

# 2024-2025

## Jr. High & High School

### Student & Activities

### Handbook



Essex Community School  
111 Forbes Street  
Essex, Iowa  
Website – [www.essex.k12.ia.us](http://www.essex.k12.ia.us)

# TOBACCO-FREE ENVIRONMENT POLICY

(Policy #905.2)

School district facilities and grounds, including school vehicles, are off limits for tobacco or nicotine use, including the use of look-a-likes where the original would include tobacco or nicotine. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and nonschool-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco, nicotine or other product, or leave the school district premises immediately. It is the responsibility of the administration to enforce this policy.

**No E Cigarettes or vaporizers.**

**No illegal drugs on school grounds.**

**All School Facilities are tobacco free. This includes parking lots.**

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## **2024-2025 DAILY TIME SCHEDULE**

**On Monday –Thursday the school hours will be 8:00 AM – 3:30 PM**

**Friday hours will be from 8:00 AM – 1:30 PM**

**Secondary students are not to enter the main hallway before 7:50 AM unless approved by school staff.**

# **ESSEX COMMUNITY SCHOOL**

## **2023-2024 Student Handbook**

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## SECONDARY FACULTY

|                    |                                   |
|--------------------|-----------------------------------|
| Mike Wells         | Superintendent                    |
| Vicki Hume         | Principal/Athletic Director       |
| Kurtis Sloop       | Art                               |
| Rachel Cabeen      | Instrumental Music & Vocal        |
| Ray McCreary       | Physical Education                |
| Cynthia Fischer    | JH Science/Math                   |
| Kathleen Johnson   | Health & Science                  |
| Connie Jensen      | English                           |
| Megan Rainey       | JH/HS Special Education           |
| John Leininger     | Industrial Arts                   |
| Bethany Mellencamp | TAG                               |
| Kaitlyn Brammer    | Ag                                |
| Kimberly Peterson  | Computer Tech & Business Ed.      |
| Steven Schuster    | Social Studies/Transportation     |
| Marty Mason        | Guidance Counselor /6th Grade ELA |
| Alex Kellison      | Family Consumer Science           |
| Brenna Craig       | Mathematics                       |
| Stephanie Sholes   | Culinary                          |

## ELEMENTARY FACULTY

|                    |                            |
|--------------------|----------------------------|
| Mike Wells         | Superintendent             |
| Vicki Hume         | Principal                  |
| Kurtis Sloop       | Art                        |
| Rachel Cabeen      | Instrumental Music & Vocal |
| Kathleen Mortimore | Special Education Teacher  |
| Elizabeth Shirley  | Title I                    |
| Kensila Manley     | Pre-School                 |
| Amy Resh           | Kindergarten               |
| Lisa Gray          | First Grade                |
| Damaris Glasgo     | Second Grade               |
| Bethany Mellencamp | Third Grade                |
| Jenifer Green      | Fourth Grade               |
| Clarisa Podtburg   | Fifth Grade                |
| Ray McCreary       | Physical Education         |

## STAFF

|                   |                                   |
|-------------------|-----------------------------------|
| Melissa Chambers  | Business Manager                  |
| Brandi Oakes      | Human Resources                   |
| Valerie Patton    | School Secretary                  |
| Sierra Martin     | Media Center                      |
| Elizabeth Shirley | Nurse                             |
| Rob Riley         | Transportation Director           |
| Kimberly Peterson | Librarian                         |
| Stephanie Sholes  | Child Nutritional Program Manager |

## **ESSEX JUNIOR-SENIOR HIGH SCHOOL ACTIVITIES**

The Board of Directors of the Essex Community School District believes in a full and varied extra-curricular and co-curricular program which provides ample opportunity for students to represent themselves, their homes, and their school to the public. Such activities offer opportunities to serve the institution, to assist in development of fellowship and social good will, to promote self-realization and all around growth, and encourage the learning qualities of good citizenship.

The purpose of this section of the handbook is to provide guidance to the various organizations, coaches, sponsors, and directors and to develop and maintain uniformity in dealing with the participants in extra-curricular and co-curricular activities at Essex Junior-Senior High School.

**The Board of Directors of Essex Community School would like to request that parents follow the proper channels or the “chain of command” if they have concerns over classroom matters. Parents are urged to first contact the teacher who is involved. The principal may also be contacted, but that should follow a discussion with the teacher. Final steps could bring in the superintendent and, ultimately, the school board if the matter is not resolved. Most problems can be resolved at the source when the parents, the teacher, and the student try to resolve the situation. Thank you for helping us to help your children. It is our sincere hope that with good open communication all concerns can be brought to a positive resolution.**

**Vision Statement: The vision of Essex Community School is to create an empowering atmosphere for students to explore and succeed in a variety of experiences. The vision will be supported by: Outstanding Facilities, Strong Community Partnerships, Financial Stability, Excellent Teaching & Quality Learning, Cutting Edge Innovation & Research, 21<sup>st</sup> Century Technology, Healthy Nutritional Programming, Safe & Quality Transportation, Student Learning & Opportunities, System Accountability**

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**The Mission Statement of Essex Community School is to create mindsets which seize opportunities to achieve goals.**

## **EQUAL EDUCATIONAL OPPORTUNITY**

It is the policy of the Essex Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Robert Brecht, Building Principal, 111 Forbes Street, Essex, Iowa, 51638, [712-379-3114](tel:712-379-3114), [brechtr@essex.k12.ia.us](mailto:brechtr@essex.k12.ia.us).

## **JURISDICTIONAL STATEMENT**

This handbook is an extension of the Board policy and is a reflection of the goals and objectives of the Board of Directors of the Essex Community School District. The Board, administration, and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors, and guests with respect and courtesy. Students may not use abusive language, profanity, or obscene gestures.

This handbook and school district policies, rules, and regulations are in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district to involved students or staff. School district policies, rules, and regulations are in effect twelve (12) months a year. A violation of a school district policy, rule, or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the school district's policies, rules, and regulations may be disciplined for conduct which disrupts or interferes with the education program, conduct which disrupts the orderly and efficient operation of the school district or school activity, conduct which disrupts the right of other students to obtain their education or to participate in school activities, or conduct which interrupts the maintenance of a disciplined atmosphere.

Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. Discipline can also include prohibition from riding buses and other school-owned or school-operated vehicles and chartered buses and prohibition from participating in extracurricular activities, including athletics. The discipline imposed will be based upon the facts and circumstances surrounding the incident and the student's record.

The school district and its Board of Directors and administration reserves and retains the right to modify, eliminate, or establish school district policies, rules, and regulations as circumstances warrant, including those contained in this handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the office of the Superintendent of Schools for information about the current enforcement of the policies, rules, and regulations of the school district.

**Definitions:** In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as Superintendent or Principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school grounds" may also include any locations where students are on field trips or other school activities such as athletic events. The terms "school facilities" includes school district buildings. The term "school activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an activity, or whether they are held on or off school grounds.

## ATTENDANCE

We believe there is a significant correlation between good school attendance and student achievement; just as there is between poor attendance and failure. We believe that good attendance habits help students be successful on the job after high school. Regular and punctual student attendance is required at Essex Community School. The administration is responsible for developing effective and meaningful attendance rules and regulations, and students are responsible for developing behaviors that will result in regular and punctual student attendance.

All absences from school, except absences for participation in school sponsored activities, require an excuse from the parent/guardian, clearly giving the reason for such absence.

It shall be the responsibility of the parent to notify the school by phone, email or written message as soon as the parent knows the student will not be attending school on that day. Parents are expected to telephone the school office to report a student's absence prior to 8:30 a.m. on the day of the absence. The office will call after 8:30 a.m. if no call is received from parents or guardians. If the school has to call inquiring about a student's absence, that absence may be counted as unexcused.

At five (5) absences for reasons other than a school-sponsored activity (excused or unexcused), a letter/email will be sent to the parent regarding the absences. This is for notification purposes only. The parent/guardian may contact the school if there are questions.

At eight (8) absences a phone call will be made to the parents/guardians by the school interventionist or principal. A letter/email will also be sent to include the student's attendance record and attendance policy.

At ten (10) absences, parents will be required to visit with the attendance committee (principal, interventionist, and/or counselor) to discuss and execute an Attendance Plan.

At fifteen (15) absence and breach of the Attendance Plan the student and their family will be reported to the county attorney for truancy.

Discretion may be used for those students who have documented illnesses or other circumstances where the student is absent from school.

### Virtual/Remote Learning

It is best for students to attend school in person, however there may be rare occasions when this is not possible, such as when a student must quarantine or have/recover from surgery or serious illness. If such a situation should arise, remote learning options may be available. All remote learning must first be approved by the superintendent. If remote learning is approved, it will be the job of the student, possibly with assistance from their parents/guardians, to contact the child's teachers and obtain course expectations. Teachers will have the option of requiring students to remotely attend their class through Zoom or other communication platforms, or have the student participate using alternative methods such as Google Classroom. Teachers will attempt to assign work that is comparable to the work assigned to other students in the class but may modify assignments at their discretion. Students will only be counted in attendance for classes when they meet the attendance requirements set by the teacher. Students will receive grades for their work and have similar deadlines and grading expectations as those students attending in person, including grade deductions for late work.

## **ABSENCES**

### **EXCUSED ABSENCES**

Excused absences include, but are not limited to illness, family emergencies, recognized religious observances, appointments that cannot be scheduled outside the school day, and school-sponsored or approved activities. Pre-arranged absences will be excused only after a **Pre-Excused Absence Form** is completed and turned in **at least two (2) days in advance of the absence**. Students will have the opportunity to make up work assigned during the time if they complete the **Pre-Excused Absence Form** two (2) days prior to their absence.

### **UNEXCUSED ABSENCES**

Student absences which are not pre-approved **2 days in advance** may be considered unexcused. These absences shall include, but not be limited to tardiness, oversleeping, skipping school, shopping, concerts, babysitting, or working. It shall be within the discretion of the principal to determine disciplinary action when deemed appropriate.

**SKIPPING CLASS**- Students are expected to attend their scheduled classes during each class period of the school day. Students who are missing from their class, without prior written permission from the teacher of the assigned class, will be considered absent unexcused and will be required to make up the time and classwork missed during disciplinary consequences.

## **WORK COMPLETION POLICY FOR ABSENCES**

It is the student's responsibility to communicate with their teacher to make up for missed work due to absence.

Students will receive two days to complete work for every one day missed (excused or unexcused) to receive full credit. Work not completed within this time period will receive partial credit not to exceed a 20 percent deduction of the earned grade for the next three (3) weeks. Ex. Earned grade of assignment 80% -20% deduction= 60% If students do not complete their work within the above time frame, they will receive **ZERO CREDIT** for their work.

## **TRUANCY**

Truancy is an absence without the consent of home or school. The implications of truancy on a student's record are much more serious on a long-range basis than the immediate school imposed penalties. The long-range consequences, although varying with each individual case, can easily lead to failure of a student's school career. Any truant student shall:

- have a letter of truancy placed in his/her student file.
- not be admitted to classes without permission from the principal.
- make up all missed time in detention.
- may be reported to law enforcement officials/county attorneys.

A child who is under 16 years of age by September 15 of the current school year is of compulsory attendance age. We are required by law to report truant students of compulsory attendance age and their parents to the County Attorney. It is the responsibility of the County Attorney to take appropriate legal action.

## **TARDY**

Students will be considered tardy if they are not in their assigned room at the beginning of each class. If a student is tardy three or four times then a conference will be held with student. If a student has five to six tardies from a class a



possible classroom consequences will be assigned. Students will be assigned a 30-minute detention upon the seventh tardy during a semester and every tardy after that time. After eight tardies parents will be contacted for a meeting with the school attendance committee. (See Discipline Matrix)

## **DETENTION**

Detention is not intended to be an all-inclusive type of punishment where students are sent for any type of misdemeanor or rule infraction. It is intended that detention will only be assigned in those cases where other corrective behavior measures have failed.

Detentions will typically be assigned in 30-minute increments, but may be longer.

Detentions will be served at the conclusion of the day assigned or the following morning unless otherwise approved by the principal. **Participation in extra-curricular activities will not be considered as an acceptable reason for missing an assigned detention.** Additional rules and regulations regarding detentions may be established at any time.

Detentions not served as assigned will result in further consequences. See the Discipline Matrix for the consequences per violation.

Detentions will be every day, Monday through Thursday, and Friday AM.

Detention period is from 3:30 p.m. to 4:00 p.m. or from 7:15-7:45 a.m.

**Saturday Detentions:** The administration reserves the right to assign Saturday detentions to students. The time and requirements of these detentions will be determined when assigned.

## **DETENTION-GUIDELINES FOR SERVING**

1. Served at the conclusion of the day assigned or the following morning, unless circumstances warrant a date change.
2. Students are to be on time. Failure to report on time will result in additional penalty.
3. All detentions will be served in the teacher's classroom in which the detention was given or with the Principal.
4. Students may not sleep, talk, eat, listen to music, use cell phones or other devices, or hassle the supervisor.
5. Students in detention will be expected to work on assigned material and not just be there.
6. Any guideline violations will result in additional penalty.
7. If it is not possible for the detention to be served on the day it is assigned, the student must report to the office to request the day be changed. It is never acceptable for a student to skip detention without first reporting to the office.

## **ANNOUNCEMENTS**

All announcements, other than emergency announcements, will be made at the beginning of the school day & at the end of the school day. No posters or information of any kind will be placed anywhere in the school building without prior approval of the principal.

## **BOOKS, SUPPLIES, EQUIPMENT, AND LOCKERS**

All books, supplies, equipment, and lockers issued to you by the school are considered to be in your possession. You

are responsible for their good care and maintenance. Any abuse of these items will be dealt with accordingly. Students will be expected to pay the school for any school equipment damaged or destroyed by that student.

**BOOKS:** Faculty members will check the condition of all books issued to a student. The faculty members will re-check the condition of the books when they are turned back in. If the books should show unnecessary wear or abuse, a reasonable fine will be assessed to the student.

**BACKPACKS:** Backpacks should be used to transport items to and from the school building and will remain in student lockers during the school day. (Exception: PE clothing bags may be taken to and from the locker room.)

**HALLWAY PASSES:** Students are not to loiter in hallways during or between classes and will be asked to show a hallway pass for documentation purposes.

*Code No. 502-5*

## **STUDENT LOCKERS**

Student lockers are the property of the school district. Students will use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It is the responsibility of students to keep their assigned lockers clean and undamaged.

To ensure students are properly maintaining their assigned lockers, the principal of the building may periodically inspect all or a random selection of lockers. Either students or another individual will be present during the inspection of lockers. Student lockers may also be searched, at any time and without advance notice in compliance with board policy regulating search and seizure.

**Student lockers are not to be shared between students unless approved by the principal.**

*Code No. 502.8RI*

## **STUDENT PE LOCKERS**

Each student will be issued a locker for physical education class/athletic activities. It will be the student's responsibility to keep their lockers clean. Items left on the floor in the locker room will be disposed of at the end of each day. Items left in lockers at the end of each school year will be disposed of. It is recommended that students clean lockers and wash their clothing daily. **Locks can be checked out if requested by the student.**

## **LOCKER AND DESK INSPECTIONS**

Although school lockers and desks are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in ensuring the lockers and desks are properly maintained. For this reason, lockers and desks are subject to 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. Any contraband discovered during such searches will be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker and desk (coat, backpack, purse, etc.) may be searched when a school official has reasonable and articulable suspicion that the contents contain illegal 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.

## **BUSES**

The school provides bus transportation for all students who live outside the city limits of Essex. We have the right to refuse you this transportation if your conduct when riding the bus is not acceptable. You are to observe all courtesies while on the school bus that you would observe on any commercial bus. Also, any reasonable requests and orders from the bus driver should be obeyed.

The bus driver has full authority over and responsibility for all passengers on the school bus.

### **BUS RULES AND REGULATIONS**

1. The driver is in charge of the students and the bus. Students must obey the driver promptly and courteously.
2. The driver may assign a seat to any or all students who are passengers on the bus.
3. Students must be on time. The bus cannot wait for those who are tardy.
4. Students should walk on the left side of the road facing traffic when going to their bus stop.
5. Students must never stand in the roadway while waiting for the bus. All students are to wait for the bus off of the traveled portion of the road. Students are to wait in an orderly manner and never push a fellow student.
6. Unnecessary conversation with the driver is prohibited. Do not talk in a loud voice or shout while on the bus. Do not distract the driver's attention from his primary job-driving the bus. Remember: Your safety is in the hands of the bus driver.
7. Outside of ordinary conversations with fellow riders, classroom conduct is to be observed by all riders.
8. Students are not to throw waste paper or other rubbish on the floor of the bus. Help keep the bus you ride clean and sanitary at all times.
9. Students are not to extend arms, head, or other body parts out of bus windows at any time.
10. When leaving the bus, students must observe directions of the driver. If you cross the road, do so in front of the bus after making sure the road is clear of oncoming traffic and after receiving the go-ahead signal from the driver.
11. Any damage to the bus is to be reported to the driver at once.

### **CLASSROOM HOUSEKEEPING**

All desks and chairs are to be returned to their original position at the end of each class period. Students are expected to pick up all trash, waste paper, etc., prior to leaving the classrooms and in the hallways. Students are to use the wastebaskets.

## **CANCELLATION OF SCHOOL**

At times, due to bad weather or poor road conditions, it may be necessary to have a late school start, cancel school for the day, or dismiss school early. In the event of a late start or school cancellation, notice will be given over radio stations KMA in Shenandoah and KCSI/KOAK in Red Oak, between the hours of 6:45 and 7:30 a.m.

In the event of an early dismissal, notice will be given over radio stations KMA in Shenandoah and KOAK in Red Oak at least one (1) hour prior to the time that school is actually dismissed.

Students and parents are encouraged to monitor one of these radio stations at times of marginal weather and/or road conditions, to learn of late starts, cancellations or early dismissals.

Students and parents are discouraged from calling the school to learn of late starts, cancellations or early dismissals, as the practice merely ties up telephone lines when school officials are busy contacting radio stations and bus drivers. PLEASE MONITOR RADIO STATIONS KMA OR KOAK AT TIMES OF MARGINAL CONDITIONS.

**Parents may also sign up for email and text notifications through the JMC alert system.**

## **STUDY HALL RULES**

Strict compliance with study hall rules will be expected. Do not ask for permission to do anything if it is in violation of established rules.

1. All students will behave in an orderly and courteous manner while in the study hall.
2. Students will use appropriate voice levels in order to promote a learning environment.
3. Students will have assigned seating.
4. Computers are to be used for academic purposes only.

## **REGISTRATION**

Each spring, students are provided with forms to fill out, indicating which classes they wish to take the following year. From these forms it is determined what classes should be offered and how many books and supplies are needed.

Students new to the district may register for fall classes immediately prior to the beginning of the school year in the fall. Returning students may also change their class schedules during this pre-school registration period.

Changes in class schedules after the semester begins must be approved by the Principal or Guidance Counselor.

No class changes or section transfers will be made without their approval. Class changes may be approved only during the first week of a semester. Only changes which can be justified for educational reasons will be approved.

## **CAR POLICY**

Students are to use extreme caution when driving their cars near or on the school grounds. There are many students coming to or leaving the school grounds on foot, on bicycles and mopeds, and other vehicles.

Any reckless driving or other traffic violations will be reported to the proper authorities and to the driver's parents. Students will not drive any vehicle under motor power during school hours, including the lunch break, unless having

received prior permission from the Principal or the Superintendent. In addition, no students will sit inside any car or vehicle during the school day. Failure to abide by this regulation will result in disciplinary action by the Principal or Superintendent.

**Students are to park in student parking lot only (unless they have Student of the Month privileges). Unauthorized parking will result in the towing of vehicle at driver's expense.**

***Code No. 502.8RI***

## **AUTOMOBILE SEARCHES**

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lot. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized, or contraband items are contained inside.

### **Iowa Minor School License (School Permit)**

#### **What is the minimum age?**

The minimum age to be eligible for a minor school license (MSL) is 14 1/2. Application material can be picked up at the high school office.

#### **What are the basic requirements?**

- School transportation is not available to activities. The student must have completed an Iowa-approved course in driver education unless exempted because of hardship as defined by Iowa Administrative Code 761-602.26(3). The student must have held a valid Instruction Permit during the six-month period immediately preceding application for the MSL. The student's driving history must be free of convictions for moving traffic violations, contributive accidents, and license withdrawals during the six-month period immediately preceding application.
- The student must live one mile or more from the school of enrollment. The distance is measured on the public road from where it intersects the residence driveway to where it intersects the first school driveway.

#### **Who approves the application?**

- The Superintendent, chairperson of the Board, or Principal, if authorized by the Superintendent, must determine eligibility and sign a Statement of Necessity/Affidavit for School License, Form 430021, available from any driver's license station or downloaded from the Iowa DOT web site. The student's parent or guardian must also provide signed consent on the Statement of Necessity/Affidavit for School License, Form 430021.
- The Iowa DOT issues the MSL and may require a drive test.

#### **When can the MSL be used?**

During the hours of 6:00 AM and 10:00 PM.

#### **Where can the student drive?**

Over the most direct and accessible route between the licensee's residence and school(s) of enrollment and between schools of enrollment for the purposes of attending duly scheduled courses of instruction. The MSL may also be used to travel to and from extracurricular activities within the school district.

#### **Can the MSL be used to drive to another school district?**

Use of the MSL is limited to the school district of residence of the parent or guardian of the student.

#### **Can the MSL be used to drive to another school district for athletic sharing agreements only?**

No. This is not authorized by Chapter 282, Code of Iowa.

**Is the MSL subject to suspension or revocation?**

Yes. A conviction for a single moving traffic violation will result in a 30-day suspension.

**Can the MSL be suspended for reasons other than a conviction?**

Yes. The DOT may also suspend an MSL when it receives written notice from a peace officer, parents, custodian or guardian, school Superintendent, or Superintendent's designee, that the student has violated the restrictions of the MSL.

**Is the MSL valid as an instruction permit when accompanied by a parent or guardian?**

Yes. The licensee, while having the MSL in his or her immediate possession, may operate a motor vehicle at any time when accompanied by a parent, a guardian, a member of the licensee's immediate family (brother, sister or other relative who resides at the licensee's residence) who is 21 years of age or by an approved driver education instructor or prospective driver education instructor.

## **CONDUCT**

Rules of conduct are made in the interest of safety and well-being of all students and their social development.

### ***Code No. 503.1***

The Essex School Board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises. Appropriate classroom behavior allows teachers to communicate more effectively with students.

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district, while on school owned and/or operated school or chartered vehicles, while attending or engaged in school activities, and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program, conduct which disrupts the orderly and efficient operation of the school district or school activity, conduct which disrupts the rights of other students to participate in or obtain their education, conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. See Discipline Matrix for disciplinary consequences.

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**Universal Student Expectations:** WE ARE respectful, responsible, safe, positive leaders.

**Addressing Teachers and Staff:** As a sign of respect, all staff and teachers should be referred to with the appropriate title (Dr., Mr., Mrs., Ms., Miss, Coach) and their last name at all times.

**Body Contact:** Students are not to have "body contact" of any kind including hands, arms, feet and any other body parts.

**Harassment:** Harassment by students to other students or staff through conduct of a sexual nature or conduct designed to reduce the dignity of the individual with respect to age, color, creed, national origin, race, religion, marital

status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, or any other form of harassment is not only a violation of school rules and Board policy, but is also illegal under state and federal law. Students who believe they have suffered harassment should report such matters in a timely manner to a teacher, a counselor, or the Principal. Procedures for reporting are included in Board Policy 402.3 AND 104, Student-to-Student Harassment.

**Threats of Violence:** All threats of violence, whether oral, written, or symbolic, against students employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or at school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion. The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terrorist behavior; the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his/her parent(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

**School Property:** Good care of all school property will be insisted upon. Any malicious or careless handling of school property will be dealt with accordingly. Students who break or damage school property will be expected to pay the cost of the loss to the school.

**Student Manners:** Students are expected to conduct themselves in an orderly manner while on school property or attending school sponsored events. This includes passing to classes, in the lunch line and on the bus. Loud talking, running, shoving, fighting, profanity, vulgar language, or other disrespectful behavior will not be tolerated. Disrespect to other students or school employees will not be tolerated.

**Tobacco, Alcoholic Beverages, and Illegal Controlled Substances:** The use or possession of tobacco, vaporizers, alcoholic beverages and illegal controlled substances and "look-alike" substances by students at school, on school buses, on school grounds, or at any school function at home or away, is forbidden.

**Supply and Equipment Storage Rooms:** Students will not enter supply or equipment storage rooms without faculty or secretary supervision. Students needing supplies that can be supplied through the main office will request such supplies from the secretaries on duty.

**Nuisance Items:** Students are **not to use communication or similar devices** unless teacher permission has been granted.

Students are not to video record, audio record, or photograph others without the express permission of the other party. Even if permission is given, certain locations are off limits for recordings or photographs. Such activity is strictly forbidden in restrooms, locker rooms, or other locations as staff sees fit.

**Safety:** Snowballing, water pistols, spitballing, etc., are forbidden at all times.

**Standards of Dress:** Psychologists tell us that the dress of any individual plays an important part in his/her actions. If a student is properly dressed, the opinion created in his/her mind and those around him/her is higher. When you look your best, you do your best.

Student dress should not distract from the educational setting and process, should not be a health or safety problem, and should not be indecent, obscene, racially offensive, sexually offensive or harassing to others. Clothing advertising alcohol, tobacco, illegal products, or containing profane or suggestive language or pictures will not be worn at school or any school activity. This includes hats, caps and bandanas.

## **DRESS CODE GUIDELINES:**

1. Teachers will ask students to change if they believe there is a dress code violation. If students don't change, students will be referred to the principal. The school board will support all staff and administration on dress code matters.
2. All undergarments must be covered (no bra straps showing), no spaghetti straps, plunging necklines, cleavage not acceptable. No belly buttons shown. No specific shirt strap width as long as undergarments are covered. Boys can go without sleeves on t-shirt if the seam is still there and not showing sides of the body.
3. Skirts and shorts are acceptable as long as they are appropriate length & style, and not distracting. (As a general guide, skirts should be 3 ½ inches above the knee, and shorts should have a minimum inseam of 4 inches. Short shirts exposing the midriff (no skin showing between the shirt and pants at any time), plunging necklines and any shorts, jeans/slacks worn below their original design are not acceptable. T-shirts with the sleeves removed & tank tops with plunging arm and neck lines are not acceptable (this includes Physical Education classes). T-shirt sleeves should be hemmed properly. Holes in clothing must be below the fingertips when the arms are extended downward and the student is standing.
4. **Hats and caps are not to be worn inside the school building prior to school dismissal.**
5. **Face coverings may be necessary to reduce transmission of illness. Approved face coverings do not include bandanas, facial representation, indecent language or graphics, and should not distract from the educational setting.**

Students who dress improperly will be asked to:

1. Change the garment, if other clothing is available on site.
2. Principal will issue appropriate attire if no other clothing is available.
3. Remove the hat or cap. Hat or cap may then be retained by the teacher or Principal.

**See the Discipline Matrix for dress code violations.**

## **CHEATING AND COPYING**

If any one thing should stand out as being a primary lesson to be learned during one's stay in high school, it would be this: Honesty to others and, above all, honesty to one's self should be the most important virtue that we can live by. With this in mind, all copying, plagiarism and cheating is forbidden. See Discipline Matrix for consequences.

## **FIRE DRILL PROCEDURES**

Fire drills will be conducted periodically during the school year and you will be informed as to the proper exit for the room in which you might be located at the time of the fire drill.

There is to be no talking, scuffling, or loud noises on the way out of the building during the fire drill. You are to leave your location in an orderly manner, proceed down the halls toward the exit in single file, exit the building and move to any location at least seventy-five (75) feet away from the building.

Do not stop and pick up anything on the way out.  
Exit procedures are posted in every classroom.

When the "all clear" signal is given, all students are to return to their original locations in an orderly manner.

## **TORNADO DRILL INFORMATION**



1. The following information will provide the basic plan of action in the event of a tornado drill or actual tornado alert. The signal for a tornado drill will be repeated short rings on the class change bells, followed by an announcement of the drill on the intercom system.
2. Teachers will escort all 6-12<sup>th</sup> grade students to the designated shelter areas when the tornado signal is given.
3. All students and school personnel will stay in the designated shelter area until the "all clear" signal is given.
4. The "all clear" signal will be one long continuous ringing of the class change bells, accompanied by announcement on the intercom system.
5. The school will be in "lock down" during all tornadoes. Students should not use their cell phones during this time. The school is responsible for student safety during cases of emergency.
6. **Students will not be permitted to leave the building during a tornado warning.**

## **BREAKFAST AND LUNCH PROGRAMS**

The Essex Community School operates both a breakfast and lunch program. The school district also participates in the state and federal Child Nutrition Programs and must abide by their rules and regulations.

The Community Eligibility Provision (CEP) is a valuable program for schools and districts in low-income areas, allowing them to offer free meals to all enrolled students without requiring individual household applications. For the 2024-2025 school year, this initiative continues to support the nutritional needs of students, ensuring access to healthy meals that contribute to their well-being and academic performance

**All Essex Community School District students will receive FREE breakfast and lunch during the 2024-2025 school year under the CEP.**

Students are required to eat both breakfast and lunch in the school lunch room. Students may also bring their own lunches from home.

**At lunch, school must offer students all five required food components in at least the minimum required amounts. The components at lunch are: meats/meat alternatives; grains; fruits; vegetables; and fluid milk. Under OVS, a student must take at least three components in the required serving sizes. One selection must be at least ½ cup for either the fruit or vegetable required serving sizes.**

**Offer versus serves at Breakfast:**

**At breakfast, school must offer students all five required food components in at least the minimum required amounts. The components at breakfast are: grains (with optional meats/meat alternatives allowed); juice/fruit/vegetable; and milk. Under OVS, a student must be offered at least four food items and must select three food items, one of which must be ½ cup of fruit or vegetables for OVS.**

Due to state and federal regulations, it is illegal for the school to offer soft drinks, pop, candy bars and other "junk food" for sale. **Students are not permitted to consume these items during the school day. Teachers may limit food and drink items in the classroom per their discretion.**

Breakfast and lunch will be served on the first day of school. Prices for 2024-2025:

**All Essex Community School District students will receive FREE breakfast and lunch during the 2024-2025 school year under the CEP.**

|                    |                          |                                  |
|--------------------|--------------------------|----------------------------------|
| <i>Lunch 6-12:</i> | <i>5 Days (one week)</i> | <i>\$ 14.75 - \$2.95 per day</i> |
|                    | <i>20 Days</i>           | <i>\$ 59.00</i>                  |
| <i>Breakfast:</i>  | <i>5 Days (one week)</i> | <i>\$21.50 - \$2.15 per day</i>  |

**Code No. 503.3R1**

## **STUDENT FEE WAIVER AND REDUCTION PROCEDURES**

The board recognizes that while certain fees charged students are appropriate and authorized, certain students and their families are not financially able to pay the fees. The school district will grant either full waivers, partial waivers or temporary waivers depending upon the circumstances and the student or student's parents' ability to meet the financial criteria.

**A. Waivers -**

1. Full Waivers - a student will be granted a full waiver of fees charged by the school district if the student or student's parents meet the financial eligibility criteria for free meals under the Child Nutrition program, Family Investment Program, or transportation assistance under open enrollment. Students in foster care are also eligible for full waivers.
2. Partial Waivers - a student will be granted a partial waiver of fees charged by the school district if the student or the student's parents meet the financial eligibility criteria for reduced price meals offered under the Child Nutrition program. The student or parents will be pay 50% of the normal fees.
3. Temporary Waivers - a student may be eligible for a temporary waiver of fees charged by the district in the event the student's parents are facing financial difficulty. Temporary waivers may be applied for at any time throughout the school year and will not extend beyond the end of the school year.

- B. Application -** Parents or students eligible for a fee waiver will make an application on the form provided by the school district. Applications may be made at any time but must be renewed annually.
- C. Confidentiality -** The school district will treat the application and application process as any other student record and student confidentiality and access provisions will be followed.
- D. Appeals -** Denials of a waiver may be appealed to the superintendent.

- E. Fines or charges assessed for damage or loss to school property are not fees and will not be waived.
- F. Notice - the school district will annually notify parents and students of the waiver. The following information will be included in registration materials.

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), or transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the building principal or secretary for a waiver form. This waiver does not carry over from year to year and must be completed annually.

## **MEDIA CENTER**

The school Media Center is available to students from 7:30 am to 3:30 pm. The Media Center is a place for study and research. Students are expected to conduct themselves as if they were in a class while in the Media Center.

The following regulations apply:

1. Books, magazines and periodicals may be checked out for a period of two weeks. They may be renewed once, unless on the reserve list for another student or a teacher.
2. Reference books (encyclopedias, dictionaries, standard reference books, etc.) may not be taken from the Media Center without permission from the media specialist or aide.
3. All Media Center materials will be checked out through the media specialist or aide only.
4. Students may have no more than four (4) items checked out from the Media Center at one time unless given permission from the media specialist or aide.
5. Students who damage or lose Media Center materials will pay for them, based on the cost of replacement. Further check out privileges will be limited to one item at a time.
6. The school reserves the right to assess a charge of \$ .15 per page for personal print-outs and excessive number of copies.
7. Access to Internet and computers is not private. System Administrators have the right to monitor this technology to ensure that the use by individuals is appropriate. System Administrators also have the right to all network accounts. Please refer to the Internet-Appropriate Use Regulations listed in the handbook for all rules regarding technology usage.

## **VISITORS**

If at any time a student should wish to bring a visitor to school, the student must first consult with the Principal so that necessary arrangements can be made. Unless there is an extremely valid reason for the visitation, school visitations will be discouraged. The school is not set up to accommodate visitors who are not a part of the educational process.

## **LOST AND FOUND**

The school maintains a "lost and found" service in the secretaries' offices. Articles which are found should be taken to the office so that owners may know where to claim them. Any books or personal items left lying around the building not in a student's locker will be picked up by the custodians and brought to the office. If necessary, a fine will be assessed for any repeated carelessness or loss of books or other personal items. \*All lost & found items will be disposed of at the end of each semester.

## **TELEPHONE SERVICE**

Except in cases of emergency, students will not be called from class to accept telephone calls. If students receive a telephone call, the message will be taken by a secretary and delivered at the earliest possible convenience.

If students wish to make any outgoing calls, a telephone is located in the high school office for your use. Such calls should be made before or after school or during your lunch period. **Such calls are not to be made during class time.**

In the case of an emergency, outgoing calls by students may be made in the Principal's office, with prior permission of the Principal.

## **CELL PHONES**

Cell phones and other electronic devices (wireless headphones, radios, iPods and other music players, portable speakers, smart watches, etc) are part of most students' typical daily life. In the classroom, and other instructional settings within the school however, phones and electronic devices can cause a distraction from learning. Since learning is the primary purpose of time in school, students and teachers should be guaranteed the safest and least distracting environment. In order to prepare students for adulthood, including the workplace, it is important to teach when cell phones/devices are appropriate.

**Cell phones or other electronic devices (except for school issued computers or devices) are not to be used during the school day.** Only school issued computers or devices are allowed in the classrooms.

Appropriate use of cell phones/communication devices is permitted for student use before school or after school. Students are not permitted to be on their cell phones/communication devices at any other time during the school day.

Students may store their cell phones and electronic devices in their lockers, but they must remain turned off and put away at all times during the school day.

Unauthorized use of cell phones will result in immediate confiscation of the device by school staff. The device will then be turned over to the office with the following consequence:

- **1st offense:** The device will be kept until the end of the day. An administrator will review the policy with the student. The student will bring the policy home for parent/guardian review and signature. The student will be required to turn their device in to the office until the form has been returned signed by both the student and parent/guardian.
- **2nd offense:** An administrator will contact the student's parent or guardian to pick up the confiscated phone. The policy will be reviewed with the student and parent/guardian. The student will be required to serve a detention. The student's phone will be turned in each day until the detention has been served.
- **3rd offense:** The student will lose cell phone privileges for 45 attended school days. An administrator will contact the student's parent or guardian to pick up the confiscated phone on the date of confiscation. The student will turn their device in to the office at the beginning of the day and pick their device up at the end of the day. The student will serve one day of In-School Suspension (ISS).
- **4th offense:** The student will lose cell phone privileges for the remaining school year. An administrator will contact the student's parent or guardian to pick up the confiscated phone on the date of confiscation. The student will turn their device in to the office at the beginning of the day and pick their device up at the end of the day. The student will have to appear before the School Board to discuss the cell phone violation.

If the student fails to comply with the policy, they will be considered insubordinate and will be suspended and have a parental conference.

If an administrator is unable to meet with the student prior to the end of the day in which the device has been confiscated, the device will be returned at the end of the day, and the student will be required to turn in their phone the following day until an administrator has met with them.

Students are not to video record, audio record, or photograph others without the express permission of the other party. Even if permission is given, certain locations are off limits for recordings or photographs. Such activity is strictly forbidden in restrooms, locker rooms, or other locations as staff sees fit.

## **DANCE REGULATIONS**

The following regulations apply to all dances or parties sponsored by the school district:

1. Dates who are not students in the Essex Community School must be approved by the principal prior to the dance.
2. Only Junior High students (Grades 6-8) may attend Junior High dances, unless approved by administration.
3. Only High School students (Grades 9-12) may attend High School dances, unless approved by administration. All out-of-district dates must be approved by administration. Approximately one (1) hour after the dance begins, the doors will be locked. Students attempting to gain first admittance to the dance after the doors are locked will be allowed to do so at the discretion of the sponsors.
4. Students choosing to leave the building after the doors have been locked will not be allowed to return.
5. Students who choose to misbehave, act inappropriately, appear to have consumed alcoholic beverages or illegal drugs, fight, etc. will be asked to leave. The appropriate law enforcement agency will also be contacted, as well as the parents or guardians of the students involved. Other disciplinary action will be administered as deemed appropriate by the school administrators.
6. ***Dress in appropriate attire-no blue or other colored jeans, no hats or shorts. Dances will follow the school dress code with the addition of no jeans, hats or shorts.***

## **CLASS RANK**

The Guidance and Career office maintains a cumulative academic record on each student. This record indicates by percentage or grade point average where each student stands, compared to other members of his/her class.

This rank or rating is computed each semester in Grades 9-12. It is important that each student who anticipates going on to college after graduation from high school ranks in the upper half of the class. Those who rank lower than this are most generally denied admission to most state colleges and universities.

Class rank may be obtained by a student from the Guidance Coordinator or Principal by appointment.

## **HONORS**

Grade point averages are computed for seniors just before graduation. This highest ranking student is designated as Class Valedictorian. The second highest ranking student is designated as Class Salutatorian. Each is awarded an appropriate trophy during Commencement Exercises.

## **HONOR ROLLS**

To qualify for the Honor Roll, a student must meet the following academic standards:

Gold" All A's = 3.99 - 4.00

Silver A-B = 3.5 - 3.99

Bronze B = 3.0-3.49

Each Honor Roll list is posted on the school website ([www.essex.k12.ia.us](http://www.essex.k12.ia.us)) at the end of each grading period and is

also distributed to the local media for publication.

## **HIGH SCHOOL GRADUATION REQUIREMENTS**

In order to receive a high school graduation diploma from Essex High School, a student must satisfactorily complete the requirements adopted by the Board of Directors of the Essex Community School District. Those requirements are printed later in this handbook.

In addition to the total number of credits required for graduation, certain courses are required to be satisfactorily completed.

Each student and his/her parents or guardians should study this carefully, in order to plan for graduation from high school. Students are also advised to consult with the Guidance Counselor and/or Principal prior to final registration for classes, to ensure that they are enrolled in the proper courses so that they can graduate on schedule.

## **GRADING SYSTEM**

The grading system in the Essex Junior/Senior High School is based upon use of percentages. The following chart shows letter values for your percentage grade:

|           |                      |
|-----------|----------------------|
| <b>A+</b> | <b>400-98%</b>       |
| <b>A</b>  | <b>97-94%</b>        |
| <b>A-</b> | <b>93-90%</b>        |
| <b>B+</b> | <b>89-87%</b>        |
| <b>B</b>  | <b>86-83%</b>        |
| <b>B-</b> | <b>82-80%</b>        |
| <b>C+</b> | <b>79-77%</b>        |
| <b>C</b>  | <b>76-73%</b>        |
| <b>C-</b> | <b>72-70%</b>        |
| <b>D+</b> | <b>69-67%</b>        |
| <b>D</b>  | <b>66-63%</b>        |
| <b>D-</b> | <b>62-60%</b>        |
| <b>F</b>  | <b>59% and below</b> |

### **Conversion Chart for College Transcripts**

| <b><u>Grade</u></b> | <b><u>Essex Percentage</u></b> | <b><u>GPA Conversion</u></b> |
|---------------------|--------------------------------|------------------------------|
| <b>A to A+</b>      | <b>94-100</b>                  | <b>4.00</b>                  |
| <b>A-</b>           | <b>90-93</b>                   |                              |
| <b>B+</b>           | <b>87-89</b>                   | <b>3.00</b>                  |
| <b>B</b>            | <b>83-86</b>                   |                              |
| <b>B-</b>           | <b>80-82</b>                   |                              |

|    |          |      |
|----|----------|------|
| C+ | 77-79    | 2.00 |
| C  | 73-76    |      |
| C- | 70-72    |      |
| D+ | 67-69    | 1.00 |
| D  | 63-66    |      |
| D- | 60-62    |      |
| F  | 59-Below | 0.00 |

- Student grades can be accessed by parent or student using our on-line JMC database located on our school website @ [www.essex.k12.ia.us](http://www.essex.k12.ia.us).

| <u>Credits/Beginning of Year</u> |       | <u>Credits/Need for Promotion</u> |
|----------------------------------|-------|-----------------------------------|
| Freshman                         | 0.00  | 12.00                             |
| Sophomores                       | 12.00 | 26.00                             |
| Juniors                          | 22.00 | 40.00                             |
| Seniors                          | 40.00 | 52.00                             |

## **GRADUATION REQUIREMENTS**

| <u>Subject Area</u>           | <u>Required</u>       | <u>Total Credits</u> |
|-------------------------------|-----------------------|----------------------|
| <b><u>English:</u></b>        |                       | 8                    |
| English 9                     | 2 credits (semesters) |                      |
| English 10                    | 2 credits (semesters) |                      |
| English 11                    | 2 credits (semesters) |                      |
| <b><u>Social Studies:</u></b> |                       | 7                    |
| Civics                        | 2 credits (semesters) |                      |
| World History                 | 2 credits (semesters) |                      |
| American History              | 2 credits (semesters) |                      |
| US Government                 | 1 credit (semester)   |                      |
| <b><u>Science:</u></b>        |                       | 6                    |

|  |   |          |
|--|---|----------|
| Physical Science   | 2 credits (semesters)                     |          |
| Biology  | 2 credits (semesters)                     |          |
| <b><u>Math:</u></b>  |   | <b>7</b> |
| Algebra 1  | 2 credits (semesters)                     |          |
| Financial Literacy/<br>(Consumer Math)   | 1 credit (semester)                       |          |
| <b><u>Computer/Business:</u></b>   |   | <b>3</b> |
| Computer Applications  | 2 credits (semesters)                     |          |
| Career Strategies  | 1 credit (semester)                       |          |
| <b><u>Health:</u></b>  |   | <b>2</b> |
| Health 11  | 2 credits (semesters)                     |          |
| <b><u>Physical Education:</u></b>  |   | <b>8</b> |
| Physical Education<br>(not in GPA)   | 4 yrs required @ 1 credit<br>per semester |          |
| (Unless waiver is granted as mandated in Iowa S.F. 2425, Sec. 142, Section 256.11, subsection 6b, paragraph 2) |   |          |
| <b><u>Fine Arts:</u></b>   |   | <b>2</b> |
| Band, Chorus or Art  | 2 credits (semesters)                     |          |
| <b>Required Classes</b>  | <b>43 credits</b>                         |          |
| <b>Elective Classes</b>  | <b><u>9</u> credits</b>                   |          |
| <b>Total</b>   | <b>52</b>                                 |          |

## **EARLY GRADUATION**

Students who meet the graduation requirement set by the Board of Directors prior to the end of their senior year may apply to the School Counselor for early graduation. Students must apply at least one semester prior to the completion of graduation requirements. In order to graduate early, students must have the approval of the Superintendent and Principal and appear before the Board for its approval.

Students who graduate early become alumni of the school district and are not allowed to participate in school



activities, including senior activities, except for graduation ceremonies.

## **COMMENCEMENT**

Students who have met the requirements for graduation will be allowed to participate in the commencement proceedings provided they abide by the proceedings organized by the school district. It is the responsibility of the Principal to solicit input from each graduating class regarding the proceedings for their commencement. Failure of a student to participate in commencement will not be a reason for withholding the student's final progress report or diploma certifying the student's completion of high school.

## **DROP/ADD COURSES**

Occasionally it is necessary for students to make class changes after they have started a new semester. However, this should not be a regular practice. In the event that a student believes that they need to drop a class, they will only have the first five (5) days of the semester to do this. Any class dropped after the first five (5) days will result in a final grade of "F" on their permanent transcript.

While college classes offered through the "Concurrent Enrollment" program or the "Post-Secondary Enrollment Option" program have a much later drop deadline imposed by the college, the above rule will apply in regard to the student's high school transcript. For example, a college class that is dropped prior to the college's drop deadline but after the high school's drop deadline, will result in a "Withdrawal" grade being placed on their college transcript, but an "F" grade being placed on the high school transcript.

In both of these cases, if the student is allowed to drop a class, this class must be replaced by another class period.

**Students work with the school counselor to develop their schedules. Schedule changes will be very limited and will require administrator approval.**

## **INCOMPLETES**

A grade of Incomplete (I) will be given when a student's work for a semester grading period is not complete. The unfinished work causing this "incomplete" must be finished satisfactorily and turned in to the teacher within two (2) weeks of the date the "incomplete" was reported or it automatically becomes a failing grade. Incompletes will only be given when a student has been ill or absent due to some unavoidable situations, generally for a reason "beyond his/her control".

## **MIDDLE SCHOOL RETENTION POLICY**

If a student's academic progress meets the following criteria, said student's academic progress shall be reviewed by a committee consisting of two core area teachers, one secondary special education teacher, the building principal, the guidance counselor, and our AEA representative for special needs students. This committee shall recommend the consideration of retention or promotion to the next grade level.

Criteria to be considered:

- If a student fails to maintain a GPA of 1.00 or higher in core area courses for the school year. Core area subjects shall include English, Mathematics, Reading, Social Studies and Science.
- If a student scores below the cut score (lowa level for proficiency) in two or more of the core areas on that

years ISASP test. Core areas shall include Reading, Mathematics and Science.

## **SENIOR YEAR PLUS OPTIONS/COLLEGE COURSES**

Essex High School does not have an open campus policy. All college classes will be taken online.

Essex High School offers to qualified students, college classes that count as both high school and college credit through our approved Senior Year Plus program with Iowa Western Community College. Classes are delivered via Essex High School, online.

These programs offer opportunities for juniors, seniors and identified TAG students. Consideration for enrolling in this program is based on academic performance, results of required assessments, career/college plans, and student maturity level. Students must be in good academic standing to take college courses. Students must have a C or higher in all classes the semester prior to enrollment in college classes. Students must also be proficient on the ISASP in the academic area of the class they are taking (ex. proficient in ISASP on the ELA test to take Composition.)

A student's GPA will be affected by the student's enrollment in college level courses, when these courses fulfill Essex High School graduation requirements. If a student withdraws from a class after the add/drop date, they will receive an F on their high school transcript. Failure to follow withdrawal procedures will result in the student not being eligible to take a college course the following semester.

Course Withdrawal Procedure: If a student desires to withdraw from a course after the add/drop date, they must communicate with the guidance counselor and schedule a meeting with the postsecondary committee for withdrawal approval, prior to withdrawing from the course. The postsecondary committee will make the final decision regarding whether a student receives an F on their high school transcript and future eligibility in college courses.

The school district pays only for courses which are not offered by the high school and which are offered during the regular school year by the community college. The school district does not pay for the costs of summer classes, however students can choose to take and independently pay for such.

It is important to understand that once a student enrolls in a college course, their college transcript begins. Failed courses and low grades greatly affect the student's college grade point average (GPA). College GPAs can affect admission into colleges or specific majors. Note that after failing a college course, students will not be allowed to take additional courses at the college level the following semester.

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's educational records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. **When a student turns 18 years old, or enters a post-secondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student").** The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.

Contact the School Counselor's office for more information.

## **DUAL ENROLLMENT STUDENTS**

Home school or home school assistance program students enrolled in classes or participating in school activities in the Essex Community School are subject to the same policies, rules and regulations as other students and are

disciplined in the same manner as other students.

Dual enrollment students interested in participating in school activities or enrolling in classes should contact the Superintendent of Schools.

## **OPEN ENROLLMENT**

As per Iowa Code Number 501.14, parents requesting open enrollment out of the school district for their student will notify the school district no later than March 1<sup>st</sup> in the school year preceding the first year desired for open enrollment. The notice is made on forms provided by the Department of Education. The forms are available at the school office.

## **ALTERNATIVE SCHOOL**

The Alternative School Program targets students that are not meeting success in the existing school environment. A student must be 16 years old and a high school student. The principal, school counselor, and alternative education coordinator must determine eligibility. If accepted, the student will be placed on a waiting list and/or notified as to when they can enter the program.

## **ASSEMBLIES**

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly, and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away. Students who are not attending assemblies shall report to the office during assemblies.

## **FIELD TRIPS**

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences.

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy. Prior to attending a field trip, students must return a note signed by the student's parent or guardian.

Seniors who have not made progress toward graduation may not be allowed to go on the senior trip. Seniors who are failing academically in classes needed for graduation on May 1<sup>st</sup> of their senior year or who have not completed course work they wish to have transferred to meet high school graduation requirements may not be eligible to go on the senior class trip. Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach's or sponsor's rules as well as for violation of school district policies, rules or regulations.

Students are reminded that good conduct is expected both on and off school grounds and in and out of the classroom. Participation in extra-curricular activities and field trips may be removed as a result of breaking the provisions of the Good Conduct Policy. As upperclassmen, it is especially important to be aware that senior leadership helps set the tone for a successful year and that adherence to the Good Conduct Policy will be expected in order to go on the senior trip. Two violations of the Good Conduct Policy that occur during the senior year will result in forfeiture of the privilege to go on the Senior trip.

## **ASBESTOS NOTIFICATION**

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policy for the schools.

The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the district's asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes notification letters, training on asbestos containing materials, and plan for regular surveillance of materials. A copy of the management plan is available for inspection in the office of the Superintendent of Schools.

## **ADMINISTRATION OF MEDICATION**

Students may be required to take medication during the school day. Medication is administered by the school nurse, or in the nurse's absence, by a person who has successfully completed an administration of medication course. A record of course completion will be maintained by the school district.

Medication must be in the original container with the following information either on the container, in the instruction sheet, or in the parental authorization: name of the student; name of medication; directions for the use including dosage, time, and duration; name, phone number, and address of the pharmacy (if applicable); date of the prescription, (if applicable); name of the physician (if applicable); potential side effects; and emergency telephone number of the parents. If the medication is not in the original container, the medication will **not** be administered.

## **STUDENT ILLNESS OR INJURY AT SCHOOL**

When a student becomes ill or is injured at school, the school district will attempt to notify the student's parents as soon as possible. In the event that an injury or illness requires immediate medical attention, 911 will be called by the school nurse or other authorized school personnel.

Annually, parents are required to complete medical history and emergency contact forms indicating the procedures to be followed, if possible, in an emergency involving their child. The authorization form will also include the phone numbers of the parents and alternative numbers to call in case of an injury or illness.

A student will be sent home if they have a body temperature of 100 degrees or above. The student must be fever free for 24 hours without the use of fever reducing medications to return to school. Students may also be sent home for other illnesses as determined by the school nurse or authorized school personnel.

## **COMMUNICABLE AND INFECTIOUS DISEASES**

Communicable diseases will be addressed on an individual basis according to the disease and upon the advice of the doctor and the school nurse. Students who are deemed contagious will be sent home.. Students with a communicable disease ~~will~~ may be allowed to attend school provided their presence does not create a substantial risk of illness or transmission to other students or 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.

The health risk to immunosuppressed students is determined by their personal physician. The health risk to others in the school district environment from the presence of a student with a communicable disease is determined on a case-by-case basis by the student's personal physician, a physician chosen by the school district or public health officials.

## **HEALTH SCREENINGS**

The school nurse and/or Green Hills AEA will administer health screenings to those students who need them throughout the year. The following screenings may be administered: vision, hearing, and dental. Screenings will take place at the request of the teacher or parent or for students in identified grades. Hearing screenings are administered by the Green Hills AEA in the fall with follow ups for students who have been identified. Dental and vision screenings are administered by the school nurse. Parents/guardians may request that their child be excused from these screenings by providing written notice or contacting the school nurse.

## **Immunizations**

Students shall have received the required immunizations and submit the Iowa Department of Public Health Certificate of Immunizations, or have a valid Certificate of Immunization Exemption, or Provisional Certificate of Immunization while attending elementary or secondary schools according to the Iowa Code, Chapter 139a.8(6) and Iowa Administrative Code, 641-7.7(139)

## **STUDENT SEARCHES**

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following:

- ❖ eyewitness observations by employees:
- ❖ information received from reliable sources:
- ❖ suspicious behavior by the student; or
- ❖ the student's past history and school record, although this factor alone is not sufficient to provide the basis for reasonable suspicion.

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- ❖ the age of the student;
- ❖ the sex of the student;
- ❖ the nature of the infraction;
- ❖ the emergency requiring the search without delay.

A student's body and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal contraband items or has violated school district policies, rules, regulations or the law affecting school order.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health and safety of students will be endangered by the delay which may be caused by following these procedures.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

## **ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENT'S POSSESSION**

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-alike substances; and possessing or using tobacco, tobacco products or look-alike substances. Weapons are not allowed on school grounds or at school activities, with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the Principal, in advance.

Parents of students found in violation of this rule will be contacted and the students will be reported to law enforcement officials. See Discipline Matrix for consequences of violation.

## **EQUAL EDUCATIONAL OPPORTUNITY**

The school district does not discriminate in its education programs or educational activities on the basis of sex, race, religion, creed, color, national origin, socioeconomic status, marital status, gender, gender identity, sexual orientation, or disability. Students are educated in programs which foster contributions to diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is the principal who can be reached by telephone at (712) 379-3114. Inquires may also be directed in writing to the Director of the Region VII Office of Civil Rights, US Department of Education, 310 W. Wisconsin Ave., Suite 800, Milwaukee, WI 53203-2292, Telephone (414)291-1111, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, Telephone: (515)281-5294.

## **SEXUAL ABUSE AND HARASSMENT OF STUDENTS BY EMPLOYEES**

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused by an employee should notify their parents, teacher, Principal, or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. This procedure requires the school district to designate an independent investigator to look into the allegations.

The school district has designated the Principal and School Nurse, telephone: (712) 379-3114 as its Level 1 investigators.

Physical abuse is non-accidental physical injury that leaves a mark at least twenty-four (24) hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property, or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions interfering with a student's education to benefits; submission to or rejection of the conduct is

used as the basis for academic performance by creating an intimidating, hostile, or offensive educational environment.

## **STUDENT RECORDS**

Student records containing personally identifiable information, except for directory information, are confidential. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the Board Secretary.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of receipt of the request.  
Parents or eligible students should submit to the school~ Principal (or appropriate school official) a written request that identified the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.  
Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.  
If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.  
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff, law enforcement unit personnel and certain volunteers); a person serving on the school Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist.); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.  
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- (4) The right to inform the school district the parent does not want directory information, as defined below, to be released. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by (Sept. 1) to the Principal. The objection needs to be renewed annually.

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*NAME, GRADE LEVEL, ENROLLMENT STATUS, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DEGREES AND AWARDS RECEIVED, AND PHOTOGRAPH AND LIKENESS.*

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

- (5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:  
Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC, 20202-4065 or visit their web site at: <http://www.edgov/offices/OII/fpc/> for more information.

## **PROCEDURES FOR STUDENTS TRANSFERRING TO ANOTHER SCHOOL**

The school district automatically transfers a student's records to a new school district upon receipt of a written request for the student's records from the new school district.

Parental consent is not necessary to forward a student's records to a student's new school district or for the school district to request them from a student's previous school district.

When a new student transfers into the school district, the student's records are requested from the previous school district.

## **HEALTH EDUCATION**

Students in grade levels PreK-12 will receive, as part of their health education, instruction about personal health; food and nutrition; environmental health; safety and survival skills; consumer health; family life; human growth and development; substance abuse and non-use, including the effects of alcohol, tobacco, drugs and poisons on the human body; human sexuality; self-esteem; stress management; interpersonal relationships; emotional and social health; health resources; prevention and control of disease; and communicable diseases, including acquired immune deficiency syndrome. The purpose of the health education program is to help each student protect, improve and maintain physical, emotional and social well-being.

The areas stated above are included in health education and the instruction is adapted at each grade level to aid understanding by the students.

Parents who object to health education instruction in human growth and development may file a written request that the student be excused from the instruction. The written request will include a proposed alternate activity or study acceptable to the Superintendent. The Superintendent will have the final authority to determine the alternate activity or study.

## **INSPECTION OF INSTRUCTIONAL MATERIALS**

Parents and other members of the school district community may view instructional materials used by students at the school. Tests and assessment materials are only available for inspection with the consent of the Superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the Superintendent of Schools.

## **INTERNET AND TECHNOLOGY-APPROPRIATE USE REGULATION**

### **I. Responsibility for Internet Appropriate Use.**

- A. The authority for appropriate use of electronic Internet resources is delegated to the licensed employees.
- B. Instruction in the proper use of the Internet system will be available to employees who will then provide similar instruction to their students.
- C. Employees are expected to practice appropriate use of the Internet, and violations may result in discipline up to, and including, discharge.

### **II. Computer and Internet Access**

- A. Access to the Internet is available to teachers and students as a source of information and a vehicle of communication.



B. The use of District owned and maintained computers is a privilege, not a right, and must be consistent with educational objectives of the District. Appropriate and equitable use of the Internet will allow students access to resources unavailable through traditional means. Students will be able to access the Internet based upon their needs as directly related to the curriculum and only as approved by an instructor.

C. Students will be able to access the Internet through their individual student accounts. All computer users are responsible for any use of their account and/or network user ID by themselves or others. Do not access anyone else's account for any reason!

1. Making Internet access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. However, on a global network, it is impossible to control all materials. Because information on the Internet appears, disappears and changes, it is not possible to predict or control what students may locate.
2. It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to a questionable material.
3. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines which require efficient, ethical and legal utilization of network resources.
4. To reduce unnecessary system traffic, users may use real-time conference features such as talk/chat/Internet relay chat only as approved by the supervising teacher.
5. Transmission of material, information or software in violation of any Board policy or regulation is prohibited.
6. The school district makes no guarantee as to the accuracy of information received on the Internet.

III. Permission to Use Internet - Annually, parents will be asked to grant permission for their students to use the Internet using the form attached to their enrollment packet.

#### IV. Student Use of Internet and Technology

A. Equal Opportunity - The amount of time available for each student may be limited by the number of available terminals and the demands for each terminal.

##### B. On-Line Etiquette

1. The use of the network is a privilege and may be taken away for violation of Board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.
2. System Administrators have the right to monitor computer and internet usage to ensure that the use by individuals is appropriate. System Administrators have rights to all network accounts.
3. Students should adhere to on-line protocol:
  - a. Respect all copyright and license agreements.
  - b. Cite all quotes, references and sources.
  - c. Remain on the system long enough to get needed information, then exit the system.
  - d. Apply the same privacy, ethical and educational considerations utilized in other forms of communication.
  - e. Do not reveal any personal information about yourself or other students (i.e. name, address, or phone number.)
  - f. Downloading, installing, and creating programs are expressly forbidden unless authorized by a staff member, System Administrator, or media personnel.
  - g. If a user gains access to materials via the Internet that have a fee involved, that user is responsible for those costs.
  - h. Student use of email is not allowed, including online accounts, except for accounts assigned through the school (essex.k12.ma.us) and for college classes. School email

accounts for educational purposes may be issued by the District Technology Coordinator with written permission. Students must see a staff member if documents need to be emailed to an outside email account.

- i. Internet filters are in place for student protection. Unfortunately, a filter occasionally will block appropriate sites unnecessarily. If a student feels a site has been wrongly filtered and would like it unblocked, he or she may submit a written request with the address of the website and its educational potential to the System Administrator for consideration.  
**Attempts to bypass or hack the filter for any reason will result in loss of computer/Internet privileges.**
- j. Social networking sites (including but not limited to Facebook, Myspace, and My Yearbook) are forbidden unless pre-approved by a teacher or administrator for educational purposes.

C. **ABUSE/DESTRUCTION:** People intentionally abusing and/or destroying the equipment, operating systems, or individual applications will be held financially responsible for the damages (see cooperative loss policy).

D. **HACKING:** People caught hacking the district network, or using school property to hack other networks, will lose technology privileges and potentially face criminal charges. (Hacking is defined as using a computer to gain unauthorized access to another computer or network.)

E. **RESTRICTED MATERIAL:** Students are prohibited from intentionally accessing, downloading, and/or creating any website, text, picture, sound, audio, or video file that:

- Include obscene, libelous, indecent, vulgar, profane or lewd material
- Advertises any product or service not permitted to minors by law, including gambling
- Constitutes insulting or fighting words, the very expression of which injures or harasses or bullies others
- Presents a clear likelihood that, either because of its content or manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities
- Will cause the commission of unlawful acts or the violation of lawful school regulations
- Has no educational purpose (video games, etc.)

F. Student Violations – Consequences and Notifications

Failure to follow these rules or guidelines will result in the following consequences:

Parents/guardians will be informed of any infraction and the subsequent loss of privileges.

Depending on the severity of the violation, when students violate a point of this agreement, they will be dealt with in one or more of the following manners:

1. A verbal/written warning.
2. Suspension of the student's rights until parents have met with the IT Coordinator and/or an administrator.
3. A suspension of the student's access to the school's computers.

Any student who breaks this user's agreement, or is caught stealing computer related items, will be submit to the school's general disciplinary code which could lead to detention, suspension, good conduct policy violation, loss of right to use school technology equipment or expulsion.

*\*Teachers that require assignments to be done electronically must allow violator's work to be hand-written and given full credit. Technology is considered to be any computer, or items connected to a computer or network, peripherals, printers, or calculators. Violators who are taking a class where the primary learning tool is a computer must find other means to fulfill their class assignments, receive an incomplete grade, or drop the class. Students will not be allowed to enroll in a class requiring technology access as a primary*

*learning toll during their disciplinary period. Additional disciplinary action may be included for any violation level at the discretion of the Superintendent, Principal, and Technology Coordinator.*

## **ESSEX COMMUNITY SCHOOL DISTRICT COMPUTER LOAN AGREEMENT 2024-2025**

One Chromebook OR laptop and charger are being loaned to the Student/Borrower and are in good working order. It is Student/Borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment.

This equipment is, and at all time remains, the property of Essex Community Schools and is herewith lent to the Student/Borrower for educational purposes only for the academic school year. Student/Borrower may not deface or destroy this property in any way. Inappropriate use of the machine may result in the Student/Borrower losing his/her right to use this computer. The equipment will be returned to the school when requested by Essex Community Schools, or sooner, if the Student/Borrower withdraws from Essex Community Schools prior to the end of the school year.

The District Property may be used by Student/Borrower only for non-commercial purposes, in accordance with the District's policies and rules, the District's Code of Conduct, as well as, local, state, and federal statutes. Student/Borrower may not install or use any software other than software owned or approved by the District and made available to Student/Borrower in accordance with this Receipt and Agreement.

One user account with specific privileges and capabilities has been set up on the Chromebook laptop for the exclusive use of the Student/Borrower to which it has been assigned. The Student/Borrower agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account. The Student/Borrower agrees to make no attempts to add, delete, access, or modify other user accounts on the Chromebook laptop and on any school-owned computer.

The Essex Community Schools network is provided for the academic use of all students and staff. The Student/Borrower agrees to take no action that would interfere with the efficient, academic use of the network. Identification and inventory labels/tags have been placed on the Chromebook laptop. These labels/tags are not to be removed or modified. If they become damaged or missing, contact tech support for replacements. Additional stickers, labels, tags, or markings are not to be added to the Chromebook laptop.

A Google Apps for Education account is available for each Student/Borrower to use for appropriate academic communication with other students and staff members. Iowa statute allows the District to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. The full cost of the Chromebook laptop is \$255/cost of new laptop computer \$550.

Student/Borrower acknowledges and agrees that his/her use of the District Property is a privilege and that by Student/Borrower's agreement to the terms hereof, Student/Borrower acknowledges his/her responsibility to protect and safeguard the District Property and to return the same in good condition and repair upon request by Essex Community Schools.

| Parent Responsibilities   | Student Responsibilities  |
|---|---|
| <p>Your son/daughter has been issued a Chromebook laptop computer to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer.</p> <ul style="list-style-type: none"><li>• I will supervise my son's/daughter's use of the Chromebook laptop while at home.</li></ul> | <p>Your laptop is an important learning tool and is for educational purposes only. In order to use the laptop, you must be willing to accept the following responsibilities.</p> <ul style="list-style-type: none"><li>• When using the laptop, I will follow the policies of the Essex Community</li></ul> |

|  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• I will discuss our family's values and expectations regarding the use of the Internet at home and will supervise my son's/ daughter's use of the Internet.</li> <li>• I will not attempt to repair the laptop.</li> <li>• I will report to the school any problems with the laptop.</li> <li>• I will make sure that my son/daughter recharges the laptop battery nightly.</li> <li>• I will make sure my son/daughter brings the laptop to school every day.</li> <li>• I agree to make sure that the laptop is returned to the school when requested and upon my son's/daughter's withdrawal from Essex Community School District.</li> </ul> | <p>Schools - especially the Student Code of Conduct - and abide by all local, state, and federal laws.</p> <ul style="list-style-type: none"> <li>• I will treat the laptop with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.</li> <li>• My laptop is my responsibility and will stay in my possession at all times.</li> <li>• I will not modify any software on the laptop.</li> <li>• I will honor my family's values when using the laptop.</li> <li>• I will not release personal information to strangers when using the laptop.</li> <li>• I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.</li> <li>• I will clean my laptop using only the cleaner provided by the district.</li> <li>• I will return the laptop when requested and upon my withdrawal from Essex Community Schools.</li> </ul> <p><b><u>Grades 9th-12th ONLY:</u></b></p> <ul style="list-style-type: none"> <li>• I will bring the laptop to school every day.</li> <li>• I will recharge the laptop battery each night.</li> </ul> |
|--|---|

## **STUDENT ORGANIZATIONS**

**Any student organization must be approved by the administration. The Superintendent will approve the qualifications** and regulations for the student group or organization. Students desiring to form a new student organization must submit an application to the Principal, who will relay the application to the Superintendent.

### **I. Clubs and Organizations**

Students have an opportunity to participate in several clubs and organizations. The clubs and organizations are designed for those students who are interested in activities beyond the required work in the classroom. The purpose of the club or organization is to advance the student's knowledge in a field of his or her interest and to create new interests. Your instructors will provide you with additional information concerning these clubs and organizations, including requirements for membership.

Essex High School offers various opportunities for students to participate in club and organizational work. Students are encouraged to select the clubs and organizations in which they are interested and to become active members.

### **A. STUDENT COUNCIL**

The purpose of the Student Council is to develop attitudes of good citizenship and practices of democratic government. The Student Council serves as an advisory body to the administration, faculty, and students and the professional staff and provides direction to school activities. Students must have a 2.0 cumulative grade point average to be in student council.

Beginning in the 2021-2022 school year, the middle school student council will be a separate organization (replacing ESTARS). The middle school student council will be open to all students at the discretion of the middle school faculty sponsors. Middle school students who do not meet extracurricular eligibility requirements will not be allowed to participate in student council sponsored activities.

## **B. MUSIC**

The Essex Community School District provides many opportunities for students to participate in musical activities. Some activities are provided in the regular classroom setting and other are co-curricular in nature and take place outside the normal school day. Academic credit is given for music activities which are a part of the school curriculum.

**Instrumental Music:** An opportunity to participate in the instrumental music program in the Essex Community Schools begins in the 5th grade. Marching band and concert band at the junior high and senior high levels give the students an opportunity to participate in many activities. Band members have the opportunity to participate in festivals at the conference and regional levels and they may also enter state level competition and participate in solo and ensemble programs. Pep band and jazz band members perform throughout the school year at various school functions and other local events.

**Vocal Music:** Junior high and senior high students also have the opportunity to take part in varied vocal music opportunities, both in the classroom and outside the classroom. Soloists and members of ensembles compete in state level competition and also participate in festivals at the conference level. Vocal students also perform locally, at the request of various community organizations.

## **C. SPEECH AND DRAMA**

Essex High School students are encouraged to participate in speech and drama activities. Speech students have the opportunity to take part in a wide variety of entry categories at the district and state levels of competition. An "all-school" play is produced each year. Students in grades 9-12 are eligible to participate in this activity.

## **D. CHEERLEADING**

Cheerleaders perform at the senior high and junior high levels. The job of the cheerleaders is to bolster school spirit for athletic events and to assist in developing overall school spirit.

## **E. NATIONAL HONOR SOCIETY**

The purpose of the National Honor Society is to recognize those juniors and seniors who have been selected by the faculty as meeting the requirements and are worthy to represent the school in this society. Membership will be determined by the faculty based on service, leadership, and character following the students meeting the minimum 3.25 cumulative grade point average.

## **F. ATHLETICS**

At Essex Senior High, girls may participate in volleyball, basketball, bowling, golf, track, cross country, wrestling and softball. Boys may participate in football, basketball, track, cross country, wrestling and baseball. Essex Junior High School students are also offered an extensive athletic program. Girls may participate in volleyball, basketball, cross country, wrestling and track. Boys may participate in football, basketball, cross country, wrestling and track. All students are encouraged to participate in athletic programs.

## **II. ELIGIBILITY TO PARTICIPATE IN ACTIVITIES**

Participation in activities offered at Essex Junior-Senior High School is dependent upon eligibility factors. No student has the "right" to participate. It is the responsibility of each student to earn the "privilege" to represent the school in all of the activity programs.

It is the position of the Board of Education of the Essex Community School District and the faculty of the Essex Community Schools that each student must display habits and conduct both in and out of school, including the summer months, which are such to make him or her worthy to represent the ideals, principles, and standards of the school.

Such habits and conduct include:

1. Proper and acceptable behavior, both in school and out of school, as defined by Board Policy 503.1, Student Conduct, 502.7, Smoking-Drinking-Drugs, and 503.4, Good Conduct Rule. Copies of those policies

- are found elsewhere in this handbook.
2. Satisfactory scholastic achievement.
  3. Attendance at school.

#### **A. PROPER AND ACCEPTABLE BEHAVIOR**

Students and parents are encouraged to Study Board Policy 502.7, Smoking-Drinking-Drugs, Board Policy 503.1, Student Conduct, and Board Policy 503.4, Good Conduct Rule. These three policies generally contain statements of behavior that is NOT acceptable and proper. Students who are in violation of these policies and related administrative rules and regulations, and the constitutions of the Student Council will lose the privilege of participation in school activities. The time periods for some losses of privileges are stated. Others may vary, as determined by the administration.

#### **B. SATISFACTORY SCHOLASTIC ACHIEVEMENT**

##### Junior High/High School, Grades 7-12

In order to participate in any school activity, to include but not limited to sports, dances, prom, music, band, etc., students must maintain an adequate grade standing. Student progress reports will be calculated in each class every 3 weeks. If a student's grade reaches an F during that grading period, the parent will receive a "Letter of Academic Concern" via email.

Students are ineligible to participate in activities when they are failing a class. If a student has a failing grade in any subject during a "3 Week Progress Report", they will be deemed ineligible on the Monday after the report is released.

Each "3 Week Progress Report" carries a one week probationary period. If students improve each failing grade by the end of the week following the "3 Week Progress Report", they have opportunity to regain their eligibility. To regain eligibility, students must regain a passing grade AND get a sheet signed by the teacher to turn it into the office. Students may become eligible on the Monday following the probationary period.

If students do not improve their grade during the one week probationary period, they will not have an opportunity to become eligible until the next "3 Week Progress Report" is released.

The Essex Principal reserves the right to determine/modify when each 3 week progress report is released and when each period of ineligibility goes into effect.

#### **C. ATTENDANCE AT SCHOOL**

It is required that students be in school in order to participate in activities, whether it be practice or actual competition.

1. Students must be in school on the day of competition, practice or meeting.  
This rule does not apply if the student was absent due to being involved in a school sponsored trip or activity which would take place during the regular school day.  
"In School" will be construed to mean at least four periods of the school day.
2. Any extenuating circumstances concerning attendance and activity participation will be reviewed by the administration on an individual basis.

#### **III. WEDNESDAY AND SUNDAY ACTIVITY RESTRICTIONS**

The general rule shall be that no school sponsored activities, practices, rehearsals, contests, etc. will be scheduled on Sunday or Wednesday evenings during the school year.

- A. All Wednesday school activities are to be concluded by 6:30 p.m. when school is in session.
- B. In the event that a parent requests that a student be dismissed from an activity prior to 6:30 p.m. on Wednesdays, that request shall be granted.
- C. Wednesday evening practices and rehearsals may be approved by the Superintendent if a vital, scheduled activity involving those practices or rehearsals is scheduled for the following day.

- D. Wednesday activities scheduled by the conference or the state activity associations, over which the administration has no control, will be honored.
- E. Any unusual circumstances relating to exceptions to these rules will be submitted to the Superintendent for review and approval or disapproval, on a case-by-case basis.

#### **IV. SCHOOL CLOSINGS AND ACTIVITY PRACTICES**

Student activities are a vital part of the total educational program and should be utilized as a means of developing good human relations and wholesome experiences, as well as knowledge and skills. However, the health, safety, and welfare of the students participating in student activities shall be foremost in the minds of those directing such activities and those responsible for supervising those activities.

In the interest of student health, welfare, and safety, the following procedures will be followed during times of school closings due to inclement weather, excessive heat, poor road conditions, or other emergency situations:

- A. If the Superintendent closes school for all day, because of inclement weather or poor road conditions--NO ACTIVITY PRACTICES OR OTHER SCHOOL ACTIVITIES WILL BE HELD THAT DAY. This includes athletics, music, speech, or other activities.
- B. If the Superintendent closes school during the day because of inclement weather or poor road conditions--NO ACTIVITY PRACTICES OR OTHER SCHOOL ACTIVITIES WILL BE HELD DURING THE REMAINDER OF THE DAY. There will be no exceptions to this rule.
- C. If the Superintendent closes school during the day because of excess heat conditions in the classrooms--NO ACTIVITY PRACTICES WILL BE SCHEDULED IMMEDIATELY FOLLOWING THE CLOSING OF SCHOOL. IF IT IS TOO HOT TO BE IN SCHOOL, IT IS TOO HOT TO HOLD ACTIVITIES. In such cases, activity practices may be scheduled during the evening, with the approval of the administration.

All coaches and sponsors will establish bus departure times for their season or individual activity and submit them to the Principal. Departure times will then be consolidated and forwarded to the Superintendent so that bus assignments can be made.

The coaches and sponsors are responsible for the conduct of students riding in school vehicles.

#### **V. STUDENT - COACH/SPONSOR RESPONSIBILITIES**

##### STUDENT RESPONSIBILITIES:

- A. Students are to enter and leave school buses by the front entrance door only. Emergency exit doors are to be utilized in the event of emergency only.
- B. Students are not to extend arms, head, or any other part of the body out of the windows at any time that the bus is in motion.
- C. Students shall be required to clean up any unnecessary messes on buses which were created by them.
- D. Students are to maintain orderly conduct at all times while riding in school vehicles.

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##### COACH/SPONSOR RESPONSIBILITIES

- A. Supervise the loading of buses to equalize the number of students on each bus. If the number of students to be transported exceeds the rated capacity of the vehicle, make arrangements with the Superintendent to provide another vehicle.
- B. Ensure that orderly conduct is maintained at all times to enforce the student rules.
- C. Determine if any unnecessary mess has been created on the bus by students. If it has, require students to clean it up.
- D. Do not allow students to remain on bus unsupervised after reaching destination.
- E. If a trip is interrupted enroute for any reason, notify the Superintendent immediately of the circumstances.

#### **VI. SUPERVISION OF SCHOOL-SPONSORED ACTIVITIES**

Participants should be supervised at all times during any school-sponsored activity, at home or away, and on school vehicles en-route to activities.

- A. Coaches or sponsors shall be the first to arrive and the last to leave any practice or activity, excluding custodians.
- B. The security of the facility being utilized is the responsibility of the coach or sponsor in charge of the activity. Be sure you are the last to leave, that lights are out, and all doors and windows are shut and locked.
- C. At least one sponsor or coach must be present whenever participants are in a given area.
  1. All gymnasiums, the weight room and dressing rooms shall be locked at all times when coaches or teachers are not present. No unsupervised use of the gyms or weight room facilities shall be allowed at any time during the regular school year or during the summer.
  2. When coaches and participants are on the field at the high school grounds, the west door to the dressing room area shall be locked.
  3. Music students are not to have access to music rooms unless a music teacher is present to supervise.
  4. Music students, including members of the Flag Corps, are not to be sent to other areas of the building, including Trojan Hall, unless accompanied and supervised by a music teacher or other faculty member.
  5. The purpose of the foregoing rules is to ensure the safety and welfare of the students and to reduce liability factors.

## **VII. SUSPENSION FROM ACTIVITIES**

Students who violate the stated discipline rules, eligibility rules, or other established rules and regulations of the school may be suspended from participation in school activities by the Principal, coach, or sponsor in charge of the activities. Some suspension periods will be automatic, as provided in related Board policies. Other suspension periods will be determined by the nature of the specific violation. In such cases, the student will be informed of the suspension verbally by the Principal and the student and his or her parents will receive a notice of suspension from activities in the mail.

## **ATHLETIC DEPARTMENT**

### **A. STATEMENT OF PHILOSOPHY**

The athletic programs at Essex will offer all students/athletes an athletic program that is healthy, competitive, and educational. Essex Schools will provide the safest and best equipment possible, schedule and maintain competitive game situations, strive to provide the safest possible athletic environment, and provide safe transportation to and from all athletic competitions.

1. Athletics are offered to all students who are physically able to participate, who are eligible, and who have the self-discipline to adhere to the rules set forth by state officials, local school Board, administration, and coaches.
2. Athletics at Essex are based on a spirit of non-professionalism. Participation is not based on ability alone-an athlete's health habits, fitness, sportsmanship, dependability, ability to be a team member, and coachability are all ingredients that are necessary to be a successful Essex athlete.

### **B. GENERAL REASONS FOR ATHLETIC PARTICIPATION**

Athletic participation is offered to students in an effort:

- ❖ to develop habits of health, sanitation, and safety,
- ❖ to learn self-attitudes,
- ❖ to learn and develop true sportsmanship,
- ❖ to develop an understanding that mind and body development are important for successful living,
- ❖ to offer the opportunity to develop leadership qualities,
- ❖ to develop a sense of responsibility through adherence to squad and school rules and regulations,
- ❖ to experience the emotional impacts of winning or losing in a controlled environment,
- ❖ to develop a sense of accomplishment for a tough job well done,



- ❖ to assist in promoting all athletics to insure that athletics are indeed an essential part of the school learning experience,
- ❖ to develop desirable social and moral interactions,
- ❖ to develop an appreciation of physical activities, and
- ❖ to develop the value of good work habits.

#### C. IOWA HIGH SCHOOL ATHLETIC ASSOCIATION ELIGIBILITY RULES

Students are NOT eligible to compete in athletics if:

- ❖ you do not have a doctor's certificate of fitness issued within the current school year;
- ❖ you are 20 years of age or older;
- ❖ you have attended high school for more than eight (8) semesters;
- ❖ you were out of school last semester;
- ❖ you changed schools this semester (except on change of residence of parents);
- ❖ you have ever accepted an award for your high school participation from an outside group, or if you have received money for your sport in competition;
- ❖ you have ever trained with a college squad or have participated in a college event, or
- ❖ you did not meet academic standards.

#### D. INSURANCE

1. No one will be allowed to participate in Essex Community School athletics without health and accident insurance coverage. There are two ways to cover this:
  - a) The athlete can get athletic insurance through a company acceptable to the school's athletic program.  
(Forms are distributed through the school office.)
  - b) The athlete can fill out the insurance waiver form indicating that they have adequate coverage from a home policy and return the signed waiver to the school.
    1. The regular student insurance covers all sports except football.
    2. Football players can secure a special coverage through the school.
    3. Wrestlers who wrestle at the high school level can also obtain the additional needed coverage through the school.

YOU ARE RESPONSIBLE FOR SECURING, COMPLETING, AND RETURNING YOUR INSURANCE OR WAIVER FORMS PRIOR TO ANY PRACTICE OR COMPETITION.

#### E. PHYSICAL EXAMINATIONS

All athletes must satisfactorily pass a physical examination conducted by a licensed physician prior to any practice or competition. This physical is intended as a screening physical and is not a complete physical.

1. Parents and students should complete that portion of the physical form which pertains and bring it signed to the examination.
2. It is the responsibility of the student to present the completed physical examination form to his/her coach or to the high school office where all physical examination forms will be kept on file.
3. **Parents and students should also complete & sign the *Heads Up: Concussion in High School Sports Form*, along with the *Health and Injury Information Card* and *Consent for Medical Treatment Form*.**

Following an injury or illness for which a student athlete has been under the care of a physician or other licensed health care practitioner, the athlete must present a signed release from the attending health care practitioner (or other licensed practitioner in the office of the attending licensed practitioner) and parent or legal guardian before being allowed to participate in any practice or play in any game. The student may be allowed to participate subject to certain restrictions imposed by the licensed practitioner. The district does reserve the right, however, to seek additional information from a licensed practitioner of its choice prior to allowing the student to participate.

#### F. SPORTSMANSHIP AND YOU

As an athlete you already know the value of athletics; athletics are fun; athletics teach self-discipline; athletics generate school spirit; athletics teach self-reliance and cooperation; athletics contribute to physical

fitness, and athletics teach and promote sportsmanship.

The value and benefits of athletics add a necessary dimension to our total educational program. As an athlete you can relate to the positive influences that athletics and your coaches have had on you. As an athlete you have the responsibility to support and promote athletics. One of the primary areas that you have a unique opportunity to promote is the area of sportsmanship.

If our athletic structure is going to continue in our society, a new trend needs to be developed. WE MUST WORK. TO PROMOTE SPORTSMANSHIP IN OUR SPORTS PROGRAMS AND IN OUR DAILY LIVES. You have the golden opportunity to do something positive that will influence your life, your school, your town, and the future of athletics in our schools.

Any athlete who is disrespectful to his/her coach, officials, opposing coaches, or opposing teams is not working toward or striving to develop to his or her fullest athletic potential. Athletics and being an athlete means that you can learn to live by the rules. You cannot be an athlete and berate or belittle the opponents, play by your own rules, or disregard the respect that the opponent is worthy of.

You can set the trend toward good sportsmanship that we deserve for our teams, our schools, and our town. Be positive; be a leader; be an athlete

## **POINTS TO REMEMBER**

In order to represent Essex Community Schools in athletic events you must:

1. Have a current satisfactory passed physical examination form on file at the school office.
2. **Parents and students should complete & sign the *Heads Up: Concussion in High School Sports Form*, along with the *Health and Injury Information Card and Consent for Medical Treatment Form*.**
3. Meet all eligibility requirements.
4. Be in school on the day of practice or competition or have made prior arrangements with a school administrator.
5. Adhere to the "Good Conduct" and discipline rules.
6. Follow all coaches' training rules, school rules, and State Association regulations.

## **Good Conduct Policy Guidelines for Co-curricular Activities**

### **Purpose**

The purpose of a good conduct policy is to help each individual student involved in a co-curricular activity take responsibility for his or her actions. Students who participate in activities serve as role models for peers and younger students. Therefore, their attitudes have an important impact on others.

Co-curricular activities are offered as an option and a privilege. Those who participate are expected to assume responsibility for maintaining high standards of behavior. Because it is a privilege to represent a school in activities, it follows logically that the school must have the authority to revoke the privilege when the student does not conduct himself or herself in an acceptable manner. Not only does this responsibility exist while he or she is performing, but it also exists at all other times. As a member of school activities, a student draws attention to himself or herself and their school. Therefore, the Essex Community School District, in cooperation with students, parents, coaches, and administrators, has set standards for students who wish to participate in co-curricular activities.

Students who violate the good conduct rules will be determined ineligible. THIS POLICY APPLIES TO STUDENTS' HABITS, BEHAVIORS, AND CONDUCT DURING THE ENTIRE YEAR OR ANY TIME WHILE REPRESENTING

## THE SCHOOL.

### Co-curricular Activities Included:

Baseball, basketball, cheerleading, football, golf, softball, tennis, track, cross-country, volleyball, wrestling, drama, speech, choir, band, prom, school play, senior class trip, and any other programs designated by the Essex Community School Board of Education. Class officers, student council representatives and officers are also included.

### Eligibility for Co-curricular Activities

A student is eligible for participation if he or she:

- ❖ has not attended high school for more than eight (8) semesters,
- ❖ is a full time student who passes all subjects,
- ❖ was in school the previous semester,
- ❖ entered school before the second week of the semester (except transfers),
- ❖ has not changed schools this semester (except transfers),
- ❖ has a medical certificate of fitness issued for the current school year,
- ❖ is under twenty (20) years of age,
- ❖ has never accepted money or expenses for participation other than the customary awards issued by the school,
- ❖ has never trained with or been a member of a college squad or has never participated in a college contest, and
- ❖ has a signed handbook with all necessary signatures and/or releases

### Academic Eligibility

A student must pass all subjects. A student who does not meet this requirement will be placed on academic probation. During the probationary period, the student will be allowed to practice but will not be allowed to participate in events. At the end of the probationary period the student will be reevaluated. At this time, he/she will either be reinstated or suspended from events for an additional period of time. Evaluations will be done by the administration according to the student's grades.

### School Attendance

A student must be in attendance for at least one-half of the regular school day on the day of an event or practice. A student who has requested and received approval from an administrator is not affected by the attendance requirement. Examples of exceptions to the attendance policy that administration may approve are funerals or other family emergencies.

### Additional Requirements

Additional requirements for each activity may be issued by a sponsor/coach with prior approval of the administration. A student's ignorance of regulations is not an excuse for violations. Students who are participating in an activity which is graded and is considered an academic course will not have their grade penalized because they have been suspended from participation due to a violation of the Good Conduct Policy.

### Presence at a Function Where Alcohol or Controlled Substances are Being Used/Consumed Illegally by Minors.

The Essex Community School District believes that students who represent our school through its activities program should not be present at parties or other social functions or in vehicles where alcohol or other drugs are being used or consumed illegally by minors, whether or not the students involved in activities are actually drinking or using controlled substances themselves. The presence of our student representatives and school ambassadors at such parties or in such situations sends a message to others that illegal use of alcohol or other drugs is acceptable behavior.

Therefore, if a student who is subject to the Good Conduct Policy either admits to having been in attendance or is found to have been in attendance at such a party or social function or in a vehicle, they will be found to be in violation of the Good Conduct Policy.

## Good Conduct Violations

Violations of the good conduct provisions shall include the possession or use of alcohol, possession or use of non-prescription drugs, unauthorized use of prescription drugs, and use or possession of tobacco, including vaporizers. In addition, other violations of the good conduct policy shall include gross misconduct (defined as conduct unbecoming to a student representing our school and co-curricular programs) by a student. Gross misconduct may include, but is not limited to; stealing, truancy, damage to property, extreme disrespect shown to school personnel, and any other conduct which would warrant an in/out school suspension.

## Violation Determination

Violations will be determined by admission of the student, observation by school personnel, report by law enforcement, guilt as determined by a court of law or a decision of the administration after an investigation.

## Student penalties MAY be reduced if a student “self reports” before district notification by law enforcement.

Violations of the good conduct policy are cumulative and carry over throughout a student's high school career. For example, if the first violation occurs during the ninth (9th) grade, the second may occur as late as the twelfth (12th) grade and still be considered the second violation.

## Consequences

### First Offense

- ✦ Suspended for 25% of current activity or next activity in which the student is involved either in the current school year or subsequent school year.
- ❖ The first offense will mean that a student who holds elective office in student council or a class office will lose that position for the remainder of the school year.

### Second Offense

- ❖ Suspended for 50% of current activity or the next activity in which the student is involved either in the current school year or subsequent school year.
- ❖ Approved counseling required before reinstatement.

### Third and All Subsequent Offenses

- ❖ Ineligible for a period of one (1) calendar year either in the current school year or subsequent school year
- ❖ Approved counseling required before reinstatement.

## Suspension

Suspension from co-curricular activities is described below. The number of suspensions listed represents dates, not contests. In addition, when counting dates to miss, the suspension applies to the varsity level of competition only. Students will not participate in junior varsity contests while on suspension. If the Essex Community School is involved in a sharing agreement with another school and their policy is interpreted to mean that a student would miss more dates than that of the Essex policy, the policy of the host school will be enforced. If the suspension is not fully met in one activity due to the conclusion of the season, the suspension will continue to the following activity.

Suspension from co-curricular activities:

| Co-curricular Activity | 25%                               | 50% |
|------------------------|-----------------------------------|-----|
| Baseball               | 6                                 | 12  |
| Basketball             | 5                                 | 10  |
| Cheerleading           | Corresponds with sports in season |     |

|               |                                   |    |
|---------------|-----------------------------------|----|
| Cross Country | 2                                 | 4  |
| Drama         | Next Performance                  |    |
| Football      | 2                                 | 4  |
| Golf          | 3                                 | 6  |
| Choir         | Next Performance                  |    |
| Band          | Corresponds with sports in season |    |
| Softball      | 6                                 | 12 |
| Speech        | Next Performance                  |    |
| Tennis        | 3                                 | 6  |
| Track         | 3                                 | 6  |
| Volleyball    | 4                                 | 7  |
| Wrestling     | 4                                 | 8  |

### **Students and Violations**

A student serving a consequence must stay out for the activity for the entire duration or the penalty starts over with the next activity. If a student is involved with two or more activities concurrently, the suspension applies to all the activities the student is involved with at the time of the violation. For example, a student who is in band and volleyball who violates the Good Conduct Policy would be suspended for both band performances and volleyball matches.

A student shall have the opportunity to represent his/her side of the incident when he/she has been accused of a violation. The student shall be told the basis for the accusation and shall be given an explanation of the evidence and be given an opportunity to tell his or her side of the story. The administrative team shall determine whether the student has violated the Good Conduct Policy and shall notify the parents or guardians in writing of the decision.

### **Notification/Appeal Process**

Within five (5) school days of a violation being reported to the school, the student and his/her parents shall be notified in writing of the specific violation and the scheduled consequences. The student will then have three (3) school days to file a written appeal of the decision. The findings of the review Board can be appealed to the Superintendent and subsequently the school Board as outlined in the process below. During the appeal process, the student will remain ineligible.

The student, parents, or guardians may appeal the review Board decision by giving written notice of intent to do so to the Superintendent within seven (7) calendar days of receipt of the decision. The Superintendent or his designee shall hold a hearing with the student and his/her parents and representative, if any, within seven (7) calendar days after receipt of the request for appeal. The Superintendent or designee shall issue a written decision within five (5) school days following the hearing. The decision of the Superintendent or designee may affirm, modify, or reverse the prior decision.

The Superintendent's decision may be appealed within seven (7) calendar days to the Board of Education by delivering a written appeal notice to the president of the Board. The Board of Education shall schedule the hearing for the next regular or special meeting of the Board. The decision of the Board of Education shall be set forth in the

written minutes of the Board of Education and may affirm, modify, or reverse the prior decision.

### **Junior High Policy**

All 7th and 8th grade students are subject to all guidelines of the Essex Community School District Good Conduct Policy.

### **Activity Transportation**

When the school provides transportation for any activity, all students will ride to that activity on the transportation provided by the school. Exceptions may be approved by the administration in advance with the parents or guardians. When parents or guardians take their child home with them following an activity, the parent or guardian must personally sign out the student on a roster provided by the coach/sponsor. In this case, the student may then be considered to be under the care and supervision of the parent or guardian.

### **Uniforms**

Uniforms and all school issued equipment shall be returned no later than one (1) week after the last scheduled activity unless prior arrangements have been made with the coach/sponsor. All uniforms should be clean and in good condition. The student will be responsible for any damage done to a uniform assigned to him/her or for any uniform that is not returned.

## **Keeping Sportsmanship #1**

Everyone involved in co-curricular activities is responsible for showing their support in an appropriate manner. Participants, parents, fans, and coaches should be leading the way to have the highest level in principles and standards of general behavior. Too often we forget the reasons for having co-curricular activities. Emotions override

our common sense to act in an intelligent, decent, respectable way. Co-curricular programs serve as a means to teach proper attitudes and ideals to the students involved. We all have much to gain by keeping standards of sportsmanship in mind while participating in or attending any co-curricular activity. When sportsmanship is #1, we always win.

## **SMOKING-DRINKING-DRUGS**

***IASB Code No. 502.7***

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

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

Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase or being in possession of cigarettes, tobacco or tobacco products for those under the age of eighteen, may be reported to the local law enforcement authorities. Possession, use or being under the influence of beer, wine, alcohol and/or of a controlled substance may also be reported to the local law enforcement authorities.

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

The board believes the substance abuse prevention program will include:

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

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

Approved 9/15/03

Reviewed 02/10/16

Revised 02/10/16

## **PARENT/SPECTATOR EXPECTATIONS**

Parents, guardians, and spectators are encouraged to cheer their teams on with enthusiasm while exhibiting good sportsmanship. The school will not tolerate being on the floor/field before, during, or after the game, or berating the players, coaches, and/or officials.

### **ISSUES NOT APPROPRIATE TO DISCUSS WITH COACHES AT ANY TIME**

1. Pressure to increase playing time
2. Team strategy
3. Play calling
4. Other student-athletes and/or participants

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the others' position. When these conferences are necessary, the following procedures should be followed to help promote a resolution to the issue of concern:

1. Call to set up an appointment with the coach (24-hour waiting period)
2. Student athlete must be present during all meetings

3. Do not attempt to confront a coach or interfere with the players before, during, or after a contest or practice unless their student has been injured. Parents and spectators should not enter the locker room, dugout, bench, or be on the sidelines before, during, or after a contest or practice unless their student has been injured and they have the coach's permission. These can be emotional times for both the parents and the coach. Meetings of this nature usually do not promote resolution.

If these procedures, including sportsmanship, are not followed, the parent, guardian, or spectator will face the following consequences:

### **FIRST OFFENSE:**

Parent, guardian, or spectator will not be allowed to attend the next competition at that level and meeting with the administrative staff.

### **SECOND OFFENSE:**

Parent, guardian, or spectator will be asked to have a meeting with the administrative staff and will not be allowed to attend any other games or activities for that season.

These terms apply to home and away games. Suspensions not fulfilled will be carried over into the following year.

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## ANTI-BULLYING/HARASSMENT POLICY

The Essex Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

### **Definitions**

For the purposes of this policy, the defined words shall have the following meaning:

- "Electronic" means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- "Harassment" and "bullying" shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual's actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:



- (1) Places the student in reasonable fear of harm to the student's person or property.
  - (2) Has a substantial detrimental effect on the student's physical or mental health.
  - (3) Has the effect of substantially interfering with a student's academic performance.
  - (4) Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- "Trait or characteristic of the student" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
  - "Volunteer" means an individual who has regular, significant contact with students.

### **Filing a Complaint**

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent's designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within thirty (30) days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

### **Investigation**

The school district will promptly and reasonably investigate allegations of bullying or harassment. The Building Principal (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The superintendent or the superintendent's designee shall also be responsible for developing procedures regarding this policy.

Code No. 104

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### **Decision**

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

### **Publication of Policy**

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook,
- Inclusion in the registration materials,
- Inclusion on the school or school district's web site,
- Or a copy shall be made available to any person at the central Administrative Office at 111 Forbes Street, Essex, Iowa

Legal References: 20 U.S.C. §§ 1221-1234i.  
29 U.S.C. § 794.  
42 U.S.C. §§ 2000d-2000d-7.  
42 U.S.C. §§ 12101 *et. seq.*  
Iowa Code §§ 216.9; 280.28; 280.3.  
281 I.A.C. 12.3(6).  
*Morse v. Frederick*, 551 U.S. 393 (2007)

Cross References: 102 Equal Educational Opportunity  
502 Student Rights and Responsibilities  
503 Student Discipline  
506 Student Records

Approved 11/11/15

Reviewed 11/15/16

Revised 11/15/16

COMPLAINT FORM  
(Discrimination, Anti-Bullying, and Anti-Harassment)

Date of complaint: \_\_\_\_\_

Name of Complainant: \_\_\_\_\_

Are you filling out this form for  
yourself or someone else (please  
identify the individual if you are  
submitting on behalf of someone  
else): \_\_\_\_\_

Who or what entity do you believe  
discriminated against, harassed, or  
bullied you (or someone else)? \_\_\_\_\_

Date and place of alleged incident(s): \_\_\_\_\_

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Names of any witnesses (if any): 

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Nature of discrimination, harassment, or bullying alleged (check all that apply):

|                          |  |                          |                            |                          |                           |
|--------------------------|--|--------------------------|----------------------------|--------------------------|---------------------------|
| <input type="checkbox"/> | Age  | <input type="checkbox"/> | Physical Attribute         | <input type="checkbox"/> | Sex                       |
| <input type="checkbox"/> | Disability                                 | <input type="checkbox"/> | Physical/Mental Ability    | <input type="checkbox"/> | Sexual Orientation        |
| <input type="checkbox"/> | Familial Status                            | <input type="checkbox"/> | Political Belief           | <input type="checkbox"/> | Socio-economic Background |
| <input type="checkbox"/> | Gender Identity                            | <input type="checkbox"/> | Political Party Preference | <input type="checkbox"/> | Other – Please Specify:   |
| <input type="checkbox"/> | Marital Status                             | <input type="checkbox"/> | Race/Color                 |                          |                           |
| <input type="checkbox"/> | National Origin/Ethnic Background/Ancestry | <input type="checkbox"/> | Religion/Creed             |                          |                           |

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against, harassed, or bullied. Please be as specific as possible and attach additional pages if necessary.

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I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: 

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 Date: 

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Code No. 104.E2

### WITNESS DISCLOSURE FORM

Name of Witness: 

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Date of interview: 

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Date of initial complaint: 

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Name of Complainant (include whether the Complainant is a student or employee):

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Date and place of alleged incident(s):

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Nature of discrimination, harassment, or bullying alleged (check all that apply):

|                          |  |                          |                            |                          |                           |
|--------------------------|--|--------------------------|----------------------------|--------------------------|---------------------------|
| <input type="checkbox"/> | Age  | <input type="checkbox"/> | Physical Attribute         | <input type="checkbox"/> | Sex                       |
| <input type="checkbox"/> | Disability                                 | <input type="checkbox"/> | Physical/Mental Ability    | <input type="checkbox"/> | Sexual Orientation        |
| <input type="checkbox"/> | Familial Status                            | <input type="checkbox"/> | Political Belief           | <input type="checkbox"/> | Socio-economic Background |
| <input type="checkbox"/> | Gender Identity                            | <input type="checkbox"/> | Political Party Preference | <input type="checkbox"/> | Other – Please Specify:   |
| <input type="checkbox"/> | Marital Status                             | <input type="checkbox"/> | Race/Color                 |                          |                           |
| <input type="checkbox"/> | National Origin/Ethnic Background/Ancestry | <input type="checkbox"/> | Religion/Creed             |                          |                           |

Description of incident witnessed:

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Additional information:

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I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Code No. 104.E3

## DISPOSITION OF COMPLAINT FORM

Date: \_\_\_\_\_

Date of initial complaint: \_\_\_\_\_

Name of Complainant (include whether the Complainant is a student or employee): \_\_\_\_\_  
 \_\_\_\_\_

Date and place of alleged incident(s): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name of Respondent (include whether the Respondent is a student or employee): \_\_\_\_\_  
 \_\_\_\_\_

Nature of discrimination, harassment, or bullying alleged (check all that apply):

|                          |  |                          |                            |                          |                           |
|--------------------------|--|--------------------------|----------------------------|--------------------------|---------------------------|
| <input type="checkbox"/> | Age  | <input type="checkbox"/> | Physical Attribute         | <input type="checkbox"/> | Sex                       |
| <input type="checkbox"/> | Disability                                 | <input type="checkbox"/> | Physical/Mental Ability    | <input type="checkbox"/> | Sexual Orientation        |
| <input type="checkbox"/> | Familial Status                            | <input type="checkbox"/> | Political Belief           | <input type="checkbox"/> | Socio-economic Background |
| <input type="checkbox"/> | Gender Identity                            | <input type="checkbox"/> | Political Party Preference | <input type="checkbox"/> | Other – Please Specify:   |
| <input type="checkbox"/> | Marital Status                             | <input type="checkbox"/> | Race/Color                 |                          |                           |
| <input type="checkbox"/> | National Origin/Ethnic Background/Ancestry | <input type="checkbox"/> | Religion/Creed             |                          |                           |

Summary of Investigation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Code No. 104R.1

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## ANTI-BULLYING/ANTI-HARASSMENT INVESTIGATION PROCEDURES

The Essex Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

### **Definitions**

For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:
  - (1) Places the student in reasonable fear of harm to the student’s person or property.
  - (2) Has a substantial detrimental effect on the student’s physical or mental health.
  - (3) Has the effect of substantially interfering with a student’s academic performance.
  - (4) Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Trait or characteristic of the student” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- “Volunteer” means an individual who has regular, significant contact with students.

### **Filing a Complaint**

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent’s designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent’s designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within thirty (30) days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

## **Investigation**

The school district will promptly and reasonably investigate allegations of bullying or harassment. The Building Principal (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment.

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If the Complainant is under 18 years of age, the Investigator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. *The investigation may include, but is not limited to the following:*

- *A request for the Complainant to provide a written statement regarding the nature of the complaint;*
- *A request for the individual named in the complaint (hereinafter "Respondent") to provide a written statement;*
- *A request for witnesses identified during the course of the investigation to provide a written statement; and*
- *Review and collection of documentation or information deemed relevant to the investigation.*

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings.

## **Decision**

If, after an investigation, a student is found to be in violation of the policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying and/or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

# **Essex Community School District High School / Junior High Discipline Matrix**

**The Discipline Matrix serves as a foundational guideline for maintaining discipline and promoting a positive learning environment. It acknowledges that while many offenses and consequences are covered, not all possible scenarios can be fully anticipated or listed.**

**School employees are to use their discretion and judgment to address offenses and to determine the appropriate action steps.**



**Administrators have the authority to review offenses and assign consequences as deemed necessary, beyond those specified in the Discipline Matrix.**

| <b>Offense Category: Aggression</b>  |   |   |  |  |
|--|---|---|--|--|
|  | <b>1st Offense</b>  | <b>2nd Offense</b>  | <b>3rd Offense</b>   | <b>4th Offense</b>   |
| <b>Verbal Aggression or Provocation</b><br><br><i>Use of language or gestures that may incite another person or other people to fight.</i> | Conference with student<br>_____<br>Student letter of apology<br>_____<br>Detention | Parent/Guardian Contact<br>_____<br>Administrator Conference with student<br>_____<br>Student letter of apology<br>_____<br>ISS - 1 day | Parent/Guardian Conference<br>_____<br>Character Coaching - Counselor or Interventionist referral<br>_____<br>OSS - 3 days | Parent/Guardian Conference<br>_____<br>Recommendation for outside counseling or interventions<br>_____<br>OSS - 5 days |
| <b>Verbal Aggression towards</b>   | Conference with student<br>_____<br>Student letter of                               | Parent/Guardian Contact<br>_____<br>Administrator   | Parent/Guardian Conference<br>_____  | Parent/Guardian Conference<br>_____<br>Recommendation  |

|   |  |  |   |   |
|---|--|--|---|---|
| <b>Authority</b><br><br><i>(Student talks back, or delivers socially rude comments to adult)</i>  | apology<br>_____<br><br>Detention  | Conference with student<br>_____<br>Student letter of apology<br>_____<br><br>ISS - 1 day  | Character Coaching - Counselor or Interventionist referral<br>_____<br><br>OSS - 3 days   | for outside counseling or interventions<br>_____<br><br>OSS - 5 days  |
| <b>Minor Aggressive Act</b><br><br><i>(Student engages in non-serious but inappropriate physical contact, i.e. hitting, poking, pulling, pushing, etc)</i>  | Conference with student<br>_____<br>Student letter of apology  | Conference with student<br>_____<br>Student letter of apology<br>_____<br><br>Detention  | Parent/Guardian Contact<br>_____<br>Administrator Conference with student<br>_____<br><br>Student letter of apology<br>_____<br>Detention | Parent/Guardian Conference<br>_____<br><br>Character Coaching - Counselor or Interventionist referral<br>_____<br>ISS - 1 day |
| <b>Physical Aggression (without major injury)</b><br><br><i>(Student engages in fighting, violent or seriously disruptive behavior)</i>   | Parent/Guardian Contact<br>_____<br>Administrator Conference with student<br>_____<br><br>ISS - 3 days | Parent/Guardian Conference<br>_____<br><br>Character Coaching - Counselor or Interventionist referral<br>_____<br><br>OSS - 3 days | Parent/Guardian Conference<br>_____<br><br>Recommendation for outside counseling or interventions<br>_____<br><br>OSS - 5 days            | OSS- 10 days<br><br>Recommend long term suspension or expulsion   |
| <b>OFFENSE CATEGORY: Harassment</b>   |  |  |   |   |
|   | <b>1st Offense</b>   | <b>2nd Offense</b>   | <b>3rd Offense</b>  | <b>4th Offense</b>  |
| <b>Harassment (nonsexual)</b><br><br><i>Anonymously or otherwise communicates or causes a communication with another person by verbal, electronic, mechanical, telegraphic, telephonic, or written means in a manner that harasses.</i> | Conference with student<br>_____<br>Student letter of apology<br>_____<br><br>Detention                | Parent/Guardian Contact<br>_____<br>Administrator Conference with student<br>_____<br><br>ISS - 1 day                              | Parent/Guardian Conference<br>_____<br><br>Character Coaching - Counselor or Interventionist referral<br>_____<br><br>OSS - 3 days        | Parent/Guardian Conference<br>_____<br>Recommendation for outside counseling or interventions<br>_____<br><br>OSS - 5 days    |

|   |   |  |  |   |
|---|---|--|--|---|
| <b>Bullying*<br/>(includes<br/>Cyberbullying)</b> <p><i>Bullying is repeated acts over time that involves a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name-calling); or psychological (e.g., social exclusion, spreading rumors, manipulating social relationships).</i></p> | Parent/Guardian Contact<br>_____<br>Administrator Conference with student<br>_____<br>ISS - 3 days  | Parent/Guardian Conference<br>_____<br>Character Coaching - Counselor or Interventionist referral<br>_____<br>OSS - 3 days                                       | Parent/Guardian Conference<br>_____<br>Recommendation for outside counseling or interventions<br>_____<br>OSS - 5 days                                       | OSS- 10 days<br>Recommend long term suspension or expulsion                                       |
| <b>Threat</b> <p><i>(all threats of violence, whether oral, written or symbolic against students, employees, visitors, or to school facilities)</i></p>   | Administrator Conference with student<br>_____<br>Parent/Guardian Contact<br>_____<br>Character Coaching - Counselor or Interventionist referral<br>_____<br>ISS - 3 days<br>_____<br>*Possible police referral | Parent/Guardian Conference<br>_____<br>Character Coaching - Counselor or Interventionist referral<br>_____<br>OSS - 3 days<br>_____<br>*Possible police referral | Parent/Guardian Conference<br>_____<br>Recommendation for outside counseling or interventions<br>_____<br>OSS - 5 days<br>_____<br>*Possible police referral | OSS- 10 days<br>Recommend long term suspension or expulsion<br>_____<br>*Possible police referral |
| <b>OFFENSE CATEGORY: Attendance Policy</b>  |   |  |  |   |
|   | <b>1st Offense</b>  | <b>2nd Offense</b>   | <b>3rd Offense</b>   | <b>4th Offense</b>  |
| <b>Leaving school grounds without permission</b>  | Administrator conversation with student<br>_____<br>  | Parent/Guardian contact<br>_____<br>Administrator  | Parent/Guardian Conference<br>_____<br>Character   | Parent/Guardian Conference<br>_____<br>Recommendation for outside                                 |

|   |  |   |  |  |
|---|--|---|--|--|
|   | Detention  | conversation with student<br>_____<br><br>1 day ISS   | Coaching - Counselor or Interventionist referral<br>_____<br><br>OSS - 3 days  | counseling or interventions<br>_____<br><br>OSS - 5 days   |
| <b>Attendance Violation</b>   | See Student Handbook for Attendance violations and consequences.   |   |  |  |
| <b>Tardy</b>  | <u>3-4 days tardy from class</u><br><br>Conference with student<br><br>_____<br><br>Classroom consequence        | <u>5-6 days tardy from class</u><br><br>Conference with student<br>_____<br><br>Classroom consequence                       | <u>7 days tardy from any class</u><br><br>Administrator conference with student<br>_____<br><br>Detention                | <u>8+ days tardy from any class</u><br><br>Administrator conference with student<br>_____<br><br>Attendance committee meeting with parent/guardian<br><br>_____<br><br>Detention for every tardy |
| <b>Skipping Class without permission</b>  | Conference with student<br>_____<br><br>Detention (missed classwork)   | Administrator conference with student<br>_____<br><br>Detention (missed classwork)  | Administrator conference with student<br>_____<br><br>Parent/Guardian contact<br><br>_____<br><br>ISS- 1 day             | Administrator conference with student<br>_____<br><br>Parent/Guardian Conference<br><br>_____<br><br>ISS- 1 day  |
| <b>OFFENSE CATEGORY: Improper Use of Technology</b>   |  |   |  |  |
|   | 1st Offense  | 2nd Offense   | 3rd Offense  | 4th Offense  |
| <b>Computer</b>   | See Student handbook for policies and violation consequences.  |   |  |  |
| <b>Cell phone</b><br><br>Unauthorized use of cell phones will result in immediate confiscation of the device by school staff. The device will then be turned over to the office | Phone turned into the office<br>_____<br><br>Administrator will review policy with student<br>_____<br><br>_____ | Phone turned into the office<br>_____<br><br>Administrator will review policy with student and parent<br>_____<br><br>_____ | Phone turned into the office for 45 school days<br>_____<br><br>Administrator will review policy with student and parent | Phone will be turned into the office daily for remaining time of the school year<br>_____<br><br>Administrator will conference with student and  |

|                                 |   |   |   |   |
|---------------------------------|---|---|---|---|
| with the following consequence: | Policy is to go home and be returned signed by parent and student | Parent/Guardian will have to pick up phone from the office<br><br>Detention (phone will be in office area during school hours until this is served) | _____<br>Phone will be released to parent/guardian after this offense<br><br>_____<br>ISS - 1 day | parent<br>Phone will be released to parent/guardian after this offense<br><br>Student will have to meet with School Board to discuss violation<br><br>_____ |
|                                 |   |   |   |   |

**OFFENSE CATEGORY: Lying, Cheating, Forgery, or Plagiarism**

|   | 1st Offense   | 2nd Offense   | 3rd Offense  | 4th Offense  |
|---|---|---|--|--|
| <b>Cheating</b><br><br><i>An act dishonestly or unfairly in order to gain an advantage</i>  | Conference with student<br>_____<br>Parent/Guardian contact<br>_____<br>Teacher determines new assignment given<br>_____<br>Detention | Administrator Conference with student<br>_____<br>Parent/Guardian contact<br>_____<br>Teacher determines new assignment given<br>_____<br>1 day ISS | Parent/Guardian Conference<br>_____<br>Character Coaching - Counselor or Interventionist referral<br>_____<br>Teacher determines new assignment given<br>_____<br>OSS - 3 days | Parent/Guardian Conference<br>_____<br>Recommendation for outside counseling or interventions<br>_____<br>Teacher determines new assignment given<br>_____<br>OSS - 5 days |
| <b>Lying</b><br><br><i>To make an untrue statement with intent to deceive or harm or to create a false or misleading impression</i> | Conference with student<br>_____<br>Student letter of apology<br>_____<br>Detention   | Parent/Guardian Contact<br>_____<br>Administrator Conference with student<br>_____<br>ISS - 1 day   | Parent/Guardian Conference<br>_____<br>Character Coaching - Counselor or Interventionist referral<br>_____<br>OSS - 3 days   | Parent/Guardian Conference<br>_____<br>Recommendation for outside counseling or interventions<br>_____<br>OSS - 5 days   |

|  |   |   |  |  |
|--|---|---|--|--|
| <b>Forgery</b><br><br><i>Falsely fraudulently making or altering a document</i>  | Conference with student<br><hr/> Student letter of apology<br><hr/><br>Detention  | Parent/Guardian Contact<br><hr/> Administrator Conference with student<br><hr/><br>ISS - 1 day  | Parent/Guardian Conference<br><hr/> Character Coaching - Counselor or Interventionist referral<br><hr/><br>OSS - 3 days  | Parent/Guardian Conference<br><hr/> Recommendation for outside counseling or interventions<br><hr/><br>OSS - 5 days  |
| <b>Plagiarism</b><br><br><i>To steal and pass off the ideas or words of another as one's own</i>   | Conference with student<br><hr/> Parent/Guardian contact<br><hr/> Teacher determines new assignment given<br><hr/><br>Detention | Administrator Conference with student<br><hr/> Parent/Guardian contact<br><hr/> Teacher determines new assignment given<br><hr/><br>1 day ISS | Parent/Guardian Conference<br><hr/> Character Coaching - Counselor or Interventionist referral<br><hr/> Teacher determines new assignment given<br><hr/><br>OSS - 3 days | Parent/Guardian Conference<br><hr/> Recommendation for outside counseling or interventions<br><hr/> Teacher determines new assignment given<br><hr/><br>OSS - 5 days |
| <b>OFFENSE CATEGORY: School Disruptions</b>  |   |   |  |  |
|  | <b>1st Offense</b>  | <b>2nd Offense</b>  | <b>3rd Offense</b>   | <b>4th Offense</b>   |
| <b>Defiance, Disrespect Towards Authority and non-compliance</b><br><br><i>Student engages in refusal to follow directions, talks back, or delivers socially rude interactions</i> | Conference with student<br><hr/> Student letter of apology<br><hr/><br>Detention  | Parent/Guardian Contact<br><hr/> Administrator Conference with student<br><hr/><br>Detention  | Parent/Guardian Conference<br><hr/> Character Coaching - Counselor or Interventionist referral<br><hr/> ISS - 1 day  | Parent/Guardian Conference<br><hr/> Recommendation for outside counseling or interventions<br><hr/><br>OSS - 3 days  |
| <b>Disruption</b><br><br><i>Student engages in</i>   | Conference with student<br><hr/>  | Conference with student<br><hr/>  | Parent/Guardian Contact<br><hr/>   | Parent/Guardian Conference<br><hr/>  |



|  |                         |                                 |                                       |                                       |
|--|-------------------------|---------------------------------|---------------------------------------|---------------------------------------|
| <i>touching, or other displays of affection in violation of a school policy.</i> |                         | _____                           | _____                                 | _____                                 |
|  |                         | Detention                       | Detention                             | ISS - 1 day                           |
| <b>Detention Violation</b>   | Conference with student | Conference with student         | Administrator conference with student | Administrator conference with student |
| <i>Refusal to serve scheduled detention</i>                                      | _____                   | _____                           | _____                                 | _____                                 |
|  | Reschedule detention    | Additional detention time added | Additional detention time added       | ISS - 1 day                           |

**OFFENSE CATEGORY:: Drug Violation-Alcohol, Tobacco and Drugs**

|   | 1st Offense                           | 2nd Offense  | 3rd Offense  | 4th Offense                                 |
|---|---------------------------------------|--|--|---|
| <b>Tobacco, Alcohol and Illegal Controlled substances</b>   | Parent/Guardian Contact               | Parent/Guardian Conference                                 | Parent/Guardian Conference                             | OSS- 10 days                                |
|   | Administrator Conference with student | Character Coaching - Counselor or Interventionist referral | Recommendation for outside counseling or interventions | Recommend long term suspension or expulsion |
|   | _____                                 | _____  | _____  | _____                                       |
| The use or possession of tobacco, vaporizers, alcoholic beverages and illegal controlled substances and "look-alike" substances by students at school, on school buses, on school grounds, or at any school function at home or away, is forbidden. | ISS - 3 days                          | OSS - 3 days   | OSS - 5 days   | Good Conduct violation followed             |
|   | Good Conduct violation followed       | Good Conduct violation followed                            | Good Conduct violation followed                        | _____                                       |
|   | *Reported to local police agency      | _____  | _____  | *Reported to local police agency            |
|   |                                       | <i>Reported to local police agency</i>                     | *Reported to local police agency                       |   |
| *Student penalties may be reduced if a student "self reports" before district notification by law enforcement   |                                       |  |  |   |



**School Song (Football Season)**

On you Trojans, On you Trojans,  
Fight right through that line,  
Send the ball right through the goalposts,  
Touchdown every time!  
You Rah! Rah!  
On you Trojans, On you Trojans,  
Fight on for your fame,  
Fight, Team, let's Fight, Fight, Fight,  
To win this game!  
T-R-O-J-A-N-S  
(Repeat Chorus)

**School Song (Basketball Season)**

On you Trojans, On you Trojans,  
Fight right through that screen,

Shoot the ball right through the basket,  
Two points every time!  
You Rah! Rah! On you Trojans, On you Trojans,  
Fight on for your fame,  
Fight, Team, let's Fight, Fight, Fight,  
To win this game!  
T -R-O-J-A-N-S  
(Repeat Chorus)

**Universal Student Expectations:**

**We are RESPECTFUL**

**We are RESPONSIBLE**

**We are SAFE**

**We are POSITIVE LEADERS**

