

Student and Family Handbook 2023-2024

Exira-Elk Horn-Kimballton

Elementary Grades PreK-5



105 E. School Street, PO Box 335

Exira, IA 50076

712-268-5318

Mr. Miller - Superintendent

Mrs. Bauer - Principal

Vision Statement

The Exira- Elk Horn-Kimballton Community School District, in partnership with all stakeholders, will prepare responsible, respectful, and future ready citizens.

Mission Statement

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.

(Updated July 2023)

Handbook Purpose

The primary purpose of this handbook is to acquaint students and families with the policies and procedures at Exira-Elk Horn-Kimballton Elementary School and to serve as a guide to successful and enjoyable educational experiences. All problems or situations that arise are not covered in this publication. When this occurs, staff members will make decisions based on sound and reasonable educational practice. If you have any questions, please feel free to call. For those who are new to our communities, we welcome you and hope you will join us in various school activities throughout the year.

The Exira-EHK district strongly believes the following:

1. **All students are capable of success and can learn, BUT in different ways and at different paces.** Each child can learn! It is our job to find out how our students learn and provide as many successful yet challenging experiences as possible.
2. **Families, parents/guardians, students, community members, and the school must work together as partners committed to educational excellence.**

This is especially true in the elementary as we feel a close partnership with all involved can only increase the chances of our students' success. When you work with the school, it encourages a continuity each child needs and deserves. Please sit down with your children and discuss the contents of this handbook; emphasizing the areas related to behavior expectations at school. Our families are the ones best equipped to discuss these items with your child and answer any of their questions.

Notice of Non-discrimination

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 of discrimination. If you

have questions or a grievance related to this policy please contact the district's Equity Coordinator: Mr. Trevor Miller, Superintendent, 4114 Madison St. P.O. Box 388a, Elk Horn, Iowa 51531, 712-764-4616 tmiller@eehkspartans.org.

Affirmative Action

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 Mr. Trevor Miller, the Equity Coordinator: Exira-Elk Horn-Kimballton CSD, 4114 Madison St. PO Box 388a, Elk Horn, IA 51531, [712-764-4606](tel:7127644606), 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>.

Exira-EHK Elementary Faculty and Staff

2022-2023

PreKindergarten	Emily Harris
Kindergarten	Ashley Mether, Stacey Young
1 st Grade	Andrea Halterman, Taylor West
2 nd Grade	Kami Bruck, Trent Megchelsen
3 rd Grade	Paige Gaskill, Terry Weisenborn
4 th Grade	Ross Blake, Emily Petersen
5 th Grade	Stef Ford, Alicia Petersen
Title I Reading/Math	Shelli Nelson, Jen Petersen
Special Education	Cassidy Nerland, Jordan Webster
Music	Elise West
Art	Julie Hansen
Physical Education	Kevin Brown
Band	Cody Parmley
Guidance Counselor	Niki Burud
Discovery/Talented & Gifted	Andrea Schwery
Librarian	Sarah Fink
Library Associate	Brenda Hansen
Reading Interventionist	Jane Jessen
	ParaEducators Steve Humphrey, Jenny Koenence, JoBeth LaFoy, Courtney Peppers, Jacki Piva, Jacqueline Phippen, Brianna Sampson, Angela Stoneburner
School Nurse	Christine Wahlert
Custodians	Mitch Munch, Kevin Petty
Director of Transportation	Steve Humphrey
Administrative Assistant	Beth Peppers
Elementary Principal	Carrie Bauer
Superintendent	Trevor Miller
Heartland AEA Support Staff	
School Consultant	Chelsey Jensen School
Psychologist	Becca McGuire
Speech Therapist	Megan Riesselman
School Social Worker	Jenny Henshied
Early Childhood Consultant	Molly Yock
Regional Director	Crystal Boes

2023-24 Calendar of Events

First Semester			Second Semester	
Aug. 23	First day of school		Jan. 4	Classes Resume - Beginning 2nd Semester
Aug. 30	1:45 Dismissal		Jan. 10, 17, 24, 31	1:45 Dismissal
Sept. 4	No School-Labor Day		Feb. 7, 14, 21, 28	1:45 Dismissal
Sept. 6, 13, 20, 27	1:45 Dismissal		Feb. 16	No School (Snow make up)
Sept. 15	4th Grade Ag Day		Feb. 19	No School - Presidents Day
Sept. 21	School Picture Day		Mar. 6, 13, 20, 27	1:45 Dismissal
Sept. 22	Homecoming		Mar. 15	End 3 rd Quarter
Oct. 4, 11, 18, 25	1:45 Dismissal		Mar. 25 & 26	P-T Conferences- 4:30-7:30 PM
Oct. 20	End 1st Quarter		Mar. 28	No School- Comp. Day
Oct. 23 & 24	P-T Conferences- 4:30-7:30 PM		Mar. 29- Apr. 1	No School--Spring Break
Oct. 27	No School - Comp Day		Apr. 3, 10, 17, 24	1:45 Dismissal
Nov. 1	Picture Retake Day		April 26	No School (Snow make up)
Nov. 1, 8, 15, 29	1:45 Dismissal		May 1, 8, 15	1:45 Dismissal
Nov. 22-24	Thanksgiving Break		May 19	Graduation
Dec. 6, 13	1:45 Dismissal		May 22	End of 4th Quarter/2nd Semester-Last day of School 1:30 Dismissal
Dec. 22	End of 2nd Quarter/1st Semester		May 23	PD/Teacher work day
Dec. 23 - Jan. 3	No School - Winter Break		May 27	Memorial Day
Jan. 3	No School - Teacher PD Day			

ATTENDANCE

Attendance/Tardy

Regular attendance and being on time are two things that help your child have a positive attitude at school, as well as receive maximum benefit from the instructional program, develop habits of punctuality, respect, self discipline and responsibility and to assist in keeping disruption of the educational environment to a minimum. Students will be expected to attend class each day unless they are ill. When your child has a temperature of 100 degrees or above, she/he should remain at home for 24 hours **after** the temperature has returned to normal without medication.

Please **notify us by 9:00 am** if your child will not be in school (268-5318). If you are unable to call, send a note on the day your child is ill with a sibling or close neighbor. Your notification by phone or note is just another way we can work together in safeguarding your child. If your child becomes ill with a communicable disease, Ex. Chicken Pox, Strep, Pink Eye, Covid, please contact the school.

This will help alert the school staff to the possibility of exposure to other students.

The following guidelines will be used in determining our students' attendance records on the days they are not present for a complete school day:

Students are considered tardy if they arrive after 8:10 am but before 8:40 am. Time will not be counted against a student's attendance record if he/she misses 40 minutes or less during a school day. More than 40 minutes but less than the entire day will be considered a half day absent.

A student is to be in school for **all afternoon classes** (12:00 - 3:30) if he or she is to attend any extra-curricular or co- curricular activities sponsored by the school on that particular day. (An example of this would be music programs or an athletic event.) The elementary principal must approve exceptions at least a day in advance.

On occasion we have requests by parents to excuse their children for family vacations during the school year. We do understand these experiences can be educational; however, we encourage parents to consider the amount of valuable learning time their children will be missing. Classroom presentations and discussions cannot be reproduced for the children if they are absent for any reason. Please remember that school is your child's "job" right now and we all want her/him to succeed and develop a good work ethic early in life.

It is the student's responsibility to complete any missed work during their absence. Please notify the school early in the day so that make-up work can be collected. Cooperation from parents to encourage the student to complete the make-up work and return it to the teacher on time will be greatly appreciated.

Determination of whether a student's absence is excused or unexcused is the prerogative of the school and its administration. While parental knowledge and approval is important, it does not automatically make an absence from school excused. School policies and guidelines will be used to make such a determination.

When a student is absent/tardy from school five days in a semester, written notification and a phone call from the principal or school based interventionist (SBI) to the parents/guardians will be made. When a student has reached his or her 10th absence/tardy a letter, a phone call, or a meeting with the principal and/or SBI will be arranged, and a doctor's note may also be required to excuse any further absences that semester. If a student reaches his or her 15th absence/tardy in a semester, the student's case may be presented to the County Attorney for recommendations on how to proceed.

Examples of absences for which a student is excused from school are personal illness, bereavement, court appearances, religious events, family vacations, and family emergencies. **With the exception of personal illness, bereavement, and family emergency, all absences that the student intends to be excused require advance notice.**

BUS TRANSPORTATION

Busing

Students living outside the city limits of Exira or Elk Horn are provided transportation via bus to the school. All persons riding in school district vehicles shall show Spartan Pride by being Safe, Respectful, and Responsible. Parents, please call the Transportation Director (712-249-8454) by 6:45 a.m. if your child will not be riding the bus to school in the morning. This will prevent unnecessary stopping and waiting.

Each bus is equipped with a video camera. If a student's behavior is in question, the administration will view the video. Due to the privacy of other students, parents are not allowed to view videos unless approved by administration.

While on the bus:

Keep hands and head inside the bus at all times.

Assist in keeping the bus safe and clean at all times.

Remember loud talking and laughing may divert the driver's attention.

Treat bus equipment as valuable furniture in your home.

Damage to seats, etc., may be paid for by the offender.

Never tamper with the bus or any of its equipment.

Do not leave books, lunches, coats or other objects in the aisles.

Remain in the bus in case of road emergency, unless directed to do otherwise by the bus driver.

Do not throw anything out of the window.

Always remain in your seat while the bus is in motion.

Always be courteous to fellow pupils, and to the bus driver.

Keep absolutely quiet when approaching a railroad crossing stop.

The driver is responsible for controlling the bus riders. Students must obey him/her promptly and respectfully.

Leaving the bus:

Remain seated until the bus comes to a full stop.

Line up on the way out. Go in order. No crowding or pushing.

Watch your step. Leave orderly.

Move away from the unloading zone quickly.

Bus Discipline

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

1st Infraction -- verbal warning from the driver

2nd Infraction --written warning to parent(s) from the driver/principal

3rd Infraction --loss of riding privileges for a time determined by the principal
and a conference with parents and principal

4th Infraction --loss of riding privileges for a time determined by the principal
and a conference with parents, superintendent, and principal

It is expected that prior to written warnings, or in addition to, drivers will have administered bus discipline such as assigned seats.

If your child is having a **Birthday Party** in which there will be more than five people in attendance, it will be your responsibility to provide transportation. Please make arrangements to get the students from the school to your home

FEES

School Fees

A book rental fee of \$35.00 for Kindergarten and \$40.00 for grades 1st-5th is charged to each student in order to help defray some of the expenses. Also, a fine may be assessed for any extreme abuse or loss of school books, including library books.

2023-2024 Meal Prices

Student Lunch	Price	Reduced*			Price	Reduced*
PreK- 3rd	\$2.50	\$0.40		Student Breakfast	\$1.80	\$0.30
4th-8th	\$2.80	\$0.40		Student Milk	\$0.40	
9th-12th	\$2.80	\$0.40				

Student Insurance

School day or 24 hour accident insurance is available at school through a private agency. The insurance is optional. Information on the policy goes home with students at the beginning of the school year.

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.

Fee Waiver and Reduction Procedures

The board recognizes that while certain fees charged to students are appropriate and authorized, certain students and their families are not financially able to pay the fees. The school district will grant full waivers, partial waivers, or temporary waivers depending upon the circumstances and the student or student's parent's ability to meet the financial criteria.

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), 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 temporary financial hardship should contact the principal or secretary at registration time for a waiver form. **This waiver does not carry over from year to year and must be completed annually.**

Activity Tickets

Activity tickets will be available to all school age students. The purchase of an activity ticket is optional but when purchased admits the owner to all athletic contests, music programs, and other activities, held at our school. Adults and Senior citizens may also buy activity tickets. Contact the superintendent's office for pricing, 712-764-4616

HEALTH

Emergencies

The school attempts to have on record for each child the following information:

- The phone number of parents at home and work.
- The name of the family physician.
- The person to notify in case of emergency.
- Authorization by the parent to take an injured child to the family physician.

Should a child become ill or injured while at school, parents will be notified and asked to come for their child.

Food Allergy

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

Head Lice

Head lice infestation is a widespread problem in the United States. To prevent the spread of head lice, it must be treated. If a child is known to have head lice, treatment is strongly encouraged before returning to school. This treatment should include shampooing with an anti-lice shampoo (which can be found at any pharmacy), washing all clothing and bedding in hot water (130 degrees), and drying in a clothes dryer. Combs and brushes should be soaked at the same temperature for 5-10 minutes. Dry clean all clothing that cannot be washed. Further information can be obtained from your local health department. If you are in need of treatment supplies, contact the school.

Immunization[2]

According to Iowa State Law a personal immunization record showing dates and kinds of immunization received must be kept on each child. This Certificate is required for entrance to school or (a Certificate of Immunization Exemption must be provided.)

The (K-12) requirements are:

- | | |
|-----------------|---|
| DTP/DTaP | at least 5 doses with at least 1 dose received after 4 years of age if born on or after September 15, 2003.) |
| Polio | at least 4 doses of oral polio vaccine with at least one booster dose received after the child's fourth birthday. |
| MMR | 2 doses of the MMR vaccine with the second dose having been received no less than 30 days after the first. Two doses are required for children in K-9th grades. |

- Hepatitis B** 3 doses of hepatitis B vaccine if born on or after July 1, 1994, prior to enrollment in school.
- Varicella** 2 doses required if born on or after September 15, 2003;
or 1 dose if born on or after Sept. 15, 1997 but before Sept. 15, 2003; or a reliable history of the natural disease
- Pneumococcal** *only applies to those entering Kindergarten starting school year 2009-10 & beyond.*
4 doses if received 3 doses < 12 months of age;
or 3 doses if received 2 doses < 12 months of age;
or 2 doses if received 1 dose < 12 months of age or received 1 dose between 12 -23 months of age;
or 1 dose if no doses had been received prior to 24 months of age.

Medication

Authorization is needed for the dispensing of any prescription or non-prescription medication. Prescription and non-prescription medication may be given at school only if it is sent in the ORIGINAL CONTAINER. A WRITTEN note including name of child, name of medication, amount to be given, time medication is to be given, and parent's signature must accompany ALL medication if it is to be given at school. If your child needs to take medication at school, please give it to the child's teacher or the office. Boys and girls should **never** bring medicine to school without the teacher's knowledge. Students who are using a medication that requires immediate availability (i.e. asthma inhalers) may carry their own medications after appropriate training and with a parent's and a physician's written authorization.

NUTRITION

Breakfast

Breakfast will be served between 7:45 am and 8:05 am daily. Breakfast is **not served after 8:05** in order to provide adequate time for students to eat. **Breakfast will not be provided on late start days.**

Lunch

For lunch, your child may buy a school lunch or bring a sack lunch. The school provides a hot lunch with a balanced menu. Due to federal funding stipulations, soda pop may not be consumed in the school lunchroom.

Milk

Students in grades K-5 have the opportunity to purchase milk in the afternoon. This is not a requirement but if your child would like, they may purchase a milk as a snack through their meal account.

The Exira-EHK Elementary School does use a computer system for all of the above costs (lunch, breakfast and additional milks). Students punch in their account number on a keypad when they come through the meal line. If their meal account is getting low, students are asked to bring additional money to the building 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. REMINDER: Since your family uses the same account, a balance can drop quickly when more than one child is eating from it. Charges can accumulate to \$10.00 (or **negative \$10.00** in the account). All balances at the end of the year will carry over to the fall. K-5th grade students who purchase afternoon milk will be charged for that milk from the family lunch account. **The cost of the milk is not covered by the free and reduced food program.**

OFFICE ASSISTANCE

Bad Weather

In the event of a school closing or early dismissal due to bad weather, announcements will be made on:

School Website

- www.eehkspartans.org

Social Media

- Facebook: Exira-EHK Schools
- Twitter: @EEHKSpartans

Radio stations

- KJAN 1220 AM (Atlantic)
- KSOM 96.5 FM (Atlantic)
- KS 95.7 FM (Atlantic)
- KNOD 105.3 FM (Harlan)
- KMA 960 AM (Shenandoah)

Television stations

- KMTV3 (Omaha),
- WOWT6 (Omaha)
- KETV7 (Omaha)
- KCCI8 (Des Moines)

JMC (family access link on school website)

Parents can check on notifications in JMC in order to receive text messages for school announcements.

After School Destination

For your child's safety, we request a note or phone call from the parent of a child when there is to be a change in destination after school. This includes after school library time, girl scouts, boy scouts, clubs, birthday parties, change of babysitters, or any other change of the normal routine.

If we do not have a note, and we are unable to contact you, your child will follow the homebound instructions provided to us at the beginning of the year. Dismissal time is a very busy time in an elementary school. We ask that you please notify the school no later than 3:00 with any dismissal changes.

Child Custody

If you have a court order that limits the rights of one parent, please bring a copy to the office. Unless your court order is on file with us, we must provide equal rights to both parents.

Lost and Found

Each year many items are lost or left at school. **In order to avoid the misplacement of your child's personal items, label all personal things (bags, coats, shoes, etc.)** she/he brings to school. Since we cannot be responsible for lost items, we ask that you monitor the value of items your children bring to school. A depository for lost and found articles has been established at school. If your child has lost something we will make an effort to help you find it. You should also encourage your children to check the lost and found if something is missing. Please instruct your child that if he finds anything at school, he should turn it in to his teacher or principal. If everyone carries out this practice, we should have a minimum of articles lost during the year. If you think your child has left something at school, feel free to call and we will help you look for it. Lost items are stored at school until they are claimed or until the end of the year.

Parent's Rights to Study Records

As a parent, you have access to your child's school records. School employees respect the privacy of student records and recognize that only important, factual information should be in the permanent records. Procedures for reviewing student records are available in the school.

Parent Visitation

Parents are most welcome and are encouraged to visit classes. Classroom visits afford one of the best means to gain information about the educational program and to observe your child's performance in a classroom-learning situation. To make the visits most worthwhile, the school suggests that parents make the visit after the first two weeks of school have passed and before the last two weeks of school. We ask that you notify the classroom teacher before coming to observe. Please stop by the office to check in and obtain a visitors badge when arriving. If you are coming to pick up your child please remain in the office while you wait for your child to come to the office.

POLICY & RULES

Arrival

Students may enter the building **starting** at 7:45 am, when the doors open. At 7:45 am or when students arrive, students may either eat breakfast or go to the gym to sit with their classmates. At 8:07 am students say the Pledge of Allegiance together and are dismissed to their classrooms to begin their day at 8:10 am.

Discipline

The goal of education is to help students develop a well-rounded education. Part of that includes self-discipline. Just as academic programs must be structured to ensure balance, a discipline policy should also be structured. Each teacher has a set of established rules to help maintain order in the classroom. Please discuss with your child the importance of following school and classroom rules to maximize learning.

If you have a problem concerning your child at school, please contact your child's teacher first. Sometimes a simple phone call can clear up a situation very quickly. If you do not feel matters were resolved to your satisfaction after meeting with the teacher, contact the elementary principal.

When a student is sent to or called into the office for discipline purposes, the incident will be noted and filed. The problem will be discussed with the student and proper disciplinary measures will be administered. This may result in a loss of privileges. If the student is involved in a major discipline incident, parents will be notified. If a serious discipline incident occurs, parents will be notified immediately.

Dress Code

Students are expected to be clean, well groomed, and wear clothes in good repair that are appropriate for the time, place, and occasion. Clothing or other apparel promoting products illegal for use by minors (examples: alcohol or cigarettes) and clothing displaying obscene material, profanity, or reference to prohibited conduct are not allowed. We require students to wear shirts that cover from the neck to the shoulder (no spaghetti straps) and when wearing shorts or skirts they should go to mid-thigh. While primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated.

When in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety; the students may be required to make modifications. Students also need to be dressed appropriately for the weather. We ask that you watch the weather reports carefully in the morning, keeping in mind that all students, K-5, go outdoors for recess if the temperature is above 10 degrees Fahrenheit (wind-chill and other such

weather factors are also considered). The temperature at 10:00 am may be very different than 2:00 pm.

English Language Learners

Exira-EHK has a plan in place for when a student registers for classes who are not proficient at speaking the English language. The students will have their needs met with help from the staff and the Area Education Agency. This plan, Lau Plan, can be found in the principal's office.

Evacuation Procedure

In the event that the entire area must be vacated, all students will be instructed on where to go. The students who are unable to walk the distance, will be transported to the designated location by a school employee. When the elementary students arrive at their destination they will be kept safe until the situation is established to be safe to return to school or have been picked up by a parent. The building administrators will remain on site, the school principal will be in charge of accounting for all students and staff, as well as the release of students to parents.

Field Trips

Your child will be taken on various field trips during the school year. We feel that field trips are an extension of the school curriculum and are very worthwhile. You will be notified of any field trips we will be taking your child on that involves leaving the school district. The students will be supervised during any field trip they may take and will be expected to follow the guidelines set down before the trip commences. If you do not want your child to participate in these field trip experiences, please call Mrs. Bauer and she will make the necessary arrangements to keep your child at the school.

Fire Drill

A loud, continuous sound coming from the alarm system that is accompanied by a flashing light is the fire alert system. Schools are required by state law to have four fire drills per year to teach the safest way out of the building for fires. Please discuss the importance of following the teachers' instructions during these drills. fire drill

Tornado/Severe Weather Drill

An announcement will come from the office to signal a tornado/severe weather alert. Schools are required by state law to have four drills per year to teach students the safest, quickest route to the assigned area. It is important that students move quickly and quietly, sit and cover, and wait for an all-clear signal.

Harassment/Bullying

The board prohibits harassment, bullying, hazing, or any other victimization of students, based on any of the following actual or perceived traits or characteristics, including but not limited to; 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. Students have a right to attend school without fear of such criticism or actions. Appropriate discipline will be administered up to and including expulsion.

Homeless

Students who experience homelessness must have access to educational services for which they are eligible, including special education, programs for English 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: **Mrs. Carrie Bauer**, 712-268-5318, cbauer@eehkspartans.org.

Homework Policy

Homework can be a good thing when planned with intentional goals. Our teachers may assign homework to complete classroom assignments or work on skill development. Homework may also be given when students have been absent. Generally, homework in elementary should not take longer than thirty minutes. Even if your child does not have homework, you may wish to set aside time daily to read at home or review material like math facts. If you have questions about homework, you should contact your child's teacher.

Transitioning to Kindergarten

A Kindergarten Roundup is held each year in the spring for the purpose of learning about our new kindergartners and to explain the kindergarten program to the parents of students who will be starting school in the fall. Students are eligible to start kindergarten if they have reached their fifth birthday on or before the 15th day of September of the current year. **A certificate of birth and a physical examination** are required of all students entering the kindergarten program. Most children who have reached the age of five years are ready to start kindergarten. However, there are a few exceptions and if you would like to discuss your child's readiness to start school, we would be happy to visit with you. . Information about transitioning will be given to parents later in the school year.

Liability

Exira-EHK Elementary School belongs to you and your neighbors, the people who support and pay for it. Unfortunately, occasional vandalism does occur. People who damage school property will be held liable for those damages. We ask your help in teaching your child(ren) to respect public property.

Literacy

The literacy skills of reading, writing, listening, and speaking are the basic ingredients in the learning process. Therefore, we consider literacy skills to be the most important learning tools that children learn to use during their elementary years.

You, as parents, play a VITAL role in helping your child's literacy skills develop. You can spark an interest in reading within your children by reading with and to them often. You can also encourage your children to write. And by speaking with and listening to your children often, you model these two important skills. We truly can work together as a team!!

Media Center (Library)

Our library or media center has books and other exciting things to do. Help your child learn to care for the books and return them on time so that others may enjoy them. Students will be charged for lost or damaged items.

MULTI-TIERED SYSTEM of SUPPORT (MTSS)

Multi-tiered Systems of Support is an initiative that schools use to help all students perform better. Initially it was created for just at-risk students. The general philosophy is that no students will fall through the cracks. Every student gets what he/she needs everyday to help improve his/her skills in . All students work on bolstering their reading skills daily for 15-20 minutes. We use a multitude of materials, programs and personnel to meet students at their current level and move them forward.

Parties at School

Part of our total academic program includes social and personality development. We think schools should provide activities that enhance these qualities. School is a place for work but it is also a fun place to remember. We celebrate three parties during the school year - Halloween, Winter, and Valentine's Day. Parents who do not want their child to participate in a party should contact the child's teacher.

Party Invitations

We ask that you **mail birthday invitations or deliver them off of school grounds**. The exception to this request would be if you were inviting all of the students in a class to the birthday party. We don't want to hurt feelings if we can help it. Also, if your child is attending a birthday party after a particular school day and it means a change in after school transportation, please remember to send a note (with your signature) stating this change to the classroom teacher.

Phone Calls

If you would like to talk with your child's teacher, please call either before classes begin at 8:10 or leave a message with the school secretary. The teacher will try to call you within the same day when possible.

Phone Use for Students

Children may use the school phone for emergencies. We ask that using the phone to call for

permission to visit friends or to have parents bring forgotten items will be kept at a minimum. Our goal is to teach the students responsibility and the skill of planning ahead. Please help us keep the phones for school business and student emergencies. In the elementary we do encourage students who carry a cell phone to school to please turn it into the office or to their teacher during regular

school hours and to have them turned off. It is then the responsibility of the student to pick them up at the end of the day. Alternatively, they may be left in their lockers turned off. Students are not allowed to have possession of cell phones during the school day, including at recess time.

PBIS

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based, tiered framework for supporting students' behavioral, academic, social, emotional, and mental health. When implemented with fidelity, PBIS improves social emotional competence, academic success, and school climate. It is a way to create positive, predictable, equitable and safe learning environments where everyone thrives. PBIS is not a curriculum you purchase or something you learn during a one-day professional development training. It is an ongoing commitment to supporting students, educators, and families through systems change.

Exira-EHK Elementary refers to our PBIS system as Spartan Pride. Students are explicitly taught how to be Safe, Responsible and Respectful in all areas of the school environment and throughout the community. Spartan tickets are given to students for demonstrating exemplary examples of these expectations. Students are then able to use their tickets for a variety of activities, privileges and more.

Playground Behavior

There are 2 recess periods scheduled in our elementary school. Most recess periods are free play periods. Students are to be considerate of others at all times when on the playground. They are to refrain from activities that could cause injury to another student. They are to obey the adults supervising the playground. Students are expected to dress appropriately for the weather every day in order to take advantage of the free time. In the winter students that want to play in the snow must wear snow pants, and when there is snow on the ground they are expected to wear boots. Our playground has several pieces of equipment that have slides, monkey bars, and swings and is all enclosed by a fence. We do not allow disrespectful behavior, rough play, play fighting or throwing snowballs or rocks. If your child is hurt they should report it to an adult on duty. Students are to make reports of recess incidents to the staff on recess duty at the time of the incident. Recess is a privilege and continued misbehavior may result in the loss of this privilege, which could result in not being able to play with their friends.

PurposeFull People Program (NEW)

Social Emotional Learning (SEL) is an important area that schools are now addressing more intentionally. We are excited to share that we will be using a program called PurposeFull People this year. It is all about helping schools weave simple, powerful, relatable content into everything happening at school and beyond! It includes a huge library of practical resources and activities to help effectively teach a wide variety of traits that we know help make students more successful in their academics and in their lives outside of school.

Renewed Service Delivery System

A committee has been formed at Exira-EHK to meet the various needs of special education as well as regular education students. The committee (Teacher Assistance Team) has established methods for involving parents in the RSDS model. The following steps will be used to inform parents:

1. Notification of the system through the school newsletter.
2. Parents will be notified of annual reviews or staffings.
3. Written communication will be given to parents when students are served at other times.
4. Parental notification will be given when a modified technique will be used with their child.
5. Parental consent will be secured for formal testing.
6. Parents will be notified of their rights and due process for special education students.

It is important to note that the RSDS model can provide assistance to all students, not just special education students. Teachers may request the assistance of the Teacher Assistance Team (T.A.T.) to deal with a variety of concerns and problems affecting students: classroom behavior, classroom performance, students at-risk, special education students, and other situations having impact upon their classrooms.

Report Cards and Parent Conferences

We report student progress to the parents in two ways, by use of report cards and by parent conferences. Our school system is organized on a nine-week reporting basis. This means that we report student progress to the parents four times each year. The parents receive a report card following the end of each quarter. As we move forward with Standards Referenced Grading, reports cards are being replaced with progress reports with a final report card at the end of the school year.

We supplement the information found on the report card by providing the parents with the opportunity to attend parent-teacher conferences. We believe that these conferences are vitally important both for you and the teacher. They are a real chance for the parent and the teacher to share information concerning how the student is progressing and what problems may be occurring that are hindering this progress. Because of the need for honest and undistracted sharing we ask our parents to please attend the conferences without their children. Hiring a babysitter for the evening or having older siblings watch them at home will upgrade the quality of "talk time" spent with your child's teacher. We will be holding our fall conferences on October 23rd & 24th and our spring conferences on March 25th & 26th. The times are listed on the calendar of events at the beginning of this booklet. We will send you more information concerning conferences at a later date.

Schedule of Day (General)

8:07 ----- Students say the Pledge of Allegiance in the gym/cafeteria and go to their classrooms
8:10 ----- School Day begins
10:30 ----- Recess (K-2nd ONLY FIRST QUARTER)
11:00-----Lunch (K - 2nd), Recess (3rd-5th)
11:30-----Lunch (3rd-5th), Recess (K - 2nd)
2:00 ----- Afternoon Recess (K-2nd)
2:15-----Afternoon Recess (3rd - 5th)
3:20 ----- Elk Horn students are dismissed for the bus
3:25-----Walkers & pick up students being dismissed
3:35-----Exira students are dismissed for the bus

Taking Children out of School

If you need to take your child out of school during the day, stop in the office or send a note with your child that morning. All students are to **CHECK OUT** at the office **with the secretary** before leaving for any reason and to **CHECK IN** upon arrival. If you are coming to pick up your child, please remain in the office while you wait for your child to come to the office.

Title I

Parents of students in Title I schools are guaranteed annual notification of their "right to know" about teacher qualifications by their school district. That means parents may request and receive from that office, information regarding the professional qualifications of the student's classroom teachers, including:

1. whether the teacher is state-certified
2. whether a teacher is teaching under emergency or other provisional status, and
3. the baccalaureate degree major of the teacher and any other graduate degree major or certification

4. whether the child is provided services by a paraprofessional and, if so, his/her qualifications

Toys at School

Games and equipment are supplied by the school system for the children to use during recess. We request that students NOT bring toys to school unless the class has show and tell. The classroom teacher may designate one day of the week for show and tell. Toys should not be brought any other day. The district will not be responsible for items that are lost, stolen, or damaged.

Visitors

Parents, alumni, and other visitors are always welcome at Exira-EHK. However, ALL visitors are asked to report to the main office upon entering the building. We have installed a security system so if you need to enter the building during the school day always use the main door (NW). Please press the button to the left of these doors so we can have someone ring you into the building. Students who wish to bring visitors to attend classes with them must secure approval from the principal at least **24 hours** in advance of the visitors' attendance. **If approved, the individual may attend classes with their host for up to half a day - either the morning or the afternoon.** Examples of days to avoid would include but are not limited to those before breaks, the first day of school, when standardized testing is being administered, and the last day of school.

Weapons

School district facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects (including any materials that are turned into a potential weapon) shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district. Students bringing a firearm to school shall be expelled for not less than twelve months. Other weapons such as knives (including pocket knives), brass knuckles, slingshots, martial arts weapons, clubs, etc. plus look alike weapons shall also fall under the rules of the weapons policy. However, the automatic twelve-month expulsion provision may be modified upon recommendation of the principal and agreement of the superintendent. Do not allow your child to bring play weapons to school.