
Beginning of the Year Information

September 2020

FROM THE SUPERINTENDENT'S OFFICE

Spartan Pride ... Expect Excellence

Welcome to the 20-21 SCHOOL YEAR!

On behalf of the Exira-EHK Team, it is my pleasure to extend a warm welcome to everyone as in 2020-21 we embark on year five of our journey together. 2020 has been an unusual year to say the least, as March 13th was the last day we were able to see our students and be together as a staff. This year we will need to stay focused on the positives. We can improve education by the way we provide instruction, feedback, grading, and working with the whole child not only on academics, but the social and emotional well-being of our students as well.

The district does have the expectation that facial coverings are worn. We understand the fears and anxieties of returning to on-site learning and will do our best to minimize exposure with our mitigation and health and safety plans. I do not have all the answers. I have more questions than answers, but we need to focus on the positives and work together as a team to provide the best for our staff, students, and communities.

We have had several changes for the 2020-2021 school year. I am still a shared Superintendent with IKM-Manning and will be in district one day a week and four days at IKM-Manning for 20-21. With this sharing agreement, both districts receive operational sharing dollars from the state and my expenses are split 20/80 which allows for us to keep additional teachers in the classroom. Mrs. Morenz will be splitting her time between both buildings. She will be supporting Mrs. Bruns mornings in the Elementary, and teaching her high school English classes in the afternoon. Mrs. Bruns and Mrs. Morenz have done a great job of working together as we have started the 20-21 school year.

The 20-21 school year will be one of flexibility and adjustments. I want to thank the Building Leadership and District Leadership teams for all their hard work during the summer to create our Return to Learn Plan which has been adjusted numerous times after the Governor or Department of Education made changes.

This is an exciting time for Exira-EHK. It is also a focus of our team to support our faculty and continue to foster an atmosphere that promotes a learning community characterized by child centered instruction and decisions, best practices ensuring academic excellence, trust, respect, and the recognition of both student and staff successes. Our team is committed to supporting the Exira-EHK team in providing a high quality, Iowa Core-standards aligned education that is focused on student learning and data driven results. The goal of doing this is to continue to grow as individuals to help ensure growth for all of our students to be successful citizens in life after high school.

Sincerely,
Mr. Trevor Miller- Superintendent

CHILD ABUSE INVESTIGATION

Allegations of abuse of students by school district employees (paid or volunteer) should be directed to one of the following contact persons: Kristen Borkowski or Niki Cade.

OPEN ENROLLMENT INFORMATION

Parents/guardians considering the use of the open enrollment option to enroll their child/ren in another public school district in the state of Iowa should be aware of the following dates:

March 1, 2021—Last date for regular open enrollment request for the 2021-2022 school year.

September 1, 2021—Last date for open enrollment request for entering kindergarten students and those students falling under the "good cause" definition for the 2021-2022 school year.

Parents/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend.

Parents should be aware that open enrollment might result in the loss of athletic eligibility.

For further details, contact the school office.

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Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

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3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

Exira-Elk Horn-Kimballton has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Exira-Elk Horn-Kimballton will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Exira-Elk Horn-Kimballton will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Exira-Elk Horn-Kimballton will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.

- Administration of any protected information survey not funded in whole or in part by ED.

- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

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Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other

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volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202



SCHOOL GAMES REENTRY POLICY

At our volleyball games in the past we have had a number of middle school age students and younger come to the match and then leave to play football or tag, etc, outside the building. We are not set up to supervise this activity and it has led to some injuries.

To discourage this, we will be informing our students who come to any of our games (volleyball, football, basketball) that once they leave they will not be allowed to reenter and school grounds are off limits to impromptu football, etc.

We trust you understand and will support this policy, as it should help eliminate a safety concern we have. Please visit with Mr. Miller if you have any questions.

HOMELESS CHILDREN AND YOUTH

The McKinney Vento Act protects the educational rights of students experiencing homelessness.

Student in homeless situations have the right to:

- Go to school, no matter where they live or how long they have lived there.
- Get help enrolling and succeeding in school from the school district's liaison for the Education of Homeless Children and Youth. (Rochelle Bruns, Pk-5 Principal, rbruns@eehkspartans.org).
- Stay in the school they went to before becoming homeless or whatever school they were enrolled in last (called "school of origin"), even if they moved out of the district if that is feasible. Students can stay in their school of origin the entire time they are homeless. Students can also finish the school year in their school if they find permanent housing during the year.
- Get transportation to their school of origin, provided or arranged by the school district, or a joint effort among school districts.
- Go to the local school in the area where they are living. The school must immediately let students enroll, attend classes, and participate fully in school activities, even if students do not have a parent or guardian with them or documents such as proof of residency, immunization records, other medical records, school records, or other document. Once students are enrolled, the school must get records from the last school, and the liaison must help students get immunizations or immunization and medical records.
- Get a written explanation from the school district if the district refuses to send students to the school choose, and have the liaison settle such disagreements.
- Have disagreements settled quickly and go to the school they choose while disagreements are settled.
- Get preschool service, free or reduced school meals, services for English language learners, special education, Title I services, vocational/technical education, and gifted and talented services as needed.
- Go to school with children who are not homeless. Students cannot be separated from the regular school program because they are homeless.
- Get information and referrals from liaisons, including information about all available

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educational programs and how parents can participate, public notice about their rights, and referrals to health, mental health, dental and other services.

- Have the opportunity to meet the same high academic achievement standards as all students.

If a school does not follow the McKinney-Vento Act's requirements, you should:

- Call your local homeless liaison or State Coordinator for the Education of Homeless Children and Youth.
- Call the U.S. Department of Education's Education of Homeless Children and Youth Program at 202-401-0113.
- Call for legal assistance. To find legal aid groups in your area, check www.lsc.gov/fundprog.htm or www.ptla.org/links.htm#services , or call your state bar association.

CAMERAS ON BUSES

The Exira-Elk Horn-Kimballton Community School District Board of Directors has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.

Exira-EH-K ASBESTOS INFORMATION

The Exira-Elk Horn-Kimballton Community School District has had the facilities inspected under the Asbestos Hazard Emergency Response Act of 1986 (AHERA). All materials suspected of containing asbestos have been documented and or removed from the building(s). There is an asbestos management plan and a copy of the plan available for inspection in either one of the buildings. Over time, each district has repaired and encapsulated pipe fittings and insulation in the boiler room and tunnels. Different areas have also been cleaned of asbestos debris from the tunnels and floor tiles in other areas.

A federal inspector has visited both buildings to inspect its asbestos plans, asbestos removal, and the condition of the small amount of existing material. The findings indicate that the buildings are very good shape and the district is doing a fine job of handling any asbestos as needed. Both buildings have had floor tiles contain asbestos removed and disposed of properly. Any new additions or changes to either building will be inspected for asbestos and removed as needed.

Address any inquiries to Trevor Miller, Supt., 764-4616.

NO TOBACCO POLICY

There is no tobacco allowed in our school buildings, on school grounds or in school vehicles. This requirement extends to all staff, students and visitors to our school building. Persons failing to abide by this request will be asked to extinguish their smoking material, dispose of the tobacco product or leave the school district premises immediately. It is the responsibility of the district's administration to enforce this policy.

We ask for everyone to abide by the law while visiting our building or activity fields. Thank you for your support with this.

NON-DISCRIMINATION POLICY

It is the policy of the Exira-EHK CSD not to illegally discriminate on the basis of race, color, national origin, gender, 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 practice. The complete Notice of Non-Discrimination Policy can be found in Exira-EHK

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School Board Policy Code No. 102. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, contact the district Equity Coordinator, Trevor Miller, Superintendent, 4114 Madison St., Elk Horn, IA 51531.

tmiller@exira-ehk.k12.ia.us 712-764-4616.

Notice: Corporal Punishment, Restraint, and Physical Confinement and Detention

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also places limits school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's web site: www.iowa.gov/educate.

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tmiller@exira-ehk.k12.ia.us 712-764-4616.

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Exira -Elk Horn-Kimballton CSD, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Exira-Elk Horn-Kimballton CSD may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Exira-Elk Horn-Kimballton CSD to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. ¹

If you do not want Exira- Elk Horn-Kimballton to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by October 30, 2020. Exira-Elk Horn-Kimballton has designated the following information as directory information:

-Student's name
-Address
-Telephone listing
-Electronic mail address
-Photograph
-Date and place of birth
-Major field of study
-Dates of attendance
-Grade level

**-Participation in officially
recognized activities and sports**
**-Weight and height of members of
athletic teams**
**-Degrees, honors, and awards
received**
**-The most recent educational agency or
institution attended**
**-Student ID number, user ID, or other unique
personal identifier used to communicate in electronic
systems that cannot be used to access education
records without a PIN, password, etc. (A student's
SSN, in whole or in part, cannot be used for this
purpose.**

¹ These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

Exira-EHK Menus September 2020

Meal Price Information

Breakfast	1.80	K-3 Lunch	2.50
Adult Breakfast	2.50	4-12 Lunch	2.80
Milk	0.40	Adult Lunch	3.95
Juice	0.40		

First item listed is **Breakfast** entree; also choice of cereal, toast, fruit, juice & milk daily

White, Chocolate & Strawberry Skim, & 1% milk served daily

Preschool menu will be altered to state requirements

All Menus are subject to change without notice

Check account balances at www.exira-ehk.k12.ia.us

Mon	Tue	Wed	Thu	Fri
	1 Muffin Chicken Strips Fries Spinach Salad Pineapple 6-12 Sandwich	2 French Toast Sticks Deli Sandwich Chips Fresh Broccoli Orange	3 Cinna Mini Pancake on a Stick Tri Tater Yogurt Applesauce Sidekick	4 Pancake on a Stick Hamburger on Bun Curly Fries Fresh Carrots Sliced Tomatoes Cantaloupe
7 NO SCHOOL	8 Breakfast Pizza Corn Dog Tater Tots Baked Beans Fruit Cocktail	9 Long John Pizza Strips Cherry Tomatoes Green Beans Mandarin Oranges	10 Mini Waffle Mandarin Orange Chicken Rice Fresh Carrots Broccoli Pineapple Dinner Roll	11 Mini Pancakes Soft Shell Taco Lettuce & Cheese Hash Brown Corn Grapes 6-12 Sandwich
14 Breakfast Burrito Spaghetti Caesar Salad Green Beans Apple Garlic Bread	15 Breakfast Bar Breaded Pork Sandwich Tri-Tater California Blend Vegetables Fruit Medley	16 Mini Bagel Crispito Chips Black Bean Salad Fresh Carrots Orange	17 Breakfast Wrap Sloppy Joe Sweet Potato Fries Cucumbers Celery Pears	18 Egg Patty & Sausage Popcorn Chicken Mashed Potatoes & Gravy Cooked Carrots Watermelon 6-12 Sandwich
21 Cinna Mini Pizza Lettuce Salad Green Beans Applesauce Cookie	22 Biscuit & Gravy Chicken Fajita Refried Beans Corn Pineapple Sandwich	23 Frudel Chicken Sandwich Mixed Vegetables Fresh Broccoli & Carrots Apple	24 Omelet Hot Ham & Cheese Smile Fries Winter Mix Veg. Cherry Tomatoes Grapes	25 Breakfast Pizza Hot Dog Potato Wedges Coleslaw Pears
28 French Toast Tasty Rib Scalloped Potatoes Mixed Vegetables Mandarin Oranges	29 Cinnamon Roll Weiner Wink Fries Broccoli Peaches	30 Pancake on a Stick Chicken Nuggets Tri Tater Peas Rosy Applesauce Cookie		

USDA Nondiscrimination Statement For all other FNS nutrition assistance programs, State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html , and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: 202-690-7442; or
- (3) email: program.intake@usda.gov

