers monetary fund raising and does not cover donations.

Approval Process
Requests to conduct fundraising activities for any purposes shall be submitted in writing to building administration for approval. Prior to the initiation of the fundraiser, permission to conduct special, one-time, fundraising activities, intended to exceed twenty-five thousand ($25,000.00), shall be obtained from building administration and the Superintendent/designee.

Guidelines
Fundraising activities must be aligned with and contribute toward the achievement of the vision and goals of the District.

School facilities may be used for, and students and/or employees may participate in, fundraising activities to support school activities as long as they are in direct support of programs sponsored by the District. Use of school facilities shall follow guidelines identified in Board Regulation 800 series “Community Use of School Facilities.”

Students will generally not be excused from school to participate in a fundraising activity. No student grades will be affected by a student’s participation or lack of participation in a fundraising activity. No quotas will be imposed on students involved and their efforts will be voluntary. Students may choose not to participate in fundraising, and those who choose not to participate will be treated equitably and will not be discriminated against in any way.

All goods and services obtained through funds received through fundraising activity shall become the property of the District, unless otherwise stated and may not be returned without the approval of the Superintendent /designee and are subject to the same controls and regulations as are other properties of the District. The District shall be responsible for the maintenance of any goods obtained through fundraising activities. Refer to Board policy for more information about donations.

The District will make every effort to honor the intended use of the funds received through fundraising activity but reserves the right to utilize any funds it accepts in the best interest of the educational program of the District.

In no case shall fundraising be an endorsement by the District of a commercial product, business enterprise or institution of learning.

District employees who knowingly authorize unapproved fundraising activities are subject to disciplinary actions up to and including termination of employment and may be required to provide restitution. No employee shall personally benefit from any fundraising activity.

Cross Reference: Regulation 1002.4
PUBLIC EDUCATION AND THE DEMOCRATIC PROCESS

Since the active participation of an informed electorate is fundamental to the democratic process, the Board of Directors acknowledges the responsibility of public education to encourage an active interest in and understanding of our political system.

Code of Iowa: 43.2

Approved: 04-30-79
Reviewed: 09-11-89
Revised: 09-25-89
Reviewed: 11-09-92
06-09-97
06-14-99
01-27-03
Revised: 05-09-11
Reviewed: 03-26-18
Political Activities in the District

Political candidates, party representatives, and other candidates for elective office shall not be allowed to campaign in District buildings during the school day. They may be permitted to meet in District buildings before or after the student day, provided they meet District guidelines for use of District facilities and provided the meeting is held in a designated location and attendance is voluntary.

Political campaign material, including material supporting or opposing candidates or ballot issues, shall not be distributed in school buildings during the school day and shall not be placed in District staff members’ mailboxes.

Political officeholders or candidates may be engaged as resource persons for instructional purposes with the approval of the building administrator. Every effort shall be made, however, to structure the presentation or discussion so that it is either nonpartisan in nature or allows opportunity for the representation of differing points of view.

Individuals who have declared their candidacy for elective office generally shall not be allowed to be speakers at District events, including, but not limited to, graduation ceremonies and athletic events. The District may allow individuals who have declared their candidacy for elective office to be speakers at District events if all individuals who have declared their candidacy for that office are allowed equal time as speakers at the event and it will not interfere with, disrupt or otherwise change the character, nature or purpose of the event.

The District shall not expend any District funds for partisan political activities.
ART COLLECTION

Original works of art expand educational opportunities for students and enhance the cultural environment of the District. The tradition of cultivation and promotion of the arts by the Cedar Rapids Community School District is reflected in the ownership of a large and valuable art collection. Many of the works of art serve as memorials to District staff or students. Much of the collection is the work of former students and/or staff members who have become nationally recognized artists, such as Grant Wood, Marvin Cone, Edwin Bruns, and Carl Van Vechten.

The art collection exists as an important component of the cultural heritage of the District and should be accessible to students and staff. The collection should be promoted for the benefit of the District. As individual works increase in value and prestige, the District assumes a responsibility to make them available to a broader audience beyond Cedar Rapids.

Regulations will be established to protect and safeguard the ownership, integrity, and value of the art works.
Art Collection Management

Inventory
The inventory of the art collection will be under the auspices of the Superintendent or designee.

An art accession form will be completed for every work acquired by the District. The form will include information about the work itself, the circumstances of the acquisition, connections between the artist and the District, and the dedication, if appropriate. The information about the work will include the artist, title, date of the work, medium, dimensions, credit, and current value. A black and white photograph of the work will be attached to the accession form.

All art objects acquired by the District will be assigned an accession number. The accession number will consist of four parts, the year the work is acquired, the building that acquired the work, medium designation, and chronological order of District accession for that year.

For example, a painting by James Green, acquired in 1986 by Harding School that was the seventh work of art acquired by the District in that year would be assigned the following accession number.

86.225.31.7

Year Building Medium Order of Accession

The original accession form will be filed with Business Services. At the time of acquisition, the accession number, date acquired, value, and location (if different from the building that acquired the work) will be forwarded to the Accounting Department for property inventory.

Any changes in the attribution of a work must be documented and approved on a reattribution form and attached to the original accession form.

Appraisal
The fair market value of a work will be established at the time the work is acquired by the District.

All appraisals will be reviewed on a ten-year cycle; however, individual works may be reviewed more frequently, if necessary, to reflect market trends.

Loaned works will be appraised at the time of loan, or renewal of loan, by an outside appraiser at the expense of the borrower. The Committee will select appraisers based on area of expertise and proper certification.

Conservation
An outside conservator will examine the entire District collection for conservation needs. The conservator will recommend a maintenance schedule, setting priorities in terms of urgency of treatment. Routine conservation needs will be reviewed on a five-year cycle.

Conservation needs beyond routine maintenance will be addressed at the time of need.

Conservation needs that are urgent to safeguard the integrity of a work as well as routine conservation will be defrayed by the Board of Education.
Environmental considerations may dictate protective conservation measures to be treated on an individual basis; however, generally, individual buildings will defray this expense.

Work whose condition becomes so fragile as to require a specialized environment will be considered on an individual basis.

The borrower will defray the costs of any conservation examination and/or treatment necessary to assure the stability of an object for loan.

No conservation will be undertaken without the written permission of the Superintendent or designee.

A history of record of all conservation will be attached to the accession record of each work.

Insurance
The District will provide standard fine arts, all-risk coverage for the art collection.

Works on loan will be insured by the borrower under all-risk museum coverage, wall-to-wall, including coverage against burglary and theft, fire, rising water and water damage, and natural disasters. The borrower will name the Cedar Rapids Community School District as the loss payee and provide the District with a written description of fire, environmental, crime, and security provisions. If the borrower's insurance policy includes a deductible, the borrower must provide a written statement that the borrower will cover the deductible.

Publication
Requests for publication of District-owned works will be handled in accordance with the Copyright Act that complies with the Berne Copyright Convention.

The District will copyright transparencies of District-owned work that may be licensed for reproduction purposes.

The District will maintain a transparency library of major works from the collection. Additional transparencies will be added if requested; however, additional transparencies will be made at the expense of the borrower and will remain the property of the District.

Requests for publication should be directed to the Superintendent or designee. Individual publication requests and their disposition will be attached to the permanent accession forms.

Fees for publication will be negotiated on an individual basis. The District will be furnished a copy of the finished publication.

Relocation
An Art Relocation Request Form (available from the Art Collection Committee Coordinator) must be submitted by the building administrator to the Art Collection Committee. District artworks are intended to remain on public display; an alternate location within the same building must be included with the request. Works may not be relocated to classrooms. If there is no appropriate relocation site at the school, the administrator may request to have the item moved into storage at the Educational Leadership and Support Center. The decision will be based on the history of the piece, donor(s), appraised value, and alignment with educational program. No work should be moved/relocated without approval.

Costs associated with relocation will be the responsibility of the building. Artworks relocated must retain at least the same level of security hanging. Relocation of artworks that are appraised above $1000 will require that only those trained in art handling may move the work.
Loan to Other Institutions
All loans from the District must be requested in writing through the Superintendent or designee.

Loans are made only for the purposes of exhibition, scholarly study, and protection of the art work.

Loans are made only to museums, galleries, other comparable cultural educational institutions, and corporate environments whose facilities and staff are equipped to protect and display works of art. Loans will not be made to individuals.

Loan requests are evaluated according to the following criteria:

a. The caliber of the exhibition--its scholarly or thematic purpose--the exposure the exhibition can give to the artwork;
b. any conflicting need the District may have for utilizing the object;
c. knowledge of the borrower’s facility and programs;
d. access to the exhibition for the Cedar Rapids’ students and staff; and
e. stability of the object(s) requested.

Loan requests for objects valued at less than $75,000 with an aggregate limit of $300,000 must be approved by the Superintendent or designee. A report will be made to the board.

Loan requests for object valued in excess of $75,000 or an aggregate in excess of $300,000 must be approved by the board.

Loans from the District are subject to standard requirements recommended by the American Association of Museums regarding insurance, transportation, handling, physical and environmental security, publicity credit, and copyright.

Conditions governing loans will be negotiated on an individual basis and stipulated in a written agreement.

Unless otherwise agreed in writing, the borrower will bear all expenses associated with providing the loan. These may include any or all of the following:

a. Loan Fee  d. Insurance
b. Conservation  e. Crating and transportation
c. Appraisal  f. Courier, if required

Unless stipulated as part of a loan agreement, loans made for periods of six or more months are subject to the condition that should the District desire to recall any item and may do so with a thirty-day notice to the borrower.

The credit line for all loans should read:

ON LOAN FROM
CEDAR RAPIDS, IOWA, COMMUNITY SCHOOL DISTRICT
And include appropriate dedication information.

Collections Committee
A standing Collections Committee will be appointed by the Superintendent for the purpose of making recommendations concerning the District art collection, including requests for loan outs, deaccession, accession, placement of artwork throughout the District, requests for publication, and other issues related to the art collection.

The Collections Committee will consist of twelve to sixteen members representing the broad cross-section of the community and the school District.
Members will serve for three years and may be reappointed. The initial appointments of the committee will be on staggered terms with approximately one third the membership appointed for one year, approximately one third for two years, and approximately one third for three years.

Deaccession
Deaccession is the process of removing an object from property inventory.

A deaccession request form will be initiated by the staff member requesting deaccession and forwarded to the Superintendent’s designee for processing.

The Superintendent's designee will research donor intent and stipulated circumstances for deaccession of the work and file a report with the Superintendent.

Deaccession of works valued $5,000 or less may be approved by the Superintendent. Deaccession of works valued greater than $5,000 must be approved by the Board of Education.

If a request for deaccession is approved, the original request, Superintendent’s designee report, and accounting of disposition will be attached to the work’s original accession form and filed with the office of Business Services.

Property accounting will be notified of the decision and a written report will be made to the Board.

Gifts and Bequests
Upon an offer of a gift to a staff member, office, program, or department, the potential recipient shall submit an acquisition proposal form to the Art Collection Coordinator to present to the Art Collection Committee. The request form is available by contacting the Art Collection Committee Coordinator. The Committee must approve any gift valued over $500. Once reviewed, and approved or denied, the Art Collection Coordinator shall discuss the committee’s decision with all parties involved and follow proper procedures to ensure the gift is processed according to policy (See Regulation 1002.4 “Gifts and Donations”). Placement of artworks in District buildings are at the discretion of the Art Collection Committee.
CONDUCT ON SCHOOL DISTRICT PREMISES

The Board expects that students, employees and visitors will treat each other with respect, engage in responsible behavior, exercise self-discipline and model fairness, and equity. Individuals, (including students, employees, and visitors) who violate this policy will be subject to discipline. Students who violate this policy will be disciplined consistent with the District’s student conduct policies. Employees who violate this policy will be disciplined consistent with the District’s employee discipline policies and laws. Visitors who violate this policy will be subject to the consequences set out in this policy.

Individuals are permitted to be present on school district premises only as guests of the District, and, as a condition of such permission, they must comply with the District’s policies, regulations, and procedures. Individuals will not be allowed to interfere with or disrupt the educational environment, the education program or District activities. Individuals are expected to display mature, responsible behavior. The failure of individuals to do so is disruptive and embarrassing to the District, its students, and the community.

To protect the rights of students to participate in the educational program or activities without fear of interference or disruption and to permit the school officials, employees and activity sponsors and officials to perform their duties without interference or disruption, the following provisions are in effect:

• Abusive, verbal or physical conduct of individuals directed at students, school officials, employees, officials, activity sponsors or other individuals will not be tolerated.

• Verbal or physical conduct of individuals that interferes with the performance of students, school officials, employees, officials or activity sponsors will not be tolerated.

• The use of vulgar, obscene or demeaning expression directed at students, school officials, employees, officials, activity sponsors or other individuals will not be tolerated.

• The use of alcohol, non-prescription controlled substances or products containing nicotine on school district grounds is strictly prohibited.

If an individual becomes physically or verbally abusive; uses vulgar or obscene language; uses non-prescription controlled substances, alcohol or products containing nicotine; or in any way interrupts an activity or disrupts the educational program or the orderly environment of the District, the individual may be removed from school district premises by the school official, employee or individual in charge. Law enforcement may be contacted for assistance. The superintendent may exclude an individual who violates this policy from being present on school district premises in the future and/or attending future school district sponsored or approved activities.

If an individual who has been notified of being excluded from school district premises attempts to enter school district premises and/or school district activities, the individual will be advised that his/her presence on school district premises will result in referral to law enforcement for prosecution. The District may obtain a court order for permanent exclusion of the individual from school district premises and/or school district activities.

Approved: 10-25-99
Revised: 12-14-09
02-28-11
10-23-17
PUBLIC RECORDS

The Board Secretary shall act as custodian of public records of the District and shall, along with the Communications Director, be responsible for implementing the requirements of the Iowa public records law.

Records shall be open for public examination; records required or authorized to be kept confidential by law shall not be made available for public examination. District officials may seek an opinion of counsel as to whether a record is an open or confidential record prior to releasing the document.

By law, individuals have a right to access, open records during the hours of 9:00 a.m. – 12:00 p.m. and 1:00 p.m. – 4:00 p.m. Monday through Friday by appointment, except for holidays and recesses in the administration office of the building where the records are maintained. Such examination shall be done under the supervision of District officials or designees. No person shall destroy, disorganize, alter, or damage any record or remove the record from the building. Any person may obtain a copy of an open record. Persons may request copies of public records in writing, including electronically. A schedule of fees for the costs of retrieving open records, supervising the examination and for copying records shall be established. The school District may require pre-payment of the costs prior to copy and mailing.

The District is not required by the Iowa public records law or this policy to create any records or to extract, assimilate, or interpret information or data in public records. The District shall notify the person making a request when information must be extracted from public records in order to create a record. The District may agree to perform this service pursuant to a schedule of established fees.

While many public records are available at no cost and in a short amount of time (including immediately for items posted on our website), state law does allow public entities to charge for the actual costs associated with compiling records.

Iowa Code allows that the response to public records request should not exceed 10 business days and shall not exceed 20 calendar days. Iowa Code also provides for a reasonable and good faith delay if there are certain legal questions pertaining to the records being requested.

Code of Iowa: Section 21.4; Chapter 22; Section 291.6
**Request for Public Records**

**Purpose** This procedure implements Iowa Code Chapter 22 regarding access to public records. The purpose of this procedure is to facilitate public access to open records, while safeguarding records against damage or destruction. Open records are those records, documents, tapes, or other information stored or preserved in any medium of or belonging to the District, which are not otherwise authorized or required by law to be kept confidential.

**Location** A request for access to a record should be directed to the Board Secretary, Community Relations Office, or to the particular District office where the record is maintained (for example, to the building principal’s office, the Business Services office, the Human Resources office). If the requester does not know the location of the record, the request shall be directed to the Board Secretary. If a request for access to a record is misdirected, District personnel will promptly forward the request to the appropriate person within the District.

**Hours** Open records shall be made available for examination from 9:00 a.m. – 12:00 p.m. and 1:00 p.m. – 4:00 p.m. Monday through Friday by appointment, except for holidays and recesses.

**Requests** Persons may request copies of public records in writing, including electronically. Requests should include the name, address, and telephone number of the person requesting the record. All requests shall identify the records in sufficient detail to enable the District to reasonably identify the requested records. A person shall not be required to give a reason for requesting an open record.

**Response to Request** Most public records requests have a short response time. Public records available on the CRCSD website are available immediately and other records that are already compiled but not available online are typically provided within a few days. Iowa Code does allow that the response to public records requests not exceed 10 business days and shall not exceed 20 calendar days. Iowa Code also provides for a reasonable and good faith delay if there are certain legal questions pertaining to the records being requested. Access to an open record may be delayed for one of the purposes authorized by Iowa Code section 22.8(4) or 22.10(4) (for example, to ascertain if a record is a public record or to seek opinion of counsel). The custodian of the record shall promptly give notice orally or in writing to the person requesting the record of the reason for the delay and an estimate of the length of the delay.

**Copying** A reasonable number of copies of an open record may be made in the District’s office (see fee schedule). If copying equipment is not available in the office where an open record is maintained, the custodian shall permit its examination in that office and arrange to have copies promptly made elsewhere.

**Security of Records** No person may, without permission from the custodian of the record, search or remove any record from District files. The custodian of the record/designee shall supervise examination and copying of records. Records shall be protected from damage and disorganization.

**Fees** No fees shall be charged for a reasonable number of copies of the following:

- current agendas for meetings of the District’s Board of Directors
- District publications designated for dissemination to the public, as long as they are still available
- forms necessary for a person to transact business with the District or to receive an education (such as employment, application forms, student enrollment forms, free and reduced priced meal applications, open enrollment or voluntary permit forms, or referrals for special education).

Copies of records may be made for members of the public on District copy machines or from electronic storage systems at cost. When the mailing of copies of records is requested, the actual costs of such mailing may also be charged to the requester.
A fee may be charged for actual District expenses in retrieving and supervising the examination of requested records, which is in addition to the copy fee. In addition, costs for retrieval and copying of public information stored in electronic storage systems may be charged to the requester.

The District is not required to extract, assimilate, or interpret information or data, or to create public records; however, if the District agrees to perform any of these functions, the person making the request may also be charged an hourly fee.

**Payment** If there is any cost associated with a request, the District will provide an estimate. If the estimate is agreed to, the District will require payment prior to providing the public records. In addition, work will not begin on the request until the estimate is approved or paid, depending on the amount, by the requestor. A requestor may always amend their request to lessen or even eliminate any cost.

**Fee Schedule**
The District may charge the following fees related to a records request:

- **Copies:** There is no charge for the first 10 pages of photocopies. After that, there is a charge of 20 cents per sheet of paper. If information is provided on a flash drive, there is a charge of $10.00.
- **Postage or other delivery costs** will be charged, at cost, if it exceeds $1.
- **Expenses directly attributable to the examination of and making and providing copies of public records.** Expenses shall include actual cost, per hour, of employee time and legal fees associated with review and/or retraction of records as allowed by Iowa Code Section 22.3(2).

In making a determination for charges, a series of requests from one person or organization in a 30-day period or a series of requests from persons in a single organization may be aggregated.

**Documentation of Requests** To the extent feasible, requests for public records will be documented by the Community Relations Office. Documentation serves as confirmation of requests, and the response of the District.

**Code of Iowa:** Chapter 22
**Confidential Records Relating to Security Procedure and Emergency Preparedness in the Schools**

Iowa law requires that all public and accredited nonpublic schools develop and maintain a high-quality emergency operations plan. Records containing District security procedures and/or emergency preparedness information are considered confidential records under Iowa Code Section 22.7, if disclosure could reasonably be expected to jeopardize students, employees, visitors, systems, or property. The records or class of records which are covered by this Iowa Code provision include, but are not limited to, records containing information directly related to vulnerability assessments; information relating to security measures; emergency response protocols; security codes and combinations, passwords, keys, and records containing information that, if disclosed, would significantly increase the vulnerability of attack to the critical systems or infrastructures of the District.

Iowa law requires that at least once per school year an emergency operations drill based on the emergency operations plan be conducted in each individual school building in which students are educated.

**Code of Iowa:** Section 22.7(50); Section 21.4; Chapter 22; Section 291.6, Section 280.30

Approved: 11-17-06
Reviewed: 04-11-11
Revised: 08-22-16
05-14-18
CHARITABLE PAYROLL DEDUCTION CAMPAIGN

The objectives of the Charitable Payroll Deduction Campaign of the Cedar Rapids Community School District are to:

- Minimize the administrative burden on the school district and to minimize or eliminate costs to the taxpayers that such a campaign may entail;
- Create little or no disruption of the workplace;
- Avoid the reality and appearance of the use of school district resources in aid of fund raising for groups substantially engaged in political activity or advocacy of public policy, or lobbying; and
- Create a non-public forum through which charitable donations may be made.

To meet these objectives, eligibility for participation in the Charitable Payroll Deduction Campaign shall be limited to:

- The Cedar Rapids Community School District Foundation, and
- Voluntary, charitable federations who conduct consolidated fund-raising efforts on behalf of member organizations which qualify for tax exempt status described in Section 501(a) and Section 501(c) (3) of the Internal Revenue Code.

The Superintendent, the Executive Director of Human Resources, or another designee of the Superintendent shall review the applications of federations seeking to participate in the Charitable Payroll Deduction Campaign and shall approve up to two (2) qualifying federations meeting the objectives and criteria set forth in this policy. These two (2) entities will be in addition to the Cedar Rapids Community School District Foundation.
Guidelines for Charitable Payroll Deduction Campaign

Introduction
The purpose of the Charitable Payroll Deduction Campaign is to maintain a nonpublic forum through which employees may make charitable donations in the form of payroll deductions that imposes minimal administrative and financial burdens on the school district and that avoids disruption in the workplace. It is also the purpose of the policy and the regulation to avoid the reality and appearance that school district resources are being used to aid fund raising for groups that are substantially involved in political activity or advocacy of public policy, or lobbying.

Cedar Rapids Community School District Foundation
The Cedar Rapids Community School District Foundation shall be eligible for participation in the Charitable Payroll Deduction Campaign and shall not be subject to the guidelines for Voluntary Charitable Federations.

Voluntary Charitable Federation
Voluntary charitable federations are umbrella agencies, comprised of ten (10) or more charitable member organizations, whose primary mission is to conduct a consolidated effort to secure donations and funds for distribution to its member organizations, all of which must qualify for tax exempt status described in Section 501(a) and Section 501(c)(3) of the Internal Revenue Code.

Maximum Federation Participation
To minimize the administrative burden on the school district and to avoid undue workplace confusion, participation in the Charitable Payroll Deduction Campaign is limited to a maximum of two (2) participating federations. Once a federation has been approved as a qualifying participant, that federation may continue its participation until such time as it is terminated in accordance with these administrative regulations. Qualified federations will be approved for participation on a first come, first served basis.

Solicitation
The solicitation period shall fall within the period of September 1 through December 30. The length of the campaign is intended to be no more than eight weeks, although the solicitation period may be extended upon approval of the Superintendent, the Executive Director of Human Resources, or another designee of the Superintendent.

Federation Participation
A. Charitable Campaign Eligibility Requirements

Any voluntary charitable federation may be considered for participation in the Charitable Payroll Deduction Campaign if it meets all of the following requirements:

1. Be a non-profit, tax exempt organization described in Section 501(a) and Section 501(c)(3) of the Internal Revenue Code;

2. Require that all of its member organizations be a non-profit tax exempt organization described in Section 501(a) and Section 501(c)(3) of the Internal Revenue Code.

3. Shall not have a primary mission of seeking to influence the outcome of elections or the determination of public policy through political activity or advocacy, lobbying or litigation.

4. Make available to the general public and school district an annual financial report which is prepared by an independent certified public accountant;

5. Provide an annual report to the general public detailing the activities of the federation;

6. Operate in accordance with district policies regarding non-discrimination in both employment and distribution of funds;
7. Submit written designation forms indicating that one hundred school district employees request participation of the federation in the Charitable Payroll Deduction Campaign. However, any federation approved prior to the adoption of this revised Administrative Regulation shall not be required to comply with this requirement as long as all other requirements are met for that federation;

8. Maintain a minimum participation of fifty school district employees that have actually contributed to the federation through the Charitable Payroll Deduction Campaign;

9. File complete applications with all of the required information and documentation by the 15th day of July preceding the solicitation period which shall be between September 1 through December 30 as determined by the Superintendent, the Executive Director of Human Resources, or another designee of the Superintendent;

B. Applying for Participation

Any voluntary charitable federation eligible to participate in the school district's Charitable Payroll Deduction Campaign must contact the Superintendent, the Executive Director of Human Resources, or another designee of the Superintendent to obtain an application for participation. The applying federation must provide the following information:

1. Verification that the federation and all of its member organizations qualify for tax exempt status described in Section 501(a) and Section 501(c)(3) of the Internal Revenue Code;

2. A statement regarding the extent to which the federation and its member organizations spend their resources attempting to influence the outcome of elections or the determination of public policy through political activity or advocacy, lobbying, or litigation;

3. A description of the purposes, goals and functions of the federation and its member organizations including a description of the programs or services supported by those member organizations;

4. A statement of the percentage of donations that go to administrative and overhead costs.

5. It's most recent annual financial report prepared by a certified public accountant.

6. A statement of its policy as to non-discrimination.

Based on the information provided, the Superintendent, the Executive Director of Human Resources, or another designee of the Superintendent shall make a determination in a timely manner whether the applying federation meets the objectives and criteria set forth in the Charitable Payroll Deduction Campaign.

C. Termination of Federation Participation

Once approved for participation, any federation may be subsequently disqualified from participation in the annual campaign by the Superintendent, the Executive Director of Human Resources, or by another designee of the Superintendent for any of the following reasons:

1. Failure to maintain a minimum participation of fifty school district employees:

2. Failure to comply with the other terms and conditions of these policies and eligibility requirements; or

3. Filing an application to participation in a campaign which contains false or misleading information.
Should the Superintendent, the Executive Director of Human Resources, or another designee of the Superintendent disqualify any federation, the Superintendent/designee shall promptly send notice thereof to the disqualified federation stating the reason for disqualification.

D. Request for Reconsideration

A federation which has been denied admission or whose participation in the campaign has been terminated will be allowed ten (10) calendar days following the date of the mailing of the notice of denial or termination to file a written request for reconsideration with the Superintendent, the Executive Director of Human Resources, or another designee of the Superintendent. The Superintendent, the Executive Director of Human Resources, or another designee of the Superintendent shall notify such federation of the final decision within ten (10) calendar days following the receipt of the request. The Superintendent/designee's decision shall be considered final.

E. Work Site Solicitation

No federation shall solicit support or contributions from district employees at any district work site unless given prior expressed written permission from the Superintendent, the Executive Director of Human Resources, or another designee of the Superintendent. Work site solicitations for support or contributions should be limited to appropriate flyers through employee mailboxes unless other methods are approved by the Superintendent, the Executive Director of Human Resources, or another designee of the Superintendent.

Employee Participation

A. Pledge Authorization Forms

The Superintendent, the Executive Director of Human Resources, or another designee of the Superintendent will distribute or arrange for distribution of annual pledge authorization forms to all employees. Annual authorization forms will be required from all participating employees. Each such participating employee's authorization form shall be delivered to the payroll department to substantiate payroll deduction. However, the District is not liable for any failure to withhold.

B. Termination of Payroll Deduction

Any employee wishing to terminate his or her payroll deductions shall be required to give thirty (30) days prior notice in writing to the Manager of Payroll. Upon receipt of such notice, the district shall terminate further payroll deductions from such employee's compensation without prior notice to or the consent of any affected federation. The school district shall have no responsibility to enforce, or liability for failing to enforce, the pledge of any participating employee to a federation. The District will have no further responsibility for departing employees.

Employee Solicitations

Employee solicitations are to be conducted using only methods that encourage voluntary giving. Activities that do not allow free choice or the appearance of voluntary participation and free choice are prohibited. This should not restrict the need for an effective, well organized education program among employees. All employees will be given the necessary information to make an informed decision. Individual employee contribution records are confidential records.

Contributions to Disqualified Agencies or Federations

Any federation disqualified from further participation in the campaign shall have any further payment of contributions to it terminated by the district.
APPLICATION FOR PARTICIPATION IN
THE CEDAR RAPIDS COMMUNITY SCHOOL DISTRICT
CHARITABLE PAYROLL DEDUCTION CAMPAIGN

FEDERATION NAME:__________________________________________________________

ADDRESS: __________________________________________________________________

____________________________________________________________________________

PHONE NUMBER: (                      )___________________________________________

NAME(S) OF CONTACT PERSON(S): _______________________________________________

Provide answers and information as requested in the space provided. If additional space is needed, attach the necessary pages to this Application with reference to the specific question being addressed on each additional sheet. Attach supplemental documentation as requested. Answers, requested information, and requested documentation must be given for each individual member organization. Incomplete Applications will be rejected without further consideration.

1. Does the federation qualify for tax exempt status described in Section 501(a) and Section 501(c)(3) of the Internal Revenue Code? If yes, please attach documentation verifying status.

2. Do the member organizations qualify for tax exempt status described in Section 501(a) and Section 501(c)(3) of the Internal Revenue Code? If yes, please attach documentation verifying status.

3. Does the federation provide to the general public an annual report which is prepared by an independent certified public accountant?

4. Give the percentage of donations that go to the federation's administrative and overhead costs. Documentation, such as an annual report, shall be included in support of this statement.

5. Describe in detail the purposes, goals, and functions of the federation and member organizations. This detailed statement should include a description of the services, if any, provided by the agency and its member organizations.

6. Does the agency spend any of its resources attempting to influence the outcome of elections or the determination of public policy through political activity or advocacy, lobbying, or litigation? If yes, describe in detail the nature and purpose of such activity and state the percentage of the agency's resources that go towards such activity.

7. Attach documentation or written designation forms for those District employees who are requesting/supporting the federation's participation.

Approved: 03-12-07
Reviewed: 11-10-14
Revised: 09-23-19