

2024-2025  
Essex Preschool and  
Elementary School  
Student/Parent Handbook  
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.**

### **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**

**Elementary doors open at 7:40 AM.**

**Essex Community School District  
2023-2024 Student Handbook  
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## FOREWORD

This handbook has been prepared so that parents and students have a clearer understanding of our elementary school. The rules and regulations have been kept to a minimum. If you, as parents, have questions, please bring them to the attention of the faculty or the administration.

Cooperation between parents and teachers is essential whereby our children can attain and maintain their potential. By all working together, we can strive to achieve this goal.

Parents are responsible for informing their children about the contents of the handbook, including student conduct issues. Many of these items may be new to students. You, as the parent are the one best equipped to discuss the items with your child.

## ELEMENTARY SCHOOL PERSONNEL 379-3114

Superintendent	Mike Wells
Principal	Vicki Hume
School Business Official	Melissa Chambers
Secretary	Valerie Patton
Preschool	Kensila Manley
Kindergarten	Amy Resh
First Grade	Lisa Gray
Second Grade	Damaris Glasgo
Third Grade	Bethany Mellencamp
Fourth Grade	Jenifer Green
Fifth Grade	Clarisa Podtburg
Talented and Gifted	Bethany Mellencamp
Title 1 Reading	Elizabeth Shirley
Resource Room	Kathleen Mortimore
Vocal & Instrumental Music	Rachel Cabeen
Art	Kurtis Sloop
Physical Education	Ray McCreary
Nurse	Elizabeth Shirley
Media Center	Sierra Martin
Ag Farm	Kaitlyn Brammer

**MULTICULTURAL AND NONSEXIST EDUCATION**  
**Code No. 603.4**

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

The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian Americans, African Americans, Hispanic Americans, American Indians, European Americans, and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

**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 Vicki Humet, Building Principal, 111 Forbes Street, Essex, Iowa, 51638, [712-379-3114](tel:712-379-3114), [humev@essex.k12.ia.us](mailto:humev@essex.k12.ia.us)

**OUR ELEMENTARY PROGRAM**

**ESSEX COMMUNITY SCHOOL DISTRICT MISSION STATEMENT**

***The Essex Community School educates life-long learners and leaders.***

The mission of the Essex Community School District is to create mindsets which seize opportunities to achieve goals.

**STATEMENT OF BELIEFS**

1. Schools must strive to create a desire in students for life-long personal growth and learning and provide the Skills to carry out life-long learning.
2. A key to success is to create and maintain an environment to foster the positive self-concept and esteem of students, parents, and staff.
3. All students are capable of success and can learn; however students learn in different ways and at different paces.
4. Community commitment to a quality staff and excellence in education is essential.
5. Families, the community and the schools must work together as partners in the educational process.

6. The educational process must prepare students to live effectively in a changing world.
7. The educational process must aid in the development of cooperation and collaboration skills.

### **THE ABC'S OF ESSEX ELEMENTARY GUIDELINES FOR SUCCESS**

All staff and students at Essex Elementary School will work together to help everyone reach their fullest potential. Everyone will be treated with dignity and respect. Any behavior or action that helps someone grow and mature will be encouraged. Staff will keep students focused on the ABC's of Success, which follow:

1. Always try
2. Be responsible
3. Cooperate with others
4. Do your best
5. Everyone treated with dignity and respect

### **UNIVERSAL STUDENT EXPECTATIONS**

Positive student behaviors will be modeled and supported by school staff. All students and staff will abide by the universal behavior expectations established by the Essex District Leadership team:

**We are RESPECTFUL**  
**We are RESPONSIBLE**  
**We are SAFE**  
**We are POSITIVE LEADERS**

1. Courses of study have been adopted for the following curriculum areas:
 

Reading	Science/Health
Math	Social Studies
English	Vocal & Instrumental Music
Spelling	Art
Penmanship	Physical Education
Computer/Typing	Library
2. A cumulative record is kept for each pupil. If a pupil moves from the district, this folder is sent to the new school upon request.
3. Certain services are provided through the Green Hills Educational Agency. These support services include the speech clinician, school psychologist, audiologist, special education consultant and various other consultants in the curriculum areas. These people work with our faculty and students.
4. A Title I program is available for children who are encountering difficulties in reading. Here children receive more individualized attention for reading than time permits in the regular classroom.
5. A Resource Room program is available for children who qualify because of a learning disability. Individualized Educational Programs (IEP) are written for these students.
6. A Talented and Gifted (TAG) program is available for children who qualify because of exceptional abilities. Personalized Educational Programs are written for these students.

## TIME SCHEDULE

The elementary school day begins at 8:00 am on Mondays-Friday for all students. Children who do not ride the bus and do not eat breakfast at school are not to arrive at school before 7:40 am. Students who eat breakfast at school should arrive early enough to complete their meal and be in their classrooms by 8:00 am.. Dismissal for K-5 students is 3:30 pm. Buses will leave at approximately 3:35 pm. Preschool is dismissed Monday-Thursday @ 2:30 pm and on Fridays @ 1:15 pm.

## SCHOOL CLOSINGS

Cancellations, school closings or other changes in scheduling (late starts, etc.) will be announced on radio stations KMA in Shenandoah and KOAK-KCSI in Red Oak. Parents may also sign up for email and text notices through the JMC Alert System.

## STUDENT DRESS

It is the parent or guardian's responsibility to see that the students are dressed appropriately at all times for all types of weather. During snowy weather, the students must have a change of footwear.

### Guidelines for student dress:

1. **TEACHERS HAVE THE FINAL SAY.** The school board will support all staff and administration on dress Code matters.
2. All undergarments must be covered. Plunging necklines, halter tops, tops with spaghetti straps, bare shoulders, bra straps, bare midriffs, and cleavage are not acceptable.
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. T-shirts with the sleeves removed & tank tops with plunging arm and neck lines are not acceptable (this includes Physical Education classes).
4. **Hats and caps are not to be worn inside the school building**

Students who dress improperly will be asked to change the garment if no other clothing is available on site. The office will issue a T-shirt and/or belt or shorts if no other clothing is available. The school will request that a parent brings a change of clothing if necessary

First Offense: VERBAL WARNING & CHANGE THE GARMENT

Second Offense: NOTICE HOME, CHANGE THE GARMENT

Further infraction will be addressed on an individual basis.

## LOST AND FOUND

A lost and found department will be maintained in the north elementary entryway. If you find anything of value, please turn it into the office. Likewise, if you lose anything, check the north elementary entryway. It will save a lot of confusion if parents would PLEASE MARK ARTICLES OF CLOTHING, BOOTS, JACKETS, GLOVES, ETC. with the student's name. We get many articles that are never claimed.

## MONEY TO SCHOOL

Students should **NOT** bring money to school unless they turn it into the office at the beginning of the day. Extra money "carried around" during the day is a temptation to others, especially if physical education clothing is to be worn that day. If it is necessary to bring money, it should be placed in an envelope and turned in to the elementary office at the beginning of the day and picked up when school is out.

## TELEPHONE

The school secretary is available at (379-3114) to take messages to your child should the necessity arise. Except in the case of emergency, students are asked to refrain from using the office phone.

## 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.

### **REPORT CARDS**

Report cards are issued on a quarterly (9 week) basis. When applicable and advisable, deficiency reports will be mailed to parents to notify them of problem areas and unsatisfactory work. Teachers will contact parents prior to report cards if concerns.

### **HEALTH CARE**

It is necessary for the home and school to work together in order to make a health program effective. If these signs or symptoms show up, then the child should not be in school:

1. Acute Cold
2. Sore Throat and Earache
3. Fever (A child who has a fever should not return to school until their temperature has been normal for 24 hours.) (THIS MAY CHANGE DUE TO COVID-19)
4. Rash
5. Diarrhea
6. Vomiting
7. Live lice

When the child misses school, parents are requested to call the school by 8:30 a.m. Upon returning to class, they should have a written excuse explaining why they were absent.

Parents are required to complete an annual health history authorization form indicating the procedures to be followed, if possible, in an emergency involving their child. The annual health history authorization form will also include the phone numbers of the parents and alternative numbers to call in case of an injury or illness. Immunization records are required for all students new to Essex. The following is the chart used to determine when a student would be sent home due to a fever (temp would have to be above the highest temp listed for that age):

## **Body Temperatures**

Any temperature 100° or above, students will be sent home and kept out of school for 24 hours. **Students must be fever free for 24 hours without the use of fever reducing medication. (THIS MAY CHANGE DUE TO COVID-19)**

## **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.

## **ABSENCES** **Excused Absences**

Those absences verified by a note from the parent; a note or appointment card from a licensed physician, optometrist, dentist, or counselor; or a pre-arranged absence for any reason; funerals, court appointments or attendance at religious services. Pre-arranged absences will be excused only after presentation from the parent/guardian and at least two (2) days in advance of the absence. **Students will have the opportunity to make up work assigned during the time of an excused 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.

### **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. 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 attorney.

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 to school if they are not in their assigned room at the beginning of the first period at 8:00 a.m. Students are also considered tardy if they are not in their assigned room at the beginning of each class.

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

## **DETENTION**

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

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 7:30 a.m. to 8:00 a.m.

**After school activities do not excuse students from detention.**

Detentions not served as assigned will result in further consequences. See Discipline Matrix.

## MEDICINE PROCEDURE

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.

## TREATS FOR SHARING

Homemade treats **CANNOT** be brought to school with the intent to share with other students. All treats brought for sharing must be pre-packaged or must be from a commercial establishment and **must be sealed**.

## ELEMENTARY SCHOOL TECHNOLOGY USE POLICY

*This policy applies to students in grades PreK-5*

1. I will keep my password private and not tell it to others.
2. When I use a computer, I will login using my own username and password and never even try to use another person's username and password.
3. I will logoff the computer when I am finished using it.
4. I will use the internet only for school purposes.
5. I will not check email during school hours, unless a teacher gives me permission.
6. I will not use any type of chat or instant messaging, unless a teacher gives me permission.
7. I will not download anything without permission.
8. I will only save school related work in my Google Drive.
9. I will not visit any website or create any file that is inappropriate for school.
10. I will not try to install any programs on any school computers.
11. I will only use a computer if I have permission from a teacher to use it.
12. I will not harm or destroy any equipment or information on purpose.
13. I will not deliberately change any setting on any school computer without permission.

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. (5 days, 20 days, 3 months, 1 year)
4. Any student who breaks our user's agreement, or is caught stealing computer related items, will be subject to the school's general disciplinary code which could lead to detention, suspension, loss or right to use school technology equipment, or expulsion.

## ELEMENTARY PLAYGROUND RULES

The following rules are enforced to make our playground a safe place for playing:

### *Behavior rules for Playground and Hallway*

1. Play only in designated areas.
2. No throwing objects other than equipment designated for such.
3. Playground equipment will be used in a correct, proper and safe manner.
4. Line up immediately when the bell rings.
5. No fighting.
6. Absolutely no verbal abuse, back-talking, unacceptable language or crude statements will be tolerated.
7. Noise will be kept to an absolute minimum in the hallway when entering and leaving the building so as not to infringe upon the rights of students and teachers who are in class.
8. Students are not to bring electronic games, toys or trading cards onto the playground.
9. Students must obey the adult supervising the playground and hallways and not only their classroom teacher.
10. Tackling will not be allowed in any playground activity.

**Physical fighting on the playground is cause for immediate removal from the playground.** Assertive discipline is used on the playground to keep the playground safe for all ages of students. Possible consequences are loss of recess time, isolation on playground, removal from playground, office referral, after school detention, and possible suspension.

## RECESS

Children are expected to go outside for recess unless there is a note from their doctor excusing them.

In case of rainy weather, severe cold weather or extreme wind chill factors, the gymnasium or hallway will be utilized for recess times. Gym shoes must be worn on the gym floor.

During inclement weather, students must have snow boots to play in the snow. ***During winter months, we will be outside for recess unless the temperature/wind chill drops below 13 degrees Fahrenheit.***

## HOMEWORK

Assignments not completed during the school day will be expected to be completed at home and returned to school when due. Consequences for negligent work may include, but are not limited to: loss of recess, reduction in grade, and possible after school work time.

## DESTINATION CHANGES

In order to eliminate any difficulty in determining which bus elementary students are to ride during afternoon bus routes, we ask that you provide your child with a note if he/she is to ride a bus other than the one he or she is

scheduled to ride.

Non-bus children should also have notes directed to the proper personnel if they are to make changes in where they will be going after school.

## **BUS BEHAVIOR**

The following items should be remembered by students riding the bus:

1. Passengers shall be seated at all times except when getting on or off the bus.
2. Passengers shall not extend arms or head out of the bus windows at any time.
3. Passengers shall be expected to converse in a normal tone and to use appropriate language.
4. Passengers shall not throw anything out of the windows of the bus or onto the floor.
5. Passengers shall obey all instructions of the bus driver.
6. All conduct is to be that which is expected in a classroom.

## **COURTESY**

Courtesy and good citizenship go hand in hand. Both stem from training in the home as well as school. Courtesy toward others and respect for the property of others should be practiced at all times.

## **ASSEMBLY RULES**

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.

1. No running to or from assemblies or jumping in the bleachers.
2. Be courteous to speakers; listen to them and do not talk.
3. Sit where your teacher directs and keep your hands, feet, and objects to yourself.

## **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 representative of the school district. Students must treat employees, chaperones and guides with respect and courtesy.

Prior to attending a field trip, students are expected to return a note signed by the student's parents.

## **INVITATIONS TO PARTIES**

If invitations to parties are to be distributed at school, the district prefers that all students in the classroom be included. The teacher should be given the invitations upon their arrival so that they may be distributed to the students

at the teachers' discretion when there may be less disturbance.

## **HEALTH SCREENINGS**

The school district or Green Hills AEA sponsors health screening for vision, hearing, scoliosis, and height/weight measurements for K-4 grades only. Students are automatically screened in the fall and spring by the school district or Green Hills AEA, unless the parent submits a note asking that the student be excused from the screening.

Parents are notified prior to the health screenings. However, upon teacher recommendation and with parental permission, students not scheduled for screening may also be screened.

## **ESSEX ELEMENTARY SCHOOL CHILD-PARENT-TEACHER RIGHTS AND RESPONSIBILITIES**

### Student Responsibilities:

Students are responsible for doing the following:

1. respectfully obey all staff members and address them by their proper title.
2. come to school every day and be on time.
3. go to all classes and do the work to the best of their ability.
4. ask teachers for help when needed.
5. help care for books, supplies, and all school property.
6. obey all school rules.
7. do not use words which offend others.
8. be neat, clean, and appropriately dressed.
9. be fair and kind to others, avoiding fighting and hurting others.

### Student Rights

All students have the right to:

1. learn.
2. be protected from physical or verbal abuse.
3. receive help with studies but develop ability to work independently.
4. give their point of view as long as it does not harm the rights of others.
5. learn to make decisions.
6. be disciplined in private, if possible.
7. know the reason for any discipline, and have adults available to help when their views and those of the school do not agree.
8. be informed of the school rules, regulations, and discipline policy.

### Parent Responsibilities

Parents of elementary children are responsible for doing the following:

1. seeing that their children attend school regularly.
2. seeing that children arrive at school on time, but not before the designated time.
3. understand the responsibilities of the teacher, who takes the place of the parents during the day.
4. seeing that children are neat and clean. During winter months, warm clothing and suitable outerwear for outdoors should be provided.
5. supporting the rules of the school and the district.
6. safeguarding their children's health by making sure that children go to the doctor and dentist

- regularly, making these appointments after school hours if possible.
7. attending school conferences and sharing in school activities.
  8. planning a time and place, with supervision, for children to do their homework.
  9. talking with children about school progress.
  10. reminding their children to notify them of notes or papers sent from school for the parents daily.

### Parent Rights

All parents have the right to:

1. expect a classroom atmosphere that allows quality education.
2. see their children's school records.
3. be informed of student attendance, learning, or behavior problems.
4. be told why their child is being disciplined.
5. receive regular reports on their child's academic progress.

### Teacher Responsibilities (PreK-5)

Teachers of elementary children are expected to:

1. direct and evaluate the learning experiences of students.
2. provide guidance to students seeking to promote their proper educational development and welfare.
3. provide for the care and protection of school property.
4. cooperate with and participate in planning and evaluating the school program.
5. provide the best possible education through a good classroom climate which allows for learning to take place.
6. respect all students and parents.
7. be available to talk with staff, parents, and students especially about class work and discipline.
8. enforce the policy and rules of the school courteously, consistently and fairly.
9. deal with disciplinary problems on school premises, quickly, firmly, and impartially.
10. teach respect for community property and good citizenship.

### Teacher Rights

All teachers have the right to:

1. expect children to behave properly.
2. be respected by students, parents, and other staff.
3. protection from physical harm, assault, or theft of personal property.
4. exclude a student from a class when that student is misbehaving.
5. expect a good classroom climate which allows learning to take place.

## **BREAKFAST AND LUNCH PROGRAM**



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.**

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

Lunch K-5:	5 Days (one week)	\$ 14.75 - \$2.95 per day
	20 Days	\$ 59.00
Breakfast:	5 Days (one week)	\$21.50 - \$2.15 per day

. Students may bring their own lunches, but all lunches must be eaten in the lunchroom.

***Offer vs. Serve at lunch:***

***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 alternative; grains; fruit; vegetable; 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 from either the fruit or vegetable.***

***Offer vs. Serve 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.***

**RESPONSIBLE LUNCHROOM BEHAVIOR**

1. Students will use quiet voices when talking.
2. All food, utensils, or napkins which fall to the floor should be picked up and disposed of properly.
3. Students will use good manners.
4. No running in the lunchroom or on the way to and from lunch.

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint, write to the USDA Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington D.C., 20250-9410 or call 800-795-3272 (voice) or 202-720-6382 (TTY). USDA is an equal opportunity provider and employer.

**SAFETY PATROL**

The roles of the safety patrol are to help children cross streets carefully, to help children become safe pedestrians, and to foster qualities of leadership and good citizenship in Patrol members. Fifth and Fourth graders can volunteer

and must have parental permission to receive training. The Patrol is on duty from 7:40-7:55 a.m. and 3:25-3:40 p.m. at the corner of Forbes and Omaha Streets. The contact person for Patrol is Mrs. Kathleen Mortimore.

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

### **Code No. 503.3R1**

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 form does not carry over from year to year and must be completed annually.

## **STUDENT DIRECTORY INFORMATION**

### **Code No. 506.2**

Student directory information is designed to be used internally within the school district. Directory information is defined in the annual notice. It may include the student's name, grade level, enrollment status, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, photograph and other likeness.

Prior to developing a student directory or to giving general information to the public, parents will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students.

## **AGE REQUIREMENTS**

Kindergarten students must be five (5) years of age and first grade students must be six (6) years of age by September 15 of the school year.

## **OPEN ENROLLMENT**

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open enroll to another district must apply for open enrollment. Open enrolled students from low income families may qualify for transportation assistance if they live in a contiguous school district. Students interested in open enrolling out of the district must contact the superintendent for information and forms.

## **MEDIA CENTER**

The school Media Center is available to students from 7:40 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 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.

## **SCHOOL PARTIES**

The school observes fall, winter, and spring holidays throughout the school year. Students who do not wish to participate in these celebrations or activities may be excused without penalty.

## **STUDENT CONDUCT**

### **Code No. 503.1**

The 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 the 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 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 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.

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

Page 2 of 2

### **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):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Names of any witnesses (if any): \_\_\_\_\_

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:

	Marital Status		Race/Color	
	National Origin/Ethnic Background/Ancestry		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: \_\_\_\_\_ Date: \_\_\_\_\_

Code No. 104.E2

WITNESS DISCLOSURE FORM

Name of Witness: \_\_\_\_\_

Date of interview: \_\_\_\_\_

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

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

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

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

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

Description of incident witnessed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Additional information: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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): \_\_\_\_\_



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

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

	Age		Physical Attribute		Sex
	Disability		Physical/Mental Ability		Sexual Orientation
	Familial Status		Political Belief		Socio-economic Background
	Gender Identity		Political Party Preference		Other – Please Specify:
	Marital Status		Race/Color		
	National Origin/Ethnic Background/Ancestry		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  
Page 1 of 2

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.

Code No. 104R.1  
Page 2 of 2

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.

## **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.

## **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 insuring the lockers and desks are property 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 contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

## **GRADING SYSTEM**

The grading system in grades 3-4 is based upon use of percentages. The following chart shows letter values for your percentage grade:

A+	100-99% - 4.0
A	98-96% - 4.0
A-	95-94% - 4.0
B+	93-92% - 3.0
B	91-89% - 3.0
B-	88-86% - 3.0
C+	85-83% - 2.0
C	82-81% - 2.0
C-	80-78% - 2.0
D+	77-75% - 1.0
D	74-73% - 1.0
D-	72-70% - 1.0
F	69% and below (failing)

## **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 from possessing or using tobacco, tobacco products, vaporizers, or look-alike substances. Weapons are not allowed on school grounds or at school activities, with the exception of weapons in the control of on duty 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.

## **CHILD ABUSE REPORTING**

In compliance with state law and to provide protection to victims of child abuse, the board believes incidents of alleged child abuse will be reported to the proper authorities. Employees are required, as mandatory reporters, to report alleged incidents of child abuse they become aware of within the scope of their professional duties.

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter will orally or in writing notify the Iowa Department of Human Services. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified.

Iowa law requires licensed employees to report to the Iowa Department of Human Services (DHS) instances of suspected child abuse which they become aware of within the scope of their professional duties.

The law further specifies that a licensed employee who knowingly or willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor and that the licensed employee may be subject to civil liability for damages caused by the failure to report.

Employees participating in good faith in the making of a report or in a judicial proceeding that may result from the report, are immune from liability.

Board policy states it is not the responsibility of employees to prove that a child has been abused or neglected. Employees should not take it upon themselves to investigate the case or contact the family of the child. DHS is responsible for investigating the incident of alleged abuse.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The school district has appointed a Level I investigator and alternate Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. The Level I investigator and alternate will be provided training in the conducting of an investigation at the expense of the school district. The principal is the Level I investigator and the school nurse is the alternate.

## **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.

## **STUDENT RECORDS**

Student records containing personally identifiable information including school picture, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest are allowed to access a student's records without the parent's permission. Parents may access, request amendments to,

and copy their child's records during regular office hours. Parents may also file a complaint with the US Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the Superintendent of Schools.

Student directory information is designed to be used internally within the school district. Directory information is defined in the annual notice. It may include the student's name, address, telephone number, date and place of birth, e-mail address, grade level, enrollment status, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, photograph and other likeness, and other similar information.

Prior to developing a student directory or to giving general information to the public, parents will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students.

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

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

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 kindergarten through twelve 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.

### **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 policies 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 the 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 asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

### **DO YOU KNOW YOUR A-B-C'S OF CHILDREN?**

Accept children as they are.

Become involved with your child's education as much as you can.

Compliment your child on his/her attitude, behavior, and performance.

Discuss the school day with your child, noting the good as well as the bad.

Encourage your child to accept responsibility around home, no matter how small the job may seem.

Forgive.

Grades are important, but how and why they are arrived at is more important.

Help your child to develop confidence in his/her abilities.

Improvement often occurs slowly but is never impossible to achieve.

Judgments should come only after all the facts are known.

Know what is expected of your child at school.

Learning (of all kinds) will only be as important to your child as it is to you.

Make time for family happenings.

Never give up.

Offer your child a chance to explore new areas, a chance to widen horizons.

Physical health is important to a child's ability to learn.

Question your child's teacher when something is not understood. Open communication lines are very important.

Remember that we all make mistakes - children included. Most are mistakes to be learned from.

Show your child you are genuinely interested in what he/she does.

Take time to read around your child, to your child, and with your child.

Understand that you are an important part of any educational team.

Visit school when you can.

Write a note to share information that might help the teacher provide your child with a better educational program.

X-ray your own attitudes and let your child know where you stand on issues that affect him/her.

You do make a difference.

Zero in on how your child feels about school and its activities.

# **Essex Community School District Elementary (PreK-5) 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>  <i>Use of language or gestures that may incite another person or other people to fight.</i>	Conference with student _____ Student letter of apology _____	Parent/Guardian Contact _____ Administrator Conference with student _____	Parent/Guardian Conference _____ Character Coaching - Counselor or Interventionist referral _____	Parent/Guardian Conference _____ Recommendation for outside counseling or interventions

	Loss of privilege or time-out	Student letter of apology  Loss of privilege or time-out	ISS - 1 day	OSS - 3 days
<b>Verbal Aggression towards Authority</b>  <i>(Student talks back, or delivers socially rude comments to adult)</i>	Conference with student  Student letter of apology  Loss of privilege or time-out	Parent/Guardian Contact  Administrator Conference with student  Student letter of apology  Loss of privilege or time-out	Parent/Guardian Conference  Character Coaching - Counselor or Interventionist referral  ISS - 1 day	Parent/Guardian Conference  Recommendation for outside counseling or interventions  OSS - 3 days
<b>Minor Aggressive Act</b>  <i>(Student engages in non-serious but inappropriate physical contact, i.e. hitting, poking, pulling, pushing, etc)</i>	Conference with student  Student letter of apology	Conference with student  Student letter of apology  Loss of privilege or time-out	Parent/Guardian Contact  Administrator Conference with student  Loss of privilege or time-out	Parent/Guardian Conference  Character Coaching - Counselor or Interventionist referral  ISS- 1 day
<b>Physical Aggression (without major injury)</b>  <i>(Student engages in fighting, violent or seriously disruptive behavior)</i>	Parent/Guardian Contact  Administrator Conference with student  ISS - 3 days	Parent/Guardian Conference  Character Coaching - Counselor or Interventionist referral  OSS - 3 days	Parent/Guardian Conference  Recommendation for outside counseling or interventions  OSS - 5 days	OSS- 10 days  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>	Conference with student	Parent/Guardian Contact		Parent/Guardian Conference

<p><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></p>	<p>Student letter of apology</p> <p>Loss of privilege or time-out</p>	<p>Administrator Conference with student</p> <p>Loss of privilege or time-out</p>	<p>Parent/Guardian Conference</p> <p>Character Coaching - Counselor or Interventionist referral</p> <p>ISS - 1 day</p>	<p>Recommendation for outside counseling or interventions</p> <p>OSS - 3 days</p>
<p><b>Bullying* (includes Cyberbullying)</b></p> <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>	<p>Parent/Guardian Contact</p> <p>Administrator Conference with student</p> <p>ISS - 3 days</p>	<p>Parent/Guardian Conference</p> <p>Character Coaching - Counselor or Interventionist referral</p> <p>OSS - 3 days</p>	<p>Parent/Guardian Conference</p> <p>Recommendation for outside counseling or interventions</p> <p>OSS - 5 days</p>	<p>OSS- 10 days</p> <p>Recommend long term suspension or expulsion</p>
<p><b>Threat</b></p> <p><i>(all threats of violence, whether oral, written or symbolic against students, employees, visitors, or to school facilities)</i></p>	<p>Administrator Conference with student</p> <p>Parent/Guardian Contact</p> <p>Character Coaching - Counselor or Interventionist referral</p> <p>ISS - 3 days</p>	<p>Parent/Guardian Conference</p> <p>Character Coaching - Counselor or Interventionist referral</p> <p>OSS - 3 days</p> <p>*Possible police referral</p>	<p>Parent/Guardian Conference</p> <p>Recommendation for outside counseling or interventions</p> <p>OSS - 5 days</p> <p>*Possible police referral</p>	<p>OSS- 10 days</p> <p>Recommend long term suspension or expulsion</p> <p>*Possible police referral</p>

	*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 _____  Loss of privilege or time-out	Parent/Guardian contact _____  Administrator conversation with student _____  1 day ISS	Parent/Guardian Conference _____  Character Coaching - Counselor or Interventionist referral _____  OSS - 3 days	Parent/Guardian Conference _____  Recommendation for outside counseling or interventions _____  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>  Conference with student	<u>5-6 days tardy from class</u>  Conference with student _____ Contact parent/guardian _____ Classroom consequence	<u>7 days tardy from any class</u>  Administrator conference with student _____ Administrator conference with parent/guardian _____ Detention	<u>8+ days tardy from any class</u>  Administrator conference with student _____ Attendance committee meeting with parent/guardian _____ Detention for every tardy
<b>Skipping Class without permission</b>	Conference with student _____  Loss privilege or detention to complete missing classwork	Administrator conference with student _____  Loss privilege or detention to complete missing classwork	Administrator conference with student _____  Parent/Guardian contact _____  ISS- 1 day	Administrator conference with student _____  Parent/Guardian Conference _____  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>  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:	Phone turned into the office _____  Administrator will review policy with student _____  Policy is to go home and be returned signed by parent and student	Phone turned into the office _____  Administrator will review policy with student and parent _____  Parent/Guardian will have to pick up phone from the office _____  Detention (phone will be in office area during school hours until this is served)	Phone turned into the office for 45 school days _____  Administrator will review policy with student and parent _____  Phone will be released to parent/guardian after this offense _____  ISS - 1 day	Phone will be turned into the office daily for remaining time of the school year _____  Administrator will conference with student and parent Phone will be released to parent/guardian after this offense _____  Student will have to meet with School Board to discuss violation _____
<b>OFFENSE CATEGORY: Lying, Cheating, Forgery, or Plagiarism</b>				
	1st Offense	2nd Offense	3rd Offense	4th Offense
<b>Cheating</b>  <i>An act dishonestly or unfairly in order to gain an advantage</i>	Conference with student _____  Parent/Guardian contact _____  Teacher determines new assignment given _____	Administrator Conference with student _____  Parent/Guardian contact _____  Teacher determines new assignment given _____	Parent/Guardian Conference _____  Character Coaching - Counselor or Interventionist referral _____  Teacher determines new assignment given _____	Parent/Guardian Conference _____  Recommendation for outside counseling or interventions _____  Teacher determines new assignment given

	Loss privilege or detention	Loss privilege or detention (1-2 times)	1 day ISS	_____ OSS - 3 days
<p><b>Lying</b></p> <p><i>To make an untrue statement with intent to deceive or harm or to create a false or misleading impression</i></p>	<p>Conference with student</p> <p>_____ Parent/Guardian contact</p> <p>_____ Teacher determines new assignment given</p> <p>_____ Loss privilege or detention</p>	<p>Administrator Conference with student</p> <p>_____ Parent/Guardian contact</p> <p>_____ Teacher determines new assignment given</p> <p>_____ Loss privilege or detention (1-2 times)</p>	<p>Parent/Guardian Conference</p> <p>_____ Character Coaching - Counselor or Interventionist referral</p> <p>_____ Teacher determines new assignment given</p> <p>_____ 1 day ISS</p>	<p>Parent/Guardian Conference</p> <p>_____ Recommendation for outside counseling or interventions</p> <p>_____ Teacher determines new assignment given</p> <p>_____ OSS - 3 days</p>
<p><b>Forgery</b></p> <p><i>Falsely fraudulently making or altering a document</i></p>	<p>Conference with student</p> <p>_____ Parent/Guardian contact</p> <p>_____ Teacher determines new assignment given</p> <p>_____ Loss privilege or detention</p>	<p>Administrator Conference with student</p> <p>_____ Parent/Guardian contact</p> <p>_____ Teacher determines new assignment given</p> <p>_____ Loss privilege or detention (1-2 times)</p>	<p>Parent/Guardian Conference</p> <p>_____ Character Coaching - Counselor or Interventionist referral</p> <p>_____ Teacher determines new assignment given</p> <p>_____ 1 day ISS</p>	<p>Parent/Guardian Conference</p> <p>_____ Recommendation for outside counseling or interventions</p> <p>_____ Teacher determines new assignment given</p> <p>_____ OSS - 3 days</p>
<p><b>Plagiarism</b></p> <p><i>To steal and pass off the ideas or words of another as one's own</i></p>	<p>Conference with student</p> <p>_____ Parent/Guardian contact</p> <p>_____ Teacher determines new assignment given</p> <p>_____ _____</p>	<p>Administrator Conference with student</p> <p>_____ Parent/Guardian contact</p> <p>_____ Teacher determines new assignment given</p> <p>_____ _____</p>	<p>Parent/Guardian Conference</p> <p>_____ Character Coaching - Counselor or Interventionist referral</p> <p>_____ Teacher determines new assignment given</p> <p>_____ _____</p>	<p>Parent/Guardian Conference</p> <p>_____ Recommendation for outside counseling or interventions</p> <p>_____ Teacher determines new assignment given</p> <p>_____ _____</p>

	Loss privilege or detention	Loss privilege or detention (1-2 times)	1 day ISS	_____ OSS - 3 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>  <i>Student engages in refusal to follow directions, talks back, or delivers socially rude interactions</i>	Conference with student _____ Student letter of apology _____	Conference with student _____ Student letter of apology _____  Parent/Guardian Contact _____  Loss of privilege	Parent/Guardian Conference _____ Administrator Conference with student _____ Character Coaching - Counselor or Interventionist referral _____ ISS - 1 day	Parent/Guardian Conference _____ Recommendation for outside counseling or interventions _____ OSS - 3 days
<b>Disruption</b>  <i>Student engages in behavior causing an interruption in a class activity. Disruption includes loud talking, yelling, or screaming, noise from materials, horseplay</i>	Conference with student _____ Student letter of apology	Conference with student _____ Student letter of apology _____  Loss of privilege	Parent/Guardian Contact _____ Administrator Conference with student _____  Loss of privilege	Parent/Guardian Conference _____ Character Coaching - Counselor or Interventionist referral _____ ISS - 1 day
<b>Dress Code Violation</b>  <i>dress code guidelines stated by school or district policy.</i>	Conference with student _____ Student is allowed to change clothing	Administrator conference with student _____ Student is allowed to change clothing	Administrator conference with student _____ Parent/Guardian contact _____ Student is allowed to change clothing	Administrator conference with student _____ Parent/Guardian contact _____ Student is allowed to change clothing _____

				Detention
<b>Language, Inappropriate</b>  <i>Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.</i>	Conference with student	Conference with student _____ Student letter of apology _____  Loss of privilege	Administrator Conference with student _____ Student letter of apology _____  Loss of privilege	Parent/Guardian Contact _____ Administrator Conference with student _____  ISS - 1 day
<b>Parking Lot Violation</b>  <i>Violation of policies laws related to parking lots or the operation of motorized vehicles on school property</i>	Administrator Conference with student	Administrator Conference with student _____  Detention	Parent/Guardian Contact _____ Administrator Conference with student _____  ISS - 1 day	Parent/Guardian Contact _____ Administrator Conference with student _____  OSS - 3 days
<b>Public Display of Affection (PDA)</b>  <i>Holding Hands, Hugging, Kissing, touching, or other displays of affection in violation of a school policy.</i>	Conference with student	Conference with student _____ Student letter of apology _____  Loss of privilege	Administrator Conference with student _____ Student letter of apology _____  Loss of privilege	Parent/Guardian Contact _____ Administrator Conference with student _____  ISS - 1 day
<b>Detention or Loss of Privilege Violation</b>  <i>Refusal to serve scheduled detention or loss of privilege</i>	Conference with student _____ Reschedule detention/loss of privilege	Conference with student _____  Additional detention or loss time added	Administrator conference with student _____  Additional detention or loss time added	Administrator conference with student _____ ISS - 1 day
<b>OFFENSE CATEGORY:: Drug Violation-Alcohol, Tobacco and Drugs</b>				
	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>
<b>Tobacco, Alcohol and Illegal</b>	Parent/Guardian Contact	Parent/Guardian Conference	Parent/Guardian Conference	OSS- 10 days



<p><b>Controlled substances</b></p> <p>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.</p> <p>*Student penalties may be reduced if a student "self reports" before district notification by law enforcement</p>	<p>Administrator Conference with student</p> <p>ISS - 3 days</p> <p>Good Conduct violation followed</p> <p>*Reported to local police agency</p>	<p>Character Coaching - Counselor or Interventionist referral</p> <p>OSS - 3 days</p> <p>Good Conduct violation followed</p> <p><i>*Reported to local police agency</i></p>	<p>Recommendation for outside counseling or interventions</p> <p>OSS - 5 days</p> <p>Good Conduct violation followed</p> <p>*Reported to local police agency</p>	<p>Recommend long term suspension or expulsion</p> <p>Good Conduct violation followed</p> <p>*Reported to local police agency</p>
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## **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 Vicki Hume, Building Principal, 111 Forbes Street, Essex, Iowa, 51638, [712-379-3114](tel:712-379-3114), [humev@essex.k12.ia.us](mailto:humev@essex.k12.ia.us).**