

Exira-Elk Horn-Kimballton Middle School and High School 2025-2026

Student Handbook



<http://www.eehkspartans.org>

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 grievances 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@eehkspartans.org.

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 prepare responsible, respectful, and future-ready citizens.
District Mission
The Mission of the Exira-Elk Horn-Kimballton Community School District, utilizing the strengths and resources of the whole community, is to promote: Academic Excellence, Positive Character Development, and Future-Ready Citizens.
District Guiding Principles
1. All students are a part of one proactive education system. ○ Believe that ALL students can learn ○ Use all available resources to teach each student. ○ Partner with caring adults ○ Prepare each student with the skills to be future-ready 2. Use scientific, evidenced-based curriculum, instruction, and assessment for academics, behavior and social emotional learning. ○ Provide strong core curriculum, instruction, and assessment to ensure a high probability of success for each student ○ Use instructional time effectively and efficiently. ○ Utilize reliable and valid assessments that serve multiple purposes. 3. Data are used to guide instructional decisions for academics, behavior, and social emotional learning. ○ Align curriculum instruction to assessment data ○ Allocate resources ○ Drive professional development decisions ○ Determine appropriate levels of student support 4. Strong administrative support will meet the existing and emerging needs of the district, staff, and students. ○ Build internal capacity and sustainability of the system. ○ Provide each teacher with training and support to be highly qualified professionals ○ Prepare each student with the necessary skills to be future-ready

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:

<https://www.eehkspartans.org/>

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 a 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
Exira Building Elementary (PK-5) 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 7:30 a.m.** unless they are under the direct supervision of a faculty member. Middle School students will report to the cafeteria upon arrival and until the 7:55 am bell. Middle School and High School students should start moving to their first period class at 7:55 a.m. and be in their seats ready to learn at the 8:00 a.m. (tardy) bell. Any additional students who are riding town buses will remain on school property until their bus arrives.

DAILY BULLETIN

A bulletin for announcements and other information is published daily. 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 email the office. All announcements are subject to the approval of the office.

DAILY SCHEDULE

The Middle and High School Class Schedule is:

NORMAL DAY

Period 1: 8:00-8:54
Period 2: 8:58-9:52
Period 3: 9:56-10:50
Period 4: 10:54-11:48
Period 5: 11:52-1:15
 HS Lunch 11:52-12:17
 HS Class: 12:21-1:15
 MS Lunch 12:50-1:15
 MS Class: 11:52-12:46
Period 6: 1:19-2:13
Period 7: 2:17-3:11
Period 8: 3:15-3:40

TUESDAY MORNING SCHEDULE

TuesYAY Meeting: 8:00-8:15
Period 1: 8:19-9:09
Period 2: 9:12-10:03
Period 3: 10:07-10:57
Period 4: 11:01-11:51
Period 5: 11:55-1:15
 HS Lunch: 11:55-12:17
 HS Class: 12:21-1:15
 MS Lunch: 12:50-1:15
 MS Class: 11:55-12:46
Period 6: 1:19-2:13
Period 7: 2:17-3:11
Period 8: 3:15-3:40

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 4:00 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 either a delayed start time or early dismissal.

1:40 Dismissal

Period 1: 8:00-8:41
Period 2: 8:45-9:26
Period 3: 9:30-10:11
Period 4: 10:15-10:56
Period 5: 11:00-11:41
Period 7: 11:45-12:55
 HS Lunch: 11:45-12:10
 MS Lunch: 12:30-12:55
Period 8: 12:59-1:40

Two-Hour Late Start (10:00)

Period 1: 10:00-10:41
Period 2: 10:45-11:26
Period 3: 11:30-12:40
 HS Lunch: 11:30-11:55
 MS Lunch: 12:15-12:40
Period 4: 12:44-1:25
Period 5: 1:29-2:10
Period 6: 2:14-2:55
Period 7: 2:59-3:40

Period 8: 12:27 - 12:55

Student Section

GRADUATION REQUIREMENTS

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

English 8 credits

Required courses:

English 9 (2 credits)

English 10 (2 credits)

English 11 (2 credits)

Elective (2 credits)

Mathematics 6 credits

3 years of Math in high school

8th grade Algebra I counts as High School Credit and GPA

Science (In effect through the 2025-2026 school year) 6 credits

Required Courses:

Earth Science (2 credits)

Biology (2 credits)

Physical Science (2 credits) OR Chemistry & Physics

Science (Requirement for 2023-2024 Freshman) (6 credits)

3 years of Science

Students will need to receive CPR prior to graduation.

Social Studies 6 credits

Required courses:

American History (2 credits)

World History (2 credits)

American Government (1 credit/ .5 years)

Elective (1 credit/ .5 years)

Physical Education 8 credits

Personal Finance 1 credit

Electives 17 credits

Special Circumstances

Graduation Requirements for Special Education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP). Prior to the student's graduation, the IEP team shall determine whether the graduation requirements have been met.

Under other special circumstances, the administration will determine the number of credits required.

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 the first semester of the student's senior year.

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

1. Students who graduate 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	

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	

FUTURE-READY RUBRIC

Skills	Indicators:	Future Ready Skills Key
Work Ethic: - Problem Solving - Attitude - Grit	- Asks questions to improve learning - Positive attitude - Completes own work ethically - Persistent effort through difficult challenges	3 = Mastered 2 = Progressing 1 = Emerging
Productivity: - Time on Task - Time Management - Meeting Deadlines	- Identifies the priority/necessary actions to be taken - Understands that incomplete work is not acceptable - Follows a schedule to facilitate completion of the task - Takes responsibility to best accomplish work goals - Engages in the class and tasks	
Interpersonal Skills: - Communication - Team Work - Active Listening - Feedback	- Effectively communicates with group and stake holders - Contributes to a team by sharing information and expertise - Accepts and provides feedback in a constructive and considerate manner, while learning from mistakes - Listens to understand, appreciate, comprehend, or make decisions - Considers multiple perspectives and represents a problem in more than one way	
Personal Responsibility: - Preparedness - Organization - Initiative - Attendance	- Follows directions - Comes to class on time and prepared - Demonstrates commitment to self, group, and society - Sets and achieves high standards and goals - Transfers learning from one class/topic to another - Accepts responsibility for errors and actions - Demonstrates a willingness to excel - Maintains organization of materials	

HONOR ROLL/HIGH HONOR ROLL

An honor roll will be published at the end of each quarter.

To be on the **Magna Honor Roll**, a student must achieve a 3.4-3.7 grade point 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 **Summa Honor Roll**, a student must achieve a 3.8 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

Selection and Induction:

1. Application Forms will be emailed and sent to eligible 10-12th grade students with a GPA of 3.5 or higher based on the cumulative GPA at the end of the prior year. Deadlines are given on the application form. Late applications of any kind will not be eligible for selection.
2. Candidates must receive approval from a six member faculty council before becoming a member. This faculty council has five confidential voting members with the chapter advisor as sixth, non-voting member.
 - a. Selection by this council is based upon the student's scholarship, service, leadership, and character.. This selection should be based on the faculty's professional interactions with the candidates and absent of any speculation, rumor, or heresay
3. The principal serves as the primary authority for appeals.
4. Induction will be held during the school year. Students and families of students selected for induction will be notified of this ceremony in advance.

Discipline and Dismissal Procedures

Membership into the 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 the 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.

Various recognition will be given to students during graduation including: Magna Cum Laude, Summa Cum Laude, National Honor Society, and Silver Cord recognition.

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 at the Templeton Career Academy.** Concurrent enrollment courses are open to any student in grades 9-12. 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. Students will be expected to pay for a failed course.

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.

Students will be scheduled for 1 high school class period for every 2 online college classes they are enrolled in. Class periods may be given per administrative discretion.

Student Safety

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

HONORS MENTORING

Students in grade 12 or a second semester junior may qualify to enroll in Honors Mentoring. Seniors must attain a cumulative 2.75 GPA or 3.00 GPA in the preceding semester. Students may only be an honor mentor with one staff member per semester. An additional opportunity will be to become an honor mentor for an elementary teacher.

Multi-Occupations and Work Experience

Work Experience is a course that allows students to gain high school credit for working for an employer. To participate in Work Experience students must have dual or previous enrollment in Multi-Occupations. Multi-Occupations is an online semester-long course that covers "Soft Skills" or skills that are needed at all jobs and is offered as an online course (no specific class period to complete coursework). This class is recommended for students that are classified as juniors or seniors and have transportation to work. Students are eligible to take up to three periods of Work Experience credit a semester with approval from the cooperating teacher and administration/guidance counselor.

For Work Experience, students are required to secure and keep a job through the length of the course for an employer that is not closely related to the student. (If a job is not secured, credit will not be given, and students will be required to either report to the cooperating teacher or another arrangement made with school administration.) This job must be approved by the cooperating teacher and a contract needs to be completed with student, parent/guardian, employer, and teacher to determine goals of the agreement, expectations of all parties and how students will be graded. This contract, along with employers' proof of liability or workman's compensation insurance, is required to be turned in to the teacher within one week of the start of the semester and before students are allowed to leave the building to attend work. Failure to do this will result in joining another class a week late and coursework for that course will need to be made up. Additional parameters for Work Experience are outlined in the contract.

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. Any concerns after day 4 will be addressed with the administration and steps will be taken on a case-by-case basis.

Note: Dropping or adding a college class is addressed in the Concurrent Enrollment section of the handbook.

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 turn them into teachers. Students will have until the end of the grading period to make up work or in a timeframe that is within reason as stated by their teacher.

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 the 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);

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 that is missed.

4. Suspensions from class [in-school suspensions] 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 that is 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.

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 turn them into teachers. Students will have until the end of the grading period to make up work or in a timeframe that is within reason as stated by their teacher.

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 8:10.

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 or designee
- 3rd Tardy – Up to 30 minute detention (may be served at lunch)
- 4th Tardy – Up to 60 minute detention
- Each additional tardy -- Discretion of the administration

Excessive tardies will involve a conference with the 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. Absences which are determined to be unexcused will be assigned a disciplinary action as follows:

- 1st Unexcused - Verbal and Written Warning from Principal or designee
- 2nd Unexcused - 30 minute detention (may be served at lunch)
- 3rd Unexcused - 60 minute detention and parent meeting
- Each additional unexcused absence will be at the discretion of administration

Students are expected to make up their detentions as soon as possible. In-School Suspensions will be served on Monday of the following week.

Students are allowed to make up schoolwork from unexcused absences.

E. TRUANCY

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. 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.

3. Truancy may result in the issuance of a Misconduct Report.

4. A truancy counts as an unexcused absence.

F. ATTENDANCE AND EXTRA CURRICULAR ACTIVITIES

A student must be in attendance for the entire day, by 8:10 AM, 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 5 or more days or individual class meetings per semester.

A. When a student has 5 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.

Letters will be sent home when the child has missed 5, 7, 9, and 13 absences.

B. When a student has 13 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 and/or the school based interventionist 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 5 unexcused absences in a semester from any given class;
2. The student will be referred to the School Based Interventionist, who will follow up with parents and county attorney when needed.

3. No Credit Status may be given after a child has has 10 or more unexcused absences in a semester.

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.

G. 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 8:20am

Discipline Policy

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.

PBIS

Exira-EHK uses the Positive Behavioral Intervention System, PBiS, as a way to instruct students about the positive behaviors expected at school. Below is the behavior rubric students at E-EHK are expected to follow.

Please Be Incredible Spartans						
Spartan Pride	Restroom	Cafeteria	Hallways & Commons	Locker Rooms	Bus & Parking Lot	Office
We Are Safe	Wait quietly & patiently Report problems to adults Keep restroom clean	Walk at all times Stay seated until dismissed Keep hands/feet to self Request permission to leave	Walk Observe personal space of others Maintain the flow of traffic	Respect others' privacy & possessions Use appropriate behavior	Respect others' property Keep hands/feet to self Stay seated while bus is in motion Use appropriate behavior	Wait your turn Observe personal space of others Be courteous & kind
	Use restroom between classes Use proper restroom procedures Keep restroom clean Be appropriate with technology	Use utensils appropriately Use appropriate volume Keep area neat and clean Take only what you will eat	Be appropriate with technology Keep the school clean Be on task (online class)	Keep possessions locked up Keep locker room presentable Be appropriate with technology	Keep track of your possessions Use appropriate volume Keep area neat and clean	Check in and out appropriately Use time efficiently
	Respect others' privacy Be appropriate with technology	Use manners (please, thank you, etc.) Speak kindly	Treat others kindly Be courteous Use appropriate language	Respect others' property and space Be appropriate with technology	Use manners Use appropriate language Be appropriate with technology	Be courteous; Use your manners Use appropriate language Be appropriate with technology

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. For more information, please see the [PBIS Handbook](#).

EEHK Middle School/High School Behavior Definitions and Management Chart

Level	Example Offenses	Discipline Levels & Consequences		
		Note: Misconduct in any context related to the school district—whether on campus, off-site, or online, and regardless of time or location—may result in disciplinary action. This includes but is not limited to school property, school-sponsored events, and school-affiliated digital platforms."		
		1st Offense	2nd Offense	3rd Offense
1	- Disrespect - Disruption Behavior - Failure to have supplies - Classroom disruptions - Dress Code Violation - Elopement from classroom - Non-compliance - Tardy - Casual Profanity - Refusal to Cooperate - Vehicle Parking Violation	- Teacher Reprimand - Verbal Warning	- Teacher Monitored Detention - Minimum 30 minutes - Parent Contact by phone or email by the teacher - JMC Referral - Student is aware of referral	- Teacher Monitored Detention - Minimum 60 minutes - Parent Contact by phone or email by the teacher - JMC Referral - Student is aware of referral
				4th Offense Moves to a Level 2 violation
2	- Referred Level 1 Offenses - Cell Phone Policy - Abusive and/or Threatening Language - Defiance - Insubordination - Misuse of Technology - Plagiarism - Failure to Serve Detention - Minor Vandalism - Skiping Class	- Reprimand and/or Detention with the teacher or principal - Parent Contact by phone or email by the teacher - JMC Referral - Student is aware of referral - Handbook Cell Phone Policy	- Detention - Minimum 30 minutes - Parent Contact by phone or email by the teacher - JMC Referral - Student is aware of referral - Handbook Cell Phone Policy	- Detention and/or Suspension (1-2 days) - Parent Contact by phone and Conference by the principal - JMC Referral - Student is aware of referral - Handbook Cell Phone Policy
				4th Offense Moves to a Level 3 Violation
3	- Referred Level 1 and Level 2 Chronic Offenses - Academic Dishonesty - Bullying / Harassment - Stealing - Forgery - Physical Aggression - Elopement from building	- Detention and/or Suspension (1-2 days) - Parent Contact by phone by the principal - JMC Referral - Student is aware of referral - Parent Conference, when necessary - Behavior Plan - Referral to School Discipline Team - Police Notification, when necessary - Restitution, if warranted - Community Service	- Detention and/or Suspension (2-5 days) - Parent Contact by phone by the principal - JMC Referral - Student is aware of referral - Parent Conference Required before returning to school - Behavior Plan - Police Notification, when necessary - Restitution, if warranted - Community Service	

4	• Assault on Student • Assault on a Staff Member • Extortion • Major Vandalism • Sexual Harassment • Arson • Bomb Threat or any behavior that could or does result in the evacuation or lockdown of a school building or bus • Possession of any Weapon (or look-alike weapon) / Explosive Devices • Unlawful Possession, Use, or Distribution of Illicit Drugs, Alcohol, or Counterfeit Substances • Gang Affiliation Display	• Out of School Suspension ◦ 3-5 days • Parent Contact by phone by the principal • JMC Referral ◦ Student is aware of referral • Parent Conference Required before returning to school • Behavior Plan • Referral to School Discipline Team • Police Notification: Charges may be filed • Board Notification • Other appropriate administrative action • Restitution, if applicable	• Out of School Suspension (5-10 days) pending a hearing • Parent Contact by phone by the principal • JMC Referral ◦ Student is aware of referral • Parent Conference Required before returning to school • Behavior Plan • Police Notification: Charges may be filed • Parent Conference with the board • Other appropriate administrative action • Restitution, if applicable	• Recommendation for expulsion from school for up to one calendar year. Students may have their expulsion reduced to a minimum of 60 days depending on various factors • Suspension from school during pendency of expulsion hearing • Notification of appropriate law enforcement agency
				<u>IF STUDENT IS EXPELLED:</u> • Cessation of attendance at curricular, co curricular, or extracurricular activities during time of expulsion • Exclusion from school property during time of the expulsion • Recommendation of counseling • Enrollment into an alternative program, if appropriate

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. Twenty-four hour notice will be given to parents, unless a lunch detention is served, to help in arranging the transportation of students.

Students assigned detention are required to report with study materials immediately before or after school. No cell phones or electronics will be permitted during detention. 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, via JMC.

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 **or email**. The decision may be appealed to the superintendent.

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

Students assigned to ISS will serve their in-school suspension hours on Mondays, during the normal school day hours, unless otherwise directed by the principal.

Suspensions also include elimination from after school activities and practices for the duration of the suspension period. Suspensions may range from removal from one class for a period of up to five hours to all classes for a period of up to five full school days. For in-school suspension (ISS), the assigned hours will be served on Mondays. If the principal deems that the misbehavior is sufficiently serious, he/she may request the superintendent to extend the suspension to up to ten full 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 **may** 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 either in paper form or through Google Classroom. Students will be expected to log into the virtual Google Classroom during the school day. 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

Temporary removal of a student from class for immediate behavioral intervention does not constitute a suspension from that class. However, any formal removal of a student from class for disciplinary reasons — meaning the student is barred from returning to the class for a period of time — may result in suspension from that class for up to five school days. A second formal removal may result in expulsion from the class (see Expulsion below).

If a student is permanently removed from a sufficient number of classes such that he/she no longer qualifies as a full-time student, he/she may be recommended for expulsion from school or placement in an alternative educational setting. Prior to this action, due process procedures will be followed, including a hearing before 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 disability 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.

*Cheating includes Artificial Intelligence (See Internet Use)

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 Involving Artificial Intelligence (AI) or Digital Manipulation

The use of artificial intelligence or digital tools to harass, intimidate, or harm others is strictly prohibited. This includes, but is not limited to:

- Creating, sharing, or threatening to share digitally altered or AI-generated images or videos of students, staff, or others without their knowledge or consent, especially those that are explicit, misleading, or intended to cause embarrassment or harm;
- Using AI to impersonate or mimic individuals for the purpose of deception, manipulation, or harassment (e.g., voice cloning, deepfake videos);
- Generating written or visual content using AI that targets individuals with threats, abusive language, or discriminatory content.

Such actions may violate district policy and local, state, or federal laws. The school district will treat these incidents as serious violations and may involve law enforcement as appropriate. Students engaging in AI-related harassment may face disciplinary action, including suspension or expulsion.

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.

FIGHTING

Fighting will not be tolerated on school grounds or at school activities. Students involved in physical altercations may be subject to suspension from school and school activities, as well as additional disciplinary consequences.

First Offense: 3–5 days of out-of-school suspension (OSS). Parent meeting required prior to return.

Second Offense: 5–10 days of OSS. A re-entry plan and behavior contract may be required.

Third Offense: Recommendation for expulsion from school.

In cases where the fight involves serious injury, repeated aggression, or the use of weapons, the principal may immediately recommend expulsion, involve law enforcement, or take other necessary action regardless of the number of prior offenses.

All fights will be reported to the School Resource Officer (SRO) for review. Law enforcement involvement may include citations, charges, or other actions as determined appropriate by the SRO and administration.

Self-defense will be considered when determining consequences; however, students are expected to seek adult intervention whenever possible rather than engage physically.

The principal or designee will determine final disciplinary action based on the severity of the incident.

VANDALISM

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. Unlawful entry into the school and disrupting the learning environment for students and/or staff is considered vandalism.

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 contain 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 takes priority over any other use of the computer equipment.

The district may provide student access to computers/technology to facilitate the teaching and learning process. However, the use of computers/technology 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: Verbal and written warning about inappropriate use of technology during or related to school.

2nd Offense: Loss of computer privileges for up to two weeks

3rd Offense: Loss of computer privileges for up to one quarter of school

4th Offense: Loss of computer privileges for the remainder of the school year.

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 district 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.
- Artificial Intelligence (AI) may be utilized for practicing essential standards and skills. AI shall not be used while completing graded assessment work.. Assessments must reflect what students know and can do independently.

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

Per House File 782. Electronic devices in schools, including student access during instructional hours and school safety plans.

For purposes of this policy, a “personal electronic device” is a device that is used by a student to send or receive information or create or review content, including cellular and mobile phones, watches or other wearable devices in a receive or transmit mode, laptop or notebook computers, tablets, video game devices, portable media players, and any applications or programs installed by the student on a school-owned or issued device. A “personal electronic device” does not include a device possessed by the student for documented legal, health, and safety purposes and used solely for those purposes.

Students will be permitted to bring personal electronic devices to school and may use them during approved times. (See below). Cell Phones with cameras or other portable handheld technology devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in restrooms and locker rooms at ALL times. Students may be disciplined for any use of handheld technology devices in school restrooms or locker rooms. At no time are students or visitors authorized to video capture, photograph, or audio record other persons in the school building, on school property (to include school vehicles), or at school activities (unless recording a public performance, such as a game, honor assembly, concert, contest, etc.), without the consent of a teacher or school administrator. Failure to abide by these rules may result in disciplinary action that includes, but is not limited to: loss of privileges, detentions, contacting/meeting with the parent and/or principal, in-school suspension, out-of-school suspension, and/or expulsion.

Inappropriate student use during the school day will result in disciplinary consequences. The item(s) will be confiscated and the student will face disciplinary action. Electronic devices that are alleged to contain any evidence of harassment, bullying, sexting, vandalism or other illegal activity may be confiscated and may be turned over to law enforcement. A parent or guardian may be asked to pick up items confiscated during the school day.

Any student who brings an electronic device to school or to school activities does so with the knowledge that should it become lost or stolen, the school district will not be fiscally responsible.

Middle School:

Electronic devices such as cell phones, smart watches, tablets, ipods, air pods, headphones, or other music devices are not needed in the educational setting and should not be seen or heard. They should not be used at school any time other than the following circumstances:

- Before school (Prior to 8:00)
- After school (After 3:40)

High School:

Electronic devices such as cell phones, smart watches, tablets, ipods, air pods, headphones, or other music devices are not needed in the educational setting and should not be seen or heard. They should not be used at school any time other than the following circumstances:

- Before school (Prior to 8:00)
- During passing periods
- During lunch
- Phones must be left in the classroom if a student is leaving for a brief time (restroom, locker room, etc).
- Use in the classroom ONLY if the teacher is having the students use it as part of the curriculum, in other words for educational purposes only.
- After school (After 3:40)

Violations of this policy will result in the following:

- **1st Offense:** The electronic device will be taken to the office by a staff member, parent is contacted, a JMC referral is entered, and a conversation will be had between student and administration; student may retrieve from the office at 3:40.
- **2nd Offense:** The electronic device will be taken to the office by a staff member, parent is contacted, a JMC referral is entered, and conversation will be had between student and administration; device may be picked up by a **parent** at 3:40.
- **3rd Offense:** The electronic device will be taken to the office by a staff member, parent is contacted, a JMC referral is entered, and conversation will be put in place for the student to turn in the device at the start of the school day for the next two weeks of school. The student will pick the device up at the end of each school day.
- **4th Offense:** The electronic device will be taken to the office by a staff member, parent is contacted, a JMC referral is entered, and conversation will be put in place for the student to turn in the device at the start of the school day for the next month of school. The student will pick the device up at the end of each school day.
- **5th Offense:** The electronic device will be taken to the office by a staff member, parent is contacted, a JMC referral is entered, and conversation will be put in place for the student to turn in the device at the start of the school day, possibly for the remainder of the semester and/or school year. The student will pick the device up at the end of each school day.

To contact a student at Exira-EHK MS/HS during the school day, parents should call the school's main office. The office staff will then relay the message to the student or, depending on the urgency, facilitate direct communication. It's generally advisable to reserve calls for important or time-sensitive matters to minimize disruption to the learning environment.

In the event of a school-wide emergency, parents can expect to receive updates and instructions via the school's mass notification system, which may include phone calls, text messages, emails, and website updates. These communications will provide essential information about the situation, any necessary actions parents need to take, and procedures for potential reunification if required.

Depending on the nature of the emergency, direct communication with parents and students will occur according to specific protocols established by the school and emergency responders. Parents should avoid calling or texting their children during the initial phase of an emergency, as this can distract students and potentially compromise safety. It's crucial for parents to remain patient, monitor official school communications, and follow the guidance provided by school authorities and emergency personnel.

Petition by Parent or Guardian

A parent or guardian of a student may petition to allow their child to maintain access to a personal electronic device for a legitimate reason related to the student's physical or mental health, based on the unique facts of the student's case. The petition shall be addressed to the building administrator. If not granted, a parent or guardian may appeal to the superintendent or designee, whose decision shall be final. A parent or guardian has the burden of providing a legitimate reason for allowing the child to maintain access to a personal electronic device contrary to Exira-EHK's Community School District's policy.

---HEADPHONES, including air pods - The same policy applies as above. Headphones will only be worn when in the classroom, when approved by the teacher.

---RESTROOMS/LOCKER ROOMS - Punishable by Law and Law Enforcement

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 record 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/EXTRACURRICULAR ACTIVITIES

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

DANCES

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

1. Students must be at least part time (4 periods or more) to attend any school-sponsored dance.
2. 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.
3. The doors will be locked an hour after the dance starts and no one will be allowed in after that.
4. Anyone who leaves the dance before it is over will not be allowed to return.
5. Jr/Sr Prom is for students in grades 11 and 12 and their 10th grade or older guests. Guests may not be over the age of 20.
 - a. Students must be in good academic and attendance status to attend prom.
 - i. No failing classes 1st semester
 - ii. No Good Conduct violation
 - iii. Less than 9 unexcused absences in a semester
 - b. Attendance may be given per administrative discretion.
6. **Freshman - 9th graders - will not be allowed to attend prom without permission from the administration.**
7. 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 embraces, kissing, fondling, or other inappropriate physical contact.

PLEDGE OF ALLEGIANCE

Iowa law requires that we say the Pledge of Allegiance everyday at school. We will say the Pledge of Allegiance everyday after the first period bell. Students are not required to recite the pledge.

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.

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 a primary door-to-door project.
- Washington DC Trip – students have the opportunity to raise money to attend Washington DC over a 3 year time frame
- Fine Arts – fundraise for out-of-state trips.
- Additional Opportunities – Other clubs, organizations, and activities may choose to fundraise throughout the year

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 created a pass on EHall Pass or received a pass from the office. 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 NOT allowed to visit the locker rooms during the day, except for during their PE period or during sports activities.

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/BACKPACKS

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.

Students are not allowed to carry backpacks (including purses) from class to class. Students are allowed to keep their chromebook in their chromebook bag. If the student opts to bring their own computer, they can keep their computer in a slim profile computer bag. Students are otherwise expected to keep their backpacks in their assigned locker.

1. FIRST OFFENSE WARNING
2. SECOND OFFENSE
 - a. BACKPACK WILL BE IN OFFICE FOR REST OF THE DAY ETC.

Each student is provided with a key for his/her locker. Replacement of a lost key costs the student **\$25** of which **\$20** is refundable upon return of the replacement key. Any further requests for entry into the student's locker during that school day will require the purchase of a replacement key for **\$25**. Padlock fee will be **\$25** 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 \$25 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 of 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 lunchroom during the lunch period without permission from the supervisory staff member.

LUNCH PERIOD RULES/FOOD IN BUILDINGS

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 in the high school hallway nor the locker rooms during the lunch period without permission from the supervisory staff member.
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. Federal and state regulations do not permit students to have carbonated beverages during breakfast and lunch.
9. Students may not use other student's lunch accounts for lunch. Borrowing off of other lunch accounts is prohibited.
10. Students will need their card to scan or know their lunch number to type into the system.

Food made in the FCS room will be stored in the FCS room until lunch or afterschool. No student should have food made in the FCS room in their locker or other classrooms.

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 midriff, and do not expose cleavage, this applies to both girls and boys. Tops should not be altered
2. No Tube tops or Crop tops, or cutoff shirts; Tops should be modest
3. 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
4. No hats, caps, stocking hats, hoods or other headgear are to be worn in the building between **8:00 a.m. and 3:40 p.m.**
5. Masks - IDPH is following the influenza model for surveillance and is not issuing quarantine or isolation orders at this time. Some people found masks helpful in reducing exposure to illness and so everyone is welcome to continue wearing one on school property. However, it is optional to the family's individual discretion and cannot be mandated by the school.

As required by law, students must wear some kind of reasonable footwear and keep it on at all times during the school day.

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

Students are to park in the west parking lot or the baseball parking lot as their designated areas. Secondary Teachers and staff park just east of the school. Please do not block mail boxes. If parked illegally your vehicle will be towed.

STUDENT COUNCIL/GOVERNMENT

The Exira-Elk Horn-Kimballton Student Council will be composed of members from each class. 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. Students may apply by obtaining an application form from the Student Council Advisor. There are two main components of student government at Exira-Elk Horn-Kimballton: student council and class meetings. The student council will meet monthly.

Your Student Council provides for student activities, serves as a training experience for both leaders and followers, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearing house for student activities, seeks to interest students in school affairs and helps solve problems that may arise. Members of the Council are your representatives and have direct access to the school administration.

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.

ADVISORY/STUDY HALL

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

1. Come to Advisory prepared and on time. Bring more than enough to do during your advisory time.
2. No student is to leave Advisory until the teacher has taken roll. Then the teacher will check the Advisory Request List.
3. All students will have an Advisory at the same time which will allow access to teachers for support.
4. If you have been requested to go to a teacher for additional support, you must leave at the assigned time. If two teachers have requested you, you will go to the priority classroom first.
5. Before leaving Advisory, students' names must be on the Advisory Request List.
6. Trips to the restroom will be limited. One person at a time will be allowed to go to the restroom. Students will sign out prior to using the restroom.
7. Advisory teachers may establish additional rules for their section.
8. Any junior or senior who is on-time to school all week (excluding appointments with doctor's notes), and in good academic standing, may leave on Fridays during advisory. Students **must** check in with their advisory prior to signing out of school.

Any sophomore or freshman who is on-time to school all week (excluding appointments with doctor's notes), and in good academic standing, may go to the gym on Fridays during advisory. Students **must** check in with their advisory prior to signing out of school.

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.

Any student who is in the bathroom when the vape detector goes off, will be considered in violation of school policy and subject to be searched and appropriate discipline action.

VENDING MACHINES

Vending machines are provided 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. It will be teacher discretion on whether vending machine food will be allowed in their classrooms.

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 supplied "Go Bags", 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.
- Staff members will utilize E3 when the fire alarm goes off.
- Signal if you are a complete class by raising the green paper, or an incomplete class by raising the red paper. Office personnel will be around to make sure all people are accounted for.
- 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.

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 or MV Transit; 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. **Communicate with the green card for all present, red for missing or extra students.**
- Staff members will utilize E3 when the tornado alarm goes off.
- 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.

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, Jazz Band, FFA, National Honor Society, student government, 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, band, 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 8:10 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

7-12th grade 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 7-12th grade student has a failing grade(s) at mid-term, the student will not be able to participate for a time period of at least one week. Student grades will be evaluated on the following Monday, and if their grade is above passing, they will be allowed to participate. If it is not above passing, the student will remain unable to participate. Grades will be checked every Monday to determine eligibility. If the 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.

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 20 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.”

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.

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.

NON-ACADEMIC FIELD TRIPS

Non-Academic Field Trips: Students must be academically eligible based off of the weekly D and F list that is released every Monday in order to attend field trips that are not calculated into course grade. A few examples are prom decorating, state tournament trips if we are not participating, etc. The eligibility determination will be established at least a day before the event and will be communicated with the sponsor.

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- Immediate loss of eligibility for 20% of current extracurricular activities in which the student participate
 - If a student does not participate in an activity at the time of the infraction, the loss of eligibility will continue to the first activity the student participates in, if applicable.
- Second Offense Within the Student's High School Career - , Immediate loss of eligibility for 50% of current extracurricular activities.
- Third or More Offense Within the Student's High School Career - , Immediate loss of eligibility for one calendar year. The calendar year begins when the infraction is determined.

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 *from 50% to 35%*. 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 in accordance with administrative discretion.

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 8:10 a.m. (10:10 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 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**.

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

Please follow the Open Enrollment guidance found on the [Department of Education](#) website. As this continues to change.

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>

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

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	2025-2026	
<i>Fees</i>		<i>Reduced</i>
Kindergarten	\$40.00	\$17.00
Grades 1-5	\$50.00	\$20.00
Grades 6-12	\$55.00	\$25.00

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

SCHOOL NUTRITION PROGRAM

Student Lunch

PK-5	\$2.80	\$0.40
Grades 6-12	\$3.10	\$0.40

Student Breakfast \$1.95 \$0.30

Student Milk \$0.40

Adult Lunch \$4.97

Adult Breakfast \$2.60

Preschool will be Tuesday-Friday, 8:00 - 11:15 and 12:25-3:40.

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 7:45-8:00 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 scan their lunch card 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. 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 Summer Only

K-12	\$50.00	\$70.00	\$40.00
Adult	\$80.00	\$110.00	\$55.00
Senior Citizen (60 and Over)	\$60.00	\$80.00	\$45.00
Family Pass	\$185.00	\$270.00	\$130.00

(Parents and all of their K-12 children)

Drivers' Education Fees for 2026:

In-District \$400.00

Out of district students \$500.00.

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 records 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 accreditation 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 expressions 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 any time 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 and general education teacher provide these services, 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 Elementary Office at 268-5318, the MS/HS Office at 764-4616 .

Exira-EHK CSD 2025-2026 District Calendar				Days and Hours Calculations							SNOW MAKE UP days: February 16, March 2, March 23, April 6, April 20, May 4 and at the end of the calendar (if necessary).			
				August					Students					
				M	T	W	Th	F	Days	Hours				
								1						
				4	5	6	7	8						
				11	12	13	14	15						
				18	19	20	21	22						
				25	26	27	28	29	5	36.25				
				September										
				1	2	3	4	5	9	65.25				
				8	9	10	11	12	13	94.25				
15	16	17	18	19	17	123.25								
22	23	24	25	26	21	152.25								
29	30				22	159.50								
October														
		1	2	3	25	181.25								
6	7	8	9	10	29	210.25								
13	14	15	16	17	33	239.25								
20	21	22	23	24	38	275.50								
27	28	29	30	31	42	304.50								
November														
3	4	5	6	7	46	333.50								
10	11	12	13	14	50	362.50								
17	18	19	20	21	54	391.50								
24	25	26	27	28	56	406.00								
December														
1	2	3	4	5	60	435.00								
8	9	10	11	12	64	464.00								
15	16	17	18	19	68	493.00								
22	23	24	25	26	70	507.50								
29	30	31												
January														
			1	2										
5	6	7	8	9	74	536.50								
12	13	14	15	16	78	565.50								
19	20	21	22	23	82	594.50								
26	27	28	29	30	86	623.50								
February														
2	3	4	5	6	90	652.50								
9	10	11	12	13	94	681.50								
16	17	18	19	20	98	710.50								
23	24	25	26	27	102	739.50								
March														
2	3	4	5	6	106	768.50								
9	10	11	12	13	110	797.50								
16	17	18	19	20	114	826.50								
23	24	25	26	27	118	855.50								
30	31				119	862.75								
April														
		1	2	3	121	877.25								
6	7	8	9	10	125	906.25								
13	14	15	16	17	129	935.25								
20	21	22	23	24	133	964.25								
27	28	29	30		136	986.00								
May														
				1	137	993.25								
4	5	6	7	8	141	1022.25								
11	12	13	14	15	145	1051.25								
18	19	20	21	22	150	1087.50								
25	26	27	28	29	153	1109.25								
August 18 - New Teacher Professional Development														
August 20-22 - Teacher Professional Development (PD)														
August 25 - Begin 1st Semester														
September 1 - Labor Day (No School)														
September 8 - PD (No School)														
September 15 - No School														
September 22 - PD (No School)														
September 29 - No School														
October 6 - No School														
October 13 - PD (No School)														
October 20 - No School Comp Day														
October 21, 23 – PT Conferences														
October 27 – No School														
November 3 - PD (No school)														
November 10 - No School														
November 17 - PD (No School)														
November 26-28 Thanksgiving Holiday (No School)														
December 1 - No School														
December 8 - PD (No school)														
December 15 - No School														
December 23 - End 1st Semester; Early Dismissal														
December 24 - January 4 Winter Break (No School)														
January 5 - PD (No school)														
January 6 - Begin 2nd Semester														
January 12 - No School														
January 19 - PD (No School)														
January 26 - No School														
February 2 - PD (No School)														
February 9 - No School														
February 16 - PD (No School) or Snow Make Up Day														
February 23 - No School														
March 2 - PD (No School)														
March 9 - No School - PT Conf Comp Day														
March 10,12 - PT Conferences														
March 13-16 Spring Break														
March 23 - PD (No School) or Snow Make Up Day														
March 30 - No School														
April 3 No School														
April 6 - PD (No School) or Snow Make Up Day														
April 13 - No School														
April 20 - PD (No School) or Snow Make Up Day														
April 27 - No School														
May 4 - PD (No School) or Snow Make Up Day														
May 11 - No School														
May 17 - Graduation														
May 25 - Memorial Day														
May 28 - End 2nd Semester, Students Last Day (12 :00 dismissal)														
May 29 - PD (No School)														
Exira-EHK CSD 2025-2026 District Calendar														