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104	<u>Anti-Bullying/Harassment Policy</u>
104-R(1)	<u>Anti-Bullying/Harassment Policy - Investigation Procedures</u>
104-E(1)	<u>Anti-Bullying/Harassment Policy - Complaint Form</u>
104-E(2)	<u>Anti-Bullying/Harassment Policy - Witness Disclosure Form</u>
104-E(3)	<u>Anti-Bullying/Harassment Policy - Disposition of Complaint Form</u>

105

Assistance Animals

106

Title IX - Discrimination and Harassment Based on
Sex Prohibited

Policy 100: Legal Status of the School District

Status: ADOPTED

Original Adopted Date: 11/11/15 Review Date: 4/23/2025 Revised: 4/23/2025

Iowa law authorizes the creation of a Essex Community School District. As part of Essex Community School District, this school district is a school corporation created and organized under Iowa law. This school district is known as the Essex Community School District.

This school corporation is located in Page and Fremont County, and its affairs are conducted by appointed school officials, the Essex Community School District Board of Directors. This school corporation has exclusive jurisdiction over school matters in the territory of the school district.

Legal Reference: Iowa Code §§ 274.1, .2, .6, .7; 279.8; 594A.

I.C. Iowa Code	Description
Iowa Code § 274.1	<u>Legal Status</u>
Iowa Code § 274.6	<u>School Districts - Names</u>
Iowa Code § 279.8	<u>Directors - General Rules - Bonds of Employees</u>
Iowa Code § 280.12	<u>Uniform School Requirements - School Improvement Advisory Committee</u>
Iowa Code § 594A	<u>School Corporations</u>

Cross References

Code	Description
501.01	<u>Resident Students</u>

Policy 101: Educational Philosophy of the School District**Status:** ADOPTED**Original Adopted Date:** 11/11/15 **Review Date:** 4/23/2025 **Revised:** 4/23/2025

As a school corporation of Iowa, the Essex Community School District, acting through its board of directors, is dedicated to promoting an equal opportunity for a quality public education to its students. The board's ability may be limited by the school district's ability and willingness to furnish financial support in cooperation with student's parents and school district community. The board is also dedicated to providing the opportunity to develop a healthy social, intellectual, emotional, and physical self-concept in a learning environment that provides guidance to, and encourages critical thinking in, the students for a lifetime.

The board endeavors, through the dedication of the school district's resources, to encourage students, who come to the school district from a variety of backgrounds, to look forward to the time when they will have jobs, homes, families, places in the school district community, and attain recognition as individuals. In order to achieve this goal, the board will seek qualified employees dedicated to development of their professional skills for the betterment of the education program and for the expertise for educational productivity.

Instruction and curriculum are the key elements of a public education. Critical thinking and problem-solving skills that will assist the students' preparation for life is instructed as part of a sequentially coordinated curriculum. The school district strives to prepare students for employment, to discover and nurture creative talent and to prepare them to meet and cope with social change in an atmosphere conducive to learning.

The support and involvement of the home and the school district community are essential to achieve educational excellence in the school district. The school district strives to maintain an active relationship with the home and the school district community to create within the students an awareness of dignity and worth of the individual, civic responsibility and respect for authority.

Legal Reference: Iowa Code §§ 256.11

I.C. Iowa Code

Iowa Code § 256.11

DescriptionDE - Educational Standards**Cross References****Code**

102

102-R(1)

DescriptionEqual Educational OpportunityEqual Educational Opportunity - Grievance Procedure

Policy 102: Equal Educational Opportunity**Status: ADOPTED****Original Adopted Date:** 10/14/15 **Review Date:** 4/23/2025 **Revised:** 4/23/2025

It is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same educational opportunity.

The Essex Community School District does not 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. The belief in equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Equity Coordinator, 111 Forbes Street, Essex, Iowa 51638 (712) 379-3114.

Board policies, rules and regulations affect students while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

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

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, are directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Essex Community School District, 111 Forbes Street, Essex, Iowa 51638.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn St., 37th Floor, Chicago, IL, 60604 (312) 730-1560, fax (312) 730-1576 OCR.Chicago@ed.gov, the Iowa Civil Rights Commissioner, <https://icrc.iowa.gov>, (515) 281-4121 or the Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA 50319. (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Legal Reference: 20 U.S.C. §§ 1221 et seq.
 20 U.S.C. §§ 1681 et seq.
 20 U.S.C. §§ 1701 et seq.
 29 U.S.C. § 206 et seq.
 29 U.S.C. § 794
 42 U.S.C. §§ 2000d and 2000e.
 42 U.S.C. §§ 12101 et seq.
 34 C.F.R. Pt. 100.
 34 C.F.R. Pt. 104.
 Iowa Code §§ 216.6; 216.9; 256.11; 280.3.
 281 I.A.C. 12.

I.C. Iowa Code

Iowa Code § 216.6

Description

Unfair Employment Practices

Iowa Code § 216.9

Unfair/Discriminatory Practices

Iowa Code § 256.11

DE - Educational Standards

Iowa Code § 280.3

Education Program - Attendance Center Requirements

I.A.C. Iowa Administrative Code

281 I.A.C. 12

Description

General Accreditation Standards

U.S.C. - United States Code

20 U.S.C. §§ 1221

Description

Education - FERPA - General Provisions

20 U.S.C. §§ 1681

Education - Sex

20 U.S.C. §§ 1701

Education - EEO

29 U.S.C. § 206

Labor - Minimum Wage

29 U.S.C. §§ 794

Labor - Vocation Rehab Rights

42 U.S.C. § 12101

Public Health - Equal Opportunity - Disabilities

42 U.S.C. § 2000d

Public Health - Civil Rights - Federally Programs

42 U.S.C. § 2000e

Public Health - EEO Civil Rights - Definitions

C.F.R. - Code of Federal Regulations

Description

34 C.F.R. Pt. 100

Education - Nondiscrimination for Programs

34 C.F.R. Pt. 104

Education - Nondiscrimination on Basis of Handicap

Cross References

Code	Description
101	<u>Educational Philosophy of the School District</u>
104	<u>Anti-Bullying/Harassment Policy</u>
104-R(1)	<u>Anti-Bullying/Harassment Policy - Investigation Procedures</u>
104-E(1)	<u>Anti-Bullying/Harassment Policy - Complaint Form</u>
104-E(2)	<u>Anti-Bullying/Harassment Policy - Witness Disclosure Form</u>
104-E(3)	<u>Anti-Bullying/Harassment Policy - Disposition of Complaint Form</u>
401.01	<u>Equal Employment Opportunity</u>
502.03	<u>Student Expression and Student Publications Code</u>
502.03-R(1)	<u>Student Expression and Student Publications Code - Regulation</u>
506.01	<u>Education Records Access</u>
506.01-R(1)	<u>Education Records Access - Regulation</u>
506.01-E(1)	<u>Education Records Access - Request of Nonparent for Examination or Copies of Education Records</u>
506.01-E(2)	<u>Education Records Access - Authorization for Release of Education Records</u>
506.01-E(3)	<u>Education Records Access - Request for Hearing on Correction of Education Records</u>
506.01-E(4)	<u>Education Records Access - Request for Examination of Education Records</u>
506.01-E(5)	<u>Education Records Access - Notification of Transfer of Education Records</u>
506.01-E(6)	<u>Education Records Access - Letter to Parent Regarding Receipt of a Subpoena</u>
506.01-E(7)	<u>Education Records Access - Juvenile Justice Agency Information Sharing Agreement</u>
506.01-E(8)	<u>Education Records Access - Annual Notice</u>
603.01	<u>Basic Instruction Program</u>
603.04	<u>Multicultural/Gender Fair Education</u>
802.05	<u>Buildings & Sites Adaptation for Persons with Disabilities</u>

Exhibit-HTML 102-EH(1): Equal Educational Opportunity - Annual Notice Status: ADOPTED of Nondiscrimination

Original Adopted Date: 11/11/15 **Review Date:** 4/23/2025 **Revised:** 4/23/2025

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

Industrial Arts (Construction Trades)

Metals (Welding)

Consumer Science (Culinary)

Business (Technology)

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 Superintendent of Schools, 111 Forbes Street, Essex, Iowa 51638.

I.C. Iowa Code	Description
Iowa Code § 216.6	<u>Unfair Employment Practices</u>
Iowa Code § 216.9	<u>Unfair/Discriminatory Practices</u>
Iowa Code § 256.11	<u>DE - Educational Standards</u>
Iowa Code § 280.3	<u>Education Program - Attendance Center Requirements</u>
I.A.C. Iowa Administrative Code	Description
281 I.A.C. 12	<u>General Accreditation Standards</u>
U.S.C - United States Code	Description
20 U.S.C. §§ 1221	<u>Education - FERPA - General Provisions</u>
20 U.S.C. §§ 1681	<u>Education - Sex</u>
20 U.S.C. §§ 1701	<u>Education - EEO</u>
29 U.S.C. § 206	<u>Labor - Minimum Wage</u>
29 U.S.C. §§ 794	<u>Labor - Vocation Rehab Rights</u>
42 U.S.C. § 12101	<u>Public Health - Equal Opportunity - Disabilities</u>
42 U.S.C. § 2000d	<u>Public Health - Civil Rights - Federally Programs</u>
42 U.S.C. § 2000e	<u>Public Health - EEO Civil Rights - Definitions</u>

C.F.R. - Code of Federal Regulations

34 C.F.R. Pt. 100

34 C.F.R. Pt. 104

DescriptionEducation - Nondiscrimination for ProgramsEducation - Nondiscrimination on Basis of Handicap**Cross References****Code**

101

104

104-R(1)

104-E(1)

104-E(2)

104-E(3)

401.01

502.03

502.03-R(1)

506.01

506.01-R(1)

506.01-E(1)

506.01-E(2)

506.01-E(3)

506.01-E(4)

506.01-E(5)

506.01-E(6)

506.01-E(7)

506.01-E(8)

DescriptionEducational Philosophy of the School DistrictAnti-Bullying/Harassment PolicyAnti-Bullying/Harassment Policy - Investigation ProceduresAnti-Bullying/Harassment Policy - Complaint FormAnti-Bullying/Harassment Policy - Witness Disclosure FormAnti-Bullying/Harassment Policy - Disposition of Complaint FormEqual Employment OpportunityStudent Expression and Student Publications CodeStudent Expression and Student Publications Code - RegulationEducation Records AccessEducation Records Access - RegulationEducation Records Access - Request of Nonparent for Examination or Copies of Education RecordsEducation Records Access - Authorization for Release of Education RecordsEducation Records Access - Request for Hearing on Correction of Education RecordsEducation Records Access - Request for Examination of Education RecordsEducation Records Access - Notification of Transfer of Education RecordsEducation Records Access - Letter to Parent Regarding Receipt of a SubpoenaEducation Records Access - Juvenile Justice Agency Information Sharing AgreementEducation Records Access - Annual Notice

603.01

Basic Instruction Program

603.04

Multicultural/Gender Fair Education

802.05

Buildings & Sites Adaptation for Persons with Disabilities

Exhibit-HTML 102-EH(2): Equal Educational Opportunity - Continuous Status: ADOPTED
Notice of Nondiscrimination

Original Adopted Date: 11/11/15 **Review Date:** 4/23/2025 **Revised:** 4/23/2025

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 Superintendent of Schools, 111 Forbes Street, Essex, Iowa 51638.

I.C. Iowa Code

Iowa Code § 216.6

Description

Unfair Employment Practices

Iowa Code § 216.9

Unfair/Discriminatory Practices

Iowa Code § 256.11

DE - Educational Standards

Iowa Code § 280.3

Education Program - Attendance Center Requirements

I.A.C. Iowa Administrative Code

281 I.A.C. 12

Description

General Accreditation Standards

U.S.C - United States Code

20 U.S.C. §§ 1221

Description

Education - FERPA - General Provisions

20 U.S.C. §§ 1681

Education - Sex

20 U.S.C. §§ 1701

Education - EEO

29 U.S.C. § 206

Labor - Minimum Wage

29 U.S.C. §§ 794

Labor - Vocation Rehab Rights

42 U.S.C. § 12101

Public Health - Equal Opportunity - Disabilities

42 U.S.C. § 2000d

Public Health - Civil Rights - Federally Programs

42 U.S.C. § 2000e

Public Health - EEO Civil Rights - Definitions

C.F.R. - Code of Federal Regulations

Description

34 C.F.R. Pt. 100

Education - Nondiscrimination for Programs

34 C.F.R. Pt. 104

Education - Nondiscrimination on Basis of Handicap

Cross References

Code

Description

101

Educational Philosophy of the School District

104	<u>Anti-Bullying/Harassment Policy</u>
104-R(1)	<u>Anti-Bullying/Harassment Policy - Investigation Procedures</u>
104-E(1)	<u>Anti-Bullying/Harassment Policy - Complaint Form</u>
104-E(2)	<u>Anti-Bullying/Harassment Policy - Witness Disclosure Form</u>
104-E(3)	<u>Anti-Bullying/Harassment Policy - Disposition of Complaint Form</u>
401.01	<u>Equal Employment Opportunity</u>
502.03	<u>Student Expression and Student Publications Code</u>
502.03-R(1)	<u>Student Expression and Student Publications Code - Regulation</u>
506.01	<u>Education Records Access</u>
506.01-R(1)	<u>Education Records Access - Regulation</u>
506.01-E(1)	<u>Education Records Access - Request of Nonparent for Examination or Copies of Education Records</u>
506.01-E(2)	<u>Education Records Access - Authorization for Release of Education Records</u>
506.01-E(3)	<u>Education Records Access - Request for Hearing on Correction of Education Records</u>
506.01-E(4)	<u>Education Records Access - Request for Examination of Education Records</u>
506.01-E(5)	<u>Education Records Access - Notification of Transfer of Education Records</u>
506.01-E(6)	<u>Education Records Access - Letter to Parent Regarding Receipt of a Subpoena</u>
506.01-E(7)	<u>Education Records Access - Juvenile Justice Agency Information Sharing Agreement</u>
506.01-E(8)	<u>Education Records Access - Annual Notice</u>
603.01	<u>Basic Instruction Program</u>
603.04	<u>Multicultural/Gender Fair Education</u>
802.05	<u>Buildings & Sites Adaptation for Persons with Disabilities</u>

**Exhibit-HTML 102-EH(3): Equal Educational Opportunity - Notice of
Section 504 Student and Parental Rights**
Status: ADOPTED**Original Adopted Date:** 11/11/15 **Review Date:** 4/23/2025 **Revised:** 4/23/2025

The Essex Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students. As a parent, you have the right to the following:

- Participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities;
- Receipt of free educational services to the extent they are provided students without disabilities;
- Receipt of information about your child and your child's educational programs and activities in your native language;
- Notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child;
- Inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate; and
- Hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

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 Superintendent of Schools, 111 Forbes Street, Essex, Iowa 51638.

I.C. Iowa Code

Iowa Code § 216.6

Iowa Code § 216.9

Iowa Code § 256.11

Iowa Code § 280.3

DescriptionUnfair Employment PracticesUnfair/Discriminatory PracticesDE - Educational StandardsEducation Program - Attendance Center Requirements

I.A.C. Iowa Administrative Code

281 I.A.C. 12

U.S.C - United States Code

20 U.S.C. §§ 1221

20 U.S.C. §§ 1681

20 U.S.C. §§ 1701

29 U.S.C. § 206

29 U.S.C. §§ 794

42 U.S.C. § 12101

42 U.S.C. § 2000d

42 U.S.C. § 2000e

C.F.R. - Code of Federal Regulations

34 C.F.R. Pt. 100

34 C.F.R. Pt. 104

Description

General Accreditation Standards

Description

Education - FERPA - General Provisions

Education - Sex

Education - EEO

Labor - Minimum Wage

Labor - Vocation Rehab Rights

Public Health - Equal Opportunity - Disabilities

Public Health - Civil Rights - Federally Programs

Public Health - EEO Civil Rights - Definitions

Description

Education - Nondiscrimination for Programs

Education - Nondiscrimination on Basis of Handicap

Cross References**Code**

101

104

104-R(1)

104-E(1)

104-E(2)

104-E(3)

401.01

502.03

502.03-R(1)

506.01

506.01-R(1)

506.01-E(1)

Description

Educational Philosophy of the School District

Anti-Bullying/Harassment Policy

Anti-Bullying/Harassment Policy - Investigation Procedures

Anti-Bullying/Harassment Policy - Complaint Form

Anti-Bullying/Harassment Policy - Witness Disclosure Form

Anti-Bullying/Harassment Policy - Disposition of Complaint Form

Equal Employment Opportunity

Student Expression and Student Publications Code

Student Expression and Student Publications Code - Regulation

Education Records Access

Education Records Access - Regulation

Education Records Access - Request of Nonparent for Examination or Copies of Education Records

506.01-E(2)	<u>Education Records Access - Authorization for Release of Education Records</u>
506.01-E(3)	<u>Education Records Access - Request for Hearing on Correction of Education Records</u>
506.01-E(4)	<u>Education Records Access - Request for Examination of Education Records</u>
506.01-E(5)	<u>Education Records Access - Notification of Transfer of Education Records</u>
506.01-E(6)	<u>Education Records Access - Letter to Parent Regarding Receipt of a Subpoena</u>
506.01-E(7)	<u>Education Records Access - Juvenile Justice Agency Information Sharing Agreement</u>
506.01-E(8)	<u>Education Records Access - Annual Notice</u>
603.01	<u>Basic Instruction Program</u>
603.04	<u>Multicultural/Gender Fair Education</u>
802.05	<u>Buildings & Sites Adaptation for Persons with Disabilities</u>

DISCRIMINATION COMPLAINT FORM

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:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	

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.

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

Signature: _____ Date: _____

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):

<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: _____

Additional information: _____

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

Signature: _____

Date: _____

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"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	

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: _____

Policy 103: Long-Range Needs Assessment

Status: ADOPTED

Original Adopted Date: 11/11/15 **Review Date:** 4/23/2025 **Revised:** 4/23/2025

Long-range needs assessment enables the school district to analyze assessment data, get feedback from the community about its expectation of students and determine how well students are meeting student learning goals. The board will conduct ongoing and in-depth needs assessment, soliciting information from business, labor, industry, higher education and community members, regarding their expectations for adequate student preparation.

In conjunction with the in-depth needs assessment of the school district, the board will authorize the appointment of a committee, representing administrators, employees, parents, students and community members, to make recommendations and assist the board in determining the priorities of the school district in addition to the basic skills areas of the education program.

The Essex Community School District will provide an opportunity for local feedback at each monthly meeting which will occur on the third Wednesday each month at 5:00 p.m.

It is the responsibility of the superintendent to ensure the school district community is informed of students' progress on state and locally determined indicators. The superintendent will report annually to the board about the means used to keep the community informed.

As a result of the board and committee's work, the board will determine major educational needs and rank them in priority order; develop long-range goals and plans to meet the educational needs; establish and implement short-range and intermediate-range plans to meet the goals and to attain the desired levels of student performance; evaluate progress toward meeting the goals and maintain a record of progress under the plan that includes reports of student performance and results of school improvement projects; and annually report the school district's progress made under the plan to the committee, community and Iowa Department of Education.

Legal Reference: Iowa Code §§ 21; 256.7; 280.12.
 281 I.A.C. 12.8(1)(b).

I.C. Iowa Code

Iowa Code § 21

Iowa Code § 256.7

Iowa Code § 280.12

Description

Open Meetings

DE - Duties of State Board

Uniform School Requirements - School Improvement
Advisory Committee

I.A.C. Iowa Administrative Code

281 I.A.C. 12.8

Description

General Accreditation Standards - Student Achievement

Cross References

Code	Description
101	<u>Educational Philosophy of the School District</u>
200.03	<u>Responsibilities of the Board of Directors</u>
208	<u>Ad Hoc Committees</u>
208-E(1)	<u>Ad Hoc Committees - Exhibit</u>
602.01	<u>Curriculum Development</u>
602.02	<u>Curriculum Implementation</u>
602.03	<u>Curriculum Evaluation</u>
603.01	<u>Basic Instruction Program</u>
606.06	<u>Insufficient Classroom Space</u>
801.01	<u>Buildings & Sites Long Range Planning</u>
801.02	<u>Buildings & Sites Surveys</u>

Policy 104: Anti-Bullying/Harassment Policy

Status: ADOPTED

Original Adopted Date: 11/11/15 **Review Date:** 4/23/2025 **Revised:** 4/23/2025

The Essex Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. 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.

Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. Complaints will be investigated within a reasonable time frame.

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 regulation, 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.

Retaliation Prohibited

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.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

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" mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:
 1. Places the individual in reasonable fear of harm to the individual's person or property.
 2. Has a substantial detrimental effect on the individual's physical or mental health.
 3. Has the effect of substantially interfering with the individual's academic or career performance. Has the effect of substantially interfering with the individual's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- "Trait or characteristic of the individual" 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.

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,

Legal Reference: 20 U.S.C. §§ 1221-1234i.
29 U.S.C. § 794.
42 U.S.C. §§ 2000d-2000d-7.
42 U.S.C. §§ 12101 2et. seq.
Iowa Code §§ 216.9; 280.28; 280.3.
281 I.A.C. 12.3(6).
Morse v. Frederick, 551 U.S. 393 (2007)

I.C. Iowa Code

Iowa Code § 216.9

Iowa Code § 280.28

Iowa Code § 280.3

Description

Unfair/Discriminatory Practices

Harassment and Bullying Prohibited

Education Program - Attendance Center Requirements

I.A.C. Iowa Administrative Code

Description

281 I.A.C. 12.3

U.S.C - United States Code

20 U.S.C. §§ 1221

29 U.S.C. §§ 794

42 U.S.C. § 12101

42 U.S.C. § 2000d

U.S. Supreme Court

551 U.S. 393

Cross References

Code

102

102-R(1)

102-EH(1)

102-EH(2)

102-EH(3)

102-E(4)

102-E(5)

102-E(6)

401.01

401.13

401.13-R(1)

402.03

404

404-R(1)

404-R(2)

604.11

Administration

Description

Education - FERPA - General Provisions

Labor - Vocation Rehab Rights

Public Health - Equal Opportunity - Disabilities

Public Health - Civil Rights - Federally Programs

Description

Morse v Frederick (2007)

Description

Equal Educational Opportunity

Equal Educational Opportunity - Grievance Procedure

Equal Educational Opportunity - Annual Notice of
Nondiscrimination

Equal Educational Opportunity - Continuous Notice of
Nondiscrimination

Equal Educational Opportunity - Notice of Section 504
Student and Parental Rights

Equal Educational Opportunity - Discrimination Complaint
Form

Equal Educational Opportunity - Witness Disclosure Form

Equal Educational Opportunity - Disposition of Complaint
Form

Equal Employment Opportunity

Staff Technology Use/Social Networking

Staff Technology Use/Social Networking - Regulation

Abuse of Students by School District Employees

Employee Conduct and Appearance

Employee Conduct and Appearance - Code of Professional
Conduct and Ethics Regulation

Employee Conduct and Appearance - Code of Rights and
Responsibilities Regulation

Appropriate Use of Online Learning Platforms

605.06

Internet - Appropriate Use

605.06-R(1)

Internet - Appropriate Use - Regulation

605.06-E(1)

Internet - Appropriate Use - Internet Access Permission
Letter to Parents

605.06-E(2)

Internet - Appropriate Use - Violation Notice

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:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	

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.

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

Signature: _____

Date: _____

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):

<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"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	

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: _____

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: _____

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.

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.

Policy 105: Assistance Animals

Status: ADOPTED

Original Adopted Date: 5/20/25

It is the policy of Essex Community School District to foster an equal education environment for all students, employees and community members within the district. The purpose of this policy is to provide guidance to the district on the proper use of assistance animals while on district property. The district shall allow the use of qualified service to accompany individuals with disabilities in all areas of district buildings where the public is normally allowed to go. This can include classrooms, cafeteria and school buses. Individuals with disabilities are people who have a physical or mental impairment that substantially limits one or more major life activities. Service animals are dogs and in some instances miniature horses trained to do work or perform tasks for individuals with disabilities.

Service animals must be current on all required vaccinations. Service animals also must be under control while on district grounds. The animal may be under control by either the individual with a disability, or a handler of the service. Under control means harnessed, leashed or tethered, unless these devices interfere with the animal's work, in which case under voice or other directive control.

Establishing the Need for a Service Animal

When no prior notice is given to the district of the use of a service animal, the Superintendent and/or school administrators are permitted to ask the following questions:

"Do you need/require this animal because of a disability?"

If the animal's trained tasks are not readily apparent, the administrator may ask:

"What work or task has the animal been trained to perform?"

Service Animals in training

Assuming the handler and animal are otherwise allowed, individuals who train service animals will also be allowed access with their service animal in training to public areas of district buildings and property. The service animal in training is expected to abide by the same requirements as a service or assistive animal.

Exclusion of Service Animals

In certain limited circumstances, it may be reasonable to exclude the use of a service animal from district property. The Superintendent is permitted to exclude service animals from district buildings and property in the following circumstances: The presence of the animal poses a direct threat to the health and safety of others; the owner or handler is unable to control the animal; the animal is not house broken; the presence of the animal significantly disrupts or interferes with the educational process; or the presence of the animal would require a fundamental alteration to the program. If a service animal is properly excluded from district property, the district shall provide the student served by the animal the opportunity to participate in the program, service or activity without having the service animal on district property.

Legal Reference: 29 U.S.C. §794
42 U.S.C. §12132
28 C.F.R. 35
Iowa Code §216C

I.C. Iowa Code

Iowa Code § 216C

Description

Disability Rights

U.S.C - United States Code

29 U.S.C. §§ 794

Description

Labor - Vocation Rehab Rights

42 U.S.C. §12132

Public Health - Equal Opportunity/Disabilities - Prohibition
Against

C.F.R. - Code of Federal Regulations

28 C.F.R. 35

Description

Judicial - Disability - Nondiscrimination

Cross References**Code**

606.03

Description

Animals in the Classroom

Policy 106: Title IX - Discrimination and Harassment Based on Sex Prohibited**Status:** ADOPTED**Original Adopted Date:** 11/11/15 **Review Date:** 4/23/2025 **Revised:** 4/23/2025

In accordance with Title IX of the Education Amendments Act of 1972, the Community School District prohibits sex discrimination, including sexual harassment as defined by the regulations implementing Title IX (34 C.F.R. § 106.30), against any individual participating in any education program or activity of the District. This prohibition on discrimination applies to students, employees, and applicants for employment.

The Board authorizes the Superintendent to adopt procedures for any individual to report sexual harassment to the District's Title IX Coordinator, for the provision of supportive measures to anyone who has been subjected to sexual harassment whether or not they proceed with a formal complaint under those procedures, and for the investigation and resolution of such complaints, as required by Title IX. This Title IX grievance process shall be used to respond to all complaints of sexual harassment that fall within the scope of Title IX. For complaints of sexual harassment that do not fall within the scope of Title IX, the District may still offer supportive measures to the subject of such conduct and shall apply any other policy or procedure applicable to the alleged conduct.

Any individual with questions about the District's Title IX policy and procedures, or who would like to make a report or file a formal complaint of sex discrimination or sexual harassment may contact the District's designated Title Coordinator, Principal, 111 Forbes Street, Essex, Iowa 51638.

Retaliation against a person who made a report or complaint of sexual harassment, assisted, or participated in any manner in an investigation or resolution of a sexual harassment report or complaint is strictly prohibited. Retaliation includes threats, coercion, discrimination, intimidation, reprisals, and/or adverse actions related to employment or education. Any individual who believed they have been retaliated against in violation of this Policy should immediately contact the District's Title IX Coordinator.

Legal Reference: 20 U.S.C. § 1681 et seq.
 34 C.F.R. § 106 et seq.

U.S.C - United States Code

20 U.S.C. §§ 1681

DescriptionEducation - Sex**C.F.R. - Code of Federal Regulations**

34 C.F.R. 106

DescriptionEducation - Nondiscrimination Based on Sex