

- New bell schedule added to reflect two hour late start schedules
  
- Attendance procedures updated to reflect current practice
  - Night school tutoring language removed
  - Pre-approval section edited to include acceptable documentation regardless of whether pre-approval was sought
  - Revised language concerning calls to Children's Division
  
- Loss of parking privilege removed as consequence for tardies
  
- Art club added under school organizations
  
- Emergency medications section added under Health and Safety
  
- Section 504 notice added
  
- Remove language on page 20 referring to college visits.

# 2016-17 ESHS Handbook

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**Important Note about the Student Handbook: The rules you are about to read in this student planner are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit, our authority.**

### **FOREWORD**

This handbook has been developed by the personnel of Excelsior Springs High School and approved by the Excelsior Springs School Board as a special service to students and their parents. It includes general information as to the policies and procedures relating to students of the school. We hope that this handbook will be of considerable value to both students and parents during the students' educational growth and development at Excelsior Springs High School.

*The school reserves the right to make corrections or additions without notice.*

# Student Code of Conduct

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. All rules and regulations related to discipline are established by the Excelsior Springs School Board Policy JG-R1 and are based on the authority granted Boards of Education under Revised Missouri Statutes and opinions of the Attorney General related thereto.

No code can be expected to list each and every offense that may result in the use of disciplinary action. So that students at Excelsior Springs High School may know and understand the disciplinary guidelines for normal school operation, specifically prohibited behaviors are listed in the Behavior Accountability section of this handbook. Any student who engages in any of these activities is subject to disciplinary action, which may range from student conference to parental conference, loss of privileges to loss of course credit, detention, short term suspension to expulsion from school. Punishment may be combination of the preceding depending on the severity of the offense. When a school suspension is determined to be appropriate for offense committed, the suspension or expulsion policies of the Board of Education shall be followed. The Excelsior Springs School District code of conduct applies to any student who is on school property or adjacent to school property.

The Excelsior Springs School District code of conduct can include off-campus misconduct that is not school related, if it is prejudicial to good order and discipline in the schools or impairs the morale and good conduct of students. It also applies to students who are in attendance at school or at a school-sponsored activity. The policy applies to students who are riding a bus to and from school or school-sponsored activities. Students are subject to discipline, up to and including expulsion, for misconduct regardless of whether the conduct occurs at a school activity and regardless of when the misconduct occurs where it is reasonably determined that a student's misconduct adversely affects school safety or student welfare. The appropriate law enforcement agency will be notified and/or directly involved in any student offense that falls within their jurisdiction (drugs, alcohol, arson, etc.).

The Excelsior Springs School District #40 Board of Education is committed to maintaining a workplace and educational environment in its programs, activities, and facilities. Discrimination or harassment against employees, students, or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, or any other characteristic protected by law is strictly prohibited in accordance with law.

## Notice of Nondiscrimination

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Excelsior Springs School District ("School District") are hereby notified that the School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment of employment in, its programs and activities. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups. For full policy, see Board Policy AC.

Any person having inquiries concerning the School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Educational Amendments of 1972 (Title XI), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boys Scouts of American Equal Access Act is directed to the respective Compliance Coordinator listed below, who oversees the School District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District's Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office of Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; telephone (816) 268-0550

COMPLIANCE COORDINATOR

Dr. Jaret Tomlinson, Deputy Superintendent  
300 W. Broadway  
Excelsior Springs, MO 64024 816-630-9200

**PUBLIC NOTICE**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Excelsior Springs 40 Schools assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Excelsior Springs 40 Schools assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Excelsior Springs 40 Schools assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Excelsior Springs 40 Schools has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed in the Student Services Department at 300 W. Broadway, Excelsior Springs, MO 7:30-3:30 Monday through Friday.

*This notice will be provided in native languages as appropriate.*

**NOTIFICATION OF RIGHTS OF ELEMENTARY AND SECONDARY SCHOOLS**

**The Family Education 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 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 or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want

changed, and specify why it is inaccurate or misleading. 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 consent to disclosures of personally identifiable information contained 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 contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or 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.
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 20202-4605

### **Protection of Pupil Rights Amendment (PPRA)**

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and

It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student and his/her family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

# General School Information

Excelsior Springs High School  
612 Tiger Drive  
Excelsior Springs, MO 64024  
**Website:** [www.essd40.com](http://www.essd40.com)

## **STUDENT POLICIES GOAL**

Students and their education are the first concern of the district and must therefore receive the primary attention of the Board and all staff members. To this end, the Board and staff shall work together to establish an environment conducive to quality educational opportunities for all students.

## **EMERGENCY SCHOOL CLOSING**

In the event that school is closed due to inclement weather or any unforeseen emergency, the decision will be released through the Superintendent's Office and can be heard on KMBC, WDAF, KCTV and KSHB television stations, several local radio stations, and School Messenger.

## **ESSD DIRECTORY**

Excelsior Springs Central Office	630-9200
Superintendent	Dr. David Lawrence
Deputy Superintendent	Dr. Jaret Tomlinson
Director of Curriculum and Instruction	Dr. Stephani Reynolds
Director of Student Services	Ms. Terri Combs
Student Services	630-9221
Excelsior Springs High School	630-9210
ESHS Fax	630-9227
ESHS Activity Director's Office	630-9284
Excelsior Springs Career Center	630-9240
Apple Bus Transportation	630-9929

## **SCHOOL MESSENGER**

School Messenger is an automated notification system. Throughout the school year, School Messenger will send you messages about a variety of things, such as, attendance, emergencies, and school closings.

To make School Messenger as efficient as possible, please make sure that you provide current contact information. A student may have one number designated for his/her primary household and a different number for the household of a noncustodial parent. To update your contact information, please contact the attendance secretary.

## **DAILY PROCEDURES**

- A. It is preferred that students do not enter the school building before 7 am. However, if circumstances require students to be in the building before 7 am, they must remain in the commons.
- B. Daily arrival at school- Upon arrival at school, all students must enter the building.
- C. Students are required to have their school ID at all times. The first ID is provided- a five dollar charge will occur for each subsequent ID. IDs are required for activities, library, dances, etc.
- D. Students are not to loiter in or around vehicles or other areas on or near school property.
- E. Students must leave the school property within 15 minutes of school dismissing unless involved in a school sponsored activity.
- F. Students- The Student Code of Conduct begins upon arrival at school and applies at all times on school district property. The Code of Conduct applies during transportation, activities, events, and at bus stops.

## 2016-2017 BELL SCHEDULE

Period	Regular Schedule	Early Release Schedule for Collaboration (Wednesdays)	Homecoming Schedule	Early Out (10:38) Schedule	2-Hour Late Start (9:25 start) 4 <sup>th</sup> Period Lunch	2-Hour Late Start WEDNESDAY (9:25 start)
1st	7:25-8:12	7:25-8:09	7:25-7:52	7:25-7:49	9:25-9:58	NO CLASS
2 <sup>nd</sup>	8:16-9:03	8:13-8:55	7:56-8:23	7:53-8:17	10:02-10:35	NO CLASS
3 <sup>rd</sup>	9:07-9:54	8:59-9:41	8:27-8:54	8:21-8:45	10:39-11:12	9:25-:954
4th	9:58-10:45	9:45-10:27	8:58-9:25	8:49-9:13	11:16-12:36 Lunch 1 11:12-11:33 Lunch 2 11:33-11:54 Lunch 3 11:54-12:15 Lunch 4 12:15-12:36	9:58-10:27
5 <sup>th</sup> / ELT	10:49-11:21	<b>No ELT</b>	<b>No ELT</b>	<b>No ELT</b>	<b>NO ELT</b>	<b>No ELT</b>
6th	11:25-12:45 Lunch 1 11:21-11:42 Lunch 2 11:42-12:03 Lunch 3 12:03-12:24 Lunch 4 12:24- 12:45	10:31-11:51 Lunch 1 10:27-10:48 Lunch 2 10:48- 11:09 Lunch 3 11:09- 11:30 Lunch 4 11:30-11:51	9:29-9:56 <i>Students will pick up a sack lunch after the assembly</i>	9:17-9:41 <i>No Lunch Served</i>	12:40-1:13	10:31-11:51 Lunch 1 10:27-10:48 Lunch 2 10:48- 11:09 Lunch 3 11:09- 11:30 Lunch 4 11:30-11:51
7th	12:49-1:36	11:55-12:38	10:00-10:27	9:45-10:09	1:17-1:50	11:55-12:38
8th	1:40-2:27	12:42-1:27	10:31-11:00 <i>Assembly</i> 11:00-12:30	10:13-10:38	1:54-2:27	12:42-1:27

### ALMA MATER

*Upon these faded banners old,  
Stand our colors, Black and Gold;  
Handed down to us with care,  
To be cherished year by year.  
Hail alma mater, Hail Excelsior High,  
Always may our glory be, Shouted to the sky!*

### ANNOUNCEMENTS/SIGNS

Announcements are read daily by classroom teachers. Announcements must be submitted and approved by a staff person. Administration reserves the right to disallow any particular announcement. All signs posted around the school must be pre-approved by a building administrator. Signs may only be stapled or tacked to bulletin boards or cork strips. Signs must be removed the day after the event has occurred. See Board policy IGDBA regarding distribution of non-curricular student publications.

## **AUTOMOBILES**

Driving a car to school is a privilege, not a right. The school district is not responsible for accidents or lost articles, which occur in the parking lot.

Students driving a car to school must purchase a parking tag, display it appropriately, and park in their assigned lot. Specific parking spaces will NOT be assigned; parking will be on a first come, first serve basis in assigned lot. A fee of \$20.00 will be charged for each parking tag. Parking lots will be assigned to students based on attendance and grade level. The color on the parking tag will correspond with the lot assigned to the student. Students are required to park in the lot assigned to them. Students who fail to park in their assigned lot will be denied parking privileges. Students will be required to provide photo ID, proof of insurance, and all vehicle information when signing up for parking tag. Students are responsible for updating the office staff if their vehicle information changes.

Following the rules listed below will assure the student the privilege to drive a car to school. Violation of these rules may result in loss of parking privileges:

1. When the student drives a car to school, he or she will park it and leave it immediately until school is out for the day. Students are not to sit in cars before or after school.
2. The student must obtain permission from the office before going to the parking lot during the school day.
3. The speed limit is 5 mph on school property. Tickets will be given if students exceed the speed limit.
4. Reckless and imprudent driving will result in immediate loss of parking privileges.

Any vehicle entering school property is subject to search by school authorities and law enforcement personnel working with the school. Such searches may be conducted without warrant for any reasonable purpose. Search of the vehicle includes all compartments and components thereof. Once search begins, the person in control of the vehicle will not be permitted to enter or remove it from the premises during the reasonable duration of the search.

School personnel retain the authority to assign parking lot, tow unauthorized automobiles (at owner's expense), grant parking privileges, or deny parking privileges based on criteria deemed appropriate at the time. (for example – seniors, juniors, sophomores or grades, attendance, citizenship)

*\*As a condition to receiving a pass to park on school property, high school students and their parents must consent to random drug testing of the students as further defined in Board Policy JFCI. A contract will have to be signed before receiving the parking tag.*

## **CHANGE OF ADDRESS**

If a student's demographic information changes (name, phone, address, guardian, etc.) it must be reported immediately to the registrar's office.

## **CLOSED CAMPUS**

Students are not allowed to leave the school grounds or the school building (for any reason) without authorization from a school official.

## **COLLEGE AND ARMED SERVICES RECRUITMENT**

College and Armed Service representatives will be available during lunch at various times throughout the year. Upcoming visits will be announced in the daily announcements as visits are scheduled. Recruiters will not be allowed to meet with students privately and/or during instructional time.

## **DEFINITION OF TERMS**

**CAREER AND EDUCATION PLANNING GUIDE (CEPG)**- A comprehensive document which includes the ESHS course catalog, graduation requirements, Program of Study, and other pertinent school information. (CEPG is available on website)



**CONSTITUTION REQUIREMENT**-Each student must pass examinations on the Constitution of the United States and the Constitution of the State of Missouri. Students enrolled in the American Government class are provided the curriculum to pass the exams that are given during the year-long class.

**ELECTIVE**- Any course which may be chosen to meet general elective graduation requirements, or which is not a specific required course for graduation.

**EXTENDED LEARNING TIME (ELT)**- Extended Learning Time (ELT) is a structured time during the school day (5<sup>th</sup> hour) that is designed for teachers to provide students with additional academic time, intervene with struggling students, and teach lessons regarding academic, behavior, and social skills.

**ELT FOR CREDIT**- Beginning with the graduating class of 2016, ELT carries an eighth of a pass/fail credit per semester. Freshmen ELT provides reinforcement, reassessment, and enrichment in Math and English. Struggling students will be provided academic interventions. The focus of upper level ELT will be on receiving support for their core academic courses. All students in ELT receive lessons that support behavior and social skills.

**END OF COURSE EXAMS (EOCE)**- Criterion-referenced tests that are delivered to middle and high school students when the Course-Level Expectations for a particular course have been covered. Scores account for 10% of a student's final semester grade.

**FINE ARTS** - Art, music, and drama courses.

**GRADE REPORTS**- Grade reports are made at the midpoint and the end of each quarter of the school year. Parents can help students by reviewing these reports with them. Parents/guardians must have photo identification to pick up grade reports at school. Upon receipt of such reports, parents are invited to arrange conferences with either teachers or counselors to discuss student concerns. Only semester grades are entered on the permanent records and are done at the end of each semester.

**POSITIVE BEHAVIOR SUPPORTS (PBS)**- District initiative that focuses on a school-wide behavior management system. The program teaches positive behaviors to students in a proactive manner.

**POWERSCHOOL**- School wide software data base that registers demographics, grades, attendance, and behavior.

**PRACTICAL ARTS**- Career Center, Technical, Business Education, and/or Family & Consumer Science courses.

**PREREQUISITE**- A required course which must be taken before another course can be taken. Example: Algebra I must be passed before Geometry can be taken. (See CEPG for specific prerequisites)

**PROFESSIONAL LEARNING COMMUNITY (PLC)**- District philosophy that emphasizes teacher collaboration, data-driven instruction, and interventions to ensure all students learn.

**REQUIRED COURSES**-Any specific course required for graduation. Example: English II.

**RESPONSE TO INTERVENTION (RtI)**- District-wide program where scientifically based interventions are used to assist struggling learners. The high school focuses on 9<sup>th</sup> grade for RtI.

**STANDARDS-BASED LEARNING (SBL)**- Standards-based learning focuses on mastery of the learning objectives, or how well a student understands the material in class.

**TRANSCRIPT** -An official school report on the record of a student, listing subjects studied, grades and credits earned, GPA, class rank, End of Course Exam scores, ACT scores, and date of graduation. Official transcripts will be sent to colleges or universities free of charge. A transcript release form must be completed in the Counselors' Office.

## **DISTRIBUTION OF NON-CURRICULAR STUDENT PUBLICATIONS**

Anyone wishing to distribute unofficial material must first submit for approval a copy of the material to the principal or designee 24 hours in advance of desired distribution time, together with the following information: (A) Name and phone number of the person submitting request, (B) Dates(s) and time(s) of day of intended distribution, (C) Location where material will be distributed, (D) The grade(s) of students to whom the distribution is intended.

Within 24 hours of submission, the principal (or his or her designee) will render a decision whether the material violates the Guidelines set in board policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial. Permission to distribute material does not imply approval of its contents by the school, the administration, the Board, or the individual reviewing the material submitted. For full policy, see Board Policy IGDBA.

## **ENROLLMENT AND REGISTRATION**

Student course requests for the following year are submitted during the spring semester of the current year. Confirmation of student requests for the next year will be mailed before the end of second semester and should be returned to the guidance office with a parent signature, either approving the course requests or requesting changes. Student schedules will not be available until enrollment in August prior to the beginning of a school year.

**CHANGING SCHEDULES—Requests for schedule changes will be accepted prior to the beginning of each semester and/or the first four days of each semester.**

Schedule changes will be considered for the following reasons:

1. Schedule is missing a course required for graduation
2. Course is needed for college admission
3. Student failed a core class and must repeat it
4. Prerequisite is not on students current schedule
5. Changes for sound educational reasons and general educational benefit of any student may be suggested to the counselors, and due consideration will be given to each individual case by the counselors and administrators
6. Final approval or rejection of any or all change requests is the responsibility of the school principal

**WITHDRAWAL FROM SCHOOL** - Parents or guardians of a student wishing to withdraw from school should contact the office of the principal. All school-owned books, locks, and other equipment must be returned to school officials. Students will be billed for cost of missing or damaged items. Students who wish to withdraw for any reason other than transfer must meet with the counselor or principal to initiate the process.

**BOOKS AND SUPPLIES** - Textbooks and supplementary reference books are provided for students. Textbooks are assigned on an individual basis and a student is responsible for the books assigned. Students are financially responsible for lost or damaged books.

### **ALTERNATIVE CLASSROOM EDUCATION (ACE)-**

Excelsior Springs High School will provide an alternative classroom education (ACE) to assist at-risk students. The ACE Program will increase the graduation rate at Excelsior Springs High School by providing a path to credit recovery.

-Only Juniors and Seniors who are credit deficient may be enrolled in the ACE program.

-Students may be enrolled in a maximum of two(2) ACE courses per semester.

-A maximum of one(1) ACE credit may be earned each semester.

-The max a student may enroll in ACE for credit recovery throughout their high school career is eight(8) courses, which equals four(4) credits.

-Students have to complete (and pass) half of the courses they need by the end of the first semester to be enrolled in ACE courses in the second semester.

-The ACE Program is available in the evening and online to qualifying students.

**MISSOURI OPTIONS-** Missouri Options is a program which provides an opportunity for students who are at least 17 years old and who are at least one year behind in their progress to graduation to graduate with their class by passing a state approved examination and meeting other specific program requirements.

**PART TIME STUDENTS-** Seniors with adequate credits may apply for part time student status. The deadline to apply will be three weeks after the first day of each semester. After three weeks, if the student wishes to become a part time student, the student may still apply, but will receive a failing grade for the dropped class. Part time students need to be enrolled in six or more credit bearing courses to be eligible for extra-curricular activities. Part time status is discouraged for those students who plan to attend college.

**ALTERNATIVE/SATELLITE SCHOOL-** Students not enrolled at ESHS may transfer up to eight(8) credits a year. ESHS students may earn a maximum of four(4) credits from the ACE program and/or Satellite School during their high school career, two credits total per school year. For full policy, see IKF.

**SUMMER SCHOOL-** Summer school is divided into two 60-hour sessions offered at the conclusion of the spring semester. Recovery courses are offered for students who need to repeat a course. Recovery courses require the student must have obtained an 18-24.9% in semester courses and a passing grade (60% or higher) on final exam. Students who enroll in these courses must earn at least a 1 on the standards assessed. Successful completion of course requirements earns ½ unit credit per session. Credit Grades submitted will be Pass or Fail.

**HOME SCHOOL-** Home school students who enroll at Excelsior Springs High School will not receive credit toward graduation unless they have been taught by a certified teacher in the subject area. If a student was taught by a home school teacher that is not certified, the student may be required to pass a series of tests, including summatives, from our courses and any on-line testing we have available to determine course credit before being enrolled and receiving credit. In addition, the student will enroll in the next level of class. Example: If they pass Algebra II they would get credit for Algebra I as well. Certified home school programs recognized by a state department of education or the North Central Association of Colleges and Schools (NCA) will be strongly considered if proof of academic achievement can be verified through the accrediting organization. (For full policy, see Board Policy IKF)

## **EQUAL EDUCATIONAL OPPORTUNITIES**

Each student, being limited only by individual differences, should be given the opportunity to develop and achieve to the maximum extent possible. Therefore, the school district will foster an educational environment that provides equal educational opportunities for all students.

Educational programs, services, vocational opportunities, and extracurricular activities will be designed to meet the varying needs of all students and will not discriminate against any individual for reasons of race, creed, color, sex, national origin, economic status or disability.

## **EQUAL OPPORTUNITY EMPLOYER**

The Excelsior Springs School District is an equal opportunity employer and is in compliance with Title IX and Section 504 of the Civil Right Compliance requirements. For additional information, consult the board policy and the revised Statutes of Missouri, which are available at any of the school buildings.

## **VISITORS**

(Board Policy KK)

### **District Property**

Parents/Guardians and patrons of the district are welcome to visit district schools and attend district events; however, all visitors during business hours, including Board members, must sign or check in at the building office prior to proceeding elsewhere in the building. The district discourages parents/guardians or others from using district property or events as places for visiting students and may refuse the use of district property for that purpose.

The Board and administration will not tolerate any person whose presence disturbs classes or district activities or hinders the instructional process. Visitors to district property may not possess weapons, including concealed weapons, on district property, on district transportation or at any district function or activity sponsored or sanctioned by the district unless the visitor is an authorized law enforcement official or is otherwise authorized by Board policy.

## **Appropriate Behavior**

The Excelsior Springs School District #40 believes that district events are a vital part of the total educational program and should be used as a means for developing positive social interaction, good sportsmanship and appropriate behavior, in addition to knowledge and skills. Well-organized and well-conducted programs contribute to the morale of the student body and strengthen school-community relations.

To this end, the Board encourages district patrons to exhibit good sportsmanship, citizenship, ethics and integrity at all district events and at all times while on district grounds. The district will work with the Missouri State High School Activities Association (MSHSAA) and other organizations to promote good behavior by the patrons at athletic and other events. The Board will work with parents/guardians, alumni associations and local service organizations to keep appropriate behavior a top priority. The superintendent will establish procedures for crowd control at district events consistent with this policy.

## **Registered Sex Offenders and Persons Prohibited on or Near District Property**

Sex offenders required to be listed on the Missouri Highway Patrol's sex offender registry, or who have pled guilty, pled *nolo contendere* or been convicted of crimes for which the law currently requires offenders to be listed, regardless of when those crimes were committed, are not allowed on district property or transportation or at district activities, regardless of whether those activities are held on or off district property, unless access is required by law.

In accordance with law, the district also prohibits all persons who have pled guilty or *nolo contendere* to or have been convicted of or found guilty of violating the following provisions from being on or within 500 feet of any school building, district property, district activity or any vehicle used to transport students:

1. Any of the provisions in Chapter 566 of the Missouri Revised Statutes.
2. Incest, § 568.020, RSMo.
3. Endangering the welfare of a child in the first degree, § 568.045, RSMo.
4. Use of a child in a sexual performance, § 568.080, RSMo.
5. Promoting a sexual performance by a child, § 568.090, RSMo.
6. Sexual exploitation of a minor, § 573.023, RSMo.
7. Promoting child pornography in the first degree, § 573.025, RSMo.
8. Furnishing pornographic material to minors, § 573.040, RSMo.
9. Any offense committed in another state, a foreign country, or under tribal, federal or military jurisdiction that, if committed in this state, would be a violation listed above.

Despite the prohibitions in this section, the superintendent may grant permission for a parent, guardian or custodian of a student to be on district property for the limited purpose of attending meetings with district staff or in other situations where the student may benefit. Permission will be granted sparingly, if ever, and only in situations where the parent, guardian or custodian will be supervised at all times or will not be alone with a child. If the superintendent does not grant permission, the parent, guardian or custodian may seek permission from the Board. The superintendent will inform the principal and other relevant district staff of the scope of the permission granted.

This section may not apply to a student entitled by law to be on district property for educational services if the student's presence is necessary to obtain those services and the student is not otherwise prohibited by law from being on district property. The exceptions cited in this section do not apply if the person is otherwise prohibited or banned from district property by other sections of this policy.

## **Disruptive Conduct**

If a visitor's conduct becomes disruptive, threatening or violent, the superintendent, principal or a designee of either may require the visitor to leave. The superintendent or designee may inform the visitor that he or she is not welcome back on district property or at district events indefinitely or for a specific period of time. During any period of prohibition, the visitor will not be allowed on district property. The superintendent may make exceptions for parents, guardians or custodians of students enrolled in the district if the person's presence is necessary to transport the student or may benefit the student educationally, or in situations where the parent, guardian, or custodian will be supervised at all times. The superintendent may make an exception for visitors to attend a meeting of the Board or its committees but is not obligated to do so. This paragraph does not apply if the person is otherwise prohibited or banned from district property by other sections of this policy.

## **Enforcement**

If a visitor prohibited from district property or events under this policy is on district property, district staff will contact law enforcement and/or escort the person from district grounds and inform the person of the district policy prohibiting his or her presence.

The superintendent, principal or a designee of either may file a report or sign a complaint with law enforcement on behalf of the district. The Board grants the superintendent or designee the authority to consult an attorney for guidance or to seek a court order banning the visitor from district property. A visitor denied access to district property may communicate with the Board in writing but will not be allowed back onto district property unless allowed by the Board. The Board of Education reserves the right to deny the hearing request.

# Academic Accountability

## **ADMISSION REQUIREMENTS**

The admission of all students shall be under the direction of the superintendent and subject to the approval of the Board of Education. All persons seeking admission to the district and its instructional programs must satisfactorily meet all residency, academic, age, immunization, health, disciplinary, and other eligibility prerequisites as established by Board policies, rules and regulations, and by state law. Students requesting admittance to the Excelsior Springs School District will be given credit for those courses that meet the requirements for a Carnegie unit of credit in schools that are accredited through the State Department of Education, or a state certifying agency from which the student is transferring. Credits will be accepted from non-accredited schools that meet Carnegie unit of credit requirements if the courses were taught by instructors certified through a state department of education or a state certifying agency.

**Auditing Classes-** Students who transfer to the high school after six weeks into the semester will be required to audit classes if they do not enroll with transfer grades. Auditing means they will not be able to earn semester credit for their enrolled classes. Completion of auditing will be contingent on good behavior and attendance.

## **Graduation**

In addition to the program of study for graduation, a student must pass a Missouri and United States Constitution exam. No student shall graduate without successfully completing a course of instruction of at least one (1) year in length on the institutions, branches, and functions of the government of the State of Missouri, including local governments; the United States government; and the electoral process.

Seniors who need no more than two units of credit to meet graduation requirements at the end of the eighth semester may elect to enroll in approved correspondence courses to meet that requirement. School administration reserves the right to place 9<sup>th</sup> semester seniors or any senior needing more than two units of credit into an alternative educational path to provide the best experience for the student in order to receive a diploma from Excelsior Springs High School. All requirements must be completed no later than August 15 in order to graduate with the current graduating class. Those meeting the requirements after August 15 will receive the diploma with the next graduating class. **Students who have not met all requirements by the date of commencement will not be allowed to participate in graduation exercises.**

Students transferring to Excelsior Springs High School are expected to achieve the same credits for graduation as other students. Exceptions to this rule are students who transfer during their senior year from a school which requires fewer credits than Excelsior Springs. If these students cannot achieve Excelsior Spring's requirements, they will be allowed to graduate under their previous school's requirements under the following conditions: (1) They must enroll in a full schedule of classes. (2) They must pass all classes in which they enroll. (3) Transferring seniors must be in attendance at least one full semester prior to receiving a diploma. (4) Transfer students may receive weighted grade credit if the school where they received their instruction is approved by the College Board through the AP course audit process. Students are required to take multiple End of Course exams (EOCE). These assessments will account for ten percent of the course grade. Students are required to complete sixteen hours of community service following all ESHS Community Service Guidelines. All seniors are expected to take either the ACT, SAT, ASVAB or COMPASS tests prior to graduation.

## A+ SCHOOLS PROGRAM

The requirements students must meet in order to receive the tuition benefits under the A+ Schools Program (Known as the A+ Student Financial Incentives) are set forth in the legislation which established the A+ Schools Program—the Outstanding Schools Act of 1993. In order to qualify for the A+ Student Financial Incentives a student must:

1. Have attended an A+ School for three consecutive years prior to graduation.
2. Maintain a 2.5 grade point average (or higher) on a 4-point scale for four years.
3. Maintain a 95% attendance average over four years.
4. Perform a total of 50 hours of unpaid tutoring of other students over four years (supervised by a non-relation school district employee).
5. Maintain good citizenship (per handbook) over four years by complying with school district requirements about good citizenship. (see citizenship policy below)
6. Avoid the unlawful use of drugs and/or alcohol. (*See citizenship policy below.*)
7. Refrain from possession of weapons in violation of school policy. (*See citizenship policy below.*)
8. Apply for all Federal Financial Aid.
9. Class of 2015 and beyond- Score Proficient or Advanced on the Algebra I End of Course Exam. If a student does not score Proficient or Advanced, he/she may:
  - o Complete and pass the first semester of Algebra II and be currently enrolled in the second semester with a current passing grade by April 1 of the applicable year. Student must submit a written request to the counseling office requesting to retake the Algebra I End-of-Course exam by April 1 of the school year in which he/she is enrolled in Algebra II. Student must retake the Algebra I End-of-Course exam and achieve a Proficient or Advanced score.

OR

- o Complete and pass Algebra II and request to retake the Algebra I End-of-Course exam in December in the year following the successful completion of Algebra II. Student must submit a written request to the counseling office requesting to retake the Algebra I End-of-Course exam by November 1. Student must retake the Algebra I End-of-Course exam and achieve a Proficient or Advanced score.

OR

Student may take the ACT and qualify based on the following sliding scale of GPA and ACE math subscores:

<b>ACT Math Sub-score</b>		<b>High School GPA</b>
17	and	2.5 or greater
16	and	2.8 or greater
15	and	3.0 or greater

OR

- o Class of 2017 students may take the COMPASS test and receive a math score of 43 on Pre-Algebra or 1 on Algebra. COMPASS will no longer be available after November of 2016.

## A+ Citizenship Policy

**Expectation: Excelsior Springs High School A+ participants are expected to be good citizens at school and in the community. At Excelsior Springs High School a good citizen:**

- Maximizes his/her educational opportunity.
- Recognizes and accepts responsibility in and beyond the school environment.
- Sets a positive example for all to follow at school and in the community.

### **Excelsior Springs Good Citizen Guidelines:**

- Disciplinary referrals take away from good citizen status. A citizenship review will occur at the beginning of each semester to look at all disciplinary referrals (OSS, SLC, and detentions) to determine removal from the program.
- OSS during the freshman year will result in four additional tutoring hours for each day assigned. Any student assigned OSS during the last three years will be referred to the A+ committee and will face possible removal from the program. If removed from the program, notification will be given in writing and mailed home.
- Students may be notified that they can, for good cause, appeal their dismissal within 10 days of notification. Appeals must be requested in writing. Suspensions from drugs, weapons, alcohol, and misdemeanor/felony offenses may not be appealed.
- Consumption, use, or possession of alcohol or other drugs will result in immediate removal from the A+ Program. Any student involvement (use, manufacture, possession, transport, distribution, under the influence, or sale) with drugs (illegal or legal drugs in which involvement violates school policy) or alcohol at school or in the community will result in immediate and permanent removal. Involvement is established when a student receives school discipline for a drug and/or alcohol offense or when a student is charged and pleads no contest or is found guilty related to a drug and/or alcohol offense.
- Possession of weapons violating school policy results in immediate disqualification.
- Criminal conviction of any offense, which constitutes a serious misdemeanor, aggravated misdemeanor or felony will result in immediate removal from the A+ Program.

### **Appeals Process:**

The counselors will notify students and their parents in writing if a student is disqualified from participation, explaining the reason(s) for their disqualification.

Students have the right to appeal their loss of eligibility. The student and parent must notify the counselors in writing, within 10 days of their receipt of their notice of ineligibility, requesting a hearing for consideration of reinstatement to the A+ Schools Program.

The counselors shall then convene, within 10 days, an A+ Appeals Committee meeting to rule on the student's request for reinstatement. The Committee shall hear this appeal and return its decision to the student within five days. A majority vote of the A+ Appeals Committee will be required to render a decision.

Each semester, the counselors will review the good citizenship status of all A+ participants. The A+ Appeals Committee will be convened as needed to hear appeals from students who have been declared ineligible to participate in the A+ Schools Program.

### **A+ Appeals Committee**

The Appeals Committee shall be composed of the following:

- A+ Schools Coordinator/Counselors
- School Administrator
- A+ Advisory Committee Members (2)

## EXTENDED LEARNING TIME

Extended Learning Time (ELT) is a structured time during the school day (5<sup>th</sup> hour) that is designed for teachers to provide students with additional academic time, intervene with struggling students, and teach lessons regarding academic, behavior, and social skills.

Beginning with the graduating class of 2016, ELT carries an eighth of a pass/fail credit per year. Freshmen ELT provides reinforcement, reassessment, and enrichment in Math and English. The focus of upper level ELT will be on receiving support for their core academic courses.

### ELT expectations include:

1. Be on time and in your seat when the bell rings.
2. Bring a positive attitude, a willingness to learn, and a desire to be successful.
3. Work bell-to-bell.
4. Come prepared with pen, pencil, paper, textbooks, or anything necessary to complete work or interventions.

## HONOR ROLL

The two honor rolls for Excelsior Springs High School are the “Principal’s Honor Roll” which is an “A-(3.66)” average with no grade below B- and the “Standard Honor Roll” which is a “B(3.00)” average with no grade below C-.

**Weighted Grades-** Advanced Placement (AP) courses earn one extra grade point for course completion.

Using the following scale, the honor rolls and grade points are averaged from all subject grades:

A = 4.00	B- = 2.66	D+ = 1.33
A- = 3.66	C+ = 2.33	D = 1.00
B+ = 3.33	C = 2.00	D- = .66
B = 3.00	C- = 1.66	F = 0

## WALL OF HONOR CRITERION

Students need to earn a 4.0 G.P.A. over seven semesters, be a Bright Flight recipient, National Merit, or National Merit Commended Scholar Recipient.

## POWERSCHOOL FOR PARENTS

Parents can get information about their student’s attendance, lunch account balances, schedule, grades, and daily bulletin by logging on to PowerSchool for Parents.

This internet tool is on the HS website: <http://essd40.com/>. Find the “For Parents” link on the navigation bar at the top of the page. Select the “Grades and Attendance” link. You will need student’s web ID and password to establish an account. You may obtain these by contacting the attendance secretary at the high school.

## STANDARDS-BASED LEARNING

Standards-based learning measures the mastery of the learning objectives, or how well your student understands the material in class. Most classes at the high school utilize standard-based learning, and parents should look closely at course syllabi to determine how their child is graded. At the beginning of every unit, the teacher will outline the objectives and criteria for mastery using a detailed rubric. During the unit, the student is assessed to see if they truly know the material using a variety of assessments, such as traditional paper and pencil tests, projects, or reports. The class grade will be based solely on student performance on assessments.

The goal of this system is to provide the teacher, student, and parent as accurate a picture as possible of the student’s learning to encourage a dialogue about how the student can master the material for the class. In particular, because learning is a process that takes place over time, each assessment will provide feedback for the student about what to focus on next, and the student will be allowed to retake assessments. If the new assessment shows a higher level of mastery, that new score replaces the old one.



## Standards-Based Learning Scale

<b>4.0</b>	I have an in-depth understanding of the expected knowledge and skills and can show my expertise by using it to problem solve and think critically.
<b>3.5</b>	I know all of the expected knowledge and skills for the topic and have some success applying them.
<b>3.0</b>	I know all of the expected knowledge and skills for the topic.
<b>2.5</b>	I know all of the foundational and some of the expected knowledge and skills.
<b>2.0</b>	I know all of the foundational knowledge and skills on my own.
<b>1.5</b>	I know all of the foundational knowledge and skills, but I still need support for some of it.
<b>1.0</b>	I know all of the foundational knowledge and skills, but I need support for all of it.
<b>0.5</b>	Even with support, I don't know all of the foundational knowledge and skills.
<b>0.0</b>	I hardly know any of the foundational knowledge and skills.

### Standards-Based Learning PowerSchool Conversion Chart

The purpose of the chart below is to explain the effect of standards-based learning (SBL) on how grades are computed in PowerSchool. The standards-based scale, shown in the far right column, was developed to assign letter grades to students in SBL classes. However, PowerSchool must compute a percentage score to determine a letter grade, so for a student who received a 2.0 on a standard, PowerSchool would have computed  $2.0/4.0 = 50\%$  and given the student an F instead of the intended C. To address this issue, the cutoff scores in PowerSchool were modified to reflect the cutoff in the standards-based scale. For example, the cutoff for an A is 3.75, and since  $3.75/4.0 = 93.8\%$ , 93.8% was set as the cutoff for an A. These modified cutoff scores are shown in the far left column.

<b>If you see this percent in PowerSchool</b>	=	<b>This is the letter grade</b>	=	<b>This is the traditional grade range</b>	=	<b>This is the standards-based grade range</b>
93.8 – 100		A		95 – 100		3.75 – 4.00
87.5 – 93.7		A-		90 – 94		3.50 – 3.74
81.3 – 87.4		B+		87 – 89		3.25 – 3.49
75.0 – 81.2		B		83 – 86		3.00 – 3.24
68.8 – 74.9		B-		80 – 82		2.75 – 2.99
62.5 – 68.7		C+		77 – 79		2.50 – 2.74
50.0 – 62.4		C		73 – 76		2.00 – 2.49
43.8 – 49.9		C-		70 – 72		1.75 – 1.99
37.5 – 43.7		D+		67 – 69		1.50 – 1.74
31.3 – 37.4		D		63 – 66		1.25 – 1.49
25.0 – 31.2		D-		60 – 62		1.00 – 1.24
0 – 24.9		F		0 – 59		0.00 – 0.99

# Behavior Accountability

## POSITIVE BEHAVIOR SUPPORTS (PBS)

Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. Introducing, modeling, and reinforcing positive social behavior is an important aspect of a student's educational experience. Teaching behavioral expectations and recognizing students for following them is a much more positive approach than waiting for misbehavior to occur before responding.

The purpose of school-wide PBS is to establish a climate in which appropriate behavior is the norm. We are one of the few high schools implementing this initiative. This strategy is a school wide system that is based on reinforcing positive behaviors as they occur and modeling the correct behavior when it does not.

### The Goals of PBS:

- Focuses staff and student attention on desired behaviors.
- Increases the likelihood that desired behaviors will be repeated.
- Fosters a positive school climate.
- Reduces the need for time consuming disciplinary measures, increasing student time on-task.

**PBS MATRIX-** The following behaviors will be taught to students, reinforced by teachers, and serve as the basis of positive recognition and rewards throughout the school year.

## *TIGER PRIDE: Take Pride in Yourself and Others*

*The purpose of Excelsior Springs High School's Positive Behavior Support Plan is to create and maintain a positive, safe, and predictable learning environment that maximizes academic and social growth.*

	HALLWAY	COMMONS/LUNCH	CLASSROOM	DEVICE USAGE	ALL SETTINGS
SAFETY	<ul style="list-style-type: none"> <li>• Allow traffic to move</li> <li>• Have appropriate hall pass during class time</li> <li>• Use only your assigned locker</li> </ul>	<ul style="list-style-type: none"> <li>• Stay seated properly until the bell rings</li> <li>• Clean up spills or notify a custodian of a major spill</li> </ul>	<ul style="list-style-type: none"> <li>• Keep classroom clean</li> <li>• Keep aisles clean</li> <li>• Obey all classroom rules</li> <li>• Display appropriate classroom behaviors</li> </ul>	<ul style="list-style-type: none"> <li>• Protect personal information at all times</li> <li>• Use strong passwords for websites and services</li> <li>• Use only your assigned device</li> <li>• Lock devices when not in use</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands, feet, and objects to self</li> <li>• Walk to all destinations in a forward motion</li> <li>• Obey all emergency and safety procedures</li> </ul>

<b>RESPECT</b>	<ul style="list-style-type: none"> <li>• Use recycling/trash containers</li> <li>• Maintain appropriate noise level</li> </ul>	<ul style="list-style-type: none"> <li>• Dispose of all food properly</li> <li>• Patiently wait in line</li> <li>• Treat food as food</li> <li>• Maintain appropriate noise level</li> <li>• Use proper table manners</li> </ul>	<ul style="list-style-type: none"> <li>• Be attentive at all times</li> <li>• Listen while others are talking</li> </ul>	<ul style="list-style-type: none"> <li>• Think before posting or sharing</li> <li>• Respect the work of other people</li> <li>• Contribute to the digital community</li> </ul>	<ul style="list-style-type: none"> <li>• Display appropriate PDA</li> <li>• Keep hats/hoods off</li> <li>• Use appropriate language</li> <li>• Dress appropriately for school</li> <li>• Treat others the way you would like to be treated</li> <li>• Respect property, self, and others</li> </ul>
<b>RESPONSIBILITY</b>	<ul style="list-style-type: none"> <li>• Take most direct route</li> <li>• Take care of personal business during passing period</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up trash from tables</li> <li>• Take care of personal business during lunch period</li> <li>• Return to class on time</li> <li>• Pay for all food items</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time</li> <li>• Bring all necessary materials</li> <li>• Be an active learner from bell to bell</li> <li>• Complete and turn in all assignments with honesty and integrity</li> <li>• Use all support resources</li> </ul>	<ul style="list-style-type: none"> <li>• Treat devices with care</li> <li>• Use district devices for school appropriate purposes</li> <li>• Create a positive digital footprint</li> <li>• Keep district iPads in the provided case</li> <li>• Bring devices to school fully charged every day</li> </ul>	<ul style="list-style-type: none"> <li>• Pick up after yourself</li> <li>• Represent your school in a positive way</li> <li>• Show good sportsmanship</li> <li>• Follow the ESHS technology policy</li> </ul>

## ACADEMIC INTEGRITY

Students should commit themselves to act honestly, responsibly, and above all, with honor and integrity in all areas of their academic life. Students are accountable for everything they say and write. Students are responsible for the integrity of their work. Academic dishonesty includes, but is not limited to, misrepresenting their work by using the work of another and representing it as their own, bringing answers into a testing area, unauthorized copying answers on homework or assessments from another student, helping another student commit academic dishonesty, giving/receiving unauthorized aid, or using unauthorized notes or technology.

## ATTENDANCE POLICIES FOR EXCELSIOR SPRINGS HIGH SCHOOL

**Missouri State Law** Missouri Statute 167.031, RSMo, states that any parent, guardian or other person having custody or control of a child between the ages of seven (7) and the compulsory attendance age for the district, must ensure that the child is enrolled in and regularly attends public, private, parochial school, home school or a combination of schools for the full term of the school year. The term "compulsory attendance age for the district" shall mean seventeen (17) years of age or having successfully completed sixteen (16) credits towards high school graduation in all other cases. (Policy JEA, last revised 9/8/2014)

**Responsibility for Attendance** Every parent, guardian or other person having custody or control of a child between the ages of seven (7) and the compulsory attendance age for the district has the primary responsibility of ensuring that the child regularly attends school. A parent, guardian or custodian of a child or children who do not regularly attend school may be reported to the Department of Social Services, Children's Division, or to the county prosecutor's office. A violation of the compulsory attendance law is a class C misdemeanor. (Missouri Department of Elementary and Secondary Education)

**Missouri Attendance Guideline** The state attendance guideline established by the Missouri Department of Secondary and Elementary Education is for 90% of students to attend school 90% of the time. To meet this target students can't miss more than 8 days of school in each semester.

**Board Policy** Regular and punctual patterns of attendance will be expected of each student enrolled in the school district (Board Policy JEA, JED). Students should strive to maintain a good attendance record, because there is a direct relationship between school attendance and grades, citizenship, and success in school. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost, and cannot be entirely regained. The school cannot teach students who are not present.

Excelsior Springs High School's attendance policy is based on the premise that learning occurs every day in each class, and the interaction between the teacher and the student can never be duplicated. Regular attendance is essential to academic progress. Regular attendance and promptness to class result in the student attaining maximum benefit from instruction and developing habits of punctuality, self-discipline, and responsibility. The student with good attendance generally achieves higher grades, enjoys school more, and is more employable after leaving school. Studies show a direct relationship between poor attendance and class failure.

## ATTENDANCE REVIEW PROCEDURES

To support students in meeting the state guideline of 90% of students attending school 90% of the time, several procedures will be implemented at the high school. Grade reports will be mailed home at midterm and the end of each quarter. An attendance report will be included on this report. Parents are able to view this report daily through the PowerSchool Parent Portal. Our Attendance Review Committee will meet weekly to monitor individual student attendance and coordinate the following review procedures:

**Step 1:** A letter will go home for all students each grading period informing them of their current attendance percentage.

**Step 2:** A phone call will be made home and reasoning logged/documented for every day a student is absent from school.

**Step 3:** When a student has missed 5 or more days in a quarter, a letter will be sent home informing the parent of the current attendance percentage, and request a parent meeting if that percentage is below 90%. A home visit may be made by a member of the attendance review committee due to lack of attendance

**Step 4:** If there are no extenuating circumstances reported to school, the Attendance Review Committee may place a hotline to Children’s Division on the 10th missed day of the school year due to lack of attendance.

## **Absences**

**Students arriving after 7:48 a.m. are counted as absent. Students who miss more than half their class in a particular hour will be counted absent as well. If a student misses ten minutes or more than ten minutes in hours 2-8, students will be consequenced for unexcused/truant absences.**

We will not excuse absences for Take Your Child to Work Day.

**Verified Procedure-** On the days of absence, a parent should notify the Principal’s Office by phone (630-9210) between 7:30 am and 12:00 noon, or before 7:35 am on the day the student returns. If no call was made, the student is to present a written excuse signed and dated by the parent/guardian. If a student is at a doctor’s appointment, a note from that doctor is required. Students unable to provide verification upon returning to school may be considered truant and may result in consequences. **Two (total) college campus visits will be allowed during junior and senior years. Supporting documentation of the visit is required.**

**Make-up Work-** It is the responsibility of the student to get work, and it must be completed within the established time requirement or no credit will be given. Students will be allowed the day of return plus the number of days absent to make-up work for all excused absences. After the allotted days, the late work policy will take effect for classes that aren’t standards-based. Students who are suspended long-term may forfeit their right to complete work as they are in violation of the school’s discipline policies. Long term hearings will be handled on a case by case basis. In regards to suspensions, all work must be turned in the day the student returns to class. Tests missed during a suspension can be made up once returning from suspension or with arrangements made through the office. The office requests for all work and the parent must pick up homework. Contact the Attendance Office to check for work turned in.

**Signing Out** – For a student to be permitted to sign out during the school day, a parent/guardian listed on the enrollment form must call or provide documentation to the attendance office. Students may not leave school without signing out. Any student not signing out when leaving school will be considered truant and may receive a consequence. Students entering during the school day must first report to the Attendance Office to sign in and receive a late slip.

## **APPROVED DOCUMENTATION/PREAPPROVAL FOR SCHOOL ACTIVITIES ON THE DAY OF AN ABSENCE**

Students will **NOT** be allowed to participate or attend extra-curricular activities (this includes attendance at or participation in athletics, music, science Olympiad, drama, academic team, etc.) on the date that the student is absent from school except through pre-approval of the building principal, or receipt of approved documentation of why the student was absent. Students must be in attendance all day on the day of the activity. Students absent any portion of the day on **FRIDAY OR THE LAST SCHOOL DAY BEFORE A SCHEDULED EVENT** will not be allowed to participate in **WEEKEND ACTIVITIES OR ACTIVITIES HELD ON A DAY SCHOOL IS NOT IN SESSION** without pre-approval from the building principal or presenting approved documentation. \*Calling in sick or “running late” in the morning does not constitute preapproval. Doctor/dentist visits and college visits are examples of absences eligible for pre-approval. Documentation must be provided upon return to school if pre-approval for activities has been arranged.

## ATTENDANCE INCENTIVES

**Prom Tickets:** Students achieving pre-determined attendance percentages from the first day of school to the designated cut-off date will be eligible for free or reduced price Prom tickets.

**Office Aid:** Students are required to have 90% year to date attendance in order to qualify to be an office aid the following year.

**Dances:** Students are required to have 90% year-to-date attendance in order to qualify to purchase a ticket to any school dance (Homecoming, Spring Dance, Prom). **Students must have 90% attendance from the first day of school to the designated cut-off day in order to attend** (typically the Friday before tickets go on sale). Student must also have served all discipline received in order to attend.

## CELL PHONES/ELECTRONIC DEVICES

Students are allowed to use cell phones and other electronic devices during passing periods and lunch periods (commons only). Cell phones and other electronic devices may be allowed in the classrooms with specific restrictions.

It is an expectation that when students enter a classroom that all technology is off and out of sight (including headphones). Individual teachers will determine when/if technology will be allowed and for what purposes it will be allowed. (Example: A teacher may allow technology for music, but texting or using the internet would still be prohibited).

Our responsibility as a school is to help students learn proper, responsible use and appropriate etiquette for cell phones and other electronic devices. Teachers may incorporate the use of such devices in order to enhance the instructional process and student learning. At the same time, we must preserve and emphasize the importance and priority of instructional time. The inappropriate and improper use of cell phones and other electronic devices causes a disruption to teaching and learning. The purpose of our policy is to afford a measure of privilege and responsibility to students, at the same time that it demonstrates a serious response to the abuse of that privilege and responsibility.

Students are required to hand their cell phone or any other electronic device over to an adult when requested. The following will occur if a cell phone or any other electronic device is confiscated due to misuse:

**1<sup>st</sup> offense:** Warning and phone or electrical device confiscated and returned at the end of the day.

**2<sup>nd</sup> offense:** Phone or electronic device confiscated; parent must pick up phone at the end of the day or student can pay \$5.00 to pick it up. The other option is the school will hold the phone for one week then student may pick it up. Additionally, a 2 hr. detention is assigned.

**3<sup>rd</sup> offense and beyond:** Confiscate phone or electronic device, parent must pick up phone at the end of the day, SLC assigned.

Security of cell phones and other electronic devices at school will be the responsibility of the student. Excelsior Springs High School is not responsible for lost, stolen, or damaged cell phones or other electronic devices.

**If a student refuses to hand over his/her technology, the student will receive a consequence for defiance that will be in addition to the consequences listed above.**

## COMMUNITY PLAN FOR TOBACCO-FREE YOUTH

When Excelsior Springs students fail to follow school policies related to tobacco, they will be subject to the consequences of the school discipline policy as well as the consequences of the City Ordinance 605.255 which states, "It shall be unlawful for any person under the age of eighteen (18) years to possess, attempt to possess, purchase or attempt to purchase cigarette, cigarette tobacco, cigars or smokeless tobacco."

## DISCIPLINARY ACTIONS

Discipline is defined as, “The training that develops self-control, character, and efficiency.” It is a key to good conduct and proper consideration for other people. The rules, policies, and procedures at ESHS have been developed for each student’s health, safety, and security, as well as, to maximize each student’s educational opportunities.

It is the purpose of the student code of conduct to list certain offenses, which if committed by the student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent, and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not limited to, acts of students on school playgrounds, parking lots, and school buses or at a school activity whether on or off school property. A one or two hour detention, SLC, or OSS may be used as disciplinary action if deemed appropriate by the principal. It also remains the right of the principal to refer the offense to a legal authority.

The following disciplinary actions may be employed when dealing with individuals who do not comply with established rules and policies:

**Detention:** A detention is a period of time in which a student is detained, before or after school. The detention may be assigned by a teacher or a principal. Students are given previous notice so as to arrange transportation through a parent or guardian. Detentions assigned through the office will be work sessions directed by a detention supervisor. Extended detentions of two hours may also be assigned to students. No transportation will be provided by ESSD for students who are assigned extended detentions. It is the responsibility of the parent/guardian to ensure that students are picked up at the required time. Any student who fails to serve an assigned detention, does not bring material to study, or does not follow rules given by the detention supervisor, may be assigned consequences.

**In-school-suspension:** Students may be placed in a Supervised Learning Center for a variety of disciplinary infractions. Failure to comply with in-school suspension rules will result in out-of-school suspension. After a student reaches a cumulative total of 9 days of SLC a semester, additional infractions may result in OSS. If a student does not successfully complete SLC, the student may be suspended for the remainder of the day, and will be required to re-serve the originally assigned consequences and another day will be calculated toward the nine day limit.

**Tiger Path:** Tiger Path is an alternative setting that students may be assigned to during the school year. Tiger Path is housed at a location that is separate from the high school and is staffed with certified teachers. Students may be placed at Tiger Path in lieu of out-of-school suspension at the discretion of the administration. Students must successfully complete all assigned days at Tiger Path before being allowed to return to the high school. Students will have access to and be responsible for the work from their regular class schedule. Students who are assigned to Tiger Path may not otherwise be on district property or attend school functions (home or away) until they return to the high school.

**Out-of-school suspension:** Students whose behavior warrants out-of-school suspension may be suspended from one to ten days by school administrators. The Superintendent may suspend a student for a longer period. Once a student is notified that he/she is suspended, he/she may not be on school property or attend school functions (home or away) until he/she returns to school following the suspension.

Behavior contracts (with individualized discipline plans) may be put in place for students who have a high referral rate or display consistent or severe misbehavior.

**Expulsion:** The removal of students from school property in excess of 90 school days or for an indefinite period of time and loss of academic credit.

**All students who are assigned to Tiger Path, suspended, or expelled are prohibited from being on school property for any reason unless permission is granted by the superintendent or designee.**

Any student who is suspended for any offenses listed in 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any public school in the district unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, or custodian and has permission of the principal of the school that suspended the student.
2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian, or other custodian. The principal must receive advanced, written notice regarding the designee.
3. The student is in an alternative school that is located within 1,000 feet of a public school in the district.
4. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

## **DOCUMENTATION IN STUDENT'S DISCIPLINE RECORD**

The principal, designee, or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the school. In addition, any offense that constitutes a, "serious violation of the district's discipline policy," must be documented in the student's discipline record in accordance with law. Policy JGF defines a, "serious violation of the district's discipline policy," as one(1) or more of the following acts if committed by a student in the district:

1. Any act of school violence or violent behavior.
2. Any offense that occurs on school property, on school transportation, or at any school activity and that is required by law to be reported to law enforcement officials.
3. Any offense that results in an out-of-school suspension for more than ten(10) days.

## **DRESS CODE**

The policy of the Board of Education is to encourage all students to dress in a moderate type and style of clothing that is appropriate for school activities and to develop habits of personal grooming that contribute to health and safety and are generally acceptable within the community. Extremes in apparel or personal appearance that the administration feels disrupt the learning process or interfere with the intended function of the school will not be acceptable.

- Clothing and accessories that display statements, signs, or pictures with alcohol, tobacco, other drugs, weapons, violent themes, sexual innuendo, inappropriate language, inappropriate slogans, or references to gang affiliations will not be permitted. Nothing containing hate, violence, and/or race/ethnicity/gender degradation.
- Clothing should be clean.
- No costumes, masks, or painted faces (unless previously approved by administration).
- Examples of apparel that are NOT PERMISSIBLE include: backless, bare midriff, or half shirts; halter tops; ripped or torn clothing that promotes inappropriate exposure (including sideless "muscle" shirts); sunglasses; mesh tops; tube tops; spandex or underwear worn as outer garments or worn in such a manner as to promote inappropriate exposure.
- Pants, shorts, and skirts must be worn at waist level.
- Any item that presents a safety concern (chains, spikes, dangerous jewelry, safety pins, etc.) is prohibited.
- Shoes or sandals must be worn at all times.
- Students are not allowed to wear or carry hats or have hoods up once they enter the building during school days. This includes stocking caps, scarves, bandannas, sweatbands, headbands, and other headwear. Headgear must be kept in a locker or bag during the school day.

The school may restrict any student from attending classes or school activities when that student's dress, general appearance, and/or conduct creates safety, health, or discipline problems. (For full policy, see Board Policy JFCA)

## **HALLS**

No student shall be in the halls during a class period without a hall pass/planner. Any students found in the halls without a pass/planner may be subject to a discipline consequence. The entire ESHS is subject to surveillance by camera.



## HARRASSMENT

Harassment is a form of discrimination based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information, or any other characteristic protected by law, or based on a belief that such a characteristic exists. Harassment occurs when intimidation, ridicule, or severe/pervasive insult is directed at an individual or group based on the criterion listed above. In addition to school consequences, harassment has potential legal implications.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law or based on a belief that such a characteristic exists: graffiti; display of written material, pictures or electronic images; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property.

Procedure: Any person who believes he or she has been subjected to harassment should follow these procedures:

- Directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.
- Contact any staff member for harassment complaints.
- Cease all contact, as much possible, with the person engaging in the harassing conduct and do not attempt to retaliate or to use the same tactics to get back at the harassing person.

Sexual harassment of students of either sex by employees or other students is strictly prohibited in the Excelsior Springs School District. Sexual harassment is defined as sexual advance, requests for sexual favors, other verbal or physical conduct of a sexual nature made by a member of the school staff or when made by any student to another student.

Whether a student voluntarily submits to sexual advances or requests is irrelevant for purposes of this policy. Sexual harassment of a student by an employee or another student may include such things as sexually oriented jokes, remarks, cartoons, pictures, or letters; pressure for sexual activity whether written, verbal or through physical gestures; and physical contact such as patting or pinching.

Students or staff who believe they have been victims of, or have witnessed sexual harassment, should report the incident(s) to any teacher, guidance counselor, or school administrator. The staff member who receives the complaint shall promptly inform the administrator who is designated to investigate such reports, or the next level administrator who is not the subject of the complaint. There will not be adverse action taken against a person for making a complaint of sexual harassment when the complainant honestly believes sexual harassment has occurred or is occurring, or for participating in or cooperating with an investigation. (For full policy, see Board Policy AC)

## PROHIBITION AGAINST FIREARMS AND WEAPONS

Possession of firearms and weapons is prohibited on school premises at all times, except for law enforcement officials acting within the scope of their duties. School premises include all district buildings, grounds, adjacent property, vehicles and parking areas. This prohibition also extends to the sites of school activities (regardless of whether or not those school activities are conducted on District property), and non-school activities that may occur on school property. Prohibition against the possession of a weapon while on school property applies to weapons present in any and all vehicles parked on school property, regardless whether such weapon is concealed or openly displayed, and regardless whether such vehicle is owned and/or operated by a student, parent, patron, vendor, or any other person or entity, except as otherwise explicitly provided herein. Violations of this policy will be dealt with severely and law enforcement officials will be notified.

## PROHIBITED CONDUCT

The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy:

**Alternative Discipline:** The ESHS administration reserves the right to use alternative discipline in lieu of the discipline policy if agreed upon by all parties involved. An example of alternative discipline includes community service.

**Academic Dishonesty:** Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for

another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

**Arson:** Starting or attempting to start a fire or causing or attempting to cause an explosion.

**Assault:**

1. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third degree.
2. Knowingly causing or attempting to cause serious bodily injury or death to another person, recklessly causing serious bodily injury to another person, or any other act that constitutes assault in the first or second degree.

**Automobile/Vehicle Misuse:** Uncourteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials, or failure to follow established rules for parking or driving on school property.

**Bullying and Cyberbullying (see Board policy JFCF)** – In order to promote a safe learning environment for all students, the Excelsior Springs School District #40 prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing and bullying.

The district shall annually inform students, parents, district staff and volunteers that hazing and bullying is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by the coach or sponsor at the start of the season or program.

*Reporting* – Incident report forms are available in the main office, counseling office, school website, and through a link that has been pushed out to each student iPad (see self-service area to download). Forms can be returned to the main office, counseling office, library, or the reporting boxes locations around our school.

*Bullying* – For purposes of this policy, bullying is defined as repeated and systematic intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyberthreats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

**Bus or Transportation Misconduct:** Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked. (For full policy, see Board Policy JFCC)

**Dishonesty:** Any act of lying, whether verbal or written, including forgery.

**Disrespectful or Disruptive Conduct or Speech:** Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

**Drugs/Alcohol (see Board Policies JFCH, JHCD, JFCI)**

A. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation, supplement or imitation drug or herbal preparation.

B. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

C. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

D. As a condition of participating in extra-curricular activities and receiving a parking pass to park on school property, high school students and their parents must consent to random drug testing of the students as further defined in the policy and administrative procedures. **(Board Policy JFCI)**

**Drug Testing (see Board Policy JFCI)**

*Random Drug Testing:* Participation in extracurricular activities, as well as parking on campus, at the Excelsior Springs 40 School District is a privilege and carries with it the responsibility to adhere to high standards of conduct, including refraining from the use of illegal drugs, performance-enhancing drugs and alcohol. To assist students in making healthy and safe choices, the district will conduct random drug testing of students in grades 9–12 as a condition of participation in covered activities and/or who obtain a parking pass to park on district grounds. Covered activities are activities regulated by the Missouri State High School Activities Association (MSHSAA), excluding all activities in which students receive an academic grade for participation. District employees shall not have the authority to waive the testing of any student selected using the random selection process.

*Suspicion-Based Drug Testing:* Suspicion-based drug testing, unlike random drug testing, may only be used when there is reasonable suspicion that the student is under the influence of or has recently consumed alcohol or any drug prohibited by district policy. Students testing positive will be disciplined in accordance with the district's discipline policy and may also be excluded from extracurricular activities and/or parking privileges as determined by the district. A student who refuses to submit to testing may still be disciplined under the district's discipline code for being under the influence of alcohol or drugs.

**Extortion:** Threatening or intimidating any person for the purpose of obtaining money or anything of value.

**Failure to Care for or Return District Property:** Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

**Failure to Meet Conditions of Suspension:** Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

**False Alarms: (see also "Threats or Verbal Assault")** Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting, or causing the evacuation or closure of school property.

**Fighting:** (see also, "Assault") Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

**Gambling:** Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

**Harassment, including Sexual Harassment (see Board policy AC)**

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.
2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

**Hazing: (see Board policy JFCF)** – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing may occur even when all students involved are willing participants.

**Incendiary Devices or Fireworks:** Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

**Nuisance Items:** Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

**Public Display of Affection:** Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

**Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material:** Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

**Sexual Activity:** Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

**Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP)**

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.
2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.
3. Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB-AP or any policy or procedure regulating student use of personal electronic devices.
4. Use of audio or visual recording equipment in violation of Board policy KKB.

**Theft:** Theft, attempted theft, or knowing possession of stolen property.

**Threats or Verbal Assault:** Verbal, written, pictorial, or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

**Tobacco:**

1. Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy JHCD.
2. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy JHCD.

**Truancy or Tardiness (see Board policy JED):** Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

**Unauthorized Entry:** Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

**Vandalism:** Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

**Weapons (see Board policy JFCJ)**

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.
2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo. or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).
3. Possession or use of ammunition or a component of a weapon.

### **PUBLIC DISPLAYS OF AFFECTION (PDA)**

ESHS strives to maintain an educational atmosphere conducive to responsible and appropriate behavior. Public displays of affection are not appropriate to the learning environment at ESHS. Such behavior is not permitted. A student's failure to comply with staff or an administrator's request can be subject to disciplinary action. A public display of affection is physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

### **STUDENT ALCOHOL/DRUG ABUSE**

The Board recognizes its share of responsibility for the health, welfare, and safety of the students who attend Excelsior Springs #40 School District. Therefore, the use, sale, transfer, possession or being under the influence of alcoholic beverages or controlled substances on any school property, in any school-owned vehicle, or in any school-approved vehicle used to transport students to and from school or school activities; or off school property at any school-sponsored or school-approved activity, event, function, such as a field trip or extracurricular event, where students are under the jurisdiction of the school district, is prohibited.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, RSMo.

All medications prescribed by a physician, as well as all non-prescription medications, will be cleared with the school nurse or respective principal or superintendent before being taken. In the absence of a physician's instruction, parental permission in writing is required for any student medication to be possessed or taken by the student while under the jurisdiction of the district.

The school administration or teachers shall have the right to conduct searches, which are reasonable in scope, of persons reasonably suspected to be in violation of this policy during or after school hours on school property, or at any school event, whether at the school or at some alternate location. Such searches shall be conducted in accordance with Board policy JFG.

Any student who, after being given an opportunity to present his or her version of the incident, is found by the administration and/or staff to be in violation of this policy shall be subject to disciplinary action up to and including suspension, expulsion or other discipline as provided in the district's discipline policy, and referral for prosecution. Strict compliance is mandatory. All controlled substances shall be turned over to the local law enforcement agency.

The district, pursuant to the requirements of the 1989 amendments of the Drug-Free Schools and Communities Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, shall provide age-appropriate, developmentally based, drug and alcohol education and prevention programs to all students in all grades from early childhood level through grade 12.

In order to ensure the safety of students and staff, the Excelsior Springs High School building, parking lot, automobiles on school property, and the surrounding areas will be subject to search by school officials and outside agencies. During the search all students and staff are to remain in the rooms until the all clear is given. (For full policy, see Board Policy JFCH)

## **STUDENT COMPLAINT RESOLUTION PROCEDURE FOR IMPROVING AMERICA’S SCHOOL ACT PROGRAMS**

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Goals 2000: Educate America Act and Improving America’s Schools Act (IASA).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by the school district personnel or by the Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with any activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed by submitting it to the superintendent. The resolution pursued in accordance with the local district policy.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

### **TARDIES**

**Tardies:** When a student fails to report to his/her assigned class at the proper time, he/she is considered tardy. Period one tardies will be received by the Attendance Office. Tardies for all periods will be calculated cumulatively with ALL classes combined and are cumulative for the quarter. Tardy sweeps (building-wide tardy accountability event) may occur periodically and consequences may be enforced.

Tardy #	Consequences for tardiness to class or arriving to school late.
4	Warning issued – School Messenger to Parent/Guardian
5	1 hour Detention
6	1 hour Detention
7	1 hour Detention
8	2 hour Detention
9-12	2 hour Detention
13	1 Day SLC and Student/Parent/Teacher/Administrator meeting. If a parent meeting occurs, student will reset to 4 <sup>th</sup> tardy. If parent meeting does not occur, student will serve 1 day SLC and continue on with 14 <sup>th</sup> tardy.
14+	1 day SLC for each tardy and 30day loss of parking privilege

Students arriving to school after 7:48 a.m. are considered absent 1<sup>st</sup> hour regardless of schedule. Students who miss more than half of any subsequent hour will also be counted absent. If a student misses ten minutes or more of hours 2-8, consequences may be given for an unexcused absence.

**\*IF A STUDENT ARRIVES AFTER 7:48.m. AND IS INVOLVED IN ACTIVITIES, THEY WILL NOT BE ALLOWED TO PRACTICE, PARTICIPATE, OR ATTEND EVENTS THAT DAY.\***

**\*PRE-APPROVAL FOR SCHOOL ACTIVITIES ON THE DAY OF AN ABSENCE\***

Students will **NOT** be allowed to participate or attend extra-curricular activities (this includes attendance at or participation in athletics, music, science Olympiad, drama, academic team, etc.) on the date that the student is absent from school except through pre-approval of the building principal, unless approved documentation is provided when student returns to school. Students must be in attendance all day on the day of the activity. Students absent any portion of the day on **FRIDAY OR THE LAST SCHOOL DAY BEFORE A SCHEDULED EVENT** will not be allowed to participate in **WEEKEND ACTIVITIES OR ACTIVITIES HELD ON A DAY SCHOOL IS NOT IN SESSION** without pre-approval from the building principal

**Students Living on Their Own:** Students who do not live with their parents and are not responsible to any other person must notify school officials on or before 8:00 am on the day they are to be absent and state the reason they will not be in attendance. Failure to do so could result in an unexcused absence and could be counted as truancy.

**College Visits:** All college visits must be cleared through the attendance secretary in the main office. Two (total) visits will be allowed during junior and senior years. Supporting documentation is required. Counselors may assist in scheduling these visits if requested by the students. When visiting a college in the Kansas City Metro area, afternoon appointments must be made so that the student will not miss a full day of school.

**TELEPHONES**

No calling or accepting of calls will take place during class time. Students will be given messages. Office phones may be used before, during, and after school with permission. Emergency situations should be handled through the office. Office staff will contact students immediately in case of emergency. Calls and/or texts between a student and his/her parent do not constitute an exclusion to the cell phone policy.

**TEXTBOOKS/TECHNOLOGY**

Textbooks are furnished by the Excelsior Springs School District. Care of textbooks is the responsibility of the student to whom they are issued. Students will be charged for lost or damaged books at the end of the school year or whenever books are checked in.

The fee for a lost book (within the first year of purchase) is the replacement value; the fee for a used book (more than one year old) is \$25.00. Damaged books will be at teacher's discretion, pending the severity of the damage.

Students may be issued district-owned/leased technology during the course of the school year. Students are responsible for the care of these devices and may be held responsible if a device is lost or damaged.

**Student Services**

**BUS TRANSPORTATION**

Students are not allowed to change their assigned buses except in an emergency situation as determined by the Principal and Bus Supervisor. Students need to get on and off at assigned stops. Any request for a bus change must be made in written form. The Apple Bus Transportation phone number is 630-9929. The company also reserves the right use surveillance cameras on the buses.

## **LOCKERS**

A student will use only the locker assigned and will keep it clean and locked properly. Lockers are the property of the school. Students should not share lockers or give their locker combination to any other student. Contents of the locker are the responsibility of the student. Lost articles are not the responsibility of the school. No food or drink is allowed in lockers other than sealed containers. Students will be responsible for any damage they do to a locker.

Each and every locker in the school building shall be subject to random inspection by school personnel, with or without the presence of the student to whom the locker is assigned and without advance notice thereof. The student shall be responsible for any and all items found in the locker, regardless of whether the student claims or admits to be the owner. Any item found in a locker to be the possession of another student not authorized to use the locker may cause that student to be subject to the disciplinary or criminal system. If the student whose locker is in question denies any knowledge of the ownership of an item, it shall be treated as abandoned property. PE lockers-valuables should be left with PE teachers for security.

## **LUNCH PROGRAM**

Cafeteria meals are provided for all students who desire a warm, well-balanced lunch. Lunch is priced at \$2.35 for high school students and \$2.95 for adults. ESHS also has a breakfast program that provides meals before school a second-chance breakfast open during passing period after 1<sup>st</sup> period. Breakfast prices are \$1.70 for students and \$1.95 for adults. Applications for the Free and Reduced Lunch Program are available in the Principal's Office.

To facilitate purchases, each student has had an individual meal account created for them. Funds deposited into this account will be deducted as purchases are made. Envelopes for putting money into the account are located in the Attendance Office and in the Principal's Office near the box into which they may be dropped. Money should be dropped into the deposit box prior to 7:25 a.m. There is a \$50 charge limit in every school in the Excelsior Springs School District. Students who have reached this limit will not be allowed to receive a lunch. When an account reaches a negative balance of \$20, notification will be sent out. This notification will include available repayment options.

All students will be issued a personal identification number (PIN). When a student purchases lunch or breakfast he/she will use the PIN number to deduct money from his/her account. The PIN should not be shared with any other student. Cashiers will notify students of account balances on a daily basis. Letters will be mailed home each month informing parents of negative balances. A la Carte items cannot be charged.

All students are required to stay in the commons during lunch, unless they have a pass from a teacher. Students are to remain seated during their lunch, except for valid reasons such as getting food, going to the restroom, or using the phone. Students are not to move tables, throw food or drink, or other items. Students are to clean the area around their table before leaving.

Students may not order and/or receive outside food or drink of any kind to be delivered to them during the school day.

## **SPECIAL SERVICES**

In accordance with state and federal regulations, a free appropriate public education will be provided by or under the supervision of the school district for handicapped children including those identified as behavior disordered, deaf/blind, health impaired, hearing impaired, learning disabled, mentally handicapped, physically handicapped, severely handicapped, speech/language delayed, visually impaired, and traumatic brain injury. Patrons of the district are encouraged to assist in the identification of all handicapped children residing in the school district age birth to 21.

## **HOMELESS**

The Excelsior Springs School District is responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children with disabilities, homeless students, the children of migrant workers, and neglected or delinquent students. For more information, please contact:

Mrs. Terri Combs, Director – Student Services

300 W. Broadway

Excelsior Springs, MO 64024

[816-630-9200](tel:816-630-9200)



# Activities and Organizations

## ATHLETICS AND ACTIVITIES

Listed below are the athletic and activity opportunities available for high school students. Some teams do have “tryouts”, and not all individuals are selected to remain on the team because of safety and large numbers. All organizations are sponsored by teachers in our school system. These opportunities are listed in alphabetical order.

MSHSAA	School Organizations
<ul style="list-style-type: none"> <li>• Academic Team</li> <li>• Baseball</li> <li>• Basketball</li> <li>• Cheerleading</li> <li>• Cross-Country</li> <li>• Fall Musical</li> <li>• Football</li> <li>• Golf</li> <li>• Marching Band</li> <li>• Spring Play</li> <li>• Spring One Act(s)</li> <li>• Soccer</li> <li>• Softball</li> <li>• Tennis</li> <li>• Tigerettes</li> <li>• Track</li> <li>• Volleyball</li> <li>• Color Guard</li> <li>• Winter Play</li> <li>• Wrestling</li> </ul>	<ul style="list-style-type: none"> <li>• Art Club</li> <li>• Chess</li> <li>• Community 2000</li> <li>• Debate and Forensics</li> <li>• DECA</li> <li>• E-Club</li> <li>• FBLA</li> <li>• FCCLA</li> <li>• History Club</li> <li>• International Club</li> <li>• Math Team</li> <li>• NHS</li> <li>• NTHS</li> <li>• Natural Helpers</li> <li>• Robotics</li> <li>• Science Olympiad</li> <li>• Skills USA</li> <li>• Student Council</li> <li>• Thespians</li> <li>• Writer’s Club</li> <li>• Yearbook and Journalism</li> </ul>

## ACTIVITY PASS

Activity passes may be purchased for \$25.00 and will admit a student to all home athletic events except for district competition, tournaments, and selected drama events. Adult passes are available for \$35.00 and Family Packages are available for \$100.00. (A family pass includes two adults and all K-12 students living at home)

## DANCES

Students are to observe the following rules and regulations at school dances:

1. ESHS Administration reserves the right to approve or disapprove all outside guests to all dances, including Prom/After Prom.
2. Invitations to people outside of Excelsior Springs High School are to be registered in the office. Students will be given at least 2 weeks to sign up their guest. A form must be completed by the guest and turned in by the established deadline (Friday one week prior to the dance.)
3. The guest must be a student in another high school, a high school graduate, or have obtained a GED. Guests must be in good standing with their sending school.
4. Guests are limited to one per student.
5. All students may be required to show their student ID at the gate in order to be admitted to the dance. All guests must have a picture ID to be admitted.
6. Students/guests must remain in the building until departing the dance.
7. Students/guests may not return to the dance after leaving the building.

## EXTRACURRICULAR ACTIVITIES

Academic requirements for participation in any extracurricular activity follow the MSHSAA State Guidelines which are: A student in grades 9-12 must have earned, the preceding semester of attendance, a minimum of 3.0 units of credit or have earned credit in 80% of the maximum allowable classes in which a student can be enrolled in the semester, whichever is greater, and shall currently be enrolled in and regularly attending courses that offer 3.0 units of credit or 80% of the maximum allowable credits which may be earned, whichever is greater; or a student must be enrolled in a full course at his or her level in a special education program for the handicapped approved by the Missouri State Department of Education which, though graded, enrolls pupils of equivalent age, and that student must have made standard progress for his or her level the preceding semester.

A student must be making satisfactory progress towards graduation as determined by local school policies.

A student who is dually enrolled in college and high school classes but who does not receive high school credit on his/her high school transcript for the college work, may have college hours earned during a regular semester count up to a maximum of 1 unit of credit toward determining high school eligibility as follows: 1/2 unit of high school credit for a 3 credit hour class; 1 unit of high school credit for a 5 hour college credit class.

### **Drug Testing (see Board Policy JFCI)**

*Random Drug Testing:* Participation in extracurricular activities, as well as parking on campus, at the Excelsior Springs 40 School District is a privilege and carries with it the responsibility to adhere to high standards of conduct, including refraining from the use of illegal drugs, performance-enhancing drugs and alcohol. To assist students in making healthy and safe choices, the district will conduct random drug testing of students in grades 9–12 as a condition of participation in covered activities and/or who obtain a parking pass to park on district grounds. Covered activities are activities regulated by the Missouri State High School Activities Association (MSHSAA), excluding all activities in which students receive an academic grade for participation. District employees shall not have the authority to waive the testing of any student selected using the random selection process.

*Suspicion-Based Drug Testing:* Suspicion-based drug testing, unlike random drug testing, may only be used when there is reasonable suspicion that the student is under the influence of or has recently consumed alcohol or any drug prohibited by district policy. Students testing positive will be disciplined in accordance with the district's discipline policy and may also be excluded from extracurricular activities and/or parking privileges as determined by the district. A student who refuses to submit to testing may still be disciplined under the district's discipline code for being under the influence of alcohol or drugs.

## NATIONAL HONOR SOCIETY (NHS)

**Description:** The N.H.S. Chapter of Excelsior Springs is part of a prestigious national organization that focuses on developing four key virtues in young adults: character, leadership, service, and scholarship. The club holds meetings 1-2 times per month and plans ways to help others at school and in the community through service projects and organizes fundraisers to send members to national conferences and pay for special N.H.S. events like the Induction Ceremony, the Senior Luncheon, and a reward day for members that meet the requirements for participation in the club. Club Officers meet four or more times per month.

### **Rules for Eligibility:**

Junior and Senior students who have a 3.6 cumulative grade point average will be sent a formal invitation by letter to apply for membership at the beginning of their Junior or Senior year. The application includes listing community service projects, school activities, and awards; five teacher evaluations of character, leadership, and scholarship; and a 50-word essay on how you can be an effective leader in your school and community. An Advisory Council, consisting of the N.H.S. Advisor and other E.S.H.S. faculty members, will determine which students will be offered membership in the N.H.S. Chapter based on the following requirements:

- Must have a 3.6 cumulative grade point average
- Must have performed at least one community service project (at least 3 hours)
- Must be involved in at least one school club, activity, or sport
- Must get a 4-5 overall rating from all five teachers on your demonstration of character, leadership, and scholarship in the classroom
- Must have no major disciplinary offenses on your record (includes, but not limited to: disrespect for other students or teachers, fights, possessing or selling drugs, repeated truancies/unexcused absences, possessing weapons, etc.)

# Health and Safety

## EMERGENCY DISASTER DRILLS

Fire, tornado, earthquake, intruder, and hold in place drills are held at regular intervals during the school year so that students may learn to react quickly and in an orderly fashion in the case of a real emergency. Students will be instructed by the teacher as to the procedure to follow. Standard policies for each part of the building are established by the principal under the direction of the Excelsior Springs Fire Marshall. Special instructions will be posted on the wall in each classroom.

In the event of an emergency, we require students to remain at their designated location of safety. It is recommended that parents and students adhere to our procedures during a crisis. Disciplinary actions may occur if students put themselves or others in danger.

## HEALTH

### **Guidelines for keeping student home:**

If your child is not feeling well please take their temperature. A child with a fever (100.0) or greater should remain home for 24 hours, fever free, after the temperature returns to normal (98.6) without taking fever reducing medication(s).

If your child vomits or has diarrhea, he/she must remain home (symptom free) for 24 hours following incident. Your child must also return to regular eating habits before returning to school.

Keep your child home if there are signs of conjunctivitis (pinkeye) such as matter coming from one or both eyes, itching, and/or crust on the eyelids. The student should be evaluated by a physician.

### **Communicable diseases:**

Students with infectious diseases that can be transmitted in school and/or athletic settings (such as, but not limited to, chickenpox, influenza and conjunctivitis) should be managed as specified in: (a) the most recent edition of the Missouri Department of Health documentation entitled Prevention and Control of Communicable Disease and (b) documents referenced in I9CSR 20-20.030 and (c) in accordance with any specific guideline/ recommendation or requirements distributed by the local county of city health department.

A student infected with a blood borne pathogen such as hepatitis B virus (HBV), hepatitis C virus (HCV), or human immunodeficiency virus (HIV) poses no risk of transmission through casual contact to other persons in a school setting. Students infected with one of these viruses shall be allowed to attend school without any restrictions which are based solely on the infection. The district cannot require any medical evaluations or tests for such diseases.

Exceptional Situations - There are certain specific types of behaviors (for example, biting or scratching) or conditions (for example, frequent bleeding episodes or uncontrollable oozing skin lesions) which could potentially be associated with transmission of both blood borne, and non-blood borne pathogens.

No students, regardless of whether he or she is known to be infected with such pathogens, should be allowed to attend school unless these behaviors or conditions are either absent or appropriately controlled in a way that avoids unnecessary exposure. (For full policy, see Board Policy JHC)

### **Immunizations:**

Students cannot enroll and/or attend school unless immunized as required by Missouri State Law. (For full policy, see Board Policy JHCB)

Students who fail to comply with District and/or State regulations concerning immunizations and health records may not attend school until the problem is corrected. Proper immunizations must be completed or in progress at the time of enrollment.

## **Medication Policy**

All medications, prescription or over-the-counter drugs, must be checked into the health office. Medications must be in a new/unopened container. Students are NOT allowed to carry ANY type of over the counter medication, i.e. cough drops, eye drops, aspirin, Tylenol, Orajel, and etc. These medication must be administered through the health room. Parent permission forms must be on file to have medication stored in the health office. There are no exceptions to the policy. Unauthorized possession of medications will result in disciplinary action.

## **Emergency Medications**

In the event of a life threatening emergency, your child may be administered Albuterol (0.09 mg/puff) via inhaler or Albuterol (2.5mg per 3 ml) via nebulizer and/or Epinephrine via Epi-pen. If administration is required, calls will be made to both 911 and parents. If an injury or illness requires immediate attention and the school is unable to locate the parent, emergency care will be provided by school /emergency medical personnel and the student may be taken to a hospital emergency room. The school district is not responsible for the subsequent treatment or medical expenses incurred after administration of first aid. If you do not wish for these medications to be given, please notify the school health room for an OPT OUT form.

## **Possession of Self-Administered Medications**

An authorized prescriber may recommend that an individual student with a chronic health condition be allowed to be in possession of his or her medication on district property for the purposes of self-administration. The district will permit possession of medication for the treatment of a chronic health condition including, but not limited to asthma, anaphylaxis or diabetes on district property. No student will be permitted to possess any medication unless the parent/guardian has submitted all required authorizations and releases in accordance with policy JHCD.

## **Nurse's Office:**

The school district employs a health assistant who is on duty at the high school. Parents must provide the school with unopened bottle/packages of over the counter medications which they wish their child to receive. Parents also need to sign a permission form if their child is on medication that requires administration during the school day. All medication taken at the High School must be kept in the nurse's office.

As a safety factor, the school asks parents to notify the health assistant or office if their child has a specific medical condition that would require immediate attention (diabetes, asthma, hearing condition, epilepsy, etc.) or might hinder his or her participation in various school activities. Use of assistive devices (crutches, wheel chair, insulin pump, etc.) must be prescribed by a doctor and accompanied with a note of verification. Parents must complete a health information sheet each year.

## **SCHOOL SAFETY**

Discipline and the learning of self-discipline is a part of every student's right to free and appropriate public education. Discipline is an educational service.

The civil rights of a child must yield when the question of the protection of the child is paramount. In a group situation, the safety of the group outweighs the rights of the individual child.

When circumstances dictate the advisability of law enforcement and education personnel working together to maintain safety in schools, there is a duty to do so.

## ESSD Secondary Discipline Consequences

Incident	1 <sup>st</sup> offense	2 <sup>nd</sup> offense	Subsequent Offenses
<b>Tardy</b>	4 Warning issued – School Messenger to Parent/Guardian 5-7 1 hour detention 8-12 2 hour detention 13 1 Day SLC and Student/Parent/Teacher/Administrator meeting. If a parent meeting occurs, student will reset to 4th tardy. If parent meeting does not occur, student will serve 1 day SLC and continue on with 14th tardy. 14+ 1 day SLC for each tardy		
<b>Failure to Serve 9<sup>th</sup> hr</b>	Reschedule Detention	2 hr. Detention	1 Day SLC and
<b>Failure to Serve 2 hr Detention</b>	Reschedule 2 hr Detention	1 Day SLC	SLC Progression
<b>Removed From SLC</b>	Send home for rest of day—reassign SLC next day		
<b>Use of Cell Phones</b>  Use of a cell phone(seen, heard or used).	Confiscate phone; student may pick up phone at the end of the day	Confiscate phone; parent must come and pick up phone or student may pick up for a \$5.00 fee; 2 hr detention assigned	Confiscate phone; parent must come pick up at the end of the day; 1 day SLC assigned
<b>Bus Misconduct</b>	Warning and/or possible school consequence	1-2 hr. Detention	Bus Suspension and SLC
<b>a. Inappropriate behavior</b> <b>b. Inappropriate Display of Affection</b>	1 or 2 hr. Detention	1 Day SLC	SLC Progression
<b>Cheating</b>	<u>Consequences for Cheating</u> No credit for Assignment Parent Phone Call Repeat occurrences warrant consequence		
<b>Dress Code Violation</b>  NOTE: Failure to comply with fixing the issue will result in the student being sent home.	Principal/Student Conference, Fix issue, Warning issued	Fix Issue and 1 hr Detention	Fix Issue and 2 hr. Detention
<b>Automobile/Vehicle Misuse/Parking Violation</b>	2 hr. Detention	SLC	Suspension of Parking Privileges and SLC Progression
<b>a. Dishonesty</b> <b>b. Disorderly or Disruptive School Conduct</b> <b>c. Inappropriate Language/Profanity</b> <b>d. Technology Misconduct</b>	Penalties Will Be Assigned According To Severity Of The Offense		
<b>Tobacco/Nicotine Possession</b>  Use of	Confiscate Tobacco, call SRO, 2 days SLC  Confiscate Tobacco, call SRO, 3 days SLC	Confiscate Tobacco, call SRO, 4 days SLC  Confiscate Tobacco, call SRO, 3 days OSS	Confiscate Tobacco, call SRO, 3 days OSS  Confiscate Tobacco, call SRO, OSS Progression
<b>Lighters/Matches</b>	Confiscate, Principal/Student Conference, 1 day SLC	Confiscate, 2 days SLC	Confiscate, SLC Progression
<b>Truancy</b> On campus – location accounted for on	2 hour detentions	2 – 2 hour detentions	SLC Progression

premises Off Campus/Unaccounted for	1 day SLC	3 days SLC	SLC Progression
<b>Inappropriate Materials</b> Inappropriate pictures, magazines, photos	2 days SLC	3 Days OSS	OSS Progression
<b>Theft</b> Minor (items taken total less than \$50 in value)  Major (items taken total more than \$50 in value)	Restitution, 1 day SLC up to 3 days OSS  Restitution, Penalties Will Be Assigned According To Severity Of The Offense	Restitution, 3 days OSS  Restitution, Penalties Will Be Assigned According To Severity Of The Offense	Restitution, OSS Progression  Restitution, Penalties Will Be Assigned According To Severity Of The Offense
<b>Fighting</b> (mutual combat between two parties)  *Physical Confrontation (getting in the face of another student/pushing, but no punches thrown)	In-school suspension, 1-10 days out-of-school suspension with possibility of long-term suspension or expulsion.		
<b>a. Sexually Inappropriate Behavior</b> <b>b. Ethnic and Prejudicial Slurs</b> <b>c. Sexual Harassment</b> <b>d. Bullying/Hazing</b>	Penalties Will Be Assigned According To Severity Of The Offense		
<b>Drugs/Alcohol</b> *Possession, sale, purchase or distribution of over-the-counter drug... *Possession of or under the influence of or soon after consuming any unauthorized prescription drug, alcohol...	1-10 days out of school suspension with possibility of long-term suspension or expulsion.		
<b>Unauthorized Entry</b>	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension with possibility of long-term suspension.		
<b>a. Arson</b> <b>b. Assault or Threats on School Personnel</b>	10 days out-of-school suspension with possibility of long-term suspension or expulsion.		
<b>Assault, Threats, False Alarms (including death threats or threats to use weapons)</b>	In-school suspension or 1-10 days out-of-school suspension with possibility of long-term suspension or expulsion.		
<b>Vandalism</b>	Restitution. Principal/Student conference, detention, in-school suspension, 1-10 days out-of-school suspension with possibility of long-term suspension or expulsion.		
<b>Weapons</b>	1-10 days out-of-school suspension with possibility of long-term suspension or expulsion.		

## ANNUAL ASBESTOS NOTIFICATION

Excelsior Springs High School  
612 Tiger Drive  
Excelsior Springs, MO 64024

In accordance with EPA regulations, all school buildings have been inspected for materials which contain asbestos and an Asbestos Management Plan has been developed and adopted. Please refer to the Inspection/Management Plan in each building to determine the type of asbestos-containing materials found in the buildings, if any.

Copies of the Inspection/Management Plan are on file in each building. This document complies with the AHERA mandated requirements for asbestos materials in schools, including results of inspections, the schedule for periodic surveillance every six months, the schedule for certified reinspection every three years and the schedule of response actions and post-response actions if any friable asbestos containing material was found.

Friable (crumbled by hand pressure) asbestos containing materials (ACM) may cause health problems; therefore, it is very important to avoid disturbing friable ACM. With the adoption of the AHERA Inspections/Management Plan, the local education agency is undertaking considerable efforts and expense to protect the public health and safety. Your cooperation in this effort is needed and appreciated.

For further information concerning inspections, reinspections, periodic surveillance, response actions and post-response actions that are planned or in progress, refer to the Inspection/Management Plan or contact the Manager of Maintenance by calling 816-630-9246.

### **Section 504 Notice**

Section 504 prohibits discrimination against persons with disabilities in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities (such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
2. Has a record of such impairment; or
3. Is regarded as having such an impairment.

In order to fulfill obligations under Section 504, the Excelsior Springs 40 School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

The school district has responsibilities under Section 504, which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.