

CEDAR RAPIDS COMMUNITY SCHOOL DISTRICT
Policies, Regulations and Procedures

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ARTICLE 1 **DISTRICT LEGAL STATUS AND COMMITMENT**

(Series 100)

Policy
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Adm Reg
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100 DISTRICT LEGAL STATUS – Enablement and Name

101 MISSION STATEMENT

101.1 Belief Statement

101.2 Strategic Planning

* Indicates Section but no Policy

September 2005

DISTRICT LEGAL STATUS –Enablement and Name

The School District is a school-corporation created by the State Legislature to carry out the governmental function of public education. As such, the District may sue and be sued, hold property, exercise all powers granted by law, and have exclusive jurisdiction in all public school matters within its boundaries.

The legal name of the District shall be:

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

Code of Iowa: Chapter 274

Regulation Approved: 05-12-80
Reviewed: 02-28-89
Reviewed: 09-25-95
Policy Approved: 10-12-98
Reviewed: 03-24-03

MISSION STATEMENT

The mission of the Cedar Rapids Community School District is to develop world class learners and responsible citizens.

Regulation Approved: 11-13-89
Reviewed: 09-25-95
Reviewed: 10-23-95
Policy Approved: 10-12-98
Reviewed: 03-24-03
Revised: 09-12-05

Belief Statements

Expectations of the Board of Education for student learning are set forth as belief statements. The Cedar Rapids Board of Education believes each student should:

Acquire basic skills and fundamental knowledge

- 1) Acquire meaningful information through observing, reading and listening
- 2) Express information and ideas through writing and speaking
- 3) Acquire and express information and ideas by using mathematical symbols and processes
- 4) Acquire and be able to apply technological knowledge and skills
- 5) Acquire and be able to apply knowledge from the natural sciences (e.g., biology, chemistry, earth science, mathematics, physics)
- 6) Acquire and be able to apply knowledge from the social sciences (e.g., anthropology, economics, geography, history, political science, psychology, sociology)
- 7) Acquire and be able to apply knowledge from the humanities (e.g., the fine and performing arts, literature, philosophy)
- 8) Acquire and be able to apply occupational knowledge and skills (e.g., business education, industrial technology, life skills)

B. Develop attitudes and skills for lifelong learning

- 9) Value learning and be able to learn independently
- 10) Develop thinking skills to process information, make decisions, and solve problems

C. Be able to cope with change

- 11) Understand the processes, causes, and inevitability of change
- 12) Acquire the necessary skills and attitudes to learn from, adjust to, and plan for change

D. Demonstrate responsible citizenship

- 13) Understand democracy as a system of rights, privileges, and obligations of citizenship
- 14) Exercise the duties of citizenship
- 15) Assume responsibility for personal behavior, and act in accord with acceptable legal, ethical, and moral standards

E. Develop a world-wide perspective

- 16) Understand the world as an interdependent system
- 17) Understand prevailing world conditions -- "the state of the world"
- 18) Acquire the ability to communicate with people of other cultures
- 19) Demonstrate concern for human problems and issues

F. Possess a positive self-concept

- 20) Possess pride in self and a sense of personal worth
- 21) Respond appropriately in various roles and social situations on the basis of a realistic appraisal of personal strengths and weaknesses

G. Respect and get along with others

- 22) Recognize and respect human worth and individuality
- 23) Relate effectively to social, ethnic, racial, and religious diversity and understand how individual values, attitudes, and behaviors are shaped by the culture in which they develop
- 24) Establish effective relationships with persons in the family and with persons of both like and differing backgrounds

H. Become an effective participant in economic affairs

- 25) Understand the basic principles of economics and the operation of the American economic system
- 26) Acquire career-oriented knowledge and skills consistent with abilities, interests, and societal needs
- 27) Make informed consumer decisions and manage personal resources wisely

I. Understand and follow practices associated with healthful living

- 28) Know and follow good personal health practices
- 29) React appropriately to unsafe conditions and harmful substances
- 30) Develop healthful leisure time activities

J. Find satisfaction in aesthetic and creative experiences

- 31) Perceive and respond to beauty in its various forms
- 32) Appreciate the significance of the creative thoughts and artistic expressions of others
- 33) Develop and use creative and artistic talents

Approved: 09-24-79
Revised: 05-12-80
Reviewed: 03-13-89
Reviewed: 01-13-92
Revised: 10-23-95
Reviewed: 01-11-99
Reviewed: 03-24-03

Strategic Planning

Guided by the Mission Statement and Belief Statements, strategic planning is a process that integrates input from the Board, staff, and community. The process involves the establishment of long-range directional focuses 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. Short-range (yearly) and long-range (3-5 years) goals are established by the Board that will serve as a guide.

Long-range Directional Focuses

The long-range directional focuses of the District are:

Assure that every student has access to curriculum, instruction and assessment systems that will prepare them for the 21st Century.

Use technology for management and instruction.

Secure financial resources adequate to meet the needs of the District.

Develop facilities that are adequate and appropriate to the needs of the District.

Ensure that highly competent personnel are employed and retained.

Promote a customer and client driven system.

School Improvement Priorities

Improvement plans are developed annually for each school to reflect the implementation of the District goals. Each building staff will utilize the District Mission Statement, assessment results, belief statements, community responses, staff perceptions, and information collected from parents and students to guide the development of their improvement plans. The plans will include specific objectives to be achieved.

District and building efforts to complete the goals and objectives will be reported annually to the Board and the community. The results identified in these reports will become a part of the assessment cycle for the next year.

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

1. LEARNING that is based on defined district performance expectations, is assessed using multiple indicators of progress toward expectations, and through which every student demonstrates expected:
Reading, writing, speaking, and listening competencies
Mathematical competencies
Scientific competencies
Understanding and appreciation of the fine arts

Understanding of cultural diversity, global interdependence, and world issues
Knowledge and skills in preparation for careers
Teaming and collaboration skills
Knowledge and skills in technology selection and application
Knowledge and skills in the identification and management of resources
Decision-making, creative thinking, problem solving, and reasoning skills
Personal and self-management qualities

2. AN INSTRUCTIONAL PROGRAM that
Focuses on relevant and future-oriented learning
Ensures the integration and application of knowledge and skills by every instructor for every student
Utilizes a variety of assessments to monitor and adjust instruction

3. A SCHOOL IMPROVEMENT FOCUS that
Links school improvement plans to the district strategic plan
Integrates short- and long-term planning at all levels of the organization
Includes a variety of intervention programs for all students
Promotes comprehensive staff development

4. A SUPPORTIVE ADAPTIVE ENVIRONMENT that
Provides flexible instructional arrangements to accommodate individual differences
Provides comprehensive guidance and counseling services
Promotes a safe, positive, collaborative climate for all students and employees

5. SCHOOL-COMMUNITY RELATIONSHIPS that
Foster broad-based community support
Improve school-home interaction and support.

Approved: 11-13-89
Revised: 11-12-90
Reviewed: 07-13-92
Reviewed: 11-22-93
Revised: 11-27-95
Reviewed: 05-19-97
Reviewed: 08-09-99
Reviewed: 03-24-03

ARTICLE 2 **BOARD GOVERNANCE AND OPERATIONS**

(Series 200)

<u>Policy Number</u>	<u>Adm Reg Number</u>
200	BOARD CODE OF ETHICS
201*	BOARD STATUS AND AUTHORITY
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ARTICLE 2 **BOARD GOVERNANCE AND OPERATIONS**

(Series 200)

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<u>Policy Number</u>	<u>Adm Reg Number</u>
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208	SHARED DECISION-MAKING: POSITION STATEMENT

* Indicates Section but no Policy

September 2005

BOARD CODE OF ETHICS

As members of the Board of Education of the Cedar Rapids Community School District, we recognize

- The need to treat other board members, school officials, and members of the community with respect both during school board meetings and outside school board meetings.
- The importance of service to the district. This service takes precedence over partisanship and special interest, whether political, religious, geographic, economic, social, civic, or other.
- The importance of behaving in an ethical manner with respect to the law, other board members, board decisions, confidential board business, and school personnel.
- That it is our responsibility to function as a legislative, policy-forming body, not as administrative officers.
- The importance of communication with the public and with each other regarding public reactions, public attitudes, needs of the community, financial needs of the district, and cooperative efforts with school board members of other districts.
- The importance of striving to be a lifelong learner and working towards the continuous improvement of the school board and school district.

Approved: 03-24-80

Reviewed: 02-27-89

08-24-92

09-25-95

11-23-98

04-14-03

Revised: 12-12-05

POLICIES

Because formal guidelines are necessary to assure that the District responds to its stated mission and operates in an effective, efficient, and consistent manner, a set of written policy statements should be formulated and maintained. Policies should be in the form of broad principles that define the desire and intent of the Board. They should include what is wanted and why, in a form that is concise but sufficiently explicit to guide administrative actions.

Code of Iowa: Chapter 279

Approved: 06-09-80
Reviewed: 02-27-89
05-11-91
06-08-92
09-25-95
10-12-98
04-28-03

EVALUATION OF OPERATIONAL PROCEDURES

In order to provide the community with a high level of Board performance and to maintain standards of excellence in District operations, an effective, constructive Board self-evaluation system is desirable. This system should point out areas of accomplishment as well as areas that need improvement. It should include an evaluation form, but should extend its range to items not included on the form whenever necessary.

In order to implement this system, the Board should establish criteria that can be used to appraise its performance. On a regular basis, each member should measure performance of the Board against these criteria. To be most meaningful, the Board, as a group, should analyze collectively its strengths and weaknesses.

Approved: 06-08-81
Reviewed: 03-27-89
06-08-92
09-25-95
11-23-98
04-28-03

EVALUATION OF THE SUPERINTENDENT

The purpose of the Superintendent's evaluation should be to clarify the role of the Superintendent, enhance the working relationship between the Superintendent and 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 procedure should determine performance expectations, identify any areas needing improvement, and design strategies for bringing about needed improvement. To these ends, the evaluation procedure 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.

Approved: 02-09-81
Reviewed: 03-13-89
 03-27-89
 Revised: 05-08-89
 06-08-92
Reviewed: 09-25-95
 10-12-98
 04-28-03
 10-11-04

SHARED DECISION-MAKING: POSITION STATEMENT

The Cedar Rapids Schools believe that our students are best served when decisions that affect them are made collaboratively by the individuals who are responsible for all aspects of their education.

The School Board empowers school communities to utilize a shared decision-making process where decisions are made at the level closest to the issue being addressed. Along with the increased authority for making decisions comes increased responsibility.

Individuals affected by the decision are part of the process.

The process needs to be efficient and sensitive to time demands.

The process needs to act on substantive issues in thoughtful ways and be supported by data and research findings.

The process should include strategies to mediate and resolve conflicts.

The intent of the process is the establishment of a culture that results in high levels of risk-taking, creativity, trust, ownership and commitment in alignment with community expectations and district, state and federal restrictions.

Approved: 01-22-96
Reviewed: 10-12-98
04-28-03

Board Secretary

RESPONSIBLE TO: Board of Education

POSITION RESPONSIBILITIES:

1. Record and distribute the minutes of all regular and special Board meetings.
2. Serve as custodian of all official records and documents pertaining to the business of the School District.
3. Assure an accurate recording of all District receipts and expenses; maintain an accurate, separate account of each fund with the Treasurer; and supervise the signing of warrants and drafts.
4. Oversee the preparation of and file with the Board the required monthly financial statements.
5. Oversee the preparation and publication of required financial statements and legal publications.
6. Assure that the required school census is conducted.
7. Process nomination papers and public measures for school elections, and assist in arranging for regular and special elections.
8. File all required reports with state and county officials.
9. Carry out the legal requirements related to staff termination proceedings.
10. Oversee the assembly and distribution of Board meeting agendas.
11. Carry out the legal requirement related to bids for public improvement including the duty of receiving and opening bid and announcing the results
12. Perform such other duties as may be assigned by the Board or required by law.

Code of Iowa: Chapter 291.6-11

Approved: 10-11-82
Reviewed: 02-27-89
06-08-92
09-25-95
Revised: 10-26-98
Reviewed: 04-14-03

Executive Director – Business Services and Board Treasurer

RESPONSIBLE TO: Superintendent/Board of Education

POSITION RESPONSIBILITIES:

1. Coordinate the budget development and fiscal planning activities of the District, including the preparations of all budget documents.
2. Direct all financing requirements of the School District, including the sale of bonds, anticipatory warrants, and the investment of reserve funds.
3. Identify and provide the financial data to district management, government agencies, and external auditors.
4. Prepare appropriate financial reports and statements.
5. Assist in the planning and coordinating of the District budget development process.
6. Establish procedures for data handling and retention related to financial functions.
7. Organize and carry out the internal audit functions.
8. Cooperate with the external auditors in meeting legal requirements.
9. Work with the Personnel Department in the interviewing and selection of business services managers and other key business services personnel.
10. Assign, supervise, and evaluate business services managers and other key business services personnel.
11. Maintain current knowledge of developments in the field of finance.
12. Prepare budget requests and administer budget accounts related to areas of responsibility.
13. Perform duties of District Treasurer for the Board of Education and other duties as may be assigned by the Superintendent.

Code of Iowa: Chapter 291.12-14

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

President

The 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 meeting.

The president of the board shall preside at all board meetings and shall be responsible for the orderly conduct of the meeting. 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. 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 and vice 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.

The board president has the authority to call special meetings of the board. Prior to board meetings, the board president will consult with the superintendent on the development of the agenda for the meeting.

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

Code of Iowa: Chapter 279

Approved: 10-11-04

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 meeting.

The duties of the president may be delegated by the board to the vice-president, 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. 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 president when the president wishes to make or second a motion. The vice-president will take an active role in board decisions by discussing and voting on matters before the board in the same manner as other board members.

Approved: 10-11-04

Dissemination of Policies and Regulations

Each Board member and administrator shall have a copy of the Board Manual of Policies and Regulations. A copy also should be available for inspection by employees at each worksite. Members of the public who wish to refer to District policies and regulations may contact the Board Secretary, who shall maintain a copy for public inspection. Administrators and Board members shall be responsible for updating their manual. A copy of the Board Manual of Policies, Regulations and Procedures will also be available on the school district web site.

The Superintendent's Office shall ensure that copies of new and revised policy statements are distributed to the holders of Board policy manuals within ten (10) working days of the change or addition to the manual. 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.

Approved: 02-27-89
Reviewed: 03-13-89
06-08-92
09-25-95
10-12-98

Revised: 04-28-03

Legal Status of the Board of Directors

As prescribed by the Code of Iowa, the affairs of each school corporation shall be conducted by a Board of Directors. Within the framework of State and Federal laws and regulations, the Board shall exercise control over all the affairs of the District.

Code of Iowa: Chapter 274

Approved: 05-27-80
Reviewed: 02-27-89
06-08-92
09-25-95
10-12-98
04-14-03

Authority of Individual Members

Members of the board shall have authority only when acting as a board legally in session. 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.

Code of Iowa: Chapters 274 and 279

Approved: 05-27-80
Reviewed: 02-27-89
06-08-92
09-25-95
11-23-98
04-14-03

Composition and Term of Office

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. Unless appointed or elected to fill an unexpired term, members shall be elected for a term of three years. The terms shall be overlapping so that no more than three directors are elected at one time.

Code of Iowa: Chapters 274 and 275

Approved: 05-27-80
Reviewed: 02-27-89
06-08-92
09-25-95
10-12-98
04-14-03

Board Elections

Members of the board shall be elected at the annual school election held on the second Tuesday of September. Nomination papers for all candidates shall be filed with the Secretary of the Board not more than sixty-five days nor less than forty days prior to the election. Each candidate shall be a qualified voter of the district and of the designated director district if appropriate.

Notice of school elections shall be published and school elections shall be conducted by the county commissioner of elections.

Code of Iowa: Chapter 277

Approved: 05-27-80
Reviewed: 02-27-89
06-08-92
09-25-95
10-12-98
04-14-03

Board Vacancies

Whenever a vacancy occurs on the board, the remaining members of the board may appoint, within thirty days, a successor to hold office until the next regular school election. If a successor is not appointed within thirty days, a special election shall be held no sooner than neither thirty days nor later than forty days after the thirtieth day following the occurrence of the vacancy. Persons filling vacancies by appointment or election shall be qualified voters of the district and the director district when appropriate.

Code of Iowa: Chapter 279.7

Approved 0 5-27-80
Reviewed: 02-27-89
06-08-92
Revised: 10-10-94
Reviewed: 09-25-95
10-12-98
04-14-03

Conflict of Interest

All board members shall be aware of potential conflicts of interest and shall take the necessary steps to avoid them. If a board member has a financial interest in a proposed contract for goods and services to the district, he/she shall state the nature of the interest and abstain from debating or voting upon the question.

No board member shall receive compensation directly from the district, nor act as an agent for the purchase of equipment, school supplies, textbooks, or services. Every effort shall be made by members of the board to consider only the best interest of the district and legal guidelines when awarding contracts for goods and services.

Code of Iowa: Chapters 71.1, 277.27, 301.28

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

Organizational Meeting

At the first regular meeting after a regular school election, the Board of Directors shall conduct the annual organizational meeting. At this time, the directors-elect shall be certified and shall take the oath of office if it has not been administered prior to the meeting.

After the directors-elect have been qualified, the board shall select separately, by balloting, one of its members to act as President and another to act as Vice-President. The duly elected President shall then take the oath of office, after which the board may consider other matters.

Code of Iowa: Chapter 279
Chapter 21

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

Minutes of Meetings

In compliance with legal requirements, a complete and accurate set of the minutes of regular, adjourned, or special meetings shall be maintained 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 attached.

The minutes shall constitute the official record of board proceedings, shall be open for public inspection during business hours at the Educational Service Center, and shall be 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 designated for the publication of the minutes.

Minutes waiting approval at the next board meeting shall be available for inspection.

The Board Secretary also shall maintain written minutes and tape recordings of all Executive Sessions, as required by law. Annually, the administration shall request permission from the board to erase tape recordings older than one calendar year.

Code of Iowa: Chapter 21
Chapter 22
Chapter 279.8 and .35
Chapter 291.6-11
Chapter 304
281 Iowa Administrative Code 12.3(1)
1988 Opinion Attorney General No. 87-3-6

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

Public Participation in Regular Meetings, Special Meetings and Public Hearings

The board encourages citizens to attend board meetings. Each board meeting agenda will include a section entitled "Delegations, Petitions and Communications." During that part of the agenda any citizen may address the board concerning any subject within the board's jurisdiction.

Persons who wish to be heard by the board should complete a form on the table outside the Board Room. The completed form will be submitted to the Board President who will recognize the speaker. Each participant is to limit his/her remarks to three (3) minutes. A three (3) 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.

Speakers needing special equipment or more time to speak on specific agenda items are encouraged to contact the Superintendent's office in advance of the meeting.

"Delegations, Petitions, and Communications" provides an opportunity for public input, not public debate. The board values 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 personnel and will receive a reply at a later time or meeting.

Persons who wish to propose an agenda item to be considered by the Board of Education at a board meeting are encouraged to contact a school board member or the Superintendent's office.

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.

Approved: 05-27-80
Revised: 11-25-85
05-26-87
Reviewed: 02-27-89
Revised: 04-20-92
Reviewed: 09-25-95
11-23-98
Revised: 04-28-03

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 School 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:

<u>BOARD</u>	<u>SUPERINTENDENT</u>
1) to select a competent educational leader as superintendent	1) to provide educational leadership and effectively administer the school system
2) to exercise its role as a policy making body and judge the effective implementation of these policies	2) to make recommendations for policy formulate and enforce policy, and procedures to implement policy, and provide evaluation data on policy and program effectiveness
3) to delegate the administration of the schools to the Superintendent and to provide to the Superintendent periodic written evaluation of his/her performance through an established evaluative process	3) to make board policy effective through efficient administration
4) to maintain a solemn commitment to be open minded, to read, to study, to participate in in-service activities, and to seek every opportunity to keep informed on all school matters	4) to keep the board currently informed in all areas pertaining to the operation of the schools, and to participate in appropriate in-service and leadership development activities
5) to maintain a table of organization, recommended by the Superintendent, that provides personnel necessary to carry out the expectations of the board and to comply with legal mandates	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
6) to adopt a budget necessary to support the educational goals of the district	6) to recommend a budget that will expedite the educational goals of the board in the most efficient manner possible

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|---|---|
| 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.

Approved: 06-27-83
Revised: 02-27-89
 06-08-92
Reviewed: 09-25-95
Revised: 10-12-98
 04-14-03

Officers

The Officers of the Board 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 meeting. The Secretary and Treasurer shall be appointed by the board from outside its membership no later than August 15 of each year.

Code of Iowa: Chapter 279

Approved: 06-09-80
Reviewed: 03-13-89
06-08-92
09-25-95
10-12-98
04-14-03
Revised: 10-11-04

Election of Board Officers

After the directors-elect have been qualified, the District Secretary shall call for nominations for the Office of President. Nominations do not require a second. The District Secretary may determine "nominations closed" after sufficient time has been given for all who wish to make nominations to do so. Ballots shall then be distributed by the district Secretary to each board member present. The 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 district 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.

Approved: 09-24-84
Reviewed: 03-13-89
06-08-92
09-25-95
Revised: 10-12-98
10-25-99
Reviewed: 04-14-03

Board Committees

Ad Hoc Committees (board appointed)

Whenever the board deems it necessary, the board may appoint a committee composed of citizens, employees 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 professional administrator. Therefore, there shall be no board standing committees.

However, ad hoc committees may be appointed by the board for special assignments. Such committees shall be advisory in nature and have no duty or responsibility other than that specifically stated by the board. The committees will terminate upon completing the assignments, or may be terminated by a vote of the board at any time. The board will receive the report of the committees for consideration. The board retains the authority to make a final decision on the issue. The committees will be subject to the open meetings law, just as the board is. The only difference between the two bodies is that committees are not required to publish their minutes. That is only a requirement specifically for school boards, not a requirement of the open meetings law.

Existing board appointed committees, which are subject to the open meetings law, include the School Improvement Advisory Committee, the PTA Reconsideration Committee, the Facilities Oversight Committee, the District Developed Instructional Services Delivery System Task Force and the Efficiency Task Force Committee.

School District Committees (non-board appointed)

Board members may occasionally serve as liaisons to school district committees or organization 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 should have the opportunity to serve on at least one district committee, but preferably no more than two committees.
- Every board member should serve on a committee in an ex-officio capacity, non-voting member.
- Committee assignments should be made according to the background, expertise and schedule of each member.

Some examples of district committee might include a district Finance/Audit Committee, a Strategic Planning Committee, a Buildings and Grounds Committee (Facilities Committee), a Personnel Committee, etc.

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 should have the opportunity to serve on at least one committee outside of the school district, but preferably no more than two committees.
- Committee assignments should be made according to the background, expertise and schedule of each member.
- Committee appointments may be reviewed annually.

Some examples of committees outside of the school district may include the Cedar Rapids Museum of Art, the Cedar Rapids Conference Board, etc.

Code of Iowa: Sections 21; 279.8; 280.12(2) (2003)
Cross Reference: Regulation 1002.8

Approved: 05-27-80
Reviewed: 02-27-89
06-08-92
09-25-95
11-23-98
04-14-03
Revised: 06-27-05

Legal Services

The Board of Directors may retain an attorney(s) to provide necessary legal counsel. The Superintendent/designee shall be authorized to consult such attorney(s) whenever legal assistance is necessary in managing district affairs. In addition, the Board President shall be authorized to consult the attorney(s) in matters related to the performance of his/her official duties.

Approved: 05-27-80
Reviewed: 02-27-89
06-08-92
09-25-95
10-26-98

Types of Board Meetings

Regular Meetings

Regular meetings of the board shall be held at 7:00 p.m. on the second and fourth Monday of each month, unless otherwise scheduled by action of the board or established by law.

Special Meetings

Special meetings may be determined by the board, called by the President, or called by the Secretary upon written request of at least four members of the board.

Executive (Closed) Sessions

Closed sessions may be held only for reasons defined in Chapter 21.4 of the Code of Iowa or to discuss strategy proceedings in connection with the Public Employees Relations Act. In order to go into closed session, when six or seven members of the board are present, an affirmative vote of five members shall be necessary. In the event only four or five members of the board are present, an affirmative vote of all members shall be necessary. A tape recording and detailed minutes shall be kept of all discussions, persons present, and contemplated action. This documentation shall be kept for one year from the date of the meeting.

Emergency Meetings

Emergency meetings are held when the board must act immediately and cannot wait the required 24-hour notice period for a special meeting.

Exempt Meetings

Exempt meetings are not subject to the open meetings law and need not comply with the notice, minutes or other requirements of that law. There are only four purposes for which a board can hold an exempt meeting: termination hearings of licensed employees; administrator termination hearings; bargaining strategy and negotiations sessions, and; strategy sessions for non-union employees.

Work Sessions

The board may hold work sessions 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 shall be taken at a work session.

Code of Iowa: Chapter 27
 Chapter 21
 Chapter 20

Approved: 05-27-80
Reviewed: 02-27-89
 Revised: 07-13-92
Reviewed: 09-25-95

11-23-98
Revised: 04-14-03
12-08-03

Notification of Meetings

Public Notice

Notice shall be given by the Board Secretary of the date, time, place, and tentative agenda for all board meetings by posting the notice near the front entrance of the Educational Service Center at least twenty-four hours in advance of the meeting. Also, notification of meetings shall be provided to any news media organization that has filed a written request to that effect with the Board Secretary. In the event an emergency special meeting is called, as much notice as possible shall be given, and the reason for the failure to give twenty-four hour notice shall be stated in the minutes of the meeting.

Notice to Board Members

Board members shall receive the board agenda no less than three (3) days prior to each meeting. Receipt of the agenda shall be followed by a telephone call on the day of the meeting. In the case of special meetings, a notice specifying the time and place of the meeting shall be delivered to each member by registered mail or by special messenger.

Code of Iowa: Chapter 279
Chapter 28A

Approved: 05-27-80
Reviewed: 03-13-89
06-08-92
09-25-95
11-23-98
04-14-03

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. Except in special circumstances, the agendas shall be submitted to the board for review no fewer than three days before the date of the meeting. The agendas shall set forth the order of business and, in the case of the regular meeting agenda, shall contain supporting information for the various items of business, along with the recommendations of the Superintendent/designee. Additional items pertaining to the established agenda may be submitted at any time prior to the meeting.

In order for a more efficient administration of board meetings, the board may elect to use a consent agenda for the passage of noncontroversial items or items of a similar nature. By using a consent agenda, the board has consented to the consideration of certain items as a group under one resolution. Items may be removed from the consent agenda at the request of a board member.

Approved: 05-27-80
Reviewed: 02-27-89
06-08-92
09-25-95
Revised: 12-14-98
Reviewed: 04-28-03

Conduct of Meetings

The presence of four board members shall constitute a quorum. Approval of all motions shall require a majority vote of the members present, unless otherwise stipulated by law.

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:

1. Employment of personnel
2. Actions related to budget and tax levies
3. Election resolutions
4. 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 will use the latest edition of Robert Rules of Order as may be modified.

Code of Iowa: Chapter 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

Development, Approval, and Review of Policies

The basic responsibility for initiating, reviewing, and recommending new policies or policy modifications shall rest with the Superintendent. However, new policies or changes in existing policies may be proposed by any board member, group or organization, staff member, student, or resident of the district. The proposal shall be delivered to the Superintendent's Office in written form at least ten (10) days prior to the next regularly scheduled work session or regular board meeting at which it will be discussed.

The Superintendent shall present the proposed policy or policy change for first reading at a regular 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 change is approved or 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.

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

Code of Iowa: Chapter 279

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

Board Member Development Opportunities

In addition to in-district development opportunities, board members shall avail themselves of other development opportunities intended to enhance boardsmanship and benefit the district. Such opportunities shall include publications and professional services, as well as attendance at state, regional, and national conferences, seminars, etc. The Superintendent 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. Actual and necessary expenses incurred by a board member participating in development opportunities shall be reimbursed on the same basis as district employees.

Approved: 05-27-80
Reviewed: 03-13-89
06-08-92
09-25-95
Revised: 10-12-98
04-28-03

Organizational Memberships

The district shall maintain memberships in professional organizations that have as their purpose the betterment of public education and/or the provision of services designed to assist board members in performing their roles more effectively. Moreover, board members shall participate as fully as possible in the activities of these organizations.

Code of Iowa: Chapter 279

Approved: 05-27-80
Reviewed: 03-13-89
Revised: 07-13-92
Reviewed: 09-25-95
10-12-98
04-28-03

Complimentary Passes

In order to show gratitude for all the time and service of members of the board, all members shall receive a Lifetime Complimentary Pass for themselves and a guest to attend school activities.

These board member passes are also to encourage attendance at all Cedar Rapids Community School activities.

Approved: 05-27-80
Reviewed: 03-13-89
Revised: 07-13-92
Reviewed: 09-25-95
10-12-98
Revised: 04-28-03

Evaluation Process

At least yearly, at a specified time during the summer, each member of the board shall complete independent evaluations of his or her own performance and of the performance of the board as a whole, using the board evaluation form. The Superintendent and the Executive Cabinet also shall complete the Board Evaluation Form to evaluate the performance of the board. After the individual evaluations of total board performance are compiled, members shall meet to compare their appraisals with the composite; discuss the results; suggest ways to improve; and, where appropriate, establish board performance priorities, goals, and/or objectives.

Approved: 05-26-81
Reviewed: 03-27-89
Revised: 05-08-89
Reviewed: 06-08-92
09-25-95
11-23-98
04-28-03

Evaluation Process

The Superintendent shall be evaluated regularly on an annual basis. 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.

Approved: 01-26-81
Revised: 05-24-82
03-12-84
Reviewed: 03-13-89
06-08-92
09-25-95
Revised: 10-12-98
04-28-03
10-11-04

Ongoing Activities

As a board we will endeavor to continue the following activities to provide continuity to, maintain oversight of and promote growth in district programs:

1. Review Board Governance and Operations in the Policies and Bylaws Manual every five years.
2. Request evaluation data in order to systematically review programs.
3. Recognize staff members for years of service and other significant accomplishments.
4. Evaluate staff development activities annually.
5. Orient new board members in a set procedure.
6. Develop skills of board members by attending at least one developmental workshop per each year.
7. Seek community input regarding evaluation and planning of district programs.
8. Meet with representatives of local governing bodies, legislators, and business/civic groups.

Approved: 06-22-87
Reviewed: 03-13-89
Revised: 08-24-92
Reviewed: 09-25-95
Revised: 12-14-98
Reviewed: 04-28-03

ARTICLE 3 **ADMINISTRATION**

(Series 300)

<u>Policy Number</u>	<u>Adm Reg Number</u>	
300		ADMINISTRATION
	300.1	Leadership Team
	300.2	Superintendent of Schools
	300.3	District Administrators
	300.4	Building Administrators
	300.5	Terms and Conditions of Employment
	300.6	Vacancies and Reassignments
	300.7	Participation in the Bargaining and Meet and Confer Process
301*		SEPARATION
	301.1	Resignation
	301.2	Termination
302		EXECUTIVE DEVELOPMENT
	302.1	Professional Meeting Attendance
303		EVALUATION
	303.1	Evaluation Procedure
304		CABINETS AND COMMITTEES
305		REGULATIONS AND PROCEDURES
	305.1	Development, Approval, and Review of Regulations and Procedures
306*		ADMINISTRATIVE OPERATIONS
	306.1	Adoption of School Calendars

* Indicates Section but no Policy

September 2005

ADMINISTRATION

Administration is a process directed toward providing and marshaling the human and physical resources needed for realizing the expectations for and purposes of the school system. The basic functions involved in the process include planning, coordinating, communicating, decision-making, supervising, and evaluating.

Effective and efficient administration is vital, since the basic purpose of administration is to facilitate, support, and enhance the teaching-learning process. Accordingly, administrative responsibilities and functions should be determined and appraised in terms of the contribution made to instruction and learning.

Successful administration is best attained through a team effort by all administrators. Shared decision-making is expected and encouraged. The team approach to administration can contribute 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.

Accordingly, roles, relationships, and expectations should be delineated through a carefully designed organizational plan and well-devised position descriptions. In addition, the structure should include an orderly network of interlocking teams (councils, cabinets, and committees). The role of administrative team members in the decision-making process must vary with the nature and complexity of the decision and the circumstances surrounding it.

It is essential to employ systematic planning in administration. This proactive planning is based on the Board's Strategic Plan and results in a systemic approach to establish and implement administrative goals and activities that accomplish the Strategic Plan. Because of changing needs and shifting emphases, goals and activities need to be reviewed and appropriately modified on a periodic basis, and administrative priorities adjusted correspondingly.

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

1. The goals and objectives of the school system should be clearly understood by those responsible for their accomplishment.
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 in an open 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.

Revised: 08-24-92
03-11-96
10-26-98
Reviewed: 05-27-03
08-08-05

EXECUTIVE DEVELOPMENT

Effective educational leadership demands that school executives maintain a thorough understanding of management, learning theory, curriculum development, and the social, political and economic forces, which affect the purposes, and process of education. This is especially true in view of today's rapidly changing society, with its attendant impact on public education. Therefore, it is imperative that school executives are committed to continuing professional and personal growth, and that adequate opportunities and resources are provided to assist them in meeting that commitment.

Executive development 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, academies, and conventions outside the district.

Approved: 11-27-78
Reviewed: 03-13-89
Revised: 08-24-92
Reviewed: 01-22-96
10-26-98

EVALUATION

The purpose of evaluation should be to improve the quality of administrative performance. Evaluation should be positive and systematic, designed to measure objectively the discharge of responsibilities as well as to assess the individual's progress toward the accomplishment of targets, which are consistent with district goals and objectives. 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. To these ends, the evaluation procedure should be a cooperative endeavor wherein the administrator and the evaluator share responsibility for the administrator's successful performance.

While evaluation necessarily focuses on results, the means used by administrators in fulfilling responsibilities and attaining targets should not be overlooked. The value of administrative evaluation derives from the total process of fulfilling responsibilities, establishing targets and striving to achieve them, and analyzing what occurs between planned and actual performance.

Approved: 11-27-78
Reviewed: 04-24-89
Revised: 08-24-92
Reviewed: 01-22-96
10-26-98
06-09-03

CABINETS AND COMMITTEES

The administrative team shall establish and maintain appropriate district cabinets and committees featuring a broad base of staff involvement to foster effective communications, participate in decision-making, identify problems, establish priorities, develop leadership strategies, and evaluate progress.

Cross Reference: Policy 208

Approved: 11-27-78
Reviewed: 04-24-89
08-10-92
Revised: 03-25-96
Reviewed: 10-26-98
06-09-03

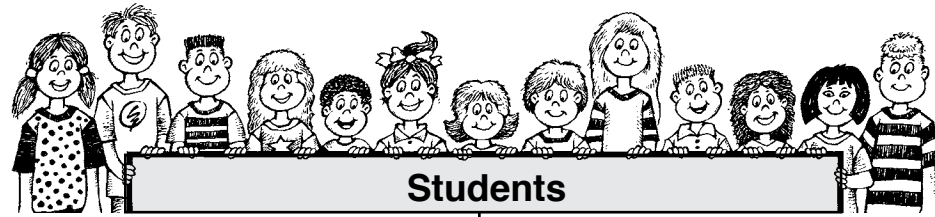
REGULATIONS AND PROCEDURES

In order to provide a systematic means for interpreting and implementing policies and legal mandates, appropriate administrative regulations and procedures should be formulated and maintained. These regulations and procedures should prescribe in necessary detail how, when, where, and by whom a course of action is to be accomplished.

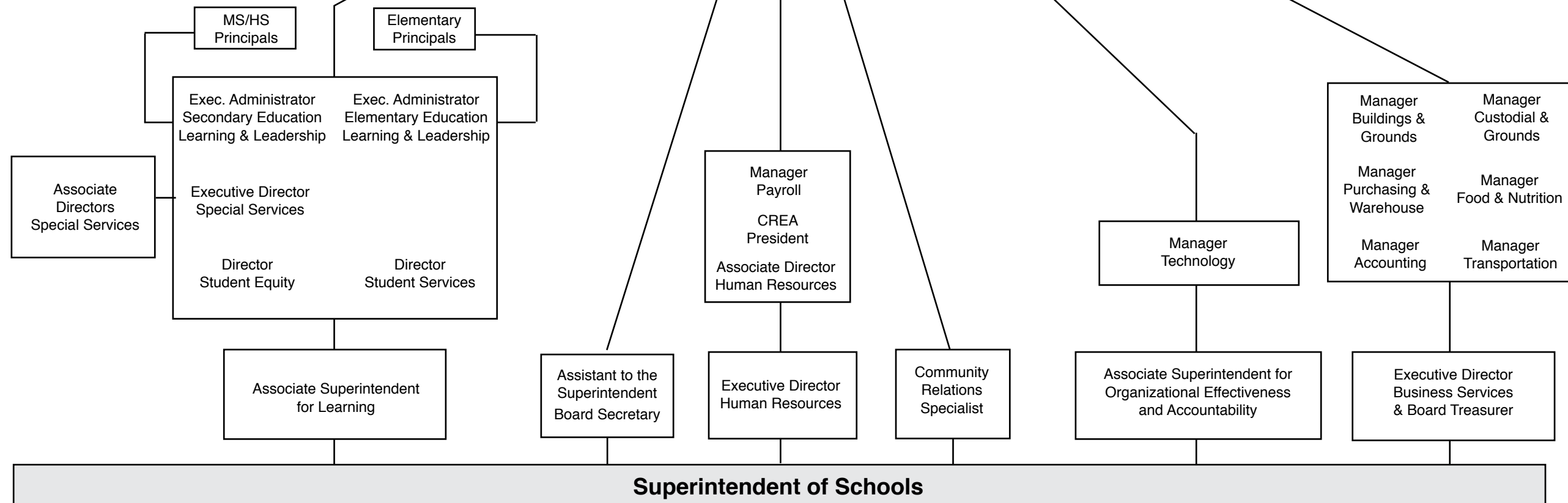
Regulations and procedures are to be formally reviewed every five (5) years.

School Rules of Iowa: Section 281-12.3(2)

Approved: 11-27-78
Reviewed: 04-24-89
 08-24-92
Revised: 03-11-96
 10-26-98



Certified & Classified Staff



Superintendent of Schools

Board of Education

LEADERSHIP TEAM

**Cedar Rapids Community School District
Cedar Rapids, Iowa**

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: Chapter 279.20

Approved: 11-13-78
Reviewed: 03-13-89
Revised: 08-10-92
Reviewed: 01-08-96
10-26-98
05-27-03

District Administrators

The board shall authorize such assistants to the Superintendent as may be necessary to perform properly the required administrative functions at the district level. The authorized positions shall be those enumerated on the leadership team. While the creation of new district-level administrative positions and the appointment of personnel to positions shall require board approval, the assignment of specific job responsibilities shall be the prerogative of the Superintendent.

The Superintendent shall delegate to the assistants an appropriate phase of the total administration of the district, and shall empower the designated assistants with sufficient authority to make decisions and take actions as required within their assigned jurisdiction. In turn, each assistant shall be accountable to the Superintendent for the performance of his/her delegated responsibilities, either directly, or through assistants to the Superintendent as specified by the leadership team.

The basic responsibilities of each district administrator shall be specified in written position descriptions.

Approved: 11-13-78
Reviewed: 03-13-89
Revised: 08-10-92
Reviewed: 01-22-96
10-26-98
05-27-03

Building Administrators

The board shall authorize a sufficient number of principals and assistants to assure that each building in the district is adequately administered and supervised. While the initial appointment of personnel to a specific administrative level shall require board approval, the Superintendent shall have the authority to assign existing building administrators to an established position at the same level.

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

When associate principals are assigned to buildings, principals shall delegate to the associates appropriate segments of building administration, and shall empower the associates with sufficient authority to make decisions and take actions as required within their assigned area of responsibility. Each associate principal shall be accountable to the Superintendent through the principal and appropriate assistants to the Superintendent as specified by the organizational chart.

The basic responsibilities of the principals and associate principals shall be specified in written position descriptions.

Approved: 11-13-78
Reviewed: 03-13-89
Revised: 08-10-92
Reviewed: 01-22-96
Revised: 10-26-98
Reviewed: 05-27-03

Terms and Conditions of Employment

In an effort to reach a mutual agreement, the Superintendent and designee(s) shall meet annually with representatives of the building and district administrators to discuss salary, benefits, and related provisions. Pursuant to the meet and confer process, the Superintendent shall recommend those provisions to be in effect for the ensuing year, which upon board approval, shall be contained in a written document.

Approved: 11-13-78
Reviewed: 03-13-89
Revised: 08-10-92
Reviewed: 01-22-96
Revised 10-26-98
Reviewed: 05-27-03

Vacancies and Reassignments

Notice of any administrative vacancy in the district shall be posted in all buildings. A vacancy shall be defined as a position that is unfilled after reassignments of individuals already serving as administrators are completed, per the discretion of the Superintendent.

In the event the reassignment of an administrator is deemed necessary, the affected administrator shall be informed as promptly as possible. Prior to effecting the action, a conference shall be held between the administrator and the immediate supervisor to discuss the reasons for the reassignment.

An administrator wishing to transfer to another assignment that is vacant may request such a transfer through the appropriate district-level administrator. The administrator shall be informed as to the disposition of the request.

After due consideration has been given to qualified applicants within the district, the best internal or external candidate shall be selected for the vacancy.

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

Participation in the Bargaining and Meet and Confer Process

The Superintendent 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.

Approved: 11-13-78
Reviewed: 03-13-89
Revised: 08-10-92
Reviewed: 01-22-96
01-25-99
05-27-03

Resignation

An administrator who wishes to be released from a contract shall submit a written request to the Superintendent at least twenty (20) working days prior to the anticipated termination date. Release from the contract shall be dependent on the circumstances involved, including the availability of a qualified replacement.

The Superintendent shall notify the Board of Educational Examiners in the event an administrator terminates employment without a proper release from the contract.

Code of Iowa: Chapter 272

Approved: 11-13-78
Reviewed: 04-24-89
Revised: 05-08-89
Reviewed: 08-10-92
Revised: 02-12-96
Reviewed: 10-26-98
05-27-03

Termination

When the termination of an administrator's contract is necessary, proceedings shall be instituted as prescribed by the Code of Iowa.

Code of Iowa: Chapter 279.24
Chapter 279.25

Approved: 11-13-78
Reviewed: 04-24-89
Revised: 05-08-89
Reviewed: 08-10-92
01-22-96
10-26-98

Professional Meeting Attendance

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.

Approved: 11-13-78
Reviewed: 04-24-89
Revised: 05-08-89
08-10-92
Revised: 02-12-96
01-11-99
Reviewed: 06-09-03

Evaluation Procedure

A formal evaluation shall be conducted annually during the first two years of an administrative assignment, and every three years thereafter. However, evaluations may be conducted more frequently at the discretion of the evaluator.

Formal evaluations shall be carried out in accordance with established procedures.

Approved: 11-13-78
Reviewed: 04-24-89
Revised: 08-10-92
Reviewed: 01-22-96
10-26-98
06-09-03

Development, Approval, and Review of Regulations and Procedures

The initiation and development of regulations and procedures shall be the responsibility of the Superintendent, who shall make provision for appropriate staff involvement. Regulations and procedures shall be consistent with existing policies, and in the event that regulations or procedures are necessary to cover matters not directly related to an existing policy statement, they shall not abrogate and derogate an adopted policy.

All regulations shall have board approval before they take effect. A proposed regulation or revision of a regulation shall be presented as a first reading to the Board of Education by the Superintendent. The Superintendent shall present the proposed regulation at a regularly scheduled board meeting for action. The board may approve the proposal, amend the proposal, refer the proposal back to the Superintendent for revision, or disapprove the proposal.

All formalized administrative procedures, which apply to critical or sensitive areas of school district operation, shall be submitted to the board for review. Furthermore, the board shall have the right to disapprove any administrative procedure, which is inconsistent with adopted policies or contrary to the best interests of the district.

Approved: 11-13-78
Reviewed: 05-08-89
Revised: 05-22-89
Reviewed: 05-11-92
Revised: 08-10-92
Reviewed: 01-22-96
Revised: 10-27-98
Reviewed: 06-09-03

Adoption of School Calendars

The board shall adopt school calendars annually, prior to the date required by the Code of Iowa. The Superintendent shall appoint a committee that includes parents and administrative, certified, and classified staff to develop calendar options.

Input should be gathered from a sample of the community, staff and parents regarding their preference for each option.

The Superintendent shall present a final recommendation to the board.

Approved: 11-13-78
Reviewed: 05-08-89
Revised: 05-22-89
Reviewed: 08-10-92
01-22-96
10-26-98
10-09-00
Reviewed: 08-26-02
Revised: 09-08-03

<u>Policy Number</u>	<u>Adm Reg Number</u>
400	INSTRUCTIONAL PROGRAMS
	400.1 Minimum School Calendar and Instructional Day
	400.2 Organization for Instruction
	400.3(1) Graduation Requirements (including up to Class of 2008)
	400.3(2) Graduation Requirements (including Class of 2009 and forward)
	400.4 Summer School Program
	400.5 Career Education
	400.6 Health Education
	400.7 Physical Education - High Schools
	400.8 Special Education Programs and Services
	400.9 Program for Academic and Creative Talent
401	MULTICULTURAL, NONSEXIST EDUCATION
402	LIBRARY AND CLASSROOM LEARNING RESOURCES
	402.1 Library Media Centers
	402.2 Guidelines for Selection of Library and Classroom Learning Materials
	402.3 Selection of Classroom Material
	402.4 Selection of Library Material
	402.5 Reconsideration of Library and Classroom Material
	402.6 Gifts of Library or Classroom Material
	402.7 Use of Copyrighted Materials
	402.7a Guidelines for "Fair Use" of Copyrighted Materials
403	CONTROVERSIAL ISSUES
	403.1 Guidelines for Staff Regarding Controversial Issues
404	EDUCATIONAL FIELD TRIPS
	404.1 Classification of Field Trips
	404.1a Field Trips
	404.2 General Guidelines - Field Trips
	404.3 Approval Procedures - Field Trips
	404.4 Study and Travel
	404.5 Promotion of Non-District Sponsored Travel
	404.6 Student Participation at Political Events

ARTICLE 4 **INSTRUCTION**

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410		GOOD CONDUCT POLICY

* Indicates Section but no Policy

December 2005

INSTRUCTIONAL PROGRAMS

A basic program of instruction shall be established consistent with the stated mission and educational goals of the district and the state code. This program shall be designed to provide learning experiences varied to meet individual needs and learning styles to offer all students an opportunity to acquire a basic body of knowledge, as well as to 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 should include instructional materials, activities, standards, benchmarks, assessments, and the 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 shall be the responsibility of each building staff, under the direction of the principal, to implement this policy through a comprehensive and continuous school improvement process. Furthermore, in order to maximize learning opportunities for each student, it is imperative that a cooperative relationship be established between home and school.

Approved: 01-09-78
Reviewed: 11-13-89
Revised: 12-11-89
Reviewed: 11-23-92
03-25-96
09-28-98
Revised: 05-24-04

MULTICULTURAL AND NONSEXIST EDUCATION

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

The education program is free of discrimination and provides 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, as well as men and women, to society. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

Code of Iowa: §§ 216.9
 §§ 256.11

Iowa Administrative Code: Chapter 281 12.5(8)

Cross Reference: Policy 601 Equity and Inclusive Schools
 Procedure 601a Student/Parent Complaint Procedure

Approved: 01-23-78
Reviewed: 11-13-89
 12-14-92
 04-08-96
 09-28-98
Revised: 06-12-06

LIBRARY AND CLASSROOM LEARNING RESOURCES

The professional personnel of the district will be responsible for the selection of learning resources for use in classrooms and library media centers. Instructional staff shall be included in the selection of classroom materials. Selected materials should support the educational goals and objectives of the district and should be consistent with established selection procedures and criteria. A process should be established to assure structured community input regarding the appropriateness of approved 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

CONTROVERSIAL ISSUES

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.

* A controversial issue is a topic about which individuals or groups may have distinctly different and deeply-held beliefs, opinions, and feelings, and which may predictably cause student, parent, or community concern when addressed in a school setting. Typically, these issues cluster around the topics of religion, politics, sexual mores and conduct, the use of controlled substances, or discrimination based on race, ethnic affiliation, sex, or socioeconomic status.

Approved: 02-26-79
Reviewed: 11-13-89
01-11-93
04-08-96
09-28-98

EDUCATIONAL FIELD TRIPS

Educational field trips serve the instructional program by using resources that cannot be brought into the classroom. Trips should be carefully planned to operate in conjunction with and help to enrich the regular instructional 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

STUDENT ASSESSMENT

The district-wide objective assessment of student progress in the academic areas is an essential part of any educational endeavor. Information relevant to the progress of individual students and groups of students provides schools a basis upon which to identify successful instructional practices and modify other practices to obtain improved results.

The District Comprehensive School Improvement Plan provides for district wide assessment of student progress for all students. The plan identifies valid and reliable student assessments aligned with district content standards.*

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.

Reference: Iowa Administrative Code, Section 281-12.8 (256) Accountability for Student Achievement

Approved: 01-09-78
Reviewed: 01-08-90
Revised: 01-22-90
 02-22-93
Reviewed: 06-24-96
 09-28-98
Revised: 10-24-05

PROGRAM DEVELOPMENT AND INSTRUCTIONAL IMPROVEMENT

The District in its efforts to improve the quality of instruction, shall support the modification, evaluation, and improvement of existing programs and the development of new programs. Program development should be an ongoing process. The curriculum should be reviewed and revised periodically. Reports on progress shall be provided to the Board at least every two years.

When developing or modifying curriculum the proposal should:

1. fulfill the District philosophy and strategic plan;
2. reflect the educational and operational needs assessment of the District;
3. provide for preK-12 articulation;
4. be consistent with the developmental characteristics of the grade level(s) to be addressed;
5. provide for individual differences;
6. relate to the AK-12 philosophy for the curricular area;
7. be consistent with the AK-12 goals for the curricular area;
8. include new and/or revised learning expectations for the curricular component;
9. provide suggested instructional activities, materials, and content;
10. include updated program/course descriptions for the curricular component; and
11. identify assessment and evaluation techniques to monitor the progress of students and the effectiveness of the curriculum as a whole.

Reviewed: 11-13-89

Revised: 12-11-89

03-08-93

Reviewed: 06-24-96

Revised: 11-09-98

HOMEWORK

Homework is an integral part of the educational process. To the extent that it serves to enhance educational standards and expectations, it should be accorded a higher priority than most other endeavors in which the student may choose to engage. The assignment of meaningful homework should be considered at all levels, but should be an important part of all middle school and high school courses when feasible. Homework can motivate students to practice skills learned in class, allow students to prepare for discussion or laboratory activities, reinforce material presented in class, develop responsible independent-learning attitudes and skills, and extend learning resources beyond classrooms and school buildings. In addition, homework can help the teacher pinpoint problems and use class time more effectively.

Homework should be planned by the individual teacher to meet specific class objectives and identified student needs, and should affect grades to the extent deemed appropriate by the teacher. Parents and students should be informed of the nature and quantity of homework expected for each course, and of the effect those expectations will have on grades. An effort should be made to coordinate the assignment of homework so that students are not overloaded during certain times of the year.

Approved: 02-11-80
Revised: 06-08-87
Reviewed: 11-13-89
01-25-93
06-24-96
08-09-99

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 in sports, debate-speech, dance, drama, journalism, music, student government, and academic-related areas. Participation in these activities should provide many students with a lifetime basis for personal values and for work and leisure activities.

The activities program should be available to all students who demonstrate an interest in participating, regardless of their individual abilities. Accordingly, appropriate skill levels should be established within activities when feasible so that students may participate as fully as possible regardless of their ability levels.

Every effort should be made to support the activities program with the best facilities and equipment and with the most qualified staff available. Insofar as possible, knowledge and skills gained in classes should be applied and developed further 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 or excelling, and to develop and improve positive citizenship traits among the program's participants.

Non-School Team Participation

A student who participates in a sport sponsored by the Cedar Rapids Community School District may participate in that sport as an individual or member of a team in an outside school event during the same seasons, with written permission of the Activities Council. Such outside participation shall not conflict with the school sponsored athletic activity.

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.

Approved: 12-08-80
11-10-97
Reviewed: 11-13-89
01-25-93
06-24-96
Revised: 11-10-97
Revised: 05-24-99



RELIGION AND THE SCHOOLS

Since 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.

Written guidelines should be provided for use in planning and conducting studies and activities that have a relationship to religion. The guidelines should be general enough to allow flexibility, yet specific enough to encourage consistency.

Every reasonable effort shall be made to avoid the scheduling of school events, e.g., athletic events, concerts, standardized testing, on dates that conflict with major religious holidays.

Lemon v. Kurtzman, 403 U.S. 602 (1971)

Approved: 08-10-81
Reviewed: 11-13-89
01-25-93
06-24-96

08-09-99
04-12-04

GOOD CONDUCT POLICY

Philosophy

It shall be the responsibility of the superintendent to adopt rules and regulations for school activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

The Board of Education of the Cedar Rapids Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for a lifetime. Participation in school activities is a privilege.

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 from activities that are illegal, immoral, or unhealthy at all times.

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 Good Conduct Rule.

STUDENT ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES

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.

Academic Eligibility

To be eligible for an activity, students participating must

- be enrolled or dual-enrolled in school;
- have earned passing grades in at least 20 hours the previous term/trimester;
- be earning passing grades in at least 20 hours in the current term/trimester at the grade reporting times;
- be on schedule to graduate;
- Per Iowa Law 36.15 (2) "The Scholarship Rule," all students participating in activities shall pass ALL classes at the END of each term in the past 12 months to be eligible.

Penalty: Athletic: 20 school days of ineligibility begins on the day report cards are distributed for those students currently participating in athletics. If the student is not currently on an athletic team, then it is attached to the student's next "bona fide" sport. The 20 day ineligibility period begins according to the first legal playing date for each sport as determined by IGHSAU and IHSAA. For grades 10-12, a bona fide sport is one in which the student has participated previously during their high school career. For grade 9, a bona fide sport is the next sport in which the student participates.

Non-Athletic: 20 school days of ineligibility from performance or competition from the date that report cards are distributed;

- be under 20 years of age;
- be enrolled in high school for a maximum of eight semesters, 12 trimesters; (students retained academically are not granted extra eligibility)
- 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;
- 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.

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.

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 CR 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 pay for a professional evaluation through a provider of the District’s choice. If treatment is recommended as a result of that evaluation, the District will pay 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 paid for 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.

Code of Iowa: §§ 279.8

Bunger v. Iowa High School Athletic Assn., 197 N.W.2d 555, 564 (Iowa 1972)

Approved: 05-24-99
Revised: 01-12-04
07-25-05
06-12-06

Guidelines for Fair Use of Copyrighted Materials

Under the Fair Use doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. If duplicating or changing a product is to fall within the bounds of Fair Use, these four standards must be met for any of the foregoing purposes:

- A. **THE PURPOSE AND CHARACTER OF THE USE.** The use must be for such purposes as teaching or scholarship and must be nonprofit.
- B. **THE NATURE OF THE COPYRIGHTED WORK.** Staff may make single copies of the following for use in research, instruction or preparation for teaching: book chapters; articles from periodicals or newspapers; short stories, essays or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals, or newspapers in accordance with these guidelines.
- C. **THE AMOUNT AND SUBSTANTIALITY OF THE PORTION USED.** In most circumstances, copying the whole of a work cannot be considered fair use; copying a small portion may be if these guidelines are followed.
- D. **THE 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.

Reproduction of Copyrighted Works by Educators and Librarians, Circular 21, provided by the Copyright Office of the Library of Congress, provides many guidelines about the Fair Use provisions of the copyright law. This and other U.S. government publications dealing with copyright may be downloaded from: www.copyright.gov/circs/

Printed Materials

Specifics:

- Poem less than 250 words; 250-word excerpt of poem greater than 250 words
- Articles, stories, or essays less than 2,500 words
- Excerpt from a longer work (10% of work or 1,000 words, whichever is less)
- One chart, picture, diagram, or cartoon per book or per periodical issue
- Two pages (maximum) from an illustrated work less than 2,500 words, e.g., a children's book

What Teachers and Students Can Do:

- Teachers may make multiple copies for classroom use, and incorporate into multimedia for teaching classes.
- Students may incorporate text into multimedia projects.

However:

- Copies may be made only from legally acquired originals.
- Only one copy allowed per student.
- Teachers may make copies in nine instances per class per term.
- Usage must be "at the instance and inspiration of a single teacher," i.e., not a directive from the district.
- Don't create anthologies.
- "Consumables," such as workbooks, may not be copied.

Illustrations and Photographs

Specifics:

- Photograph
- Illustration
- Collections of photographs
- Collections of illustrations

What Teachers and Students Can Do:

- Single works may be used in their entirety, but no more than five images by a single artist or photographer may be used.
- From a collection, not more than 15 images or 10% (whichever is less) may be used.

However:

- Although older illustrations may be in the public domain and don't need permission to be used, sometimes they're part of a copyright collection. Copyright ownership information is available at www.loc.gov or www.mpa.org

Video (for viewing)

Specifics:

- Videotapes/DVDs (purchased by teacher)
- Videotapes/DVDs (rented by teacher)
- Videotapes/DVDs (obtained from Grant Wood AEA)

What Teachers and Students Can Do:

- Teachers may use these materials in the classroom.
- Copies may be made for archival purposes or to replace lost, damaged, or stolen copies.

However:

- The material must be legitimately acquired.
- Material must be used in a classroom or nonprofit environment "dedicated to face-to-face instruction."
- Use should be instructional, not for entertainment or reward.
- Copying OK only if replacements are unavailable at a fair price or in a viable format.

Video (for integration into multimedia or video projects)

Specifics:

- Videotapes
- DVDs
- Multimedia encyclopedias
- QuickTime Movies
- Video clips from the Internet

What Teachers and Students Can Do:

- Students "may use portions of lawfully acquired copyright works in their academic multimedia," defined as 10% or three minutes (whichever is less) of "motion media."
- Use "video streamed" materials as long as the license is in force.

However:

- The material must be legitimately acquired (a legal copy, not bootleg or home recording).
- Copyright works included in multimedia projects must give proper attribution to copyright holder.
- Other details can be found in the Fair Use Guidelines for Multimedia — <http://www.utsystem.edu/OGC/IntellectualProperty/faculty.htm>

Music (for integration into multimedia or video projects)

Specifics:

- Records
- Cassette tapes
- CDs
- Audio clips on the Web

What Teachers and Students Can Do:

- Up to 10% of a copyright musical composition may be reproduced, performed, and displayed as part of a multimedia program produced by an educator or students.

However:

- A maximum of 30 seconds per musical composition may be used.
- Multimedia program must have an educational purpose.

Music (for performances and copying)

Specifics:

- Emergency copying
- Excerpts of works
- Editing print copies
- Recording of performances
- Copying records, cassette tapes, CDs.

What Teachers and Students Can Do:

- Emergency copying may be done to replace purchased copies, which for any reason are not available for an imminent performance.
- Single or multiple copies of excerpts of works may be made for academic purposes other than performance, provided that the excerpts do not comprise a part of the whole, which would constitute a performable unit.
- Printed copies, which have been purchased, may be edited or simplified provided that the fundamental character of the work is not distorted.
- A single copy of recordings of performances by students may be made for evaluation or rehearsal purposes and may be retained by the educational institution or individual teacher.
- A single copy of a sound recording (e.g., tape, CD, record) of copyrighted music may be made from sound recordings owned by an educational institution or an individual for the purpose of constructing aural exercises or examinations and may be retained by the educational institution of the individual teacher.

However:

- Emergency copies may not be retained. Purchased replacement copies should be substituted in due course.
- No more than 10% of a work can be made for academic purposes other than performance. The number of copies shall not exceed one copy per student.
- A single copy of sound recordings pertains only to the copyright of the music itself and not to any copyright, which may exist in the sound recording.
- The National Association for Music Education has prepared “The United States Copyright Law: A Guide for Music Educators.” Details can be found at www.menc.org/information/copyright/copyr.html

Computer Software

Specifics:

- Software (purchased or licensed by school district)

What Teachers Can Do:

- Software may be installed on multiple machines, and distributed to users via a network maintained by Technology Services.
- Technology Services provides a license so that software may be installed at home and at school.
- Technology Services may make copies for archival use or to replace lost, damaged, or stolen copies if software is unavailable at a fair price or in a viable format.

However:

- Technology Services monitors to ensure the number of simultaneous users do not exceed the number of licenses; and the number of machines being used never exceed the number licensed.
- Take aggressive action to monitor that copying is not taking place (unless for archival purposes.)
- Details can be found at <http://www.bsa.org/usa/antipiracy/>

Internet

Specifics:

- Internet connections
- World Wide Web
- Resources through Grant Wood AEA

What Teachers and Students Can Do:

- Images may be downloaded for student projects and teacher lessons.
- Sound files and video may be downloaded for use in multimedia projects (see portion restrictions above).
- Online resources providing articles, clip art and other educational resources are available through Grant Wood AEA. Contact the district's Technology Services for student and teacher access and training information.

However:

- Resources from the Web may not be reposted onto the Internet without permissions. However, links to legitimate resources can be posted.
- Any resources you download must have been legitimately acquired by the Web site.
- Downloaded materials must carry appropriate citations.

Television

Specifics:

- Broadcast (e.g., ABC, NBC, CBS, Fox, IPTV, and local stations)
- Cable (e.g., CNN, MTV, HBO)
- Videotapes made of broadcast and cable TV programs

What Teachers Can Do:

- Broadcasts or tapes made from broadcast may be used for instruction.
- Cable channel programs may be used with permissions.

However:

- Schools are allowed to show broadcast tapes within a minimum of 10 school days, unless specific permission is obtained.
- Programming from IPTV carries varied licenses. Contact the district's Technology Services for information about specific series.
- Cable programs are not covered by the same guidelines as broadcast television.

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Reviewed: 01-13-89
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Reviewed: 04-08-96
09-13-99
Revised: 09-13-04

Field Trips

All educational field trips shall comply with Policy 404 and Regulations 404.1 - 404.4 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

Elementary and Middle Levels - Field trips within the State of Iowa that do not require an overnight stay shall be approved at the discretion of the building principal. Middle and elementary school principals who are considering a non-routine field trip shall contact the appropriate Associate Superintendent, or designee, before plans are initiated.

High School Level - Field trips involving regularly scheduled contests, or learning experiences, within a 300 mile radius of Cedar Rapids are classified as routine field trips and shall require the approval of the building principal. However, a plan for a routine field trip that extends overnight must include, but need not be restricted to, items 1-6 under the Approved Procedures section of this document.

Non-Routine Field Trips

Factors, which distinguish between non-routine field trips and routine field trips, include, (1) the distance to be traveled, (2) the number of days of travel allowed, and (3) the maximum net personal costs allowed.

1. Distance – A non-routine field trip is beyond the 300 mile radius of Cedar Rapids yet within the continental United States.
2. Number of Days of Travel - Vacation days, weekends, inservice days, and/or no more than two school days per trip may be used. Non-routine trips are to be completed within a four to nine-day period of time.
3. Net Personal Cost - Net personal cost is defined as all costs for transportation, lodging, meals, and other required costs less the amount recovered through fund raising efforts. Students will not be excluded from a trip based on lack of personal funds. Individual spending money is not included in the net personal cost.

Fund Raising Activities

A list of proposed fund-raising activities, if any, shall be included in each application to plan a non-routine field trip. Such activities must be completed prior to submitting a final plan to the appropriate Associate Superintendent, or designee, and the final determination of net personal cost shall include actual fund-raising revenues.

Nature and Extent of Field Trips

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. All non-routine trips 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.

Non-routine field trips shall be kept to a minimum. No single group (choir, band, etc.) may take more than one non-routine trip every two years. Normally, non-routine trips should not be planned in the middle schools or elementary schools.

Field trips outside the 300-mile radius shall be limited in number. A reasonable limit at the high school would be from zero to six trips.

Absence from School for Non-routine Field Trips

When non-routine field trips cannot be scheduled on non-school days, two days of absence from school may typically be granted.

Submission of Audition Tapes and Participation in Competitions

Before submitting audition tapes to organizations or associations, and/or before participating in local competitions, teachers of performing and/or competitive groups shall obtain permission from the building principal if such tapes or competitions may result in an invitation to perform or compete in a subsequent event. Subsequent acceptance of an audition tape or winning of a competition does not guarantee final approval to plan a non-routine trip.

Participation in Contests and Leadership Conferences

Leadership conferences and contests approved by recognized state and national associations for students in the fine, practical, speech and performing arts are classified as routine field trips by Regulation 404.1 and shall be so administered. However, plans for a routine field trip that extends overnight must include, but need not be restricted to, items 1-6 under the Approved Procedures section of this document.

1. Students who place first or second in state contests shall be eligible to participate in duplicate or comparable contests at the regional or national level. In addition, students who are state or national officers shall qualify for participation in activities at the national conference level.
2. When the site of the national or regional contest or leadership conference is in Iowa or an adjacent state, and a school has one or more state or national student officers or first or second place winners who are eligible to participate, the teacher-sponsor may be permitted to accompany the students to the regional or national contest or conference. If the contest or leadership conference is held in a state beyond those adjacent to Iowa, one teacher shall be selected from the District to accompany every twelve qualified students or portion thereof. The high school principals will make selection.
3. Fund raising for support of students participating in state or national contests shall be limited to the support of students who have qualified as first or second place winners in state competition or as state or national officers.

Approved Procedures - Non-routine Field Trips

Sponsors or directors who propose to take a group on a non-routine field trip shall complete the form "Application for Approval of Plan" in cooperation with the building principal.

If the proposed trip is approved by the Board of Directors, the sponsor must complete the final plans in cooperation with the principal and shall submit such plans to the Associate Superintendent, or designee, not less than three weeks prior to departure. Final plans shall include, but need not be limited to, the following information:

1. Minor corrections or additions to the original plans, which were approved by the Board of Directors, including a final computation of net personal cost. (Only applies to non-routine field trips)
2. Rules for the trip worked out jointly between students and adults.
3. An itinerary for the trip and time arrangements, including estimated time of arrival in Cedar Rapids, and instructions to parents as to how to reach the group leader in case of emergency.
4. Health care provisions in the event of an injury or illness.
5. A complete list of participants' names, addresses, telephone numbers, and names of parents or guardians to be contacted in case of emergency.
6. Contingency plans in the event that something goes awry with the itinerary as planned.

Approved Superintendent's Cabinet: 12-22-80
Revised: 05-18-87
Reviewed: 11-13-89
Revised: 12-11-89
03-08-93
Reviewed: 06-24-96
01-11-99
Revised: 12-09-02
Reviewed: 01-13-03
Revised: 12-08-03

District-wide Testing Program

1. Iowa Tests of Basic Skills, Iowa Tests of Educational Development, and District Curriculum based Assessments.

The Executive Director of Learning and Leadership shall be responsible for the following:

- a. Planning, development, piloting, administration, scoring, analysis, and reporting of results.
- b. Assumption of fiscal and budgetary responsibilities associated with the tests and testing program.

All students are expected to take district-administered tests. Administrators or teachers who receive requests for exceptions from the testing requirement shall contact the Executive Director of Learning and Leadership.

2. American College Test, Scholastic Aptitude Test, and the Preliminary Scholastic Aptitude Test

Each high school shall be responsible for arranging for test administration. The Executive Director of Learning and Leadership shall provide a comprehensive reporting system to provide information regarding the results.

3. Specific tests to meet unique building or program needs.

Building principals shall ensure that needless or inappropriate testing of students shall not occur.

- a. Approval to purchase a test(s) not currently in use by the district, as part of an approved district research or evaluation study or in conjunction with a specific program or project will be determined jointly by the Executive Director Learning and Leadership and the Associate Superintendent of Learning. The principal researcher, evaluator or project director will provide information outlining the need for testing and specifying the reasons why tests currently in use by the district do not fulfill the measurement goals of the study or project.
- b. The purchase or utilization of tests by elementary, middle school, or senior high school building personnel, other than those specifically covered in Categories 1 and 2 above, shall be made through the Executive Director of Learning and Leadership (teacher made classroom tests are exempt). Prior permission to use any new test by building personnel will be obtained by the building principal or project supervisor from the Associate Superintendent of Learning and the Executive Director of Learning and Leadership. The applicant will provide information outlining both the need for additional testing and the reasons as to why tests currently in use by the district do not fulfill a building's special needs.
- c. All special testing circumstances not specifically detailed in the previous categories will be referred to the Associate Superintendent of Learning and the Executive Director of Learning and Leadership for final disposition.

Approved: 11-13-89
Reviewed: 12-11-89
Revised: 01-08-90
Reviewed: 01-25-93
06-24-96
Revised: 02-08-99
10-24-05

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 policy is intended to apply to two assessments in particular; the assessment used to meet the reporting requirement under the No Child Left Behind Act and the assessment used to meet the reporting requirements for the Annual Progress Report to the Iowa Department of Education.

The purpose of this policy is to identify procedures that can ensure assessment results are truly representative of the achievement of students in our district. It is also our intent 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 district shall appoint a District Test Coordinator, who may in turn delegate responsibility for testing-related functions to one or more Building Test Coordinators. The District Test Coordinator is the Executive Director of Learning and Leadership. The Building Test Coordinator is responsible for storing materials from Iowa Testing Programs 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 for the Iowa 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 shall not conduct reviews or drills that use actual test items or identical format items of the accountability assessments, use copies of tests from previous years, or review test-specific content 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.
2. Deviate from the test administration procedures specified in the test examiner's manual.
3. Provide inappropriate assistance to students during the test administration.
4. Make test answers available to students.
5. Change or fill in answers on student answer documents.
6. Provide inaccurate data on student answer documents.
7. Engage in any practice to artificially raise student scores without actually improving underlying student achievement.
8. Participate in, direct, aid, counsel, assist, encourage, or fail to report any of the acts prohibited in this policy.

After testing is completed, test booklets are to be returned according to procedures established by the District Test Coordinator.

Consequences of Procedure Violations

If a violation of this policy occurs, as determined by the Superintendent following an investigation of allegations of irregularities, the Superintendent shall determine whether the integrity of the testing program has been jeopardized, whether some or all of the test results are invalidated, and whether a teacher or administrator has violated the Code of Professional Conduct and Ethics. 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 shall make a timely report to that board.

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

*Reference: Iowa Testing Programs, "Guidance for Developing District Policy and Rules on Test Use, Test Preparation, and Test Security for the Iowa Tests," August 2005

**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

Approved: 10-24-05

Notification of Non-School Team Participation

Applications for exceptions to Policy 408 and Regulation 408.1 shall be applied for, in writing, to the Senior High Activities Council at least two (2) weeks in advance of the event/activity. The applicant will be notified in a timely fashion in writing of the Activities Council's action.

Approved: 12-15-97
Reviewed: 08-09-99

Minimum School Calendar and Instructional Day

The district calendar shall accommodate the educational program of the school district. The calendar shall be for a minimum of 200 days and include, but not be limited to, 180 days for student instruction, with additional days scheduled for staff development and summer school. (See Regulation 306.1.) The Board of Education reserves the right to request approval from the department of education to enact an innovative school year calendar that modifies the number of days per year that school is in session, but provides for an equivalent number of total hours that school is in session.

A school day shall routinely consist of a minimum of five and one-half 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 counted as part of the five and one-half hour requirement.

If emergencies, safety factors, or staff development activities require the late arrival or early dismissal of students on a specific day, the day may be counted as a day 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 442,26A

Iowa Administrative Code: Chapter 281-12.2(1), 2(2)

Approved: 12-12-77
Reviewed: 11-13-89
Revised: 12-11-89
02-08-93
Reviewed: 03-25-96
09-28-98
09-28-98
Revised: 05-24-04

Organization for Instruction

The basic organizational pattern of the schools shall be grades K-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 Programs

Alternative 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 programs that involve a modification of the organization for instruction, normal attendance assignments, or the standard curriculum design shall be approved by the board. Eligibility for participation in such programs shall be determined through criteria established by the administration.

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Revised: 12-11-89
01-11-93
Reviewed: 03-25-96
09-28-98
05-24-04

Graduation Requirements

For the graduating classes of 2006-2008, students must earn a minimum of 285 credit hours in grades 9-12 to qualify for a diploma. These credit hours shall include the following minimum subject area requirements:

ENGLISH LANGUAGE ARTS..... 60

Sixty hours of course work in English Language Arts are required for graduation.

Freshmen must complete the following three required courses (one course each trimester):

LA2010 Language Arts 9-1	5 credit hours
LA2020 Language Arts 9-2	5 credit hours
LA2030 Language Arts 9-3	5 credit hours

Sophomores must complete the following three courses:

LA2041 Language Arts 10-1	5 credit hours
LA2051 Language Arts 10-2	5 credit hours
LA2061 Language Arts 10-3	5 credit hours

Juniors must complete one eleventh grade literature course, one eleventh grade written communication course, and one eleventh grade oral communication course. However, juniors who complete the United States Humanities 1, 2, and 3 sequence or United States Cultural Heritage 1, 2, and 3 sequence are exempt from the eleventh grade group requirements.

Seniors must complete three twelfth grade courses (15 hours) from the literature, written communications, and oral communication groups, but may select no more than two courses (10 hours) from any one of the groups. Students who complete the AP English sequence (3 courses) are exempt from the group requirements.

SOCIAL STUDIES..... 45

All students must complete forty-five hours of course work in social studies. None is required in the ninth grade.

Sophomores

SS7124 World History 1	5 credit hours
SS7125 World History 2	5 credit hours
SS7126 World History 3	5 credit hours OR
SS7170P Advanced Placement World History 1	5 credit hours
SS7171P Advanced Placement World History 2	5 credit hours
SS7172P Advanced Placement World History 3	5 credit hours

Juniors

SS7160 U.S. History 1	5 credit hours
SS7163 U.S. History 2	5 credit hours
SS7166 U.S. History 3	5 credit hours OR
SS7486P Advanced Placement American History 1	5 credit hours
SS7487P Advanced Placement American History 2	5 credit hours
SS7488P Advanced Placement American History 3	5 credit hours

Seniors

SS7009 American Government 1	5 credit hours
SS7010 American Government 2	5 credit hours OR
SS7016 AP American Govt. 1	5 credit hours
SS7017 AP American Govt. 2	5 credit hours

AND ONE OF:

SS7715 Applied Economics	
SS7147P AP Economics I: Micro	
SS7148P AP Economics II: Macro	

MATHEMATICS..... 30

SCIENCE..... 30

*Science 9	15 credit hours
Three additional courses to be selected as may be prescribed in the biological, physical, or earth sciences.	15 credit hours

****PHYSICAL EDUCATION..... 30**

And additionally..... 15

EITHER

Three mathematics and/or science courses	15 credit hours OR
One year of study in a foreign language	15 credit hours OR
One year of study in an approved career preparation sequence which provides for knowledge from among the areas of language arts, social studies, mathematics, and science	15 credit hours

Specific additional courses may be required of students who fail to demonstrate such competencies as may be prescribed.

Graduation requirements for special education students will be in accord with the prescribed course of study as described in their Individualized Education Program. Prior to the student's graduation, the IEP team shall determine whether the graduation requirements have been met.

Class of 1999

Beginning with the Class of 1999 all students will be expected to complete four years of English Language Arts as prescribed. A second year of foreign language will not exempt students from the English Language Arts group requirements.

Class of 2000

Beginning with the Class of 2000 all students will be expected to demonstrate technical competencies, including use of the computer and other technology. The identified competencies may be met through specific course(s) or through a competency demonstration.

*Students who plan to take advanced level science courses may be eligible to have the General Science requirement waived. Students for whom the General Science requirement is waived are expected to complete four years or 60 hours of science.

**Students successfully fulfilling the Swimming Waiver program will complete an additional 2.5 hours in Physical Education.

Approved: 02-26-79
Revised: 03-23-81
06-27-83
12-12-83
05-29-84
01-28-85
01-13-86
05-11-87
Reviewed: 11-13-89
Revised: 12-11-89
02-08-93
Revised: 08-22-94
Revised: 02-13-95
Reviewed: 03-25-96
Revised: 04-14-97
Reviewed: 08-09-99
Revised: 12-12-05

Regulation will be replaced with Regulation 400.3(2) beginning with Class of 2009

Graduation Requirements

Beginning with the class of 2009, students must earn a minimum of 300 credit hours in grades 9-12 to qualify for a diploma. Five credit hours are earned for each trimester course that meets for one class period daily. Fifteen credit hours is the equivalent of a yearlong course. The credit hours required for graduation shall include the following minimum subject area requirements:

English Language Arts60 credit hours
 Students must complete 15 credit hours of English language arts coursework each year during grades 9-12 as prescribed in the program of studies.

Mathematics45 credit hours
 Students must complete 45 credit hours of mathematics coursework during the grades 9-12.

Science.....45 credit hours
 Students must complete 45 credit hours of science coursework during grades 9-12.

Social Studies45 credit hours
 Students must complete 45 credit hours of social studies coursework during grades 10-12 as prescribed in the program of studies.

Physical Education/Health/Wellness30 credit hours
 All physically able students in grades 9-12 are required to participate in physical education/health/wellness each trimester they are enrolled as prescribed in the program of studies except as otherwise provided through academic/athletic/religious/work-study program waivers.

Specific additional courses may be required of students who fail to demonstrate such competencies as may be prescribed.

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 shall determine whether the graduation requirements have been met.

The high school principals will determine whether students have met the graduation requirements.

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 Revised: 03-23-81
 06-27-83
 12-12-83
 05-29-84
 01-28-85
 01-13-86
 05-11-87
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 Revised: 12-11-89
 02-08-93
 Revised: 08-22-94
 Revised: 02-13-95
 Reviewed: 03-25-96
 Revised: 04-14-97
 Reviewed: 08-09-99
 Revised: 12-12-05

Regulation will become effective with the Class of 2009

Summer School Program

Annually, the Board of Directors shall approve the summer school instructional program and shall adopt an appropriate fee schedule. The program shall be consistent with the District purpose and goals and may provide for extension of the regular program through equivalent courses, remediation in basic subject areas, and enrichment and supplemental experiences. Every effort shall be made to ensure that the recreational and nonacademic portion of the summer school program be fully supported through tuition fees.

Approved: 12-12-77
Revised: 05-11-87
Reviewed: 11-13-89
Revised: 12-11-89
Reviewed: 12-14-92
03-25-96
09-28-98

Career Education

Career education for students shall be infused into all levels of the instructional program. Components should include, but not be limited to, awareness of self in relation to others, experiences in personal decision-making, and exploration of employment opportunities. Experiences will be designed to foster work skills and work ethics. 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 guidance program shall 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 shall periodically review the means by which career education is integrated into the guidance and instructional programs.

Code of Iowa: Chapter 23A.2, 280.9

Iowa Administrative Code: Chapter 670, 3.5(9)
Chapter 281, 12.5(7)

Approved: 02-14-78
Transferred: from 605.4
08-25-86
Revised: 02-13-89
Reviewed: 11-13-89
Revised: 02-08-93
Reviewed: 04-08-96
09-28-98
05-24-04

Health Education

Students in grades kindergarten through twelve shall 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 also shall address 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 shall be included in health education, the instruction shall be adapted at each grade level to aid understanding by the students. Beginning no later than in grade seven, characteristics of communicable diseases shall 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 shall be designated by the principal.

Code of Iowa: Chapters 256.11, 279.8, 280.3-14 (1989)

Iowa Administrative Code: 670.3, 281.12.5 (s) (e), .5(4) (e), .5(5) (e)

Reviewed: 11-13-89
Approved: 12-11-89
Revised: 01-11-93
Reviewed: 04-08-96
09-28-98
Revised: 05-24-04

Physical Education - High Schools

All students shall be required to participate in physical education. A student may however, be excused from this requirement under one of the following exceptions.

1. The student is enrolled in a cooperative work-study, or other educational program authorized by the school, which requires the student's absence from the school premises during the school day.
2. The student is given a medical excuse from a licensed physician.
3. The student is participating in an interscholastic athletic program. This option shall be limited to one trimester per school year except for seniors who may use it for three trimesters if the athletic program for each trimester requires at least as much participation per week as one-eighth unit of physical education.
4. The student is enrolled in and completes academic courses not otherwise available. * This option shall be limited to one trimester per school year.

In the event a student wishes to exercise one or more of these options, a written application shall be made by the parent/guardian to the principal/designee. If the request is denied, the decision may be appealed to the appropriate Associate Superintendent, whose decision shall be final.

*The student shall be considered to be enrolled in and completing academic courses not otherwise available when he/she is enrolled in and completes thirty hours of course-work in a trimester.

Iowa Administrative Code: 281-12.5(5)f

Reviewed: 08-28-89
Approved: 09-11-89
Revised: 01-11-93
Reviewed: 04-08-96
Revised: 10-12-98

Special Education Programs and Services

The district, in cooperation with the Grant Wood Area Education Agency, shall provide a continuum of instructional programs and related service options to children identified as needing special education services. These programs and services shall comply with federal and state statutes, as well as the rules prescribed by the Iowa Department of Education. They will be provided until the student completes an appropriate educational program or until age twenty-one, in accordance with the student's individualized educational plan (IEP).

Placement in special education instructional programs and related services shall be made on the basis of educational 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 attend classes, participate in extra-curricular activities, and receive services in a regular education setting to the extent appropriate. 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 educational plans.

Public Law: 105-17

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

Program for Academic and Creative Talent

A program of differentiated services and opportunities shall 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 made on the basis of staff and parent observations, and student performance and behavior. Students identified for the Program for Academic and Creative Talent shall receive services within and beyond the regular education program as appropriate.

Reviewed: 11-13-89
Revised: 12-11-89
01-11-93
Reviewed: 04-08-96
Revised: 01-25-99
Reviewed: 05-24-04

Library Media Centers

Library media centers play an important role in supporting the instructional program by providing materials and other learning resources needed to accomplish the educational mission of the district. The district shall maintain a media center in each building for use by students and by district personnel. The media center shall be staffed by a qualified media specialist. The media center shall be available to students and staff throughout the school day. Materials for the centers shall be selected in accordance with Regulation 402.2 and 402.4. It shall be the responsibility of the principal of the building in which the media center is located to oversee the use of materials in the media center.

Code of Iowa: 256.11

Reviewed: 11-13-89
Approved: 12-11-89
Revised: 02-22-93
Reviewed: 04-08-96
08-09-99
06-26-06

Guidelines for Selection of Library and Classroom Learning Materials

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

Religion - Material shall represent all major religions in a factual, unbiased manner. The primary source material of the major religions shall be considered appropriate, but material which advocates rather than informs, or is designed to sway reader judgment regarding religion shall 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. (Also see Policy 401 - Multicultural, Nonsexist Education.)

Sexism - Material shall reflect sensitivity to the needs, rights, traits, and aspirations of men and women without preference or bias. (Also see Policy 401 - Multicultural, 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 and reality by the media specialists and teachers, who will take into consideration their reading public and community standards of morality.

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.

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

Selection of Classroom Material

Approved Material List:

A list of classroom material, including software, approved for district-wide use shall be prepared annually in the Office of Teaching and Learning and distributed to building principals. Procedures for preparing and approving the list shall be the responsibility of the Associate Superintendent, who shall make provision for appropriate staff development.

Material Not Included on the Approved List:

Building-level requests for instructional material not included on the Approved Material List shall be sent on regular requisition forms to the appropriate program facilitator. The program facilitator will recommend approval or disapproval to the appropriate Associate Superintendent. The Associate Superintendent will approve or disapprove the request based upon advance planning, appropriateness of the material within the approved curriculum, and prevention of conflict, duplication, or overlap with other material.

Approved: 12-12-77
Revised: 05-11-87
Reviewed: 11-13-89
Revised: 12-11-89
02-22-93
Reviewed: 04-08-96
Revised: 10/11/99
Reviewed: 06-26-06

Selection of Library Material

Material purchased for school libraries shall be recommended for purchase by the professional personnel of the library, in consultation with administrative staff, instructional staff, and students. All materials recommended for purchase shall be approved by the appropriate building administrator.

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.

Approved: 12-12-77
Reviewed: 11-13-89
Revised: 12-11-89
Reviewed: 01-25-93
04-08-96
08-09-99
06-26-06

Reconsideration of Library and Classroom Material

A committee, referred to as the PTA Reconsideration Committee, shall deal with formal requests for reconsideration of library and instructional materials. This committee shall provide a context in which differences of opinion and possible selection errors may be examined openly.

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

- 1) the Program Facilitator-Media/or designee;
- 2) one teacher, designated by the Superintendent of Schools;
- 3) one school media specialist (librarian), designated by the Superintendent of Schools;
- 4) four members, appointed by the Executive Board of the Cedar Rapids Parent-Teacher Association representative of the geographic areas of the District; and
- 5) four students, no more than one from each high school, selected by the High School Administrative Team.

Citizens of the school community may register a criticism of material with the building media specialist 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 Program Facilitator-Media at the Educational Service Center, 346 2nd Avenue, S.W.

Within 30 school days of the filing of a complaint, the Program Facilitator-Media shall bring the material in question to the PTA Reconsideration Committee for reevaluation. The Committee shall develop and submit a recommendation regarding District use of the materials to the Superintendent of Schools.

Generally, student access to challenged material shall not be restricted during the reconsideration process, but the Superintendent may limit access under unusual circumstances.

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Revised: 09-23-85
Reviewed: 11-13-89
Revised: 12-11-89
01-25-93
Reviewed: 04-08-96
08-09-99
Revised: 06-26-06

Gifts of Library or Classroom Material

Gifts of library or instructional material may be accepted only if the gift meets existing criteria for library and instructional materials. The acceptance and placement of such gifts shall be the prerogative of appropriate administrative personnel. (See Regulations 402.2 and 1002.4.)

Approved: 12-12-77
Reviewed: 11-13-89
Revised: 01-25-93
Reviewed: 04-08-96
08-09-99
06-26-06

Use of Copyrighted Materials

The Copyright Act of 1976, the Computer Software Rental Act of 1990, the Digital Millennium Copyright Act (DMCA) of 1998, the Sonny Bono Copyright Term Extension Act of 1998, and the Technology, Education and Copyright Harmonization Act (TEACH Act) of 2002, make 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 unauthorized copying or using of audiovisual or printed materials, computer software and Internet sources, unless the copying or qualifies under a particular exception spelled in the law or is permitted as "fair use." District personnel and volunteers shall conform to all restrictions on use of copyrighted materials.

The district encourages its staff to enrich the learning process by making proper use of supplementary materials. In no circumstance shall it be necessary for district staff to violate copyright requirements in order to perform their duties properly. It is the responsibility of district staff to abide by the district's policy and obey the requirements of the law.

Employees who knowingly violate the district's copyright policy may face disciplinary actions, including remuneration to the district in the event of a loss due to litigation.

Principals or administrators are responsible for establishing procedures that will enforce the copyright law at the school or office site. The district will provide training and materials for employees. The district's Technology Services will assist staff in obtaining proper authorization to copy or use protected material when such authorization is required. For assistance in copyright compliance issues, contact Technology Services.

Approved: 05-23-88
Reviewed: 11-13-89
Revised: 01-25-93
Reviewed: 04-08-96
Revised: 10-11-99
Revised: 09-13-04

Guidelines for Staff Regarding Controversial Issues

Students shall have the right to express opinions on controversial issues without jeopardizing their relationships with the teacher or the school. However, while encouraging students to express their own views, teachers should guard against allowing personal points of view to be expressed by students, teachers, or classroom visitors without distinguishing clearly between opinion and fact and without assuring that due respect is given to the rights and opinions of others.

When studying or discussing controversial issues*, students should be provided an opportunity to find, collect, and assemble factual material on the subjects, to interpret the data, to evaluate assumptions and claims, and to consider personal conclusions within legal, ethical, and moral constraints.

Before inviting a speaker to discuss a controversial topic, teachers shall review their plans with the building principal.

* A controversial issue is a topic about which individuals or groups may have distinctly different and deeply held beliefs, opinions, and feelings, and which may predictably cause student, parent, or community concern when addressed in a school setting.

Approved: 02-26-79
Reviewed: 11-13-89
01-11-93
04-08-96
08-09-99
Revised: 12-08-03

Classification of Field Trips

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

Field trips are divided into the following categories:

A. **Routine**

1. Curricular

Curricular field trips are an integral component of the curriculum and are scheduled for all students in a grade or class. Transportation is provided for such trips. In addition, a neighborhood walk or a walk to a site near the school is considered a curricular field trip and is often taken as special opportunities or circumstances arise.

2. Co-Curricular and/or Extra-curricular

Co-curricular and/or extra-curricular field trips typically involve attendance at a special program, contest, or conference, and may not involve all students. These field trips are taken within a 300-mile radius of Cedar Rapids.

B. **Non-Routine**

Non- routine field trips are those taken outside a 300-mile radius of Cedar Rapids.

Approved: 12-12-77
Reviewed: 11-13-89
Revised: 12-11-89
Reviewed: 01-11-93
06-24-96
01-11-99
Revised: 12-09-02
Reviewed: 01-13-03

General Guidelines - Field Trips

When transportation is required for a field trip, it shall be restricted to school vehicles, commercial carriers, or properly insured private vehicles operated by responsible adults. Arrangements shall be consistent with the District regulation providing for the special use of school and private vehicles. Subject to budget limitations, transportation for routine field trips scheduled within a single, regular school day should be free of cost to students. All other field trip expenses are the responsibility of the group and shall be charged as determined by the building principal. Arrangements should include financial assistance for students who could not otherwise afford the cost of the trip.

More than one adult shall be in attendance on overnight trips involving more than five students and on all camping trips. Supervisory arrangements for all trips must accommodate the nature of the planned experiences as well as the maturity and number of participating students. Ordinarily, there will be one adult chaperon for every five to fifteen students.

Arrangements shall be made in advance for coping with illnesses, accidents, and other unusual circumstances, including additional costs for which parents may be assessed should a student have to return before the end of a trip.

Prior to a curricular field trip requiring transportation, parents/guardians shall be notified in writing of the scheduled trip. They shall be informed they have the option of notifying the school that their child will not be taking the trip. Notification to parents/guardians of curricular field trips can be through school newsletters or separate letters from the principal or teacher.

The written consent of a parent or guardian shall be required for all students below 18 years of age taking a routine or non-routine field trip.

Interested students and parents should be provided appropriate information describing objectives of the program, costs, deposit arrangements, accommodations, student selection procedures, requirements for health and travel insurance, and a daily itinerary and/or study outline when applicable.

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Reviewed: 11-13-89
Revised: 12-11-89
02-08-93
Reviewed: 06-24-96
01-11-99
Revised: 12-09-02
Reviewed: 01-13-03

Approval Procedures - Field Trips

Any staff member seeking to have an educational field trip approved should contact the building principal for the appropriate request forms.

The building principal shall have final approval of routine field trips.

For each non-routine field trip, a request to plan the trip must be endorsed by the building principal and forwarded to the Associate Superintendent, or designee, for action by the Board of Directors, following the process outlined in the "Approved Procedures" section of 404.1a. The final plan must be endorsed by the building principal and shall be approved by the Associate Superintendent or designee at least three weeks in advance of the proposed departure date.

Non-routine field trips shall be submitted for approval in accord with Procedure 404.1a.

Approved: 09-24-79
Reviewed: 11-13-89
Revised: 12-11-89
02-08-93
Reviewed: 06-24-96
01-11-99
Revised: 12-09-02
Reviewed: 01-13-03
12-08-03

Study and Travel

When educational field trips combine study and travel for an extended period of time, students from different grade levels, classes, or schools will be allowed to participate upon recommendation of the appropriate building administrator. Participation in such travel and exchange programs shall be voluntary, and any arrangements for credit towards graduation must be approved in advance by the high school principal.

Approved: 12-12-77
Reviewed: 11-13-89
01-25-93
06-24-96
01-11-99
12-08-03

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 shall inform the appropriate administrator about the trip and shall make clear to students and parents that the trip is not district-sponsored. Arrangements for such trips shall be consistent with the regulation providing for use of school facilities for non-school sponsored activities. (See Regulation 805.4.)

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

Student Participation at Political Events

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

Student participation shall be voluntary.

Requests for the participation of student performances, e.g., band, at partisan political events shall be directed to the Office of the Superintendent for consideration.

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

Use of school-owned apparel, equipment, instruments, and material is appropriate if desired by the director of the performing group.

Participation of student performing groups shall not be construed as School District endorsement of any political party or position.

Other applicable policies, regulations and procedures will be referenced in determining the appropriateness of student participation, e.g., Policy 403, Policy 404, and Policy 1005.

Approved: 06-09-97
Reviewed: 08-09-99
12-08-03

Educational Research

Written requests to pursue research projects in the district by an external agency or individual must be forwarded to the Executive Director of Learning and Leadership for approval prior to initiation of the project.

School employees who receive non-authorized questionnaires or surveys are encouraged to contact the Executive Director of Learning and Leadership for guidance prior to complying with the outside request.

Reviewed: 12-11-89
Revised: 01-09-90
Reviewed: 01-25-93
06-24-96
Revised: 02-08-99
10-24-05

Instructional Program Improvement Projects

Proposals for instructional program pilot projects or courses shall be submitted in writing to the appropriate associate superintendent. In all cases, approval shall be granted on the priority of need, the merits of the proposal as related to the strategic plan, and the availability of funds. Evaluation procedures shall be included for each project.

Approved: 06-12-78
Revised: 05-26-87
Reviewed: 11-13-89
Revised: 12-11-89
02-22-93
Reviewed: 06-24-96
Revised: 11-09-98

Instructional Program Task Forces

Instructional Program Task Forces shall be established for each component of the instructional program under review. Each ad hoc committee shall include:

- a) educators from appropriate grade levels and curricular areas impacted in the review to provide vertical and horizontal articulation;
- b) administrators and program facilitators; and
- c) community members, parents, business and industry and postsecondary representatives with expertise in the area under review.

Appointments to the Instructional Task Forces shall be made by the Associate Superintendent for Teaching and Learning.

The Instructional Program Task Forces shall have the responsibility for:

- a) review of appropriate measures of student performance, curriculum standards, current research and best practices;
- b) development, revision and implementation of instructional program components;
- c) organization and provision of staff development
- d) development of instructional guides; and
- e) selection and development of evaluation and assessment tools.

Approved: 01-13-86
Revised: 05-26-87
Reviewed: 11-13-89
Revised: 12-11-89
Reviewed: 01-25-93
Revised: 11-09-98

School Improvement-Advisory Committee

A school improvement advisory committee shall be established to ensure community involvement in:

1. the determination of major educational needs;
2. the determination and prioritization of student learning goals;
3. the provision of long range goals that include, but are not limited to, the state indicators that address reading, mathematics and science achievement;
4. the provision of instruction regarding the human growth and development curriculum;
5. the development, implementation, and evaluation of multi-cultural and gender fair approaches to the educational program;
6. the review of progress on the equity plan, and
7. the review of state authorized and federally funded programs.

At least annually, a school improvement advisory committee shall make recommendations to the Board of Education with regard to:

1. progress achieved with the annual goals for the state indicators that address, reading, mathematics, and science;
2. progress achieved with locally determined core indicators, and
3. annual improvement goals for the state indicators that address reading, mathematics, and science achievement.

Committee membership shall include students, parents, teachers, and administrators. In addition, representatives from the local community shall also include individuals from business, industry, labor, community agencies, higher education and other community constituents.

Membership on the committee shall be for a term of three years. No member shall serve more than two consecutive three-year terms. The committee shall be composed of a maximum of twenty-five persons. The Superintendent, or his/her designee, shall serve as ex-officio Chair of the Committee.

Annually, after soliciting a list of suggested members from the Board, school personnel, and appropriate community organizations, the Superintendent shall submit a list of nominees for Board approval.

Code of Iowa: 256.11

Iowa Administrative Code: 281-12.2 (256)
281-12.8 (256)

Approved: 11-14-88
Reviewed: 11-13-89
04-06-92
Revised: 03-22-93
Reviewed: 06-24-96
Revised: 10-26-98
10-23-00
11-12-01

Non-School Team Participation

It shall be the responsibility of the District to inform all student athletes of the District's Non-School Team Participation Policy.

This information will be shared at pre-season team and parent meetings, at the time of issuance of practice permit cards and will be printed on the athletic physical form that is signed by the student-athlete and parent/guardian.

Approved: 11-10-97
Reviewed: 08-09-99



Religious Holidays

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

Music, art, literature, and drama having religious themes (including traditional carols, seasonal songs, and classical music) shall be permitted if presented in an objective manner without sectarian indoctrination. The emphasis on religious themes shall be only as extensive as necessary for a balanced and comprehensive study or presentation. Religious content included in student performances shall be selected on the basis of its independent educational merit, and shall seek to give exposure to a variety of religious customs, beliefs, and forms of expression. Holiday programs, parties, or performances shall 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 involves personally offensive religious material or expression, shall be voluntary.

The use of religious symbols (e.g., a cross, menorah, crescent, Star of David, lotus blossom, nativity scene, or other symbol that is part of a religious ceremony) shall 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 particular religion. The Christmas tree, Santa Claus, Easter eggs, and Easter bunnies are secular, seasonal symbols and as such can be displayed in a seasonal content.

Expressions of belief or non-belief initiated by individual students shall be permitted in composition, art forms, music, speech, and debate. However, teachers may not require projects or activities, which are indoctrinational 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 shall be offered.

Reference: Holiday Observance Study Committee Report (6-19-80)

Approved: 07-13-81
Reviewed: 11-13-89
01-25-93
06-24-96
08-09-99
04-12-04

<u>Policy Number</u>	<u>Adm Reg Number</u>	
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501		AFFIRMATIVE ACTION
	501a	Staff Complaint Procedure
	501.1	Nondiscrimination
	501.2	Harassment
502		EMPLOYMENT
	502.1	Interview, Selection, and Appointment - Certified
	502.2	Interview, Selection, and Appointment - Classified
503		STAFF DEVELOPMENT
	503.1	Non-Administrative Employee Attendance at Out-of-District Professional Meetings
	503.2	Professional Research and Publishing
	503.3	Professional Consulting and Presentation
504		EVALUATION
505*		SEPARATION
	505.1	Discipline and Dismissal - Certified
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	505.3	Resignation
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506*		GENERAL PERSONNEL
	506a	Communicable Diseases - Employees
	506b	AIDS/HIV Related Conditions: Guidelines for Employees
	506.1	Emergency Closing - Employee Notification and Attendance (Teachers and Nurses)
	506.2	Emergency Closing - Employee Notification and Attendance (Administrators and Non-Certified Staff)
	506.2a	Emergency Closing Make-up Day – Employee Attendance (Classified)
	506.3	Tax Sheltered Annuities

<u>Policy Number</u>	<u>Adm Reg Number</u>	
	506.4	Drug Free Workplace
	506.5	Tobacco Free Schools
	506.5a	Tobacco Free Schools
	506.6	Child Abuse by School Employees
	506.6a	Child Abuse by School Employees
	506.7	Employee Health: Occupational Exposure to Bloodborne Pathogens
	506.8	Family and Medical Leave
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507		USE OF SCHOOL DISTRICT RESOURCES
	507a	Staff Use of Telecommunications Equipment
508		VOLUNTARY RETIREMENT INCENTIVE PROGRAM – Licensed Teaching Staff
	508.1	Licensed Teaching Staff Voluntary Retirement Incentive Program
509		VOLUNTARY RETIREMENT INCENTIVE PROGRAM – Administrative Staff
	509.1	Administrative Staff Voluntary Retirement Incentive Program
510		VOLUNTARY RETIREMENT INCENTIVE PROGRAM – Support Staff
	510.1	Support Staff Voluntary Retirement Incentive Program

GENERAL POLICY STATEMENT

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 accord 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

AFFIRMATIVE ACTION

The District shall maintain an Affirmative Action Plan that will assure the provision of equal employment opportunities to people regardless of age, race, creed, color, sex, national origin, religion, or disability. This Plan shall be in accordance with all relevant State and Federal executive orders and statutes. The Affirmative Action Plan shall apply to, but not be limited to the following: employment; promotion, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; selection for training and staff development; sexual harassment; and employee relations. The development, implementation, and monitoring of this Plan shall be the responsibility of the Superintendent of Schools or his/her designee and all district administrators.

U.S.C.A: P.L. 88-352

29 U.S.C.A: Section 794

20 U.S. Code: 1681-86

Code of Iowa: Chapters 19B.11, 601A.6, and 601A.9

42 U.S.C.A: Sections 12101-12213

Approved: 01-09-78

Revised: 02-06-84

01-09-89

Reviewed: 10-23-89

Revised: 11-13-89

02-22-93

Reviewed: 06-24-96

11-23-98

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. Employees should be able and willing to work together harmoniously and effectively.

Through its employment practices, the District will endeavor to attract, employ, and retain the highest qualified personnel for all positions. Provisions should be made for interviewing through a district recruiting program.

Approved: 01-09-78
Reviewed: 10-23-89
Revised: 11-13-89
Reviewed: 01-25-93
06-24-96
11-23-98

STAFF DEVELOPMENT

Education, society, and technology are rapidly changing. To enhance the educational program offered to students, it is necessary for the District to provide a continuous program of professional and technical growth to all employees. The program should include a variety of learning opportunities, such as site-based staff development, workshops, conferences, visitations, and assistance from administrators, supervisors, program facilitators, and consultants. The District should endeavor to keep staff members informed about available professional materials so they will have access to the most current educational research and practice. All members of the staff should be encouraged to participate in appropriate professional growth opportunities.

Approved: 01-09-78
Reviewed: 10-23-89
Revised: 11-13-89
03-08-93
Reviewed: 06-24-96
Revised: 01-25-99

EVALUATION

The purpose of employee evaluation in the Cedar Rapids Community School District should be to improve performance and to provide a basis for determining an employee's status.

The evaluation procedure should be a positive, systematic process which attempts to assess the individual's progress toward meeting identified criteria consistent with the mission, goals, and objectives of the Cedar Rapids Community School District. The purpose of this process should be to identify and strengthen positive areas of employee performance, as well as to identify and correct deficiencies in employee performance.

Approved: 01-09-78
Reviewed: 10-23-89
Revised: 11-13-89
Reviewed: 02-08-93
06-24-96
11-23-98

USE OF SCHOOL DISTRICT RESOURCES

The primary purpose of school district resources is to aid in the delivery a quality education program. Employees may use school district resources for a wide range of school-related programs, activities and events.

The district recognizes that school district resources are limited and the use of public funds must be for the public good. The district also recognizes that on occasion, personal use of district resources may be necessary. Personal use of district resources must not interfere with the delivery of the educational program. Whenever possible, permission for personal use of resources is to be granted by appropriate district personnel prior to use. Reimbursement to the district for personal use of resources is required and will be based upon the actual cost of use.

School district letterhead is to be used only for the purpose of communications, which are directly related to the fulfillment of the author's responsibilities as a school district employee or representative, and not for personal use. An employee or representative who is uncertain about the appropriateness of using school district letterhead for a specific communication should consult the superintendent or his/her designee.

Further, all use of school district resources is subject to review, audit, interception and disclosure by the school district without permission of any individual employee. For example, employees should not consider any communications via school district telecommunications equipment and/or services confidential, and/or private.

The administration shall develop appropriate procedures for staff use of school district owned resources. In addition, the administration shall regularly review such procedures with district staff.

Approved: 08-28-00
Revised: 06-27-05

VOLUNTARY RETIREMENT INCENTIVE PROGRAM LICENSED TEACHING STAFF

SECTION A: 2005-06 Program

In the Cedar Rapids Community School District, a Voluntary Retirement Incentive Program serves 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.

The Voluntary Retirement Incentive Program described herein applies to teacher/nurses retiring as of June 30, 2006. The 2005-06 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 licensed teaching/nursing staff who retire between July 1, 2006 and June 30, 2007, and the nature and scope of such program, prior to March 1, 2006. It shall be the Board's intent to consider the activation or non-activation of a Voluntary Retirement Incentive Program for license teaching/nursing staff who retire between July 1, 2007 and June 30, 2008, and the nature and scope of such program, prior to December 15, 2006. 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 teacher/nurses 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 licensed teaching staff as hereinafter set forth:

1. To be eligible for the Voluntary Retirement Incentive Program, a Teacher/Nurse, prior to July 1, 2006, must have attained at least fifty-five (55) years of age, been employed by the District for at least twenty (20) years with at least fifteen (15) continuous years of service immediately prior to separation, and been employed by the District during the school year immediately preceding the retirement date on a regular basis as a Teacher/Nurse. Teachers/nurses who satisfy the minimum age requirement but who have been employed by the District for less than twenty (20) years may satisfy the minimum service requirement if they have at least fifteen (15) years of continuous service as of and immediately prior to June 30, 2006, and are at least sixty (60) years of age. 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. Part-time years of service shall be recognized as full years of service for determining eligibility. 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. 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/designee after June 30, 2005 and by March 1, 2006 and retiring by June 30, 2006. Those retiring after June 30, 2006 will be subject to the retirement program, if any, offered for those retiring in fiscal 2007 or later years. Current teacher/nurses are not eligible for retirement programs offered in previous years. Benefits for previous retirees will remain unchanged.
2. Written application must be submitted to the Superintendent/designee not later than March 1, 2006. If the application is approved by the Board of Education, 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 2005-2006 school year.

3. The Voluntary Retirement Incentive Program is as follows:
 - a. If a retiree has participated in the District's group health insurance program in his/her entire last year of employment, the retiree will be continued 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. 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. The District shall, during the continuation of this benefit, pay toward the cost of the group health insurance coverage on behalf of the retiree or the retiree and his/her spouse or partner and/or dependent(s) up to four hundred eighty dollars (\$480.00) per month. This District contribution to the teacher/nurse's group health insurance shall be pro-rated based upon an average of his/her last five (5) full years' Full Time Equivalency (FTE). For this calculation, teachers/nurses 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-time extended unpaid leave of absence. The retiree shall pay any and all additional cost for such coverage beyond four hundred eighty dollars (\$480.00) or the pro-rated amount per month. 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 cancellation of the insurance and loss of coverage. 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. Retirees will not be afforded the opportunity to participate in the District dental insurance program.
 - b. 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 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(s) becomes eligible for federal Medicare insurance coverage, whichever is earlier, under the same terms and conditions referred to in subparagraph 3(a) above.
 - c. 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. The teacher/nurse will be obligated to convert the group term basic life coverage to individual term life within thirty (30) days after 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.
 - d. An eligible teacher/nurse, upon Voluntary Retirement, shall receive as Voluntary Retirement pay an amount representing one hundred and five (105) days' pay using the teacher/nurse's 2005-06 year's salary. In applying these provisions, an 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, extended employment, Phase II salary supplements, or other additional compensation. For this calculation, teacher/nurses 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-time 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 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.

- e. 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 severance/early retirement award, above the base level amount 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

Personal illness days used per school year	Additional per diem days credited to severance package
0	3
1	2.5
2	2
3	1.5
4	1
5	.5
6	0

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, extended employment, Phase II salary supplements or other additional compensation.

For the District's Voluntary Retirement Incentive Program Administrative Staff, see Board Policy 509. For the District's Voluntary Retirement Incentive Program Support Staff, see Board Policy 510.

After June 30, 2006, the following Policy shall be in effect.

SECTION B: 2006-07 Program

In the Cedar Rapids Community School District, a Voluntary Retirement Incentive Program serves 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.

The Voluntary Retirement Incentive Program described herein applies to teacher/nurses retiring as of June 30, 2007 or prior to the beginning of the 2006-07 school year but after June 30, 2006. The 2005-06 Program will terminate after such date. The Program is activated annually at the discretion of the Board of Directors. It shall be the intent of the Board to consider the activation or non-activation of a Voluntary Retirement Incentive Program for licensed teaching/nursing staff who retire between July 1, 2007 and June 30, 2008, and the nature and scope of such program, prior to December 15, 2006. 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 teacher/nurses 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 licensed teaching staff as hereinafter set forth:

1. To be eligible for the Voluntary Retirement Incentive Program, a Teacher/Nurse, prior to July 1, 2007, must have attained at least fifty-five (55) years of age, been employed by the District for at least twenty (20) years with at least fifteen (15) continuous years of service immediately prior to separation, and been regularly and actively employed (not on extended unpaid leave of absence or on another form of full-time extended unpaid leave). 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. Part-time years of service shall be recognized as full years of service for determining eligibility. 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. 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/designee after June 30, 2006 and on or before February 1, 2007 and retiring by June 30, 2007. Teachers/nurses who are age fifty-four (54) and who will turn age fifty-five (55) after June 30, 2006 and on or before December 31, 2006 may request an unpaid, extended leave of absence for the portion of the 2006-07 school year prior to their birth date and remain eligible for full Voluntary Retirement Incentive Program benefits for 2006-07. Those retiring after June 30, 2007 will be subject to the retirement program, if any, offered for those retiring in fiscal 2008 or later years. Current teacher/nurses are not eligible for retirement programs offered in previous years. Benefits for previous retirees will remain unchanged.
2. Written application must be submitted to the Superintendent/designee not later than February 1, 2007. If the teacher/nurse is eligible for and wishes to take an unpaid leave of absence for the start of the 2006-07 school year until he/she turns fifty five (55), then his/her application deadline is March 1, 2006. If the application is approved by the Board of Education, 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 2006-07 school year, or, if taking an extended, unpaid leave of absence to start the 2006-07 school year, as of the date he/she turns fifty five (55).
3. The Voluntary Retirement Incentive Program is as follows:
 - a. If a retiree has participated in the District's group health insurance program in his/her entire last two years of employment, the retiree will be continued 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, 2007, 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. The District shall, during the continuation of this benefit, pay toward the cost of the group health insurance coverage on behalf of the retiree or the retiree and his/her spouse or partner and/or dependent(s) up to four hundred sixty-five dollars (\$465.00) per month. This District contribution to the teacher/nurse's group health insurance shall be pro-rated based upon an average of his/her last five (5) full years' Full Time Equivalency (FTE). For this calculation, the teacher/nurse will be given pro-rated credit for the Full Time Equivalency (FTE) he/she worked during a year(s) in which they are on a partial extended unpaid leave of absence. The retiree may use this District health insurance contribution to pay for his/her health insurance coverage or

his/her 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 such coverage beyond up to four hundred sixty-five dollars (\$465.00) per month. 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.

- b. 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.
- c. 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.
- d. An eligible teacher/nurse, upon Voluntary Retirement, shall receive as Voluntary Retirement pay an amount representing one hundred and five (105) days' pay using the teacher/nurse's last full year's salary. In applying these provisions, an 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, extended employment, Phase II salary supplements, or other additional compensation. 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.
- e. 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 severance/early retirement award, above the base level amount 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

Personal illness days used per school year	Additional per diem days credited to severance package
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1	2.5
2	2
3	1.5
4	1
5	.5
6	0

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, extended employment, Phase II salary supplements or other compensation.

For the District's Voluntary Retirement Incentive Program Administrative Staff, see Board Policy 509. For the District's Voluntary Retirement Incentive Program Support Staff, see Board Policy 510.

VOLUNTARY RETIREMENT INCENTIVE PROGRAM ADMINISTRATIVE STAFF

SECTION A: 2005-06 Program

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 Voluntary Retirement Incentive Program described herein applies to employees retiring as of June 30, 2006. The 2005-06 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 Administrators who retire between July 1, 2006 and June 30, 2007, and the nature and scope of such program, prior to March 1st, 2006. It shall be the Board's intent to consider the activation or non-activation of a Voluntary Retirement Incentive Program for Administrators who retire between July 1, 2007 and June 30, 2008, and the nature and scope of such program, prior to December 15, 2006. 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 Administrative staff as hereinafter set forth:

1. To be eligible for the Voluntary Retirement Incentive Program, an Administrator, prior to July 1, 2006, must have attained at least fifty-five (55) years of age, been employed by the District for at least twenty (20) years with at least fifteen (15) continuous years of service immediately prior to Voluntary Retirement, and been employed by the District during the school year immediately preceding the retirement date on a regular basis as an Administrator. Administrators who satisfy the minimum age requirement but who have been employed by the District for less than twenty (20) years may satisfy the minimum service requirement if they have at least fifteen (15) years of continuous service as of June 30, 2006, and are at least sixty (60) years of age. 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 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. The District contribution toward health insurance shall not be pro-rated. 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. 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. 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, 2005 and by March 1, 2006 and retiring by June 30, 2006. Those retiring after June 30, 2006 will be subject to the retirement program, if any, offered for those retiring in fiscal 2007 or later years. Current employees are not eligible for retirement programs offered in previous years. Benefits for previous retirees will remain unchanged.

2. Written application must be submitted to the Superintendent/designee not later than March 1, 2006. If the application is approved by the Board of Education, the Administrator will be considered to have voluntarily resigned and the Administrator's continuing/non-continuing contract will be terminated as of the end of the 2005-2006 school year.
3. The Voluntary Retirement Incentive Program is as follows:
 - a. If a retiree has participated in the District's group health insurance program in his/her entire last year of employment, the retiree will be continued in the District's group hospital/medical and drug insurance plan covering regular full-time Administrative 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. 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. The District shall, during the continuation of this benefit, pay toward the cost of the group health insurance coverage on behalf of the retiree or the retiree and, if covered by the District health benefit for the entire year prior to the employee's retirement, his/her spouse or partner and/or dependent(s), up to One Thousand One Hundred Forty One Dollars (\$1141.00) per month toward the retiree's plan/coverage of his/her choosing. 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 Full Time Equivalency (FTE) they work during a year(s) in which they are on a partial-time extended unpaid leave of absence. The retiree shall pay any and all additional cost for such coverage beyond One Thousand One Hundred Forty One Dollars (\$1141.00) per month. 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.
 - b. If the retiree dies prior to the end of 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) plus an additional coverage period of thirty-six (36) months (as required by COBRA), or until the spouse or partner and/or dependent(s) 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 shall, during the sixty (60) month continuation of the health coverage benefit for the employee's spouse or partner and/or dependent(s), 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.
 - c. An eligible employee, upon Voluntary Retirement, 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) 1. for ten (10) years 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, under the same terms and conditions referred to in subparagraph 3.a. above.

- d. An eligible employee, upon Voluntary Retirement, shall receive as Voluntary Retirement pay one of the following:
 - i. For Administrators hired before July 1, 2000: an amount representing two hundred sixty (260) days' pay using the employee's 2005-06 year's salary plus the average salary percent increase for members of the Executive Council for the following year.
 - ii. For Administrators hired on or after July 1, 2000: an amount representing one hundred and ninety five (195) days' pay using the employee's 2005-06 year's salary.
 - iii. 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.
 - iv. 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 include the daily rate of pay at the time of separation 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.
- e. 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. There will be no credit for unused personal illness leave prior to July 1, 2003.

Wellness Benefit Calculation Chart

Personal illness days used per school year	Additional per diem days credited to severance package
0	3
1	2.5
2	2
3	1.5
4	1
5	.5
6	0

In applying these provisions, an employee's Wellness Incentive lump sum payment shall be based upon only 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 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, see Board Policy 510.

After June 30, 2006, the following Policy shall be in effect.

SECTION B: 2006-07 Program

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 Voluntary Retirement Incentive Program described herein applies to employees retiring as of June 30, 2006 or prior to the beginning of the 2006-07 school year but after June 30, 2006. The 2005-06 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 Administrators who retire between July 1, 2007 and June 30, 2008, and the nature and scope of such program, prior to December 15, 2006. 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 Administrative staff as hereinafter set forth:

1. To be eligible for the Voluntary Retirement Incentive Program, an Administrator, prior to July 1, 2007, must have attained at least fifty-five (55) years of age, been employed by the District for at least twenty (20) years with at least fifteen (15) continuous years of service immediately prior to Voluntary Retirement, and been regularly and actively employed (not on extended unpaid leave of absence or on another form of extended unpaid leave). 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. 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. 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, 2006 and on or before February 1st, 2007 and retiring by June 30, 2007. Administrators who are age fifty-four (54) and who will turn age fifty-five (55) after June 30th, 2006 and on or before December 31st, 2006 may request an unpaid, extended leave of absence for the portion of the 2006-07 school year prior to their birth date and remain eligible for full Voluntary Retirement Incentive Program benefits for 2006-07. Those retiring after June 30, 2007 will be subject to the retirement program, if any, offered for those retiring in fiscal 2008 or later years. Current employees are not eligible for retirement programs offered in previous years. Benefits for previous retirees will remain unchanged.
2. 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. The District's contribution toward health insurance premiums shall be provided as described in subparagraph 4.a.i and 4.a.ii. below.
3. Written application must be submitted to the Superintendent not later than February 1, 2007. If the Administrator is eligible for and wishes to take an unpaid leave of absence for the start of the 2006-07 school year until he/she turns fifty five (55), then his/her application deadline is March 1, 2006. If the application is approved by the Board of Education, the Administrator will be considered to have

voluntarily resigned and the Administrator's continuing/non-continuing contract will be terminated as of the end of the 2006-2007 school year or, if taking an extended, unpaid leave of absence to start the 2006-07 school year, as of the date he/she turns fifty five (55).

4. The Voluntary Retirement Incentive Program is as follows:
 - a. If a retiree has participated in the District's group health insurance program in his/her entire last two years of employment, the retiree will be continued in the District's group hospital/medical and drug insurance plan covering regular full-time Administrative 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, 2007, 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 Section 4 a. through 4.c.) 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 full-time Administrative staff excluding dental coverage. 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). 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.
 - i. For Administrators employed in the District as Administrators prior to July 1, 2006, the District shall, during the continuation of this benefit, pay an amount up to the dollar amount of the cost of one year of family health coverage in the second-richest District health plan in 2006-07 for every year of service to the District 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 in paragraph 2 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 or his/her 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.
 - ii. For Administrators employed in the District as Administrators on or after July 1st, 2006, the District shall, during the continuation of this benefit, pay the entire cost of one (1) year of single health coverage in the second-richest health plan for every one (1) year of service to the District, 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 two 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.

- iii. 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 dependents 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) plus an additional coverage period of thirty-six (36) months (as required by COBRA), or until the spouse or partner and/or dependent(s) becomes eligible for federal Medicare insurance coverage, whichever is earlier, under the same terms and conditions referred to in subparagraph 4.a. The District shall, during the sixty (60) month continuation (as offered by the Metro Interagency Insurance Program) of the health coverage benefit for the employee's spouse or partner and/or dependent(s), 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.
- b. An eligible employee, upon Voluntary Retirement, 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) 1. for 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, under the same terms and conditions referred to in subparagraph 4.a. above.
- c. An eligible employee, upon Voluntary Retirement, shall receive as Voluntary Retirement pay one of the following:
 - i. For Administrators employed in the District as Administrators before July 1, 2000: an amount representing two hundred sixty (260) days' pay using the employee's 2006-07 year's salary plus the average salary percent increase for members of the Executive Council for the following year.
 - ii. For Administrators hired on or after July 1, 2000: an amount representing one hundred and ninety five (195) days' pay using the employee's last full year's salary.
 - iii. For Administrators employed in the District as Administrators on or after July 1, 2006: an amount representing one hundred fifty (150) days' pay using the employee's last full year's salary.
 - iv. 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.
 - v. 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 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 pro-rated 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.

- d. 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. There will be no credit for unused personal illness leave prior to July 1, 2003.

Wellness Benefit Calculation Chart

Personal illness days used per school year	Additional per diem days credited to severance package
0	3
1	2.5
2	2
3	1.5
4	1
5	.5
6	0

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 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, see Board Policy 510.

Approved: 02-27-06

VOLUNTARY RETIREMENT INCENTIVE PROGRAM SUPPORT STAFF

SECTION A: 2005-06 Program

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 Voluntary Retirement Incentive Program described herein applies to employees retiring as of June 30, 2006. The 2005-06 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, 2006 and June 30, 2007, and the nature and scope of such program, prior to March 1, 2006. 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, 2007 and June 30, 2008, and the nature and scope of such program, prior to December 15, 2006. 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:

1. Members of the **Classified Supervisor and Technicians/Specialists** employee group who are assigned to work an employment contract that is less than two hundred fifty-nine (259) days in length shall have the opportunity to receive the Voluntary Retirement Incentive program described in Policy 505, 2005-06 Licensed Teaching Staff Voluntary Retirement Incentive Program. A "Classified Supervisor and Technician/Specialist" is defined as any licensed or non-licensed employee who is covered by the Meet and Confer Agreement between the District and the Classified Supervisor and Technicians/Specialists.
2. Members of the **Classified Supervisor and Technicians/Specialists** employee group who are assigned to work an employment contract that is at least two hundred fifty-nine (259) days or greater in length shall have the opportunity to receive the following Voluntary Retirement Incentive Program. A "Classified Supervisor and Technician/Specialist" is defined as any employee who is covered by the Meet and Confer Agreement between the District and the Classified Supervisor and Technicians/Specialists. To be eligible for the Voluntary Retirement Incentive Program, a Classified Supervisor and Technician/Specialist, prior to July 1, 2006, must have attained at least fifty-five (55) years of age, been employed by the District for at least twenty (20) years with at least fifteen (15) continuous years of service immediately prior to separation, and been employed by the District during the school year immediately preceding the retirement date on a regular basis as a Supervisor and Technician/Specialist. Classified Supervisor and Technician/Specialists who satisfy the minimum age requirement but who have been employed by the District for less than twenty (20) years may satisfy the minimum service requirement if they have at least fifteen (15) years of continuous service as of and immediately prior to June 30, 2006, and are at least sixty (60) years of age. 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. 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 retiring after June 30, 2005 and before July 1, 2006 and filing a written application with the Superintendent/designee and not later than thirty (30) work days prior to the anticipated retirement date. Those retiring after June 30, 2006 will be subject to the retirement program, if any, offered for those retiring in fiscal 2007 or later years. Current employees are not eligible for retirement programs offered in previous years. Benefits for previous retirees will remain unchanged.

- a. Written application must be submitted to the Superintendent not later than thirty (30) work days prior to the anticipated retirement date. If the application is approved by the Board of Education, the employee will be considered to have voluntarily resigned and the Classified Supervisor and Technician/Specialist's contract will be terminated as of the Board approved retirement date.
- b. If a retiree has participated in the District's group health insurance program in his/her entire last year of employment, the retiree will be continued in the District's group hospital/medical and drug insurance plan covering regular Support 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. 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. The District shall, during the continuation of this benefit, pay toward the cost of the group health insurance coverage on behalf of the retiree or the retiree and, if covered by the District health insurance program for the entire year prior to the employee's retirement, his/her spouse or partner and/or dependent(s) up to One Thousand One Hundred Forty One Dollars (\$1141.00) per month (equivalent to the dollar cost of the Alliance Select Standard Plan family premium). 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 Full Time Equivalency (FTE) they work during a year(s) in which they are on a partial extended unpaid leave of absence. The retiree shall pay any and all additional cost for such coverage beyond One Thousand One Hundred Forty One Dollars (\$1141.00) per month. 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 employee reimburse the District for the insurance contributions.
- c. An eligible employee, 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. 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.

- d. 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 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. There will be no credit for unused personal illness leave prior to July 1, 2006.

Wellness Benefit Calculation Chart

Personal illness days used per school year	Additional per diem days credited to severance package
0	3
1	2.5
2	2
3	1.5
4	1
5	.5
6	0

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.

- 3. Members of the **Confidential Secretary** employee group shall have the opportunity to receive the following Voluntary Retirement Incentive program. A "Confidential Secretary" is defined as any employee who is covered by the Meet and Confer Agreement between the District and the Confidential Secretaries.
 - a. To be eligible for the Voluntary Retirement Incentive Program, a Confidential Secretary, prior to July 1, 2006, must have attained at least fifty-five (55) years of age, been employed by the District for at least twenty (20) years with at least fifteen (15) continuous years of service immediately prior to separation, and been employed by the District during the school year immediately preceding the retirement date on a regular basis as a Confidential Secretary. Confidential Secretaries who satisfy the minimum age requirement but who have been employed by the District for less than twenty (20) years may satisfy the minimum service requirement if they have at least fifteen (15) years of continuous service as of and immediately prior to June 30, 2006, and are at least sixty (60) years of age. 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. 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. 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, 2005 and by March 1, 2006 and retiring by June 30, 2006. Those retiring after June 30, 2006 will be subject to the retirement program, if any, offered for those retiring in fiscal

2007 or later years. Current employees are not eligible for retirement programs offered in previous years. Benefits for previous retirees will remain unchanged.

- b. Written application must be submitted to the Superintendent not later than thirty (30) work days prior to the anticipated retirement date. If the application is approved by the Board of Education, the Confidential Secretary will be considered to have voluntarily resigned and the Confidential Secretary's non-continuing contract will be terminated as of the Board approved retirement date.
 - c. If a retiree has participated in the District's group health insurance program in his/her entire last year of employment, the retiree will be continued in the District's group hospital/medical and drug insurance plan covering regular Confidential Secretaries 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. 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. The District shall, during the continuation of this benefit, pay toward the cost of the group health insurance coverage on behalf of the retiree or the retiree and, if covered by the District health insurance program for the entire year prior to the employee's retirement, his/her partner or spouse and/or dependent(s) up to Three Hundred Seventy-Four Dollars and Sixteen Cents (\$374.16) per month. The retiree shall pay any and all additional cost for such coverage beyond Three Hundred Seventy-Four Dollars and Sixteen Cents (\$374.16) per month. 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 employee reimburse the District for the insurance contributions.
 - d. An eligible employee, upon Voluntary Retirement, shall receive as Voluntary Retirement pay an amount representing one hundred and ninety five (195) days' pay using the employee's last full year's salary. 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 for the employee's last full year of employment 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 FTE they work during a year(s) in which they are on a partial-time 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 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.
4. **Other Support Staff.** For all retirees in the Support Staff employee groups in 4.a. through 4.d. below, the eligibility rules and enrollment requirements are: 1. To be eligible for the Voluntary Retirement Incentive Program, a Support Staff employee, prior to July 1, 2006, must have

attained at least fifty-five (55) years of age, been employed by the District for at least twenty (20) years with at least fifteen (15) continuous years of service immediately prior to separation, and been employed by the District during the school year immediately preceding the retirement date on a regular basis as a Support Staff employee. A Support Staff 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. 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/designee after June 30, 2005 and by March 1, 2006 and retiring by June 30, 2006. Those retiring after June 30, 2006 will be subject to the retirement program, if any, offered for those retiring in fiscal 2007 or later years. Current Support Staff employees are not eligible for retirement programs offered in previous years. Benefits for previous retirees will remain unchanged. 2. Written application must be submitted to the Superintendent/designee not later than thirty (30) work days prior to the anticipated retirement date. If the application is approved by the Board of Education, the Support Staff employee will be considered to have voluntarily resigned and the Support Staff employee's contract will be terminated as of the Board approved retirement date. The following guidelines apply to members of the specific Support Staff employee groups:

- a. Members of the **Food Service Employees** group shall have the opportunity to receive the following Voluntary Retirement Incentive program. A "Food Service Employee" is defined as any employee who is covered by the negotiated Agreement between the District and Unite H.E.R.E., Local 497. If a Food Service Employee has participated in the District's group health insurance program in his/her entire last year of employment, the retiree will be continued in the District's group hospital/medical and drug insurance plan covering regular Food Service 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. 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. The District shall, during the continuation of this benefit, pay toward the cost of the group health insurance coverage on behalf of the retiree or the retiree and, if covered by the District health insurance program for the entire year prior to the employee's retirement, his/her partner or spouse and/or dependent(s) up to three hundred seventy four dollars and sixteen cents (\$374.16) per month. The retiree shall pay any and all additional cost for such coverage beyond three hundred seventy four dollars and sixteen cents (\$374.16) per month. 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 retiree to reimburse the District for the insurance contributions. Retirees will not be afforded the opportunity to participate in the District dental insurance program.
- b. Members of the **Secretaries** employee group shall have the opportunity to receive the following Voluntary Retirement Incentive program. A "Secretary" is defined as any employee who is covered by the negotiated agreement between the District and Service Employees International Union, Local 199. If a Secretary has participated in the District's group health insurance program in his/her entire last year of employment, the

retiree will be continued in the District's group hospital/medical and drug insurance plan covering regular Secretaries 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. 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. The District shall, during the continuation of this benefit, pay toward the cost of the group health insurance coverage on behalf of the retiree or the retiree and, if covered by the District health insurance program for the entire year prior to the employee's retirement, his/her partner or spouse and/or dependent(s) up to three hundred seventy four dollars and sixteen cents (\$374.16) per month. The retiree shall pay any and all additional cost for such coverage beyond three hundred seventy four dollars and sixteen cents (\$374.16) per month. 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 retiree to reimburse the District for the insurance contributions. Retirees will not be afforded the opportunity to participate in the District dental insurance program.

- c. Members of the **Carpenters** employee group shall have the opportunity to receive the following Voluntary Retirement Incentive program. A "Carpenter" is defined as any employee who is covered by the negotiated Agreement between the District and Carpenters/Local 308, United Brotherhood of Carpenters and Joiners of America. If a Carpenter has participated in the District's group health insurance program in his/her entire last year of employment, the retiree will be continued in the District's group hospital/medical and drug insurance plan covering regular carpenters 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. 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. The District shall, during the continuation of this benefit, pay toward the cost of the group health insurance coverage on behalf of the retiree or the retiree and, if covered by the District health insurance program for the entire year prior to the employee's retirement, his/her partner or spouse and/or dependent(s) up to seven hundred thirty two dollars and fifty-eight cents (\$732.58) per month. The retiree shall pay any and all additional cost for such coverage beyond seven hundred thirty two dollars and fifty-eight cents (\$732.58) per month. 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 retiree to reimburse the District for the

insurance contributions. Retirees will not be afforded the opportunity to participate in the District dental insurance program.

- d. Members of the **Custodial** employee group shall have the opportunity to receive the following Voluntary Retirement Incentive program. A “Custodian” is defined as any employee who is covered by the negotiated Agreement between the District and Local 199 of the Service Employees International Union. If a retiree has participated in the District’s group health insurance program in his/her entire last year of employment, the retiree will be continued in the District’s group hospital/medical and drug insurance plan covering regular carpenters 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. 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. The District shall, during the continuation of this benefit, pay toward the cost of the group health insurance coverage on behalf of the retiree or the retiree and, if covered by the District health insurance program for the entire year prior to the employee’s retirement, his/her partner or spouse and/or dependent(s) up to the dollar amount contributed per month to the retiree in his/her last full year of employment with the District per the negotiated agreement. The retiree shall pay any and all additional cost for such coverage beyond the dollar amount contributed by the district. 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 retiree to reimburse the District for the insurance contributions. Retirees will not be afforded the opportunity to participate in the District dental insurance program.
- e.

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.

After June 30, 2006, the following Policy shall be in effect.

SECTION B: 2006-07 Program

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 Voluntary Retirement Incentive Program described herein applies to employees retiring as of June 30, 2006. The 2005-06 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, 2007 and June 30, 2008, and the nature and scope of such program, prior to December 15, 2006. 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:

1. Members of the **Classified Supervisor and Technicians/Specialists** employee group who are assigned to work an employment contract that less than two hundred fifty-nine (259) days in length shall have the opportunity to receive the Voluntary Retirement Incentive program described in Policy 505, 2006-07 Licensed Teaching Staff Voluntary Retirement Incentive Program. A "Classified Supervisor and Technician/Specialist" is defined as any licensed or non-licensed employee who is covered by the Meet and Confer Agreement between the District and the Classified Supervisor and Technicians/Specialists.
2. Members of the **Classified Supervisor and Technicians/Specialists** employee group who are assigned to work an employment contract that is at least two hundred fifty-nine (259) days or greater in length shall have the opportunity to receive the following Voluntary Retirement Incentive Program. A "Classified Supervisor and Technician/Specialist" is defined as any employee who is covered by the Meet and Confer Agreement between the District and the Classified Supervisor and Technicians/Specialists. To be eligible for the Voluntary Retirement Incentive Program, a Classified Supervisor and Technician/Specialist, prior to July 1, 2007, must have attained at least fifty-five (55) years of age, been employed by the District for at least twenty (20) years with at least fifteen (15) continuous years of service immediately prior to separation, and been regularly and actively employed (not on extended unpaid leave of absence or on another form of extended unpaid leave) for an entire year prior to Voluntary Retirement. 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. 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 retiring after June 30, 2006 and filing a written application with the Superintendent not later than thirty (30) work days prior to the anticipated retirement date. Those retiring after June 30, 2007 will be subject to the retirement program, if any, offered for those retiring in fiscal 2008 or later years. Current employees are not eligible for retirement programs offered in previous years. Benefits for previous retirees will remain unchanged.
 - a. Written application must be submitted to the Superintendent/designee not later than thirty (30) work days prior to the anticipated retirement date. If the application is approved by the Board of Education, the employee will be considered to have voluntarily resigned and the Classified Supervisor and Technician/Specialist's contract will be terminated as of the Board approved retirement date.
 - b. If a retiree has participated in the District's group health insurance program in his/her entire last two (2) years of employment, the retiree will be continued in the District's group hospital/medical and drug insurance plan covering regular Support 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, 2007, 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 6.c.) 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.

- i. For Classified Supervisor and Technicians/Specialists employed as Classified Supervisor and Technicians/Specialists prior to July 1st, 2006, the District shall, during the continuation of this benefit, pay an amount up to the dollar amount of the cost of one year of family health coverage in the second-richest District health plan for every year of service to the District 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. For Classified Supervisor and Technicians/Specialists employed as Classified Supervisor and Technicians/Specialists on or after July 1st, 2006, the District shall, during the continuation of this benefit, pay the entire cost of one (1) year of single health coverage in the second-richest health plan for 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 two 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 or his/her coverage and, if covered by the District health insurance program for the entire two 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.
- ii. An eligible employee who was employed as a Classified Supervisor and Technician/Specialist 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. An eligible employee who was employed as a

Classified Supervisor and Technician/Specialist on or after July 1, 2006, 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. 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.

- c. 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 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. There will be no credit for unused personal illness leave prior to July 1, 2006.

Wellness Benefit Calculation Chart

Personal illness days used per school year	Additional per diem days credited to severance package
0	3
1	2.5
2	2
3	1.5
4	1
5	.5
6	0

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.

- 3. Members of the **Confidential Secretary** employee group shall have the opportunity to receive the following Voluntary Retirement Incentive program. A "Confidential Secretary" is defined as any employee who is covered by the Meet and Confer Agreement between the District and the Confidential Secretaries.
 - a. To be eligible for the Voluntary Retirement Incentive Program, a Confidential Secretary, prior to July 1, 2007, must have attained at least fifty-five (55) years of age, been employed by the District for at least twenty (20) years with at least fifteen (15) continuous years of service immediately prior to separation, July 1, 2007, must have attained at least fifty-five (55) years of age, been employed by the District for at least twenty (20) years with at least fifteen (15) continuous years of service immediately

prior to separation, and been regularly and actively employed (not on extended unpaid leave of absence or on another form of extended unpaid leave) for an entire year prior to Voluntary Retirement. 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. 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, 2006 and by February 1, 2007 and retiring by June 30, 2007. Those retiring after June 30, 2007 will be subject to the retirement program, if any, offered for those retiring in fiscal 2008 or later years. Current employees are not eligible for retirement programs offered in previous years. Benefits for previous retirees will remain unchanged.

- b. Written application must be submitted to the Superintendent not later than thirty (30) work days prior to the anticipated retirement date. If the application is approved by the Board of Education, the Confidential Secretary will be considered to have voluntarily resigned and the Confidential Secretary's non-continuing contract will be terminated as of the Board approved retirement date.
- c. If a retiree has participated in the District's group health insurance program in his/her entire last two (2) years of employment, the retiree will be continued in the District's group hospital/medical and drug insurance plan covering regular Confidential Secretaries 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 state or federal regulations and/or legal decisions alter 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 6.c.) 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. The District shall, during the continuation of this benefit, pay toward the cost of the group health insurance coverage on behalf of the retiree or the retiree and, if covered by the District health insurance program for the entire two years prior to the employee's retirement, his/her partner or spouse and/or dependent(s) an amount equal to the dollar cost of the monthly premium of a single plan in 2006-07 of the District's Alliance Select Standard health program. The retiree shall pay any and all additional cost for such coverage beyond the District's dollar contribution per month. 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 employee reimburse the District for the insurance contributions.
- d. An eligible employee who was employed as a Confidential Secretary 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. An eligible employee who was

employed as a Confidential Secretary on or after July 1, 2006 , 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. 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 for the employee's last full year of employment 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 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 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.

4. **Other Support Staff.** For all retirees in the Support Staff employee groups in 4.a. through 4.d. below, the eligibility rules and enrollment requirements are:
 1. To be eligible for the Voluntary Retirement Incentive Program, a Support Staff employee, prior to July 1, 2007, must have attained at least fifty-five (55) years of age, been employed by the District for at least twenty (20) years with at least fifteen (15) continuous years of service immediately prior to separation, and been regularly and actively employed (not on extended unpaid leave of absence or on another form of extended unpaid leave) for an entire year prior to Voluntary Retirement. A Support Staff 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. 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 retiring after June 30, 2006 and filing a written application with the Superintendent not later than thirty (30) work days prior to the anticipated retirement date. Those retiring after June 30, 2007 will be subject to the retirement program, if any, offered for those retiring in fiscal 2008 or later years. Current Support Staff employees are not eligible for retirement programs offered in previous years. Benefits for previous retirees will remain unchanged.
 2. Written application must be submitted to the Superintendent/designee not later than thirty (30) work days prior to the anticipated retirement date. If the application is approved by the Board of Education, the Support Staff employee will be considered to have voluntarily resigned and the Support Staff employee's contract will be terminated as of the Board approved retirement date. The following guidelines apply to members of the specific Support Staff employee groups. If, prior to June 30, 2007, 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 4a. through 4.d.) of the Voluntary Retirement Incentive Program.
 - a. Members of the **Food Service Employees** group shall have the opportunity to receive the following Voluntary Retirement Incentive program. A "Food Service Employee" is defined as any employee who is covered by the negotiated Agreement between the District and Unite H.E.R.E., Local 497. If a Food Service Employee has participated in the District's group health insurance program in his/her entire last two years of employment, the retiree will be continued in the District's group hospital/medical and drug insurance plan covering regular Food Service 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 group program is contingent upon approval by the insurance carrier. 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. The District shall, during the continuation of this benefit, pay toward the cost of the group health insurance coverage on behalf of the retiree or the retiree and, if covered by the District health insurance program for the entire two years prior to the employee's retirement, his/her partner or spouse and/or dependent(s) an amount up to the dollar cost of the single health premium in the District's 2006-07 Alliance Select Standard health insurance program. The retiree may use this District health insurance contribution to pay for his/her health insurance coverage or his/her coverage and that of his/her spouse or partner and/or dependent(s). The retiree shall pay any and all additional cost for such coverage beyond the District dollar contribution frozen at the 2006-07 level per month. 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 retiree to reimburse the District for the insurance contributions. Retirees will not be afforded the opportunity to participate in the District dental insurance program.

- b. Members of the **Secretaries** employee group shall have the opportunity to receive the following Voluntary Retirement Incentive program. A "Secretary" is defined as any employee who is covered by the negotiated agreement between the District and Service Employees International Union, Local 199. If a Secretary has participated in the District's group health insurance program in his/her entire last two years of employment, the retiree will be continued in the District's group hospital/medical and drug insurance plan covering regular Secretaries 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. 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. The District shall, during the continuation of this benefit, pay toward the cost of the group health insurance coverage on behalf of the retiree or the retiree and, if covered by the District health insurance program for the entire two years prior to the employee's retirement, his/her partner or spouse and/or dependent(s) an amount up to the dollar cost of the single health premium in the District's 2006-07 Alliance Select Standard plan. The retiree shall pay any and all additional cost for such coverage beyond the District dollar contribution frozen at the 2006-07 level per month. 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 retiree to reimburse the District for the insurance contributions. Retirees will not be afforded the opportunity to participate in the District dental insurance program.

- c. Members of the **Carpenters** employee group shall have the opportunity to receive the following Voluntary Retirement Incentive program. A “Carpenter” is defined as any employee who is covered by the negotiated Agreement between the District and Carpenters/Local 308, United Brotherhood of Carpenters and Joiners of America. If a Carpenter has participated in the District’s group health insurance program in his/her entire last two years of employment, the retiree will be continued in the District’s group hospital/medical and drug insurance plan covering regular carpenters 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 state or federal regulations and/or legal decisions alter 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 8.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 Support Staff excluding dental coverage. An eligible employee who was employed as a Carpenter prior to July 1, 2006, upon Voluntary Retirement, shall receive during the continuation of this benefit, pay toward the cost of the group health insurance coverage on behalf of the retiree or the retiree and, if covered by the District health insurance program for the entire two years prior to the employee’s retirement, his/her partner or spouse and/or dependent(s) up to the dollar cost of the single health premium in the District’s 2006-07 Alliance Select Standard plan. An eligible employee who was employed as a Carpenter on or after July 1, 2006, upon Voluntary Retirement, shall receive during the continuation of this benefit, a District contribution toward the cost of the group health insurance coverage on behalf of the retiree or the retiree and his/her partner or spouse and/or dependent(s) an amount equal to the dollar cost of the single health premium in the District’s 2006-07 Alliance Select Standard plan. The retiree shall pay any and all additional cost for such coverage beyond the District dollar contribution frozen at the 2006-07 level per month. 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 retiree to reimburse the District for the insurance contributions. Retirees will not be afforded the opportunity to participate in the District dental insurance program.
- d. Members of the **Custodial** employee group shall have the opportunity to receive the following Voluntary Retirement Incentive program. A “Custodian” is defined as any employee who is covered by the negotiated Agreement between the District and Local 199 of the Service Employees International Union. If a retiree has participated in the District’s group health insurance program in his/her entire last two years of employment, the retiree will be continued in the District’s group hospital/medical and drug insurance plan covering regular carpenters 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. 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. For Custodians 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 on behalf of the retiree or, if covered by the District health insurance program for the entire two years prior to the employee's retirement, retiree's partner and spouse and/or dependent(s) up to the dollar amount contributed per month to the retiree in his/her last full year of employment with the District per the negotiated agreement For Custodians employed by the District as Custodians on or after to March 1, 2006, the District shall, during the continuation of this benefit, pay toward the cost of the group health insurance coverage on behalf of the retiree or, if covered by the District health insurance program for the entire two years prior to the employee's retirement, retiree's partner and spouse and/or dependent(s) the full cost of the single Alliance Select Standard policy. The retiree shall pay any and all additional cost for such coverage beyond the dollar amount contributed by the district. Continued participation in the group program is contingent upon approval by the insurance carrier. 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 retiree to reimburse the District for the insurance contributions. Retirees will not be afforded the opportunity to participate in the District dental insurance program.

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 Staff, see Board Policy 509.

Staff Complaint Procedure

It is recognized that an informal procedure should be provided for staff members to present a complaint regarding working conditions or discrimination not within the scope of established grievance procedures. The complaint procedure should include the opportunity to appeal the unsatisfactory resolution of any such complaint through the appropriate administrative channels. Further, in order to better assure the effectiveness of the procedure, all complaints should be processed expeditiously.

A signed, written complaint shall be presented to the staff member's immediate supervisor, unless the supervisor is the subject of the complaint. If the subject of the complaint is the immediate supervisor, or if the immediate supervisor does not resolve the complaint, the complainant may present it to the next administrative level in the Team Management Network (Regulation 300.1) The Affirmative Action Officer shall be involved in the investigation of complaints that allege discrimination. In case the complaint is not resolved at this level, it may be presented to the Superintendent/designee, whose decision on the matter shall be final subject to the Board exercising its discretion to hear the appeal.

Approved: 11-13-89
Revised: 02-08-93
Reviewed: 06-24-96
11-23-98

Employee Identification Badges

I. PURPOSE

The Cedar Rapids Community Schools Board of Education recognizes the importance of a safe and secure learning environment for its students and staff. One aspect of providing a safe environment is to easily identify district staff. Therefore, all employees of the Cedar Rapids Community School District shall be provided with and are required to wear an identification (ID) badge.

The purpose of this procedure is to provide guidelines for the issuance and display of employee ID badges.

II. GUIDELINES FOR ISSUANCE

The District Purchasing Department will be responsible for coordinating the initial and all subsequent district wide rollouts of all employee ID badges utilizing the services of the District contracted photographer.

In between rollout deployments, the district Human Resources department will be responsible for the initial issuance to all new employees as well as replacement and revision of ID badges for all existing employees.

III. REQUIREMENTS

ID Badge Usage

All employees, permanent and/or temporary, are required to wear their ID badge in a safe, highly visible location whenever on school property in their capacity as an employee of the District.

Permanent Employees

All permanent employees shall be required to wear a photo ID badge that contains a recent photograph of the employee, the employees name and job position imprinted upon a plastic card containing a standardized district logo and colors.

Temporary Employees

Temporary employees are defined as employees, (other than substitute teachers) who do not have an ongoing contract or work agreement with the District.

Temporary employees will be required to wear a non-photo ID badge that will be similar in size and design as the permanent employee ID badge, but will display the title of “guest employee”.

Substitute Teachers

Substitute teachers will be required to wear the Substitute Employee Management System (SEMS) photo ID badge currently provided by SEMS.

Returning ID Badges

All employee ID badges are the property of the District and must be returned to the employee's direct supervisor upon resignation, termination or retirement.

Replacing ID Badges

Employees requesting replacement or modification of an existing ID badge must complete the ID Badge Change Form, located on the Human Resources website.

- **Normal Wear/Tear & Name/Title Changes**
 - Badge re-issuance will be free of charge for any reason providing the employee presents the existing badge to Human Resources upon request.
- **Lost/Stolen/ ID Badges**
 - Badge re-issuance will be at the employee's expense if the employee is unable to present existing badge upon request. Cost will be determined by the District.

Badge Specifications

Badges will be:

- Two sided
- White plastic with CR logo
- Photo with standard background
- **Mr. Miss, Mrs. Ms. Last name RESUME**
- No titles
- Break away lanyard or clip provided
-

Resume:

Other issues for further development

- Badge Specifications
- Badge implementation
-

Tobacco Free Schools

The success of Regulation 506.5 will depend upon the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All individuals on school premises share in the responsibility for adhering to and assisting in compliance with this regulation.

Visitors

Community members who rent school facilities will be asked to sign a statement indicating their assumption of the responsibility of adhering to the tobacco free school environment regulation. It will be their responsibility to supervise their own activities to accomplish a tobacco free environment. Groups whose members violate these procedures may affect future school utilization by their group. Visitors attending school functions will be asked by the staff members in authority to refrain from using tobacco in buildings, district vehicles, and all outdoor bleachers and seating areas. Persons willfully refusing to comply will be considered trespassers and reported to the police.

Students

Students will be treated in accordance with Regulation 604.1.

Employees

Employees who willfully violate the regulation will be considered as demonstrating insubordination. Their conduct will be treated through due process procedures.

Approved: Superintendent's Cabinet
06-04-90
Revised: 04-05-93
Reviewed: 07-15-96
11-23-98

Child Abuse by School Employees

A "school employee" means a person who works for pay or as a volunteer for the District.

"Abuse" may fall into either of the following categories:

1. Physical abuse means nonaccidental physical injury to the student as a result of the actions of a school employee. Injury occurs when evidence of it is apparent at least 24 hours after the incident. No employee is prohibited from using reasonable or necessary force as defined in Regulation 604.7.
2. Sexual abuse means any sexual offense as defined by Iowa Code Chapter 709, or any sexual act with or directed toward a student.

To constitute a violation of these rules, acts of the school employee must be alleged to have occurred on school grounds, on school time, on a school-sponsored activity, or in a school-related context.

Any person who has knowledge of an incident of abuse of a student committed by a school employee may file a report with the designated investigator. The report shall be in writing, signed, and witnessed by a person of majority age, and shall contain the following information:

- a. The full name, address, and telephone number of the person filing.
- b. The full name, age, address, telephone number, and attendance center of the student.
- c. The name and place of employment of the school employee(s) or agents who allegedly committed the abuse.
- d. A concise statement of the facts surrounding the incident, including date, time, and place of occurrence, if known.
- e. A list of possible witnesses by name, if known.
- f. Names and locations of any and all persons who examined, counseled or treated the student for the alleged abuse, including the dates on which those services were provided, if known.

Any school employee receiving a report of alleged abuse of a student by a school employee shall immediately give the report to the designated investigator or alternate and shall not reveal the existence or content of the report to any other person.

Upon receipt of the report, the designated investigator shall provide a copy of the report to the person filing, to the student's parent or guardian (if different from the person filing), and to the supervisor of the employee named in the report. The school employee named shall receive a copy of the report during the initial interview with the investigator. The Level One Investigator shall then proceed with the investigation as outlined in 281-102.8 and 281-102.9 of the Iowa Administrative Code, then write the report in accordance with 281-102.10 of the Iowa Administrative Code.

If in the opinion of the Level One Investigator the student would be placed in imminent danger if continued contact is permitted between the school employee and the student, the investigator may:

1. remove the student from contact with the school employee
2. remove the school employee from service
3. take any other appropriate action permissible under Iowa Law

In cases where referral to the Level Two Investigator is appropriate, the designated investigator shall contact a Human Resources administrator who in turn will contact the Executive Director or Associate Director for Clinical Services at the Abbe Center for Community Mental Health. When appropriate, the Cedar Rapids Police Department will also be notified.

Appropriate investigators shall have access to the educational records of the alleged victim and access to the student for purposes of interview and investigation.

The names and telephone numbers of the Level One Investigators and alternates shall be published annually in student handbooks, the Cedar Rapids Gazette, and in all school buildings.

Approved: Superintendent's Cabinet: 06-04-90

Revised: 02-22-93

Reviewed: 07-15-96

11-23-98

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 of illness or transmission to students or other employees. The term “communicable disease” will mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law. Prevention and control of communicable diseases is included in the school district’s blood borne pathogens exposure control plan.

The health risk to immunodepressed employees is determined by their personal physician. The health risk to others in the school 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 school district and/or public health officials. Health data of employees are confidential.

It is the responsibility of the superintendent/designee to develop administrative procedures for dealing with employees with a communicable disease.

Legal Reference: School Board of Nassau County v. Arline, 480 U.S. 273 (1987).
29 U.S.C. §§

Approved: 12-11-89
Reviewed: 12-11-89
Revised: 02-22-93
Reviewed: 07-15-96
 02-22-99
Revised: 04-24-06

Staff Use of Telecommunications, Computers, and Data Network Equipment

The purpose of this procedure is to define procedures and guidelines for the use of pagers, telephones, radios, wireless communication devices, computers and networked devices by School District employees. School District data network/telecommunications equipment and services are owned and/or provided by the School District for the purpose of conducting legitimate School District business.

Staff is expected to use all district resources including electronic communication, data storage, and other network devices in a manner that maintains system integrity and is consistent with district goals, objectives, and fiscal responsibilities.

The misuse of any data network/telecommunications equipment or service is prohibited. Any employee who attempts to use, or uses School District data network/telecommunications equipment or services for improper purposes shall be subject to discipline, up to and including discharge.

Personal Use of District Owned Equipment

Employee personal use of telephones, computers, peripherals and network resources (email, data storage) should be nominal and must not interfere with, distract from, or impact others' district-related use of those same resources. The District does not assure the privacy of electronic communications conducted with the use of district equipment or network services.

Immediate supervisor and/or department heads should monitor the use of cellular and long-distance services. Any personal use shall be identified and reimbursed to the School District by the employee at District cost.

District Use of Non District Owned Communications Equipment

Use of personal employee cellular telephones for School District business is discouraged. However, the School District will reimburse employees for official School District business calls at the actual minutes used times the District's current cost of comparable service.

Nondiscrimination

All persons responsible for employment procedures and personnel practices shall comply with and support the District Affirmative Action Plan and the Americans with Disabilities Act.

Furthermore, no employee shall, by willful act or statement, discriminate against any other employee, applicant, or any student for reason of age, race, creed, color, sex, national origin, religion, or disability.

Staff members who feel they have encountered discrimination may file a complaint as outlined in Procedure 501a.

U.S.C.A: P.L. 88-352

29 U.S.C.A: Section 794

20 U.S. Code: 1681-86

Code of Iowa: Chapters 19B.11, 601A.6, and 601A.9

42 U.S.C.A: Sections 12101 - 12213

Approved: 12-12-77

Revised: 01-09-89

Reviewed: 10-23-89

Revised: 11-13-89

02-22-93

Reviewed: 06-24-96

11-23-98

Harassment

Harassment of employees will not be tolerated in the school district. The District includes school facilities, school premises, and non-school property if the employee is at any school sponsored, school approved or school related activity or function where students are under the control of the district or where the employee is engaged in school business.

Areas include, but are not limited to, age, color, creed, disability, gender, marital status, national origin, physical attributes, religion, or sexual orientation. Harassment by board members, administrators, employees, parents, students, vendors, and others doing business with the school district is prohibited. The District will take action to prevent and/or halt harassment. Employees whose behavior is found to be in violation of this regulation will be subject to disciplinary action, up to and possibly including discharge. Other individuals whose behavior is found to be in violation of this regulation will be subject to appropriate sanctions as determined and imposed by the Superintendent/designee or Board.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Other types of harassment may include, but not be limited to, jokes, stories, pictures or objects that are offensive, tend to alarm, annoy, abuse or demean individuals and groups.

Employees who believe they have suffered harassment may file a complaint as outlined in Procedure 501a. The employee may bypass any step of the complaint procedure where the person to whom the complaint is lodged is the alleged perpetrator. The employee may file the complaint with the District's staff equity coordinator. An employee who files a complaint shall not be subject to retaliation as a result of having filed the complaint.

Code of Iowa: 601A.6
29 C.F.R. Pt. 1604.11

Approved: 02-06-84
Reviewed: 10-23-89
Revised: 11-13-89
08-08-93
04-05-93
Reviewed: 06-24-96
Revised: 12-14-98
09-10-01

Interview, Selection, and Appointment - Certified

A certified employee is a non-administrative employee whose assignment requires certification from the Iowa Department of Education.

Files containing completed applications for certified employee positions shall be maintained in the Office of Human Resources. Administrators shall select candidates for interviewing from applications contained in these files. After the interviews are conducted, the responsible administrator shall recommend the candidate most qualified for employment to the appropriate Human Resources administrator.

Provisions should be made for contacting prospective employees at selected colleges and universities through a local and an on-campus interview program. In order to assure a supply of competent candidates, liaison should be maintained with placement offices throughout the country.

Appointment of candidates selected for employment shall be recommended to the Board of Directors by the Superintendent of Schools or 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 certificate valid for the type of position in which the person is employed.

Approved: 12-12-77
Revised: 04-25-88
Reviewed: 10-23-89
Revised: 11-13-89
02-08-93
Reviewed: 06-24-96
11-23-98

Interview, Selection, and Appointment - Classified

"Classified employees" refers to Bus Driver and Aide, Carpenter, Crossing Guard, Custodial and Maintenance, Day Care, Food and Nutrition, Printing Department, Painter, Secretarial/Clerical, Confidential Secretary, Classified Supervisor and Technician/Specialist, and Teacher Associate employees.

The District shall maintain files containing applications for classified employee positions. Administrators shall select candidates for interviewing from applications contained in these files. After the interviews are conducted, the responsible administrator shall recommend the candidate most qualified for employment to the appropriate Human Resources administrator.

Appointment of candidates selected for employment shall be recommended to the Board of Directors by the Superintendent of Schools or designee.

Approved: 10-09-78
Revised: 04-25-88
Reviewed: 10-23-89
Revised: 11-13-89
02-08-93
Reviewed: 06-24-96
11-23-98

Non-Administrative Employee Attendance at Out-of-District Professional Meetings

Employees who wish to attend an out-of-district professional meeting should submit a request, in advance, to their immediate supervisor. Approval shall be contingent on the availability of funding, nature of involvement, relationship of the meeting to building/District priorities, proposed means of dissemination, and number of meetings previously attended. If the request is approved, appropriate District forms shall be filed.

If reimbursement is requested from District funds, the request should be submitted, in advance, through the immediate supervisor to the appropriate Associate Superintendent. Employees will receive notification as soon as possible regarding the disposition of their application.

In cases of District-initiated attendance, the appropriate Associate Superintendent shall channel the request to the employee through the immediate supervisor. Upon approval by the immediate supervisor, the appropriate District forms shall be completed by the employee.

Approved: Superintendent's Cabinet 11-19-81
Revised: 03-07-88
Reviewed: 10-23-89
Revised: 11-13-89
Reviewed: 01-25-93
06-24-96
02-22-99

Professional Research and Publishing

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

Guidelines Regarding Ownership and Copyright

1. If the material or software is produced during the paid work time of any employee, a copyright assignment shall be made to the District.
2. If an individual plans to produce materials or software on his/her own time, but with the use of district property, facilities, or materials, a written agreement with the Board Secretary is necessary prior to beginning such production. The written agreement will spell out use of such property, facilities or materials and any accompanying costs as well as indicating rights of ownership, copyright and distribution of any potential profits.
3. 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. District-developed materials, if deemed to have commercial value, should be copyrighted.
2. 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.
3. The Communications Office shall prepare brochures describing the availability and price of materials available for sale. All sales shall be handled through the District Warehouse.

Guidelines Regarding Journal Articles

1. All staff members shall be encouraged to submit articles to professional journals.
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.

Approved: 09-26-88
Reviewed: 10-23-89
Revised: 02-22-93
Reviewed: 06-24-96
Revised: 02-22-99

Professional Consulting and Presentation

Staff members are encouraged to share district-developed activities and materials with other educators as long as such activities do not adversely affect the staff member's professional assignment. However, the District recognizes that provision of staff development activities for other organizations does not fall within the educational mission of the District.

When a staff member accepts reimbursement for consulting or presentations, vacation time or personal leave, if available, or unreimbursed leave may be utilized upon the approval of the appropriate administrator. Professional leave may be taken, upon 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.

Approved: 09-26-88
Reviewed: 10-23-89
Revised: 02-22-93
Reviewed: 06-24-96
11-23-98

Discipline and Dismissal - Certified

All employees shall perform their assigned duties cooperatively, competently, and in accordance with District policies, regulations, procedures, rules, and directives. All employees are expected to obey the laws, to adhere to professional ethics, and to abstain from behavior which adversely affects their job performance.

The Superintendent or designee shall have the authority to impose the following disciplinary sanctions: verbal warnings, written warnings, disciplinary probation and disciplinary suspensions not to exceed ten (10) work days with or without pay. The nature and duration of the disciplinary action shall depend upon the seriousness of the offense, extenuating or exacerbating circumstances, and the employee's prior work record.

Prior to giving a written warning or prior to imposing a disciplinary probation or suspension, the employee shall be informed of the charges, given a summary of the supporting evidence, and given an opportunity to respond to the charges. Written notice of the terms of the disciplinary action shall be given to the employee. If the employee believes that the disciplinary action is unwarranted, the employee may file a complaint utilizing Procedure 501a. At any step of the complaint procedure, the person hearing the complaint may uphold the action or impose a less severe or more severe disciplinary sanction.

An employee may be suspended without loss of pay or benefits pending an investigation into charges against an employee or pending the commencement of dismissal proceedings. This shall not be deemed a disciplinary suspension and shall not be covered by the procedures set forth in this regulation.

The Board of Directors may terminate the contract of a certified employee in accordance with applicable provisions of Chapter 279 of the Code of Iowa.

Approved: 12-12-77
Reviewed: 10-23-89
 02-12-90
 Revised: 03-12-90
 02-22-93
Reviewed: 06-24-96
 11-23-98

Discipline and Dismissal - Classified

All employees shall perform their assigned duties cooperatively, competently, and in accordance with District policies, regulations, procedures, rules, and directives. All employees are expected to obey the laws, to adhere to professional ethics, and to abstain from behavior which adversely affects their job performance.

The Superintendent or designee shall have the authority to impose the following disciplinary sanctions: verbal warnings, written warnings, disciplinary probation and disciplinary suspensions not to exceed ten (10) work days with or without pay. The nature and duration of the disciplinary action shall depend upon the seriousness of the offense, extenuating or exacerbating circumstances, and the employee's prior work record.

Prior to giving a written warning imposing a disciplinary probation or suspension, and prior to dismissal, the employee shall be orally informed of the charges and given a summary of the supporting evidence, and given an opportunity to respond to the charges. Written notice of the terms of the disciplinary action shall be given to the employee. If the employee believes that the disciplinary action is unwarranted, the employee may file a complaint utilizing Procedure 501a. At any step of the complaint procedure, the person hearing the complaint may uphold the action or impose a less severe or more severe disciplinary sanction.

An employee may be suspended without loss of pay or benefits pending an investigation into charges against an employee or pending the commencement of dismissal proceedings. This shall not be deemed a disciplinary suspension and shall not be covered by the procedures set forth in this regulation.

The Board of Directors may terminate the employment of a classified employee for failure to properly discharge assigned duties, immediately for cause, or for any reason with fourteen (14) days written notice.

Approved: 10-09-78
Reviewed: 10-23-89
 02-12-90
 Revised: 03-12-90
 02-22-93
Reviewed: 06-24-96
 11-23-98

Resignation

An employee who wishes to be released from a contract shall submit a written request to the Office of Human Resources at last fourteen (14) days prior to the anticipated termination date. Release from the contract shall be dependent on the circumstances involved, including the availability of a qualified replacement.

The Superintendent shall notify the Iowa Department of Education in the event a certified employee terminates employment without a proper release from the contract.

Approved: 12-12-77
Reviewed: 10-23-89
Revised: 11-13-89
Reviewed: 02-08-93
06-24-96
11-23-98

Retirement

Employees who retire shall submit a letter of resignation to the Office of Human Resources indicating the date of retirement. The District may provide assistance to prospective retirees in filing applications for the Iowa Public Employees' Retirement System.

Approved: 12-12-77
Revised: 10-09-78
06-22-87
04-25-88
Reviewed: 10-23-89
Revised: 11-13-89
02-22-93
Reviewed: 06-24-96
11-23-98

Emergency Closing - Employee Notification and Attendance (Teachers and Nurses)

The entire school district or individual district buildings/sites may be closed due to weather or other unforeseen event. In the event that entire school district or individual district buildings/sites are to be closed, notification shall be given to employees via local media. When a civil or natural catastrophe occurs which renders normal communication channels inoperable, instructions shall be transmitted through the Emergency Broadcasting System.

In the event of an emergency district/school closing, the safety and well being of district employees shall 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 due to an emergency, these guidelines shall apply only to the employees of that/those site(s).

For an all-day emergency district/school closing, teachers and nurses shall not report to work and the day shall be designated for them as a non-workday. They shall be required to perform assigned work responsibilities on the day designated by the superintendent/designee as the make-up school day.

In the event of an early release emergency district/school closing, teachers and nurses shall be free to leave as soon as responsibilities for students have been completed, as determined by the principal/site administrator. Teacher and nurses will not be required to use emergency or personal leave in order to be compensated during early release time.

In the event of a late start emergency district/school closing, teachers and nurses shall report to work at the regularly designated time. However, in the event a teacher/nurse feels it is unsafe for him/her to meet this obligation, he/she may request emergency, personal, or unpaid leave for the time absent.

Approved: 01-23-78
Revised: 12-10-79
11-23-87
Reviewed: 10-23-89
Revised: 11-13-89
02-08-93
10-28-96
04-14-97
11-23-98
Revised: 09-12-05

Emergency Closing - Employee Notification and Attendance (Administrators and Non-Certified Staff)

The entire school district or individual district buildings/sites may be closed due to weather or other unforeseen event.

In the event that entire school district or individual district buildings/sites are to be closed, notification shall be given to employees via local media. When a civil or natural catastrophe occurs which renders normal communication channels inoperable, instructions shall be transmitted through the Emergency Broadcasting System.

In the event of an emergency district/school closing, the safety and well being of district employees shall 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 due to an emergency, these guidelines shall apply only to the employees of that/those site(s).

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

For an all-day emergency district/school closing, all administrators and 12, 11, and 10-month non-certified employees shall be required to report for work. Employees who are unable to report may apply for emergency leave, personal leave (if eligible), unpaid leave, or vacation (if eligible), from their supervising building/site administrator (secretaries, administrators, non-school year supervisor/technicians, information technology technicians, confidential secretaries) or manager (custodial or maintenance).

For an early release or late start emergency district/school closing, all administrators and 12, 11, and 10-month non-certified employees shall be required to report for work at or remain at work for their regular work hours. Employees who are unable to report to or remain at work may apply for emergency leave, personal leave (if applicable) unpaid leave, or vacation (if applicable) from their supervising building/site administrator (secretaries, administrators, non-school year supervisor/technicians, information technology technicians, confidential secretaries) or manager (custodial or maintenance). It is expected that employees who wish to request to leave shall remain at work until their responsibilities to students have been completed.

The superintendent/designee shall determine on what date(s) an all-day emergency district/school closing(s) shall be made up. Administrators and 10, 11, and 12-month non-certified employees shall be required to perform assigned work duties on any day designated by the superintendent/designee as a make-up school day.

Less than 10-month Employees

For an all-day emergency district/school closing, less than 10-month employees, (associates, food service employees, 9-month secretaries) shall generally not report to work. 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 aides will not typically report for work on all-day emergency district/school closings, but may be required to report to work until the decision is made regarding an all-day emergency district/school closing or early release or late start emergency district/school closing. Bus drivers and bus aides who report for work in this situation(s) shall be paid according to the negotiated agreement of their bargaining unit(s).

Less than 10-month employees shall be required to report to perform assigned work duties on the day designated by the superintendent/designee as the make-up school day. If the make-up day is part of the less than 10-month employee's pre-designated work year, then he/she shall be allowed to use emergency leave, personal leave, or vacation on the emergency district/school closing day. However, if the make-up day is not part of the less than 10-month employee's pre-designated work year, then he/she shall not be allowed to use emergency leave, personal leave, or vacation on the emergency district/school closing day.

In the event of an early release emergency district/school closing, less than 10-month employees may request emergency leave, personal leave (if applicable), unpaid leave, or vacation (if applicable) to leave earlier than typical for their normal workday. However, they may be required to remain at work until their responsibilities to students are completed.

Approved: 01-23-78

Revised: 12-10-79

11-23-87

Reviewed: 10-23-89

Revised: 11-13-89

Revised: 09-12-05

Tax Sheltered Annuities

All employees shall be eligible to elect to participate in a tax deferred compensation program under Section 403b of the Internal Revenue Code. Each employee may elect that a minimum of two hundred dollars (\$200) be reduced from their yearly salary in order to participate in the program.

Reviewed: 08-28-89
Approved: 09-11-89
Revised: 02-22-93
Reviewed: 06-24-96
11-23-98

Drug Free Workplace

The District is committed to providing a drug free workplace. Employees as a condition of employment, shall comply with the following provisions.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance on District premises, or while conducting District business, is prohibited. Violation of this prohibition shall result in disciplinary action, up to and including dismissal. Violators may be required to participate in an appropriate drug abuse program.

It shall be the responsibility of each employee to notify her/his immediate supervisor and the Human Resources Department of any criminal drug statute conviction within five days after such conviction, if the violation occurred on District premises or while on District business. The Human Resources Department shall ensure that federal agencies with whom the District has grants or contracts are notified of the conviction within ten days after having received such notice.

A drug free awareness program shall be established to inform employees about the dangers of drug and alcohol abuse. Employees are encouraged to use the Employee Assistance Program or other rehabilitation programs when appropriate.

U.S. Code: P.L. 100-690

Reviewed: 06-12-89
Approved: 06-26-89
Reviewed: 02-08-93
06-24-96
02-22-99

Tobacco Free Schools

It is the intention of the Cedar Rapids Board of Education to provide a healthy environment for employees, students and visitors. In keeping with this intention, as well as supporting the principles taught in the K-12 health curriculum, the use of tobacco is prohibited within the confines of the District buildings, district vehicles, and all outdoor bleachers and seating areas.

Reviewed: 05-29-90
Approved: 06-11-90
Revised: 04-05-93
Revised: 04-14-97
Reviewed: 11-23-98

Child Abuse by School Employees

Employees who commit acts of intentional physical or sexual abuse, including inappropriate sexual behavior toward students, shall be subject to disciplinary sanctions up to and including discharge.

Complaints to the District regarding abuse of students by school employees shall be investigated promptly and in a manner to assure as much confidentiality as practicable. Employees shall be required to assist in the investigation as requested and shall maintain confidentiality of the reporting and investigating process.

Level One and Level Two Investigators shall be appointed annually by the Board to investigate child abuse complaints regarding employees. Alternate Level One Investigators shall also be appointed. Level One Investigator is the school principal, his/her associate principal where appropriate, or designated ESC personnel. The Level Two Investigator is the Abbe Center for Community Care. Appropriate training shall be provided to Level One Investigators and Alternates.

Code of Iowa: Chapter 280.17

Iowa Administrative Code: 281-102

Reviewed: 05-29-90
Approved: 06-11-90
Revised: 02-22-93
Reviewed: 07-15-96
11-23-98

Employee Health: Occupational Exposure to Bloodborne Pathogens

Exposure Control Plan

The Superintendent of Schools shall be responsible to insure that the district adopts, implements, and reviews and updates at least annually an exposure control plan to eliminate or minimize employees' occupational exposure to bloodborne pathogens in accordance with OSHA requirements. The plan shall designate a response team at each building.

Supplies and Training

The district shall provide at no cost to the employees necessary supplies, personal protective devices, and training for employees to comply with the exposure control plan. Training shall include a discussion of universal precautions.

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 having reasonably anticipated contact with blood or infectious materials shall receive the Hepatitis B vaccine 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.

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.

Code of Iowa: Chapter 279.8
29C.F.R. Pt. 1910.1030

Approved: 08-10-92
Reviewed: 02-22-93
07-15-96
09-13-99
05-10-04

Family and Medical Leave

Unpaid family and medical leave will be granted for up to twelve weeks per year per employees to assist him/her in balancing family and work life.

For purposes of this policy, year is defined as July 1 to June 30. 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. It is the responsibility of the Executive Director of Human Resources to maintain administrative rules to implement this procedure.

The requirements stated in the working agreements regarding family and medical leave will be followed.

Legal Reference: PL 103-3

Approved: 01-24-94
Reviewed: 07-15-96
11-23-98
Revised: 04-24-06

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 policy are subject to the drug and alcohol testing program beginning the first day they operate or are offered a position to operate school vehicles and continue to be subject to the drug and alcohol testing program as long as they may be required to perform a safety-sensitive function as it is defined in the administrative regulations. Employees with questions about the drug and alcohol-testing program may contact the school district contact person, the Manager of Transportation at 2418 Edgewood Rd, NW, Cedar Rapids, Iowa.

Employees who violate the terms of this policy are subject to discipline up to and including termination. Employees who violate the terms of this policy may be subject to discipline up to and including termination. Employees who violate this policy bear the personal and financial responsibility, as a condition of continued employment, to successfully participate in a substance abuse evaluation and a substance abuse treatment program recommended by the substance abuse professional. 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 in addition may be subject to discipline up to and including termination.

It is the responsibility of the superintendent to develop administrative regulations to implement this policy in compliance with the law. The superintendent will inform applicants of the requirement for drug and alcohol testing in notices or advertisements for employment.

The superintendent will also be responsible for publication and dissemination of this policy and its supporting administrative regulations and forms to employees operating school vehicles. The superintendent 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.

Legal Reference: American Trucking Association, Inc., v. Federal Highway Administration, 51 Fed. 3rd 405 (4th Cir. 1995).
 49 U.S.C. §§ 5331 et seq. (1994).
 42 U.S.C. §§ 12101 (1994).
 41 U.S.C. §§ 701-707 (1996).
 49 C.F.R. Pt. 40; 382; 391.81-123 (2002).
 34 C.F.R. Pt. 85 (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 Drug-Free Workplace

Approved: 12/12/94
 Reviewed: 09-13-99
 Revised: 06-13-05

2005-06 Licensed Teaching Staff Voluntary Retirement Incentive Program

SECTION A: 2005-06 Program

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 Executive Director of Human Resources in the District's Human Resources office at the Educational Services Center, 346 Second Avenue SW, Cedar Rapids, Iowa on or before 4:00 p.m. on the application deadline date.

In order to be eligible for 2005-06 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 full-time extended unpaid leave) for the entire 2005-06 school year. Paid or unpaid leave will not be granted for Teachers/nurses after May, 2006 if requested for the sole purpose of becoming eligible for Iowa Public Employment Retirement System benefits beginning in June, 2006.

After June 30, 2006, the following Regulation shall be in effect.

SECTION B: 2006-07 Program

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 Executive Director of Human Resources in the District's Human Resources office at the Educational Services Center, 346 Second Avenue SW, Cedar Rapids, Iowa on or before 4:00 p.m. on the application deadline date.

In order to be eligible for 2006-07 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 2006-07 school year. However, teachers/nurses who are age fifty-four (54) and who will turn age fifty-five (55) after June 30, 2006 and on or before December 31, 2006 may request an unpaid, extended leave of absence for the portion of the 2006-07 school year prior to their birth date and remain eligible for full Voluntary Retirement Incentive Program benefits for 2006-07. However, in this case, the teacher/nurse's 2005-06 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, 2006 may NOT request an unpaid, extended leave of absence for any or all of the 2006-07 school year and remain eligible for 2006-07 Voluntary Retirement Incentive Program benefits. Paid or unpaid leave will not be granted for Teachers/nurses after May, 2007 if requested for the purpose of becoming eligible for Iowa Public Employment Retirement System benefits beginning in June, 2007.

2005-06 Administrative Staff Voluntary Retirement Incentive Program

SECTION A: 2005-06 Program

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/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 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 Executive Director of Human Resources in the District's human resources office at the Educational Services Center, 346 Second Avenue SW, Cedar Rapids, Iowa on or before 4:00 p.m. on the application deadline date.

In order to be eligible for 2005-06 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 2005-06 school year. Paid or unpaid leave will not be granted for Administrators after May, 2006 if requested for the purpose of becoming eligible for Iowa Public Employment Retirement System benefits beginning in June, 2006.

After June 30, 2006, the following Regulation shall be in effect.

SECTION B: 2006-07 Program

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/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 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 Executive Director of Human Resources in the District's human resources office at the Educational Services Center, 346 Second Avenue SW, Cedar Rapids, Iowa on or before 4:00 p.m. on the application deadline date.

In order to be eligible for 2006-07 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 2006-07 school year. However, Administrators who are age fifty-four (54) and who will turn age fifty-five (55) after June 30, 2006 and on or before December 31, 2006 may request an unpaid, extended leave of absence for the portion of the 2006-07 school year prior to their birth date and remain eligible for full Voluntary Retirement Incentive Program benefits for 2006-07. However, in this case, the Administrator's 2005-06 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, 2006 may NOT request an unpaid, extended leave of absence for any or all of the 2006-07 school year and remain eligible for 2006-07 Voluntary Retirement Incentive Program benefits. Paid or unpaid leave will not be granted for Administrators after May, 2006 if requested for the purpose of becoming eligible for Iowa Public Employment Retirement System benefits beginning in June, 2006.

Approved: 02-27-06

2005-06 Support Staff Voluntary Retirement Incentive Program

SECTION A: 2005-06 Program

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 to 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 the 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 Executive Director of Human Resources in the District's Human Resources office at the Educational Services Center, 346 Second Avenue SW, Cedar Rapids, Iowa on or before 4:00 p.m. on the application deadline date.

In order to be eligible for 2005-06 Voluntary Retirement Incentive Program benefits, a Support Staff employee must be regularly and actively employed (not on extended unpaid leave of absence or on another form of extended unpaid leave) for an entire year prior to his/her Voluntary Retirement date.

After June 30, 2006, the following Regulation shall be in effect.

SECTION B: 2006-07 Program

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 to 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 the 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 Executive Director of Human Resources in the District's Human Resources office at the Educational Services Center, 346 Second Avenue SW, Cedar Rapids, Iowa on or before 4:00 p.m. on the application deadline date.

In order to be eligible for 2006-07 Voluntary Retirement Incentive Program benefits, a Support Staff employee must be regularly and actively employed (not on extended unpaid leave of absence or on another form of extended unpaid leave) for an entire year prior to his/her Voluntary Retirement date.

<u>Policy Number</u>	<u>Adm Reg Number</u>
601	EQUITY AND INCLUSIVE SCHOOLS
	601a Student/Parent Complaint Procedure
601.1	Homeless Children and Youth
602	STUDENT ATTENDANCE
602.1	School Entrance: Age and Immunization Requirement
602.2	Compulsory Education
	602.2a Compulsory Education Reporting Requirements
602.3	Truancy
	602.3a Responding to Truancy
602.4	School Attendance Areas
	602.4a Attendance Permits – Regular Education
	602.4b Attendance Permits - Special Education
602.5	Nonresident Students
	602.5a Tuition Students
602.6	Open Enrollment Applications
	602.6a Open Enrollment Procedure
602.7	Religious Obligations
	602.7a Absence for Religious Holidays
602.8	Voluntary Transfers to Promote Inclusive Schools
	602.8a Inclusive School Enrollment Guidelines
602.9	Student-Athlete Transfers Within the Cedar Rapids School District
603	STUDENT RIGHTS AND RESPONSIBILITIES
603.1	Student Expression
603.2	Search and Seizure
603.3	Age of Majority
603.4	Procedural Due Process
603.5	Interviews and/or Arrests of Students by Law Enforcement Officers
604	STUDENT CONDUCT
604.1	Maintenance of Orderly Conduct
604.2	Bullying and Harassment of Students
	604.2a Student-to-Student Harassment Investigation Procedures
604.3	Suspension - Regular Education Students
604.4	Expulsion - Regular Education Students
604.5	Suspension and Expulsion of Special Education Students
604.6	Student Fines
604.7	Use of Reasonable Force

<u>Policy Number</u>	<u>Adm Reg Number</u>	
	604.8	Damaged or Lost Property/Materials
	604.9	Student Access to Networked Technology Resources
	604.9a	Safe and Responsible Use of Networked Technology Resources
605		STUDENT WELFARE
	605.1	Student Insurance Programs
	605.2	Child Abuse/Dependent Adult Abuse Reporting
	605.2a	Child Abuse/Dependent Adult Abuse Reporting
	605.3	School Health Services Program
	605.3a	Provision of Emergency Care
	605.3b	Administration of Medication to Students
	605.3c	Communicable Diseases* - Students
	605.3d	HIV/AIDS Related Conditions: Guidelines for Students
	605.3e	Universal Precautions Regarding Disposal of Body Fluids
	605.4	Special Health Services - Special Education Students
606		STUDENT RECORDS
	606.1	Student Records
	606.1a	Student Picture Committee
	606.1b	Destruction of Records of Special Education Students
	606.2	Release of Student Records
	606.3	Challenge of School Records
607*		
	607.1	Reserved Time of Non-School Student Activities
	607.2	Public Performance by Students
608		WEAPONS
609		STUDENT PUBLICATIONS
	609.1	Official School Publications
	609.1a	Student Publications
610		WELLNESS POLICY

*Indicates Section but no Policy

EQUITY AND INCLUSIVE SCHOOLS

The Cedar Rapids Community School District shall foster an educational environment that ensures the individual's dignity, honors diversity, and promotes equity. Educational programs and services are designed to address the varying needs of students, and allow each individual to maximize his or her potential. The district will not allow harassment of or discrimination against any individual or group of individuals.

Approved: 02-27-78
Revised: 01-09-89
Reviewed: 01-22-90
Revised: 03-12-90
Revised: 05-23-94
Reviewed: 07-15-96
11-23-98
Revised: 09-10-01

STUDENT ATTENDANCE

Since punctuality and regular attendance are necessary for students to derive optimum benefit from school, students should be required to conform to District and school rules and procedures regarding attendance. These rules and procedures should be as consistent as practicable among and within grade levels throughout the District, and should be administered in such a manner as to serve the best interests of children and to comply with the Code of Iowa.

Approved: 02-27-78
Reviewed: 01-22-90
03-22-93
07-15-96
11-23-98

STUDENT RIGHTS AND RESPONSIBILITIES

The Board of Directors, administrators and staff should exercise their authority and responsibility to establish reasonable rules and procedures to assure and maintain a safe and orderly environment for all students. Rules and procedures should be directed toward the accomplishment of the mission and goals of the District and the protection of the health, safety, and welfare of students, taking into consideration student rights. Schools should establish procedures to inform students regarding rules and expectations.

Students have the responsibility for knowing school rules and adhering to them. If a student is unable to assume that responsibility, school 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

STUDENT CONDUCT

Both students and staff should recognize their responsibility to respect the dignity of the individual and strive for an educational environment which promotes mutual respect. School staff members should be encouraged to utilize appropriate school and community resource personnel to promote positive student conduct. Standards for student conduct should be designed to assure the continuity of class work without disruption, protect the school community against disorder, and insure the rights and welfare of all parties concerned. It is the responsibility of the school staff to communicate such standards to students. Likewise, students should be expected to have knowledge of these standards and comply with them.

Students shall be expected to have knowledge of established standards of conduct and to comply with them. Building administrators shall provide support to staff in the maintenance of orderly conduct by establishing, reviewing, and helping enforce appropriate rules and procedures. Likewise, staff shall enforce established rules and procedures.

Approved: 02-27-89
Reviewed: 03-12-90
Revised: 03-26-90
Reviewed: 06-10-93
07-15-96
11-09-98

STUDENT WELFARE

The district will make every effort to protect, improve, and maintain the physical, emotional, and social well being of students. This will include minimizing environmental risks in the school setting, and maintaining standards of emergency care to minimize the effects of accidents and illnesses on school premises. Opportunities should be provided in the curricular and co-curricular program to promote sound health practices, taking into consideration the availability of district resources.

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

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 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, except for directory information, shall remain confidential; however, records should be constituted in such a way that persons legitimately interested in the pupil's educational progress have a ready source of information. Student record information also should 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

WEAPONS

The Board of Education believes firearms and other weapons on school district property or at school sponsored activities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors.

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. 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 school district property or to school sponsored activities. The parents of a student found to possess, or who is responsible for bringing, an object that has been determined by a supervising administrator to be a weapon, onto school district property or to school sponsored activities shall be notified of the incident. The student will be subject to disciplinary action including suspension or expulsion.

A student bringing a firearm onto school district property or to a school sponsored activity, or knowingly possessing a firearm on school 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. The Superintendent shall have the authority to recommend this expulsion requirement be modified on a case-by-case basis. For purposes of this portion of this policy, 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, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the Superintendent to develop administrative regulations for the implementation of this policy.

Code of Iowa: Chapter 280.17A
Chapter 280.17B

Approved: 12-11-95
Reviewed: 07-15-96
Revised: 01-25-99

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.

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.

Official school publications shall be free from prior restraints by school officials except as provided by law.

Student expression in official school publications is not an expression of school policy. Public school districts and employees or officials 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 content of the student's speech or expression, and then only to the extent of the interference or alteration of that speech or expression.

It is the policy of the district to encourage the resolution of complaints arising from the application of this policy through an appeal process.

Board Approved: 6-22-98
Reviewed: 11-09-98

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 school district will provide nutrition education and engage in nutrition promotion.
- **Physical Activity**
The school district will develop a wellness approach to daily physical activities.
- **Other School Based Activities that Promote Wellness**
The school district promotes activities and policies that support staff members' efforts to maintain a healthy lifestyle.
The school 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 school district will base menus on Dietary Guidelines for Americans, National School Lunch and Breakfast meal pattern requirements, and the Recommended Dietary Allowances.
The school district recommends that foods and beverages offered on campus and for school activities meet district nutritional guidelines.
- **Plan for Wellness Policy Implementation and Effectiveness**
The "Wellness Policy Committee" will plan for and monitor implementation and evaluation of the policy on an ongoing basis.
The Wellness Policy will be reviewed according to established board guidelines to ensure policy relevance.

Legal Reference: Section 204 Public Law 108-265-June 30, 2004 (Child Nutrition and WIC Reauthorization Act)

Student/Parent Complaint Procedure

The purpose of this procedure is to provide a means for students/parents to present a complaint regarding matters within the scope of district relations with students and/or parents. This procedure also shall be used to process complaints regarding prohibited discrimination and/or harassment that is alleged to have occurred in connection with district programs, policies, or procedures. In order to assure the effectiveness of the procedure, all complaints should be processed in a timely fashion.

- The complaint shall be presented first to the teacher or employee involved whenever possible.
- If the complaint is not resolved satisfactorily at this level or if there is no teacher involved, the complaint may be appealed or presented to the building principal/designee in written form within 15 working days from the date of the event-giving rise to the complaint, or from the date the complainant could reasonably become aware of the event. (This complaint form is available in school offices or at the Educational Service Center). The principal/designee shall investigate the complaint and attempt to resolve it. He/She will document response or action taken within 15 working days of receipt of the written complaint whenever feasible.
- If the written complaint is not resolved by the appeal to the building principal, within 10 working days of the response of the principal/designee, the complainant may request a meeting with the appropriate Executive Administrator Elementary or Secondary Education/designee. The Executive Administrator/designee shall investigate the complaint and attempt to resolve it. He/She shall document the response or action taken within 15 working days of the meeting with the complainant.
- If the written complaint is not resolved at this level in cases involving discrimination and/or harassment the complainant may request a meeting with the Student Equity Coordinator within 10 working days of the response of the Executive Administrator. The Student Equity Coordinator shall investigate the complaint and attempt to resolve it. A written report from the Student Equity Coordinator will be sent to the involved parties within 15 working days of the meeting with the complainant whenever feasible.
- If the written complaint is not resolved at this level, the complainant may appeal it to the Superintendent/designee whose decision shall be final subject to the Board of Education exercising its discretion to hear the appeal.

If, in cases of disability grievances at the elementary or secondary level, the issue is not resolved through the complaint process, students/parents have a right to a hearing with a third party from outside the school district to resolve the issue. District level impartial hearings may be requested by filing a written request with the Student Equity Coordinator.

The students/parents may bypass any step of the complaint procedure where the person to whom the complaint is to be lodged is the alleged perpetrator.

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

The Student Equity Coordinator is the Director of Student Services. (319.558.2247).

Legal References: 281 I.A.C. 12.1(1), 12.3(3), 12.3(8), 12.5(8), Chapter 102; Title IX of the Education Amendments of 1972, 42 U.S.C. 2000c et seq.; Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et. seq.; Rehabilitation Act of 1973, 29 U.S.C. 794; Individuals with Disabilities Education Act, 20 U.S.C. § 1401 et. seq.; 34 C.F.R. Parts 100, 104 and 106.

Approved: 05-08-84
Revised: 05-18-87
Reviewed: 10-13-89
Revised: 10-27-89
04-05-93
10-11-93
12-16-96
04-05-99
05-27-03

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 District, and not later than the third Friday in September, the principal of each accredited nonpublic school within the District shall provide a certified report containing the name, age, and grade level of each resident student. In addition, the report shall identify students who were truant (including the number of days of truancy), and children who dropped out, withdrew from enrollment, or transferred to another Iowa school during the previous school year, and the date their attendance ceased at the accredited nonpublic school. The secretary will file a copy of this report with the secretary of the area education agency.

1997 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 the first day of the school year. 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 section 139.9 must also be provided at the time the child is first placed under competent private instruction. The District shall refer a child who may be in need of special education to the area education agency division of special education.

1997 Code of Iowa Chapter 299.4

1997 Code of Iowa Chapter 299A

Approved Superintendent's Cabinet

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

Responding to Truancy

The appropriate school staff should make an effort to resolve attendance problems through the following procedures:

1. Establish contact with parents or guardians;
2. Utilize available support staff for the initial investigation;
3. Maintain written documentation of suspected truanancies;
4. Involve the school nurse when illness is used as a reason for excessive absenteeism; and
5. Consult with other agencies that may be involved with the family.

After an elementary or middle school student has accrued (15) fifteen days of absences, 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:

1. 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 truant officer for further action.
2. A copy of the letter sent to the parent/guardian will then be forwarded to the appropriate district truant officer.
3. The district truant officer will inform the parent/guardian in writing that they may request a hearing with the truant officer to mediate a plan of action to correct the attendance problem. The written communication will specify a definite time period for the hearing dates.
4. If the parent/guardian does not respond to the action in Step 3, and/or the above plan of action fails to produce results, a registered letter will be forwarded to the County Attorney or the school attendance task force and the parent/guardian for further action. A copy will be placed in the student's file.
5. The County Attorney's Office and/or school attendance task force will make the final decision in regard to prosecution or course of action to get and keep the student in school.

Superintendent's Cabinet Approved: 04-05-93
Reviewed: 07-15-96
Revised: 11-23-98

Attendance Permits - Regular Education

Students in the general education program requesting to attend a school outside of the attendance area in which the student resides shall make that request in writing to the Office of School Leadership on a permit request form. Each request shall be reviewed and approved by the appropriate Executive Administrator on the basis of space availability individual circumstances, and district policy. The receiving principal and the sending principal shall be consulted to determine the feasibility of the request. If a request for a permit is denied and not satisfactorily resolved an appeal may be made to the Associate Superintendent in the Office of School Leadership, whose decision on the matter shall be final.

Permits subject to administrative revocation for reasonable cause by mutual agreement of the principals involved and the appropriate Executive Administrator.

Parents shall be responsible for the transportation of students not attending their resident attendance area school.

Iowa Administrative Code: Section 281-41

Approved: Superintendent's Cabinet
01-05-81
Reviewed: 12-11-89
Revised: 01-22-90
04-05-93
11-11-96
11-09-98
09-10-01

Attendance Permits - Special Education

Requests for students in special education to attend a school outside of the attendance area in which the student resides or is assigned, shall be made in writing to the appropriate Director-Elementary and Secondary Education on a Permit Request Form. Each request shall be evaluated and approved by the appropriate Director- Elementary and Secondary Education as a result of consultation with the Executive Director of Special Services and the sending and receiving principals.

Special Education permit approval shall be based on the same criteria and conditions as regular education permits, except for space and an appropriate program and services being available in special education. The Executive Director of Special Services or designee shall determine the availability of space and an appropriate program and services. The Child Study 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 shall be responsible for the transportation of students not attending their resident area school, or the special education assigned school, except as provided for families whose children participate in the voluntary transfer program to reduce minority isolation or other District alternative programs.

Iowa Administrative Code: 281.41

Approved: Superintendent's Cabinet 11-11-96
Revised: 12-14-98

Tuition Students

Applications for nonresident students to attend a District school on a tuition basis shall be made in writing to the appropriate Director Elementary and Secondary Education. In evaluating the individual merits of each request, the appropriate Director- Elementary and Secondary Education shall consult with the receiving principal and with an appropriate official of the sending school district. After completing the evaluation of a request, the appropriate Director- Elementary and Secondary Education shall recommend to the Superintendent that the application either be approved or denied.

Upon the Superintendent's approval of the request the appropriate Director- Elementary and Secondary Education shall provide the Director-Finance with the necessary information for tuition charges.

Tuition charges for non-resident students shall 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. For purposes of district-wide billing the number of class periods per week is thirty (30). This comparison will establish a full time equivalency (FTE) which will be multiplied by the district cost per pupil in effect for the current school year. Billings will be issued by the District at the beginning of each trimester and prorated for the amount of time the student is enrolled.

All non-resident students receiving instructional services under this regulation will be required to complete a Non-Resident Student Contract for Regular Education Instructional Services form. Copies of this form will be kept on file at the building of student attendance and the Educational Service Center.

Iowa Code: Chapter 256.13
Chapter 282.1
Chapter 282.24

Approved: Superintendent's Cabinet
01-05-81
Reviewed: 01-22-90
Revised: 04-05-93
Reviewed: 07-15-96
Revised: 09-14-98

Open Enrollment Procedure

Transfers Out of the District: The parent/guardian of a resident student shall submit an application to transfer out of the District to the Board of Education by January 1 of the preceding school year. A special agreement with the Metro Area School Districts (Cedar Rapids Community, College Community, Linn-Mar Community and Marion Independent) extends the application deadline to March 1 of the preceding school year. The requests shall be forwarded to the Board or their designee, who shall act on the request within 30 days of the application deadline. Notification to the parent/guardian shall be within three days of the disposition of the application. All applications and corresponding dispositions will be forwarded to the requested receiving district within five days of the action of the Board/designee.

For entering Kindergarten children, the deadline for submitting an application for open enrollment is extended to the Thursday preceding the third Friday in September of the current school year.

After the deadline, a change in the student's district of residence or a change in the status of the student's resident district or nonpublic school of attendance would constitute good cause for failure to meet the open enrollment deadline. If any of these conditions occurs, the parent/guardian would be allowed to apply for open enrollment after the deadline.

Board action is required on all denied applications. A request to transfer out of the District may be denied if:

- 1) The applicant missed the prescribed deadline
- 2) Minority/non-minority ratios would be adversely affected
Iowa Code 282.18(3)
- 3) The applicant is on suspension or has been expelled.

Transfers Into the District: The Board of Education of the district of residence shall submit an approved open enrollment request for a student to transfer into the District. Within 30 days of receipt of the application, the Board/designee shall act upon the request. Notification to the parent/guardian shall be within three days of the disposition of the application.

A request to transfer into the District may be denied if:

- 1) The student has been suspended or expelled by the district of residence and has not been reinstated as a student in that district
- 2) Insufficient classroom space exists
- 3) Minority/non-minority pupil ratios would be adversely affected (IAC 17.6(2))
- 4) The applicant missed the prescribed deadline
- 5) An appropriate instructional program is not available

Approved: Superintendent's Cabinet

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

Revised: 09-12-94

04-14-97

11-23-98
09-10-01

Absence for Religious Holidays

- 1) Parents/guardians may request that their child be excused from school for observation of a religious holiday. Such request should be made in writing and given to the building attendance personnel at least 24 hours in advance of the religious holiday.
- 2) The student shall be marked as absent from school but excused because of a religious holiday.
- 3) The student shall be allowed to make up any missed work without academic penalty.
- 4) The student's absence for the religious holiday does count as an excused absence but may not cause students to be dropped from a class or receive other academic sanctions assuming the work missed is made up in a timely fashion.

Inclusive School Enrollment Guidelines

Where space allows, the District will encourage parent choice that would promote inclusive schools and reduce racial and economic isolation.

Transportation may be provided, when feasible, to a family opting to transfer to a building in which their presence would increase the diversity of the student population based on the above criteria. That transportation, when provided, will be to a contiguous attendance area only.

If a building's enrollment exceeds the percentage outlined in the state guidelines for racial or economic isolation, an action plan will be initiated to address the issue of racial or economic isolation.

Approved: 06-20-83
Revised: 05-18-87
Reviewed: 01-22-90
Revised: 03-12-90
04-05-93
09-12-94
11-11-96
11-23-98
09-10-01

Student-to-Student Harassment Investigation Procedures

What to do if a student (or adult on student's behalf) believes he/she has been harassed:

- ✓ If the student is comfortable doing so, the student should communicate to the harasser that the student expects the behavior to stop. If the student wants assistance communicating with the harasser, the student should ask a teacher, counselor, or principal to help.
- ✓ If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:
 - tell a teacher, counselor, or principal; and
 - write down or explain exactly what happened, keep a copy and give another copy to the teacher, counselor, or principal including:
 - ✓ what, when and where it happened;
 - ✓ who was involved;
 - ✓ exactly what was said or 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; and
 - ✓ how the harasser(s) responded.

COMPLAINT PROCEDURE

A student (or adult on student's behalf) who believes that he/she has been harassed will ask a teacher, counselor or principal to help. The investigator (Principal's designee) may request that the student complete the Harassment Incident Report form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. Information received during the investigation is kept confidential to the extent possible.

The investigator, with the approval of the principal, or the principal has the authority to initiate a harassment investigation in the absence of a written complaint.

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 admitting, refuting, or explaining the behavior outlined in the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will document findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps, which may include discipline, up to, and including suspension and expulsion.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser(s). The principal will file a written report closing the case and documenting any disciplinary action taken or any action taken in response to the complaint. The complainant, the alleged harasser(s) and the investigator will receive notice as to the conclusion of the investigation.

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 unless an individual acts in bad faith (e.g. lying about an incident or in describing an incident).
- ✓ Retaliators will be disciplined up to and including suspension and expulsion.

CONFLICTS

If the investigator is a witness to the incident or has any other conflict of interest, the alternate investigator (Principal's designee) shall investigate.

Safe and Responsible Use of Networked Technology Resources

The Cedar Rapids Community School District offers students structured access to the district's computer network, including electronic resources such as file, print, and graphic tools as well as Internet access. This network enables students to explore thousands of libraries, databases, and bulletin boards and to exchange messages and instructional information with others throughout the world.

A. Safety and security of students

Electronic communication will be provided to the degree appropriate for the age and maturity of the students involved.

Electronically controlled and/or monitored communications

Electronic research and communication through web-based sites will be supervised by staff and controlled through filtering of identified restricted sites. (For details, see items D and E.)

Managed Communications

District staff will have authority to control and monitor student access to various modes of managed communication established in support of educational activities. Students may participate in e-mail or real-time electronic communication in moderated environments that have been approved by school staff.

B. Responsible use issues

Access to the electronic information network is provided as a resource through which students may conduct school-related tasks, research, and communication. All access should be in support of and consistent with the District's strategic plan and educational objectives.

Users of district networked resources may not engage in activities that are illegal, utilize inappropriate language, engage in plagiarism or copyright infringement, or that jeopardize the security of the system.

Electronic access is a privilege that entails responsibility. In conjunction with Board policies and procedures for student rights, responsibilities, and conduct, the following standards of behavior will be expected from all networked computer services users:

- Students will access the system for educational purposes only.
- Students will restrict their access to material deemed appropriate by staff and parents.
- Students will use appropriate language and will be respectful of others.
- Students will understand and respect license and copyright agreements.
- Students will keep passwords and personal information confidential.

The district will instruct students on these standards for proper etiquette. Access to network services will be given only to students who act in a considerate and responsible manner. Violations may result in a loss of access as well as other disciplinary or legal action.

C. Unauthorized disclosure, use, and dissemination of personal information

The district networked resources will be used in a manner that protects the confidentiality of information about students and is fully in accord with the student confidentiality protection requirements of federal law, state law, and district policy (Regulation 606.2 -Release of Student Records.)

- Parents/guardians will be given the opportunity to authorize electronic publication of a student's work.
- Student names, telephone numbers, and addresses will not be revealed to the public over the network without parental permission.

D. Access to inappropriate material

Staff and parents should be aware that some material accessible via the network may contain items that are illegal, defamatory, inaccurate, or potentially offensive. Prohibited material may not be accessed by the students or staff. This includes child pornography, material that is obscene, and material that is considered harmful to minors as defined by the Children's Internet Protection Act.

Technology Protection Measure

The District has installed and will enforce the use of a filter designed to protect against access to inappropriate material. The categories of sites and the degree to which sites are routinely blocked will be reviewed periodically.

Site blocking status can be changed based on a verified request by a staff member.

- Records of each request will be maintained and provided to the supervisor of the staff member requesting the change.
- Should the blocking status of a site be disputed by other staff or community members, and if the involved parties cannot resolve the dispute, the site in question shall remain unblocked until review by the PTA Reconsideration Committee and action on their recommendation by the Superintendent (reference Regulation 402.5 – Reconsideration of Library and Classroom Materials.)

Although the district applies supervision and technology protection measures, students acting independently or irresponsibly may find ways to access inappropriate materials. Although such misuse is possible, this disadvantage is offset by the benefits to be gained from accessing legitimate information resources and by the opportunities for collaboration.

Age appropriate instruction will be provided regarding strategies for avoiding the inadvertent access of inappropriate material and what to do if students accidentally access such material.

Family and personal values

There is a wide range of material available on the Internet, some of which may not correspond with the particular values of individuals or families. Parents/guardians are encouraged to convey to their children the standards they should follow when using electronic media and information sources.

E. Monitoring of on-line activity

Communications on the network are public in nature. In an attempt to maintain system integrity and to help guard against irresponsible use, district personnel may review student files and other communications at any time. Due to the very nature of the medium, however, the District may not always be completely successful in managing, monitoring, or controlling the communications of individuals utilizing the network.

Supervision and monitoring

Student use of networked resources will be supervised and monitored by teachers in a manner that is appropriate for the age of the students and circumstances of use. Notice is provided to students regarding district monitoring, and students will be made aware that they have a very limited expectation of privacy when they use network resources at school. Routine monitoring that reveals evidence of inappropriate activities may result in an individualized search of a student's activities or personal files.

Discipline

Misuse of the networked technology resources by students will be addressed in accord with the district's policies regarding Student Rights and Responsibilities (603) and Student Conduct (604). Violations may result in loss of access as well as other disciplinary or legal action.

Child Abuse/Dependent Adult Abuse Reporting

Child/Dependent adult abuse reports shall be confidential. Oral reports shall be directed to the local office of the Department of Human Services (892-6800). Written reports shall be faxed to 892-6899 or mailed to:

Linn County Department of Human Services
411 3rd Street, S.E.
Fourth Floor
Cedar Rapids, Iowa 52401

The report shall contain the following information:

1. The names and home address of the child/dependent adult and the child's parents or other person believed to be responsible for the child's care.
2. The present address of the child/dependent adult, if not the same as that of the parents or other person responsible for care.
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 in the same homes.
6. Any other information believed to be helpful in establishing the cause of the injury or the person(s) responsible for the injury.
7. The name and address of the person making the report.

Training

All mandatory reporters shall receive two hours of training relating to identification and reporting of child/dependent adult abuse within six months of initial employment, however copies of Regulation 605.2 and of this procedure shall be furnished no later than one month after the employment begins. Two hours of additional training shall be completed every five years. The abuse education panel established by the Iowa Department of Public Health must have approved the training received. In addition to being a condition of employment, the training is also a condition of licensure renewal effective September 1, 2002.

Code of Iowa: Chapter 232.69-70
Chapter 235B.3
Iowa Administrative Code: 93.6(5)

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

Provision of Emergency Care

School personnel trained in first aid/emergency care techniques may give emergency care or first aid to sick or injured students, staff, or visitors whenever these individuals are on school premises or under school supervision. For severe or life threatening injuries and illnesses, the Emergency Medical System (911) shall be activated and the individuals shall be transferred to an appropriate source of medical care as rapidly as possible.

Each school shall have designated and certified building responders. Written guidelines for medical emergencies shall be reviewed and updated annually and shall be available in every building. Yearly inservice sessions shall be held for appropriate personnel to clarify procedures and update medical emergency practices.

~~Each emergency incident~~ Incidents requiring medical attention shall be documented on the appropriate form and ~~forwarded~~ *sent* to the Manager-Health Services. Procedures shall be established for the review and follow-up of all documented emergencies.

Reference: Iowa Code 613.17 (Emergency Assistance in an Accident)

Approved: 11-27-78 (as Regulation 605.2)
Revised: 05-09-88
Approved: 03-12-90 (as Procedure 605.3a)
Revised: 10-11-93
Reviewed: 07-15-96
01-11-99

Administration of Medication to Students

Only medication prescribed by a legal prescriber* shall be administered during the time the student is at school. A legal prescriber's signature is required for administration of any non-prescription medication. The parent or legal guardian shall provide written authorization. The school shall have the right to contact the prescriber's office to confirm or clarify medication instructions. All medication shall be supplied to the school in the original container, properly labeled, and shall be administered only by the school nurse or other personnel who have successfully completed a medication administration course conducted by a registered nurse or licensed pharmacist. Students who have demonstrated competence in administering their own medications may self-administer their medication with approval of the parent/guardian and of the school nurse. By law, students with asthma or other airway constricting diseases may self-administer their medication with approval of their parents and prescribing physician regardless of competency. A written medication administration record shall be on file at school and retained for one year. All medication shall be stored in a secure area unless an alternate provision is documented. Medication records shall be kept confidential.

*Legal Prescriber – Physician, dentist, podiatrist, licensed physician's assistant, advanced registered nurse practitioner.

Legal Reference: * 124.101 (1) Code of Iowa
 147.107 Code of Iowa
 155A.4(2) Code of Iowa
 152.1 Code of Iowa
 280.23 Code of Iowa
 280.16 Code of Iowa
 Education [281]—41.12 (11)
 Pharmacy [657]—8.32 (124, 155A). IAC
 Nursing Board [655]—6.2(152), IAC

Approved: 10-11-93
 Reviewed: 07-15-96
 Revised: 01-12-98
 Reviewed: 01-11-99
 Revised: 01-10-05

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 should be advised to notify the school whenever their child has a communicable disease. Health data of students are confidential.

A student will be excluded from school when the student's condition has been determined to create a health risk to others in the school district environment or when the student is too ill to attend school. Such determination shall be made on a case-by-case basis by the student's physician, appropriate school staff members, and/or the district's medical consultant. The State Department of Public Health and/or the Linn County Public Health also may be consulted.

Code of Iowa: Chapter 139 Communicable & Reportable Diseases
IAC: 641 – Chapter 1

Regulation 605.4-Approved: 08-25-86
Rescinded: 03-12-90
Reviewed as Procedure 605.3 by
Superintendent's Cabinet: 01-22-90
Approved: 01-22-90
Revised: 10-11-93
Reviewed: 07-15-96
01-11-99
Revised: 01-10-05
Revised: 04-24-06

HIV/AIDS Related Conditions: Guidelines for Students

Current epidemiologic data reveal that Acquired Immune Deficiency Syndrome (AIDS) is caused by infection with Human Immunodeficiency Virus (HIV). HIV is transmitted through sexual contact, blood, or from an infected mother to her unborn or newborn infant. The following guidelines are based on the fact that there is no evidence of casual transmission of HIV/AIDS through such activities as sitting near, living in the same household, or playing with an individual infected with HIV.

Guidelines

1. School Attendance and Educational Management. Children diagnosed as having AIDS or with laboratory evidence of HIV who are receiving medical attention may attend classes with the permission of their physician.

If one or more of the following conditions is present, and informed consent has been obtained from the parent/guardian or majority age student, a case conference team shall be convened to make recommendations regarding school attendance and the student's educational plan.

- a) Cutaneous (skin) eruptions or weeping lesions that cannot be covered.
- b) Inappropriate behavior such as biting that increases the likelihood of transmission.
- c) Illness that precludes school attendance.
- d) An outbreak of a communicable disease, such as chicken pox or measles that would threaten the health of the child.

The case conference team should consist of such personnel as the District medical consultant, the student's physician, parents, the school nurse, the building administration, and the District Manager - Health Services. If agreement cannot be reached, the Linn County Health Department Public Health or the State Department of Health may be consulted.

Information regarding a child with HIV/AIDS shall remain strictly confidential.

2. Information about HIV/AIDS universal precautions shall be made available to all school employees.

Iowa Code: 141
IAC: 641 – Chapter 11

Approved: 08-25-86
Reviewed: 12-11-89
Revised: 02-12-90
10-11-93
Reviewed: 07-15-96
01-11-99
Revised: 01-10-05

Universal Precautions Regarding Disposal of Body Fluids

Blood or any other body fluid, including vomitus and fecal or urinary incontinence in any child shall be treated while wearing gloves.

- A. Blood spills or spills of other body fluids containing blood shall be handled according to the district's Exposure Control Plan.
- B. Other spills should be cleaned up, the affected area washed with soap and water, then treated with an E.P.A. approved disinfectant. 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 disinfected 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

Approved: 08-25-86
Reviewed: 12-11-89
Revised: 02-12-90
10-11-93
Reviewed: 07-15-96
01-11-99
Reviewed: 01-10-05

Student Picture Committee

A committee shall be established to manage contractual arrangements regarding student pictures. The committee shall be composed of four members, consisting of the Manager-Purchasing, one elementary principal, one middle school principal, and one high school principal. Appointment of the principals, whose terms shall be for two years, shall be made by the Associate Superintendent – Elementary & Secondary Education.

The duties of the committee shall be to develop bid specifications, receive and analyze bids, make a recommendation to the Superintendent, and monitor the performance of the contract. Bids shall be solicited every two years.

Approved Superintendent's Cabinet

11-19-81

Revised: 05-18-87

Reviewed: 02-12-90

Revised: 08-02-93

Reviewed: 07-15-96

Revised: 01-25-99

Destruction of Records of Special Education Students

When information that identifies a particular student is no longer needed to provide special education to the student, the school of attendance shall inform the parent/legal guardian or student of majority age that the information shall be destroyed 30 calendar days after the notice is given. The parent or eligible student has the right to appeal destruction of the records.

Whenever the parents or eligible student requests destruction of records, and the Executive Director-Special Services determines that the student's records are no longer educationally relevant, the records shall be destroyed. If there is a disagreement regarding the educational relevance or contents of the student's records, Levels Two and Three of Regulation 606.3 may be employed.

Permanent 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 even over parental objections. Permanent records shall be kept in a fire-safe vault.

Iowa Administrative Code: 281.41

Approved: 05-18-87
Reviewed: 05-12-90
Revised: 02-28-94
Reviewed: 07-15-96
Revised: 12-14-98

Student Publications

A. Official school publications defined.

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 or cable television programs produced in curricular or co-curricular journalism or journalism-related activities under the sponsorship of the school district and distributed to the student body either free or for a fee.

B. Prior Restraint of Material Prepared for an Official School Publication

No student shall publish in an official school publication material which is obscene or vulgar, libelous, encourages students to commit unlawful acts or to violate school rules, causes material and substantial disruption of the orderly operation of the school, or infringes on the rights of others.

Definitions

“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.

For purposes of an audience of students, forms of expression that are vulgar, indecent, lewd, or sexually explicit may be considered obscene.

“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.

“encourage” means to spur on, stimulate, or foster. Note: mere factual reporting of controversial issues shall not be considered encouragement.

“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 employees, so long as 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.

C. 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.

D. Responsibilities of Faculty Advisers

Schools possess a substantial educational interest in teaching student writers journalistic skills. Journalism advisers shall 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 adviser shall 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 to 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.

E. 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 601.a.

Any person aggrieved by the content of official student publications is directed to use the complaint procedure as outlined in Board Policies 501a or 601a, whichever is applicable.

Homeless Children and Youth

Responsibility. The district shall make reasonable efforts to identify homeless children and youth within the district, shall encourage their enrollment in school, shall work to eliminate existing barriers in district policies and procedures which may serve as barriers to their enrollment, and shall 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, including children and youth who are:

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
- living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
- living in emergency or transitional shelters;
- abandoned in hospitals;
- awaiting foster care placement;
- living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- 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;
- migratory children who qualify as homeless because they are living in circumstances described in this definition.

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.

Liaison. The homeless liaison shall serve as the district’s liaison for homeless children and youth. The liaison shall work to ensure that:

- homeless children and youth are identified by school personnel and through coordination activities with other entities and agencies;
- homeless children and youth enroll in school and have a full and equal opportunity to succeed in school;
- homeless children and youth receive educational services for which they are eligible, including Head Start and preschool programs administered by the district, and referrals to health, mental health, dental and other appropriate services;
- parents and guardians of homeless children and youth are informed of available educational and related opportunities provided to their children and of the opportunities for the parents and guardians to participate in the education of their children;
- the district disseminates public notices in places in which homeless children and youth receive services of their educational rights;
- the district informs parents, guardians, and unaccompanied youth of transportation services, including to and from the school of origin, and provides assistance in accessing the transportation to school;

- enrollment disputes are properly mediated.

The liaison shall also work to assist parents, guardians and unaccompanied youth in enrolling in school and accessing school services, obtaining student records, arranging for immunizations, and shall help to coordinate transportation services.

No Segregation. Homeless children and youth shall not be separated from the mainstream school environment solely on the basis of their status as homeless. Homeless children and youth may be segregated from other students only for short periods of time as necessary for health or safety reasons or to provide temporary, special and supplemental services to meet the unique needs of homeless students. The district shall work to ensure that homeless children and youth are not stigmatized or isolated on the basis of their status as homeless. Records indicating their status as homeless shall be maintained in accordance with confidentiality requirements.

Immunization Records. A homeless child or youth will not be denied enrollment for lack of immunization records if the child is transferring from another school and the school confirms the presence of the immunization record. The district liaison will make a reasonable effort to locate immunization records from the information provided or will arrange for the student to receive immunizations.

Student Records. Homeless children and youth transferring into the district may provide student records directly to the district. The district will not require that the records be forwarded from another district or school before the child may enroll. The district will then request the student's records from the previous district or school attended by the student. Homeless children and youth transferring out of the district may be provided directly copies of student records to take with them.

Waiver of School Fees. School fees shall be waived in accordance with the district's policy on waiver of fees or if necessary for the homeless child or youth to obtain equal access to a free public education. The district liaison shall also assist students in accessing resources for appropriate school clothing.

Free and Reduced-Price Meals. The application process for free and reduced price meals shall be expedited for homeless children and youth. The district may determine if a student is homeless and requires free meals without completing the full application process.

School Placement. School placement determinations for homeless children and youth shall be made on the basis of the best interests of the homeless child or youth. The district will, to the extent feasible, keep a homeless child or youth in the school of origin, unless the parent or guardian or unaccompanied youth requests another school and the district concurs in attendance at the preferred school. If the district sends a homeless child or youth to a school other than the school of origin or a school requested by the parent, guardian, or unaccompanied youth, the district will upon request provide a written explanation of its decision with notice of the right to appeal the decision pursuant to State appeal procedures.

The placement determination shall be a student-centered, individualized determination. Factors to be considered may include the age of the student, the distance of the commute and the impact on the student's education, personal safety issues, the student's need for special education and related services, the length of the anticipated stay in temporary shelter or other temporary location, and the time remaining in the school year. Homeless children and youth may be assigned to other schools if necessary to receive a free and appropriate public education in accordance with a special education IEP.

Transportation. If a homeless child or youth continues to live in the district but in a different attendance area than the school the student was previously attending in the district, the district, at the request of the parent, guardian, or at the

request of the district liaison on behalf of an unaccompanied youth, shall provide or arrange for transportation to and from the school previously attended. If the homeless child or youth is no longer living in the district, but is continuing

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his or her education in the district, the district will apportion the responsibility and costs for providing the child with transportation with the district where the child is currently living.

Conflicts With Other Policies. Provisions in this policy shall supersede any conflicting provisions in other district policies, regulations or procedures.

Legal References: McKinney-Vento Homeless Assistance Act, 42
U.S.C. §11431 et seq.; 67 Fed. Reg. 46

Iowa Administrative Code: Chapter 33

Approved: 07-25-05

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 Executive Administrator for Elementary Education. 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 Executive Administrator for Elementary Education.

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 new to the District shall present evidence they have received state mandated immunizations or meet the exception as outlined in the Code of Iowa before they may enroll in our schools. Students may be admitted conditionally to the attendance center if they have completed provisional requirements. Failure to meet state immunization requirements will be grounds for denial of admission or exclusion. Exemptions from the requirement will only be allowed for medical or religious reasons recognized by law.

Code of Iowa: Chapter 139.9
Chapter 282.3

Iowa Administrative Code: Chapter 641

Approved: 02-14-78
Reviewed: 02-12-90
Revised: 03-12-90
04-05-93
12-16-96
01-25-99
08-08-05

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. 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 during the school year. Exceptions to this regulation must meet the requirements set forth in the 1997 Code of Iowa Chapter 299.2.

1997 Code of Iowa Chapter 299.1 and 299.1A

Approved: 02-14-78
Revised: 10-13-86
Reviewed: 01-22-90
Revised: 04-05-93
12-16-96
11-23-98
06-14-99

Truancy

The amended Compulsory Attendance Law dated May 23, 1991, defines a truant child as one of compulsory attendance age (6-16) who:

1. fails to attend school anywhere;
2. fails to attend competent private instruction for 148 days per year;
3. fails to attend a minimum of 74 days per semester; or
4. fails to attend a minimum of 49 days per trimester.

Similarly, if a student turns sixteen prior to September 15, he or she is no longer of compulsory attendance age and may drop out or seek alternative forms of education without risk to his or her parent. If a student turns sixteen after September 15, he or she is compelled to attend during that school year.

Code of Iowa: 299.1 Attendance Requirement
299.2 Exceptions
299.8 Truant Defined

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

School Attendance Areas

Students, except those involved in alternative special programs, will be assigned to attend school in the attendance area in which their custodial parent(s)/ guardian(s) reside. Exceptions to attending the school of residence shall have the approval of the Executive Administrator for Elementary or Secondary Education. Proof of guardianship and/or residence may be required.

If the parent(s)/guardian(s) change residence within the Cedar Rapids Community School District during the school year and wish to have their children complete the current school year in the school they have been attending, the permit procedure (602.4a) shall be followed. As a general rule, children will be allowed to complete the current school year in the school they are attending if the parent/guardians and building administration mutually agree.

Parents/guardians who request 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(s)/guardian(s) move into another school district, students are required to complete a request for open enrollment to continue their education in the Cedar Rapids Community School District. (See regulation 602.6a)

Approved: 02-14-78
Revised: 05-11-87
03-14-88
Reviewed: 01-22-90
Revised: 03-12-90
Revised: 04-05-93
11-11-96
11-09-98
09-10-01

Nonresident Students

The District may accept nonresident regular students from other school districts if arrangements are made to pay tuition fees for those students or if they enter under Open Enrollment Guidelines (See Regulation 602.6). Nonresident students shall 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 shall 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.

Nonimmigrant students may be admitted in accord with established requirements administrated by the Director-Instruction and Human Resources.

Code of Iowa: Chapter 282

Approved: 02-14-78
Revised: 02-11-80
Reviewed: 01-22-90
Revised: 03-12-90
04-05-93
Reviewed: 07-15-96
02-22-99

Open Enrollment Applications

It is the intent of Iowa Code section 282.12 to maximize parental choice in providing a wide range of educational opportunities that are not available for students in the district of residence. 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 shall 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.

Free transportation shall 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 shall 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 directors of a school district (resident or receiving) on any matter related to open enrollment. This appeal is to the Iowa Department of Education and shall comply with the provisions of Iowa Code section 290.1. The appeal shall be filed within 30 days of the decision of the district board. It shall be in the form of an affidavit signed by the parent/guardian, and it shall state in a plain and concise manner what the parent/guardian feels to be the basis for appeal.

Code of Iowa 282.18
Iowa Administrative Code Chapter 17

Reviewed: 06-12-89
Approved: 06-26-89
Revised: 11-12-90
Revised: 04-05-93
04-14-97
Reviewed: 11-23-98
Revised: 09-10-01

Religious Obligations

Students shall be excused from school for religious holidays if so requested by the student's parent/guardian. Students excused for religious obligations shall be allowed to make up school assignments without penalty.

Approved: 02-14-78
Reviewed: 01-22-90
Revised: 03-22-93
Reviewed: 07-15-96
11-09-98
Revised: 10-23-00
Reviewed: 04-12-04

Voluntary Transfers to Promote Inclusive Schools

The school is an inclusive institution that serves as a center for learning in the community. Diversity is valued and celebrated, and the school consciously plans ways to bring students from different backgrounds together for their education and thus prevent groups from being isolated.

Racial isolation, as it refers to a school, exists when the percentage of minority students is higher than the guidelines established by the Iowa Department of Education.

Economic isolation, as it refers to a school, exists when the percentage of students enrolled in the free and reduced meal program is higher than the guidelines established by the Iowa Department of Education.

Requests for voluntary transfers to minimize racial or economic isolation shall be encouraged in our schools. Transfer requests, including possible provision for transportation, may be approved upon mutual agreement of the principals involved and the appropriate Executive Administrator. Transfers may be rescinded upon mutual agreement of the principals involved and the appropriate Executive Administrator when it is deemed to be in the best interest of the student or necessary to maintain the orderly operation of the educational process.

Approved: 02-14-78
Reviewed: 01-22-90
Revised: 03-12-90
04-05-93
11-11-96
11-23-98
09-10-01

Student-Athletic Transfers Within the Cedar Rapids Community School District

Permit Students

When a student obtains an approved permit to a high school in the district other than his/her home attendance area, the following athletic eligibility provisions shall apply:

- An incoming ninth grader will be eligible to play at grade level his/her ninth and tenth grade years. If that team sport does not have a full grade level schedule, then the student must play at sub-varsity in that particular sport.
- After a student has attended one of our high schools or participates in an incoming ninth grade summer sport program, he/she shall be ineligible athletically at any level for one calendar year from the official start date at the new school. (For example, they receive an approved permit as a sophomore on November 1, 2004, so they would be ineligible to participate until November 1, 2005)

Following the 180 days of ineligibility, the student will have a consecutive 180 days of participation at the sub-varsity level.

- A student permitting in the eleventh grade is ineligible until the beginning of fall athletic practices of his/her senior year and must play at sub-varsity as a twelfth grader.
- A twelfth grader permitting while not having a period of ineligibility must play at the sub-varsity level.

If a ninth grade student who has permitted to another school decides to cancel his/her permit and transfers back to his/her home attendance area school, then he/she will be immediately eligible to compete.

Change-In-Residence Students

A student who transfers to another school because of a change in residence shall be eligible immediately in the new school as soon as the following criteria have been met:

The change of residence requirement is met 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 appropriate Director of Secondary Education or designee determines that no attempt has been made to circumvent the transfer rule.

The principal of a receiving school shall ascertain eligibility 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.

Appeal Process

Students who are declared ineligible under this regulation may appeal the decision to the Director of Secondary Education 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
12-16-96
11-09-98
01-10-05

Student Expression

Symbols

The wearing of symbols and insignia by students shall be permitted unless there is a reasonable expectation that it will have a disruptive effect or interfere with normal school routines. (See Regulation 604.1.)

Leaflet Distribution

Students shall 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.

Assemblies/Demonstration

Assemblages of students shall 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.

Posting of Materials Concerning Nonschool Events

Materials concerning nonschool events or activities shall be posted only with prior approval of the building principal.

Approved: 02-14-78
Reviewed: 01-22-90
Revised: 03-12-90
Revised: 05-23-94
Reviewed: 11-23-98

Search and Seizure

The only staff members with authority to conduct searches and/or seize items are employees who are certified administrators, unless there is an emergency. In emergencies, such as situations in which the health or safety of a student or employee is compromised, another school official may conduct a search and/or seize items.

A. Lockers/Desks

Maintenance Inspection

- 1) Lockers and desks remain at all times the property of the district and are, therefore, subject to maintenance inspections.
- 2) The school district has a reasonable and valid interest in insuring the lockers and desks are properly maintained. For this reason, lockers and desks are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker or desk. Periodic inspections of all or a random selection of lockers or desks may be conducted by school officials in the presence of the student or another individual.
- 3) Contraband discovered during the maintenance search shall be confiscated by the administration and the student may be disciplined.
- 4) The contents of a student's locker or desk (e.g., coat, backpack, purse, cell phone or other electronic device etc.) may be searched when an administrator has reasonable and articulable suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible

Contraband Searches of Lockers

Items of contraband generally cause a substantial disruption of the school environment or present a threat to the health and safety of the students and staff. Items of contraband include, but are not limited to, non-prescription medications; controlled substances such as marijuana, cocaine, amphetamines, and barbiturates; apparatus used for the administration of controlled substances; tobacco; alcoholic beverages; weapons; explosives; poisons; and stolen property.

Items of contraband are not to be placed in lockers. In order to protect and promote the educational environment, an administrator having a reasonable and articulable suspicion that the locker contains illegal or contraband items may conduct a search of that locker.

B. Personal Searches

- 1) A student's person and/or personal effects (e.g., purse, book bag, cell phone or other electronic device etc, or other container used for carrying personal items) may be searched when the administrator has reasonable and articulable suspicion that the student is in possession of illegal or contraband items, or items which are not permitted in the schools.

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.

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 nature of the infraction; and
 - c. the exigency requiring the search without delay.
- 2) Personally intrusive searches shall require more compelling circumstances to be considered reasonable. When feasible, the administrator shall attempt to notify the parent/guardian of the impending search.
- a. A pat-down search or a search of a student's garments shall 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 shall not be permitted.
 - 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 illegal, unauthorized or contraband items are contained inside. The student driver or another individual shall be present whenever practicable during the search.

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 for police searches.

Code of Iowa: Chapter 808a.10

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

Age of Majority

Students upon reaching the age of majority may choose to be personally accountable for their attendance and conduct in school. However, all students, including those 18 years of age or older, shall adhere to school rules and regulations.

Approved: 02-14-78
Reviewed: 02-12-90
05-10-93
07-15-96
11-23-98

Procedural Due Process

In cases where violations of statutes, regulations, or school rules require the disciplining of a student, the following elements of procedural due process shall be present:

- 1) the student shall have been provided with information regarding rules and regulations, either in written form or through verbal instruction, or the student should reasonably be aware that the behavior is a violation of school rules;
- 2) the student shall receive notice concerning the specific behaviors giving rise to any proposed penalty or disciplinary action; and
- 3) the student shall be offered an informal hearing permitting the student to give the student's version of the events to the decision-making authority.

Approved: 02-14-78

Revised: 06-22-87

Reviewed: 02-12-90

Revised: 05-09-94

Reviewed: 07-15-96

11-23-98

Interviews of Students by Outside Agencies

Generally, students may not be interviewed during the school day by persons other than parents and school district officials and employees.

Requests from law enforcement officers and from persons other than parents, school district officials, and employees to interview students are made through the principal or designated administrator. Upon receiving a request, it is the responsibility of the principal or designated administrator to determine whether the request will be granted. Generally, prior to granting a request, the principal or designated administrator will attempt to contact the parents to inform them of the request and to ask them to be present.

If a child abuse investigator wishes to interview a student, the principal or designated administrator 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 or designated administrator and/or without proper warrant.

Legal Reference: Iowa Code §§ 232'280.17 (2005)
281 Iowa Administrative Code 102
441 Iowa Administrative Code 9.2; 155; 175
1980 Op. Att'y Gen. 275

Approved: 03-24-80
Reviewed: 08-28-89
Revised: 05-09-94
Reviewed: 07-15-96
11-23-98
Revised: 06-26-06

Maintenance of Orderly Conduct

Students shall obey the lawful instructions of school personnel. Conduct which materially or substantially interferes with the educational process is prohibited. Dress and appearance shall not present health or safety problems, or cause disruption. Students at school-sponsored, off-campus events shall be governed by school district rules and regulations and are subject to the authority of school district officials. All persons must, upon request, identify themselves to school staff members in the school buildings, on school grounds, or at school-sponsored events.

A teacher may refer a student who is disruptive or demonstrates inappropriate behavior to the building administrator or designee for appropriate action. In the event the student refuses to comply with the teacher's directive to report to the office, the teacher may request the assistance of the building administrator or representative. When a student is referred from a class, the student shall not be allowed to return to that class until communication with the teacher allows disposition of the problem. The teacher shall be informed of the action.

The possession, use, sale, or distribution of alcohol and/or illegal or medially unauthorized substances shall be strictly prohibited on school grounds, at school events, or in any situation where the school is responsible for the conduct and well being of students.

Approved: 02-14-78
Reviewed: 05-29-90
Revised: 06-25-90
Reviewed: 05-10-93
07-15-96
11-09-98

Bullying and Harassment of Students

The Cedar Rapids Community School District prohibits harassment, bullying, hazing, or any other victimization of students based on real or perceived race, sex, creed, color, national origin, religion, marital status, disability, sexual orientation, physical appearance, personality characteristics or for any other reason. This policy is in effect while students are on property within the jurisdiction of the school district, while on school-owned and/or school-operated vehicles, while attending or engaging in school sponsored activities and while away from school grounds if the misconduct directly affects the good order, efficient management or welfare of the school district.

Bullying and harassment as set forth above may include, but is not limited to, the following behaviors or overt acts:

- Verbal, nonverbal, physical or written victimization that has 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, appreciable discomfort, fear, or suffering to the victim
- Demeaning jokes, stories, or activities that have the purpose or effect of causing injury, appreciable discomfort, fear, or suffering to the victim
- Unreasonable interference with a student's performance or creation 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 manner when such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, offensive or hostile learning environment.

Examples of sexual harassment as set out above may include, but are not limited to, the following:

- Verbal or written harassment or abuse
- Pressure for sexual activity
- Remarks or gestures to a person with sexual or demeaning implications
- Unwelcome touching

RECOURSE TO STUDENT-TO-STUDENT BULLYING OR HARASSMENT

A student (or adult on student's behalf) who believes he/she has suffered harassment should report such matters to certified staff/administrators and/or the district's equity coordinator. The complaint process is outlined in Procedure 601a.

The district will promptly and reasonably investigate allegations of harassment. The building principal or designee will be responsible for handling all complaints by students alleging harassment unless he/she has any conflict of interest. If after an investigation a student is found to be in violation of this policy, the student shall be disciplined by measures up to and including suspension or expulsion.

Retaliation against a student because the student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. The superintendent/designee has the right to discipline students who knowingly file false harassment complaints or otherwise act in bad faith during a complaint/investigative process. A student who is found to have retaliated against another in violation of this policy will be subject to discipline up to and including suspension or expulsion.

Any matters involving complaints of discrimination or harassment shall remain confidential to the extent reasonably possible. Confidential documentation of allegations or investigations will not be filed in the complainant's student file.

RECOURSE TO ADULT-TO-STUDENT BULLYING OR HARASSMENT

Harassment of students by school officials, faculty, staff or volunteers who have direct contact with students is also prohibited. Bullying and harassment of students by adults may 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
- Inappropriate remarks to students
- Unwelcome touching
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, appreciable discomfort, fear, or suffering to the victim
- Suggesting or demanding sexual involvement.
- Obscene, lewd or sexual gestures or comments

A student (or adult on student's behalf) who believes he/she has suffered harassment should report such matters to certified staff/administrators and/or the district's equity coordinator. The complaint process is outlined in Procedure 601a. 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 district will promptly and reasonably investigate students' allegations of harassment. The building principal or designee will be responsible for handling all complaints by students alleging harassment unless he/she is the alleged perpetrator or has any other conflict of interest.

If 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.

Retaliation against a student because the student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. However, the superintendent/designee has the right to discipline anyone who knowingly files a false harassment complaint or knowingly gives untruthful statements during the investigative process. A staff member who is found to have retaliated against a student in violation of this policy shall be subject to disciplinary sanctions up to and including termination.

Legal References: 20 U.S.C. §§ 1221-1234i (1994)
 29 U.S.C. §794 (1994)
 42 U.S.C. §§ 2000d-2000d-7 (1994)
 42 U.S.C. §§ 12001 *et.seq* (1994)
 Iowa Code §§ 216.9; 280.3 (2003)

Cross Reference: 506.6a Child Abuse by School Employees
 603 Student Rights and Responsibilities
 604 Student Conduct
 606 Student Records

Approved: 10-11-93

Reviewed: 07-15-96

Revised: 12-14-98

09-10-01

06-13-05

Revised: 09-26-05

Suspension - Regular Education Students

Disciplinary procedures are intended to teach students more appropriate behavior, to protect the rights of students and school personnel, and to provide a positive learning environment for all students. While a wide variety of disciplinary strategies should be employed to attempt to modify student behavior, suspension from school may be necessary in some situations.

Students who continue to violate rules of conduct or established attendance requirements, who refuse to avail themselves of the learning opportunities provided, or whose presence is detrimental to the best interests of the school and/or other students may be suspended by the appropriate building administrator. Normally, suspensions shall not exceed three school days. Suspensions beyond three school days must receive approval of the appropriate Executive Director. Suspensions may be in school or out-of-school at the discretion of the building administrator.

Suspensions may be invoked for, but not limited to such actions as:

- A) threat to or assault on any school employee;
- B) attack on another student;
- C) threat of physical assault on another student to obtain money or other materials of value;
- D) damage of school property;
- E) possession of a look-alike and/or dangerous weapon;
- F) use, sale, and/or possession of narcotics, intoxicating beverages, tobacco, look-alike drugs, or other harmful substances;
- G) open or persistent defiance of authority and/or school rules and regulations;
- H) theft;
- I) failure to abide by corrective measures, such as detention for previous acts of misconduct; and
- J) profanity.

Suspension procedures shall afford the student the right to due process in accord with the following:

- A) The principal or designee shall notify the student of all charges.
- B) A hearing shall be held prior to suspension. When, in the opinion of the principal or designee, the student's presence poses a continuing danger to persons or school property or is an ongoing threat of disruption of the educational process, the student may be immediately suspended from school. In such cases, the necessary notice and hearing shall follow as soon as practicable thereafter.
- C) The student shall be given an opportunity to give his/her version of the facts and their implications.
- D) The parent/legal guardian shall be informed of a suspension as soon as practicable.
- E) The student and parent/legal guardian may appeal the decision of the principal to the appropriate Executive Director.
- F) If the appeal is not resolved satisfactorily with the Director-Instruction and Human Resources, it may be presented to the Superintendent. The appeal must be in writing and be presented within seven (7) calendar days after the decision by the appropriate Executive Director.
- G) Notice of such suspension shall be submitted in writing to the appropriate Executive Director as soon as practicable.

Code of Iowa: Chapter 282

Approved: 02-14-78
 Reviewed: 02-12-90
 Revised: 03-12-90
 10-11-93
 Reviewed: 07-15-96
 Revised: 11-09-98
 12-08-03

Expulsion - General Education Students

A student may be expelled whenever the student's behavior materially or substantially interferes with the educational process, disrupting the ability of other students to profit from the education provided to them. A student also may be expelled for possession of a dangerous and/or look-alike weapon, possession and/or sale of narcotics or look-alike drugs, threats of violence, or extreme acts of violence. Also, repeated or continuous misconduct of the nature specified in Regulation 604.3 may be cause for expulsion. Consideration of expulsion will be based on the individual facts of each case.

The Executive Administrator of Elementary or Secondary Education or designee shall conduct a fact-finding conference. The student and parent(s)/legal guardian(s) shall have the right to be present. The school administrator or designee and the student will be given an opportunity to present evidence concerning the alleged violation. All proceedings of the fact-finding conference shall be recorded and filed in the Executive Administrator's office. The recommendation for expulsion shall come from the building principal to the Executive Administrator of Elementary or Secondary Education and shall be made only as a last resort.

If, as a result of the fact-finding conference, the Executive Administrator of Elementary or Secondary Education determines that expulsion is justified, the recommendation to expel shall be forwarded to the Superintendent, who may take the recommendation to expel to the Board of Directors for action. If, in the judgment of the Superintendent, expulsion is merited, the Superintendent or designee shall notify, by certified mail, the student and/or parent(s)/legal guardian(s) of all charges. Included in the notice shall be the nature of the charges and a statement of the time, date and place of hearing before the Board of Directors. The hearing shall be held within ten (10) working days of the date of notice; however, a reasonable delay shall be granted if requested by the student and/or parent(s)/legal guardian(s).

The Board of Directors shall hold a hearing on the matter, which will be held in closed session, unless the student or his/her parent(s)/legal guardian(s) request an open session. The student, parent(s)/legal guardian(s), and their representatives may be present at the hearing. A vote taken on the expulsion recommendation shall be in an open meeting, and shall be by a roll call vote.

Within 48 hour after the decision of the Board of Directors, the student and/or parent(s)/legal guardian(s) shall be notified by certified mail. If the decision is to expel, the notice shall include a statement informing the student and/or parent(s)/legal guardian(s) of the right to appeal to the courts.

Requests for reinstatement shall be submitted to the Executive Administrator of Elementary or Secondary Education who shall consult with the appropriate Associate Superintendent and the Superintendent. Reinstatement from expulsion shall require a recommendation from the Superintendent and approval of the Board of Directors.

Code of Iowa: Chapter 279
Chapter 282

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

Suspension and Expulsion of Special Education Students

Special Education students shall follow the rules and regulations of the schools in which they attend and shall generally be subject to standard disciplinary penalties as referenced in 604.3 and 604.4.

Special education student suspensions of ten (10) days cumulative or less during the academic school year shall be subject to standard disciplinary penalties. Suspensions of more than ten (10) days cumulative for an academic school year shall be considered a change of placement.

Suspensions involving a change of placement require a re-evaluation of the student by the Child Study Team. A determination must also be made to determine if the misconduct in question is a manifestation of the student's disability and if the student's current educational placement is appropriate.

Should it be determined the misconduct is not caused by the child's disability, the child may be excluded from school in the same manner as similarly situated non-disabled children are excluded.

Expulsion of special education students shall be considered a change of placement and subject to state and federal due process safeguards. '

The Executive Director of Special Services shall be contacted when a disabled student's accumulated suspension days reach ten during an academic school year, or when a disabled student is being considered for expulsion.

Iowa Administrative Code: 281.41

Approved: 10-11-93
Reviewed: 07-15-96
Revised: 12-14-98

Student Fines

Building principals are authorized, with the approval of the appropriate Director, to assess appropriate fines against students for violating established school rules.

Approved: 02-14-78
Reviewed: 02-12-90
Revised: 10-11-93
Reviewed: 07-15-96
Revised: 11-09-98

Use of Reasonable Force

Corporal Punishment*

No employee shall inflict corporal punishment upon a student. An employee's physical contact with the body of a student is justified if it is reasonable and necessary under the circumstances and is not designed nor intended to cause pain.

Other Use of Force

Any staff member may, within the scope of his/her employment, use and apply such force as is reasonable and necessary:

- 1) for self defense;
- 2) to protect the safety of another person;
- 3) to restrain a student from self inflicted injury;
- 4) to stop a fight between students;
- 5) for the protection of property;
- 6) to obtain possession of weapons or other dangerous objects upon the person or within the control of a student; and
- 7) to use reasonable force in other circumstances as defined in 704.1 of the Code of Iowa.

* Corporal punishment is defined as the intentional physical punishment of a student.

Code of Iowa: 280.21
704.1

Reviewed: 02-12-90
Approved: 03-12-90
Revised: 10-11-93
Reviewed: 07-15-96
02-22-99

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.

Approved: 02-27-78
Reviewed: 02-12-90
Revised: 03-12-90
10-11-93
Reviewed: 07-15-96
11-09-98

Student Access to Networked Technology Resources

The use of information and the ability to conduct research and to communicate effectively are fundamental skills for responsible citizens and productive workers. The District's computer network alters the information landscape by opening classrooms to a broad array of resources for staff and students to use in the learning process.

The Board supports instructional use of networked technology resources throughout the curriculum and believe that the benefits from structured electronic access far outweigh any potential disadvantages. To that end, the Board expects the staff to provide guidance and instruction that will help students develop appropriate skills for finding, using, and evaluating electronic resources.

In order to promote appropriate use, district-wide access to network resources will be limited by filtering software. Student access will be subject to staff direction, monitoring, and review and will be made available only to students who use electronic resources in a considerate and responsible manner.

Student Insurance Programs

Insurance programs, approved by the Board of Directors, may be offered to students. The district shall not participate in the payment of any premium charge.

Annually, the district's insurance advisory agent shall receive the quotations from insurance companies and shall recommend student insurance programs to the Executive Director of Business Services.

District personnel shall distribute literature and applications, and shall submit to the carrier the completed applications received and premiums collected. Purchase of the policies by students shall be voluntary. All literature concerning the insurance programs shall contain the following statement, either attached to the document or printed thereon:

"The insurance coverage described herein may already be provided by a family insurance policy."

Medical and dental claim forms shall be available at the schools for completion by the student, parent or guardian. The school will furnish, for claim purposes, only such information as the time, location and circumstances of the accident.

Approved: 02-14-78
Revised: 05-18-87
Reviewed: 02-12-90
Revised: 03-12-90
Reviewed: 09-13-93
07-15-96
01-11-99
Revised: 05-10-04

Child Abuse / Dependent Adult Abuse Reporting

Any licensed school employee, certified paraeducator or holder of a coaching authorization issued under Section 272.31 Iowa Code, who has information about suspected child/dependent adult abuse shall make an oral report to the Iowa Department of Human Services (DHS) within twenty-four (24) hours after obtaining the information. A written report shall 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 shall also be made to an appropriate law enforcement agency.

Code of Iowa: 232.69 - 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. The obligation to report is not discretionary. 232.75 and 235B.3 - 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.

Approved: 02-14-78
Revised: 11-27-78
08-25-86
Reviewed: 02-12-90
03-14-94
07-15-96
01-11-99
Revised: 02-28-05

School Health Services Program

The School Health Services program shall be provided in order to help each student protect, improve, and maintain physical, emotional, and social well being. The program should be designed to 1) provide support for students with health problems; 2) minimize environmental risks in the school setting; 3) maintain standards of emergency care to minimize the effects of accidents and illnesses on school premises; 4) serve as a resource for the teaching of health education; and 5) provide health education inservice for staff members.

Approved: 05-09-88
Reviewed: 02-12-90
Revised: 03-12-90
Reviewed: 09-13-93
07-15-96
01-11-99

Special Health Services - Special Education Students

Those related services classified as special health services are services that can routinely be administered by school personnel during the school day that are not classified as medical services under the Individuals with Disabilities Education Act.

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. The plan shall be updated as needed, at least annually.

School nurses shall participate as part of the educational team and be responsible for other duties as outlined in Section 41,23 of the Iowa Administrative Code.

Special health services do not include provision of first aid and routine medication administration. The provision of such medication requires ongoing professional health judgment.

Approved: 08-02-93
Reviewed: 07-15-96
01-11-99
05-10-04

Student Records

The Board recognizes the importance of maintaining student records and preserving their confidentiality.

Student information shall be collected and maintained under the supervision of the building administrator. These student records shall include, but not be limited to, a cumulative folder, which shall include a health record and an educational record. Procedures for collection, maintenance, accessibility, dissemination, and retention of information shall be designed that will allow ready access to necessary information, while protecting the individual rights of students and the confidential nature of the information.

All student records containing personally identifiable information shall be kept confidential at collection, storage, disclosure, and destruction stages. The District personnel who collect or use personally identifiable information shall receive training or instruction regarding confidentiality of personally identifiable information.

A record's custodian in each building shall ensure the confidentiality of any personally identifiable information, and keep a record of parties obtaining access to education records collected, maintained or used (except access by parents and authorized employees of this district). This access record shall include the name of the party, the date access was given, and the purpose for which the party is authorized to use the records. The access record may be reviewed only by the parent, eligible student, and person(s) responsible for custody of the records.

Student cumulative records shall be kept twenty years from the date of birth, or two years after termination of educational services. At that time, records shall be forwarded to the appropriate district level administrator for disposition.

A permanent record of a pupil's name, address, phone number, grades, attendance record, class attended, grade level completed, and year completed shall be maintained by the appropriate district level administrator.

The Superintendent's designee shall be the official custodian of student records.

Approved: 02-11-80
Revised: 05-18-87
Reviewed: 02-12-90
Revised: 03-12-90
Revised: 02-28-94
Reviewed: 07-15-96
Revised: 06-14-99

Release of Student Records

Parent(s)* of minor students have the rights of access to and challenge of school records of their child. A noncustodial parent shall have the rights of access to and challenge of school records of their child if identification is provided, unless there is a legally binding instrument or court order governing such matters as divorce, separation or custody, which provides to the contrary. Present or former students of majority age and minor students accompanied by a parent shall have the same rights. Copies of records may be obtained by paying a fee of twenty cents (.20) per copy.

This fee for copies of records may be charged but shall be waived if it would prevent the parent or student from inspecting and reviewing the records. A fee shall not be charged to search for or to retrieve information.

A parent who wishes to inspect his/her child's records shall initiate the process by making arrangements with the appropriate building principal or designee. The building principal/designee shall ensure that the parent receives an interpretation of the data, has a right to question the data, and if a dispute concerning the data arises, to follow the appeal procedure.

The District shall provide a parent on request a list of the types and locations of educational records collected, maintained, or used by the District. A parent, eligible student, and their representative shall have a right to inspect and review the student's records upon request without unnecessary delay before any meeting regarding an IEP or hearing, and in no instance more than 45 days after the request is made. The District shall respond to a request for an explanation and interpretation of the records and a list of the types and locations of educational records collected, maintained, or used.

In general, persons may view or obtain copies of student records, other than directory information, ** only after permission is secured from the parent. The following exceptions do not require prior permission:

1. School or GWAEA personnel when viewing records directly related to their job functions;
2. Officials of other schools in which the student proposes to enroll;
3. Authorized representatives of State or Federal educational agencies;
4. Organizations processing students financial aid applications;
5. Accrediting organizations for accrediting purposes; and
6. Appropriate parties in a health or safety emergency.

When disclosure is made to these exempted parties, it shall be made only on condition that the information will not be disclosed to a third party without written parental or eligible students consent. The Superintendent shall keep, for public inspection, a current listing of the names and positions of those employees who are authorized to view a special education student's records without the permission of the parent or eligible student.

Student records also shall be made available in order to comply with a subpoena or court order, however a reasonable effort should be made to notify the parent in advance of compliance. In all cases, each school shall maintain a record of persons to whom disclosures have been made. This record shall be available for inspection by parents or eligible students.

Information may be released for surveys, questionnaires, or study proposed without parental permission if the studies are conducted in such manner that individual students or parents are not personally identified and the information is destroyed when no longer needed for purposes of the study.

The District shall provide annual public notice, through publication in a newspaper of general circulation, on or before the beginning of each school year to parents. The notice shall inform parents or eligible students of:

The types of information that the agency has designated as directory information;

The right to refuse to let the District designate any or all of those types of information about the student as directory information;

The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want any or all of those types of information about the student designated as directory information;

The availability of District policy and regulations regarding student records upon request;

The right to challenge student record information.

* "Parent" in the text refers to parents, legal guardians, or majority-age students.

** The district does not declare any information pertaining to elementary school students as directory information. "Directory information" for middle and high school students includes the student's name, parent's name, address, telephone number, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, and distinguished academic performance or public service.

U.S. Code 20, Section 1232g
P.L. 93-380 as amended
Code of Iowa: Chapter 22

Approved: 02-11-80
Revised: 03-24-86
05-26-87
09-12-88
Reviewed: 02-12-90
Revised: 08-02-93
Reviewed: 07-15-96
11-09-98
Revised: 03-27-00
11-13-00
Reviewed: 04-25-05

Challenge of School Records

Students who have attained the age of majority or the parent/legal guardian of minor students may request that school records be amended in cases where they believe the information contained in the educational records of the student is inaccurate, misleading, or violates the privacy or other rights of the student.

LEVEL ONE - Building Principal

The principal shall provide eligible students, parents/legal guardians, or qualified representatives the opportunity to challenge portions of the student school record within a reasonable time of receiving such a request in writing. Possible outcomes of this challenge include: 1) no change in the record; 2) removal or alteration of the challenged portion of the record; or 3) insertion of a statement concerning the challenge, if it is denied.

LEVEL TWO - Hearing Panel

If the informal process at level one does not suffice, either party may, within fifteen days, direct a written request for a formal hearing to the appropriate Director, who shall schedule a hearing before a hearing panel within a reasonable time after receiving the request. The person challenging the record and the principal involved shall be notified of the hearing well in advance and given an option to appear before the panel.

The hearing panel shall be selected by the appropriate Director, and shall consist of one teacher, one counselor, and one building administrator from the appropriate level. The Director-Student Services shall be the chairperson of the panel. No person with a direct interest in the record may participate in the rendering of a decision.

In the process of making a decision the panel shall hear evidence relevant to the challenge from both parties. Possible solutions include the following: 1) upholding the action of the principal; 2) approving removal or modification of the challenged portion of record in all District records; or 3) taking any other action the hearing panel deems appropriate. The appropriate Director shall implement the panel's decision within five working days following the hearing, and provide written notification to those involved.

LEVEL THREE - Superintendent

Should the challenge at level two not be resolved by the hearing panel, either party may make a written request for review by the Superintendent of Schools within ten working days following the notification of the decision of the hearing panel. The Superintendent shall make final disposition of the challenge within ten working days after receiving the request. Choices available to the Superintendent include: 1) sustaining the decision of the hearing panel; 2) modifying or overruling the decision of the hearing panel; or 3) taking any other action deemed appropriate.

If the Superintendent's decision is that the challenged portion of the record is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the parent/legal guardian or eligible student shall be informed of the right to place a statement concerning the challenge in the educational record setting forth any reasons for disagreeing with the final decision.

Approved: 11-08-76

Revised: 06-23-80

Reviewed: 02-12-90

Reviewed: 04-05-93

07-15-96

Revised: 11-09-98

Reserved Time for Non-School Student Activities

Wednesday evenings and Sundays shall be reserved for non-school sponsored student activities. On Wednesday, no public school-sponsored activity shall 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 shall be made only for compelling reasons, and shall be approved by the building principal and the appropriate Director of Elementary & Secondary Education at least forty-eight (48) hours in advance. Monthly reports of an exceptions allowed shall be reported to the Board.

At least annually, building principals shall 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

Public Performance by Students

While participation by students in public performances is considered a desirable part of education, classroom activities shall be given due consideration when scheduling public performances. The building administrator shall approve the schedule 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.

Approved: 02-14-78
Reviewed: 02-12-90
Reviewed: 09-13-93
07-15-96
11-09-98

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 school district and distributed to the student body either free or for a fee. 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 thinking 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 or vulgar
- Is libelous
- 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 rules.

Approved: 06-08-98

Revised: 11-09-98

<u>Policy Number</u>	<u>Adm Reg Number</u>	
700		FISCAL PLANNING
	700.1	Budget Preparation
	700.2	Budget Adoption
701*		REVENUE FROM NON-TAX SOURCES
	701.1	Tuition
	701.2	Sale or Disposal of District Property
	701.2a	Disposition of Obsolete Instructional Material
	701.2b	District Sale of Goods and Services
	701.3	Student Fees
702		PURCHASING
	702.1	Relations with Vendors
703*		FISCAL ACCOUNTING AND REPORTING
	703.1	Accounting System
	703.2	Financial Reports
	703.3	Annual Audit
	703.3a	Selection of a Certified Public Accounting Firm
	703.4	Inventories
704*		BUSINESS PROCEDURES
	704.1	Payments for Goods and Services
	704.2	Borrowing - Short-Term Warrants
	704.3	Investments
	704.4	Depository Banks
	704.5	Care, Maintenance and Disposal of School District Records
	704.6	Credit Cards/Purchasing Cards
	704.6a	Purchasing Card Program
	704.6b	Purchasing Card Employee Agreement
	704.7	Insurance and Workers Compensation Coverage for District Employees Serving on Community Boards
	704.7a	Advisory Insurance Agency
705		EXPENSE REIMBURSEMENT
	705.1	Guidelines Governing Expenses

* Indicates Section but no Policy

September 2005

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.

Approved: 04-10-78
Reviewed: 08-28-89
Revised: 08-24-92
Reviewed: 07-15-96
12-14-98
07-14-03

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 Warehouse 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.

Approved: 04-10-78
Reviewed: 08-28-89
 08-10-92
Reviewed: 07-15-96
 Revised: 12-14-98
Reviewed: 07-14-03

EXPENSE REIMBURSEMENT

In fulfilling performance responsibilities, it may be necessary for members of the Board of Education and employees of the district to incur expenses. The board authorizes reimbursement of necessary expenses incurred in the performance of school 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.
- 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

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 appropriate associate superintendent/executive director. If the associate superintendent/executive director authorizes disposal, this decision shall be communicated to the Purchasing Department.

The Manager - 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, it shall be offered to local paper reclamation organizations. Material remaining after the above contacts shall be disposed of as refuse.

Approved: 06-18-81
Reviewed: 08-28-89
Revised: 08-28-89
08-24-92
05-19-97
01-11-99
Reviewed: 07-14-03

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 directly related to the educational mission of the district.

Iowa Code: Chapter 23A.2

Approved: 09-04-90
Reviewed: 08-10-92
Revised: 03-24-97
Reviewed: 12-14-98
07-14-03

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 three-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-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.

Iowa Code: Chapter 11.6

Approved: 02-09-81
Reviewed: 08-28-89
Revised: 03-24-97
01-11-99
09-08-03

Use of Purchasing Cards

Overview

Use of Purchasing Cards is a cost-effective way to reduce the administrative costs associated with making frequent and low dollar purchases. Purchasing Cards will be made available to employees who are given the authority to purchase items for their school/department.

Purpose

This policy governs the process by which Purchasing Cards are issued, utilized, and processed, and delineates the responsibilities of the employees, supervisors, and management in ensuring that card transactions are appropriate, authorized, and recorded in a timely manner.

Related Policies

This policy is intended to work in conjunction with other relevant district policies including, but not limited to, travel and purchasing policies.

Card Administrator

The Purchasing Manager shall be the Card Administrator. The Card Administrator will have overall district responsibility for the Purchasing Card program and will be responsible for all day-to-day operations of the program.

Issuance

Issuance of a Purchasing Card will be initiated by a district administrator and will require employee training and a signed Purchasing Card Employee Agreement. The issuance sequence is as follows:

1. Administrator requests card for employee using the Employee Request Form and submitting it to the Purchasing department.
2. Trainer gets notification from Purchasing of employees to be trained and requests cards from Bank One. Trainer prepares Employee Agreements and schedules class.
3. Purchasing Card training is conducted; employee and trainer sign Employee Agreement after class is completed.
4. Trainer must witness Cardholder signature on Purchasing Card.
5. Cardholder is responsible for activating card.
6. Trainer forwards Employee Agreement to Card Administrator.

Purchasing Card Limits and Restrictions

Unless otherwise requested and approved, Purchasing Cards will have a single item transaction limit of \$1,000 and a monthly limit of \$10,000. Purchases are not to be split into multiple transactions in order to circumvent single transaction limits.

To request higher limits, the desired limits and the reason for the higher limits should be stated on the Employee Request Form. To increase limits after a card has been issued, contact the Card Administrator. For specific transactions or events, limits can be increased on a temporary basis by contacting the Card Administrator and providing the specific information.

A complete and comprehensive listing of all possible transactions that are either appropriate or inappropriate for Purchasing Card use is, for all intents and purposes impractical to establish and maintain. It is the intent of the district's Purchasing Card program to establish a set of operating rules, guidelines and procedures to minimize instances of card misuse and maximize its benefits to the organization.

In order to establish a general framework, the following guidelines are provided.

Non-approved use of the district Purchasing Card

In all cases, personal use of the card is strictly prohibited! In most cases, the card may not be used for the following transactions:

- Equipment with a unit value of \$1,000 or greater, computers and musical instruments. Any other equipment item obtained must have its serial/model/registration information reported to the district Purchasing Department in order to allow for any future repairs and maintenance by the district.
- Items stocked in the district warehouse
- Chemicals/hazardous materials
- Construction services or other purchases related to building projects.
- Software
- Telephones & Cellular Phones
- Gifts or donations
- Fuel and incidentals for non-district vehicles

Use of the Purchasing Card for any item listed above may be allowed on a case by case basis, provided the Cardholder has obtained permission from their supervisor and the supervisor has cleared the use of the Purchasing Card with the District Purchasing Card Administrator. It cannot be over emphasized that use of the district Purchasing Card is a privilege not a right. The district reserves the right to remove card privileges for misuse.

Approved use of the District Purchasing Card

The Purchasing Card is intended to be a cost-effective way to make frequent and low dollar purchases of supplies. The Purchasing Card may be used for registration fees and travel expenses. (See district travel guidelines) If the card is used to pay for meals when traveling, the district meal limits apply.

Some merchants have been "blocked" from usage in this program based on their merchant category code (ie: athletic clubs, barber shops, physicians, liquor stores). If you present your card to any of these vendors, the transaction will be declined. Most vendors currently used by the district as a source for products or services that accept MasterCard should be able to accept your card. If you are declined and feel it should not have occurred, contact the Card Administrator.

The Purchasing Process:

How To: Make A Purchase -- The Purchasing Card may be used to purchase goods/services in person, over the phone or on the Internet (see Internet Guidelines).

- 1) Determine if the purchase is appropriate for a Purchasing Card transaction (within limits and not on the restricted list).

- 2) Select a vendor based upon best price, quality and service. It is incumbent upon all employees who wish to maintain their privilege of using the district Purchasing Card, to be good stewards of public funds. Employees are expected to compare multiple vendors, whenever possible and practical, in an effort to ensure that the best value is obtained.
- 3) State that you are with Cedar Rapids Schools, that you will be using a MasterCard and that the district is sales tax exempt. If the vendor requests the tax-exempt number, it is 57-024028 and is printed on the card. If the vendor requests a tax-exempt certificate, they can request it directly from the Purchasing Department at (319) 558-2321.
- 4) Clearly define your purchase requirements, determine availability, agree on a price (including any shipping and handling costs) and order the item(s).
- 5) Give vendor the Purchasing Card number and expiration date, as well as your name, school/department and complete delivery address.
- 6) Obtain a receipt. An acceptable receipt must include vendor name, date, dollar amount and description of items purchased. The following items listed in priority order, will serve as a receipt.
 - Invoice
 - Register Receipt
 - Web Page Print Out
 - Catalog Page
- 7) Record the transaction on the monthly Purchasing Card Transaction Log.

When receiving a shipment, it is the Cardholder's responsibility to promptly inspect the shipment to ensure that the order is complete and that the items are in an acceptable condition. Any visibly damaged goods should not be accepted. Suspected damaged goods should be noted on the bill of lading.

All packing slips and/or bills of lading should be retained as part of the purchase transaction documentation. The date items are received should also be recorded on the Purchasing Card Transaction Log.

Internet Guidelines

Cardholders must exercise discretion in selecting Internet vendors that are reputable in order to minimize the possibility of fraud. Cardholders must abide by the same guidelines as stated on the Purchasing Card Employee Agreement.

Do not give out your Purchasing Card number online unless you have read and understand the vendor's privacy statement, disclaimer, warranty, terms and conditions. This will allow the Cardholder to understand the vendor's policies on purchases, deliveries, returns, etc. and provide an additional layer of protection for both the Cardholder and the district.

Prior to entering the Purchasing Card number onto an Internet website, the Cardholder should ensure that the site is secure. To identify whether an Internet website supports secure transmissions, the URL identifying the current page will always begin with https:// ("s" stands for secure) in lieu of the normal http://, and a secure symbol (solid key or closed yellow lock) will be displayed on your internet browser. The https and symbol may not appear until you are at the checkout screen. All relevant information should

be printed from the ordering screens, if available, recorded on the Purchasing Card Transaction Log and handled in the same manner as telephone purchases.

An acceptable receipt for an Internet purchase includes a screen copy of the order form and/or confirmation you receive from the vendor verifying that they received your order. You may receive this confirmation immediately following the submission of the order or it may be sent to your e-mail address at a later date.

If you have placed an order online with a vendor and:

- You don't receive the order within a reasonable amount of time after the promised delivery date (generally one week) and you are unable to contact the vendor or
- The phone number on the website is no longer a working number or
- The vendor goes out of business.

Call Bank One Customer Service at 800-316-6056 immediately to determine if cancellation of your Purchasing Card is necessary. The Cardholder will receive assistance from Bank One and/or the Card Administrator with the dispute process. If the card has been cancelled, contact the Card Administrator to obtain a replacement Purchasing Card.

How To: Handle Returns or Exchanges

The Cardholder is responsible for managing any returns and exchanges directly with the vendor and for ensuring that the proper credit is received from vendors for returned merchandise.

- 1) Contact the vendor directly and obtain instructions for returns and exchanges.
- 2) Return or exchange the item in person at the store or ship it.
- 3) Log the return or exchange on your Purchasing Card Transaction Log. (Include as much detail as possible.)
- 4) Review future statements to ensure that your Purchasing Card account is properly credited.

How To: Handle Disputed Charges

If there is a charge that is not recognized by the Cardholder or if it appears to be incorrect, the Cardholder must seek resolution with the vendor immediately. Common examples of disputes are: goods not received, damaged items, merchandise was returned, duplicate or incorrect charges.

If the problem cannot be resolved with the vendor, call BankOne Customer Service at 800-316-6056. The Cardholder Dispute Form must be completed and forwarded to the Card Administrator within 10 days. The Dispute Form will be sent to Bank One for review and temporary credit if needed. When Bank One has completed its investigation; the Cardholder will be informed of the resolution and any corrections that were made to their account.

How To: Reconcile Your Purchasing Card Statement

The Purchasing Card is designed to facilitate point-of-sale purchases and streamline payment procedures for authorized users. With this authority comes the responsibility for maintaining adequate documentation for each purchase. All purchases, whether in person, by telephone, fax or Internet must have an itemized receipt.

Bank One provides an on-line system, called Smart Data On Line (SDOL) for reporting and reviewing Purchasing Card transactions. All Cardholders will receive detailed training on the use of SDOL. Information is updated daily and can be accessed by Cardholders, supervisors and program administrators. SDOL enables supervisors to assign account numbers and mark transactions that have been reviewed.

On a monthly basis each Cardholder will receive an individual statement directly from Bank One. Within 5 days of receipt of the statement, the Cardholder is required to submit an accounting of the charges to his/her supervisor. The accounting must include:

- The statement received from Bank One
- Original receipts for all charges attached to the statement
- A description of each charge, noted on either the face of the statement or on the attached receipt
- Packing slips for goods received by shipment
- The employee's signature and the date submitted

Cardholder shall use their Purchasing Card Transaction Log in order to reconcile actual transactions to Bank One's monthly statement. Cardholders who do not submit the required documentation within 5 days will have their Purchasing Card privileges suspended or revoked. The supervisors or their designees are responsible for ensuring that Cardholders submit all required documentation of their charges.

The supervisor should review statement, assign account numbers for each charge, sign and forward the approved statement within 5 days to the Accounting Department. Cardholder and Supervisor have the ability to distribute charges to multiple account numbers.

The Accounting Department will receive a monthly master bill from Bank One that must be paid via electronic funds transfer within 25 days of receipt by the district. Monthly statements and transactions will be subject to audit by the district's Purchasing and Accounting departments as well as external auditors and State of Iowa auditors.

How To: Report a Lost or Stolen Card

Keep your Purchasing Card in a secure location and guard the card number carefully. The only person entitled to use a Purchasing Card is the person whose name appears on the face of the card. Do not lend your card or give the number to another employee to use.

In the event of a lost or stolen card, the Cardholder must notify Bank One by calling 1-800-316-6056 immediately. The Card Administrator must also be notified. Bank One will immediately close the account, transfer account information to a new account number and issue a replacement card. A card may also be replaced by calling the Card Administrator at the Purchasing Department directly.

Employee Transfers, Terminations and Retirements

The Cardholder's supervisor must notify the Card Administrator in writing in the event a Cardholder transfers to another school/department, is terminated, or retires. It is the supervisor's responsibility to collect the Purchasing Card from terminated and retired employees and forward to the Card Administrator.

Upon notification of termination or retirement, the Card Administrator will cancel the card and obtain a statement of unpaid charges. This final statement will be sent to the supervisor who will review and verify all charges for appropriateness before returning statement to the Accounting Department for payment.

Upon notification of a Cardholder's assignment to another district position, the Card Administrator will notify the new supervisor of the Cardholder's Purchasing Card status (limits, types of charges authorized). Approval by the new supervisor is necessary for the employee to continue as a Cardholder.

Advisory Insurance Agency

Section I - Purpose

The purpose of this procedure is to provide the Cedar Rapids Community School 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.

Section II - Process

1. At least every five years the Superintendent or designee shall recommend to the board, for approval, an AIA capable of providing excellent professional insurance advice and service.
2. The qualified AIA will provide a description of the insurance program currently in effect. The insurance coverage shall include all property (including builder's risk), liability, employee fiduciary bonds, workers compensation, student accident, and student dental insurance. In addition the AIA will provide professional advice and service as needed by the district.
3. Although the Iowa Association of School Boards (IASB) sponsors a competitive, comprehensive insurance program that currently every school district in the State of Iowa participates in, none the less, the AIA shall agree to review on an ongoing basis other insurance products that may be in the best interest of the district.

Section III - Criteria

1. The AIA must employ at least one agent who has the C.P.C.U. designation, and the primary servicing agent must hold the C.P.C.U. 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 District Secretary.

Section IV - Duties and Conditions

1. The AIA shall be responsible for maintaining the policies and controlling all renewal dates.
2. The AIA shall 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 shall 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 shall be provided in an annual report to the board, and shall include, but not 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 shall 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 shall also assist the staff in the preparation of projected insurance costs at the time of budget preparation.

Approved: 12-22-80
Reviewed: 07-10-89
Revised: 08-28-89
Reviewed: 08-24-92
07-15-96
Revised: 12-14-98
09-08-03

Budget Preparation

The Superintendent and other appropriate administrators shall prepare an annual budget for consideration by the Board of Directors. A calendar shall be prepared to guide the budget development process.

The final document shall include background data and analyses, and detailed presentations of estimated budget expenditures and revenues.

Code of Iowa: Chapter 24

Approved: 03-27-78
Reviewed: 08-28-89
Revised: 08-24-95
Reviewed: 07-15-96
12-14-98

Budget Adoption

Following a review of the budget with the Administration, and before considering the budget for formal adoption, the Board of Directors shall verify that the annual budget estimate has been filed and that the School District budget estimate and notice of hearing have been properly published.

Prior to budget adoption, a public hearing shall be held and any taxpayer shall be heard in favor of or against the proposed budget. The Board of Directors shall rule on each objection, make adjustments or corrections when appropriate, and proceed with budget adoption.

In order for the budget to be adopted, the Board of Directors shall, by roll call vote, approve the Entry Record of the Hearing and Determination of the Estimate.

The Board of Directors shall adopt and certify the budget to the County Auditor by April 15.

Code of Iowa: Chapter 24
Chapter 257

Approved: 03-27-78
Revised: 06-22-87
Reviewed: 08-28-89
Revised: 08-24-92
Reviewed: 07-15-96
01-11-99

Tuition

Tuition - Regular School Year

Nonresident students who attend schools in the district shall be assessed a standard tuition charge, which shall be the maximum tuition fee established by the State of Iowa. Students who attend on a part-time basis shall pay prorated tuition computed on a six-hour school day.

Tuition - Summer School

Each year the Board of Directors shall adopt a tuition schedule for summer school sessions. Tuition shall be based on course offerings and resident qualifications. Guidelines shall 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.

Tuition - Open Enrollment Act

For students accepted into the district under the Open Enrollment Act, tuition shall be paid by the district of residence. This shall 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 the Open Enrollment Act, the district of residence shall 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 shall pay the current year actual costs incurred in providing a program for special education students. Current year Phase II funds received for non-resident students enrolled prior to the September student count shall be paid by the district of residence at the appropriate State rate.

Code of Iowa: Chapter 282
Chapter 281

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

Sale or Disposal of District Property

Whenever the appropriate associate superintendent/executive director determines that district owned property is no longer useful to the district, the decision shall be communicated to the Purchasing Department 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 (\$1000) shall require the approval of the Manager - Purchasing. However, the sale or disposal of property with a unit value of over one thousand dollars (\$1000) shall require the approval of the Superintendent's Cabinet, and the sale or disposal of property whose unit value exceeds five thousand dollars (\$5,000) shall require the approval of the board.

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 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 the Area Education Agency and its associated local education agencies, Kirkwood Community College, and other tax-levying agencies and local non-profit private education agencies with the approval of the Manager - Purchasing.

Disposal of any district property through public auction or other arranged sale shall be preceded by at least one public notice insertion each week for two consecutive weeks in a newspaper having general circulation in the district.

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

Student Fees

Students enrolled in the Cedar Rapids Community School District shall be assessed annually for book use fees and other fees necessary to cover the cost of services, supplies, consumable materials and other special programs outlined in a fee schedule established by the Board of Education. Annually, the administration shall recommend and the Board of Education shall 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 shall make reasonable efforts to collect fees due from parents, legal guardians and students who do not qualify for waiver of fees. Student's eligibility for waiver of fees shall be based upon participation in the district's Free and Reduced Meal Program.

Code of Iowa: Chapter 301.1

Approved: 05-29-84
Reviewed: 08-28-89
 08-10-92
Revised: 07-15-96
 01-11-99

Relations with Vendors

Initial Contact:

Except for sales related specifically to activity fund purchases, all sales representatives shall first contact the Purchasing Department. When appropriate, the Purchasing Department shall 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 Purchasing Department. The Purchasing Department shall cooperate 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 quotation or bid by a responsible bidder that meets the specifications of the district for any item(s), or services, or the lowest net purchase price for a combination of several items, or services, shall be accepted, subject to the right of the board to reject any or all bids or any part thereof. The board recognizes that it has a responsibility, when accepting or rejecting bids, to consider factors other than price, such as location, character, reputation, experience, efficiency, facilities, resources, and service, delivery date, the targeted small business procurement goal, and other relevant factors in selecting the bid that most closely conforms to the district needs. The board shall give consideration to purchasing goods or services from a locally owned business located within the school district, which offers these goods or services if the cost and other considerations are relatively equal. Supplies and equipment purchased on a yearly bid basis shall be listed on the purchasing calendar, which shall be published annually.

Code of Iowa: Chapter 23A(3)

Approved: 03-27-78
Reviewed: 08-28-89
Revised: 09-11-89
08-24-92
Reviewed: 07-15-96
01-11-99
07-14-03

Accounting System

The accounting system shall conform with generally accepted accounting principles for governmental agencies. Accounts shall be maintained on 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)
Chapter 11.23

Approved: 03-27-78
Reviewed: 08-28-89
Revised: 08-24-92
Reviewed: 07-15-96
Revised: 01-11-99
Reviewed: 07-14-03

Financial Reports

Monthly Reports:

The Board Secretary will work with the District 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 finance reports will be as follows:

First meeting of the month:

- Approval of Claims
- Statement of Receipts, Disbursements and Cash Balances
- Investments Report

Second meeting of the month:

- Approval of Claims
- Activity Fund Financial Reports
- Budget Summary of Revenues and Expenditures
- Food and Nutrition Financial Statements
- Unspent Balance Report

Annual Report

The Board Treasurer shall file an LEA Certified Annual Report with the Director of the Department of Education on or before the 15th day of September.

Code of Iowa: Chapter 291.7, 291.10, 291.14

Approved: 03-27-78
Reviewed: 09-11-89
Revised: 08-24-92
03-24-97
01-11-99
08-25-03

Annual Audit

The financial records of the district shall be audited annually by the state auditor's office or by a certified public accounting firm. The audit shall be completed within nine months following the end of the fiscal year that is subject to the audit.

The board shall determine whether the state auditor or a private firm shall 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 three years. The appointment shall be subject to annual renewal contingent upon satisfactory service. (See Procedure 703.3a.)

Code of Iowa: Chapter 11.6

Approved: 03-27-78
Revised: 03-09-81
Reviewed: 08-28-89
Revised: 09-11-89
08-24-92
Reviewed: 07-15-96
Revised: 01-11-99
Reviewed: 07-14-03

Inventories

A perpetual inventory of all centrally stocked consumable items shall be maintained, and a cycle count of inventory shall be taken at least once per year to ensure the accuracy of inventory records. Inventory adjustments in excess of ten thousand dollars (\$10,000) shall be submitted to the Superintendent's Cabinet for action. Annually, the Board of Directors shall receive a report on inventory adjustments in excess of twenty-five thousand dollars (\$25,000).

A perpetual inventory of all furniture and other non-consumable equipment items with a cost of one thousand dollars (\$1,000) or more shall be maintained and a physical inventory within all district buildings shall be conducted every three years under the supervision of the Manager - Accounting. The inventory report will be filed in the Business Services Office.

Approved: 06-12-78
Reviewed: 08-28-89
Revised: 09-11-89
08-24-92
05-19-97
01-11-99
Reviewed: 07-14-03

Payments for Goods and Services

The Board of Directors authorizes the issue of warrants for payment of claims against the school district for goods and services. The board will allow the warrants after the goods and services have been received and accepted in compliance with board policy. All claims against the School District shall be paid only upon receipt of verified bills audited by one or more members designated by the Board of Directors or by a certified public accountant employed by the board and approved at a regular or special session of the board.

Claims for payment of freight, drayage, express, postage, printing, water, light, telephone, rents, and payment of salaries pursuant to the terms of a written contract may be paid by the Board Secretary prior to formal audit and approval by the board. In addition, the Secretary, upon approval of the Board President, or in the absence of the Board President, may issue warrants for verified bills when the Board of Directors is not in session.

At their discretion, the Board of Directors may authorize the use of a facsimile signature plate, 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

Approved: 03-27-78
Reviewed: 08-28-89
Revised: 08-24-92
Reviewed: 07-15-96
Revised: 10-13-97
01-11-99
Reviewed: 07-14-03

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 district 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

Approved: 03-27-78
Reviewed: 08-28-89
Revised: 08-24-92
01-11-99
Reviewed: 07-14-03

Investments

School district funds in excess of current needs shall be invested in compliance with this regulation. The goals of the school 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 school district shall exercise the care, skill, prudence and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use to meet the goals of the investment program.

School district funds are monies of the school district. "Operating Funds" of the school 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 school district's authorized depositories;

Iowa Schools Joint Investment Trust Program (ISJIT);

Obligations of the United States government, its agencies and instrumentalities;

Certificates of deposit and other evidences of deposit at federally insured Iowa depository institutions;

Repurchase agreements in which underlying collateral consists of investments in government securities. The school district must take delivery of the collateral either directly or through an authorized custodian. Repurchase agreements do not include reverse repurchase agreements;

Prime bankers' acceptances that mature within two hundred seventy days and that are eligible for purchase by a federal reserve bank. At the time of purchase no more than ten percent of the investment portfolio can be in these investments and no more than five percent of the investment portfolio can be invested in the securities of a single issuer;

Commercial paper or other short-term corporate debt that matures within two hundred seventy days and that is rated within the two highest classifications, as established by at least one of the standard rating services, with no more than five percent at the time of purchase placed in the second highest classification. At the time of purchase no more than ten percent of the investment portfolio can be in these investments and no more than five percent of the investment portfolio can be invested in the securities of a single issuer; and,

An open-end management investment company registered with the federal securities exchange commission and commonly referred to as a money market mutual fund. The money market mutual fund shall use only the investments individually authorized by law for school districts.

It shall be the responsibility of the Board Treasurer to oversee the investment portfolio in compliance with this policy and the law.

It shall be the responsibility of the Board Treasurer, if the need may arise, to bring a contract with an outside person to invest school district funds, to advise on investments, to direct investments, to act in a fiduciary capacity or to perform other services to the board for review and approval. The Treasurer shall also provide the board with information about and verification of the outside person's fiduciary bond. Contracts with outside persons shall include a clause requiring the outside person to notify the school district within thirty days of any material weakness in internal structure or regulatory orders or sanctions against the outside person regarding the services being provided to the school district and to provide the documents necessary for the performance of the investment portion of school district audit. Contracts with outside persons shall not be based on the performance of the investment portfolio.

The Board Treasurer shall be responsible for reporting to and reviewing with the board at its regular meetings the investment transaction activity. It shall also be the responsibility of the Board Treasurer to obtain the information necessary to ensure that the investments and/or the outside persons doing business with the school district meet the requirements outlined in this policy.

It shall be the responsibility of the Board Treasurer to deliver a copy of this policy to the school district's depositories, auditor and third parties assisting with or facilitating investment of funds.

It shall also be the responsibility of the Board Treasurer to develop a system of investment practices and internal controls over the investment practices. The investment practices shall be designed to prevent losses, to document the officers' and employees' responsibility for elements of the investment process and address the capability of the management.

Code of Iowa: Chapter 11.6 Chapter 22.1 Chapter 22.13
 Chapter 28E.5 Chapter 279.2 Chapter 12C
 Chapter 502.701 Chapter 12B

Approved: 03-27-78
Reviewed: 08-28-89
Revised: 08-24-92
Reviewed: 07-15-96
Revised: 01-11-99
07-14-03

Depository Banks

The Treasurer and Secretary of the Board shall deposit all funds in banks that are approved by resolution of the Board of Directors. The Resolution of Depositories shall include the name of each appropriate bank, and shall specify the maximum amount, which shall be kept on deposit.

Code of Iowa: Chapter-12C

Approved: 03-27-78
Reviewed: 08-28-89
 08-10-92
Reviewed: 07-15-96
 Revised: 01-11-99
Reviewed: 07-14-03

Care, Maintenance and Disposal of School District Records

School district records shall be housed in appropriate offices at the Educational Service Center, schools and departments. It shall be the responsibility of the Superintendent and each division or building administrator to oversee the maintenance and accuracy of these records. The following records shall be kept and preserved according to the schedule below:

Secretary's financial records	Permanently
Treasurer's financial records	Permanently
Minutes of Board of Directors meetings	Permanently
Annual Audit reports (CAFR)	Permanently
Personnel files regarding dates of employment	Permanently
Records of judgment payments against district	20 years
Bonds and coupons	10 years
Written contracts between the school district and outside groups	10 years
Canceled warrants, check stubs, bank statements, bills, invoices and supporting records	5 years
Records of closed sessions	1 year
Federal Programs	5 years
Permanent record of individual students	Permanently

The official personnel records shall be housed in the Human Resources Office at the Educational Service Center. These records will be maintained by the Superintendent or designee and the Board Secretary. These records will contain necessary employee information provided by building administrators and the employee's immediate supervisor.

Each building will keep and maintain records that have historical significance regarding staff, students or facilities. The supervision of these records is the responsibility of the school principal. Data on school accreditation and certification shall also be included in this category.

Official records are to be kept in secure situations.

Source: Iowa School Boards Association
School Administrators of Iowa
Legal Advisor
District and Building Administrators

Reviewed: 05-20-91
Approved: 06-10-91
Revised: 08-24-92
Reviewed: 07-15-96
01-11-99
Revised: 07-14-03

Credit Cards/Purchasing Cards

The Board of Directors may, at its discretion, authorize district employees to use school credit cards/purchasing cards to pay for the actual and necessary expenses incurred in the performance of work-related duties. This authorization shall be approved by resolution on an annual basis.

The resolution shall specify the individuals and/or employees groups who are authorized to use the school credit cards/purchasing cards and include the types of allowable expenditures to be charged and supporting documentation required. Use of school credit cards/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 with which to expedite district payments, will be personally responsible for any late payment fees or finance charges assessed.

District employees are authorized to use school credit cards/purchasing cards for non-routine fuel purchases and emergency road service for district owned/leased vehicles only.

Specific district procedures and guidelines for employee use of purchasing cards are outlined in Board Policy Procedures 704.6a and 704.6b.

Code of Iowa: Chapter 279.8

Approved: 08-24-92
Reviewed: 07-15-96
Revised: 01-11-99

08-25-03
09-13-04

Insurance and Workers Compensation Coverage for District Employees Serving on Community Boards

The Cedar Rapids Community School District encourages all of its employees to be active in both community and professional organizations as part of their employment with the school district. Improved community relations, as well as personal and professional growth, are the intended outcome of such involvement.

When an employee is involved with a community or professional organization whose activities are directly related to his/her professional duties and responsibilities as an employee of the Cedar Rapids Community School District, the employee is considered as being on duty from an insurance and Workers Compensation standpoint.

Approved: 06-26-00
Reviewed: 07-14-03

Guidelines Governing Expenses

THE MODE OF TRANSPORTATION SELECTED FOR TRAVEL SHOULD BE AT THE MOST REASONABLE RATE AND BE THE MOST COST EFFICIENT AVAILABLE.

MEALS

Meals will be reimbursed at \$35 per day. For travel less than a full day, meal rates are \$5 Breakfast, \$11 Lunch and \$19 Dinner.

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.

TAXIS, LIMOS, BUSES

Usual charges for these services will be reimbursed; however, any unusual expenses should be explained. Charges over \$15.00 must have receipt attached to the form.

AIRFARE

Travelers should arrange for the most economical airfare available. CRCSD will pay only coach fare. Receipts and ticket stubs must be attached to the expense form.

REGISTRATION

Attach receipts for registration paid by traveler.

AUTOMOBILE

CRCSD will reimburse travelers for use of personal vehicles at the district-approved rate per mile 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 fare. Car-pooling is encouraged when possible. Claims for mileage over 12 months old will not be reimbursed.

OTHER AUTHORIZED EXPENDITURES

Rental cars (receipts required), baggage tips, parking, business telephone and miscellaneous items should be included on the blank lines. If banquet tickets exceed the dinner meal limit, include excess cost on blank line, attach receipt and explain in space provided.

OUT-OF COUNTRY TRAVEL

For out-of-country travel, expenses should be converted to U.S. Dollars and proof of exchange rate should be attached to 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 CRCSD credit card/purchasing card and charge meals above the limits or charge other unauthorized amounts, you are personally responsible for those expenses. Employees, who fail to provide the Accounting Department all necessary paperwork in a timely fashion with which to expedite district payment, will be personally responsible for any late payment fees or finance charges assessed.

USE OF DISTRICT CREDIT CARD/PURCHASING CARD

Use of school credit cards/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. If a CRCSD credit card/purchasing card is used to charge meals above the limits or for other unauthorized amounts, the employee is personally responsible for those expenses. Employees, who fail to provide the Accounting Department all necessary paperwork in a timely fashion with which to expedite district payment, will be personally responsible for any late payment fees or finance charge assessed.

Code of Iowa: Chapter 70A.9

Revised: 01-11-99
08-25-03
09-13-04

<u>Policy Number</u>	<u>Adm Reg Number</u>
801	CONSERVATION
802*	SITE AND FACILITIES
	802.1 Site Acquisition and Payment
	802.2 Sale, Lease, or Disposition of Real Property
	802.3 Employment of Architectural and/or Engineering Consultants
	802.4 Bidding and Awarding of Construction Contracts
	802.5 Asbestos in the Schools
805	COMMUNITY USE OF SCHOOL FACILITIES
	805.1 Community Use of School Facilities--General Guidelines
	805.2 Community Use of School Facilities--Eligibility
	805.3 Community Use of School Facilities--Priority Schedule
	805.4 Community Use of School Facilities--Application Procedure
	805.5 Community Use of School Facilities--Rental Fee-Determination Schedule
	805.5a Tennis Courts
	805.5b Gym Use for Programs Sponsored by Kirkwood College and City Recreation Commission
	805.5c Pool Use for Programs Sponsored by Kirkwood College and City Recreation Commission
	805.6 Community Use of School Facilities--Chart of Rental Fees
	805.7 Community Use of School Facilities-Kingston Stadium
	805.8 Use of School-Owned Equipment
806*	SPECIAL USE OF SCHOOL FACILITIES
	806.1 Use of Schools for Games of Skill, Games of Chance, and Raffles

*Indicates Section but no Policy

September 2005

CONSERVATION

The primary goals of the district conservation program are to reduce the consumption of natural energy and exercise efficiency in the use of all district resources. The district has a strong commitment to environmental concerns, and a comprehensive recycling program extends that commitment.

All employees shall implement and model sound conservation and environmental practices designed to conserve energy, supplies, equipment and all other resources available to the district.

The conservation/environmental ethic and instruction in conservation/environmental practices shall be made integral parts of the educational program.

Approved: 05-08-78
Reviewed: 08-28-89
Revised: 10-12-92
Reviewed: 01-13-97
Reviewed: 12-14-98
08-25-03

COMMUNITY USE OF SCHOOL FACILITIES

The use of School facilities as centers for community participation should be encouraged whenever those activities are beneficial to the community-at-large.

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.

The Board of Directors reserves the right to deny the use of school facilities at any time.

Approved: 05-08-78
Revised: 12-12-83
Reviewed: 06-26-89
Revised: 08-14-89
Reviewed: 09-14-92
01-13-97
01-11-99
08-25-03

Tennis Courts

The Cedar Rapids Community School District will maintain lighted tennis courts at Franklin, McKinley, Roosevelt, Taft, Wilson, Jefferson, Kennedy and Washington. Unlighted courts will be maintained at Harding.

Lights at the high school courts will be turned 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

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:

1. 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 and added to the Master Schedule by the Activities Coordinator in each school. Each elementary principal will schedule access to elementary gymnasiums.
2. Kirkwood Community College or the City Recreation Commission, with school district approval, will be expected to employ a school district employee as a supervisor in the secondary schools. Duties of this individual will include opening, closing, and general supervision of the facility.
3. Scoreboards and scoring equipment will not be available, but available restroom facilities may be used.
4. All Cedar Rapids 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.
5. High school gyms may be available Wednesday nights 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 at all middle schools on all week nights after 6:30 p.m. and on Saturday and Sunday from 1:00-5:00 p.m. and at other times when the schedule permits.
6. Charges for weekend gym use will apply according to Regulation 805.6 for Group II usage.
7. Kirkwood Community College or the City Recreation Commission will provide a certificate of insurance, or may purchase such a certificate from the School District.
8. Any damages to the facility will be assessed against Kirkwood Community College or the City Recreation Commission and paid directly to the School District.
9. All participant fees will be paid to Kirkwood Community College or the City Recreation Commission who will reimburse the School District for the time used in all facilities. Such reimbursement will occur on a monthly basis.
10. Any conflicts or disputes arising out of the administration of this procedure will be handled by the Executive Director – Business Services. That person's decision will be submitted to the Superintendent of Schools for arbitration, if needed.

Approved: 06-18-90
Revised: 10-26-92
Reviewed: 01-13-97

Revised: 01-11-99
08-25-03

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:

1. 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 and added to the Master Schedule by the Activities Coordinator in each school.
2. Kirkwood Community College or the City Recreation Commission, with school district approval, will be expected to employ a school district employee as a supervisor in the secondary schools. Duties of this individual 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. 1-30 requires one lifeguard -- 31-125 requires two lifeguards. Each agency will have to comply with all other Department of Health regulations concerning the pool area.
3. Scoreboards and scoring equipment will not be available, but available restroom facilities may be used.
4. All Cedar Rapids 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.
5. High school pools may be available Wednesday nights after 7:00 p.m. and Sunday from 1:00-5:00 p.m. and at other times when the schedule permits.
6. Charges on weekends:
High School Pools.....2 hour block.....\$15.00
7. Kirkwood Community College or the City Recreation Commission will provide a certificate of insurance, or may purchase such a certificate from the School District.
8. Any damages to the facility will be assessed against Kirkwood Community College and the City Recreation Commission and paid directly to the School District.
9. All participant fees will be paid to Kirkwood Community College and the City Recreation Commission who will reimburse the School District for the time used in all facilities. Such reimbursement will occur on a monthly basis.
10. Any conflicts or disputes arising out of the administration of this procedure will be handled by the Executive Director – Business Services. That person's decision will be submitted to the Superintendent of Schools for arbitration, if needed.

Approved: 06-18-90
Revised: 10-26-92
Reviewed: 01-13-97

Revised: 01-11-99
08-25-03

Site Acquisition and Payment

The district shall 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 the Physical Plant and Equipment levy.

Code of Iowa: Chapter 297

Approved: 02-12-79
Reviewed: 08-28-89
Revised: 09-28-92
Reviewed: 01-13-97
12-14-98
08-25-03

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 shall 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

Approved: 07-13-87
Reviewed: 08-28-89
09-14-92
01-13-97
Reviewed: 12-14-98
08-25-03

Employment of Architectural and/or Engineering Consultants

Architectural and/or engineering consultants, registered in the State of Iowa, shall 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 shall include training, experience with related projects, and relations with contractors and governmental agencies. The general duties to be performed by the consultant shall be prescribed in the contract document.

The terms and conditions for any architectural and/or engineering firm engaged by the district shall be specified in a contract substantially in the form approved by the American Institute of Architects.

Approved: 09-24-79
Reviewed: 08-28-89
Revised: 09-11-89
Reviewed: 09-14-92
01-13-97
Reviewed: 12-14-98

Bidding and Awarding of Construction Contracts

After approval of the construction documents by the Board of Directors and appropriate agencies, bids will be solicited in the manner prescribed by the Code of Iowa.

Except as provided in the American Institute of Architects' standard forms of agreement, no work shall be performed, other than as stipulated in the construction contract, without prior district approval. In all but emergency situations, board approval shall be required for work not stipulated in the contract if the cost is in excess of twenty-five thousand dollars (\$25,000). When requested by the board or the administration, the architect shall render advice regarding the nonperformance, damages, and security bonds.

Code of Iowa: Chapter 297

Approved: 02-12-79
Reviewed: 08-28-89
Revised: 09-11-89
Reviewed: 09-14-92
01-13-97
Reviewed: 12-14-98
08-25-03

Asbestos in the Schools

The district shall 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. The board minutes shall reflect the appointment of the employee designated to implement the project.

Materials, which contain friable and/or non-friable asbestos, shall be maintained in a safe condition. All asbestos remaining in routine maintenance areas shall have proper warning labels. If the materials are to be disturbed, appropriate precautions shall be followed. Whenever there is a need to replace asbestos-wrapped pipes or boiler covering, these shall be replaced with materials that do not contain asbestos.

Employees of the district shall not remove or clean up asbestos unless they have received the proper training and the required yearly physical examination. Whenever asbestos is discovered, in a friable state, the employee shall notify the Manager-Buildings and Grounds, who shall arrange for its encapsulation or removal by a licensed person.

All contractors who work in district buildings shall be notified of the existence of asbestos in that building(s). No contractor shall be authorized to disturb or remove asbestos without a license from the State of Iowa. If removal of the asbestos is necessary to accomplish a specific project, unlicensed contractors shall notify the Manager-Buildings and Grounds, who shall make appropriate arrangements.

In the event asbestos is found to be present in a school, a list of the locations shall be available in the principal's office. All staff members and the PTA shall be informed of the existence of the asbestos. A list of the locations of asbestos in all district buildings shall be kept on file in the Business Services Office. Additionally, the Environmental Protection Agency Form 7730-3 shall be posted in the main office, the teacher's lounge, and the custodial office.

At no time shall the district purchase materials known to contain asbestos.

Asbestos Hazard Emergency Response Act of 1986

P.L. 99-519

Approved: 09-08-86
Revised: 10-24-88
Reviewed: 09-25-89
09-14-92
01-13-97
Reviewed: 12-14-98
08-25-03

Community Use of School Facilities--General Guidelines

1. Persons who attend activities must confine themselves to the area of the facility requested. Use of hallways, foyers, and other common areas of buildings, where safe egress is blocked are strictly prohibited.
2. Charges shall begin with the time designated for opening of the building and terminate with the closing.
3. Failure on the part of the renter to notify the Executive Director – Business Services by 2:00 p.m., of the cancellation of meeting or event scheduled for any time after 5:00 p.m., of that date shall render the renter liable for payment of the minimum rental fee. Group I users shall be liable for payment of any custodial overtime that may result.
4. The use of buildings and/or facilities by outside organizations shall be automatically canceled when schools must close due to inclement weather or other emergency conditions.
5. Renters must assume full responsibility for crowd control. Satisfactory sponsorship and adequate adult supervision must be provided. This shall include police and/or fire protection where necessary, or when requested by the district.
6. The district will provide for normal custodial services in connection with the use of the building and/or grounds.
7. The renter shall indemnify the district for any damages to the school property.
8. Organizations shall provide the district 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.
9. Approval will not be granted for any activity, which may be prejudicial to the best interests of the schools.
10. Gambling (e.g., bingo, raffles, lotteries) may be permitted in schools or on school grounds only in strict accordance with Regulation 806.1.
11. Activities must not create a nuisance or disturb the peace of the neighborhood.
12. The possession or use of intoxicating beverages or controlled substances shall not be permitted on school premises. The use of tobacco is prohibited within the confines of district buildings or district vehicles.
13. Gym shoes shall be required for all activity-type games such as basketball, volleyball and badminton, played on any gymnasium floor.
14. Users shall be required to remove, or reimburse the district for the removal of any materials, equipment, furnishings or rubbish left after use of facilities.
15. The appropriate building administrator must approve all decorations or the application of materials to walls or floors. Such decorations shall be subject to state and local fire regulations.
16. The use of candles or other flammable material shall be prohibited.

17. Specially equipped rooms, such as life skills, computer labs, science labs, industrial technology, libraries, storage rooms, and administrative offices, etc., shall not be made available for use, except by specific permission from the appropriate building administrator. (See Regulation 805.8.)
18. The appropriate building administrator must approve the use of school-owned equipment when requested by the renter. (See Regulation 805.8.)
19. Public address systems (except at the stadium), lighting and special stage equipment must be approved by the activities coordinator and operated by experienced operators provided by the district. Charges will be assessed to the renter for these services.
20. Any unusual or unique electrical appliances or equipment furnished by the user must have the approval of the appropriate building administrator.
21. Furniture arrangement must be approved by the appropriate building administrator.
22. Kitchen equipment must be operated by an authorized food and nutrition employee. The user will be billed for the labor cost, which shall be paid to the district rather than the employee.
23. All regulations of the district governing the use of school facilities shall be observed and are considered a part of the formal contract.
24. When groups outside the Cedar Rapids metropolitan area wish to use the facilities they must have a local sponsor.

Cross Reference: Regulation 805.8
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

Community Use of School Facilities - Eligibility

The following types of community groups or organizations are eligible to use school facilities without specific approval by the Board of Directors, according to the priorities outlined in Regulation 805.3.

- A. Public school groups
- B. Other educational organizations (tax supported)
- C. Governmental agencies
- D. Clubs, organizations and associations
- E. Churches and private schools
- F. Private business/industrial groups
- G. Profit-oriented organizations

Individuals or groups sponsoring parties or celebrations essentially private in nature shall not be eligible to use school facilities.

Approved: 04-24-78
Revised: 12-12-83
Reviewed: 06-26-89
Revised: 08-14-89
Reviewed: 09-14-92
Revised: 01-27-97
Reviewed: 01-11-99
08-25-03

Community Use of School Facilities--Priority Schedule

Use of school facilities for activities other than the regular academic or co-curricular programs of the Cedar Rapids Community School District shall 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 school groups
- District-sponsored educational functions involving adults
- Individual school-sponsored functions involving students
- Meetings of the PTA or comparable organizations
- PTA recreational functions, which do not provide financial benefits for individuals
- 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
- Kirkwood 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
- Kirkwood interscholastic and recreation programs
- PTA 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 fund-raising or profit-making activities

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Revised: 10-26-92
01-27-97

Reviewed: 01-11-99
Revised: 08-25-03

Community Use of School Facilities--Application Procedure

Organizations or groups who request the use of school facilities shall follow the application procedure outlined below.

The applicant shall:

- A. secure an application form from the building principal/or activities coordinator or the Executive Director – Business Services.
- B. complete the application form:
- C. have building principal/or activities coordinator sign the form indicating his/her approval; then
- D. sign the application, and transmit it to the Executive Director – Business Services for review and contract preparation.

After receiving the application form, the Executive Director – Business Services will complete the preparation of the contract forms and forward them to the applicant for signature. The applicant shall then return the signed contract to the Office of the Executive Director – Business Services along with a certificate of insurance. The application procedure should be completed a minimum of 10 days prior to date of use.

In instances of multiple meeting dates, a single request form listing all dates and times will be sufficient.

When charges are assessed, a statement of rental fees prepared by the Accounting Department will be forwarded to the renter following the function. In certain cases, payment may be requested in advance.

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01-11-99
08-25-03

Community Use of School Facilities--Rental Fee Determination Schedule

With the exception of any existing board approved 28E agreement between the district and an outside organization, charges for Community Use of School 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 school sites 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 shall have followed the scheduling and application procedures prescribed in Board Policy Regulation 805.4. When a school building must be opened for restroom purposes, a flat eight dollars (\$8.00) fee per day will be charged.

Group I - (Free Use)

Functions that are school-sponsored or sponsored by the building PTA/parent group will be provided free use of school facilities, except for certain activities requiring the use of the kitchens, auditoriums, stages, pools, gyms, or other special areas involving extra operational costs. (Schools shall be granted exemptions from extra operational costs, with the exception of kitchen use, in the following amounts when the purpose of the use relates to student welfare or fund raising for that school.) Fund raising functions as described in Board Regulation 1004.1 shall also qualify for Group I status.

High Schools	-	50 hours per year per school
Middle Schools	-	15 hours per year per school
Elementary Schools	-	5 hours per year per school

Such hours shall be allocated at the discretion of the school principal and so noted on the Application Form for Building Usage. The principal shall determine whether or not a building activity falls in the Group I category; however, in the case of activities not sponsored by the school or building PTA/parent group, the decision regarding Group I eligibility shall be made by the Executive Director – Business Services. When a school-sponsored or PTA/parent group-sponsored activity involves the use of facilities in another school building, the principal of the host school shall recommend whether or not the scheduled charge shall be assessed for any additional staff from the host school needed to conduct the activity.

The use of school facilities for town meetings, political caucuses, elections and voter registration shall be free, except that charges shall be assessed for actual custodial overtime, including fringe benefits.

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 - (Recovery of Full Costs)

Church organizations, nonpublic schools, political groups, community fund-raising 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 are not entitled to free use of facilities when functioning as private entrepreneurs (e.g., private lessons, non-school-sponsored travel).

Cross Reference: Regulation 805.6

Approved: 04-24-78
Revised: 12-12-83
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09-08-03
05-10-04

Community Use of Facilities - Chart of Rental Fees

Listed below are the current district facilities charges for Community Use of School Facilities. The district reserves the right to adjust the schedule should extraordinary effort be required to accommodate the usage.

FACILITY & DESCRIPTOR		HOURLY RATE SCHEDULE						
		MONDAY-FRIDAY			SATURDAY		SUNDAY & HOLIDAY	
	Groups	I	II	III	I & II	III	I & II	III
HIGH SCHOOLS								
<u>Gymnasiums (1)*</u>								
	Large	*	14.00	49.00	33.00	73.00	43.00	85.00
	Small	*	13.00	39.00	32.00	62.00	41.00	73.00
	Pool (2)*	*	15.00	41.00	35.00	66.00	45.00	78.00
<u>Auditoriums (3)*</u>								
	Main	*	12.00	35.00	33.00	62.00	43.00	74.00
	Little	*	9.00	21.00	29.00	46.00	37.00	56.00
<u>Cafeteria Areas</u>								
	Main Cafeteria (4)*	Free	14.00	32.00	33.00	55.00	43.00	68.00
	Kitchen Use for Meal Preparation (5)*	*	17.00	25.00	19.00	27.00	20.00	29.00
	Faculty Kitchen	Free	6.00	8.00	7.00	9.00	8.00	10.00
<u>Classrooms</u>								
	General Academic	Free	8.00	12.00	28.00	36.00	35.00	46.00
	Large Study Halls		8.00	14.00	27.00	38.00	35.00	48.00
	Music Rooms		8.00	14.00	27.00	38.00	35.00	48.00
	Computer Labs (7)*	*	95.00	121.00	114.00	140.00	123.00	153.00
	Other Special Rooms Including Life Skills, Industrial Technology and Science	*	8.00	14.00	27.00	38.00	35.00	48.00
MIDDLE SCHOOLS								
<u>Gymnasiums (1)*</u>								
	Stage Gyms - Wilson & Franklin	*	13.00	31.00	30.00	53.00	40.00	65.00
	Regular Gyms	Free	13.00	24.00	31.00	46.00	40.00	57.00
<u>Auditoriums (3)*</u>								
			10.00	20.00	30.00	44.00	38.00	54.00
<u>Cafeteria Areas</u>								
	Main Cafeteria	Free	10.00	20.00	30.00	44.00	38.00	54.00
	Kitchen Use for Meal Preparation (5)*	*	13.00	20.00	15.00	22.00	17.00	23.00
<u>Classrooms SEE HIGH SCHOOLS</u>								
ELEMENTARY SCHOOLS								
<u>Gymnasiums, Auditoriums, Multi-Purpose Rooms</u>								
		Free	9.00	18.00	26.00	40.00	34.00	49.00
<u>Cafeteria Areas</u>								
	Main Cafeteria (4)*	Free	10.00	17.00	28.00	40.00	36.00	45.00
	Kitchen Use for Meal Preparations (5)*	Free	7.00	10.00	8.00	12.00	10.00	14.00
<u>Classrooms SEE HIGH SCHOOLS</u>								

HOURLY RATE SCHEDULE

FACILITY & DESCRIPTOR	Groups	MONDAY-FRIDAY			SATURDAY		SUNDAY & HOLIDAY	
		I	II	III	I & II	III	I & II	III
EDUCATIONAL SERVICE CENTER								
<u>Board Room</u>		Free	10.00	17.00	25.00	35.00	32.00	44.00
<u>Cafeteria Areas</u>								
Main Cafeteria (4)*		Free	11.00	16.00	26.00	37.00	34.00	46.00
Kitchen Use for Meal Preparation (5)*		*	8.00	10.00	9.00	11.00	10.00	13.00
<u>Conference Rooms</u>		Free	8.00	11.00	25.00	32.00	32.00	41.00
<u>Computer Lab (7)*</u>		Free	95.00	121.00	114.00	140.00	123.00	153.00
SCHOOL SITES AND PLAYGROUND (6)*		Free	Free	Free	Free	Free	Free	Free

- *(1) A bleacher set-up and take-down will be assessed when these services are performed. The charge will be assessed when these services are performed. The charge will be \$54.00.
- *(2) Qualified life guard(s) must be provided by the Renter with a ratio of one guard for each 30 users.
- *(3) Rehearsals in the auditoriums are 2/3 of the stipulated rate. Additional charges will be assessed for supervising or equipment operating personnel.
- *(4) Includes use of electrical outlets and water from the kitchen area.
- *(5) A school-employed cook is required to be on duty whenever kitchen appliances are in use for meal preparation. The cost is in addition to the stipulated rental fee.
- *(6) If a school building must be opened for restroom purposes during regular custodial working hours, a flat \$8.00 fee per day will be charged.
- *(7) 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 Lab use for profit making groups will require Executive Cabinet approval. District employees must supervise usage of computer labs.

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 12-12-83
 08-25-86
 02-29-88
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 11-23-92
 Reviewed: 01-13-97
 Revised: 01-11-99
 08-25-03

Community Use of School Facilities--Kingston Stadium

Rental Charges:

The charges for educational organizations are as follows:

Night Events	\$127.00 per hour \$508.00 minimum (4-hour usage)
Day Events	\$109.00 per hour \$436.00 minimum (4-hour usage)

In case of non-educational organizations, requests to use Kingston Stadium shall be submitted to the Board of Directors for approval or disapproval. If approved, the charges shall be the same as for educational organizations, plus an additional charge of 20% of the gross gate receipts, except that in no case shall the charges be less than the actual operating costs as determined by the Executive Director – Business Services.

The District shall provide the following facilities as needed:

- A. Stadium seating facilities, athletic field and track
- B. Parking lots on District-owned sites
- C. Ticket stations
- D. Sound systems
- E. Locker rooms and shower rooms
- F. Band directors stand
- G. Players' benches
- H. Press box
- I. Toilets
- J. Broadcast booths
- K. Scoreboard

Concessions Rights:

The District reserves all concession rights and privileges.

Guidelines For Use:

- A. Additional costs for maintenance shall be assessed for Sunday and for holiday use.
- B. The renter must contract directly for the services of the time, scoreboard operator and announcer.
- C. Charges shall begin with the time designated for the opening of the stadium and shall terminate with the closing of the stadium.
- D. The District shall provide the necessary maintenance, operational and cleanup crew as part of the contract.

- E. The renter shall be charged for any destruction or damage to school property.
- F. If the District determines that security service or police protection is necessary, the sponsor shall insure that the protection is provided and shall pay all costs relating thereto.
- G. When rehearsals are necessary, arrangements and charges shall be determined by the Executive Director – Business Services 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.
- H. Any platform stage, chairs or additional stage equipment shall be provided by the sponsor.
- I. Each sponsor shall be required to provide public liability insurance through a company approved by the District subject to the following minimum coverage: Property Damage each occurrence \$100,000, Bodily Injury Liability of \$250,000 each person and \$500,000 each occurrence. In addition, a one million dollar excess umbrella liability policy is required. The District shall be named as an additional insured on the above listed policies and a certificate shall be furnished to the Executive Director – Business Services.
- J. Decorations may be permitted by arrangement with the District.
- K. Motorized vehicles are not permitted on the track, or playing fields.

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12-12-83
09-22-86

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01-11-99
08-25-03

Use of School-Owned Equipment

Individuals or organizations that wish to use school-owned equipment within a particular school building shall submit an application to the principal of that building for approval. In addition, the appropriate building administrator or designee may authorize the off-site use of building equipment by:

1. school staff members when the use is related to their employment;
2. students and activity organizations when the use is related to school-sponsored activities; or
3. school-sponsored PTA/parent group organizations when the use is related to the general activity of the organization.

All other requests for on-site or off-site use of school equipment shall be submitted for approval to the Superintendent's Cabinet through the appropriate central office administrator.

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Revised: 08-14-89
Reviewed: 09-14-92
01-13-97
02-08-99
Revised: 08-25-03

Use of Schools 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 fund-raising 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 fund-raising activities involving games of skill, games of chance, and raffles shall be approved in advance by the principal and the Executive Director – Business Services.

Code of Iowa: Chapter 99B

Approved: 10-13-80
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 09-14-92
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 08-25-03

Policy Adm Reg
Number Number

901 **TRANSPORTATION SERVICES**

 901.a **Determining Eligibility for Student Transportation**

 901.1 **Student Eligibility for District Transportation**

 901.2 **Student Transportation Fees**

 901.3 **Special Use of School Buses**

 901.4 **Suspension or Curtailment of Transportation Services**

 901.5 **Use of District-Owned Vehicles**

 901.6 **Receiving or Discharging Students - Reduced Visibility**

 901.7 **Transportation of Students in Private Vehicles**

 901.8 **Maintenance of Orderly Conduct on Transportation Vehicles**

 901.8a **Bus Video Monitoring Systems**

902 **FOOD SERVICES**

 902.1 **Food Services Management**

 902.1a **Meal Charges**

 902.2 **Sale of Extra Food Items to Students**

903 **GRAPHICS AND PRINTING SERVICES**

 903.1 **Production Services Fee Structure**

* Indicates Section but no Policy

September 2005

TRANSPORTATION SERVICES

The Board of Directors recognizes the District's responsibility to provide transportation to and from school for students who qualify for transportation as provided by the Iowa Code. The Board 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.

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06-09-97
01-11-99
09-08-03

FOOD SERVICES

The food services program should, at all times, further the District's overall mission and goals. School lunch and school breakfast should be an integral part of the total educational program, designed to provide nutritionally adequate meals for the health and well being of students and to aid in the development of sound food habits.

It is the District's responsibility to provide adequate facilities for the preparation and serving of meals, to comply with federal and state standards regarding school lunch and school breakfast, and to operate on a nonprofit basis.

Code of Iowa: Chapter 283A

Federal Reference: National School Lunch Act

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10-12-92
06-09-97
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GRAPHICS & PRINTING SERVICES

The graphics and printing department should support 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. The District's schools and departments should always take priority over other agencies who request production services.

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Reviewed: 06-09-97
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06-14-04

Bus Video Monitoring Systems

In order to assist school bus drivers to maintain safe student conduct while riding on school buses, the Cedar Rapids Community School District may install and use video cameras in enclosed boxes on school buses. These boxes will be installed in the driver's compartment area in compliance with state laws.

Tapes used in the monitoring system may be retained by the District for the length of the school year. Access to the tapes will be limited to school district personnel who have responsibility for student safety or discipline, parent or guardians of students, students whose actions are depicted on a specific tape, and law enforcement officials.

Iowa Administrative Code: Chapter 44.3

Approved: 04-10-95

Reviewed: 06-09-97

01-11-99

09-08-03

Determining Eligibility for Student Transportation

Transportation Review Committee:

The purpose of the Committee shall be 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 shall consist of the Executive Director-Research and Evaluation, an Executive Administrator of the Office of Learning and Leadership, and a principal appointed by the Superintendent. The Executive Director-Business Services and the Manager-Transportation shall serve as non-voting resource members.

The duties of the Committee shall include the following:

- 1) determine the "most passable and safest route" upon appeal from a decision of the Manager-Transportation;
- 2) follow established criteria for assessing hazardous conditions, and when requested, determine their application;
- 3) recommend, in accord with Regulation 901.1, transportation to areas where the Committee determines hazardous conditions exist; and
- 4) recommend changes or adjustments in the transportation entitlement program.

Any decision of the Committee regarding distance measurement and hazardous conditions shall 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:

- 1) any part of the interstate highway system restricted solely to vehicular traffic;
- 2) any bridge or viaduct on which a posted weight embargo prohibits school bus traffic; and
- 3) 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:

- 1) the existence of an intersection where law enforcement officials will not permit the use of crossing guards; and or
- 2) 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:

- 1) Age of student
- 2) Rural, suburban, or urban areas
- 3) Railroad crossing
 - Main line or switch area
 - Number of tracks
 - Signals available
 - Speed of trains
- 4) Roadway - Walking parallel
 - Adequacy of sidewalks or walkways
 - Width of shoulder if used for walking
 - Adequacy of walkways on bridges or through underpasses
 - Obstructions to pedestrian traffic
- 5) Roadways - Crossings
 - Traffic conditions - number of lanes, speed limits and traffic volume and patterns
 - Visibility at crossing
 - Traffic control devices
 - Availability of crossing guards

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Revised: 10-09-89
10-26-92
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09-08-03

Meal Charges

Elementary School

- Students may charge any combination of meals up to a value of \$10.00
- No snacks or ala carte items may be charged
- When charge limit is reached a substitute sandwich, such as peanut butter or cheese, and milk will be served for lunch and toast will be served for breakfast, until charges are paid in full
- Allergies will be taken into consideration
- Balance letters for those accounts less than \$5.00 will be sent home with the students on a weekly basis

Middle School

- Students may charge any combination of meals up to a value of \$5.00
- No snacks or ala carte items may be charged
- When charge limit is reached a substitute sandwich, such as peanut butter or cheese, and milk will be served for lunch until charges are paid in full
- No breakfast will be served until charges are paid in full
- Allergies will be taken into consideration
- Students will be notified of their balance verbally at the cash register when the balance falls below \$5.00

High School

- Students will not be allowed to charge meals or ala carte items
- Students must have cash or a sufficient account balance to make a purchase
- Students will be notified of their balance verbally at the cash register when the balance falls below \$5.00

Adults

- Adults will not be allowed to charge meals or ala 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

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 shall be entitled to school transportation. High school students who live more than three miles from the school designated for their attendance shall be eligible for transportation. Distance from home to school shall be measured on the public highway only, over the route determined in accordance with Chapter 285, Code of Iowa to be the most passable and safest.

The District shall furnish transportation, for a fee, to pupils 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 furnished when such transportation is essential to the implementation of the District's Desegregation-Integration Plan, Stabilization, and Whole-Grade Sharing Plans, or 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 is eligible for free or reduced price lunch, the sending district shall provide transportation to and from a point on a regular school bus route of a contiguous receiving district or pay the parent/guardian according to the guidelines provided by the State of Iowa.

Non-Public Students

Non-public students residing within the Cedar Rapids Community School District will be provided transportation in accordance with Chapter 285 of the Iowa Code to the nearest attendance center as determined by the Cedar Rapids Community School District. Families may choose to attend an alternate site, however they must provide their own transportation and apply for reimbursement as provided for in Chapter 285 of the Iowa Code.

Code of Iowa: Chapter 285
Chapter 282.18

Approved: 07-10-78
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Revised: 10-09-89
Revised: 10-26-92
Reviewed: 06-09-97
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Reviewed: 09-08-03

Student Transportation 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.

The fee charged shall be based on the pro rata cost per pupil, computed annually by State formula. The base fees shall be 100 percent of the pro rata cost per pupil, rounded to the nearest dollar, for the first student in a family, and 50 percent of the pro rata cost per pupil, rounded to the nearest dollar, for the second student in a family. The charge will be 33 percent for any additional family members.

Students who qualify for reduced price lunches can purchase fee bussing at 50 percent of the regular rate. Students who qualify for free lunches will be transported at no cost.

Transportation passes shall be purchased on a semester basis. Fees shall be paid in full at the beginning of each semester, or in installments as follows:

First Semester - one-half the fee by October 1, and the balance by December 1

Second Semester - one-half the fee by February 1, and the balance by April 1

Transportation 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 semester 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 shall be made in person, or mailed to the Transportation Center, after which the student will be issued a nontransferable pass.

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, shall be considered on an individual basis.

Students covered under this regulation shall receive service similar to that offered other transported students, and shall be governed by the same rules of conduct.

Code of Iowa: Chapter 285
Iowa Administrative Code: Chapter 18

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09-22-80
06-08-81
Reviewed: 09-11-89
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Reviewed: 06-09-97
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Reviewed: 09-08-03

Special Use of School Buses

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 chaperons to various interschool functions. In all cases the District shall be reimbursed the cost for the trip as determined by the Manager-Transportation.

Miscellaneous Rental Use of School Buses:

School buses may be rented to the following types of groups or organizations upon payment of all costs:

- organizations that serve handicapped or aged persons when school buses equipped with special life devices are required;
- city, county, state, and federal agencies;
- other school districts or commercial carriers providing services to school children when, due to emergency or other unusual circumstances, their vehicles become inoperative;
- District employees attending workshops not primarily concerned with the provisions of the Public Employees Relations Act; and
- other groups or organizations, as approved by the Board of Directors.

Code of Iowa: Chapter 285

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06-09-97
01-11-99
09-08-03

Suspension or Curtailment of Transportation Services

The Manager-Transportation shall be responsible for determining the feasibility of operating school buses 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 pupils and the protection of equipment. In the event local or state authorities place an embargo on any road traveled by a school bus, the manager shall reroute buses to service the area in the most efficient and expeditious manner.

The Manager-Transportation shall receive prior permission for route adjustments from the Executive Director-Business Services when 20 families or more are affected, when bus schedules are delayed more than 30 minutes due to hazardous road conditions, or upon the occurrence of unusual circumstances not explicitly specified. The Executive Director-Business Services shall inform the Superintendent regarding all adjustments in transportation services. Total suspension of transportation services shall be authorized only by the Superintendent of Schools/designee.

The Superintendent of Schools/designee shall advise the Transportation Department immediately of any school closure. When it is necessary to limit or cancel transportation services, the Director-Communications shall inform the parents and pupils involved by contacting the media.

Code of Iowa: Chapter 285

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Use of District-Owned Vehicles

District Employees

The Superintendent of Schools or designee may assign vehicles to school 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 following vehicles shall be used only during working hours when employees are engaged in school business: driver training vehicles, school buses, vans, mail delivery trucks, maintenance vehicles, maintenance personnel carriers, tractors, and other grounds equipment. Vehicles shall be stored on school facilities. The overnight storage of a school vehicle at an employee's residence is prohibited except for those employees assigned a vehicle on a full-time basis.

Staff members who are assigned a school vehicle will be required to provide to the manager of transportation proof of a valid Iowa driver's license.

Approved District Volunteers

As stated in Board Procedure 1002.3a, District volunteers may only be allowed to drive a school district owned vehicle upon approval in writing from the District's vehicle insurance agent. Request for approval can be obtained through the Manager of Transportation.

All Approved District Drivers

All individuals who are approved to drive a District owned vehicle, District employee or volunteer, shall be reviewed annually to ensure the following:

- Must have a current, valid and appropriate drivers license or 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.

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Reviewed: 06-09-97

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09-08-03

Receiving or Discharging Students - Reduced Visibility

During a period of reduced highway visibility caused by fog, snow, or other weather conditions, the school bus driver shall be authorized to vary from prescribed pick-up and delivery points in the interest of student safety. The driver may: 1) use the untraveled portion of the public roadway; or 2) use a private road that is maintained in the same manner as the public roadway.

Approved: 11-24-80
Reviewed: 09-11-89
09-28-92
06-09-97
01-11-99

Transportation of Students in Private Vehicles*

Transportation by Employees:

All employees may transport students in private vehicles if the need to transport is within the scope of the employee's employment or duties. In the event of an accident, the employee is covered by the District's liability insurance as provided in the Code of Iowa. When the school employee is driving a private vehicle for purposes such as a field trip, the employee is provided primary liability coverage 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; 2) damage to personal property of others. Damage to employee driver's vehicle is covered by the employee's insurance. Bodily injury to the employee is covered under the District's Workers' Compensation insurance.

Transportation by Common Carriers:

Students may be transported through the use of city buses, taxis, or other common carriers. The responsible administrator shall be expected to exercise judgment regarding the assignment of adult supervision.

Transportation by Volunteer Adults:

Upon authorization by the principal or other appropriate administrator, adult volunteers may be used to transport students on field trips or activity events in private vehicles.

Transportation by Students:

Student drivers who are at least 18 years old shall be considered in the same category as volunteer adults. Younger students may be allowed to transport other students between school and practices or activities within the Cedar Rapids Community School District only when the students either begin or finish the day at the site of the practice or activity, and when the student drivers have been instructed regarding safety rules that should be observed. Exceptions to this restriction on minority-age student drivers shall be approved by the Superintendent/or designee.

Individuals who are approved to drive a private vehicle under this Regulation, shall be reviewed annually to ensure the following:

- Must have a current, valid and appropriate drivers license or 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.

* For the purpose of these guidelines, a private vehicle is defined as any motor vehicle that is not owned by the District. Additionally, it is assumed that all drivers have a valid Iowa driver's license and the owner's permission to operate the vehicle.

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

Maintenance of Orderly Conduct on Transportation Vehicles

Students shall obey the lawful instructions of school personnel. Conduct which disrupts the safe and orderly transportation of students to and from school is prohibited. A bus driver may refer a student, who is disruptive or demonstrates inappropriate behavior, to the building administrator or designee for appropriate action.

The possession, use, sale, or distribution of alcohol, tobacco, and/or illegal or medically unauthorized substances shall be strictly prohibited on any District vehicle, and will result in a loss of riding privilege as determined by the Manager-Transportation and the appropriate building administrator.

The possession or use of any weapon (gun, knife, blunt object, or other items that can harm people or property) on a bus will be grounds to withdraw transportation privileges as determined by the Manager-Transportation and the appropriate building administrator. Confiscated material will be turned over to the proper authorities.

Special Education students will not be suspended from transportation services until the building administrator refers the incident to a child study team. The child study team will determine if the behavior is linked to the student's disability. If it is determined to be linked, the team will determine what interventions will be used with the student. When the incident is not related to the disability, the student will be subject to regular disciplinary procedures.

Approved: 03-09-92
Revised: 10-12-92
Reviewed: 06-09-97
01-11-99
09-08-03

Food Services Management

The general administration of the food services program shall be centralized in the district administrative offices, under the supervision of the Manager-Food and Nutrition. Each school principal shall be responsible for the individual building food services program in cooperation with the Manager-Food and Nutrition. At the discretion of the Manager-Food and Nutrition, food services and sales may be offered to the public, as well as students.

Chapter 23A
Chapter 283A

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

Sale of Extra Food Items to Students

The sale of competitive foods of minimal nutritional value by school sponsored groups may not occur during the time the food service program is in operation unless permission has been granted by the District Manager-Food and Nutrition.

Federal Reference National School Lunch and School Breakfast Program Regulations Child Nutrition Act of 1966 (with amendments)

Approved: 10-23-78
Revised: 09-22-86
Reviewed: 10-09-89
Revised: 10-23-89
Reviewed: 10-12-92
 06-09-97
Revised: 01-11-99
Reviewed: 10-27-03

Production Services Fee Structure

In all instances of use, the Production Services Fee Structure will be utilized. The district reserves the right to adjust the schedule should extraordinary effort be required to accommodate the usage.

Production Services -- Fee Determination Schedule

Level 1

Cedar Rapids Community School District schools and departments (excluding certain co-curricular activities) and PTAs (excluding fundraising projects).

Materials at cost
No labor charges

Level 2

Cedar Rapids Community School District co-curricular activities and PTA fundraising activities (including competitive sports, intramural sports, and performing arts).

Materials at cost + 10%
Labor charged at Level 2

Level 3

Other non-profit organizations that are affiliated with the Cedar Rapids Community Schools

Materials at cost + 25%
Labor charged at Level 3

LABOR CHARGE SCHEDULE

	Level 1	Level 2	Level 3
Type & Design	No Charge	\$23.50/hr	\$29.50/hr
Printing & Bindery*	No Charge	\$18.15/hr	\$22.70/hr

* Bindery includes collating, cutting, punching, folding, laminating, padding, spiral binding, and stapling.

Approved: 10-26-92
Reviewed: 06-09-97
Revised: 01-11-99
06-14-04

ARTICLE 10 **SCHOOL-COMMUNITY RELATIONS**

(Series 1000)

<u>Policy Number</u>	<u>Adm Reg Number</u>
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1002	VOLUNTEER PARTICIPATION
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1006.1	Art Collection Management

ARTICLE 10 **SCHOOL-COMMUNITY RELATIONS**

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<u>Policy Number</u>	<u>Adm Reg Number</u>	
1007		PUBLIC CONDUCT ON SCHOOL PREMISES
1008		PUBLIC RECORDS
	1008a	Request for Public Records

* Indicates Section but no Policy

June 2006

SCHOOL-COMMUNITY RELATIONS

Recognizing that our system of public education was created by the people and that its success is dependent upon public support and confidence, every effort must be made to assure that the schools are responsive and responsible to the community they serve. To do this, board and staff members should be receptive to the needs and desires of the community by interacting and cooperating in ways that result in mutual benefit. The district is committed to enhancing the knowledge of, the understanding about, and the participation in the aims and efforts of the school system through an effective school-community relations program. This program should include, in addition to a viable public information effort, such elements as citizens' advisory committees, school visitations, and a school volunteer program. As a complementary thrust, constructive relationships should be fostered with other area agencies, businesses and organizations concerned with the welfare of students.

Cross Reference: Policy 1004

Approved: 04-30-79
Reviewed: 04-24-89
Revised: 10-26-92
Reviewed: 06-09-97
09-27-99
02-14-05

PUBLIC COMMUNICATIONS AND ENGAGEMENT

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 communications.

Approved: 04-30-79
Reviewed: 04-24-89
10-26-92
06-09-97
Revised: 09-27-99
02-14-05

VOLUNTEER PARTICIPATION

The Cedar Rapids Community School Board of Directors recognizes the need to maintain a volunteer program to support district instructional programs and co-curricular activities. The Board encourages the continuing volunteer participation by individuals and groups within the schools, as well as within the central administration and in supervised off-site activities before, during, and after school hours. The Board shall make every reasonable effort to provide a safe learning environment for students working with volunteers.

Utilization of the volunteer services in each school is encouraged as a means of involving the community in the educational program. The Volunteer Coordinator will assist in the recruitment and training of persons willing to give some part of their time to work in the schools. Activities of volunteers may include such things as general help in the schools and classrooms, special help in reinforcement of skills, and enrichment activities such as special presentations that are in harmony 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

HOME-SCHOOL RELATIONSHIPS

The educational process is greatly enhanced by a cooperative relationship between home and school; therefore, the District should foster such relationships on an individual basis and through appropriate organizations. Decision making at all levels should consider the effect on students and parents and on their relationships with the school. Parental involvement, in a variety of ways in the educational process, should be encouraged.

Approved: 09-28-78
Reviewed: 08-28-89
11-09-92
06-09-97
06-14-99
Revised: 06-13-05

RELATIONS WITH COMMUNITY ORGANIZATIONS

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 district-community groups, 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. The board, administration and staff will work closely with these groups.

Administrators are encouraged to provide reasonable assistance to community organizations when the efforts enhance relationships in the community.

Cross Reference: Policy 1000
Legal Reference: Iowa Code Section 279.8; 291.13

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

RELATIONS WITH POLITICAL PARTIES

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 among students and staff.

Accordingly, representatives of all recognized political parties and candidates for elective offices should be allowed to present information to students and/or professional staff, as long as the presentation of the information furthers the educational mission of the district.

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

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 and procedures will be established to protect and safeguard the ownership, integrity, and value of the art works.

Approved: 08-27-90
Reviewed: 11-09-92
06-09-97
01-25-99
06-26-06

PUBLIC CONDUCT ON SCHOOL PREMISES

School sponsored or approved activities are an important part of the school program and offer students the opportunity to participate in a variety of activities not offered during the regular school day. School sponsored or approved activities are provided for the enjoyment and opportunity for involvement they afford the students.

Spectators are permitted to attend school sponsored or approved activities only as guests of the school district, and, accordingly as a condition of such permission, they must comply with the school district's rules and policies. Spectators will not be allowed to interfere with the enjoyment of the students participating, other spectators or with the performance of employees and officials supervising the school sponsored or approved activity. Spectators, like the student participants, are expected to display mature behavior and sportsmanship. The failure of spectators to do so is not only disruptive but also embarrassing to the students, the school district and the entire community.

To protect the rights of students to participate without fear of interference and to permit the sponsors and officials of school sponsored or approved activities to perform their duties without interference, the following provisions are in effect:

- Abusive, verbal or physical contact of spectators directed at participants, officials or sponsors of sponsored or approved activities or at other spectators will not be tolerated.
- Verbal or physical conduct of spectators that interferes with the performance of students, officials or sponsors of sponsored or approved activities will not be tolerated.
- The use of vulgar, obscene or demeaning expression directed at students, officials or sponsors participating in a sponsored or approved activity or at other spectators will not be tolerated.
- If a spectator at a sponsored or approved activity becomes physically or verbally abusive, uses vulgar, obscene or demeaning expression, or in any way impedes the performance of an activity, the spectator may be removed from the event by the individual in charge of the event and the superintendent may recommend the exclusion of the spectator at future sponsored or approved activities.

Upon recommendation of the superintendent, the board shall cause notice of exclusion from sponsored or approved activities to be sent to the spectator involved. The notice shall advise the spectator of the school district's right to exclude the individual from school district activities and events and the duration of the exclusion. If the spectator disobeys the school official or district's order, law enforcement authorities may be contacted and asked to remove the spectator. If a spectator has been notified of exclusion and thereafter attends a sponsored or approved activity, the spectator shall be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion from future school sponsored or approved activities.

NOTE: This policy reflects the Iowa trespass law and outlines a school district's authority to enforce the law. This policy is not a mandatory policy. Boards can amend the language to fit their individual needs.

PUBLIC RECORDS

The Board Secretary shall act as custodian of public records of the district and shall, along with the Community Relations Office, 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, 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.

The administration will develop procedures for the uniform, consistent implementation of this policy throughout the district.

Code of Iowa: Chapter 21.4; 22; 291.6 (2005)

Approved: 09-10-01
Revised: 09-13-04
08-08-05

Cooperating with the Media*

The district encourages the media to make initial contact through the Community Relations Office. Unless reporters and photographers have made prior arrangements with the Community Relations Office or the principal/designee, media personnel are expected to contact the principal/designee immediately on entering school premises and to state clearly and accurately the purpose of their visit. Ordinarily, the principal/designee will accompany them, providing or obtaining for them the necessary information for accurate reporting of the story. Building administrators should report contact from the media to the Community Relations Office.

If the administrator believes 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 consulted immediately. If it should be advisable to turn down the media activity as proposed, an attempt should be made to work out an acceptable alternative.

Guidelines:

Interviews with staff members -- Interviews about school programs or professional activities should, when possible, be conducted during that time when staff members have no direct student responsibility. Interviews about personal or organizational activities may be granted at the staff member's discretion but normally should not occur during the school 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 or designated staff member. If a student interview is important to the reporting of any other activity or subject, the principal 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.

Photographs of staff members -- Photographs of staff members engaged in an instructional or professional activity may be taken with the approval of the staff member and the principal. Photographs to accompany stories of the staff member's personal or organizational activities may be allowed at the staff member's discretion and taken at a time consistent with the guidelines for interviews, or by special arrangement with the principal.

Photographs of students -- Photographs of students engaged in instructional or other school-related activities may be taken at the discretion of the principal/designee. Whenever such photographs will portray or identify a student's physical or mental handicaps, they shall be taken or used only with parental permission. (See Regulation 1001.4.)

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 footage; however, the shooting of the file footage on a school site is subject to the approval of the principal, with the understanding that the footage will not identify inappropriately a particular school 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 school, unless they, in fact, do.

*This procedure does not pertain to routine media coverage of athletic and fine arts events.

Approved: 12-22-80
Reviewed: 04-24-89
Revised: 10-26-92
Reviewed: 06-09-97
Revised: 09-27-99
Revised: 02-14-05

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 staff.

1. General Liability Insurance

Volunteers are covered by the district's Comprehensive 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 employees of the district.

2. Motor Vehicle Insurance

When the volunteer is driving a school-owned vehicle, the driver is covered by the district Motor Vehicle insurance and the Excess Umbrella Liability insurance policy. Volunteers may only be allowed to drive a school district owned vehicle upon approval in writing from the district's vehicle insurance agent. Request for approval can be obtained through the Manager of Transportation.

When the volunteer is driving his/her own or family-owned vehicle for purposes 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. Bodily injury to the volunteer is covered under the district's Workers' Compensation insurance. This same coverage applies to all employees of the district.

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 district's Business Office located at 346 Second Avenue, S.W., Cedar Rapids, Iowa.

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

Gifts to Board of Directors

Board members may receive a gift on behalf of the school district. Board members will not, either directly or indirectly, solicit, accept or receive a gift, series of gifts or an honorarium when the donor meets the definition of "restricted donor" stated below or unless the gift or honorarium does not meet the definition of gift or honorarium stated below.

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 effect 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;
- Information material relevant to a board member's official function, 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 to the general public free of charge without regard to the official status of the board recipient;
- Items received from a 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 an individual member's 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 member for food, beverages, 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 public service;
- Nonmonetary items with a value of less than three dollars that are received from any one donor during one calendar day;
- Items or services solicited or given to a state, national or regional organization in which the state of Iowa or a 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 a political subdivision of the state of Iowa 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 public official for the public official's wedding or twenty-fifth or fiftieth wedding anniversary;

- Payment of salary or expenses by a board member's employer or the firm in which the board member is a member for the cost of attending a meeting of a subunit of an agency when the board member 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;
- 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 is given during a ceremonial presentation or as a result of a custom of the other country and is of personal value only to the board member; or
- Actual registration costs for informational meetings or sessions, which assist a public official or public employee in the performance of the person's official functions. The costs of food, drink, lodging and travel are not "registration costs" under this paragraph. Meetings or sessions which a public official or public 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, 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 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 but, rather, because of some special expertise or other qualification.

It is the responsibility of each board member to know when it is appropriate to accept or reject gifts or honorariums.

NOTE: This policy is a reflection of the law.

Code of Iowa §§ 68B
1972 Op. Att'y Gen. 276
1970 Op. Att'y Gen. 319

Approved: 04-25-05

Gifts to School Employees

Employees may receive a gift on behalf of the school district. Employees will not, either directly or indirectly, solicit, accept or receive any gift, series of gifts or an honorarium when the donor does not meet the definition of "restricted donor" stated below or unless the gift or honorarium does not meet the definition of gift or honorarium stated below.

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 effect 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;
- Information material relevant to an employee's official function, 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 to the general public free of charge without regard to the official status of the employee;
- Items received from a 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 an individual member's 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, 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 public service;
- Nonmonetary items with a value of less than three dollars that are received from any one donor during one calendar day;
- Items or services solicited or given to a state, national or regional organization in which the state of Iowa or a school district is a member for purposes of a business or educational conference, seminar or other meeting or solicited by or given for the same purposes 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 a political subdivision of the state of Iowa 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; or

- 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 is given during a ceremonial presentation or as a result of a custom of the other country and is of personal value only to the employee.
- Actual registration costs for informational meetings or sessions, which assist a public official or public employee in the performance of the person's official functions. The costs of food, drink, lodging and travel are not "registration costs" under this paragraph. Meetings or sessions which a public official or public 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 is the responsibility of each employee to know when it is appropriate to accept or reject gifts or an honorarium.

NOTE: This policy is a reflection of the current Iowa law regarding gifts to school district employees.

Code of Iowa §§ 68B
1972 Op. Att'y Gen. 276
1970 Op. Att'y Gen. 319

Approved: 04-25-05

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
 - Junior Achievement Volunteers
 - 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.

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 related to children?
_____Yes _____No

Do you currently have charges pending relating to any of the aforementioned? ___Yes ___No

Name _____
Street Address _____
City/State Zip _____ Phone _____

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 _____

A “YES” answer requires a background check and an interview with a district administrator.

Approved: 12-14-98
Revised: 01-10-00
Revised: 05-12-03
Revised: 02-27-06

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 or to the 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, 346 2nd Avenue SW., Cedar Rapids, IA 52404. 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, except for holidays and recesses.

Requests Requests for access to open records may be made in person, in writing (including electronically), or by telephone. If the request is made in person, the requester shall not be required to identify himself/herself, except insofar as to meet security procedures of the building. Mail or telephone requests shall 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 Access to an open record shall be promptly provided unless the size or nature of the request makes prompt access infeasible or for other extenuating circumstances, such as the custodian of the record is not then available. 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 below). 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 or a designee of the custodian 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 current agendas for meetings of the district's Board of Directors, for publications the district designates for dissemination to the public free of charge as long as they are still available, or for 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.

An hourly fee may be charged for actual district expenses in retrieving, supervising the examination and copying 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.

Advance Deposits When the estimated total fee chargeable exceeds \$25.00, or when a requester has previously failed to pay a fee charged under this regulation, the record custodian may require a requester to make an advance deposit to cover all or a part of the estimated fee.

Fee Schedule

Photocopy Fee

1 – 50 pages:	No Charge
More than 50 pages:	10 cents per page (including for pages 1-50)

Retrieval, Supervision, Copying Fee

1 – 30 minutes:	No Charge
More than 30 minutes:	\$20.00 per hour, rounded to the Nearest ¼ hour (including the first 30 minutes)

Electronic Storage System Retrieval

Actual Costs

Mailing Fee

If more than \$1.00:	Actual Costs
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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

Reviewed: 07-16-01
Revised: 07-17-01
09-10-01
Revised: 09-13-04
08-08-05

Providing Board Meeting Information

The Superintendent or designee shall provide the public with information about the items of business and actions of the Board of Directors. Board meeting information shall be disseminated through local media, broadcasts on cable television, and responses to individual requests. Copies of complete agendas and minutes for all regular and special meetings shall be supplied to The Gazette. Agenda information and minutes shall be furnished to anyone who requests them.

Approved: 04-09-79
Reviewed: 04-24-89
Revised: 10-26-92
Reviewed: 06-09-97
Revised: 05-10-99
Reviewed: 02-14-05

Relations with the News Media

Since good relations with the media are in the best interest of the public and the schools, school personnel shall 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. The Superintendent or designee(s) shall be available to media personnel to answer questions or clarify information concerning board matters.

Approved: 04-09-79
Reviewed: 04-24-89
Revised: 10-26-92
Reviewed: 06-09-97
Revised: 05-10-99
Reviewed: 02-14-05

Releases to the News Media

To avoid duplication of material, maintain consistency in matters of school publicity, and ensure that information is released to all appropriate media on a fair and equitable basis, proper clearance of all news releases shall be required.

All district-level news releases shall be cleared through the Superintendent or designee and distributed through the Community Relations Office. Building-level news releases shall be cleared through the building administrator, who shall notify the Community Relations Office of the release prior to the intended use and forward a copy. When requested, assistance in preparing releases of information concerning building activities may be provided by the Community Relations Office.

Approved: 04-09-79
Revised: 06-25-79
Reviewed: 04-24-89
10-26-92
06-09-97
Revised: 05-10-99
02-14-05

Release of Student Directory-Type Information

Information designated by district Regulation 606.2 as student directory-type information is considered to be public record, open to public inspection as outlined in Chapter 22, Code of Iowa.

Notice shall be published yearly stipulating that such student directory-type information will be released upon request. If the parent, guardian, or majority-age student objects to such release, a written statement to such effect shall be filed with the student's school within three weeks of the first publication of the notice. (See Regulation 606.2)

U.S. Code 20, Section 1232g
P.L. 93-380 as amended
Code of Iowa: Chapter 22

Approved: 04-09-79
Revised: 06-25-86
Reviewed: 06-12-89
 10-26-92
 06-09-97
Revised: 09-27-99
 03-27-00
Reviewed: 02-28-05

Radio or Television Broadcasts of Athletic Contests

Any radio station or television station may make application to broadcast/telecast a district-sponsored athletic event that is to be played in a district-owned facility. Broadcast/telecast 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 stations without charge, but shall assume no other expense.

If the broadcast/telecast is to originate at Kingston Stadium, application to broadcast/telecast the game shall be submitted to the appropriate district level administrator for action. All other applications shall be submitted for action to the principal of the host school. If an applicant is denied permission to broadcast/telecast, the decision may be appealed to the Superintendent or designee.

Advertising during the broadcast/telecast 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

Advisory Committees

Advisory committees may be established by the administration to assist in dealing with general or specific problems, issues, or challenges confronting the district. The purpose, structure, and role, as well as any special qualifications for membership, shall be delineated at the time an advisory committee is established.

Selection of the members of an advisory committee, and the designation of a chairperson, shall be a function of the administration. Membership should be limited to individuals who indicate a willingness to devote time and attention to the matter under consideration.

The chairperson shall maintain liaison with the Superintendent or designee in directing the work of the committee. The administration shall ensure that the committee has at its disposal the information and resources necessary for the successful completion of its assigned task; however, the determination of operating procedures shall be the responsibility of the committee.

The committee shall 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 shall contain the findings of the committee and, when appropriate, shall include recommendations for consideration. Unless otherwise prescribed, the advisory committee shall be disbanded following acceptance of the final report.

Approved: 04-09-79
Reviewed: 06-12-89
11-09-92
06-09-97
09-27-99
Revision: 01-27-03

Relations with the News Media

Since good relations with the media are in the best interest of the public and the schools, school personnel shall 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. The Superintendent or designee(s) shall be available to media personnel to answer questions or clarify information concerning board matters.

Approved: 04-09-79
Reviewed: 04-24-89
Revised: 10-26-92
Reviewed: 06-09-97
Revised: 05-10-99
Reviewed: 02-14-05

Interactions with Students

Individuals and representatives of non-school organizations and programs may not meet with student(s) on school property during the school day (7:00 a.m. to 4:30 p.m.) without permission from the student(s)' parent(s) or guardian(s), the school principal, and the appropriate Associate Superintendent.

Officers and representatives of authorized school 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 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 Regulations 606.2 and 1001.4. *

*Regulation 606.2

*Regulation 1001.4

Approved: 09-12-94
Reviewed: 06-09-97
09-27-99

Revised: 04-25-05

Gifts and Donations

When an organization or individual wishes to donate a gift to a school or department, the donor or representative(s) of the donor organization first shall discuss with the building/department administrator the need, costs, and educational desirability of the proposed donation. If the gift/donation is an item, it shall be approved only after the Manager-Purchasing/Warehouse has advised the building administrator regarding standards of quality and compatibility. If the gift/donation requires construction, installation or maintenance by the district, the Manager-Buildings and Grounds shall be consulted. Consideration shall be given to the following criteria: Will not add unreasonable maintenance or operation costs; Will conform to present site use and future development; Will not result in an inequitable distribution of supplies, facilities or equipment. After receipt of the donated items, a report describing the items, including monetary value and any identification numbers, shall be submitted to the Manager-Accounting Department.

The building/department administrator 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 hundred 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 building/department administrator to the appropriate district level administrator, who shall submit it to the Superintendent's Cabinet for consensus approval. When the estimated value of the item(s) exceeds twenty-five thousand dollars (\$25,000), the Superintendent shall submit the proposed gift, grant or bequest to the Board of Education for acceptance.

The board reserves the right to refuse to accept any gift which does not contribute toward the achievement of the goals of this district or the ownership of which would tend to deplete the resources of the district. An equitable distribution of public gifts/donations should be maintained throughout the district to ensure that each elementary and secondary school is able to provide comparable program and activities with comparable facilities and equipment.

All gifts shall become the property of the district, unless otherwise stated and may not be returned without the approval of the Superintendent or his/her 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 gift.

The district will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to utilize any gift it accepts in the best interest of the educational program of the district.

In no case shall acceptance of a gift be considered to be an endorsement by the district of a commercial product or business enterprise or institution of learning.

Cross Reference: Regulation 1004.1

Approved: 04-09-79
Reviewed: 08-28-89
Revised: 09-11-89
Revised: 11-23-92
Reviewed: 06-09-97
Revised: 09-27-99
04-25-05
Revised: 10-10-05

Gifts to Board of Directors and School Employees

No board member or school employee, or immediate family member of a school employee or board member, shall accept a gift of three dollars (\$3.00) or more in value in any one calendar day, and falling within the statutory definition of gift as it relates to public employees and officials. This regulation applies only to “restricted donors” as defined by the Code of Iowa 68B.2

Code of Iowa: §§ 68B.2

Procedure 1002.6a

Procedure 1002.6b

Approved: 01-26-81
Reviewed: 08-28-89
Revised: 11-23-92
Reviewed: 06-09-97
Revised: 06-14-99
04-25-05

Citizen Complaints

Any person wishing to register a complaint shall be encouraged to contact the staff member closest to the source of the concern. Classroom matters should be referred to the teachers affected, and concerns about building operation/management to the principal. Interschool or district-level concerns should be directed to the responsible Director/Executive Administrator/Associate Superintendent, if the nature of the complaint allows such a determination, or if not, to the Superintendent or his/her designee.

When the staff member initially contacted is unable to resolve the complaint, the citizen should contact the employee's immediate supervisor. In the event that the matter is not satisfactorily resolved among the citizen, employee, and employee's immediate supervisor, the appeal process will follow this order:

1. other supervisors or administrators in the line of responsibility;
2. the Superintendent of Schools; and
3. the Board of Directors, may, at their discretion, hear the complaint.

The Board of Directors shall strongly encourage that this appeal process be followed.

Appeals will be heard by the Board of Directors in a timely manner and no charges against the employee will be investigated or acted upon by the board unless reduced to writing, signed by the party bringing the same, and presented to the board through the Superintendent of Schools.

Approved: 07-09-79
Reviewed: 08-28-89
 11-13-89
Revised: 01-08-90
Revised: 11-23-92
Reviewed: 06-09-97
 09-27-99
 04-25-05

Board Appointed Committees

Whenever the board deems it necessary, the board may appoint a committee composed of citizens, employees 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 professional administrator. 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 to the board and administration.

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

All board appointed committees must comply with applicable open meetings statutes and regulations.

Membership of board appointed committees shall be approved by the board, and may be restructured at the board's discretion.

The committee shall be responsible for preparing and submitting to the board a final report and any preliminary reports consistent with the committee's purpose. The final report shall contain the findings of the committee and, when appropriate, shall include recommendations for the board's consideration. Unless otherwise prescribed, the advisory committee shall be disbanded following the board's acceptance of the final report.

Cross Reference: Regulation 202.4

Approved: 01-27-03

Fundraising

Charitable or Civic Projects:

Fundraising activities involving students and/or employees may be conducted to support charitable or civic projects. Prior to fundraising for, or purchase of, goods or services for the project, any individual or group shall secure approval from the building/department administrator. Fundraising intended to exceed five thousand dollars (\$5,000.00) for charitable or civic projects shall also have the prior approval of the Superintendent or his/her designee.

Support of School Activities:

Requests to conduct annual fundraising activities shall be submitted to the building administrator 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 the building administrator and the Superintendent or his/her designee.

The board reserves the right to refuse to accept any gift which does not contribute toward the achievement of the goals of this district or the ownership of which would tend to deplete the resources of the district.

If accepted, all gifts shall become the property of the district, unless otherwise stated and may not be returned without the approval of the Superintendent or his/her 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 gift.

The district will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to utilize any gift it accepts in the best interest of the educational program of the district.

School facilities may be used for, and students and/or employees may participate in, fund-raising activities to support school activities as long as they are in direct support of programs sponsored by the schools. Use of school facilities shall follow guidelines identified in Board Regulation 800 series "Community Use of School Facilities." Such use of school facilities shall be classified as "Group 1" usage according to Board Regulation, allowing for, unless otherwise noted in Board Regulation, free use of district facilities on weekdays and minimal charges to cover custodial costs on weekends.

Fundraising activities shall not suggest district promotion of or profit motive for any individual or business enterprise.

Cross Reference: Regulation 1002.4

Approved: 04-09-79
Reviewed: 08-28-89
Revised: 11-23-92
Reviewed: 06-09-97
Revised: 09-27-97
05-10-04
10-10-05

Use of School Mail by Community Groups

External agencies that wish to use the school mail service shall obtain approval from the Superintendent or designee. A record of approval shall be maintained in the Office of Learning and Leadership.

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

Posters and Flyers

Before distributing any printed material to individual buildings, external organizations and individuals, approval must be obtained from the Superintendent or designee. Building administrators shall not accept any materials for posting or distribution without approval from the appropriate district level administrator. For political materials, refer to Regulation 1005.1* of the Policy Manual, which prohibits distribution of political materials during the school day, including the use of staff mailboxes.

*Regulation 1005.1

Approved: 04-09-79
Revised: 06-25-79
Reviewed: 08-28-89
Revised: 11-23-92
Reviewed: 06-09-97
Revised: 09-27-99
05-09-05

Political Activities in the Schools

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.

The District shall not expend any District funds for partisan political activities.

Code of Iowa: Section 56.12A

Approved: 04-09-79
Revised: 10-24-83
Reviewed: 08-28-89
Revised: 09-11-89
Revised: 11-23-92
Revised: 01-13-97
Reviewed: 06-09-97
06-14-99
01-27-03

Art Collection Management

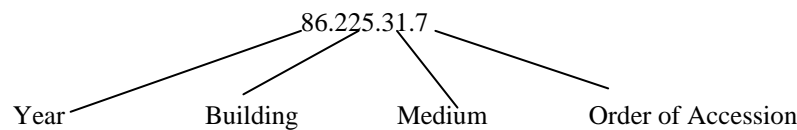
Inventory

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.



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.

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.

Regulation 1006.1
Page 2

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 district.

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.

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 thirty days 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 report will be made to the board.

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