

*Exira-Elk Horn-Kimballton
Middle School and High School
2018-2019*

Student Handbook



<http://www.exira-ehk.k12.ia.us>

Continuous Notice of Nondiscrimination Policy Statement:

The Exira-Elk Horn-Kimballton Community School District offers career and technical programs in the following service areas: Agriculture, Food and Natural Resources, Business, Finance, Marketing, and Management, Applied Sciences, Technology, Engineering, and Manufacturing, and Family and Human Services.

It is the policy of the Exira-Elk Horn-Kimballton 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 or discrimination. If you have questions or grievance related to this policy please contact the district's Equity Coordinator, Trevor Miller, Superintendent, P.O. Box 388a, Elk Horn, IA 51531, 712-764-4616, tmiller@exira-ehk.k12.ia.us.

For the 2018-2019 school year, this handbook will be one section. PLEASE NOTE NOT ALL issues will be covered in this handbook. When they are not, it will be the administration that will make the final decision on issues not covered in this handbook.

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Exira-Elk Horn-Kimballton Community School Vision and Mission Statements

District Vision
The Exira-Elk Horn-Kimballton Community School District in partnership with all stakeholders will serve a vital role in preparing responsible, respectful, and productive citizens for living in the 21 st century.
District Mission
The mission of the Exira-Elk Horn-Kimballton Community School District, as part of progressive rural communities, is based on promoting academic performance, technological achievement, and maximizing student values and success by utilizing the strengths and resources of our communities.

WELCOME!

Students, parents, teachers, administrators, school board members, and citizens of the Exira-Elk Horn-Kimballton Community School Districts all have a vested interest in the operation of the school. The effectiveness of the schools in fulfilling their mission is dependent upon each individual assuming his/her responsibilities. The challenges facing schools and their students today are many. If we at Exira-Elk Horn-Kimballton are going to make our mission and vision statements a reality, each of us must personally commit his/her maximum effort to establish a positive and cooperative learning environment. The policies set forth in this Student/Parent Handbook are in effect 12 months a year and are designed to assist each member of the school community to function appropriately within the framework of the educational system of the Exira-Elk Horn-Kimballton Community School District.

We are looking forward to a great year and we know that with your help, we can make it happen. Together, let's make Exira-Elk Horn-Kimballton a great school!

This Student/Parent Handbook covers a wide variety of regulations and procedures for the Exira-Elk Horn-Kimballton High School and Middle School. It is not, however, all-inclusive. Circumstances may arise where the development and publication of other regulations and procedures are necessary. If so, such regulations and procedures will be disseminated to students and parents in a timely and appropriate manner.

General Information

Staff and certified staff listing can be found on our school website:
www.exira-ehk.k12.ia.us

This Handbook is a reflection of the Exira-Elk Horn-Kimballton School Board Policies. The Board Policy is available in the Superintendent's Office. This Handbook is guide for students, parents, teachers and administration. Final decisions are up to the discretion of the administration.

If parents or students have any questions, comments, or concerns, please feel free to call, using the following contact information.

Exira-Elk Horn Kimballton School Offices	Address	Phone Number	FAX Number
Superintendent and Business Office	4114 Madison Street P.O. Box 388A Elk Horn, IA 51531	712-764-4616	712-764-4626
Middle School/ High School Office	4114 Madison Street P.O. Box 388A Elk Horn, IA 51531	712-764-4606	712-764-4626
Elk Horn Building Elementary Office	105 East School Street P.O. Box 335 Exira, IA 50076	712-268-5318	712-268-5319

SCHOOL DAY

Middle School and High School students are not to be in the building prior to 7:45 a.m. unless they are under the direct supervision of a faculty member. Middle School and High School students should start moving to their first period class at 8:25 a.m. and be in their seats ready to learn at the 8:30 a.m. (tardy) bell.

DAILY BULLETIN

A bulletin for announcements and other information is published daily (and posted on our website). Normally, the bulletin will be distributed prior to the second period of the school day. Students are responsible for all information contained within the daily bulletin. A copy of the bulletin is posted outside the high school and middle school offices and another in the cafeteria.

Anyone wishing to place an announcement in the bulletin should complete an announcement submission form, copies of which are available in the office. All announcements are subject to the approval of the principal.

The Middle and High School Class Schedule is:

<u>TIME</u>	
8:30 – 9:15	Period 1
9:19 – 10:04	Period 2
10:08 – 10:53	Period 3
10:57 – 11:42	Period 4
11:41 – 12:11	High School Lunch
12:15- 12:40	Middle School Lunch
12:15 –1:03	Period 5
1:07 – 1:52	Period 6
1:56 – 2:41	Period 7
2:44 – 3:30	Period 8

Middle School and High School students not involved in an after-school activity or under the direct supervision of a teacher or an administrator are to leave the building by 3:40 p.m. On days when school is dismissed early, students are expected to leave the school building within 10 minutes of dismissal.

EARLY DISMISSAL SCHEDULES

The following schedules will be followed on days when school is dismissed at 12:30 p.m. Periods 1-4 and periods 5-8 will meet on alternate days in which we have a 12:30 Early Dismissal. See below.

Here is the bell/class schedule for 12:30 dismissals . . . Periods 1-4	<i>Exira Building</i>
● Period 1: 8:30 to 9:18	8:30 to 9:15
● Period 2: 9:22 to 10:10	9:18 to 10:05
● Period 3: 10:14 to 11:02	10:08 to 10:52
● Period 4: 11:06 to 11:54 (All students will report to their 4th period class.) (PK/K and Grades 4-5)	10:55 to 11:42
● 11:54 to 12:30 (All Students eat lunch) (Grades 6-8 eat lunch.)	11:45 to 12:10
●	12:10 to 12:30
Dismiss	

Here is the bell/class schedule for a 12:30 dismissal . . . Periods 5-8	
● Period 5: 8:30 to 9:18	8:30 to 9:15
● Period 6: 9:22 to 10:10	9:18 to 10:05
● Period 7: 10:14 to 11:02	10:08 to 10:52
● Period 8: 11:06 to 11:54 (All students will report to their 8th period class.) (PK/K and Grades 4-5)	10:55 to 11:42
● 11:54 to 12:30 (All Students eat lunch) (Grades 6-8 eat lunch.)	11:45 to 12:10
●	12:10 to 12:30
Dismiss	

The following schedule will be followed on days when school is dismissed at 2:30 p.m. Please note that Periods 1-8 are shorten so that all period have equal time. For the Middle School, Period 8 will be dropped.

One-Hour Early Out

Period 1: 8:30 – 9:08
Period 2: 9:12 – 9:50
Period 3: 9:54 – 10:32
Period 4: 10:36 – 11:14
Period 5: 11:18 – 11:56
Lunch 11:56 - 12:26

Period 6: 12:30 – 1:08
Period 7: 1:12 – 1:50
Period 8: 1:54 – 2:30

Two-Hour Late Start (10:30)

Period 1: 10:30 - 11:00
Period 2: 11:04 - 11:34
Lunch 11:34 - 12:08
Period 3: 12:12 - 12:42
Period 4: 12:46 – 1:16
Period 5: 1:20 – 1:50
Period 6: 1:54 – 2:24
Period 7: 2:28 – 2:58
Period 8: 3:02 – 3:30

Student Section

GRADUATION REQUIREMENTS

TOTAL CREDITS REQUIRED = 52 credits (Unless under circumstances determined by the administration, changes the total credits)

English	8 credits
Required courses:	
English 9	
English 10	
English 11	
Mathematics	6 credits
Classes must be taken while in high school	
Science	6 credits
Required courses:	
Physical Science	
Biology	
Social Studies	7 credits
Required courses:	
American History 2	
World Studies	
World History	
American Government	
Physical Education	8 credits
Personal Finance	1 credit
Leadership Class	1 credit

EARLY GRADUATION

A student at Exira-Elk Horn-Kimballton may graduate early (prior to the completion of eight semesters of high school attendance) provided:

1. All course requirements set by the Board of Education and stated within this handbook under Graduation Requirements have been met, except the student need only complete seven semesters of Physical Education.

2. A formal application (signed by the student, his/her parent/legal guardian, the guidance counselor, and the secondary principal) has been completed and returned to the secondary office during first semester of the student's senior year.

The following policies apply to all students who choose early graduation:

1. Student having graduated early shall be permitted to participate in the Washington D.C. Trip, and Prom. They will not be able to participate in co-curricular or extracurricular activities.
2. Participation in graduation exercises and attendance at senior activities is allowed and encouraged.
3. Whether graduating early or at the end of the regular year, all seniors will be ranked together in determining class rank.

GRADE POINT AVERAGE

All courses giving grades will be used to compute a student's grade point average (GPA).

The following scale is used to determine grade point averages:

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

NEW 2018-19 GRADING SCALE

A: 94-100	B+: 87-89	C+: 77-79	D+: 67-69	F: 59 and below
A-: 90-93	B: 83-86	C: 73-76	D: 63-66	
	B-: 80-82	C-: 70-72	D-: 60-62	

HONOR ROLL/HIGH HONOR ROLL

An honor roll will be published at the end of each nine-week grading period.

To be on the honor roll, a student must achieve a 3.00-3.49 grade point average (a B average) in all graded classes including music and physical education. Any student with a D or F in any course will be ineligible for the honor roll.

To be on the High Honor roll, a student must achieve a 3.50 grade point average or higher in all graded classes including music and physical education.

ACADEMIC EXCELLENCE AWARDS

All high school students who have 2 consecutive semesters of 3.00 grade point averages will be eligible for an academic excellence award. The first time a student earns back-to-back semesters of 3.00 GPA, he/she will receive a bronze certificate. The second time consecutive semesters of 3.00 GPA are recorded, a silver certificate is awarded. The third occasion warrants the receipt of a gold certificate for the student. (To earn the gold certificate requires six semesters. Consecutive semesters for the awards cannot overlap.)

NATIONAL HONOR SOCIETY

Application Forms are emailed and sent to eligible 10th-12th grade students with a GPA of 3.5 or higher after 1st quarter. Deadlines are given on the application form.

Candidates must receive a faculty committee approval before becoming a member. Selection is based upon the student's scholarship, leadership, character, and service. Induction is in the middle of November.

Discipline and Dismissal Procedures

Membership into National Honor Society (NHS) is more than an honor. It incurs a responsibility and an obligation to continue to demonstrate those outstanding qualities that resulted in selection. High standards of scholarship, leadership, service, and character set forth by the chapter must be maintained. Failure by members to do so will result in disciplinary measures.

Probation

The following violations will result in the NHS member being placed on probation:

1. A cumulative GPA that falls below a 3.50.
2. School disciplinary violations
 - a. Accumulation of 3 detentions
 - b. Any suspension from school (in-school or out-of-school)

When a violation has occurred the chapter advisor will inform the member in writing of the nature of the violation, the time period given for improvement, and provide possible consequences for non-improvement. The letter should be followed by a conference between the advisor and the member.

Dismissal

Continued violations that occur while a member is on probation or any violations of the Exira-EH-K Code of Conduct are grounds for possible dismissal of the member from the NHS Chapter. A student is not automatically dismissed from the chapter but is awarded due process.

Dismissal Procedures

1. Probation guidelines are not met or the school Code of Conduct has been violated.
2. The Faculty Council is notified of the violation and convenes. The Faculty Council should thoroughly investigate the case, finding out all facts that pertain to the case. At this time the member is allowed to present his or her case should they desire. The Faculty Council decides if possible dismissal is warranted.
3. Should the Faculty Council find that a dismissal is warranted, the member is notified in writing of the violation, the possibility of dismissal, and the need for scheduling a hearing with the Faculty Council.
4. During the hearing the member is allowed to appear before the Faculty Council and explain the situation. A parent or guardian may be present as well. The parent/guardian and member are excused following the testimonial and the Faculty Council votes on dismissal. A majority vote is needed for dismissal.
5. The dismissed member may appeal the Faculty Council's decision to the Exira-EH-K Board of Education.

Resignation

Those students who resign from National Honor Society will never again be eligible for membership or its benefits.

Resignation from the honor society should involve the submission of a written statement by the resigning member that is dated and signed by both the member and his/her parent(s). Verbal resignations are insufficient to end membership. Students contemplating resignation should be informed of consequences of their resignation as stated earlier.

COMMENCEMENT

Any student who has met the requirements for graduation, who follows the rules set by the administration for the ceremony, and are in good standing will be allowed to participate in commencement ceremonies. If,

for any reason, a student fails to participate in commencement ceremonies, the student shall still receive his/her final report card and diploma for completion of graduation requirements.

CONCURRENT ENROLLMENT

Concurrent enrollment courses are offered through contractual agreements between a community college and a school district. **Students in grades 9-12 considered proficient in reading, mathematics and science (using the appropriate National Standard Scores established by the DE and the Iowa Testing Program for the Iowa Assessments) and meet Iowa Western Community College (IWCC) and/or Des Moines Area Community College (DMACC) admission requirements, may take concurrent enrollment (dual credit) classes through IWCC at the Atlantic and/or Harlan Centers and/or online through DMACC.** Students must meet the established admissions requirements, there will be no exceptions made.

Transportation to and from class is the responsibility of the parent or legal guardian. Students will pay a rental fee for textbooks at the beginning of the semester. Concurrent enrollment classes are an IWCC or DMACC class which means they will require students to read, complete papers and tests just as if they were freshman in college. Students receiving a failing grade at the end of the IWCC or DMACC semester will be ineligible for extracurricular activities.

If a student decides to drop the class (or classes) after the first two weeks of the high school's 1st and 3rd quarters of the current semester, the student will receive an F for the semester. This course and grade will appear on the student's high school transcript. These courses are part of the student's high school GPA.

Student Safety

In case of inclement weather, administration or designee will determine if students will be allowed to drive to their IWCC classes. IWCC will be notified if students will not be allowed to attend classes due to safety concerns.

HONORS MENTORING

Students in grades 11 and 12 may qualify to enroll in Honors Mentoring. Seniors must attain a cumulative 2.75 GPA or 3.00 GPA in the preceding semester; juniors must attain a 3.25 Cumulative GPA or a 3.50 GPA in the preceding semester to qualify.

DROPPING OR ADDING A CLASS

A student may drop or add a class during the first three days of a semester. Students cannot drop or add classes beyond the fourth day of a Semester. Permission from the teacher, guidance counselor and parent(s)/guardian(s) is necessary to drop or add a class.

DEFINITION OF A FULL-TIME STUDENT

To qualify as a full-time student at Exira-Elk Horn-Kimballton High School, a student must be registered for a minimum of five and one-half credits per semester.

COLLEGE VISITS

Seniors and juniors are encouraged to take two days for college visits to help prepare for future educational needs. Additional college visit days would require approval from administration. To schedule a college visit, a student should first contact the guidance counselor and follow the proper procedures for planned absences. Students must follow the proper procedures for a planned absence in order to have the absence excused. College Days will be treated like other planned absences.

MAKE-UP WORK

Make-up work accumulated during absences is the responsibility of the student. The student is expected to take the initiative to obtain all assignments missed, complete them, and hand them in within the time frame designated.

Attendance Policy

I. General Attendance Policy

A. PHILOSOPHY Daily, punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of the educational program. The habit of good attendance established early is one which helps a person be successful throughout their lifetime. More and more, employers, colleges and vocational schools expect good attendance and are checking attendance records for absences and tardies. They are aware that good and prompt attendance indicates dependability in a student. The education that goes on in the classroom builds from day to day and as a result, absences always cause some disruption in the educational progress of the absent student. Students who are absent may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up missed work. In order to maintain interest and understanding in program of instruction, students should not expect to be absent any more than is absolutely necessary. Irregular attendance or tardiness by students not only retards their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and school.

B. ABSENCES

1. Parents/guardians are expected to notify the school prior to 9:00 a.m. regarding a student's absence on the day of the absence. All absences must be reported by a parent/guardian within one day of the absence (same day or next school day) to be considered excused. Students who anticipate absence, especially when the absence must have the principal's prior approval, shall give timely notice to the school office in advance of the anticipated absence. When time permits, such notification shall be in writing and signed by the student and the parent or guardian of the student. Students absent from school for any reason may be required by the school to submit a written explanation or specific reason for their absence, the specific days or times they were absent, documentation where appropriate, and a signature of the parent/guardian. Failure to do so may result in the absence being considered unexcused or truancy. The school will make the determination of whether an absence is excused or unexcused.

2. Acceptable reasons for a student's absence from school/class may include but are not limited to

a. Religious observances; b. Hospitalization or doctor's care (documentation required); c. Medical or dental appointments which cannot be made other than during school time (documentation of appointment must be provided within 3 days of the absence); d. Bereavement/funeral; e. Court appearance or other legal situation beyond the control of the family (documentation required); f. Absences verified by a parent/guardian for the following (limit of 12 total per year): personal illness, work at home for parent/guardian (prior notice required), family event (prior notice required), family emergency, college visitation (Juniors and Seniors only)

3. Classes missed because of attendance at a school-sponsored trip or activity will be considered excused absences. However, the student will be required to make up work missed.

4. Suspensions from class [either in-school suspensions or out-of-school suspension] will be treated as school-initiated student absences and will not count toward the days absent. However, the student will be required to make up work missed.

5. School work missed due to any absence must be completed to the satisfaction of each teacher whose class or classes were missed. Making up the work is the responsibility of the student.

a. When students can anticipate absences, every effort should be made to see that the schoolwork is made up in advance of the absence. The principal may determine that the completion of schoolwork in advance be prerequisite to allowing the absence being excused. b. When an absence was not anticipated the student

should check with the teachers about any make-up work that might be due. Any assignments due, tests, or quizzes that fall during a single day's absence are to be made up by the close of the day the student returns. Students who miss two or more days consecutively will be given one day for each day absent to make up their work. For example, if a student were absent three days the work must be made up by the conclusion of the third school day following the student's return to school. Absences of more than five days must be made up as arranged with each teacher. Students shall receive full credit for schoolwork made up due to excused absences. Schoolwork made up for an unexcused absence or truancy may be considered "late" and receive less than full credit.

C. TARDINESS Promptness to class is very important. Students are to be in the classroom and prepared for class when the bell sounds. Students who arrive at class after the bell sounds will be considered tardy. The teacher will record the tardy and submit it to the office via the student information system.

If a student is more than 10 minutes late to a class, the student is considered absent for that class, not tardy. At the beginning of the school day the tardy/absence time is 8:40.

An accumulation of three or more unexcused tardies in a semester will result in detention. The following will serve as a guideline for progressive consequences:

- 1st Tardy – Verbal Warning from Teacher
- 2nd Tardy – Verbal Warning from Principal
- 3rd Tardy – 30 minute detention
- 4th Tardy – 60 minute detention
- Each additional tardy -- Discretion of the administration

Excessive tardies will involve a conference with principal, guidance counselor, parent (guardian) and student.

D. UNEXCUSED ABSENCE 1. Student absences from school or class without reasonable excuse shall be considered unexcused. Reasonable excuses are the acceptable reasons provided in Section B.2 of these rules. All other absences from school may be considered unexcused absences. Any absence without communication from parent/guardian may be considered unexcused. 2. School work missed because of an unexcused absence may be considered "late" and receive reduced or no credit.

E. TRUANCY (Skipping School) 1. A student is truant when the student is absent from school or an assigned class or classes without school and/or parent/guardian permission. 2. School work missed because of a truancy may be considered "late" and receive reduced or no credit. 3. A detention up to the amount of school time missed is the consequence for being truant. Truancies may also be reported to the appropriate law enforcement agency. 4. Truancy may result in the issuance of a Misconduct Report. 5. A truancy counts as an unexcused absence.

F. ATTENDANCE AND EXTRA CURRICULAR ACTIVITIES A student must be in attendance for the entire day to practice or participate in a school sponsored activity. Exceptions may be made by the principal for appointments that are difficult to schedule.

II. Excessive Absenteeism Excessive absenteeism is any unexcused absence of 6 or more days or individual class meetings per semester.

A. When a student has 3 unexcused absences from school or a class during a given semester, the student's parent/guardian will be contacted via telephone, email, or mail regarding the student's attendance. The classroom teacher will notify the principal who will initiate the notification process. B. When a student has 6 or more unexcused absences from school or a class during a semester, the classroom teacher will inform the principal of the student's status. The principal will notify the student and parent/guardian of the excessive absences and initiate the appropriate response.

III. Response to Excessive Absenteeism

A. Excessive unexcused absences will result in the following: 1. If a student has 6 unexcused absences in a semester from any given class, the student will be placed on "No Credit Status" for that class. 2. The

student will be allowed to audit the class on a no-credit status for the remainder of the semester or placed in an alternate setting. 3. The student will be referred to the Building Assistance Team (BAT) and the parent/guardian and student will be provided an opportunity to attend a BAT meeting to discuss the causes of the excessive absenteeism and how to improve attendance. 4. At the end of the semester the student may appeal for credit reinstatement.

IV. Appeals

A. First level of appeal 1. When notified that the student has been placed on No Credit Status for a grading period the student and parent/guardian may file a written appeal for credit reinstatement with the principal within 5 school days of the end of that grading period. Sanctions imposed under this policy will be final unless a written appeal is submitted to the principal. 2. Written appeals will be referred to the faculty attendance committee. 3. The informal appeals hearing will be scheduled within 10 school days after the appeal is filed. The faculty attendance committee will consider the following in reaching a decision:

a. absences caused by religious holidays, documented chronic or extended illness, hospitalization, family death or emergency, emergency medical or dental care, court appearances or other legal situations beyond the control of the family, school-related class or program activities; b. attendance history of the student; c. extenuating circumstances particular to the student;

d. educational alternatives to loss of credit; or e. the total educational program for the individual student. 4. The decision of the faculty attendance committee will be reached within one day of the hearing. The parent/guardian will be notified of the decision in writing.

B. Second Level of Appeal Students and parents/guardians seeking a review of the faculty attendance committee's decision regarding sanctions rendered under this attendance policy may do so by filing a written request for review with the superintendent within five days after the committee's decision. The superintendent will determine an agreeable time, place and date for the review and notify the student and parent/guardian. At the conclusion of the review, the superintendent will affirm, reverse or modify the faculty attendance committee's decision.

C. Appeal to Board of Directors Students and parents/guardians may appeal the superintendent's decision by filing a written request for review by the board within five days with the board secretary. It is within the discretion of the board to determine whether to hear the appeal. If the appeal is accepted, the board secretary will determine an agreeable time, place and date for the review and notify the interested persons. At the conclusion of the review, the board may affirm, reverse or modify the superintendent's decision.

PLANNED Absence steps:

1. *Parent contact school via phone or email prior to absence when possible*
2. *Student comes to office to obtain pass for permission to leave the building*
3. *Student signs out in office prior to leaving*
4. *Student signs into office when entering/re-entering building after 8:30am*

Students are expected to make up their detentions as soon as possible. In School Suspensions will be served the next day(s).

Students are allowed to make up schoolwork from unexcused absences. However, individual teachers may academically sanction work completed or turned in late due to the unexcused absence as provided in their own classroom policies. Students will be given zeros for any in class participation points that may have been given that day.

STATEMENT OF DISCIPLINARY PHILOSOPHY

Students are expected to conduct themselves properly at all times. It is impossible for teaching and learning to take place in school unless good order is established and maintained. Students are reminded they must adhere to a code of behavior not only for their benefit, but for the benefit of others as well. Proper behavior involves not only appropriate overt actions, but a cooperative and enthusiastic attitude also.

There are three basic things expected of each student if he/she is to remain in good standing:

1. Everyone in school should respect the rights and responsibilities of everyone else.
2. Everyone in school must have work to do while in school and must do it.
3. Everyone must follow the schedule in a timely way.

Decisions and actions result in consequences. Positive consequences follow good decisions and actions. Negative consequences are the rewards of poor decisions and actions. One of the most important lessons that students must learn is to accept responsibility for the decisions they make and the behavior they choose to enact and to accept the consequences, good or bad.

DETENTION

Detention serves as a moderate disciplinary measure short of suspension and expulsion. Detentions will have priority over co-curricular and extracurricular activities, bus transportation, jobs, practices, rehearsals, and any other activities.

Teachers and administration may assign detention for minor misbehavior and/or tardiness within the school or in any role in which they are supervising students at school. The teacher who assigns the detention will supervise detention. It is the responsibility of the student to make arrangements with the teacher or principal to serve the detention in a timely manner.

Students assigned detention are required to report with study materials immediately before or after school. No talking, locker trips, or restroom trips will be allowed. Failure to report promptly will result in a doubling of the assigned detention time. **Students refusing to attend a detention will serve double the detention time or could even be assigned an in-school suspension. Continued failure to report will result in more severe disciplinary measures.**

When a teacher has assigned a student detention, he or she should notify the principal, complete and submit a Detention Notice to the principal. A copy of the detention notice will be sent to the student's parents and a copy will be placed in the student's file.

REFERRALS

Severe and/or chronic behavior problems demand disciplinary action beyond that of detention. The next level of disciplinary action is the referral.

Any school personnel may make referrals by notifying the principal who will provide the appropriate form to be completed. Referrals become part of the student's personal file. Prior to any disciplinary action, the student will be afforded due process.

A referral will bring a team of professionals together with the student and his/her parents to discuss the behavior problem and appropriate disciplinary and/or counseling alternatives that might correct the problem. The team will include the principal, guidance counselor, and the school personnel who made the referral, the parents, and the student. The team may include other school personnel and Area Education Agency personnel as appropriate for the particular behavior problem.

Disciplinary measures may include, but are not limited to, detention, suspension from class, suspension from co-curricular and extracurricular activities, or suspension from school. The principal will make the discipline decision after considering the discussion of the referral team. Any disciplinary action taken is subject to appeal to the superintendent.

SUSPENSION (ISS-OSS)

Flagrant and chronic misbehavior must receive more serious disciplinary intervention. This intervention may be a suspension. Suspension from a particular class, co-curricular/extracurricular activity, and school, maybe made by the principal (or in his/her absence, his/her designee). However, recommendations of other school personnel will be strongly considered.

Except for cases involving physical danger to the student, other students, and/or staff members, official notice of suspension will not be made until the student has been afforded due process. The student's parents/legal guardians will be informed of the decision to suspend as soon as possible. This will normally be by telephone followed by a letter. The decision may be appealed to the superintendent.

Suspensions are of two types: IN-SCHOOL SUSPENSION (ISS) and OUT-OF-SCHOOL SUSPENSION (OSS).

Suspensions also include elimination from after school activities and practices for the duration of the suspension period. Suspensions may range from one class for a period of one to five days to all classes for a period of one to five days. If the principal deems that the misbehavior is sufficiently serious, he/she may request the superintendent to extend the suspension up to ten days in length.

Prior to the student's re-admittance to the regular school day, normally a conference involving the student, the student's parent(s) or guardian, and the principal will be required. During this conference the reason for the suspension will be reviewed and future consequences for continued misbehavior will be discussed.

During the suspension, if possible, make-up work for missed classes will be provided to the student. A recent legal opinion by the Iowa Department of Education requires that suspensions cannot cause significant loss of the student's opportunity to earn grades and credits. Therefore, a suspended student will be allowed to make-up all tests and homework missed for full credit, provided he/she does so within the time provided by the school's attendance policy for make-up work.

REMOVAL FROM CLASS

Any student removed from a class for disciplinary reasons may be suspended from that class for up to five days. A second removal may result in expulsion from class (see Expulsion below)

Should a student be removed permanently from a sufficient number of classes so that he/she no longer qualifies as a full-time student, he/she may be recommended for expulsion from school or for placement in an alternate school environment. Prior to this action, due process procedures will be granted and followed, including a hearing by the Board of Education if circumstances warrant.

EXPULSION

FROM SCHOOL: Whenever the superintendent, upon consultation with the principal, deems the presence of a student detrimental to the best interests of the school, he/she may temporarily dismiss the student and recommend to the Board of Education that the student be expelled from school. Final determination by the Board of Education will be considered only after a thorough investigation, which observes procedural due process.

When a student is recommended for expulsion to the Board, the student shall be provided with:

1. Notice of the reasons for the proposed expulsion;
2. The names of the witnesses and an oral or written report on the facts to which each witness will testify;
3. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf;
4. The right to be represented by counsel; and
5. The results and finding of the Board in writing open to the student's inspection. In addition to these procedures, a special education student will be provided with the following procedures:
 - a. Determination whether the student is actually guilty of the misconduct.
 - b. A staffing team should determine whether the student's behavior is caused by the student's handicap and whether the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting should be recorded.
 - c. If the handicapped student's conduct is not caused by the handicap, the student may be expelled or suspended for a long-term period following written notice to the parent and pursuant to the district's expulsion hearing procedures.

- d. If the misconduct is caused by the handicap and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district.
- e. If a change in placement is not recommended, a determination must be made as to how to cope with the student in the future.

SCHOOL VEHICLE BEHAVIOR

Misbehavior on the school bus and other school vehicles is subject to disciplinary action. Continued misbehavior will lead to the loss of the privilege of riding the bus.

Discipline

For the safety of students riding the bus, the following step-by-step procedure may be used for handling discipline problems on the bus:

- **1st Infraction – verbal warning from the driver or additional consequences depending on behavior**
- **2nd Infraction – written warning from the driver/principal or additional consequences depending on behavior.**
- **3rd Infraction – loss of riding privileges for a time determined by the principal and a conference with the parents/legal guardians.**
- **4th Infraction – loss of riding privileges for a time determined by the principal and a conference with parents, principal and superintendent.**

---Cheating

Students found to be using any electronic device in any way to send or receive personal messages, data or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students violating this rule will not be allowed to possess any personal communication devices following the incident on school property for a period of 4 weeks.

*Cheating on a daily assignment will result in a zero for the assignment.

*Cheating on a chapter or unit test will result in a zero for the assignment.

*Cheating on a semester test could result in failing the class for a semester.

*Teachers will be involved with how they would like to handle each situation.

FIGHTING

The principal will discipline students involved in fights in school or while attending any school activity. The discipline may involve suspension from school and activities until it is evident that those involved will be able to attend school and school activities without fighting.

CARE OF SCHOOL PROPERTY AND SCHOOL GROUNDS

Students are expected to take care of school property and school grounds. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property or grounds may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

STUDENT SEARCHES

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

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

- Eyewitness observations by employees;
- Information received from reliable sources;
- Suspicious behavior by the student; or,
- The student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

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

- The age of the student;
- The sex of the student;
- The nature of the infraction; and,
- The emergency requiring the search without delay.

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

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

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

Student Lockers and Desks

Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It is the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. The expenses to repair damage done to a student's locker and desk are charged to the student. Lockers, desks and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk or other space. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials. School officials in the presence of the student or another individual may conduct periodic inspections of all or a random selection of lockers, desks or other space.

Although school lockers, desks and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in ensuring the lockers; desks and other spaces are properly maintained.

The contents of a student's locker, desk or other space (coat, backpack, purse, etc.) may be searched when a school official has a reasonable and articulable suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

THREATS OF VIOLENCE

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

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior; the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat;

the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

COMPUTER/TECHNOLOGY USE

The primary goal of Exira-Elk Horn-Kimballton available technology is to enrich the learning that takes place in and out of the classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always take priority over any other use of the computer equipment.

The district to facilitate the teaching and learning process may provide computers. However, the use of computers is a privilege and may be taken away for violation of board policy or regulations. Any student who violates the rules found in the Exira-Elk Horn-Kimballton Acceptable Use Policy will be subject to disciplinary action. The minimum consequence will be a letter home. Students who violate the File Sharing rules will also have their hard drives restored to the original settings. Serious or repeated violations will result in the student's use of technology restricted and/or revoked.

The following consequences for failure to follow appropriate district and classroom procedures and rules may apply:

- 1st Offense: an appropriate school employee will directly monitor all computers used for a to-be-determined amount of time
 - 2nd Offense: Potential loss of computer privileges for semester
 - 3rd Offense: Loss of computer privileges for the rest of the school year except during class time.
- Note: This could mean a possible failing grade for computer-related classes.

In addition, students may be required to pay for any damages sustained to a computer as a result of negligence (e.g., dropping the computer, etc.) or vandalism (e.g., popping the keys off the computer, etc.) on the part of the student.

INTERNET USE

Students will be able to access the Internet through their teachers. It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material.

The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.

Students will adhere to on-line protocol:

- Respect all copyright and license agreements.
- Cite all quotes, references and sources. **Plagiarism will not be tolerated and may result in the loss of credit for that assignment, etc.**
- Remain on the system long enough to get needed information, then exit the system.
- Apply the same privacy, ethical and educational considerations utilized in other forms of communication.

Restricted Material - Students will not intentionally access or download any text file or picture or engage in any discussion that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause

the commission of unlawful acts or the violation of lawful school regulations.

Unauthorized Costs - If a student gains access to any service via the Internet, which has a cost involved, or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

Students who access restricted items on the Internet are subject to the following consequences:

- First Violation - A verbal and written "Warning" notice will be issued to the student. The student may lose Internet access for a period of 2 weeks at the discretion of the supervising teacher. A copy of the notice will be mailed to the student's parent and a copy provided to the building principal.
- Second Violation - A verbal and written "Second Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will forfeit all Internet privileges for a minimum period of 4 weeks.
- Third Violation – A verbal and written “Third Violation” notice will be issued to the student. A copy of the notice will be sent to the student’s parent/guardian and a copy provided to the building principal. The student will forfeit all Internet privileges for the balance of the school year.

CELL PHONE USE AND SOCIAL MEDIA (REMOTELY ACTIVATED, OR ACTIVATING COMMUNICATION DEVICE USE)

For the purposes of this handbook, “Remotely Activated, or Activating Communication Devices” are defined to include portable two-way telecommunication devices, including but not limited to cellular telephone with or without cameras, beepers, walkie-talkies, other hand-held computing devices used as a communication device, any portable electronic device capable of storing and transmitting or receiving images, such as cameras, as well as any new technology developed for similar purposes.

---**ALL** electronic devices may not be used in any manner that will cause disruption to the educational environment.

---**HEADPHONES** - Will only be worn when in the classroom.

The school district, administration or staff will not be responsible for the loss, damage, destruction or theft of any electronic device brought to school.

---Classroom

Teachers will have the discretion to determine if the electronic device is a disruption to the educational environment of the classroom. If the device is determined by the teacher to be a disruption to the educational environment, the teacher will confiscate and keep the device:

1. **1st Offense:** Until the end of the class period.
2. **2nd Offense:** Until the end of the school day.
3. **3rd Offense:** At the teacher’s discretion, the student’s “Remotely Activated or Activating Communication Device(s)” will be confiscated by the student’s teacher or other District Personnel and may be taken to the principal’s office. A disciplinary referral will be entered into JMC. The student must pick up the “Remotely Activated or Activating Communication Devices” in the high school office after reviewing the policy with the principal or designee.
4. **Subsequent Offenses:** Any subsequent offenses, the student will leave the “Remotely Activated or Activating Communication Devices” in the high school office each morning when they arrive at school and pick up the “Remotely Activated or Activating Communication Devices” at the end of the school day for a period of 2 weeks.

DANCES

Dances are sponsored by various clubs or organizations in the school. The following rules will apply at all dances:

1. All guests outside the school must be signed up in the school office prior to the day of the dance and are subject to administrative approval. A first and last name **with the parent/legal**

guardian's phone number, as well as where the student lives must be included on the sign-up sheet.

2. The doors will be locked an hour after the dance starts and no one will be allowed in after that.
3. Anyone who leaves the dance before it is over will not be allowed to return.
4. Only Exira-Elk Horn-Kimballton students in grades 9-12 and their 9th grade or older guests will be able to attend dances.
5. For Middle School Dances, only Middle School students are allowed to attend.

DISPLAYS OF AFFECTION

It will be a violation of conduct for students to demonstrate overt displays of affection at school or school activities, whether at home or away. This includes prolonged embraces, kissing, fondling, or other inappropriate physical contact.

DRUG-FREE SCHOOLS

No student shall distribute, dispense, possess, use, or be under the influence of any alcoholic beverage, malt beverage, or fortified wine, or other intoxicating liquor or manufacture, distribute, dispense, possess, use, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or any other controlled substance as defined by law including look-alike substances before, during, or after school hours at school or any other school district location.

School district location means in a school building or on school premises; in a school-owned vehicle or in other school-approved vehicle used to transport students to and from school or school activities; off school property at a school-sponsored or school-approved activity, event, or function, such as field trip or athletic event, where students are under the jurisdiction of the school district.

Sanctions against students shall be in accordance with prescribed school district administrative regulations and procedures. Disciplinary sanctions up to and including suspension, expulsion, and referral for prosecution may be imposed upon students who violate these standards. A disciplinary sanction may include the completion of an appropriate rehabilitation program at student expense.

---Restrooms/Locker Rooms

Electronic Devices are not to be used in the, restrooms or locker rooms at any time. Students will be disciplined for the possession of cell phones with cameras in school locker rooms or restrooms. At no time are students authorized to video, photograph, or audio records others in the school building or at school activities without the consent of the other party. Students are encouraged to wait until lunchtime to use their cell phone.

---Field Trips/Extra-curricular Activities

The use of Electronic Devices for field trips and extracurricular activities will be at the discretion of the teacher/sponsor/coach.

FUNDRAISERS

Many clubs, organizations, and activities will be involved in fundraising efforts throughout the year. The school board is concerned that the school does not alienate the strong support of the community by approaching the community too frequently and asking for too much.

As per board policy:

- **9th Grade – limited to one major door-to-door project**
- **10th Grade – limited to one major door-to-door project**
- **11th Grade – limited to two major door-to-door projects**
- **12th Grade – no major door-to-door solicitation allowed**
- **FFA – limited to fruit sales as primary door-to-door project.**

Exceptions to these limits must be requested in writing to the principal. The proposals should follow the guidelines that follow.

All groups considering a fund raising project must submit a written proposal to the principal for approval. This includes those projects that are conducted annually. This allows the principal to coordinate efforts and avoid duplication of activities and overlapping timelines.

The written proposal should include the name of the group requesting permission for the fundraiser, the number of persons/solicitors involved, the purpose for the project (Why is the fundraiser needed?), the target audience to be solicited, the projected amount to be raised, a description of the project, a suggested timeline for the project, and other pertinent information (such as specific assignments for group members by name). As an aid for such proposals, a worksheet is available in the elementary and secondary principal's offices.

Proposals should be submitted a minimum of one month prior to the proposed kick-off date for the project. If an outside fundraising company/consultant is assisting with the project, the representative(s) must be introduced to the principal prior to submission of the written proposal for approval. The principal will ask a series of questions about the details of the project concerning motivation techniques and gimmicks, record keeping procedures, sales, prizes, delivery dates, marketability of the product, and etc.

HALLWAYS

Students should not be in the hallways during class time. To leave class, a student must have secured a pass in advance from the office (if leaving school) or the teacher to which he/she is reporting. No student will be allowed to leave class or study hall without a pass nor will he/she be given a pass to get a pass.

Students are not to sit or congregate in the hallways and obstruct traffic before school.

Students are to be courteous at all times and keep to the right when moving in the hallways. Running, shouting and horseplay in the hallways are not permitted.

LOCKERS

Each high school student is assigned a hall locker for temporary use during the school year as a convenience for storage of school materials, textbooks, supplies, and coats. Students should not keep money or any other types of valuable items in their lockers at school. The school is not responsible for missing personal possessions.

Each student is provided with a key for his/her locker. Replacement of a lost key costs the student **\$20** of which **\$15** is refundable upon return of the replacement key. If a student misplaces his/her key, his/her locker will be opened **for a charge of \$.25**. Any further requests for entry into the student's locker during that school day will require the purchase of a replacement key for **\$20**. Padlock fee will be **\$20** if a replacement padlock is needed.

Each student is provided with a PE locker in one of the locker rooms for storing PE and athletic clothing and equipment. Students should not keep money or any other types of valuable items in their lockers at school. If requested, a padlock is provided. If the padlock is not returned at the end of the school year, a fee of \$20 is assessed.

Students may provide their own padlocks for their PE lockers and some hallway lockers. If a student chooses to do this, he/she must provide the office with either the combination to the padlock or a copy of the key.

Food, beverages, prescription and over-the-counter medications, and empty beverage containers and wrappers are not to be stored in lockers at any time.

Student lockers will be inspected periodically for the purpose of locating school materials and removing any inappropriate items. Such inspections will normally, but not always, be announced. Please see Search and Seizure for further information.

LUNCH PERIOD

The Exira- Elk Horn-Kimballton High School operates under a closed lunch period policy. This means that students are not allowed to leave the school grounds during the lunch period. Therefore, any departure from the school during the lunch period will be handled in the same manner as any other departure from school. Any departure also falls under the Attendance Policy regarding absences, excused and unexcused, and truancy.

LUNCH PERIOD RULES

The following basic set of rules is designed to guide student conduct during the lunch period.

1. Food and/or beverages are not to be consumed anywhere other than the lunchroom. Unless under the direct supervision of a staff member.
2. Students must go to the lunchroom during lunch period. They are not to be in the study hall, locker rooms, or other locations within or without the school building.
3. High school students may go to the restrooms immediately north of the stage during the lunch period provided they have obtained permission from the principal or his/her designee. Students are not to use the restrooms across from the secondary office nor the locker rooms during the lunch period.
4. No high school class is to be dismissed before the assigned lunch dismissal bell unless approved by the principal.
5. Students must remain in the lunchroom proper for the duration of the lunch period. Students are not allowed to sit in the hallway nor on the steps immediately north of the stage. Students are not to be on the stage during the lunch period (unless at a meeting supervised by a faculty member).
6. Students will not be allowed to go to their lockers or use the office phone during lunch period without principal or lunchroom supervisor permission. If a student wishes to use the lunch period to study, he/she should bring the necessary materials with him/her to the lunchroom upon dismissal from the appropriate class.
7. Excessive noise or horseplay will not be tolerated.
8. Trips downtown to take care of personal business are not allowed.
9. Federal and state regulations do not permit students to have carbonated beverages during breakfast and lunch.
10. Students may not use other student's lunch accounts for lunch. Borrowing off of other lunch accounts is prohibited.
11. Students will line up on a first-come first-serve basis.

POSTERS AND ADVERTISEMENTS

Before any student or school organization may put up a poster or any other such item, permission must be obtained from the principal. Individuals and agencies that are not connected with official school organizations must also obtain approval from the principal before posting any notice, advertisement, or poster. In considering requests from outside individuals or agencies, the principal will examine the purpose of the notice or poster and its relation to the school's mission and students.

STUDENT DRESS

Student's attire should be appropriate for daytime public wear. Students should dress in such a way that they present themselves and the school in a positive manner. Getting an education is the chief function of a student; while in school all attire and grooming should be appropriate to promote that function.

Examples of appropriate daytime public wear for both males and females

1. Shirts and blouses that cover your mid-drif, and do not expose cleavage. Tops should not be altered (i.e. no cut-offs)
2. Bottoms that cover buttocks and undergarments; shorts and skirts should be an appropriate length for students to conduct themselves in an educational setting and not be spending the day trying to make your shorts/skirt longer; belts should be worn if bottoms are exposing undergarments
3. Tops should be modest and have shoulders (i.e. no strapless or off-the-shoulder)

As required by law, students must wear some kind of reasonable footwear and keep it on at all times during the school day. No hats, caps, stocking hats, hoods or other headgear are to be worn in the building between **8:00 a.m. and 3:30 p.m.**

In keeping with the Board of Education's policies regarding drug-free schools while at school or school activities; students are prohibited from wearing clothing which:

1. Advertises or promotes in any way, items which are illegal for use by minors including, but not limited to, any controlled substance, alcohol, tobacco or alternative tobacco products;
2. Displays obscenity, profanity, vulgarity, immoral pictures and or sayings including double or inferred meanings (e.g., Hooters), or derogatory racial, sexual or ethnic remarks;
3. Refers to prohibited conduct or similar displays.

Determination of appropriate student dress is the responsibility of building administration. Students dressed inappropriately are required to change or cover up the clothing or contact their parents to bring an appropriate change of clothing to school. Refusal to change or cover up the inappropriate clothing will be deemed as insubordination for which the student **will** be disciplined.

STUDENT PARKING: Park in designated areas. Secondary Teachers and staff park just east of the school. There are plenty of spots including the lot by the baseball field please do not block mail boxes. If parked illegally your vehicle will be towed.

STUDENT GOVERNMENT

There are two main components of student government at Exira-Elk Horn-Kimballton: student council and class meetings. The purposes of these organizations are to promote better relations between the student body and the administration, to serve as a means of presenting problems of the student body to the administration, and to promote better citizenship and school spirit.

In the high school, the student council provides for student activities, serves as a training experience for student leaders, gives students a share of management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise. Members of the student council are student representatives who have direct access to the administration. The student council will meet monthly. More frequent meetings maybe called by the president after he/she submits an agenda to the principal for validation of the need for a meeting.

For grades 9-12, class meetings allow a forum for students to voice their concerns to their student council representatives who in turn can take these concerns to the student council. Class meetings also provide for organizing class activities such as fundraisers and homecoming. Class meetings usually will be scheduled in collaboration with class sponsors and administration. Class officers are to develop and distribute an agenda prior to the meeting. No class meeting will be scheduled without an agenda first being submitted by the class president to the faculty sponsor for approval. The sponsor will then relay the class president's request for a meeting to the principal and arrange a meeting time. Class presidents are encouraged to stop at the office for assistance with preparing agendas.

Class officers and student council representatives will be elected within the first two weeks of the academic year or at the end of the previous academic year.

Seminar/Advisory/Study Hall

The seminar is created to provide structured study time for students. In addition, the seminar will be used for class meetings, organizational meetings, and other types of necessary, non-class activities. In addition it is a time for which students seeking help from teachers to obtain it. The following guidelines will be used for study hall.

1. Come to seminar prepared and on time. Bring more than enough to do during your seminar time. Each locker trip will count as a tardy.

2. No student is to leave seminar until the teacher has taken roll. Then the teacher will ask for passes
3. All students will have seminar at the same time which will allow access to teachers for support.
4. If you have been requested to go to teacher for additional support, you must leave at assigned time.
5. Before leaving seminar, sign the sign-out sheet. This includes those students leaving with passes. Students are to take the pass with them.
6. Trips to the restroom will be limited. One person at a time will be allowed to go to the restroom. Take the restroom pass with you after signing out.
7. No student is to be in the hallway without a pass.
8. Games are not permitted. This includes games on your phone, card games, video games, board games, and etc.
9. Seminar teachers may establish additional rules for their session.

TOBACCO, DRUGS, AND INTOXICANTS

The use or possession of tobacco or alternative tobacco products, illegal drugs or drug paraphernalia, alcoholic beverages, or look-alike substances, or being under the influence of illegal drugs or alcohol while on school grounds, in the school building, in school vehicles, and/or at school activities is prohibited. Violation of this regulation will result in the suspension of those involved. Possession of any of these substances or materials will also result in confiscation and notification of law enforcement.

VENDING MACHINES

Vending machines are provided in the lounge area for student use. The office will NOT provide change for vending machine use, nor will the office refund lost money. The machines are provided as a convenience and are used at the user's risk. Mishaps are not the school's responsibility or liability.

WEAPONS

School district facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be taken from students and others who bring them onto the school district property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm to school may be expelled for no less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. A firearm is a device that is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Other weapons such as knives (including pocket knives), brass knuckles, slingshots, martial arts weapons, clubs, etc. plus look a like weapons shall also fall under the rules of the weapons policy. (Weapons include any object that may be or have been used in a threatening manner.) However, the automatic twelve-month expulsion provision may be modified upon recommendation of the building principal and agreement of the superintendent. Modifications may include a shorter expulsion, suspension, or alternative discipline.

EMERGENCY PROCEDURES

FIRE AND EMERGENCY EVACUATION PROCEDURES

The following procedures are to be used to evacuate the building in any crisis situation.

- Fire drills will be conducted periodically throughout the school year. The fire alarm is an alternating signal accompanied by flashing lights.
- Whenever the fire alarm sounds, all persons in the building are to leave the building immediately. Never assume that it is a false alarm! Leave the building in single file quickly and quietly, following

the directions, which are posted near the door of each room. Teachers should accompany their classes and direct the students.

- Teachers should take their grade books, switch off the lights, and close the door as they leave their classrooms. Once outside, keep the students moving until everyone is at least 50 feet from the building. Make sure that the driveway; fire lanes, streets, and exits are not blocked so that emergency vehicles and personnel have easy access to the building. Teachers are to take roll of their class to make certain that all students have exited the building.
- If the procedure is a drill, the principal will give the all clear to indicate that the drill is over. Do not return to the building until the all clear is given. The all-clear signal will be the sounding of the regular passing bell and/or administrators okay.
- Communication - In the event of a school wide emergency, all communications will come from the Superintendent's Office. If the emergency is high school or elementary only, communication will come from the respective principal's office. If the school site is unavailable, a communication center is to be set up at the Town Hall in Elk Horn and in Exira, the Rec Center.

EVACUATION DIRECTIONS

Follow the posted instructions in each classroom. If you are not in a classroom, exit via the closest door and find your current teacher.

- If any elementary school class happens to be in the high school when the alarm sounds, exit the classroom and follow the other classrooms in that vicinity. Any high school class, which may be in the elementary school, is to use the nearest exit.
- ****In the event the building must be evacuated, all students in the Elk Horn building are to be taken to the bus barn area; from there they will be bused to the Elk Horn Lutheran Church; students in the Exira building are to be taken to the Exira Care Center. As building administrators will remain on site, the teachers will be in charge of accounting for all students, as well as the release of students to parents. Teachers will bring class lists with them.**

TORNADO AND SEVERE WEATHER PROCEDURES

Tornado drills will be conducted periodically throughout the school year. The tornado alarm is a warble.

Once the tornado alarm sounds, follow the directions, which are posted near the door of each classroom. If the instructions require movement to another room, do so quickly and quietly in single file. Once in the assigned location, squat/kneel down and cover the back of your neck with your hands. Teachers should model the proper safety position and insist that all students assume this protective position (especially the secondary students!). Teachers are to take roll to certify that all students in their class are with them. Remain in the assigned location until the all-clear signal has been given. The all-clear signal will be the sounding of the regular passing bell and/or administrators okay.

STUDENT ILLNESS OR INJURY AT SCHOOL

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. In the case of illness, the student's parents or emergency contacts will be contacted before the student will be released from school. The school will contact emergency personnel, if necessary, and attempt to notify the parents where the student has been transported for treatment.

HARASSMENT

Initiations, Hazing, Bullying or Harassment

Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.

- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, 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 or bully did;
 - Witnesses to the harassment or bullying;
 - What the student said or did, either at the time or later;
 - How the student felt; and
 - How the harasser or bullying responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of 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 includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons which:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Sexual harassment includes, but is not limited to:

- Verbal, physical or written harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks to a person with sexual or demeaning implications; and
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is not limited to:

- Verbal, physical, or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, job, etc.; and
- Demeaning jokes, stories or activities.

HARASSMENT/ABUSE OF A STUDENT BY A SCHOOL EMPLOYEE

If a School District employee or other member of the School District community believes a child has suffered abuse, which shall include sexual and physical abuse, by a School District employee in the course of his/her employment, it should be reported to the Guidance Counselor immediately. The Guidance Counselor shall be the designated investigator for child abuse complaints against School District employees. Complaints regarding child abuse by School District employees may also be reported to the Agricultural Science teacher, who shall be the alternate designated investigator for such complaints.

Students are also encouraged to immediately report abuse by a School District employee to the Guidance Counselor or Agricultural Science teacher.

Report forms and further details of this policy may be obtained from the School District's administration, the Guidance Counselor, or Agricultural Science teacher.

MEDICATION

By law, medication cannot be dispensed **without written authorization (note) from the parent/legal guardian**. The medicine must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: student's name, name of the medication, directions for use including dosage, times and duration; name, phone number and address of the pharmacy

(if applicable); date of prescription (if applicable); name of physician (if applicable); potential side effects; and emergency number for parents. Over-the-counter drugs such as aspirin and cough syrup can only be dispensed under the same guidelines.

If students need to take Tylenol, they are to see the Middle School or High School secretary. The secretary has the medical records and permission forms on file to check parental desires concerning these medications.

All medication needs to be given to the office upon arrival. Students are not to keep medicine in their desks or lockers. This is for the student and school's protection and is required by state laws and regulations.

Students who are using medication that requires immediate availability (e.g., asthma inhaler, epipens) may carry their own medications with appropriate training, parent and physician written authorization to be on file in the office.

USE OF SCHOOL FACILITIES

Students

1. Students should never be in the school building, except during regular school hours, without the permission and supervision of a faculty or staff member.
2. Students using facilities with equipment, health, and safety concerns must be under the DIRECT supervision of a faculty or staff member.
3. No student is to be in the school building or at a school-sponsored activity on Wednesday evenings beyond 6:00 p.m. Exceptions must receive approval from the principal.

EXTRA-CURRICULAR & CO-CURRICULAR ACTIVITIES POLICIES

STATEMENT OF EXTRA-CURRICULAR & CO-CURRICULAR PHILOSOPHY

Student participation in extracurricular and co-curricular activities and organizations is a privilege and not a right. Because the student who participates in such activities and organizations publicly represents and depicts the character and integrity of Exira-Elk Horn-Kimballton Junior-Senior High School and its community, a higher standard of moral and social behavior is expected of this student than that which is required of the student who is not involved in extra- and co-curricular activities.

DEFINITION OF EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

An extracurricular activity is any activity that is offered by the Exira-Elk Horn-Kimballton Community School to students for their participation but is not a part of the curriculum of course offerings. Such activities require students to commit extra time beyond the regular school day for supervised practice, participation, and/or performance. Thus, a student's graduation cannot be dependent upon his/her participation in such an activity.

Extra-curricular activities include, but are not limited to, athletics, cheerleading, FFA, National Honor Society, student government, dances and ceremonies, Prom, Senior Trip Day and other school-sponsored clubs and organizations. Extra-curricular activities also include all interscholastic competitions and events for dramatics, music, speech, student publications, and other such school activities. Extra-curricular activities do not include field trips, work experience, and other such activities which are directly associated with the instructional experiences of a particular course and its content.

A co-curricular activity is one that is directly related to an academic course. This would include, but is not limited to, dramatics, music, speech, and student publications. Participation in these activities is an expectation of the class, and a student's grade is based in part upon this participation. Such co-curricular activities are limited to participation in local events, concerts, and etc. Interscholastic competitions and events fall under the category of extra-curricular activities.

The following policies apply to all extracurricular and co-curricular activities sponsored by the Exira-Elk Horn-Kimballton Community School.

ELIGIBILITY GUIDELINES

Any student may participate in extracurricular and co-curricular activities provided he/she meets the following requirements:

1. Follows all regulations as specified by the respective state associations.
2. Is a full-time student in the Exira-Elk Horn-Kimballton School or in a Board-approved cooperative academic program between Exira-Elk Horn-Kimballton and an accredited college or the Area Education Agency?
3. Is academically eligible. (This requirement applies to extra-curricular activities only!)
4. Is in school **no later than 8:45 a.m.** This guideline applies to both events AND practice. The principal must approve exceptions. In most cases, such exceptions for absences will require prior notice, and an admit slip will need to be completed in advance. (If a student is absent on a Friday before a Saturday event, the determination of eligibility for participation in the Saturday event will be based upon the reason for the absence. The principal or his/her designee will make the determination. (Illness will be an acceptable absence, truancy will not.)
5. Any athlete who quits one sport after two weeks of that sport season is not eligible to participate in another sport, which is offered during that season without permission of the head coaches of both sports.

6. After an activity has been in progress for two weeks, a student will not be permitted to join that activity to work off ineligibility.
Example: If a student who runs track is declared ineligible in January, he/she will not be permitted to join the basketball team at midseason to work off the ineligibility.
7. Any student who joins an activity to work off ineligibility is expected to stay out for the activity until its completion.
8. Any student who transfers to Exira-Elk Horn-Kimballton and is ineligible for participation at his/her former school at the time of his/her transfer remains ineligible at Exira-Elk Horn-Kimballton until the terms and conditions of ineligibility assessed by the former school has been satisfied.
9. Provide the school district a physical examination form signed by the student's doctor or physician's assistant stating that the student is physically fit to perform in athletics prior to the start of the season.

EXTRA-CURRICULAR ELIGIBILITY -- ACADEMIC STANDARDS

High School Academic eligibility will be determined on a midterm/term basis. To be academically eligible for public appearance in any extracurricular activity, a high school student must pass all of their courses. If a High School student has a failing grade(s) at mid-term, the student may not participate until the grade has been improved to passing and been cleared to participate by the teacher and administration. If the High School student has a failing grade(s) at the end of a quarter, the student may not participate for ten (10) school days. **[Note: Days in which school is not in session (e.g., snow days, etc.) will not count as a school day.]** If a student does not pass all classes at the end of a semester state guidelines will be followed. If the student is a special education student, he/she must be making appropriate progress in his/her educational plan as certified by his/her instructor(s).

The administration can grant eligibility to students determined by rule to be academically ineligible. This applies in rare cases where the student's ineligibility was determined by administration to have occurred by a cause beyond the student's control.

In addition to ineligibility in any public appearance activity sponsors can also withhold students from participating in any practice session. This would provide the student with additional time for remedial work on the class or classes that caused their ineligibility.

Students in grades 7-8 participating in any extracurricular activity shall maintain a good academic record. Student eligibility will be governed by a two week grading period. After the 3rd week of each quarter, except 1st quarter which will be after the 4th week, teachers will drop grades with the guidance counselor every two weeks. Any student that has a failing grade during a 2 week cycle will be designated ineligible to participate in extracurricular activities for period of 2 weeks or until passing. Students that are designated academically ineligible will be allowed to practice but cannot play. Students deemed ineligible or having a D in class during 2 week grading period will be required to attend mandatory tutoring until their grade is brought up to a C either during or after school. Students receiving any failing grades will not be permitted to attend any non-academic field trips during the ineligibility period. Semester grades: Students failing 1 or more classes for the semester will be designated academically ineligible for a period of 30 days and that student must miss a minimum of one school sanctioned activity. Any activities a student seeks to participate in sanctioned by any state association the period of ineligibility will be determined by those associations. Any activities that are not state sanctioned the start of the 30 day ineligibility period will be determined by the activities director and building principal.

STATE ELIGIBILITY RULES – Scholarship Rule 36.15(2)

The State of Iowa adopted a “scholarship rule” which deals with academic eligibility for extracurricular activities. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one periods or “hour” or the equivalent thereof, at all times. Course work taken from a postsecondary institution and for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility.

If at the end of any grading period* a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions [or current sport if in season] in which the contestant is a contestant for 30 consecutive calendar days. This applies to end of semester grades, as that is when credit is assigned. If a student fails a semester class, he/she is automatically ineligible for the athletic activity of which they were a bona fide participant.

For a student competing in a current sport, ineligibility begins the next school day (i.e., the first day of the next grading period) after grades have been posted and students have been notified. Grades are considered posted when every teacher has their grades turned into the office. If the student competes in a sport that has not yet started, ineligibility will begin on the first day competition is allowed by the Iowa High School Athletic Association (IHSAA) or the Iowa Girls' High School Athletic Union (IGHSAU) for that sport. This minimum standard must be enforced, as it is a by-law of the IHSAA and the IGHSAU.

For a student participating in any competitive event sanctioned by the Iowa High School Music Association (IHSMA) or any IHSMA sponsored event that is non-graded (event does not affect course GPA) the student is ineligible to participate within a period of 30 consecutive calendar days. The period of ineligibility will begin the first school day following the day grades are issued by the school district.

For a student participating in any event sanctioned by the Iowa High School Speech Association (IHSSA) or IHSSA sponsored event the student will be ineligible within a period of 30 consecutive calendar days. The period of ineligibility will begin the first school day following the day grades are issued by the school district.

*A *grading period* is defined by the IHSAA and IGHSAU as "the period of time at the end of which a student in grades 9-12 receives a final grade and course credit is awarded for passing grades."
"A *final grade* is that grade that goes on the student's transcript."

CO-CURRICULAR ELIGIBILITY -- ACADEMIC STANDARDS

Because a student's academic grade in the course associated with a co-curricular activity depends to some degree upon the student's participation in the co-curricular activity, there will not be any ineligibility due to grade point averages for co-curricular activities. This ability to participate applies only to local events. Interscholastic competitions and events in all activities are regarded as extra-curricular. The only exception to this ability to participate locally would be in the case of a student who did not pass a minimum of four full credit courses during the previous semester. Such a student will be ineligible for interscholastic competition or public appearance in co-curricular activities for an entire semester.

EXTRA-CURRICULAR ELIGIBILITY – ACADEMIC INELIGIBILITY AT END OF SPRING SEMESTER

A student who fails to meet the criteria for academic eligibility at the end of an academic year will be ineligible for public appearance in summer extra-curricular activities for a period of 30 consecutive calendar days. For IHSAA and IGHSAU sanctioned activities, the ineligibility period will begin on the first day on which competition is allowed for that activity. For IHSSA and IHSMA sanctioned events, the ineligibility period will begin from the end of the school year. Should the student not participate in a summer activity the ineligibility would carry over to the next school year and/or the next activity in which the student participates.

NON-ACADEMIC FIELD TRIPS

Students must be academically eligible in order to attend field trips that are not calculated into course grade. One example would be the state tournament field trips.

EXTRA-CURRICULAR & CO-CURRICULAR ACTIVITIES CODE OF CONDUCT

Definition: A good conduct rule is a factor, alongside, grades, age, attendance, health, and academic progress toward graduation, of eligibility for high school extracurricular participation. Its concern is with nonacademic behavior, both in and out of school. Its purpose is to ensure insofar as possible, the student who represents the district in extracurricular activities is worthy of the admiration of and emulation by other students and the community as a whole. It is also designed to be a deterrent to behaviors that are

illegal, immoral, unhealthy, or in conflict with the principles we strive to teach and engender in our student body. It is important to remember that by legal interpretation of the Iowa Code the Good Conduct rule applies only to those students who are participating in extracurricular activities.

The following general rules shall pertain to all students who participate in any aspect of the extra-curricular and co-curricular activity program offered by Exira-Elk Horn-Kimballton. This includes athletics, music, speech, drama, FFA, student government, and all other activities or organizations sponsored or approved by Exira-Elk Horn-Kimballton. The rules shall apply for the participant at all times. Therefore, the rules are applicable whether on school property or not, and are in effect 24 hours a day, all year long.

Any student who, after a hearing 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, 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 may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- Possession, use, or purchase of tobacco products, regardless of the student's age;
- Possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use"; "possession" has been defined by the Iowa Supreme Court as being within reach of or in "close proximity to" the contraband [*e.g., alcohol or other drugs*]).
- Possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs;
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing, violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- Exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), serious hazing or harassment of others.

If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school, the student shall be ineligible if the administration determines that there is general knowledge in our school district of the fact of the student's misconduct or violation in the previous district.

CONSEQUENCES OF CODE OF CONDUCT VIOLATIONS

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

First Offense Within the Student's High School Career- six (6) weeks of ineligibility.

Second Offense Within the Student's High School Career - twelve (12) weeks of ineligibility.

Third or More Offense Within the Student's High School Career - twelve (12) calendar months of ineligibility.

The period of ineligibility attaches immediately upon a finding of a violation if the student is eligible for and currently engaged in an extracurricular activity and, if not, or if not completed during the current activity, is begun or carried over to the time the student seeks to go out for the next activity or contest.

However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.

An ineligible student shall attend all practices or rehearsals but may not "suit up" or perform/participate. No ineligible student shall be allowed to be on the field or the court during the student's ineligibility period. For example, ineligible students will only be allowed on the sidelines of the football field, in the dugout of the baseball field, in the bleachers behind the team for basketball or volleyball, or in the bleachers in the case of drill team, cheerleading or flags. However, during the period of ineligibility, the student's coach/sponsor may or may not require practice attendance.

If a student drops out of an activity prior to completion of the ineligibility period, the full penalty or the remainder of the penalty, at the administration's discretion, will attach when the student next seeks to go out for an activity, subject to the 12-month limitation above.

If a student violates the Good Conduct Rule while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty.

Reduction in Penalty:

Evaluation and Treatment: A student who has a second violation of the alcohol or drug provision of the Good Conduct Rule may elect to seek an evaluation and, if recommended, treatment from a recognized substance abuse facility at the student's or student's family's expense. If the student seeks the evaluation and agrees to waive confidentiality to allow the evaluating facility to report back to the superintendent or designee regarding recommendations for treatment or follow-up care, the student's penalty for the second violation may be reduced by three (3) weeks [*or "by 25%"*]. This reduction is not available for first or third violations.

Admission Prior to Determination: If a student comes forward to a coach, administrator, or activity sponsor to admit (self-report) a violation of the Good Conduct Rule prior to a finding of guilt by the administration, the student's penalty may be reduced by two (2) weeks [*or "one third"*] for a first violation, three (3) weeks [*or "one-fourth"*] for a second violation, or three (3) months [*"one-fourth"*] for a third violation within the student's high school career.

A student who has been found to have violated one or both of the provisions described above prohibiting conduct that would be grounds for arrest or citation, or conduct that is grossly inappropriate or offensive, may seek to reduce the penalty by entering into a Behavior Agreement. The Agreement shall be in writing and shall include, but not be limited to, an oral apology for the student's behavior to affected parties, restitution where appropriate, and a presentation before students in the elementary and middle schools regarding the inappropriateness of the student's behavior. The degree of reduction of the penalty in such situations shall rest with the administrator, but in no event shall the reduction exceed one-third of the penalty.

Violations Occurring During Ineligibility

If a student is ineligible at the time of a violation of the Good Conduct Rule, the penalty for the violation will not begin until the student regains eligibility. Example: A student academically ineligible for a quarter [*or "semester"*] is found to have been in possession of tobacco, a Good Conduct Rule violation. When the student is again academically eligible, the penalty attaches. Example: A student violates the Good Conduct Rule and is ruled ineligible for three weeks. While ineligible, the student again violates the Rule. The second penalty attaches when the first penalty is completed.

Academic Consequences

There will be no academic consequences for the violation (e.g., detention, suspension, expulsion from school, or grade reduction/withholding) unless the violation of the Good Conduct Rule occurred (a) on school grounds, (b) at a school event regardless of location, or (c) the violation has a direct and immediate negative impact on the efficient operation of the school despite occurring off school grounds/time.

Letters and Awards

Students who are ineligible at the conclusion of an activity shall not receive a letter or award for that activity.

Appeals

Any student who is found by the administration to have violated the Good Conduct Rule may obtain review of this determination to the superintendent by contacting the superintendent within 3 days of being advised of the violation. The penalty will be in effect until reversed.

If the student is still dissatisfied, he or she may seek further review by the school board by filing a written

appeal with the board secretary at least 72 hours prior to the next board meeting. A special meeting of the board will not be called. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. 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 Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.

If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

OTHER CONDITIONS OF ELIGIBILITY

Coaches and sponsors of activities have the right to set further conditions and consequences for violations of these conditions for students wishing to participate in the activities that they supervise. Such conditions may include, but are not limited to, training hours, curfews, practice attendance, and attitude. It is expected that a student participating in an activity will attend all practices and events associated with that activity unless prior arrangements have been made with the coach/sponsor of the activity.

ADDITIONAL EXTRA-CURRICULAR & CO-CURRICULAR ACTIVITIES REGULATIONS

TRANSPORTATION

All participants involved in an activity, which occurs outside of the school district, will travel to and from the event in school-provided transportation. A student may return from the event with his/her parent/legal guardian, or another parent as designated by the student's parent/legal guardian, provided the coach/director/sponsor is informed.

The participant's parent/legal guardian in advance in writing must request any exception to these rules. This request should be submitted to and receive the approval of the principal or his/her designee prior to departure for the event.

Violation of these transportation guidelines may result in disciplinary action including ineligibility of the student for participation in the activity.

EQUIPMENT

If a participant damages or loses school equipment which he/she has been using or assigned, he/she will be responsible for its replacement.

CONDUCT AT EVENTS

Extra-curricular and co-curricular participants represent Exira-Elk Horn-Kimballton High School. Their conduct directly influences how others perceive our school and community. It is important that their conduct and attitude reflect a positive image of Exira-Elk Horn-Kimballton. Any negative behavior such as profanity or fighting will not be tolerated. Penalties for negative behavior will be determined and assessed by the coach/sponsor/director, athletic director, and principal. Penalties may include suspension from the activity for a period of time that may extend for the remainder of the season.

Parent Section:

Student Safety:

At 8:30 a.m. (10:30 a.m. on 2 hour late start days) all outside doors are locked. Students coming to the high school late must use the southwest doors to enter the building. Middle school and high school students must report immediately to the middle school or high school office to sign-in, receive an admit, and then go directly to the class that is in session.

INCLEMENT WEATHER

When school is dismissed early due to inclement weather, practices or other activities are not to be conducted. If school is held for the duration of the day, but evening activities are canceled, practices may be scheduled and conducted after obtaining the permission of the principal.

If school is canceled or dismissed during the day, normally all evening activities will be postponed or canceled. However, if the weather improves during the day the administration may allow evening activities to proceed as scheduled. Such decisions will be announced via the media as well. If school is canceled or dismissed early, no practices will be allowed.

Weather related announcements will be made through radio stations KJAN 1220 AM (Atlantic), KNOD 105.3 FM (Harlan), and KSOM 96.5 FM (Atlantic) and television stations, KETV7 (Omaha), KCCI (Des Moines), WHO-TV (Des Moines), and **Facebook and TWITTER.**

School Announcement.com

Again this year the Exira-Elk Horn-Kimballton Community School District will be using a voice notification system to improve parent communication through School Announcement (www.schoolannouncement.com). During the year, we will be sending out voice notifications for school closings, event reminders, schedule changes, meeting notifications, and volunteer opportunities, along with a variety of other reasons.

To set up your account (at no cost to you) go to the Exira-Elk Horn-Kimballton website (<http://www.exira-ehk.k12.ia.us>)

Click on The Parent Information Portal and scroll down to Parent Notification System Information. This will link you with the www.schoolannouncement.com website where you will be provided with a step-by-step instructional demonstration on how to create your username, password and add additional contact information for your child or children to the School Announcement web portal.

HAWK-I INSURANCE FOR CHILDREN

Parents can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children, birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll-free) or go to the web site at <http://www.hawk-i.org/> for more information.

OPEN ENROLLMENT

Iowa's open enrollment law allows students residing in one school district to request transfer to a contiguous school district upon the parent's request. Students wishing to open enroll to another school district must apply for open enrollment by **March 1** of the school year preceding the school year in which they wish to open enroll unless there is good cause. Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact the Superintendent's office (764-4616) for information and forms.

STUDENT & PARENTAL RIGHTS

EDUCATIONAL EQUITY STATEMENT

The Exira-Elk Horn-Kimballton Community School District does not discriminate based on real or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based on race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also protected. Inquiries and grievances may be directed to the Equity Coordinator: Exira-Elk Horn-Kimballton CSD, 4114 Madison St., Elk Horn, IA 51531, 712-764-4616, or the Director of the Regional VII Office of Civil Rights, Department of Education, Kansas City, MO. Or you may visit the state website at <http://www.state.ia.us/government/crc/index.html><http://www.state.ia.us/government/crc/index.html><http://www.state.ia.us/government/crc/index.html>

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias of sex, race, ethnicity, religion, and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.

Inquiries regarding compliance with Title IX, Title VI, or Section 504 may be directed to the Principal, Exira-Elk Horn-Kimballton High School, 4114 Madison St., Elk Horn, IA 51531, (712) 764-4606, or to the Director of the Iowa Civil Rights Commission, Des Moines, Iowa, or to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 8930 Parkway, Suite 2037, Kansas City, MO 64114 (816) 268-0550, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, (515) 281-5294.

Exira-EHK Community Schools implements an intervention program for students who may be at-risk of not graduating from high school. The School Based Interventionist (SBI) is housed at the middle and high school levels to assist students, parents, and staff on their journey to a high school diploma. School Based Interventionists work primarily with counselors and administrators as a liaison between parents, students, and the school. The SBI is supervised by Steve McPhillips at Green Hills Area Education Agency. Please contact Steve with any concerns at smcphillips@ghaea.org or 712-366-0503.

This district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The Teacher Assistance Team is responsible for this process. Representatives from the Area Education Agency may also assist the school district in this process. Parents wanting access to this process should contact the High School Guidance Counselor or Principal at 764-4606.

JURISDICTIONAL AND BEHAVIORAL EXPECTATION STATEMENT

This handbook is an extension of board policy and is a reflection of the goals and objectives of the school board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students, teachers, employees and visitors are expected to treat each other with respect and courtesy so that all may be safe within the school environment. Students may not use abusive language, profanity or obscene gestures or language.

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

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and student handbook may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or

parents with questions or concerns may contact the middle school or high school office for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

ENGLISH LANGUAGE LEARNER

Exira-Elk Horn-Kimballton School District has a Lau plan in place to meet the needs of students who are not proficient at speaking the English language found through the Area Education Agency.

HOMELESS

Students who experience homelessness must have access to educational services for which they are eligible, including special education, programs for English Language Learners, Gifted and Talented programs, Voc./Tech. programs, and School Nutrition programs. For more information on the rights of and services available to children and youth experiencing homelessness, please contact: the Elementary Principal Mrs. Rochelle Bruns at 712-764-4616, or rbruns@exira-ehk.k12.ia.us or Mr. Steve Humphrey at 712-268-5318, or shumphrey@exira-ehk.k12.ia.us.

DUE PROCESS DEFINITION

Throughout this handbook, due process is mentioned. For students, due process concerns their right to be heard. In any grievance proceeding or confrontation, students can expect two steps, which constitute due process.

1. The student has the right to know the charges or accusations being made against him/her.
2. The student has the right to respond to the charges or accusations.

Following these two steps, the school official will then take whatever action is appropriate based upon the statement of the accused student and the results of the school official's investigation.

APPEALS

Whenever a student or parent is concerned about a classroom regulation or a decision that a teacher has made, they should arrange to meet with that teacher to resolve any areas of disagreement or concern. Should the meeting fail to produce a satisfactory result, the student or parent may appeal the decision.

To appeal a teacher's decision, a written request for review must be filed with the principal within five days after the teacher's decision was reaffirmed. The principal will determine a mutually agreeable time, date, and place for the review. The principal will notify all parties accordingly. Following the review, the principal will affirm, reverse, or modify the teacher's decision.

To appeal a principal's decision, a written request for review must be filed with the superintendent within five days after the principal's decision was made. The superintendent will determine a mutually agreeable time, date, and place for the review. The superintendent will notify all parties accordingly. Following the review, the superintendent will affirm, reverse, or modify the principal's decision.

To appeal a superintendent's decision, a written request for review must be filed with the secretary for the Board of Education within five days after the superintendent's decision was made. The Board of Education will place the review on the agenda of the next regularly scheduled board meeting or will schedule a special meeting for the review. The Board of Education will notify all parties accordingly. Following the review, the Board of Education will affirm, reverse, or modify the superintendent's decision.

SCHOOL FEES – FEE WAIVER AND REDUCTION PROCEDURE

The school district charges fees for certain items, such as textbook rental. Students whose families meet the income guidelines for free and/or reduced price lunch, the Family Investment Program, transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. **Parents or students who believe they may qualify for free or reduced price fees must contact the Superintendent's Secretary (764-4616) during student registration**

for a waiver form. Waivers need to be completed annually as they do not carry over from year to year.

SCHOOL FEES SCHEDULE 18-19

<i>Fees</i>		<i>Reduced</i>
Kindergarten	\$35.00	\$17.00
Grades 1-5	\$40.00	\$20.00
Grades 6-12	\$55.00	\$27.00

Computer Usage Please Refer to the District Acceptable Use Policy and information for grades 2-12.

SCHOOL NUTRITION PROGRAM

Student Lunch

PK-3	\$2.30	\$0.40
Grades 4-8	\$2.60	\$0.40
Grades 9-12	\$2.60	\$0.40

Student Breakfast \$1.65 \$0.30

Student Milk \$0.40

Adult Lunch \$3.95

Adult Breakfast \$2.50

Preschool will be all week, 8:30 - 11:30. Cost will be \$75 a month, Pending Legislation and Number Enrolled.

Note:

1. Students utilizing the Free Lunch Program are required to pay for second helpings this includes the entrée and milk.
2. Each family will be required to maintain positive lunch accounts.
3. Students have an opportunity to eat breakfast between 8:00 and 8:25 a.m. daily in the cafeteria... Breakfast is not served after 8:25 a.m. in order to provide adequate time for students to eat what they have purchased. (Exceptions to this rule may be made in case buses are late, etc.)
4. The Exira-Elk Horn-Kimballton School District does use a computer system for all of the above costs (lunch, breakfast and additional milks). Students punch in their account number on a keypad when they come through the meal line. If their meal account is getting low, students are asked to bring additional money to the elementary, middle school or high school secretary in the morning before classes begin. This will then be deposited into the family's account. Each child can then draw from that account. **When a family's account drops to \$3.50, reminders will be sent home daily. PLEASE NOTE:** Since all of your children use the same account, a balance can drop quickly when more than one child is eating from it. **Charges can accumulate to a negative \$10.00 in the account. After that, the system will not allow students to eat school lunch. However, we will give students a sandwich and a carton of milk at lunch until the account reaches a positive balance.** All balances at the end of the year will carry over to the fall. Now that we are officially one district, parents/guardians will have only one lunch account, payable at any school office.

**Spartan Season Ticket
(FB, VB, BB, WR, and Track)**

		With Summer BB and SB	2017 Summer Only
K-12	\$45.00	\$60.00	\$40.00
Adult	\$70.00	\$100.00	\$55.00
Senior Citizen (60 and Over)	\$55.00	\$75.00	\$45.00
Family Pass	\$175.00	\$250.00	\$130.00

(Parents and all of their K-12 children)

Drivers' Education Fees for 2019: In District \$335.00 and out of district students \$415.00. In district refers to students enrolled in the Exira-Elk Horn-Kimballton CSD.

PARENT CONCERNS/CITIZEN COMPLAINTS

It is understood that in the operation of the school system, situations may arise that are of concern or of question to parents or public. It is the policy of the Exira-Elk Horn-Kimballton Community School that all concerns should be resolved at the lowest possible level of decision-making by the individuals closest to the concern. The concerns are best dealt with through communication with appropriate staff members and officers of the system including the Faculty, Principal, Superintendent and School Board.

The following guidelines are suggested as the proper procedure to be followed by persons with questions or complaints:

1. Matters concerning individual students, a teacher, or other employee should be first addressed to the teacher or employee.
2. Unsettled matters from #1 above or problems and questions concerning individual schools should be directed to the building principal, or employee's immediate supervisor.
3. Unsettled matters from #2 or problems and questions concerning the school system should be directed to the Superintendent.
4. If the Superintendent cannot settle the matter satisfactorily, it may be brought to the Board of Directors. Questions and comments submitted to the chairman of the Board in letterform will be brought to the attention of the entire board. The concern or question may be brought up at a Board meeting by following the procedures to have an item placed on the agenda, or be brought up in the public presenter's portion of the meeting, time permitting.

Anonymous complaints will not be considered.

Directory Information:

The principal of each attendance center may release the following types of information to the public, where appropriate, keeping in mind the privacy of the student and the student's family and the totality of the surrounding circumstances: 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, degrees and awards received, the most recent previous school or institution attended by the student and other similar information. To prevent the public release of such information, a parent must file a written objection with the high school principal. Students and parents may file with the Department of Education, complaints concerning alleged failures of the school district to comply with federal legislation dealing with student records. Correspondence should be addressed to: The Family Education Rights and Privacy Act Office, Department of Education, Switzer Building, 330 C. Street S.W., Washington, D.C. 20020.

Student Record Information:

The Exira-EHK Community School District maintains record on each student in order to facilitate the instruction and educational progress of the student. The records contain information about the student and his/her education and may include but are not limited to the following types of records: identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports. The records of each student are located in the school in which they are attending. Any exception will be noted in the student's other records or by the person in charge of record maintenance for each school building. The building principal is responsible for maintenance of student records for each school building.

The following persons, agencies and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena. A. School officials, teachers and AEA personnel with legitimate educational interest. B. Officials of other schools in which the student proposes to enroll. C. Representatives of state and local government when auditing and evaluating federal education programs. D. Officials connected with a student's educational financial aid application. E. Organizations which process and evaluate standardized tests. F. Accrediting organizations for accrediting

purposes. G. Parents of dependent children, regardless of the child's age. H. Appropriate parties in a health or safety emergency.

Student records are reviewed and inappropriate material removed periodically. Inappropriate material is removed whenever a student moves from the elementary level to middle school level to high school level, and when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation. The parents of handicapped students, or handicapped students over age 18, will be informed when personally identifiable information in the records is no longer needed to provide educational services, and before the information is destroyed. Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy or an invasion of privacy, and to have the records explained.

The procedure to be followed in exercising any of the rights under school policies or rules may be obtained from either of the aforementioned persons responsible for maintaining student records.

EMANCIPATED STUDENTS AND ALL OTHER STUDENT'S PARENTS HAVE UNTIL OCTOBER 1 TO REQUEST IN WRITING THE NON-RELEASE OF STUDENT DIRECTORY INFORMATION.

CHILD CUSTODY

In most cases, when parents are divorced, both parents continue to have equal rights where their children are concerned. If a court order has been issued that limits the rights of one parent, a copy of the document must be provided to the elementary, middle school or high school office. Unless the court order is on file in the office, equal rights must be provided to both parents. Parental access to records and students will be restricted only if an official court certified document preventing such access is on file at the school of attendance.

FREEDOM OF EXPRESSION

Under the U. S. Constitution, all individuals have the right of freedom of expression. Since, however, student expression made on school premises or as part of a school-sponsored activity may be attributed to the school, such expression must be appropriate to the activity. Students will be allowed freedom of expression of their viewpoints and opinions as long as the expression is responsibly done. Student expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons, or contain obscenity or indecency.

The administration has the right to determine the time, place, and manner in which the expression is to be allowed so as to not disrupt the educational program of the district. Students who violate this policy may be subject to disciplinary measures.

ACADEMIC RECOGNITION

REPORT CARDS

Report cards are generated at the end of each nine-week period. Normally, the report cards are released within a week of quarter's end.

PROGRESS REPORTS

Reports regarding student progress in school may be sent to parents/guardians whenever appropriate. It is required that the parents/guardians of students who are earning a D or F be informed of the situation by midterm. We also encourage parents to take advantage of the opportunity to monitor their child's academic progress online using the school's website. Teachers are expected to update these grades weekly. Directions to do so include going to the Exira-Elk Horn-Kimballton website (www.exira-ehk.k12.ia.us), click on Parent Access and click on JMC Access. The following page asks for user name (your last name) and password. After entering the password, parents have access to their children's attendance, grades, and lunch account balance. Passwords are given at registration or any time by calling the office.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences will be held during the second quarter and third or fourth quarter. Parents, teachers, or the principal may request a conference for students at any time if they feel the circumstances so warrant. Parents may contact the teacher to arrange a time to conference at anytime throughout the school year.

FAMILY NIGHT

Wednesday is designated as family night in the Exira-Elk Horn-Kimballton School District. No school activities are to be scheduled on this night. All practices and rehearsals must be concluded, and all students are to be out of the building by 6:00 pm.

SUNDAY ACTIVITIES

No school activities, rehearsals, or practices are to be scheduled or conducted on Sundays. Periodically, the gym is opened to the community for recreational purposes on Sundays. Students are allowed to participate in open gym activities. However, this time is not to be used for practices or rehearsals of any kind, and student attendance must be optional. No consequences can be given to those students who do not attend open gym. Other than open gym activities, no student is to be in the building on Sunday. The lone exception to this is if there is a tournament game scheduled for Monday.

TEXTBOOKS AND OTHER SCHOOL PROPERTY

Students are to use care in handling textbooks and other school property. Any damages will result in the assessment of fines to cover repair and/or replacement.

Vandalism and other destruction of school property will result in disciplinary action. The student(s) involved will be required to pay for losses or damages. If the student(s) willfully destroyed school property, suspension and subsequent expulsion may be necessary. In addition, the sheriff's office will be notified for possible legal prosecution.

Alumni & Patrons

1. Alumni and patrons of the Exira-Elk Horn-Kimballton School District may use the recreational facilities of the school provided: (a) the facilities are not in use by a student group and (b) permission has been obtained from an administrator.
2. When using the recreational facilities, a minimum of two persons must be present.
3. No student may use the school's recreational facilities unless there is a faculty member supervising the activity -- even if an alumnus, parent, or other patron is present.

VISITORS

Parents, alumni, and other visitors are always welcome at Exira-Elk Horn-Kimballton Schools. However, ALL visitors are asked to report to the office to sign in. We may permit students from other schools to visit for a day of school. The visitor must check in with the office upon arrival and checkout with the office when they leave after lunch.

PHYSICALS & INSURANCE

A physical and proof of insurance are required of all athletes and cheerleaders prior to a student's participation in any practice and/or event.

SPECIAL EDUCATION PLAN (DISTRICT DEVELOPED SERVICE DELIVERY PLAN)

“The delivery system was developed in accordance with Iowa Administrative Code rule 41.408(2)”c”. The group of individuals who developed the system included parents of eligible individuals, special education teachers, general education teachers, administrators and at least one representative of the AEA.”

CONTINUUM OF SERVICES

Consulting Teacher Services:

Consulting Teacher services are defined as indirect services provided by a certified special education teacher to a general education teacher in adjusting the learning environment and/or modifying his/her instructional methods using specially designed instruction strategies to meet the individual needs of a student with a disability receiving instruction in the general education classroom. The service provider is responsible for consulting with the general education teacher and monitoring the student’s progress according to the IEP.

Co-Teaching Services:

Co-teaching services are defined as the provision of specially designed instruction and academic instruction provided to a group of students with disabilities and nondisabled students. The special education teacher provides these services and general education teacher in partnership to meet the content and skills needs of students in the general education classroom. These services take shape in a variety of manners. For example: teachers co-plan, divide the class, and/or provide the instruction to smaller groups, or teachers co-plan and then co-instruct different components of the content. The effectiveness of services provided through co-teaching has a strong research base and monitoring the student’s progress according to the IEP.

Collaborative Services:

Collaborative services are defined as direct, specially designed instruction provided to an individual student with a disability or to a group of students with disabilities by a certified special education teacher or teacher associate/Para educator in a general education classroom to aid the student(s) in accessing the general education curriculum. These services are provided simultaneously with the general education content area instruction.

Pullout Services:

Direct specially designed instruction provided to an individual student with a disability or a group of students with disabilities by a certified special education teacher for a portion of the day. The student(s) receives special education support for the general education curriculum outside the general education setting. When the services cannot be appropriately provided in the general education setting, the student may receive selected services he/she needs in a separate educational setting.

- Pullout Services that do not supplant instruction provided in the general education classroom: This service provides supplementary instruction that cannot otherwise be provided during the student’s regular instruction time. It supplements the instruction provided in the general education classroom through Consulting Teacher services or Collaborative/Co-Teaching services.
- Pullout Services that do supplant instruction provided in the general education classroom: This service provides specially designed instruction and curriculum that has been modified to meet the unique needs of the student as determined in IEP goals. It is provided by a certified special education teacher in a separate education setting in order to provide specific, intensified instruction not otherwise offered in the general education curriculum.
 - Special Class: Direct specially designed instruction provided to an individual student with a disability or a group of students with disabilities by a certified special education teacher to provide instruction that are tied to the general education curriculum, but has been modified to meet the unique needs of the student(s) in both the general education and the special education settings. This means the student is receiving primary instruction separate from nondisabled peers. The student will receive a modified Iowa Core Curriculum accompanied by functional life skills instruction.

- **Self-Contained:** Direct specially designed instruction provided to an individual student with a disability or a group of students with disabilities by a certified special education teacher with all classes being taught in the special education classroom setting. The curriculum and instruction may or may not be modified.
- **Special Placements:** The student receives special education support for the general education curriculum outside the general education setting as stated in the most current IEP. When the services cannot be appropriately provided in the general education setting, the student may receive selected services or all services needed in a separate education setting including, but not limited to: special schools; homebound instruction; and instruction in hospitals, institutions, and residential settings.

Notes:

1. Students may receive different services at multiple points along the continuum based on the IEP. The district will provide access to this continuum for all eligible individuals based on their IEP. Services may be provided within the district, or through contractual agreement with other districts and/or agencies.
2. The district will always strive to serve students in the least restrictive environment. Student progress of special education students will be reported at least 4 times per year at the end of each quarter.
3. The continuum includes high quality services for eligible individuals' ages 3-21.

Please refer to the district website for a complete copy of the District Developed Service Delivery Plan (Special Education Service Delivery Plan). If you do not have Internet access and would like a copy of the plan, please contact the Superintendent's office at 764-4616, the Middle School Office at 268-5318, the Elementary Office at 764-4616 or the High School office at 764-4606.

PARENT-EDUCATOR CONNECTION (PEC)

Heartland AEA set up this program. It is their responsibility to offer individual assistance and support in locating information on opportunities for special needs children. The contact for Exira-Elk Horn-Kimballton Community School District is the High School Special Education Teacher who can be reached at 764-4606 or the Middle School Special Education Teacher at 268-5318.

Possible information could be: camp/leisure activities; conferences, workshops or in-services; IEP (Individual Educational Plan); Inclusion strategies; local, state and national organizations; parent rights and responsibilities; sibling issues; specific disabilities; support groups; transitioning from school to the workforce; understanding the grieving process; and understanding the special education process.

Assistance can be given before and after the IEP meeting; in facilitating and/or organizing mini workshops; in setting up a support group and locating another parent to visit with.

Educational Opportunities include the annual State PEC conference; annual transition fair and regional mini-workshops.

If you would like further information please check the Exira-Elk Horn-Kimballton website (exira-ehk.k12.ia.us), Heartland AEA website (www.heartlandaea.org) or call either the parent or educator representative.