

POLICY MANUAL

TABLE OF CONTENTS

(100) DISTRICT LEGAL STATUS AND COMMITMENT

100 DISTRICT LEGAL STATUS – Enablement and Name

- 101 STRATEGIC PLAN
 - 101.2 Strategic Planning Process

102 EQUAL EDUCATIONAL OPPORTUNITY AND NON-DISCRIMINATION

- 102a General Grievance Procedure
- 102b Grievance Form for Complaints of General (Non-Sex) Discrimination or Non-Compliance with Federal or State Regulations Requiring Non-Discrimination
- 102c Title IX Grievance Procedures
- 103 ANNUAL NOTICE OF NON-DISCRIMINATION
- 104 CONTINUOUS NOTICE OF NON-DISCRIMINATION

(200) BOARD GOVERNANCE AND OPERATIONS

200 BOARD CODE OF ETHICS

201* BOARD LEGAL STATUS AND AUTHORITY

- 201.1 Legal Status of the Board of Directors
- 201.2 Responsibilities and Authority of Board of Directors
- 201.3 Composition and Term of Office
- 201.4 Board Elections
- 201.5 Board Vacancies
- 201.6 Conflict of Interest
- 201.7 Board Qualifications
- 201.8 Board Liability
- 201.9 Gifts to Members of the Board of Directors

202

- ORGANIZATION OF THE BOARD OF DIRECTORS
- 202.1 Annual and Organizational Meetings
 - 202.1a Election of Board Officers
 - 202.1b Oath of Office
- 202.2 Board Officers
 - 202.2a Board Secretary
 - 202.2b Board Treasurer
 - 202.2c Board President
 - 202.2d Board Vice President
- 202.4 Board Committees
 - 202.4a Conflict of Interest Board-Appointed Committees
- 202.5 Legal Counsel
- 202.6 Types of Board Meetings
- 202.7 Notification of Meetings
- 202.8 Agendas for Board Meetings
- 202.9 Conduct of Meetings/Quorum
- 202.10 Minutes of Meetings

- 202.11 Public Participation in Board Meetings and Public Hearings
- 202.12 Board-Superintendent Relationships
- 203 POLICIES
 - 203.1 Development, Approval, and Review of Policies 203.1a Dissemination of Policies
 - 203.2 Development, Review, and Dissemination of Administrative Regulations and Procedures

204* BOARD MEMBER SERVICES

- 204.1 Board Member Learning Opportunities and Organizational Memberships
- 204.3 Lifetime Complimentary Passes
- 211* CITIZEN COMPLAINTS
 - 211.1 Citizen Complaints

(300) ADMINISTRATION

300 ADMINISTRATION

- 300.1 Administrative Structure and Management
- 300.2 Administrative Code of Ethics
- 300.3 District Level Administrators
- 300.4 School Building Administrators
- 300.6 Administrative Appointments and Contracts

302 ADMINISTRATIVE PROFESSIONAL GROWTH

- 302.1 Consulting and Outside Employment
- 303 EVALUATION
 - 303.1 Evaluation Process

304 SUPERINTENDENT OF SCHOOLS

- 304.1 Qualifications, Recruitment, Appointment
- 304.2 Contract and Contract Renewal
- 304.3 Salary and Other Compensation
- 304.5 Professional Growth and Civic Activities

(400) INSTRUCTION

400 INSTRUCTIONAL PROGRAMS

- 400.1 School Calendar and Instructional Day
- 400.2 Instructional Organization for Traditional, Alternative, and Innovative Programs
- 400.3 Graduation Requirements
- 400.4 Instruction at Post-Secondary Educational Institution
- 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 (PACT)
- 400.10 Comprehensive School Counseling Program

401 MULTICULTURAL AND NONSEXIST EDUCATION

402 LIBRARY AND INSTRUCTIONAL MATERIALS

- 402.1 Library Operations
- 402.2 Guidelines for Selection of Library and Instructional Materials
- 402.5 Reconsideration of Instructional Material
- 402.7 Legal and Ethical Use of Information Resources
 - 402.7a Guidelines for Fair Use of Copyrighted Materials

403	CONTROVERSIAL ISSUES
403.1	Guidelines for Staff Regarding Controversial Issues
404	CURRICULAR AND CO-CURRICULAR FIELD TRIPS
404.1	Classification of Field Trips
	404.1a Field Trip Planning and Approval Procedures
404.5	· · · · · · · · · · · · · · · · · · ·
404.6	Student Performance at Political Events
405	STUDENT ASSESSMENT
405.1*	Testing
	405.1b Accountability Test Integrity/Test Preparation
405.2	Educational Research
406	CURRICULUM DEVELOPMENT AND REVISION
406.3	School Improvement Advisory Committee
407	EXTENDED LEARNING OPPORTUNITIES/HOMEWORK
408	ACTIVITIES PROGRAM
408.1	Non-School Team Participation
409	RELIGION AND THE SCHOOLS
409.1	Religious Observances
410	CO-CURRICULAR ACTIVITIES ELIGIBILITY

410.1 Concussions & Brain Injuries – Co-Curricular Activities

(500) STAFF

500 GENERAL POLICY STATEMENT - STAFF

- 500.1 Workplace Expectations
- 500.2 Employee Complaints
- 500.3 Employee Expression

502 EMPLOYMENT

- 502.1 Certified Employees
- 502.2 Support Personnel
- 502.3 Non-Certified Administrative Employees
- 502.4 Other Work Performed for the District
- 502.5 Harassment
- 502.6 Nepotism
- 502.7 Gifts to School Employees

503 PROFESSIONAL AND TECHNICAL GROWTH

- 503.1 Employee Participation in Professional & Technical Growth Opportunities
- 503.2 Professional Research, Publishing, and Intellectual Property
- 503.3 Professional Consulting and Presentation
- 504 EVALUATION
 - 504.1 Certified Staff Evaluation Process
- 505* SEPARATION
 - 505.1 Employee Suspension
 - 505.3 Employee Resignation
 - 505.4 Retirement

506* GENERAL PERSONNEL

- 506.1 Emergency School Closing Employee Notification and Attendance
- 506.2 Emergency All-District Closing Employee Notification and Attendance
- 506.3 Tax Sheltered Annuities
- 506.4 Substance-Free Workplace
 - 506.4a Substance-Free Workplace Procedures
 - 506.4b Substance-Free Workplace Notice to Employees
- 506.5 Leave for Political Purposes
- 506.6Abuse of Students by District Employees
 - 506.6a Abuse of Students by School District Employees
- 506.7 Employee Health: Occupational Exposure to Blood-borne Pathogens
- 506.8 Family and Medical Leave
 - 506.8a Family and Medical Leave Procedure
 - 506.8b Family and Medical Leave Definitions
- 506.9 Drug and Alcohol Testing Program
- 506.10 Employee Identification Badge/Keycard/Keys
- 506.11 Notification of Arrests, Criminal Charges, Child/Dependent Abuse Complaints
- 506.12 Employee Use of Social Media
- 506.13 Employee Interaction with Students
- 506.14 Employee Conflict of Interest
- 506.15 Return to Work Program
- 506.16 Communicable Diseases Employees
- 506.17 Prevention of False Claims, Fraud, and Abuse in Government Funded Health Programs
- 506.18 Prohibiting the Aiding and Abetting of Sexual Abuse

511 VOLUNTARY RETIREMENT INCENTIVE PROGRAM – ALL STAFF

511.1 All Staff - Voluntary Retirement Incentive Program

512 DISTRICT CELL PHONE USE

- 512.1 Staff Use of Cell Phones
- 512.2 Cell Phones for District Use

513 RELIGIOUS DECORATION IN THE WORKPLACE

513.1 Religious Decoration in the Workplace

(600) STUDENTS

- 600* STUDENT COMPLAINTS
 - 600.2 Student Complaints

602 STUDENT ATTENDANCE

- 602a Student Absences
- 602b Responding to Excessive Absenteeism
- 602c Truancy
- 602.1 School Entrance: Age and Immunization Requirement
- 602.2 Compulsory Education
 - 602.2a Compulsory Education Reporting Requirements
 - 602.2b Dual Enrollment
 - 602.2c Private Instruction
- 602.4 School Attendance Areas
 - 602.4a In-District Attendance Permits Regular Education
 - 602.4b In-District Attendance Permits Special Education
 - 602.4c Proof of Residency
- 602.5 Nonresident Students
 - 602.5a Tuition Students
- 602.6 Open Enrollment Applications
 - 602.6a Open Enrollment Requests
- 602.7 Religious Observances
- 602.9 High School Student-Athletic Transfers within the Cedar Rapids Community School District

603 STUDENT RIGHTS AND RESPONSIBILITIES

- 603.1 Student Expression and Appearance
- 603.2 Search and Seizure
- 603.4 Student Discipline Procedural Due Process
- 603.5 Interviews of Students by Outside Agencies

604 JURISDICTIONAL AND BEHAVIORAL EXPECTATIONS

- 604.1 Student Discipline
- 604.2 Multi-Tiered Systems and Support
 - 604.2a Multi-Tiered System and Supports Procedures
- 604.3 Student Suspension
- 604.4 Student Expulsion
- 604.8 Damaged or Lost Property/Materials
- 604.10 Use or Possession of Alcohol, Tobacco, Nicotine, or Any Illegal or Medically Unauthorized Substance
- 604.11 Student Use of Motor Vehicles

605 STUDENT WELFARE

- 605.2 Child/Dependent Adult Abuse Reporting
 - 605.2a Child/Dependent Adult Abuse Reporting
- 605.3 Student Health Services
 - 605.3a Provision of Emergency Care
 - 605.3b Administration of Medication to Students
 - 605.3c Communicable Diseases Students
 - 605.3e Universal Precautions Regarding Disposal of Body Fluids
 - 605.3f Outside Service Agencies Providing Services to Students During the School Day
- 605.4 Special Health Services
- 605.5 Homeless Children and Youth
- 605.6 Parent & Family Engagement
- 605.7 Guidance on Suicide Prevention
 - 605.7a CRCSD Procedures for Suicide Risk Screning

606 STUDENT RECORDS

- 606.1 Student Records
 - 606.1a Sending Student Cumulative Records
 - 606.1b Destruction of Records of Special Education Students
- 606.2 Student Directory Information
 - 606.2a Student Library Circulation Records
- 606.3 Annual Notice Regarding Student Records
- 606.4 Interagency Information Sharing Agreement

607*

- 607.1 Reserved Time for Non-School Sponsored Student Activities
- 607.2 Public Performance by Students

608 WEAPONS

612.1

609 STUDENT PUBLICATIONS

- 609.1 Official School Publications
 - 609.1a Student Publications

610 WELLNESS POLICY

610.1 Wellness Regulation

- 610.1a Snacks Nutritional Guidelines
- 610.1b Wellness Fundraising Guidelines

612 ANTI-BULLYING/HARASSMENT

Anti-Bullying/Harassment

612.1a Student-to-Student Bullying/Harassment Investigation

613 CRISIS PREVENTION

614 **EXCLUSION**

615 SECLUSION PROHIBITED

616 USE OF PHYSICAL RESTRAINT

- 616a Requirements For FBAs/BIPs Following Physical Restraint Event
- Mitigation Toxic Stress Response in Student Identified with Traumatic Childhood Events 616b
- Identifying traumatic Childhood Events Following a Restraint Incident 616c

(700) FISCAL MANAGEMENT

- 700 FISCAL PLANNING
 - 700.1 Budget Planning & Adoption
 - **Financial Records** 700.2

701* **REVENUE FROM NON-TAX SOURCES**

- 701.1 Tuition
- 701.2 Sale or Disposal of District Property
 - Disposition of Obsolete Instructional Material 701.2a 701.2b District Sale of Goods and Services
- 701.3 Student Fees

PURCHASING 702

- 702.1 Relations with Vendors
 - Purchasing Bidding, Proposal and Quotation Procedures 702.1a 702.1b Purchasing - Use of Federal

703* FISCAL ACCOUNTING AND REPORTING

- Accounting System 703.1
- 703.2 **Financial Reports**
- 703.3 Annual Audit
 - Selection of a Certified Public Accounting Firm 703.3a
- 703.4 Warehouse Inventory

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 District Records
- 704.6 **District Purchasing Cards**
- 704.7 Advisory Insurance Agency

705 TRAVEL EXPENSE REIMBURSEMENT

Guidelines Governing Expense Reimbursement 705.1

CAPITAL ASSETS 706 706.1

Capital Assets

707 CASH MANAGEMENT 707.1 Appropriate Use of Public Funds

708* EMPLOYEE PAYROLL **Employee Payroll Guidelines** 708a

709 MUNICIPAL SECURITIES DISCLOSURE

- 709a **Continuing Disclosure**
- 709b Preparing Official Statement

(800) SCHOOL PLANT

801 ENERGY/UTILITY CONSERVATION 801a Energy/Utility Usage

- 802* SITE AND FACILITIES
 - 802a Review of Sites 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 Management
 - 802.6 Naming School District Facilities or Portions of District Facilities
 - 802.7 Hall of Fame/Dedications/Memorials
 - 802.8 Unmanned Aerial Systems

803 TOBACCO/NICOTINE-FREE SCHOOL ENVIRONMENT

805 COMMUNITY USE OF FACILITIES

- 805.1 Community Use of Facilities Standards for Usage
- 805.3 Community Use of Facilities Priority Schedule
- 805.5 Community Use of Facilities Price Tiers Determination
- 805.6 Community Use of Facilities Usage Fees
- 805.7 Community Use of Facilities Kingston Stadium
- 805.9 Community Use of Facilities School Kitchens Guidelines
- 805.10 Community Use of Facilities Chart of Rental Fees Theatre Rentals

806* SPECIAL USE OF DISTRICT FACILITIES

806.1 Use of District Facilities for Games of Skill, Games of Chance, and Raffles

(900) SUPPORT SERVICES

900 DISTRICT TECHNOLOGY, NETWORK SYSTEMS, & INTERNET ACCESS

- 900.1 Appropriate Use of District Technology, Network Systems, & Internet Access
- 900.2 Access to District Technology, Network Systems, & Internet

901 TRANSPORTATION SERVICES

- 901a Determining Eligibility for Student Transportation
- 901.1 Student Eligibility for District Transportation
- 901.2 Paid Busing and Fees
- 901.3 Special Use of School Buses
- 901.4 Suspension or Curtailment of Transportation Services
- 901.5 General Use of District-Owned Vehicles
 - 901.5a Vehicle Idle Reduction
- 901.7 Transportation of Students in Private Vehicles
- 901.8 Conduct on District Transportation
 - 901.8a Use of Video Cameras on District Premises and District Transportation
- 901.9 Use of Seatbelts

902 SCHOOL NUTRITION PROGRAM

- 902.1 School Nutrition Program Management
 - 902.1a Meal Charges
 - 902.1b Free or Reduced-Price Meal Eligibility
 - 902.1c Community Eligibility Provision (CEP)
- 902.2 Competitive Food Items to Students

903 GRAPHICS & PRINTING SERVICES

903.1 Graphics and Printing Services Fee Structure

904 ANIMALS ON DISTRICT PREMISES

904a Service Animals on District Premises

904b Therapy Dogs on District Premises

(1000) SCHOOL-COMMUNITY RELATIONS

1000 DISTRICT COMMUNICATIONS AND COMMUNITY RELATIONS

1001 SCHOOL-COMMUNITY RELATIONSHIPS

- 1001.1 Distribution of Non-District Materials
- 1001.2 Relations with the News Media
 - 1001.2a Cooperating with the Media
- 1001.3 Releases to the News Media
- 1001.5 Media Broadcasts of Athletic Contests
- 1001.6 Release and Use of Student Photographs and Videos

1002 VOLUNTEER PROGRAM

- 1002a Volunteers--Screening Process
- 1002.1 Advisory Committees
- 1002.2 Visitors to District
- 1002.3 Interactions with Students
 - 1002.3a Summary of Insurance Coverage for Volunteers
- 1002.4 Donations
- 1002.5 Memorial Activities for Deceased Students and Staff

1004* FUNDRAISING

1004.1 Fundraising

1005 PUBLIC EDUCATION AND THE DEMOCRATIC PROCESS 1005.1 Political Activities in the District

1006 ART COLLECTION 1006.1 Art Collection Management

1007 CONDUCT ON SCHOOL DISTRICT PREMISES

1008 PUBLIC RECORDS

1008a Request for Public Records

1008.1 Confidential Records Relating to Security Procedure and Emergency Preparedness in the Schools

1009 CHARITABLE PAYROLL DEDUCTION CAMPAIGN

1009.1 Guidelines for Charitable Payroll Deduction Campaign

* Indicates Section but no Policy