

JESUP COMMUNITY SCHOOL DISTRICT POLICY MANUAL

INTRODUCTION

How To Find A Policy

There are two ways to find a policy. The first is to review the nine Series and determine which section the policy may be in. By turning to that Series, you can review the table of contents to determine whether the policy is included. If the policy is included, you can turn to the policy by finding the correct code number in the upper right hand corner of the policy.

The second way to find a policy is to look up the policy in the alphabetical index found under the tab entitled "Index" at the end of the manual. It will direct you to the Series and the policy code number. Again, you can turn to the policy by finding the correct code number in the upper right hand corner of the policy.

How To Read The Signs And Symbols

A variety of signs and symbols are used in concert with the numeric codification system. These are explained below:

- | | |
|-----------------|--|
| -R | This symbol following a policy code number indicates the statement is an administrative regulation rather than a board policy. |
| -E | This symbol following a policy code number indicates the statement is an exhibit rather than a board policy. |
| Legal Reference | This sign indicates the legal references. They tell the user where the user may find the statutes, case law, attorney general opinions, or administrative rules that give authority to a policy. |
| Cross Reference | Many policies in the manual relate to other policies in the manual. Cross references are provided to assist the user in finding all of the related policies. |

Inquiries about the policies included in this manual may be directed to the board members or to the superintendent by telephone at (319) 827-1700 or by writing the school district at 531 Prospect, P O Box 287, Jesup, IA 50648.

SCHOOL DISTRICT

Series 100

Code	Title	Adopted date	Last Revision
100	Legal Status of the School District	12/17/2021	12/17/2021
101	Educational Philosophy of the School District	12/17/2021	12/17/2021
102	Equal Educational Opportunity	12/17/2021	01/13/2025
102E1	Equal Educational Opportunity - Annual Notice of Nondiscrimination	12/17/2021	12/17/2021
102E2	Equal Educational Opportunity - Continuous Notice of Nondiscrimination	12/17/2021	12/17/2021
102E3	Equal Educational Opportunity - Notice of Section 504 Student and Parental Rights	12/17/2021	12/17/2021
102E4	Equal Educational Opportunity - Discrimination Complaint Form	12/17/2021	12/17/2021
102E5	Equal Educational Opportunity - Witness Disclosure Form	12/17/2021	12/17/2021
102R1	Equal Educational Opportunity - Grievance Procedure	12/17/2021	12/17/2021
103	Long-Range Needs Assessment	12/17/2021	12/17/2021
103R1	Long-Range Needs Assessment - Regulation	12/17/2021	12/17/2021
104	Anti-Bullying/Harassment Policy	12/17/2021	06/07/2023
104E1	Anti-Bullying/Harassment Policy - Complaint Form	03/08/2022	03/08/2022
104E2	Anti-Bullying/Harassment Policy - Witness Disclosure Form	03/08/2022	03/08/2022
104E3	Anti-Bullying/Harassment Policy - Disposition of Complaint Form	03/08/2022	03/08/2022
104R1	Anti-Bullying/Harassment Policy - Investigation Procedures	03/08/2022	06/07/2023
105	Assistance Animals	03/08/2022	03/08/2022
106	Title IX - Discrimination and Harassment Based on Sex Prohibited	03/08/2022	03/08/2022

Policy 100: LEGAL STATUS OF THE SCHOOL DISTRICT

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

This school corporation is located in Buchanan County, and its affairs are conducted by elected school officials, the Jesup 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 References

Iowa Code § 274.1

Description

[Legal Status](#)

Iowa Code § 274.6

[School Districts - Names](#)

Iowa Code § 279.8

[Directors - General Rules - Bonds of Employees](#)

Iowa Code § 280.12

[Uniform School Requirements - School Improvement Advisory Committee](#)

Iowa Code § 594A

[School Corporations](#)

Cross References

501.01

Description

[Resident Students](#)

Approved May 1997

Reviewed December 1998/September 2000/September 2002/October 2003/August 2005/ January 2008/

July 2010/October 2012/February 2015/July 2017/December 2019

Revised January 2025

Policy 101: EDUCATIONAL PHILOSOPHY OF THE SCHOOL DISTRICT

As a school corporation of Iowa, the 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 References

Iowa Code § 256.11

Description

[DE - Educational Standards](#)

Cross References

102

[Equal Educational Opportunity](#)

102-R(1)

[Equal Educational Opportunity - Grievance Procedure](#)

102-E(1)

[Equal Educational Opportunity - Annual Notice of Nondiscrimination](#)

102-E(2)

[Equal Educational Opportunity - Continuous Notice of](#)

[Nondiscrimination](#)

[Equal Educational Opportunity - Notice of Section 504 Student and Parental Right](#)

102-E(3)

[Parental](#)

102-E(4)

[Equal Educational Opportunity - Discrimination Complaint Form](#)

102-E(5)

[Equal Educational Opportunity - Witness Disclosure Form](#)

103

[Long-Range Needs Assessment](#)

103-R(1)

[Long-Range Needs Assessment - Regulation](#)

200.03

[Responsibilities of the Board of Directors](#)

Cross References

209.01

600

602.01

602.02

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603.11

Description[Development of Policy](#)[Goals and Objectives of the Education Program \(I & II\)](#)[Curriculum Development](#)[Curriculum Implementation](#)[Curriculum Evaluation](#)[Citizenship](#)

Approved May 1997

Reviewed December 1998/September 2000/September 2002/October 2003/

August 2005/January 2008/July 2010/October 2012/February 2015/July 2017/December 2019

Revised January 2025

Policy 102: EQUAL EDUCATIONAL OPPORTUNITY

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 Community School District does 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. 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 **Middle School Principal, PO Box 287, 531 Prospect St. Jesup, IA 50648, 319-827-1700**

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: **Affirmative Action Coordinator, Jesup Community School District, PO Box 287, Jesup, Iowa 50648.; or by telephoning 319-827-1700.**

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, 6200 Park Avenue, Suite 100, Des Moines, IA 50321-1270, <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.

This is a mandatory policy.

NOTE: A school district may have a different coordinator for each law or consolidate the responsibilities under one employee. The Iowa Department of Education encourages districts to have no more than two (2) coordinators: one for employment and one for programs. If the district has more than one coordinator, publications of this policy and notifications must include the name, contact address, contact phone number and email address for each coordinator.

NOTE: The language utilized above is consistent with Iowa Department of Education guidance released in the School Leader Update on September 1, 2015. The classes listed are all mandatory.

NOTE: Some conduct that falls under a school’s equal educational opportunity policy also may trigger responsibilities under the state’s anti-bullying/anti-harassment laws. By limiting the response to a specific application of its equal educational opportunity policy and the accompanying grievance procedures, a school may fail to properly consider whether the alleged conduct also results in bullying and/or harassment.

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 References

	Description
Iowa Code § 216.6	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 References

	Description
281 I.A.C. 12	General Accreditation Standards

U.S.C. - United States Code References

	Description
20 U.S.C. §§ 1221	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 References

	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**Description**

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

Approved May 1997

Reviewed December 1998/ September 2000/September 2002/October 2003/ August 2005/January 2008/October 2012/February 2015/July 2017/December 2019

Revised July 2010/January 2025

Exhibit 102E1: EQUAL EDUCATIONAL OPPORTUNITY-Annual Notice of Nondiscrimination

Code No. 102.E1

ANNUAL NOTICE OF NONDISCRIMINATION

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

Industrial Technology
Family Consumer Science
Agricultural Education
Business Education

It is the policy of the Jesup 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 Equity Coordinator, PO Box 287, 531 Prospect St. Jesup, IA 50648, 319-827-1700

NOTE: A school district may have a different coordinator for each law or consolidate the responsibilities under one employee. The Iowa Department of Education encourages districts to have no more than two (2) coordinators: one for employment and one for programs. If the district has more than one coordinator, publications of this policy and notifications must include the name, contact address, contact phone number and email address for each coordinator.

I.C. Iowa Code References

Iowa Code § 216.6

Iowa Code § 216.9

Iowa Code § 256.11

Iowa Code § 280.3

Description

[Unfair Employment Practices](#)

[Unfair/Discriminatory Practices](#)

[DE - Educational Standards](#)

[Education Program - Attendance Center Requirements](#)

C.F.R.- Code of Federal Regulations References

34 C.F.R. Pt. 100

34 C.F.R. Pt. 104

Description

[Education - Nondiscrimination for Programs](#)

[Education - Nondiscrimination on Basis of Handicap](#)

Cross References**Description**

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

Approved December 2021

Reviewed January 2025

Revised January 2025

Exhibit 102E2: EQUAL EDUCATIONAL OPPORTUNITY-Continuous Notice of Nondiscrimination

Code No. 102.E2

CONTINUOUS NOTICE OF NONDISCRIMINATION

It is the policy of the Jesup 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 Equity Coordinator, PO Box 287, 531 Prospect St. Jesup, IA 50648, 319-827-1700

NOTE: A school district may have a different coordinator for each law or consolidate the responsibilities under one employee. The Iowa Department of Education encourages districts to have no more than two (2) coordinators: one for employment and one for programs. If the district has more than one coordinator, publications of this policy and notifications must include the name, contact address, contact phone number and email address for each coordinator.

I.C. Iowa Code References

Iowa Code § 216.6

Iowa Code § 216.9

Iowa Code § 256.11

Iowa Code § 280.3

Description

[Unfair Employment Practices](#)

[Unfair/Discriminatory Practices](#)

[DE - Educational Standards](#)

[Education Program - Attendance Center Requirements](#)

I.A.C. Iowa Administrative Code References

281 I.A.C. 12

Description

[General Accreditation Standards](#)

I.C. Iowa Code References

Iowa Code § 216.6

Iowa Code § 216.9

Iowa Code § 256.11

Iowa Code § 280.3

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[Unfair Employment Practices](#)

[Unfair/Discriminatory Practices](#)

[DE - Educational Standards](#)

[Education Program - Attendance Center Requirements](#)

I.A.C. Iowa Administrative Code References

281 I.A.C. 12

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[General Accreditation Standards](#)

U.S.C. - United States Code References

20 U.S.C. §§ 1221	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

Description**Cross References**

101	Educational Philosophy of the School District
104	Anti-Bullying/Harassment Policy
104-R(1)	Anti-Bullying/Harassment Policy - Investigation Procedures
104-E(1)	Anti-Bullying/Harassment Policy - Complaint Form
104-E(2)	Anti-Bullying/Harassment Policy - Witness Disclosure Form
104-E(3)	Anti-Bullying/Harassment Policy - Disposition of Complaint Form
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502.03-R(1)	Student Expression and Student Publications Code - Regulation
506.01	Education Records Access
506.01-R(1)	Education Records Access - Regulation
506.01-E(1)	Education Records Access - Request of Nonparent for Examination or Copies of Education Records
506.01-E(2)	Education Records Access - Authorization for Release of Education Records
506.01-E(3)	Education Records Access - Request for Hearing on Correction of Education Records
506.01-E(4)	Education Records Access - Request for Examination of Education Records
506.01-E(5)	Education Records Access - Notification of Transfer of Education Records
506.01-E(6)	Education Records Access - Letter to Parent Regarding Receipt of a Subpoena

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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>

Approved December 2021
Reviewed January 2025
Revised January 2025

Exhibit 102E3: EQUAL EDUCATIONAL OPPORTUNITY- Notice of Section 504 Student and Parental Rights

Code No. 102.E3

NOTICE OF SECTION 504 STUDENT AND PARENTAL RIGHTS

The Jesup 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 Jesup 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 Equity Coordinator, PO Box 287, 531 Prospect St., Jesup, IA 50648, 319-827-1700

I.C. Iowa Code References

Iowa Code § 216.6

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[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 References

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U.S.C. - United States Code References

	Description
20 U.S.C. §§ 1221	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
References**

	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

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101	Educational Philosophy of the School District
104	Anti-Bullying/Harassment Policy
104-R(1)	Anti-Bullying/Harassment Policy - Investigation Procedures
104-E(1)	Anti-Bullying/Harassment Policy - Complaint Form
104-E(2)	Anti-Bullying/Harassment Policy - Witness Disclosure Form
104-E(3)	Anti-Bullying/Harassment Policy - Disposition of Complaint Form
401.01	Equal Employment Opportunity
502.03	Student Expression and Student Publications Code
502.03-R(1)	Student Expression and Student Publications Code - Regulation
506.01	Education Records Access
506.01-R(1)	Education Records Access - Regulation
506.01-E(1)	Education Records Access - Request of Nonparent for Examination or Copies of Education Records
506.01-E(2)	Education Records Access - Authorization for Release of Education Records
506.01-E(3)	Education Records Access - Request for Hearing on Correction of Education Records
506.01-E(4)	Education Records Access - Request for Examination of Education Records

Cross References**Description**

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>

Approved December 2021

Reviewed January 2025

Revised January 2025

**Exhibit 102E4: EQUAL EDUCATIONAL OPPORTUNITY-Discrimination
Complaint Form**

(See Next Page)

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
else)? _____ someone

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: _____

I.C. Iowa Code References

Iowa Code § 216.6

Iowa Code § 216.9

Iowa Code § 256.11

Iowa Code § 280.3

Description

[Unfair Employment Practices](#)

[Unfair/Discriminatory Practices](#)

[DE - Educational Standards](#)

[Education Program - Attendance Center Requirements](#)

I.A.C. Iowa Administrative Code References

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U.S.C. - United States Code References

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

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[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](#)

C.F.R. - Code of Federal Regulations References

34 C.F.R. Pt. 100

34 C.F.R. Pt. 104

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[Education - Nondiscrimination for Programs](#)

[Education - Nondiscrimination on Basis of Handicap](#)

Cross References

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502.03

502.03-R(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](#)

Cross References**Description**

506.01	Education Records Access
506.01-R(1)	Education Records Access - Regulation
506.01-E(1)	Education Records Access - Request of Nonparent for Examination or Copies of Education Records
506.01-E(2)	Education Records Access - Authorization for Release of Education Records
506.01-E(3)	Education Records Access - Request for Hearing on Correction of Education Records
506.01-E(4)	Education Records Access - Request for Examination of Education Records
506.01-E(5)	Education Records Access - Notification of Transfer of Education Records
506.01-E(6)	Education Records Access - Letter to Parent Regarding Receipt of a Subpoena
506.01-E(7)	Education Records Access - Juvenile Justice Agency Information Sharing Agreement
506.01-E(8)	Education Records Access - Annual Notice
603.01	Basic Instruction Program
603.04	Multicultural/Gender Fair Education
802.05	Buildings & Sites Adaptation for Persons with Disabilities

Approved December 2021

Reviewed January 2025

Revised January 2025

**Exhibit 102E5: EQUAL EDUCATIONAL OPPORTUNITY-Witness Disclosure
Form**
(See Next Page)

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: _____

I.C. Iowa Code References

Iowa Code § 216.6
Iowa Code § 216.9
Iowa Code § 256.11
Iowa Code § 280.3

Description

[Unfair Employment Practices](#)
[Unfair/Discriminatory Practices](#)
[DE - Educational Standards](#)
[Education Program - Attendance Center Requirements](#)

I.A.C. Iowa Administrative Code References

281 I.A.C. 12

Description

[General Accreditation Standards](#)

U.S.C. - United States Code References

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

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](#)

C.F.R. - Code of Federal Regulations References

34 C.F.R. Pt. 100
34 C.F.R. Pt. 104

Description

[Education - Nondiscrimination for Programs](#)
[Education - Nondiscrimination on Basis of Handicap](#)

Cross References

101
104
104-R(1)
104-E(1)
104-E(2)
104-E(3)

401.01
502.03
502.03-R(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](#)

Cross References**Description**

506.01	Education Records Access
506.01-R(1)	Education Records Access - Regulation
506.01-E(1)	Education Records Access - Request of Nonparent for Examination or Copies of Education Records
506.01-E(2)	Education Records Access - Authorization for Release of Education Records
506.01-E(3)	Education Records Access - Request for Hearing on Correction of Education Records
506.01-E(4)	Education Records Access - Request for Examination of Education Records
506.01-E(5)	Education Records Access - Notification of Transfer of Education Records
506.01-E(6)	Education Records Access - Letter to Parent Regarding Receipt of a Subpoena
506.01-E(7)	Education Records Access - Juvenile Justice Agency Information Sharing Agreement
506.01-E(8)	Education Records Access - Annual Notice
603.01	Basic Instruction Program
603.04	Multicultural/Gender Fair Education
802.05	Buildings & Sites Adaptation for Persons with Disabilities

Approved December 2021

Reviewed January 2025

Revised January 2025

Regulation 102R1: EQUAL EDUCATIONAL OPPORTUNITY- Grievance Procedure

It is the policy of the 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: Equity Coordinator, PO Box 287, 531 Prospect St. Jesup, IA 50648 319-827-1700

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

Filing a Complaint

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 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 equity coordinator(s) shall assist the Complainant as needed.

Investigation

Within 15 working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter "equity coordinator"). If the Complainant is under 18 years of age, the equity coordinator 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 to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the Complainant, Respondent, or witnesses;
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within 60 working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings.

The equity coordinator shall notify the Complainant and Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

Decision and Appeal

The complaint is closed after the equity coordinator has issued the report, unless within 10 working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 30 working days, the

superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent shall be final.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by in law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated timeframes cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

I.C. Iowa Code References

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 References

281 I.A.C. 12

Description

[General Accreditation Standards](#)

U.S.C. - United States Code References

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 References 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

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

Approved December 2021

Reviewed January 2025

Revised January 2025

Policy 103: LONG-RANGE NEEDS ASSESSMENT

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

In conjunction with the in-depth needs assessments of the school district, the board shall authorize the appointment of a committee (school improvement advisory), 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 school improvement advisory committee will work with subcommittees in order to develop and meet the short-range, medium-range and long-range goal of the district. The committee meetings will be open to all members of the community in order to provide a forum for continual feedback on an ongoing basis.

It shall be the responsibility of the superintendent to ensure the school district community is informed of students' progress on state and locally determined indicators. The superintendent shall 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 shall determine major educational needs and rank them in priority order. These needs will be in the form of long-range, intermediate-range and short-range plans and goals. These plans and goals are intended to meet the desired levels of student performance. The board will also evaluate progress toward meeting the goals and maintain a record of progress that includes reports of student performance and results of school improvement projects in an annual report of the school district's progress to the committee, community and Iowa Department of Education.

NOTE: This is a mandatory policy. Boards should add their local process in the third paragraph. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 13 #1 – February 15, 2000.

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

I.C. Iowa Code References

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 References

281 I.A.C. 12.8

Description

[General Accreditation Standards - Student Achievement](#)

Cross References

101

200.03

208

208-E(1)

602.01

602.02

602.03

603.01

606.06

801.01

801.02

Description[Educational Philosophy of the School District](#)[Responsibilities of the Board of Directors](#)[Ad Hoc Committees](#)[Ad Hoc Committees - Exhibit](#)[Curriculum Development](#)[Curriculum Implementation](#)[Curriculum Evaluation](#)[Basic Instruction Program](#)[Insufficient Classroom Space](#)[Buildings & Sites Long Range Planning](#)[Buildings & Sites Surveys](#)

Approved May 1997

Reviewed December 1998/ September 2000/September 2002/ October 2003/August 2005/January 2008/July 2010/October 2012/February 2015/July 2017/December 2019

Revised February 1999/March 2001/January 2025

Regulation 103R1: LONG-RANGE NEEDS ASSESSMENT - Regulation

School Districts also need to develop a process for long-range needs assessment. The process needs to include these items:

- provisions for collecting, analyzing and reporting information derived from local, state and national sources;
- provisions for reviewing information acquired on the following:
 - state indicators and other locally determined indicators,
 - locally established student learning goals,
 - specific data collection required by state and federal programs:
- provisions for collecting and analyzing assessment data on the following:
 - state indicators,
 - locally determined indicators,
 - locally established student learning goals.

Note: The long-range needs assessment process is mandatory but it does not need to be an administrative regulation supporting the long-range needs assessment policy. It is, however, recommended that it become an administrative regulation to support the policy to ensure completeness and consistency.

I.C. Iowa Code References

Iowa Code § 21

Description

[Open Meetings](#)

Iowa Code § 256.7

[DE - Duties of State Board](#)

Iowa Code § 280.12

[Uniform School Requirements - School Improvement Advisory Committee](#)

I.A.C. Iowa Administrative Code References

Description

281 I.A.C. 12.8

[General Accreditation Standards - Student Achievement](#)

Cross References

Description

101

[Educational Philosophy of the School District](#)

200.03

[Responsibilities of the Board of Directors](#)

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[Ad Hoc Committees](#)

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[Ad Hoc Committees - Exhibit](#)

602.01

[Curriculum Development](#)

602.02

[Curriculum Implementation](#)

602.03

[Curriculum Evaluation](#)

603.01

[Basic Instruction Program](#)

606.06

[Insufficient Classroom Space](#)

801.01

[Buildings & Sites Long Range Planning](#)

801.02

[Buildings & Sites Surveys](#)

Approved May 1997

Reviewed December 1998/ September 2000/September 2002/ October 2003/ August 2005/January 2008/July 2010/October 2012/February 2015/July 2017/December 2019

Revised February 1999/March 2001/January 2025

Policy 104: ANTI-BULLYING/ANTI-HARASSMENT Policy

The Jesup 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,

NOTE: This is a mandatory policy. School districts are required to collect and report data regarding instances of bullying and harassment as required by law.

NOTE: Some conduct that falls under a school’s anti-bullying/anti-harassment policy also may trigger responsibilities under one or more of the federal and state antidiscrimination laws. By limiting the response to a specific application of its anti-bullying/anti-harassment disciplinary policy and the accompanying procedures, a school may fail to properly consider whether the alleged conduct also results in discriminatory bullying and/or harassment.

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; 279.82; 280.28; 280.3; .28; 281 I.A.C. 12.3(6).
Morse v. Frederick, 551 U.S. 393 (2007)

I.C. Iowa Code References

	Description
Iowa Code § 216.9	Unfair/Discriminatory Practices
Iowa Code § 280.28	Harassment and Bullying Prohibited
Iowa Code § 280.3	Education Program - Attendance Center Requirements
Iowa Code § 279.82	Intra-District Enrollment

I.A.C. Iowa Administrative Code References

	Description
281 I.A.C. 12.3	Administration

U.S.C. - United States Code References

	Description
20 U.S.C. §§ 1221	Education - FERPA - General Provisions
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

U.S. Supreme Court References

551 U.S. 393

Description[Morse v Frederick \(2007\)](#)**Case Law References**

Morse v. Frederick

Description

551 U.S. 393 (2007)

Cross References

102

Description[Equal Educational Opportunity](#)

102-R(1)

[Equal Educational Opportunity - Grievance Procedure](#)

102-E(1)

[Equal Educational Opportunity - Annual Notice of Nondiscrimination](#)

102-E(2)

[Equal Educational Opportunity - Continuous Notice of Nondiscrimination](#)

102-E(3)

[Equal Educational Opportunity - Notice of Section 504 Student and Parental Rights](#)

102-E(4)

[Equal Educational Opportunity - Discrimination Complaint Form](#)

102-E(5)

[Equal Educational Opportunity - Witness Disclosure Form](#)

401.01

[Equal Employment Opportunity](#)

402.03

[Abuse of Students by School District Employees](#)

404

[Employee Conduct and Appearance](#)

404-R(1)

[Employee Conduct and Appearance - Code of Professional Conduct and Ethics Regulation](#)

404-R(2)

[Employee Conduct and Appearance - Code of Rights and Responsibilities Regulation](#)

604.11

[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](#)

605.08

[Artificial Intelligence in the Educational Environment](#)

605.08-R(1)

[Artificial Intelligence in the Educational Environment - Regulation](#)

713

[Responsible Technology Use & Social Networking](#)

713-R(1)

[Responsible Technology Use & Social Networking - Regulation](#)Approved: August 2007Reviewed: February 2015/July 2017/December 2019Revised: November 2024/January 2025

Regulation 104R1: ANTI-BULLYING/HARASSMENT POLICY- Investigation Procedures

Filing a Complaint

An individual who believes that the individual has been harassed or bullied may file a complaint with the superintendent or district's designee. The complaint form is available on the school website or in offices.

An alternate investigator will be designated in the event it is claimed that the superintendent or district's designee committed the alleged bullying or harassment or some other conflict of interest exists. Complaints shall be filed within 180 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.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complaint. The district's designee (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment.

The investigation may include, but is not limited to the following:

- *Interviews with the Complainant and the individual named in the complaint ("Respondent")*
- *A request for the Complainant to provide a written statement regarding the nature of the complaint;*
- *A request for the Respondent to provide a written statement;*
- *Interviews with witnesses identified during the course of the investigation;*
- *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 as defined in Board policy. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings, and provide a copy of the report to the appropriate building principal or Superintendent if the investigation involved the building principal

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. Similarly, evidence uncovered in the investigation shall be kept confidential to the extent reasonably possible.

Decision

The investigator, building principal or superintendent, depending on the individuals involved, shall inform the Complainant and the accused about the outcome of the investigation. 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.

NOTE: School districts must include a number of requirements in the district anti-bullying/anti-harassment policy. This regulation builds on the requirements addressed in IASB sample policy 104 by more specifically detailing sample investigation procedures. Districts should ensure that the district's practice is reflective of the policy and regulations that the district's leadership team has established. Please remember that the procedures outlined here should be consistent with the policy.

NOTE: Some conduct that falls under a school's anti-bullying/anti-harassment policy also may trigger responsibilities under one or more of the federal and state antidiscrimination laws. By limiting the response to a specific application of its anti-bullying/anti-harassment disciplinary policy and the accompanying procedures, a school may fail to properly consider whether the alleged conduct also results in discriminatory bullying and/or harassment.

I.C. Iowa Code References

	Description
Iowa Code § 216.9	Unfair/Discriminatory Practices
Iowa Code § 280.28	Harassment and Bullying Prohibited
Iowa Code § 280.3	Education Program - Attendance Center Requirements
Iowa Code § 279.82	Intra-District Enrollment

I.A.C. Iowa Administrative Code References

	Description
281 I.A.C. 12.3	Administration

U.S.C. - United States Code References

	Description
20 U.S.C. §§ 1221	Education - FERPA - General Provisions
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

U.S. Supreme Court References

	Description
551 U.S. 393	Morse v Frederick (2007)

Case Law References

	Description
Morse v. Frederick	551 U.S. 393 (2007)

Cross References

	Description
102	Equal Educational Opportunity
102-R(1)	Equal Educational Opportunity - Grievance Procedure
102-E(1)	Equal Educational Opportunity - Annual Notice of Nondiscrimination
102-E(2)	Equal Educational Opportunity - Continuous Notice of Nondiscrimination
102-E(3)	Equal Educational Opportunity - Notice of Section 504 Student and Parental Rights
102-E(4)	Equal Educational Opportunity - Discrimination Complaint Form
102-E(5)	Equal Educational Opportunity - Witness Disclosure Form
401.01	Equal Employment Opportunity
402.03	Abuse of Students by School District Employees
404	Employee Conduct and Appearance
404-R(1)	Employee Conduct and Appearance - Code of Professional Conduct and Ethics Regulation

Cross References

404-R(2)

604.11

605.06

605.06-R(1)

605.06-E(1)

605.06-E(2)

605.08

605.08-R(1)

713

713-R(1)

Description[Employee Conduct and Appearance - Code of Rights and Responsibilities Regulation](#)[Appropriate Use of Online Learning Platforms](#)[Internet - Appropriate Use](#)[Internet - Appropriate Use - Regulation](#)[Internet - Appropriate Use - Internet Access Permission Letter to Parents](#)[Internet - Appropriate Use - Violation Notice](#)[Artificial Intelligence in the Educational Environment](#)[Artificial Intelligence in the Educational Environment - Regulation](#)[Responsible Technology Use & Social Networking](#)[Responsible Technology Use & Social Networking - Regulation](#)Approved: August 2007Reviewed: February 2015/July 2017/December 2019Revised: November 2024/January 2025

Exhibit 104E1: ANTI-BULLYING/HARASSMENT POLICY- Complaint Form

(See next page)

Approved: August 2007
Reviewed: February 2015/July 2017/December 2019
Revised: November 2024/January 2025

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): _____

Name of 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 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: _____

I.C. Iowa Code References

Iowa Code § 216.9
Iowa Code § 280.28
Iowa Code § 280.3
Iowa Code § 279.82

Description

[Unfair/Discriminatory Practices](#)
[Harassment and Bullying Prohibited](#)
[Education Program - Attendance Center Requirements](#)
[Intra-District Enrollment](#)

I.A.C. Iowa Administrative Code References

281 I.A.C. 12.3

Description

[Administration](#)

U.S.C. - United States Code References

20 U.S.C. §§ 1221
29 U.S.C. §§ 794
42 U.S.C. § 12101
42 U.S.C. § 2000d

Description

[Education - FERPA - General Provisions](#)
[Labor - Vocation Rehab Rights](#)
[Public Health - Equal Opportunity - Disabilities](#)
[Public Health - Civil Rights - Federally Programs](#)

U.S. Supreme Court References

551 U.S. 393

Description

[Morse v Frederick \(2007\)](#)

Case Law References

Morse v. Frederick

Description

551 U.S. 393 (2007)

Cross References

102
102-R(1)
102-E(1)
102-E(2)
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[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 Employment Opportunity](#)
[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](#)

Cross References

604.11

605.06

605.06-R(1)

605.06-E(1)

605.06-E(2)

605.08

605.08-R(1)

713

713-R(1)

Description[Appropriate Use of Online Learning Platforms](#)[Internet - Appropriate Use](#)[Internet - Appropriate Use - Regulation](#)[Internet - Appropriate Use - Internet Access Permission Letter to Parents](#)[Internet - Appropriate Use - Violation Notice](#)[Artificial Intelligence int the Educational Environment](#)[Artificial Intelligence int the Educational Environment - Regulation](#)[Responsible Technology Use & Social Networking](#)[Responsible Technology Use & Social Networking - Regulation](#)

Exhibit 104E2: ANTI-BULLYING/HARASSMENT POLICY- Witness Disclosure Form

(See next page)

Approved: August 2007

Reviewed: February 2015/July 2017/December 2019

Revised: November 2024/January 2025

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: _____

I.C. Iowa Code References

Iowa Code § 216.9
Iowa Code § 280.28
Iowa Code § 280.3
Iowa Code § 279.82

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[Education Program - Attendance Center Requirements](#)
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I.A.C. Iowa Administrative Code References

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U.S.C. - United States Code References

20 U.S.C. §§ 1221
29 U.S.C. §§ 794
42 U.S.C. § 12101
42 U.S.C. § 2000d

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[Labor - Vocation Rehab Rights](#)
[Public Health - Equal Opportunity - Disabilities](#)
[Public Health - Civil Rights - Federally Programs](#)

U.S. Supreme Court References

551 U.S. 393

Description

[Morse v Frederick \(2007\)](#)

Case Law References

Morse v. Frederick

Description

551 U.S. 393 (2007)

Cross References

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[Equal Educational Opportunity - Discrimination Complaint Form](#)
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[Employee Conduct and Appearance - Code of Rights and Responsibilities Regulation](#)

Cross References

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605.06-R(1)

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605.06-E(2)

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Description[Appropriate Use of Online Learning Platforms](#)[Internet - Appropriate Use](#)[Internet - Appropriate Use - Regulation](#)[Internet - Appropriate Use - Internet Access Permission Letter to Parents](#)[Internet - Appropriate Use - Violation Notice](#)[Artificial Intelligence int the Educational Environment](#)[Artificial Intelligence int the Educational Environment - Regulation](#)[Responsible Technology Use & Social Networking](#)[Responsible Technology Use & Social Networking - Regulation](#)

Exhibit 104E3: ANTI-BULLYING/HARASSMENT POLICY- Disposition of Complaint Form

(See next page)

Approved: August 2007

Reviewed: February 2015/July 2017/December 2019

Revised: November 2024/January 2025

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 of this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

I.C. Iowa Code References

Iowa Code § 216.9
Iowa Code § 280.28
Iowa Code § 280.3
Iowa Code § 279.82

Description

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[Education Program - Attendance Center Requirements](#)
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I.A.C. Iowa Administrative Code References

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U.S.C. - United States Code References

20 U.S.C. §§ 1221
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42 U.S.C. § 12101
42 U.S.C. § 2000d

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[Public Health - Equal Opportunity - Disabilities](#)
[Public Health - Civil Rights - Federally Programs](#)

U.S. Supreme Court References

551 U.S. 393

Description

[Morse v Frederick \(2007\)](#)

Case Law References

Morse v. Frederick

Description

551 U.S. 393 (2007)

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102-E(4)
102-E(5)
401.01
402.03
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404-R(1)
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[Employee Conduct and Appearance - Code of Rights and Responsibilities Regulation](#)

Cross References

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605.06-R(1)

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605.08-R(1)

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713-R(1)

Description[Appropriate Use of Online Learning Platforms](#)[Internet - Appropriate Use](#)[Internet - Appropriate Use - Regulation](#)[Internet - Appropriate Use - Internet Access Permission Letter to Parents](#)[Internet - Appropriate Use - Violation Notice](#)[Artificial Intelligence int the Educational Environment](#)[Artificial Intelligence int the Educational Environment - Regulation](#)[Responsible Technology Use & Social Networking](#)[Responsible Technology Use & Social Networking - Regulation](#)

Policy 105: ASSISTANCE ANIMALS

It is the policy of the Jesup 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 animals and assistive animals 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. Assistive animals are simians or any other animal specially trained or in the process of being trained to assist a person with a disability.

Service animals and assistive animals must be current on all required vaccinations. Service animals and assistive 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 or assistive animal. 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 or assistive 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 and Assistive Animals in training

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

Exclusion of Service and Assistive Animals

In certain limited circumstances, it may be reasonable to exclude the use of a service or assistive animal from district property. The Superintendent is permitted to exclude service and assistive 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.

Emotional Support Animals and Therapy Animals [Optional section as these animals are not commonly required to be accommodated]

Emotional support animals are medically prescribed to provide therapeutic benefit through dedicated companionship. Emotional support animals' sole function is to provide emotional support or comfort. Therapy animals are involved in an animal-assisted therapy program involving animals as a form of treatment.

Emotional support animals and therapy animals do not meet the definition of service or assistive animals. However, the district recognizes their value in our community. The superintendent shall evaluate the use of

emotional support animals and therapy animals on a case-by-case basis. District employees may use therapy animals in the course of their regular duties only after receiving permission from the superintendent.

Student use of Emotional Support Animals and Therapy Animals

Factors the superintendent should consider in making the determination include but are not limited to:

- a. Whether the animal is housebroken
- b. Whether the animal has a current vaccination certificate
- c. Whether the animal has been recommended through an individual education plan (IEP) or a 504 plan as necessary for the student to receive free access to public education
- d. Whether the facility can accommodate the animal's type size and weight, and
- e. Whether the animal's presence will not compromise legitimate safety requirements necessary for safe operation of the facility

Employee use of Therapy Animals as part of Education Environment

Before permission to use therapy animals is granted, staff members must provide:

1. Proof that the animal is certified to be a therapy animal;
2. An explanation of how the animal will be used, including research supporting the use of therapy animals;
3. A plan for how the staff member will provide for the care and control of the animal;
4. A plan for how the staff member will accommodate students with allergies to the animal; and
5. A current vaccination certificate for the animal.

NOTE: The use of service and assistive animals is a civil right established by federal and state laws. However, the use of emotional support and therapy animals does not necessarily have the same legal protections. The portion of this policy in italics reflects optional language for your district to consider.

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

I.C. Iowa Code References

Iowa Code § 216C

Description

[Disability Rights](#)

U.S.C. - United States Code References

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 References

28 C.F.R. 35

Description

[Judicial - Disability - Nondiscrimination](#)

Cross References

606.03

Description

[Animals in the Classroom](#)

Approved July 2018

Reviewed December 2019

Revised January 2025

Policy 106: TITLE IX – Discrimination and Harassment Based on Sex Prohibited

In accordance with Title IX of the Education Amendments Act of 1972, the Jesup 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, PO Box 287, 531 Prospect St., Jesup, IA 50648 319-827-1700

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.

NOTE: This is a mandatory policy.

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

U.S.C. - United States Code References

20 U.S.C. §§ 1681

Description

[Education - Sex](#)

C.F.R. - Code of Federal Regulations References

34 C.F.R. 106

Description

[Education - Nondiscrimination Based on Sex](#)

Cross References

501.12

Description

[Pregnant Students](#)

Approved March 2022

Reviewed March 2022

Revised January 2025