Jesup Community School District

"EMPOWERING *Learners,* BUILDING *Futures"*

2026-2027
Preschool - 12th Grade
Student Handbook

(edited 8/03/26)

Jesup Community Schools
Student Handbook
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JESUP COMMUNITY SCHOOL DISTRICT

DISTRICT VISION

"EMPOWERING *Learners,* BUILDING *Futures"*

MISSION STATEMENT

Jesup Community School District is committed to empowering students with critical thinking, adaptability, and leadership skills. We strive to create a culture of trust and engagement, use resources responsibly, and provide strong support to ensure every student receives a high quality education and stays on the path to success.

Portrait of a Graduate Competencies

Communication
Responsibility
Problem Solving
Critical Thinking
Adaptability
Confidence

The High School (Grades 9-12) prepares students to think critically, to communicate effectively, to understand our interdependent world, and to engage in further learning, work, and responsible citizenship.

The Middle School (Grades 5-8) develops students' independence as they transition through instructional programs that emphasize academic skills, physical activity, and a variety of exploratory experiences.

The Elementary Program (Grades 1-4) assists students in their shift from concrete to abstract thinking by developing skills to build knowledge, providing widely diversified content, and addressing personal needs.

The Early Childhood Program (Grades PS-K) builds a foundation for learning; this program emphasizes positive attitudes, communication capabilities, and social competence along with appropriate academic content.

Special Services provide support in addressing the immediate needs of the student.

Community Education assists people in enhancing their lives.

Co-curricular Program provides resources and support for additional educational opportunities.

ANNUAL PUBLIC NOTIFICATION

The Jesup Community School District does not discriminate on the basis of sex, race, creed, color, marital status, national origin, religion, mental or physical disability or ability, sexual orientation, gender identity, physical attributes, ancestry, political party preference, political belief, socioeconomic status, or family status in employment or in access to or participation in educational programs and services. Inquiries concerning the application of this statement should be addressed to the District Compliance Coordinator:

Gina Feldt
Jesup Middle School
PO Box 287
Jesup, IA 50648
319-827-1700 (Ext. 1202)

The Jesup Community School District adheres to the following standards in the management of educational records:

1. Students' parents and eligible students have the right to inspect and review a student's educational records. Educational records may be accessed during the regular business hours of the district. If copies of documents are requested, a fee for such copying may be charged.

2. The Jesup Community School District limits the disclosure of information contained in a student's educational record except under the following conditions:

   A.) by the prior written consent of the student's parent or the eligible student;
   B.) as directory information that parent or eligible student has not prohibited from disclosure;
   C.) under certain limited circumstances permitted by the "Family Educational Right and Privacy Act" (FERPA).

3. The student's parent or eligible student has the right to seek to correct parts of the student's educational record which s/he believes to be inaccurate, misleading, or in violation of student rights. This includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or eligible student's request.

   A.) The parent has the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education; 600 Independence Ave. Washington, DC 20202-4605 under section 99.64 concerning alleged failures by the district to comply with the requirements of this act.

SCHOOL POLICIES

The information in this handbook states the policies governing the Jesup Community Schools. You are responsible for this information. Read the entire handbook carefully, know its contents, and discuss it with your parents. Information in this handbook applies to all students grades PS-12 unless exclusively designated Elementary (PS-4), Middle School (5-8), or Senior High (9-12).

Attendance Policy

Regular school attendance is important for students to reach their maximum achievement. Punctuality and consistency in attendance are desirable habits for students to develop. Absences can be kept to a minimum if careful planning is done ahead of time. Each student's attendance is calculated on a semester basis.

All absences are to be reported by the parent/guardian to each respective building-level office for each child that will be absent. It is preferred that contact is made by a phone call or email on or before the day of the absence.

School's phone number is 319-827-1700:
Elementary ext x1101 Middle School x1201 High School x1301
Prior to 7:30 a.m., absences can be left on the secretary's voicemail.

In cases where telephone or email contact cannot be made, the student must bring a written note signed by a parent or guardian on the first day back to school. E-mail notes are accepted but may be verified through telephone contact. Please include the following information:

- full name of student
- date(s) of absences
- reason for absence
- parent or guardian signature

All students who are late to school must check in and get an admit slip from the office. Students with doctor appointments or absences due to illness may be asked to bring an excuse from the doctor.

<u>Excused Absences</u>
Students who miss class because of participation in an approved school activity are not considered absent. The student has been permitted to substitute one school activity for another. Students will still be required to complete the classwork from the missed class.

The school will excuse absences for illness, bereavement, medical appointments (with verification by doctor's note within 5 calendar days), court appearance as a witness, or religious observances. College visits are considered excused with verification from the college: Juniors 1 day and Seniors 2 days. It is the responsibility of the student to contact each teacher in order to make up schoolwork.

The school understands that on rare occasions there may be extenuating circumstances not covered in the above paragraph that will prevent students from attending school. In these cases, parents need to make a written request to the principal's office, at least one day in advance of the absence. If the

principal approves the absence, a form (picked up in office) must be taken to each teacher to sign and give advance assignments along with appropriate deadlines. School staff is expected to support the student's initiative to complete make-up work. However, students and parents should understand that often there is no way to recreate an equivalent experience for work missed.

Unexcused Absences
Students can gain the most from their education if they attend classes on a regular basis. All absences must be with the permission of parent/guardian and the proper school officials. It should be understood that if students are absent without being properly excused, the absence is unexcused and might be considered truancy. Students will owe a 40 minute detention for each class they have an unexcused absence in. If a student misses an entire day of school that is unexcused, they will owe a 40 minute detention for each academic class. They will have one week to complete the time before it becomes a detention. Truancy (attending fewer than 172 days) is defined as follows: a student does not attend school without an approved excuse; a student does not attend a class; a student leaves school after arrival without permission of school officials and parents.

Chronic Absenteeism and Truancy
Federal law defines chronic absenteeism as missing between 10-20% of school days regardless of whether it is excused or unexcused. In the same way, truancy is over 20% of missed school days.

Tardiness: High School
Punctuality is a fundamental expectation for all students. Any student who is tardy to school will be ineligible to participate in practices or scheduled competitions on that day. In the event of an anticipated tardy, the high school office must be notified no later than 8:00 AM on the day of the tardiness for a student to be eligible to practice for play. Students will owe a 20 minute detention for every unexcused tardy they receive. They will have two days to complete this detention before it doubles.

Tardiness: Middle School
Students will be given ample time to learn their schedules at the beginning of the year before tardies are recorded. No later than October, teachers will mark students tardy if they are not in the classroom at the start of the class period, unless they have received prior permission. Once a student acquires a total of three tardies, they will be issued a detention to serve after school. The detention will need to be scheduled with Mrs. Feldt or a teacher. This process will continue for every three tardies that are collected.

Excessive Absences
Parent/guardian will be notified of student's attendance record. High School students, at the discretion of the principal, will not receive credit for a class when they accumulate **six unexcused** absences within a semester. Additionally, they may be removed from class. See above for an explanation of unexcused absences. Unexcused absences, for the purposes of this section, do not include days suspended by the principal.

Academic Make-Up: High School
When students have been absent from a class, they are responsible to make arrangements for make-up work. Teachers should be consulted before the school day, before or after class, or at the end of the school day. Along with the academic work, teachers will set appropriate deadlines. If absent on the day of a test or when a project/assignment is due, students may be required to turn in the project/assignment

or take the test immediately upon return to class. For unplanned absences, students will be allowed one-day make-up for each day missed plus one total additional day. For example, a student who missed three days: has three days + one day for a total of four days to submit the missed assignments. When the student is absent several days consecutively, is absent near the end of a grading period, or has accumulated several absences, the teacher may design a special make-up schedule.

Academic Make-Up: Middle School
When students have been absent from a class, they are responsible to make arrangements for make-up work. Teachers should be consulted before the school day, before or after class, or at the end of the school day. Along with the academic work, teachers will set appropriate deadlines. If project and test

due dates are known in advance, students will be given one day from the day they return to class to meet those deadlines. As a general guideline, students will be allowed one-day make-up for each day missed plus one total additional day. When the student is absent several days consecutively, is absent near the end of a grading period, or has accumulated several absences, the teacher may design a special make-up schedule.

Participation in after-school activities/athletics:
Students must be present in school for the whole day unless an allowable excuse is provided in advance, no later than 8:15AM that day. Tardies may prevent a student from participating in after-school activities.

Student Conduct

Students, parents, and staff expect and demand a safe, secure, and orderly school environment. The procedures in this behavior code comply with Jesup Community School District policy as well as state and federal law. They are based on timely and consistent consequences for conduct which is disruptive to our school. This policy is in effect while on school grounds, in school transportation, or at a school sponsored function/event.

The purpose of this behavior code is to ensure a safe and orderly educational climate conducive to learning for all students and to promote good citizenship within each individual, which is necessary to function effectively in American society.

The goal of the Jesup Community School District is to develop well-rounded, productive, responsible, caring citizens who are lifelong learners. Students are expected to demonstrate responsible behavior that does not interfere with the safety, well-being, or educational opportunities of themselves or others. Students are not born disciplined. Discipline, or self-control, is a learned behavior.

The Jesup Community School District strives to teach students responsibility, self-discipline, and respect through defining student expectations and requiring acceptable standards of behavior. With this in mind, a set of expectations has been developed as well as clear expectations of acceptable behavior.

The Jesup Community School District recognizes that a well-ordered and safe environment can only occur in cooperation with all members of the school community -- students, staff, and parents.

STUDENT HARASSMENT

STUDENT HARASSMENT INVESTIGATION PROCEDURES

Students who feel they have been harassed should:

- Communicate to the harasser that the student expects the behavior to stop. If the student wants assistance communicating with the harasser, the student should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:
    - tell a teacher, counselor or principal; and
    - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
        - what, when and where it happened
        - who was involved
        - exactly what was said or what the harasser did
        - witnesses to the harassment
        - what the student said or did, either at the time or later
        - how the student felt
        - how the harasser responded

Complaint Procedure

A student who believes that the student has been harassed shall notify their principal, the designated investigators. The alternate investigator is either of the other Jesup Community School District principals. The investigator may request that the student complete the Harassment Complaint form and turn over evidence of the harassment, including, but not limited to, letters, pictures, or videos. Information received during the investigation shall be kept confidential to the extent possible.

The investigator, with the approval of the principal, or the principal has the authority to initiate a harassment investigation in the absence of a written complaint.

Investigation Procedure

The investigator shall reasonably and promptly commence the investigation upon receipt of the complaint. The investigator shall interview the complainant and the alleged harasser. The alleged harasser may file a written statement refuting or explaining the behavior outlined in the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator shall make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal, including a copy of the findings.

LEVEL I AND II INVESTIGATORS

Level I Investigators

Elementary	**Middle School**	**High School**
Gina Feldt	Paul Rea	Brian Pottebaum
Paul Rea - Alternate	Brian Pottebaum - Alternate	Gina Feldt - Alternate

Level II Investigator

Scott Buzynski
Buchanan Co. Sheriff
319-334-2567

Detentions

Detentions may be assigned to students. Any staff member may assign detentions. Detentions are served before and after school and/or on non-school days. Detentions in the Middle School will be

served after school. Failure to serve a detention will result in two detentions being assigned. Failure to serve the detentions past that could result in removal from class until detention time is served.

Suspensions

Suspensions are either in-school or out-of-school. In-school suspension is disciplinary action that keeps the student in school but isolated from the rest of the student body. Out-of-school suspension is disciplinary action that involves removal of a student from school. Class work is given and must be completed. Suspensions may be carried over from one school term to another. Repeated suspension may result in a student being expelled by the Board of Education (Code of Iowa 282.4).

Expulsions

Expulsion is the removal of a student from the school environment, which includes, but is not limited to, classes and activities. Expulsions may be carried over from one school term to another. Only the Board of Education may take action to expel a student and to readmit the student. It shall be within the discretion of the board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature and the circumstances surrounding the offense.

Due Process

The principal will conduct an informal investigation upon the report of an incident. During the investigation, the student will be interviewed and given the opportunity to state his/her side of the story. At the close of the investigation, the principal will make a decision based upon the information available, including a judgment about the credibility of those providing information. The principal will inform the student orally of the decision, and in the case of a serious incident, a follow-up letter will be mailed and a phone call may be made to the student's parent or guardian.

Examples of Behavioral Violations

The following is a listing of behavioral violations. It is not intended to be all-inclusive, but it is intended to give an idea of the type of actions that will not be tolerated by the school:

- Public Display of Affection (PDA): hugging, kissing, etc
- Truancy from school
- Profanity usage
- Excessive tardiness
- Failure to follow the direction of school employees

- Continuous disruptive behavior
- Misbehavior in the lunchroom
    - Throwing food
    - Failure to return plate and eating utensils
    - Crowding in the lunch line
- Forging a pass from a teacher, principal, nurse, superintendent, or parent/guardian
- Cheating on class assignments and tests
- Violating rules on the school bus as established by the bus driver and the district
- Acts of violence or of illegal nature (may be reported to appropriate law enforcement officials)

- Any act that threatens the health and safety of school employees or fellow students (includes verbal, physical, electronic, digital, such as on any social media platform)
    - Fighting
    - Bullying
    - Bringing weapons to school or threatening violence on school grounds
    - Threatening any employee or fellow student, either verbally or physically
    - Harassment, including sexual harassment of school employees or fellow students
    - Reckless driving or improper parking on school grounds
- Possession or use of drugs, alcohol, tobacco (including e-cigarettes or look-alikes such as vape pens or juul pods) on school property
- Theft or vandalism
- Pulling fire alarms

These behavioral violations are listed as examples of unacceptable behavior. Other violations will be dealt with as determined appropriate by the principals, employees, or the superintendent of schools.

Consequences may range from detention, suspension, or recommendation to the school board for expulsion, depending upon the violation. Other consequences may include repairing damage to the building, cleaning of the building or grounds, and assessment of damages to replace school property and equipment. Students participating in school activities are also governed by the Good Conduct Rule. Repeated violations of school rules may result in more severe consequences. Each building principal will keep a record of student discipline issues in order to appropriately administer consequences.

Nuisance Items

Students are not to bring non-educational items to school. Students may not have blankets or other similar items with them throughout the school day.

Students may bring electronic devices to school as long as they are put away in their locker during the school day, unless given permission to use in the classroom. Students may not wear headphones / ear buds in class unless approved by the teacher. The school will not be responsible for lost, stolen, or damaged items. Pets may be brought to school by parents with the permission of the building principal.

At middle school and high school, books bags will not be permitted in classrooms or in the cafeteria during lunch time. Book bags need to stay in lockers.

Cell Phones

High School Policy

Jesup Schools appreciates cell phones as effective communication devices, possible resources for information, and as tools that our students will utilize throughout their lifetime. However, cell phones have become a major distraction to the learning environment in recent years. To help minimize distractions that cell phones and social media can create, students will turn their cell phones into their homeroom teachers' classroom before 8:15 each day and will pick it up at the end of the day. Students that leave early will turn their phone into the office and will get it when they sign out in the office.

Jesup High School extends to students the privilege to possess, display and use cell phones during passing time between classes and during lunch time. High quality education and safety for our staff and students are two of our primary goals every day, every class. The school is adequately equipped with phones in the office and in every classroom for student, staff, and parent communication. If a parent needs to contact their child during a class period, they can email their child or call the school office to get the message to their child. Additionally, all students are provided Chromebooks to support their learning.

Cell phones are not to be displayed or used during class time for any reason. Students going to their lockers, restrooms, office, etc. during class time and using their cell phones will have them confiscated. There will be no 'warnings' before confiscation. Students will be expected to place their cell phones in a designated cell phone pocket chart upon entering the classroom. All devices should be turned off or silenced. These devices will remain in the pocket chart until the end of the class period when students may retrieve them. Exceptions will be made for students with specific needs that require such devices as per their Individualized Education Program or Health Plans.

Cell Phone Consequences

Violations accumulate on a school year basis, they do not reset throughout the school year.

1st Offense: Cell phone is confiscated by the teacher and turned into the office. Students may pick up the phone at the end of the day.

2nd Offense: Cell phone is confiscated by the teacher and turned into the office. Students will need to contact their parents/guardian with administration to discuss the situation. Parents may pick up the phone at the end of the day.

3rd + Offense: Cell phone is confiscated by the teacher and turned into the office. A parent meeting will occur. The student will check their phone in the office for the next three days and check it out at the end of the day. Future problems with cell phones may include loss of phone privileges, detentions, ISS, individual student phones turned into the office daily, etc.

Middle School Policy

At the middle school, cell phones are not to be used or with students once the school day starts. If a student is using his/her cell phone or another person's cell phone, without permission, or if the cell phone rings/vibrates during class time, the phone will be confiscated. The confiscated phone will be turned into the office where the student may pick up at the end of the day. If the student becomes a habitual offender (three times or more during a semester) the confiscated phone will be turned into the office and a parent or legal guardian must pick up the phone from the office.

Dress Code

Students may not dress in a manner wherein such dress is dangerous to the student's health and safety of others.

- No distractive or inappropriate attire that interferes with the learning and teaching process
- No see-through clothing

- When the body is standing straight, clothing must cover the chest, back, torso, stomach and lower extremities from armpit to armpit. Tops must have a strap and at no time may any part of the student's buttocks be exposed
- Shorts and skirts must be an appropriate length
- Pants must be worn at the waist
- Underwear must not be visible
- All straps and suspenders must be fastened
- No clothing with profane, obscene language or pictures which are sexually explicit or display vulgar gestures, racial, ethnic, or sexist slurs or advertise any alcohol or tobacco products or messages that encourage the use of drugs of any type
- No headgear (examples: hats, caps, bandanas, hoods, etc.)
- No chains
- No apparel and/or garments, backpacks, book covers, or notebooks that display or depict inappropriate logos and/or organizational names (i.e., racist groups, gangs)
- No accessories that could be used as a weapon

Because of the dynamic changes that occur with regard to dress, the dress code is subject to change at any time. Students will be notified via the daily announcements of any changes. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing and/or be subject to discipline that may include suspension. Exemptions to parts of this dress code may be made because of religious or cultural practices.

Student Arrival and Dismissal

The school day begins at 8:15 a.m. and ends at 3:15 p.m. for grades PS-12. Students are to plan their arrival so they do not arrive at school prior to 7:55 a.m. at which time they are allowed to enter the building. Breakfast will be served from 7:40 a.m. to 8:10 a.m. in the cafeteria. Students who plan to eat breakfast may arrive at 7:40 a.m., but must remain in the cafeteria until 7:55 a.m. Other students arriving before 7:55 a.m. should report to the building principal's office.

Students are expected to leave the building promptly each day unless they are scheduled for an activity or have made arrangements to study under a teacher's supervision. All students must be out of the building at 3:30 p.m. unless staff supervises them. Parents/guardians arriving to pick up students before dismissal are asked to report to the office unless prior arrangements have been made.

Student parking is north of the high school and/or down by the softball/baseball fields. -Students are required to park in the designated student parking lot located north of the main high school entrance or in spaces adjacent to the football field. Any exceptions to this policy must receive prior approval from the high school office. Students may not park in visitor or staff parking spaces. Failure to park in designated areas may result in disciplinary action.

Minga

High School and Middle School students will be utilizing Minga as an online pass system. Students will use the app on their Chromebook to sign-out of the classroom to use the restroom, get a drink, go to their locker, visit the nurse, go to the office, etc. Students will be allowed five passes to use

throughout the day. Each type of pass has a specific amount of time the student is allowed to be out of the classroom. Teachers must still approve the departure before the student leaves the room. Students with special circumstances may be provided different criteria to support their needs throughout the day.

School Grounds

The following regulations apply to activity on the playground and other areas on school property:

- Student conduct policies apply on school grounds
- Students are not allowed to leave the playground or other school areas without permission
- Snowballs are not to be thrown on school grounds at any time
- Roller blades, skateboards and scooters may not be used on school grounds at any time
- No snowmobiles are allowed on school grounds

Announcements

Announcements are read daily. They are also posted daily on the High School Facebook page. It is the student's responsibility to be aware of all announcement information.

Lockers

Lockers are the property of the school. Students shall use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for school. It shall be the responsibility of students to keep their assigned lockers clean and undamaged. The middle school will provide a lock upon request, and the student is required to turn the lock in at the end of the year. If the lock is not turned in, a small fee will be charged for replacement. Outside locks are not permitted.

To ensure students are properly maintaining their assigned lockers, the principal of the building may periodically inspect all or a random selection of lockers. Either students or another individual will be present during the inspection of lockers. Student lockers may also be searched, at any time and without advance notice, in compliance with Board Policy Code No. 502.8 Search and Seizure. The school is not responsible for valuables left in lockers.

Fire/Tornado/Lockdown Drills

Procedures for fire and severe weather drills and warnings are posted in each classroom. Procedures for a lockdown drill will be provided by staff members. Students are expected to follow procedures in an orderly manner. Practices on these procedures will be held periodically throughout the school year.

Search and Seizure

School district authorities may, without a search warrant, search students or student protected areas based on a reasonable and articulable suspicion that a school district policy, rule regulation or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk, or other facility. (Reference: Code of Iowa 808A – Student Searches)

Telephone
Students are to use the telephone only when necessary. We will not interrupt a class to deliver a phone message to a student except in the case of a bona fide emergency. If there is such an emergency, please call the office, state the nature of the emergency, and if approved, we will deliver the message as soon as possible.

Invitations
PS-8 invitations to parties are allowed to be distributed at school if all members of the class are invited.

School Cancellations
In the event of weather-related school dismissals or cancellations, **please do not call school offices or radio or TV stations**. This ties up the phone lines and prevents necessary calls regarding dismissals or cancellations from being made. You can learn about cancellations from school social media sites or listen to TV stations: KWWL, KGAN, & KCRG

You may also sign up on the Infinite Campus Parent Portal to receive phone texts or emails. Check the school Facebook page for updates.

Homework
Homework is defined as those extra-class activities and assignments that may properly be considered as extensions and enrichment of the regular classroom instructional program. The purposes of carefully assigned homework are: practice in research and exploratory activities; sharing and discussing ideas; reviewing and summarizing materials being studied; becoming acquainted with the libraries and other sources of reference material; organizing students' thoughts and thinking processes in preparation for classroom activities; and making up incomplete course or subject assignments.

High School Before School Study Table
All students who violate the Homework Policy with a late or poor quality assignment will be assigned to the Before School Study Table.

The Study Table Program is a learning opportunity that is coordinated through the district's At-Risk program. The Study Table Program works with students who need help completing their homework. It runs before school from 7:45-8:05am Monday, Tuesday, Thursday and Friday. Students that earn a Study Table on Tuesday must report to Study Table on Thursday morning.Students are expected to check in promptly at their assigned time and place, regardless of whether or not they have completed their assignment. A student will serve their time with the teacher who assigns them to Study Table unless the teacher is unable to because of a prior commitment. In that case, they will serve their time in the high school office. Parents/guardians are responsible for making arrangements for getting their child to school for Study Table. Student cell phones are not allowed in Study Table, so are turned in to the Study Table teacher and returned to the student when they leave.

Students may be referred to Study Table for two main reasons: work completion and work quality. Proper school conduct is expected of students assigned to Study Table. Any student who disrupts or misuses the program may face disciplinary action, which may lead to the student being suspended or expelled. A parent meeting may be requested for habitual offenders.

If a student fails to show up for Study Table, they will be assigned to lunch detention that day and will be ineligible for any practices or games that night. Multiple absences may result in an In-School Suspension. The only exception to being absent from Study Table is presenting a note from a health care provider showing they attended an appointment during the Study Table time. The doctor's note must be presented to the office upon return to school. Extracurricular events/practices, work, and non-medical appointments are not excused absences from Study Table.

Grading

Each grade PS-2 has a specific marking system. The marking system for grades 3-12 is as follows:

A (93-100), A- (90-92) — Superior

- Addresses requirements of the subject in an outstanding manner.
- Shows independent resourcefulness.
- Has a positive influence on the class.
- Forwards group activities.
- Demonstrates continuous improvement.

B+ (87-89), B (83-86), B- (80-82) — Good, Above Average

- Exceeds all requirements on the subject.
- Achieves expectations through motivation.
- Has a proper effect on the class.
- Cooperates in group work.
- Shows marked progress.

C+ (77-79), C (73-76), C- (70-72) — Average

- Needs some encouragement to meet requirements of the subject.
- Exercises initiative at times.
- Has a neutral but not objectionable effect on the class.
- Is effective in group work on an irregular basis.
- Improves at an ordinary rate.

D+ (67-69), D (63-66), D- (60-62) — Below Average Yet Passing

- Meets the requirements of the subject on an infrequent basis.
- Lacks initiative.
- Has an improper effect on the class.
- Lacks involvement in group work.
- Improves on an irregular basis.

F — Failing

- Fails to meet requirements of the subject.
- Demonstrates little effort.
- Is indifferent to the subject.
- Has an irregular attendance pattern.
- Shows little improvement.

An incomplete is given at the principal’s discretion, only in an emergency or by pre-arrangement. This work, in most cases, must be made up within two weeks from the end of the grading period. If work is not made up in the allowed time, the incomplete then may become an “F.”

High School Grading Policy

Policy	Rationale
Attendance and Behavior will not be included in the grade. Extra Credit will not be given.	Grades should reflect what the student knows. We believe there is a direct correlation between effort and success. The reward for effort will be additional opportunities to learn material to be reassessed. There may be some departments (Performing Arts, Visual Arts, Physical Education, etc.) that need to grade on attendance / participation. Departments who feel they need an exception to the policy can create a plan with administration.
Grading Scale A: 100-93 C: 76-73 A- : 92-90 C-: 72-70 B+ : 89 -87 D+: 69-67 B: 86-83 D: 66-63 B- : 82-80 D-: 62-60 C+: 79-77 F: 59-0	A consistent grading scale will improve communication and decrease confusion. Setting the gradebook to show in progress grades for the semester will allow guidance to pull the failing list for intervention data.
Assessments (Assessments prove that learning has taken place including: tests, quizzes, projects, papers, presentations, etc….) ● Will be 80 % of the quarter grade. ● Assessments must be presented/completed on the original due date to be eligible for a retake. ○ Students with excused absences will test/present upon return. ○ Due dates are set by the instructor and are held firm unless the student communicates extenuating circumstances to the instructor. ● Retakes will be offered with the following stipulations: ○ Must be done within one week from the date the original was given. ○ Students must prove that learning has taken place. ■ JAY Time instruction ■ Before or after school instruction. ● Anyone may take advantage of this opportunity.	We believe…….. ● Grades should reflect what the student knows. ● Not all students learn at the same pace. ● Productive learning can occur through failure. Goal: ● To emphasize the learning activities as a tool for learning to prepare students for assessments. Re-takes: ● Students will be allowed to take one retake in each class throughout the semester. To be eligible for the retake, students must have all their work completed for that unit or chapter andattend a re-teaching session prior tothe retake.

(continued) **Standard Policy** ● Retake test scores will be averaged with the regular test score to get the final score for that particular test. ● Semester finals may not be retaken.	

Learning Activities (Learning activities are anything that helps the student achieve the objectives of the unit or chapter. ● Will be 15 % of the quarter grade. Due dates are set by the instructor and are held firm unless the instructor approves an alternate date due to extenuating circumstances of the student that have been communicated to the instructor.	Zeros ● Will be shown as 'missing' up to the deadline. ● After the deadline they will be changed to a '0' in the gradebook.
Essential Skills (Skills identified in the Iowa Core that are essential to student success in school and in life outside and beyond school) ● Will be 5% of the quarter grade.	● Deducting points discourages students from completing learning activities that develop skills and knowledge.
Semester grade breakdown: ● 90% semester grade, 10% semester final	

Progress Reports

<u>High School</u>

Parents will be notified at mid-quarter intervals (approximately four and one-half weeks) that midterm grade reports are completed and can be checked on Infinite Campus. Grade reports will be sent home after each quarter and/or semester to parents. Individual progress reports may also be sent to parents at any time that it is deemed necessary during the school year.

<u>Middle School</u>

Reports are sent at trimester intervals to inform parents of students' progress in each class. Grades will be posted at mid-terms for families to view on infinite campus.

<u>Elementary School</u>

Reports are sent at quarter intervals to inform parents of students' progress in each class.

Conferences
Parent-Teacher Conferences are scheduled twice a year. Parents may request additional conferences during the school year.

Report Cards
High School
At the end of each semester, students receive report cards containing their final semester grades in all of their courses. The grades on the semester report card become a part of each student's permanent record. Student grades will be posted to Infinite Campus at the end of each midterm and each quarter for students and parents to review. As a reminder, grades are updated continuously throughout the school year so parents may review grades at any time. Students who have their curriculum significantly modified will not be included in the class ranking.

Middle School
At the end of each trimester, students receive report cards containing their final trimester grades in all of their courses.

Elementary
At the end of each quarter, students receive report cards containing their final quarter grades in all of their courses.

Middle School Retention Policy
Any student who fails two or more trimesters/quarters in the same core course or fails two or more core courses in the 3 r d trimester or 4 t h quarter (Literature, Language Arts, Math, Science, or Social Studies) will be retained in his/her current grade level for the following year. In order to pass on to the next level, the student must take an approved summer school program, at the expense of the parent or guardian, to make up for the failed class(es).

Middle School Advanced Classes
Middle School students will have the opportunity to participate in advanced classes. Advanced Math is offered in 6th, 7th, and 8th grades. Advanced ELA is offered in 8th grade.

Enrollment in advanced classes is determined based on academic performance and teacher evaluation. Students must meet specific, data-driven criteria and placement decisions are made solely by the teaching staff and school administration. To qualify for Advanced Math, students must score in the Advanced range on ISASP and in the College Pathway range on the FAST Assessment. Current math teachers must recommend the student based on demonstrated work ethic, academic responsibility and readiness for increased rigor. Advanced ELA placement will be based on a combination of assessment scores, classroom performance and teacher recommendations.

8th grade students taking advanced courses will receive high school credit. Semester grades will be applied to your student's high school transcript and will be included in their high school GPA.

High School Credits
High school students are responsible for knowledge of their total number of credits accumulated toward

graduation. Students may check on this information at any time with the counseling office.

1.) Students will be classified as freshman, sophomore, juniors or seniors based on year in high school and the amount of credits they have successfully completed.
    a.) Freshman 0-13 credits
    b.) Sophomore 14-26 credits
    c.) Junior 27-40 credits
    d.) Senior 36-52 credits and in their 4th year of high school.
        - Only students classified as seniors will be included in senior activities (examples: class composite)
        - Only students who have met all graduation requirements will participate in the commencement ceremony.

2.) Any high school course taken by a middle school student will count towards their required graduation credits and will factor into their cumulative GPA, Students may choose to retake the same class their freshman year to replace the grade received while in Middle School. Grade received freshman year is the grade that will be factored into their cumulative GPA.
3.) Students are required to take a CPR course prior to graduation sometime between grades 6-12.

PSEO and Hawkeye Classes

The Post-secondary Enrollment Options Act (PSEO) allows students in grades 11 and 12 and students identified as "gifted and talented" in grades 9 and 10 to enroll part time at an eligible community college, state university, or private college or university. The purpose of this act is to "promote rigorous educational pursuits and to provide a wide variety of options for students." The high school pays the cost of tuition, textbooks, materials, and fees up to $250 for public school students. Parents /guardians/custodians/students over age 18 are required to reimburse the school district for all costs if the student achieves an incomplete or failing grade for the course. Students interested in the PSEO should make arrangements at the time of registration.

Jesup High School and Hawkeye Community College work together to provide the opportunity for students to take concurrent Hawkeye courses for college credit.
These classes may be taught at Jesup during the regular school day, online, at the Hawkeye Community College Independence Center or the Hawkeye Community College Waterloo Center throughout the day. Students enrolled in online concurrent courses may use a scheduled study hall to complete course requirements. To maintain a full academic schedule, students are limited to one study hall per semester, regardless of the number of online concurrent courses in which they are enrolled. Students who successfully take these classes will receive both high school and college credit. Courses taken will factor into a college GPA and the student's high school GPA. Students who withdraw after the Jesup drop deadline or who receive an "F" grade in a college course will also receive an "F" grade on their high school transcript. To determine how these Hawkeye credits will transfer to a particular college or university, the student will need to contact either Hawkeye or the school in question.

Honor Roll

Scholarship is recognized and encouraged through an academic honor roll.

<u>High School</u>

An honor roll list is compiled at the end of each grading period. Any student with a 3.50 grade point

average or above will be listed on the Gold Honor Roll. Any student with a 3.00 to 3.49 grade point average will be listed on the Silver Honor Roll.

Middle School

An honor roll list is compiled at the end of each trimester. Any student with a 3.500 grade point average or above will be listed on the Gold Honor Roll. Any student with a 3.00 to 3.499 grade point average will be listed on the Silver Honor Roll. To determine honor roll, core classes are worth 1 point, and electives are worth 0.33 points. Study halls have no point value.

A+ = 4.00	**A = 4.00**	**A- = 3.67**
B+ = 3.33	**B = 3.00**	**B- = 2.67**
C+ = 2.33	**C = 2.00**	**C- = 1.67**
D+ = 1.33	**D = 1.00**	**D- = 0.67**
	F = 0.00	

School Publications

School publications are a learning experience for students and therefore under the guidance and direction of the teacher and school administration. The instructor/principal may, at his/her discretion, refuse to publish material that does not conform to standard journalistic integrity and procedures.

Physical Education

If a student cannot fully participate in physical education, a doctor's statement may be required. A student who is not able to participate in physical education due to a doctor's statement is required to perform alternative assignments in order to qualify for credit. Doctor's excuses must be presented at the time the condition exists in order to make up work. Students are allowed three "medical days" per semester without an excuse from a doctor. Students are required to dress for physical education. High school students must pass eight four semesters of Physical Education to graduate.

It is highly recommended that you lock your PE locker. Locks can be purchased from the building principal's office. The cost of a lock is $6.00 for new, $3.00 for used.
Only school purchased locks can be used to secure school lockers.

Family Night/Sunday

Wednesday night is designated as "Family Night" during the school year. All student functions, practices, etc. will be scheduled so that students are out of the building by 6:00 p.m. on Wednesday night. The only exception to this is when state associations schedule tournaments or meetings for Wednesday night. Also, there are to be no student functions scheduled on Sundays prior to noon or after 6:00 p.m. The only exception is approved activities (by building principal) including scheduled practices only before a state association tournament game/event.

Visitors

- Visitors, including parents, must report to the Principal's Office on arrival and pick up a visitor's badge.
- Visitors desiring to make classroom visits must obtain prior approval from the principal. The principal will inform the teacher of this request prior to the parent visit. When making classroom visits, parents are asked not to bring younger children. If a parent-teacher conference is desired, an appointment should be made. Middle school and high school parents are

encouraged to allow their child to develop independence and responsibility while school is in session. We encourage parental involvement but also ask that parents do not interfere with the daily routines of staff and students.

- Student visitors are not allowed except for extenuating circumstances. This is done to help ensure the safety of the student body and provide a minimum of disturbance in the classroom. If there are extenuating circumstances, the principal should be consulted one week in advance for his/her decision on whether to allow the visit.

Activities

The following apply to the activity program:

1.) Student behavior policies apply for all school-sponsored activities.
2.) Meetings and other activities of a school organization must be approved and supervised by the group's sponsor(s).
3.) Plans for activities are made in advance and submitted to the principal for review before the activity is approved. Changes to plans are also reviewed and approved by the principal.
4.) All signs, posters, and bulletin announcements are submitted to the principal for review before they are posted in the school building.
5.) An activity pass may be purchased each year that allows students admission to school activities beginning in the fall and concluding in the summer. Students must present their activity pass at each event or they will be required to pay the admission price.
6.) Activities are not to be scheduled on Wednesday evenings or Sunday, during the school year. This includes practices.
7.) Evening rehearsals and practices are dismissed no later than 9:15 p.m. All students must be out of the school building by 9:30 p.m.
8.) Only Jesup High School students attend school dances unless approved by the principal in the initial activity plan. In those cases, guest names must be submitted one week prior to the dance. All requests are reviewed and approved on a case-by-case basis. Criteria will include: safety, discipline situations at home, school and prior problems at a Jesup High School activity.
9.) The administration reserves the right to postpone the start of practice until 7:00p.m. due to heat.
10.) When school is dismissed due to inclement weather, practices will also be cancelled. In the event that conditions improve, the superintendent in consultation with the athletic director may elect to still hold an extra-curricular activity. This is entirely at the discretion of the administration.
11.) No one is admitted to a dance after the first hour of the dance.
12.) Students are expected to remain at school activities. Once a person leaves, s/he will not be re-admitted.
13.) Only Jesup Middle School students may attend middle school dances and fun nights.
14.) All fundraisers must receive prior approval as outlined in the staff handbook.

Insurance

Students who participate in athletics are required to have insurance or their parents/guardians must indicate that they carry sufficient coverage on an insurance form. Forms are available from the Athletic Director or from the Principal’s Office.

Student Activities Code

The Jesup Community Schools have established the Student Activities Program to provide experiences not normally gained in the classroom. The Student Activities Program includes school organizations, athletics, and those activities not part of classroom requirements.

The privilege of participation is earned by meeting the standards established by the Board of Education. Each student who participates in an extracurricular activity must meet the eligibility requirements set forth by the school and is subject to the consequences of the Student Activities Code.

Section I — IHSAA and IGHSAU Regulations

Jesup High school will follow all IHSAA and IGHSAU rules and regulations.

Section II — Eligibility Requirements

The Board of Directors of the Jesup Community School District offers a variety of voluntary activities designed to enhance the classroom education of Jesup students. Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year. Students who represent Jesup in activities, whether away from school or at school, are expected to be good role models. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with the board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity, coaches and sponsors. The principal shall keep records of violations of the good conduct rule.

The following activities are covered: athletics, instrumental and vocal music performances, drama productions, speech contests, FFA, FCCLA, all co- curricular clubs (e.g., Art Club, Spanish Club), all honorary and elected offices (e.g., Homecoming King/Queen/court, class officer, student government officer or representative), or other school sponsored activities where the student represents the school outside of the classroom. Senior Parents' Night, Prom, Graduation Ceremonies, Academic Award Night, Dollars for Scholars, Booster Club Athletic Banquet & Performing Arts Award Night are not subject to this provision. Students will be recognized with their parents at Senior Parents' Night for athletics but will not wear the uniform.

<u>Academic Eligibility</u> High School

To be eligible for an activity, students participating must:

1.) be under 20 years of age for students in athletics, music, or speech activities;
2.) be enrolled or dual-enrolled in school;
3.) be present in school for the whole day unless excused by the administrator, prior to the absence, due to a doctor's appointment, funeral, wedding, or other situation approved by the principal or his/her designee.
4.) be passing all coursework for which credit is given and shall be making adequate progress towards graduation requirements at the end of each semester;
    a.) If a student is not passing all coursework at the end of a final grading period (semester), the student is ineligible for a period of the first 20 consecutive calendar days in the interscholastic athletic event in which the student is a contestant.
    b.) If a student is not passing all coursework at the end of a final grading period (semester),

the student is ineligible for a period of the first 20 consecutive calendar days in the performing arts or other club activities in which they are currently participating.

5.) be passing all coursework when evaluated at mid-term and end of quarter;
    a.) If a student is not passing all coursework at the mid-term and/or quarter the student will be reevaluated on a weekly basis by the principal to determine eligibility status.

Middle School
To be eligible for an activity, students participating must:

- be present in school for the whole day unless excused by the administrator due to a doctor's appointment, funeral, wedding, or other situation approved by the principal or his/her designee**.**
- be earning passing grades in all classes;
- eligibility is determined three weeks into the beginning of the school year and every two weeks after that. Dates are predetermined and may be requested.
- if a student is not passing all coursework at the progress report check and/or quarter, the student will be reevaluated on a weekly basis by the principal to determine eligibility status.

Students who are academically ineligible may be allowed by the building principal to participate in designated activities that constitute part of their academic grade (e.g. winter and spring concerts, NICL choral festival).

Special education students shall not be denied eligibility based on the scholarship rule if the student is making progress toward the goals as determined by the trend line on the student's IEP.

Transportation
Students who are participating in an out-of-town school sponsored activity must ride in the school vehicle to and from the activity. The following are exceptions to this rule:

- injury to a participant which requires alternate transportation
- under no circumstances can students drive themselves to and from out-of-town events
- a contact by the parent or guardian and a written note from the same indicating that the student will ride home with his/her parent/guardian
- any other special circumstances must be approved by the building principal prior to the event

Physical Examinations and Insurance
Each year that a student participates in an athletic activity (including cheerleading) he/she must file:

- A current physical form, good for one calendar year after the date of the last physical
- Proof of insurance
- Signed student/parent concussion awareness form

Good Conduct Rule

To retain eligibility for participation in Jesup Middle and High School extracurricular activities, students must conduct themselves as a good citizen both in and out of school at all times. Students who represent the school in an activity are expected to serve as good "role models" to other students and members of the community.

The principal will initiate an investigation into a possible violation of the Good Conduct Code on the basis of specific credible information. However, in order to be considered a violation of the Good Conduct Code, the allegation must be proven true to the principal's satisfaction. *The violation must have occured within the past 365 calendar days.*

Any student who after an informal investigation at which the student shall be confronted with the

allegation, the basis of the allegation, and given an opportunity to tell the student's side; and then at that time is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time, as described below. A student will lose eligibility under the Good Conduct Rule for any of the following behaviors:

Level 1 Violations

a) possession, use, or purchase of alcoholic beverages, including beer and wine ("use" includes having the odor of alcohol on one's breath);
b) possession, use, or purchase of illegal drugs or the unauthorized possession or use of otherwise lawful drugs;
c) engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
d) violating the rules, regulations, or discipline policy of the school including hazing, harassment, and/or sexual harassment;
e) use of any substance in which the effect is to simulate the effect of alcohol or controlled substances;
f) intentionally damaging school property
g) Production, possession, or dissemination of nude or sexually explicit images or videos which would be illegal in nature

Level 2 Violations

a) "Mere Presence": **DEFINED AS** being in attendance at a gathering where alcohol and/or drugs are being consumed illegally by minors;
    i) there must be evidence the student knew drugs/alcohol were present and being used illegally, and
    ii) the student failed to leave immediately after the discovery drugs/alcohol/illegal activity were present
b) possession, use, or purchase of tobacco products including e-cigarettes or look-alikes such as vape pens or juul pods, regardless of the student's age;

Due Process

The principal will conduct an informal investigation upon the report of an incident. If the principal views there to be a personal conflict of interest in the investigation, the principal will defer the investigation to the Athletic Director or another building principal. During the investigation, the student will be interviewed and given the opportunity to state his/her side of the story. At the close of the investigation, the principal/AD will make a decision based upon the information available, including a judgment about the credibility of those providing information. The principal/AD will inform the student orally of the decision, and a follow-up letter will be mailed to the student's parent or guardian **within the next school day.**

A student or the student's parent or guardian may appeal this decision, in writing, **within three school days or five calendar days,** whichever comes first, to the superintendent. If the superintendent views there to be a personal conflict of interest in the investigation, the superintendent will defer the review to the two building principals who were not involved in the initial investigation and determination. The review will occur **within three school days or five calendar days** of the filing of the appeal. The decision will be communicated to the student and parents **within the next school day.** The filing of an appeal does not affect the decision until and unless that decision is reversed.

An appeal may be made to the school board from the superintendent's decision by filing a written notice of appeal with the superintendent **within three school days or five calendar days**, whichever comes first, of the superintendent's decision. The board will take up the issue at its next regular meeting or the superintendent may recommend a special meeting to the board. The board will go into closed session to hold the review with all parties involved unless the student (if 18 years old) or the student's parent or guardian requests an open session.

Following the principal's decision, the reviews by the superintendent and school board will be in the nature of an oral discussion of the violation rather than a formal hearing with witnesses and evidence. The grounds for review by the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.

Self-reporting/Reduction in Penalty

For a first offense, a student, who self-reports a violation of the Good Conduct Rule and provides honest and truthful information to a head coach/activity sponsor, appropriate administrator or the athletic director within 48 hours of the incident and prior to an investigation, will have their penalty reduced by 50%. The evaluation is done at the student's/student's parent's expense. Permission is given to students to contact the above-mentioned personnel at any time to self-report. Students, who, in an attempt to maintain their eligibility or delay their ineligibility, withhold information, lie to or mislead school officials concerning dates or details concerning arrests or violation(s) will automatically be declared ineligible for the maximum time for that violation.

Penalties

Any student, who, after a hearing before the administration, is found, by substantial evidence, to have violated the Good Conduct Rule, during the school year or summer, is subject to loss of eligibility as follows:

A. A student who is involved in athletics is declared ineligible for:
   - **1st Offense within the student's middle school career or high school career** - a minimum of 15% up to 30% of current, next athletic activity, or both. (refer to chart below)
   - **2nd Offense within the student's middle school career or high school career -** a minimum of 30% up to 60% of current, next athletic activity, or both. (refer to chart below)
   - **3rd Offense within the student's middle school career or high school career -** 12 calendar months of ineligibility.
   - **No penalty period will exceed 12 calendar months**

   (If fewer than the required number of athletic contests remain at the time of the violation, the ineligibility shall carry over into the postseason or the next activities season in which the student participates.)

   After completing the penalty for a third offense alcohol or drug violation, a student can only regain eligibility by submitting to an evaluation conducted by an approved substance abuse facility. The evaluation is done at the student's/student's parent's expense. The student must then complete any treatment recommended in order to regain eligibility. The student is required to release the results to the school principal or athletic director in order to regain

eligibility.

B. A student involved in activities other than athletics is declared ineligible for:
   - **1st Offense within the student's middle school career or high school career -** 3 weeks from the next public performance
   - **2nd Offense within the student's middle school career or high school career -** 6 weeks from the next public performance
   - **3rd Offense within the student's middle school career or high school career -** 12 calendar months of ineligibility.

   A student involved in band, chorus, or other activity for which students receive grades will be held out of the performance but must complete an equivalent alternative assignment for grading purposes.

C. A student involved in both athletics and activities is declared ineligible for:
   - **1st Offense** within the student's middle school career or high school career - 30% of current, next athletic activity and activities other than athletics which occur during that period of time will contribute to reaching that 30% total. (refer to chart below)
   - **2nd Offense** within the student's middle school career or high school career - 60% of current, next athletic activity and activities other than athletics which occur during that period of time will contribute to reaching that 60% total. (refer to chart below)
   - **3rd Offense** within the student's middle school career or high school career - 12 calendar months of ineligibility from athletics and activities other than athletics.
   - If fewer than the required number of athletic contests remain at the time of the violation, the ineligibility shall carry over into the next athletic activity season in which the student participates.

   After completing the penalty for a third offense alcohol or drug violation, a student can only regain eligibility by submitting to an evaluation conducted by an approved substance abuse facility. The evaluation is done at the student's/student's parent's expense. The student must then complete any treatment recommended in order to regain eligibility. The student is required to release the results to the school principal or athletic director in order to regain eligibility.

   A student who was not participating in an extra-curricular activity prior to violating the Good Conduct Policy may not join an activity already in progress. A student involved in an activity who becomes ineligible must complete the activity or season in order for the penalty to be considered served.

Transfer Student Eligibility

Any student declared ineligible under the prior school district's Good Conduct Rule, and then without having completed the full period of ineligibility at that school transfers to Jesup High School, may not be eligible for interscholastic competition at Jesup High School, until full period of ineligibility has been completed from the other school.

HS	**Total Dates Allowed**	**Level 1 Violation Penalty (1st offense/2nd offense)**	**Level 2 Penalty (1st offense only)**
Football	9	3/6	2
Volleyball	14	5/9	3

Cross Country	10	4/6	2
Basketball	21	7/13	4
Wrestling	15	5/9	3
Track	16	5/10	3
Golf	12	4/8	2
Soccer	15	5/9	3
Baseball	40	12/24	6
Softball	40	12/24	6

- Cheerleading violations follow the same penalty as the sport for which they are cheering for at the time.
- Violations by managers follow the same penalty as the sport they are managing at the time.

MS	**Total Dates Allowed**	**Level 1 Violation Penalty (1st offense/2nd offense)**	**Level 2 Penalty (1st offense only)**
Football	6	2/4	1
Volleyball	9	3/6	2
Cross Country	7	3/5	2
Basketball	12	4/8	2
Wrestling	9	3/6	2
Track	7	3/5	2
Baseball	*15	5/9	3
Softball	*15	5/9	3

Based off the number of dates we play as there are no state guidelines.

Health Services

Parents/guardians are asked to provide an annual health update to the school nurse each year or with any change during the school year. The district respects student privacy and takes measures to assure the security of student health records. The school nurse may share educationally relevant health information according to Family Educational Rights Privacy Act (FERPA). Parent/guardian or emergency contact information may be used to provide appropriate care in the event of illness, injury, or other health needs. Parents/guardians should promptly update the school office if their phone numbers change or emergency contacts change, so school staff can quickly notify parents/guardians and emergency contacts if the student is sick or in an emergency.

Immunizations

Iowa law requires all students to have a valid certificate of immunization, provisional certificate of immunization, or certificate of immunization exemption on file with the school. This certificate is necessary for initial entrance to the school and is returned upon graduation. Please provide a copy to the school nurse with each update. This information is audited by our local Public Health Department.

Illness

Middle school and high school students requesting to visit the school nurse for illness or minor injuries must first stop at their building office to check out with the secretary unless it is an emergency. Elementary students may obtain a pass from their teacher. Teachers may delay a visit to the nurse if important classroom material or testing is occurring and the health matter is non-emergent. When illness occurs during the school day, students should see the school nurse for an initial assessment before parent/guardian contact. The nurse will follow up as needed with the parent/guardian for further instruction. Students who are ill may NOT leave the building without consent from the office or school nurse, and prior approval from a parent or guardian. Parents will always be contacted in the event of a medical emergency.

Students who are sick must STAY HOME until they are free from symptoms of illness for 24 hours and/or if any test results are pending. This helps reduce the risk of spreading illness to others in our school community. Notify the school of your student's absence/illness. The school nurse follows district policy and guidance from public health (local, state, CDC) in determining when to temporarily exclude students for communicable diseases, exposures, or illness symptoms. Examples include:

- Temperature of 100.4 degrees F or greater
- Illness that disrupts the student's learning or poses a risk of spreading to others (e.g. vomiting, diarrhea, etc.)
- Illness that results in a greater need for care than staff can provide without affecting the health and safety of others

If a student becomes ill while at school, a parent/guardian is expected to pick up their student within 60 minutes of being notified that their student is sick and needs to go home. It is recommended that families work together to have a plan in place for the days when students need to leave school early or stay home due to sickness.

In certain circumstances, a school nurse may request that a parent/guardian provide documentation from a healthcare provider before a student returns to school. Examples include when a communicable disease is strongly suspected or specific accommodations are needed due to illness or injury. Please submit provider notes containing health information to the office or school nurse. Notes may be submitted by paper, fax, or emailed image.

Medications

All medications must be stored in the nurses' office or the school’s office. Consult the school nurse for the medication process. Middle and high school students may be eligible to receive a standard dose of acetaminophen

or ibuprofen with annual parent/guardian permission. This is limited to 8 doses per year and is given based on nursing assessment and discretion. Elementary students eligible for acetaminophen or ibuprofen will only be given the medication after a phone call to a parent/guardian for permission.

Health Screenings

Hearing, vision, and dental screenings are provided in many grades. Parents will be notified of the results of these screenings if problems requiring follow-up care are noted. Notify the school nurse if you wish to opt out of school-based screenings for your student.

PE Excuses

All passes to be excused from PE must come for a parent/guardian or doctor and signed by the school nurse before PE class. If a student goes to the school nurse for a pass, the nurse will call the parent/guardian for permission to write an excuse from PE.

Food Service

Students may bring their own lunch or eat the school lunch. Students must eat their lunch in the cafeteria, and are expected to remain in the cafeteria until the lunch period is over.

- Delivery of food items (i.e. pizza, subs, fast food items) are prohibited during the day.
- Bringing large amounts of food to share is prohibited during lunch.
- Pop may not be consumed in the lunchroom during the lunch period.

Students may eat breakfast in the school cafeteria from 7:40 a.m. to 8:15 a.m.

Free and reduced price breakfasts and lunches are available for those who qualify under the established Federal Lunch Guidelines. The Superintendent's Office has specific information on this program. Application forms are available in each office.

Transportation

School Bus

Many students are transported to and from school by bus. Good student behavior is an important element in the safety and efficiency of the transportation system. Continued eligibility for transportation is contingent upon the student's abiding by the rider regulations. Students riding the buses are under the direct supervision of the bus driver. The following regulations apply to bus transportation:

1. Walk to your bus stop. Leave home early enough to arrive on time. Cross the roadway only upon the driver's signal.
2. Enter the bus in an orderly manner and sit where assigned.
3. Remain in your seat.
4. Keep your hands and head inside the bus.
5. Follow the instructions of the bus driver.
6. Be courteous to your bus driver and fellow passengers.
7. Food and drink may be permitted at the discretion of the driver.
8. Keep the bus clean.
9. Follow all other school rules.

If a student wishes to ride the bus to another student's house, the school office must have a note from BOTH parents/guardians in order for permission to be granted. A student riding a different route must acquire a bus slip from the office and must present the slip to the driver upon entering the bus.

Other

1. If students are driven to school, they are to be dropped off at the following locations: PS-8 at the drop-off zone of the south parking lot. HS (9-12) at the east entrance to the high school.
2. Students who walk to school should cross at the school crossings.
3. Students riding bicycles to school are to dismount and walk their bicycles to the bike racks. Students are to provide their own bicycle locks.
4. Student parking is available on the north side of the high school or in the gravel parking lot by the softball fields.

Student Drivers

Once students arrive at school, they are to park their vehicles. Students are prohibited from picking up students who have already arrived at school. Vehicles are not to be moved or entered during the school day without permission from the office. Students are not permitted in the parking lot during the school day. Students are to park their cars in an orderly manner. Exhibition driving could cause permanent removal from the parking lot.

Failure to properly park will initiate the following procedure:

1st offense (for the year): moving the car off the lot, parking available south of school
2nd offense: moving the car off the lot; 10 school day restriction from the lot
3rd offense: moving the car off the lot; principal's discretion.

Textbooks

Textbooks are the property of the school district. Students are expected to exercise proper care of books, materials, equipment, and the building itself. If damage or loss occurs, the replacement cost of the item will be assessed.

- Books must not be marked on, defaced or destroyed.
- Students will be fined for the misuse or loss of books.

Interrogation by an Outside Agency

As a general rule, individuals from outside the school district may not interrogate students. If an individual, such as a law enforcement officer, wishes to interrogate a student, the request must come through the administrative office. Such a request will be granted only when, in the discretion of the administrator, such action is in the best interest of the student's welfare, when a child abuse investigator makes the request, or when such interrogation is supported by a court order. Prior to allowing the interrogation, if appropriate, the administrator will contact the parent or guardian of the child and inform them of the request and ask if they wish to be present.

Student/Directory Information

The following information may be released to the public in regard to any individual student of the district as necessity or desirability arises. Any student over the age of eighteen (18), parent, or guardian, not wanting this information released to the public must make objection in writing within fifteen (15) days of the date of this publication or within fifteen (15) days of enrollment, to the principal or other person in charge of the school that the student is attending. The objection should be renewed each school year.

- Name
- Address
- Telephone listing
- Date and place of birth

- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Honor roll
- Degrees and awards received
- The most recent previous school or institution attended by the student
- Other similar information

The Jesup Community School District does not discriminate on the basis of sex, race, or physical disability in employment or in access to or participation in education programs and services. Inquiries concerning the application of this statement should be addressed to:

District Compliance Coordinator Jesup Community Schools
531 Prospect St. PO Box 287
Jesup, IA 50648
319-827-1700

Jesup High School Daily Schedules

Regular Class Schedule

1st Period	8:15 - 8:58
2nd Period	9:01 - 9:44
3rd Period	9:47 - 10:30
4th Period	10:33 - 11:16
A Lunch	1:16 – 11:39
5th Period (B&C)	11:19 - 12:02
B Lunch	12:02 – 12:25
5th Period (A)	11:42 – 12:25
6th Period (C)	12:05 – 12:48
6th Period (A&B)	12:28 – 1:11
C Lunch	12:48 – 1:11
7th Period	1:14 – 1:57
8th Period	2:00 – 2:43
Homeroom	2:46 – 3:15

Early Dismissal Schedule

1st Period	8:15 - 8:43
2nd Period	8:46 - 9:14
3rd Period	9:17 - 9:45
4th Period	9:48 - 10:16
5th Period	10:19 - 10:47
A Lunch	10:50 – 11:18
6th Period (B&C)	10:50 – 11:18
B Lunch	11:21 – 11:49
6th Period (A)/7th Period (C)	11:21 – 11:49
C Lunch	11:52 – 12:20
7th Period (A&B)	11:52 – 12:20
8th Period	12:23 – 12:51
Homeroom	12:54 – 1:15

Late Start Schedule

1st Period	10:15 – 10:43
2nd Period	10:46 – 11:14
A Lunch	11:15 – 11:42
3rd Period (B&C)	11:17 – 11:45
B Lunch	11:45 – 12:12
3rd Period (A)/4th Period (C)	11:48 – 12:16
C Lunch	12:15 – 12:42
4th Period (A&B)	12:19 – 12:47
5th Period	12:50 – 1:18
6th Period	1:21 – 1:49
7th Period	1:52 – 2:20
8th Period	2:23 – 2:51
Homeroom	2:54 – 1:15

Jesup Middle School Daily Schedules

REGULAR DAY SCHEDULE	
1st Period	8:15-8:58
2nd Period	9:01-9:44
3rd Period	9:47-10:30
4th Period	10:33-11:16
5th Period (5th Grade)	11:19-12:02
Lunch (6th/7th/8th)	11:16-11:39
5th Period (6th/7th/8th)	11:42-12:25
Lunch (5th Grade)	12:02-12:25
6th Period	12:28-1:11
7th Period	1:14-1:57
8th Period	2:00-2:43
Homeroom	2:46-3:15

EARLY DISMISSAL SCHEDULE	
1st Period	8:15-8:43
2nd Period	8:46-9:14
3rd Period	9:17-9:45
4th Period	9:48-10:16
5th Period	10:19-10:47
Lunch (6th/7th/8th)	10:50-11:15
6th Period (5th Grade)	10:50-11:15
Lunch (5th Grade)	11:18-11:40
6th Period (6th/7th/8th)	11:18-11:40
7th Period	11:43-12:11
8th Period	12:14-12:42
Homeroom	12:45-1:15

LAST START SCHEDULE	
1st Period	10:15-10:43
2nd Period	10:46-11:14
Lunch (6th/7th/8th)	11:17-11:39
3rd Period (5th Grade)	11:17-11:45
3rd Period (6th/7th/8th)	11:39-12:07
Lunch (5th Grade)	11:45-12:07
4th Period	12:10-12:38
5th Period	12:41-1:09
6th Period	1:12-1:40
7th Period	1:43-2:11
8th Period	2:14-2:42
Homeroom	2:45-3:15

Code No: 502.10E1

STUDENT HARASSMENT
HARASSMENT COMPLAINT FORM
Jesup Community Schools

Name of complainant:
Position of complainant:
Date of complaint:
Name of alleged harasser:
Date and place of incident or incidents:
Description of misconduct:
Name of witnesses (if any):

Evidence of harassment, i.e., letters, photos, etc. (attach evidence if possible):
Any other information:
I agree that all of the information on this form is accurate and true to the best of my knowledge.
Signature: Date:

Code No. 502.10E2

STUDENT HARASSMENT
WITNESS DISCLOSURE FORM
Jesup Community Schools

Name of witness:
Position of witness:
Date of testimony, interview:
Description of incident witnessed:
Any other information:
I agree that all of the information on this form is accurate and true to the best of my knowledge.
Signature: Date:

Code No. 605.6El

Internet Access - Responsible Use Procedures

Dear Parent or Guardian:

Jesup Community School District encourages students to use a variety of technologies to enhance their learning. To ensure the privacy and safety of our students, and to protect our data and resources, we ask parents and students to become familiar with policy and regulations that have been established for technology use in the district. The district's “Internet - Appropriate Use” policy is available on the district web site http://www.jesup.k12.ia.us. Policies can be found by clicking on the District tab at the top of the site → Board of Education → Board Policies. The policies are within “Education Program” Code No. 605.6 through 605.6E2.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1.) **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information I post about my life, experiences, or relationships. I will not be obscene. I will act with integrity.

2.) **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

3.) **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.

4.) **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

5.) **Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all uses of websites, books, media, etc. I will acknowledge all primary sources. I will validate the information. I will use and abide by the fair use rules.

6.) **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open-source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

User Agreement:

- When a Chromebook/iPad goes home, both the student and parent are required to acknowledge and sign this User Agreement (either electronically or on paper).
- There is no cost for the use of the Chromebook/iPad. However, the device must be maintained and handled in a responsible way. In the case of accidental or intentional incidents, the family will be responsible for the cost of replacement parts for repairing the device. If a power cord, sleeve or other accessory is damaged or lost, the family is responsible for the full cost of replacement.
- Families will be responsible for the entire cost of repairs or replacement to the Chromebook/iPad damaged through student misuse, neglect, intentional damage or loss. In case of theft, an official police report will be required. **Cost for replacing a lost or damaged Chromebook is $300, iPad $350, Apple MacBook Pro $1200, Case $20, Cord $20** (prices subject to change as repair/replacement prices change).

My child and I have read, discussed and agree to Jesup Community School District's Responsible Use Procedures (RUP) and information found within the Technology Handbook for Parents and Students.

Student Name (print): Student Grade:

_____ _____

Student Signature: Date:

_____ _____

Parent/Guardian Signature: Date:

_____ _____

Approved November 1999

Reviewed July 2000/July 2002/June 2005/November 2009/February 2012/June 2014/October 2016/May 2021

Revised June 2007/August 2021/July 2024/July 2025/ August 2026