

Excelsior Springs Area Career Center

**STUDENT HANDBOOK
2023-2024**



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ESACC Handbook

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QUICK GLANCE ESACC CALENDAR 2023-2024

Please note that the sending school districts' calendars do not always coincide with the calendar for Excelsior Springs School District. In these cases, the following will apply:

- Students from all sending schools are expected to attend when ESACC is in session.
- If the sending school does not have school when ESACC is in session, students are expected to attend when the sending school sends a bus.
- On days that ESACC is not in session, and the sending school is, students are exempt from the half of the day they normally attend the ESACC. Students should check with their home high school on attendance procedures.

If you have any questions concerning this ESACC attendance policy or calendar, please contact us at (816) 630-9240. PLEASE SEE ATTENDANCE POLICY. To see full calendar visit <http://www.essd40.com>, click on Parent Resources at the top of the page, then select 2023-2024 District Calendar under Parent Information.

August

23 First day of school

September

4 No School/Labor Day
22 No School/Staff In-Service

October

6 ESHS Homecoming, Secondary Dismissal Time 12:30p.m.
23-26 Parent-Teacher Conferences, Times TBA
26 Half-Day/Parent Teacher Conferences, Times TBA
27 No School
30 No School/Staff In-Service

November

20-21 No School/Staff In-Service
22-24 No School/Thanksgiving Break

December

20 Half-Day/End of 1st Semester
21 Winter Break Starts

January

1-3 Winter Break
3 No School/Staff In-Service
4 First Day of 2nd Semester
15 No School/Martin Luther King Day

February

1-29 National Career and Technical Education Month
15 Half-day/Parent-Teacher Conferences, Time TBA
16 No School/Staff In-Service
21 No School/Presidents' Day

March

25-29 No School/Spring Break

April

12 No School
15 No School

May

15 Half-day students/Planned last day
In the event of inclement weather and school is canceled, make-up days will begin on 5/19.

Winter and spring breaks may not coincide with all school districts. If the sending school sends a bus, students are expected to attend.

Parents should speak with ESACC administration to discuss pre-planned vacation or trip issues.

WELCOME

This handbook has been developed by the personnel of the Excelsior Springs Area Career Center and approved by the Excelsior Springs School Board of Education as a special service to students and their parents/guardians. 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 the students, parents or guardians during the students' educational growth and development at the Excelsior Springs Area Career Center.

The school reserves the right to make corrections without notice.

General School Information

EXCELSIOR SPRINGS SCHOOL DISTRICT

VISION STATEMENT

Every student who attends ESACC has potential to do something great.

MISSION STATEMENT

Working together to discover potential, explore passions, and develop leadership for all learners.

CORE BELIEFS

Student-focused, Integrity, Growth Mindset, Collaboration, Community Partnership, Innovation, Transformation

EXCELSIOR SPRINGS AREA CAREER CENTER STAFF

Staff Assignment	Email	Phone Extension
Director – Mr. Ben Rubey	brubey@ga.essd40.com	0
Career Services Coordinator – Mrs. Liz Smith	esmith@ga.essd40.com	6
Administrative Assistant – Mrs. Lisa Travis	ltravis@ga.essd40.com	0
Adult/Community Ed Director-Mrs. Shockley	mshockley@ga.essd40.com	1
Animation and Media – Mr. Zac Ganzer	zganzer@ga.essd40.com	7998
Automotive Service Tech – Donald Bryan	dbryan@ga.essd40.com	7005
Carpentry/Construction Tech – Mr. Bronson Smith	bsmith2@ga.essd40.com	7009
Computer Technology – Mr. Brian Smarker	bsmarker@ga.essd40.com	7015
Electrical Trades – Mr. Ed Gouldsmith	egouldsmith@ga.essd40.com	7013
EMT-B & Fire Science –	@ga.essd40.com	7004
English IV – Mrs. Hannah Alexander	halexander@ga.essd40.com	7999
Health Services – Mrs. Randa Marsh	@ga.essd40.com	7017
Heating and Cooling – Mr. Justin McBee	jmcbee@ga.essd40.com	7011
Math Integrated- Ms. Jenny Cogburn	jcogburn@ga.essd40.com	7001
Teaching Professions- Mrs. Ashley Carter	acarter@ga.essd40.com	7007

**EXCELSIOR SPRINGS AREA CAREER CENTER
2023-2024 Sending School Bell Schedule**

Morning Schedule		Afternoon Schedule	
7:10 – 7:30 am	Teacher Plan Period	11:25 am – 1:50 pm	Orrick
		11:25 am – 2:00 pm	Kearney
7:30– 10:00 am	Lathrop	11:25 am – 2:10 pm	Liberty/ Liberty North
7:30 – 10:15 am	Liberty/Liberty North/Polo/Excelsior	11:25 am – 2:10 pm	Lawson
7:30 – 10:20 am	Lawson	11:30 am – 2:30 pm	Excelsior Springs
10:20 – 10:55 am	Lunch	2:30 pm – 2:45 pm	Teacher Plan Period
10:55 – 11:20 am	Teacher Plan Period		

Office Hours

7:00 am – 3:00 pm

The school day is from 7:30 am to 2:30 pm and the teacher's contract time is from 7:10 to 2:45. The school or district will not be responsible for supervising students outside the stated times. Parents, please do not drop off or leave children at the school during unsupervised periods.

Visiting hours are from 7:10a.m. to 7:25 a.m., 10:20a.m. to 11:20a.m., and 2:15p.m.-2:40p.m. Visiting during class time must be pre-approved by the Career Center Director 1 day in advance and the secretary must be notified.

EXCELSIOR SPRINGS AREA CAREER CENTER PROGRAMS

Excelsior Springs Area Career Center offers skills training in nine career fields. The programs are:

- Animation and Media
- Automotive Service Technology
- Carpentry/Construction Technology
- Computer Technology
- Electrical Trades
- EMT-Basic
- Fire Science
- Health Services
- Heating and Cooling
- Teaching Professions

Career & Technical Education is "learning by doing" and instructional programs at ESACC incorporate traditional classroom activities with learning experiences conducted in the shop or lab, at the job site, or in a clinical setting. The energies and knowledge of the administration and staff are directed toward providing students with the most effective educational environment possible.

SENDING SCHOOLS

Excelsior Springs Area Career Center serves juniors and seniors from nine high schools. The sending schools are Excelsior Springs, Kearney, Lathrop, Lawson, Liberty, Liberty North, North Kansas City, and Orrick

SESSIONS OFFERED

The Career Center operates two instructional sessions each Monday through Friday. The morning session begins at 7:30a.m. and ends at 10:20a.m. The afternoon session is scheduled from 11:20a.m. until 2:30p.m.

Virtual Courses

Please refer to the district handbook for the most up to date information regarding virtual options

EXCELSIOR SPRINGS SCHOOL DISTRICT PHILOSOPHY

The Excelsior Springs School District believes that each student is unique and has the potential for making positive contributions to society. The District is committed to a cooperative effort with parents and staff to provide an atmosphere that allows students to exercise self-esteem, self-worth, self-respect, and self-control.

To assist in the implementation and accomplishment of student conduct goals, the Board of Education has adopted specific policies and regulations as instruments to bring about a positive educational climate in our schools.

The degree of success in meeting the needs of children in the Excelsior Springs School District depends in part on the attention devoted to planning. The Excelsior Springs School Board and administrative team understand that education is best served when school issues are addressed in a collaborative manner with teachers, students, parents, and other school employees.

With the belief that cooperation produces greater results, every attempt will be made to involve all interested parties in issues that address education programs, innovations, and interventions that have the promise of increasing the effectiveness of the district. The importance of input from the staff and others will be recognized as vital to student success and employee efficiency. Input shall be defined as: advice, opinion, or comment that is gained as a part of information seeking using a problem-solution approach.

While educational planning will be done in a collaborative process, the accountability, as well as responsibility for management of personnel and resources, will be commensurate with authority to make district decisions.

EXCELSIOR SPRINGS AREA CAREER CENTER PHILOSOPHY

Excelsior Springs Area Career Center operates in accordance with the Carl Perkins Vocational and Applied Technology Education Act of 1990: i.e., to make the United States more competitive in the world economy by developing more fully the academic and occupational skills of all segments of the population. This purpose will principally be achieved through concentrating resources on improving Educational Programs leading to academic, occupational, training, and retraining skill competencies needed to work in a technologically advanced society.

Further, we believe that through utilization of community and industrial resources, program data, labor market data, and student data, a continuous evaluation should be affected so as to maintain and implement realistic career and technical programming.

Further, we believe that as much as is practical, all persons of all ages should have access to quality Career & Technical Education for job entry, retraining, or upgrading purposes based on needs, interests and abilities.

Student Services and Organizations

CAREER & TECHNICAL STUDENT ORGANIZATIONS

As part of the regular curriculum at Excelsior Springs Area Career Center, local chapters of SkillsUSA and NTHS organizations have been established at the career center. Membership in an organization is not mandatory; however, students are strongly encouraged to participate since activities are an integral part of each training program. Prior to November 1 of each year, the district will provide information concerning occupations that have a critical need or shortage of trained personnel.

SkillsUSA

SkillsUSA activities are designed to produce well-rounded individuals with the following goals in mind:

1. Personal growth and self-confidence
2. Leadership and cooperation
3. Respect for work and career development
4. Community understanding and patriotism

Students in all programs are eligible to become a SkillsUSA member.

National Technical Honor Society

NTHS is a career and technical student organization that encourages higher scholastic achievement, cultivates a desire for personal excellence, and helps top students find success in today's competitive workplace (www.nths.org). The qualifications for membership on the part of the student candidate shall be: (a) a desire to pursue a career in the field of his/her career and technical study (b) dependability (c) worthy character (d) good mentality (e) credible achievement and (f) a commendable attitude. The academic requirements are that the student must have a 3.0 grade point average, maintain an A, A-, or B+ average with no quarter grade below a B in a Career & Technical program, be enrolled in a career education funded program(s) earning two or more credits, and be recommended by their Career Center instructor. Membership must be approved by the administration.

CAREER SERVICES COORDINATOR

The Career Services Coordinator will focus on three areas- career services for students, marketing/recruitment, and serving students with special needs. The Career Services Coordinator will act as a resource for students seeking guidance in post-secondary endeavors. Guidance services are primarily based on the needs of each individual student and can be useful to a student when making decisions about educational, career choice, or personal matters. While this makes for uniqueness with each individual school district, there are some needs that all school districts have in common.

Guidance is not telling a person what to do; it is helping a person gather information and explore possible choices and alternatives so that they might be better prepared to make adequate decisions when conflicts occur. Guidance is a cooperative effort between the staff of the home school and the staff of the Area Career Center. The Career Services Coordinator is always available (preferably by appointment) to discuss any services, and in general include the following: orientation, testing and evaluation, counseling, information service, pre-employment training, follow-up and follow through.

In addition to career guidance, the Career Services Coordinator will implement marketing/recruitment activities to increase student enrollment, promote building and district wide communications, and foster professional relationships. Special needs will be addressed by helping students with their accommodations and modifications, as well as other supports to help students with their educational experience. The Career Services Coordinator will serve as a liaison between students with special needs, ESACC teachers, the staff of sending schools, and with the parents of students with special needs.

The Career Services Coordinator will assist senior students with post-secondary planning. Students are encouraged to make appointments with the Career Services Coordinator throughout the year to discuss the job market opportunities and their special interests.

ENGLISH IV TEACHER

All students will work on improving academic skills as related to their career and technical program. Topics include, but are not limited to: resumé preparation, interviewing skills, communication skills, and technical writing. In addition, students will complete a Capstone project to improve their potential for success in the workforce. Students earn ½ credit a year in English IV.

INTEGRATED MATH CREDIT

All students will earn an integrated math credit by completing program and math curriculum and assessments. Math will focus on key college and career oriented math skills and tie in with the program curriculum. Topics include, but are not limited to, program level math as it relates to students' field of interest, applied math, and Algebra I. In addition, individualized assistance is available for students to develop, build their math skills and be successful on their math assessments. Students earn ½ credit a year with the Math Integrated Credit.

Policies and Procedures

SAFETY EXPECTATIONS

Students have the opportunity to participate in active, hands-on learning opportunities. These opportunities may take place on campus in classrooms and labs or off campus on job sites in our community. It is essential that students practice workplace safety in all environments--classrooms, labs, and job sites.

Safety expectations are for the safety and protection of the student. Safety expectations include:

- always following all safety procedures and practices
- meeting Personal Protective Equipment (PPE) expectations
- no headphones/earbuds
- wearing program required clothing.

Please see the course syllabus for program specific expectations and guidelines. Safety violations may result in office referral and major safety violations may result in the immediate dismissal of a student.

ACCIDENTS AND EMERGENCIES

Students are to report all injuries or illnesses immediately to their instructor; then, if deemed necessary, to the Career Center office. Injured or ill students must receive permission from the office before calling parents or leaving the premises. If a student needs emergency hospital or medical aid, the school will notify the parent. If the parent or guardian cannot be reached, the hospital or physician named on the health form will be contacted.

CARE OF AREAS

Each student is expected to help keep his/her own personal work area, as well as the total classroom and shop area, clean. Students are to do their part in keeping the school in good appearance and the equipment in good condition.

CLINICALS

Students participating in clinicals must be able to provide a social security card and may be expected to provide transportation to the clinical site.

CELL PHONES/ELECTRONIC DEVICES

Intent

Excelsior Springs Area Career Center grants its students the privilege of using mobile devices (laptops, tablets, etc.) of their choosing to complete tasks of an academic or task-related nature at the discretion of supervising teachers. ESACC reserves the right to revoke this privilege if users do not abide by the policies and procedures outlined below.

Electronic devices such as cell phones may be used during passing periods and during a student's lunch time in the commons. The devices should not be seen, heard, or used in the school building/classrooms without staff permission. Students may not use their personal cell phones and other electronic devices including, but not limited to watches to make calls, check time, check voice messages or check/send text messages during class time. It is recommended that all personal items be clearly labeled with the student's name in conspicuous places. Cameras, video cameras, video phones and/or other type of photograph or video recording devices are strictly always prohibited from being used in the locker rooms, restrooms, dressing rooms, or any other location where students may be changing clothes or have similar expectations of personal privacy.

Audio/Visual recording of district staff/students in the classroom or school related events without authorization is prohibited. This includes acts of violence, disruptions to the school environment or other acts prohibited by the district's student discipline guidelines. Consequences may be escalated depending on intent.

Unauthorized use of these items or failure to comply during school hours may result in disciplinary action, and the items may be confiscated and held in the office. Excelsior Springs School District will not be responsible for lost or stolen items.

The following will occur if a cell phone or any other electronic device is confiscated due to misuse:

- **1st offense:** Warning and phone or electrical device confiscated and returned at the end of the day.
- **2nd offense:** Phone or electronic device confiscated; parent must pick up the phone at the end of the day. Additionally, a 2-hr. detention is assigned.
- **3rd 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 also receive a consequence for defiance.

Electronic Device Guidelines

Access to the district's wireless network shall be granted only upon the completion and submission of Acceptable Use policy required to be completed by all ESACC students.

The line items in the guidelines that follow are directly aligned with the policy items stated above. These guidelines serve as a means of further defining the individual policy items.

1. Teachers and staff monitor and control the availability of student use of devices solely at their discretion within their instructional or supervision areas. Should a teacher or staff member ask a student to stop their use of a personal device, the student must comply and power down the device immediately.
2. No personal devices may be tethered to the district network via a network, USB, firewall, nor any other cable. Devices may only be attached to and authenticate through the district's wireless network.
3. Students shall not, if their device is capable, create or set up shared access or hotspot networks with the intent of providing other students with wireless access.

4. Access to the wireless network is granted on an individual basis. If a student is granted access, they are not to provide that access to any other individual either by device exchange or by sharing authentication credentials.
5. Devices should be always muted while on the ESACC campus. If a student's use of a device is found to be disruptive, the student will be considered to have violated the Electronic Device Policy and the individual's wireless access will be revoked.
6. Device cameras and video options should be disabled, if possible, while on the ESACC campus. Camera or video use is not allowed in any area of the school. If a student has an academic reason for use of the video capabilities on their device, the student will need to discuss the usage with the appropriate teacher, who will then make the final decision. This permission, if granted, must be under the direct supervision of the requesting teacher and is a single use instance.
7. Neither students nor school district personnel may install any district-owned software and apps on personal devices. All applicable licensing requirements will be strictly enforced.
8. Students who choose to bring a device to school assume total responsibility for the device. Devices that are stolen or damaged are the responsibility of the student and their parents or guardians. Students should take all reasonable steps to protect against the theft or damage of their personal device. Devices found unattended should be turned into the ESACC Office who will work with the Technology Coordinator for identification and storage of said device.
9. ESACC reserves the right to *temporarily* seize and examine the device if there is reasonable suspicion that the student violated school and/or district policies or local, state and/or federal laws and it is believed that evidence of the misconduct may be found on the device.
10. ESACC abides by all district policies and guidelines along with any applicable local, state, and/or federal laws in its implementation of our electronic device policy.
11. Connectivity and device operation issues are not supported by instructional nor technical staff members; students should contact the device manufacturer or their carrier for operating system, network, or hardware-related issues. Students and parents should take every precaution to prevent their personal data from being lost in the event the device is lost or stolen. It is the student's responsibility to take additional precautions, such as backing up email, contacts, etc.

EMERGENCY EVACUATION

Instructions informing students of the procedure for emergency evacuation of the building are posted by the door of each classroom. Each instructor will discuss specifics at the beginning of the school year. Everyone will follow the instructions given by their instructor.

FIELD TRIPS

Each of the career and technical programs may take field trips during the school year. In these instances, transportation will be provided by the Excelsior Springs Area Career Center. Students must complete a Parent Permission Form for each field trip. Students must have 90% cumulative attendance and meet employability standards to participate in school field trips.

INSURANCE

MEDICAL INSURANCE IS THE RESPONSIBILITY OF THE INDIVIDUAL STUDENT.

In most cases, when a student is involved in an accident, the parents are responsible for the medical care. In the past, the school district purchased a student accident policy to cover grades 6-12 during school or school sponsored events and provided optional 24-hour coverage for all children. **THE DISTRICT CAN NO LONGER AFFORD TO PROVIDE THIS COVERAGE.** If at any time during the school year the parents do not have medical insurance, they should strongly consider purchasing the accident insurance. If the parents do not, and their child has an accident at a school event, they will be required to pay the entire medical bill.

TELEPHONE CALLS

In the event of an emergency, parents may contact students by calling the school at 816-630-9240.

However, only in case of an emergency will a student be called from class. The office staff will convey a message to a student **if requested to do so by a parent**. Personal calls by the student may be made during non-class time only.

TRANSPORTATION POLICY FOR STUDENTS

Transporting students to and from the area school is the responsibility of each sending school district. Students are **REQUIRED** to utilize the transportation provided. It is recognized that it may be necessary for students to drive to school. Legitimate reasons would include work obligations immediately following school, transporting a project to and from school, authorized performance of repair work on the vehicle in the shop, and certain personal reasons. **The Parent, Sending School Administration and Career Center Director must approve these privileges.**

Operation of a motor vehicle on school property is a privilege granted by the Board of Education through the school's administration and not a right guaranteed to each student. This privilege can be suspended and/or revoked at any time based on the judgment of the school administration.

Student transportation guidelines:

- A. When the sending school furnishes transportation, the following rules apply:
If you miss the bus, there are (3) three options:
1. Stay at home high school for the time you would normally be at the Career Center
 2. Have a parent or guardian (**not a friend or student**) drive you to the Career Center
 3. Contact your parent, high school principal and ask special permission to drive to the Career Center

Under no circumstances are students to drive themselves to the Career Center without obtaining prior permission from their principal or Career Center administration.

Parent permission is not enough to allow you to drive to the Career Center; you must have prior permission from an Administrator. Violators of this policy may be subject to disciplinary action.

- B. If you are given permission to drive to the Career Center, you should do the following:
1. Request a driving permit from your instructor at least one day prior to the day you intend to drive. Your instructor, the Career Center Director or designee, your home school principal or designee, and your parent or guardian must sign this permit.
 2. Bring the driving permit to the Career Center office upon your arrival to receive a parking permit.
 3. Park in designated area and leave the vehicle until released from class.
 4. Do not allow other students to drive your vehicle. Passengers are not allowed in the vehicle unless pre-approved.
- C. Students driving or riding to/from the Career Center without following procedures may have their vehicle towed at their expense and are subject to the following discipline consequences:
- | | |
|----------------------------|--|
| 1 st occurrence | Written Warning, Director/Student Conference |
| 2 nd occurrence | 1 day In-school suspension at home school/parent notification |
| 3 rd occurrence | 2 days In-school suspension and possible removal from Excelsior Springs Area Career Center program at end of semester. |

TOURS/VISITORS

Individuals or groups are welcome to visit Excelsior Springs Area Career Center and tour our facilities. Arrangements for tours should be made in advance by contacting the office. Individuals must have visits pre-approved by Career Center Director 1 day in advance and secretary must be notified. **ALL VISITORS MUST REPORT TO THE OFFICE TO CHECK IN PRIOR TO VISITING A CLASSROOM.** Visiting hours are from 7:10a.m. to 7:25a.m., 10:20a.m. to 11:20a.m., and 2:15p.m.-2:40p.m.

Academic Accountability

CAREER AND TECHNICAL EDUCATION (CTE)

This school is different from any other school you may have attended, both in the way classes are conducted and the atmosphere.

Our primary function is to provide you with skills, attitudes, and knowledge required to enter your chosen field of work or move on to college or advanced training. We try to simulate the working world and want you to feel--to a certain extent--you are actually working. There will be enough classroom work and theory given so you will feel comfortable while working in the lab or shop.

Each instructor has experience in the occupation he/she is teaching to be able to establish an actual working atmosphere in his/her class. It is absolutely necessary that all students work in this atmosphere and conform to the overall rules of the trade.

ELIGIBILITY TO RETURN

Participation in Career and Technical Education (CTE) is considered a privilege. Students accepted into a CTE program at Excelsior Springs Area Career Center (ESACC) are evaluated on employability skills, academic knowledge, and program specific skills. It is essential that ESACC's current students are meeting performance expectations. To be eligible for readmittance, students must meet the following requirements. These requirements will be evaluated at the end of each semester.

Readmittance Requirements

Students meeting all grade, attendance, and discipline requirements will be eligible to return:

- a. Academics:
 - i. C- or better, Program
 - ii. C- or better, English IV
 - iii. Passing 6/7 math objectives or higher (at semester), Integrated Math
- b. Attendance:
 - i. 10 or less absences. Including excessive tardiness or late arrivals.
- c. Discipline: No more than 1 major discipline referral for the year/semester or more than three office referrals for the semester
 - i. Examples of major discipline referrals include, but are not limited to, safety and security of school, possession/use/under the influence of illegal substances.

Probationary Period

This allows students to continue in their CTE program under contract. The contract will identify parameters to encourage student success. The program instructor, building administrator, and district administrator may be involved in identifying contractual criteria. Students who violate any of the contractual criteria may not return to ACC the next semester or year.

- d. Situations where students may be placed under contractual criteria:
 - i. Earning a D+, D, or D- in program course, English IV, and/or Integrated Math
 - ii. Missing 10 days, but not more than 15
 1. Including excessive tardiness or late arrivals.
 - iii. A major discipline referral (see above), or more than three office referrals incurred in a semester.

Students who return under a probationary contract are expected to meet the goals of the contract. If a student does not show improvement and violates the contractual criteria, they can be removed at any time during the semester.

Removal from ESACC at semester/end of year:

- e. Students violating 2 of the 3 parameters for eligibility to return may be removed and will not return to ESACC the next semester or school year.
- f. Students with a program semester grade of “F”
- g. Students with 20+ absences (this includes medical or family hardship absences)
- h. Students with a major discipline referral
 - i. Decision for removal will be made at discretion of administration

Immediate removal from ESACC

There may be situations that arise that require the immediate removal of a student from ESACC. Due process will be followed, and immediate removal/long-term suspension decisions will be made by administration.

GRADING POLICY

The Excelsior Springs Area Career Center staff along with advisory committees, business partners and workforce data research has determined that employability skills are as important to the success of students as are the course standards. Weight will be placed on employability skills, developing understanding of course standards, and assessments. Our focus is on preparing students to be successful when they leave the Career Center whether they continue their education, enlist in the military or enter the workforce.

ESACC uses a 100% grading scale and categories are weighted accordingly: 1) 40% Employability Skills 2) 30% Knowledge and Thinking, 3) 30% Assessments. Please see course syllabus for specific examples of assignments, activities, projects, etc. that would fall into each category.

COMPLETION AND PASSPORT CERTIFICATE

The student must meet the competency requirements for a specific occupation and maintain a letter grade of a B- average or better throughout the year. He/she must be in attendance 95% over the course of the program. The student will receive his/her certificate on the last day of Career Center attendance and program completion. Any program completer who meets the requirements listed below will be eligible to receive a Career Passport at the end of the school year.

Passport Criteria

- Must have 95% attendance over the course of the program.
- Must have a B- average or better in their Career & Technical program.
- Complete a résumé.
- Students enrolled in a two-year program will be required to attend for 1050 hours of training. This includes the internship program.
- Students must also exhibit good citizenship and conduct as established in the Excelsior Springs student handbook AND maintain a grade of 3.0 or higher on the Employability Grade
- Students must pass program Technical Skills Attainment (TSA) by meeting or exceeding the assessment’s national average.
- Health Services/EMT-B/Fire Fighter I & II/Fire Science students must complete 525 hours of training including 100 hours of internship in a clinical setting.

DUAL CREDIT/ARTICULATED CREDIT/ADVANCED STANDING

The Excelsior Springs Area Career Center offers Dual Credit, Articulated Credit or Advanced Placement in most programs. Students will be eligible to enroll in the college credit programs based on specific criteria and eligibility requirements from each institution. Students should see the Career Services Coordinator or their program instructor for details.

DROPPING OR CHANGING A PROGRAM

Normally, students are considered enrolled for the entire year if they have been accepted for admission. The administration realizes it is sometimes necessary for students to drop programs or to change to other programs. These program changes should be made during the first two weeks of school. If a student should move from the district or leave school for any reason, a withdrawal slip should be completed on the last day of attendance. The Career Services Coordinator will provide assistance in the withdrawal process. **It is the student's responsibility to bring evidence to the office that he/she has returned textbooks and loaned items to the instructor and paid for all consumable supplies used.** Students must clear themselves of all obligations to the school before the office will complete and forward official school records and transcripts.

SIMULATED WORKPLACE-UNIFORMS

Career and Technical Education (CTE) has become increasingly important and relevant in today's industry. Demand for a more work ready employee is a consistent message that is heard on the local, regional, and national level. Today's workforce requires that personal accountability, workplace characteristics, and application of skills are key elements to success. Students already receive an employability grade at ESACC for demonstrating workplace characteristics. Students also have an opportunity to earn a WorkKeys employability credential before they graduate. Adding a Simulated Workplace initiative will allow students to work in an engaging workplace environment which offers employability supports while developing the necessary skill-sets to be a high-quality employee.

ESACC staff members collaborated begin the process of implementing a Simulated Workplace environment. The concept of Simulated Workplace will increase each school year with a result of complete student immersion. Eventually, staff members visualize a minimal difference between school and work. Students will be required to purchase a school uniform and students will be expected to wear their uniform at the discretion of their teacher. The staff feels this whole school activity is a powerful first step to conveying the idea of responsibility in the workplace. It is our hope that students will also take pride in their program and further their identity in their chosen field. Simulated Workplace will be a continual collaborative topic for staff members next year, and increased expectations will occur in subsequent school years.

TEXTBOOKS, SUPPLIES, AND EQUIPMENT

The area school will provide textbooks and most instructional supplies. All texts, reference materials, hand tools, etc., checked out to a student must be returned to the instructor. Any lost or damaged items must be paid for upon completion or withdrawal from the course. Grades or credit will not be awarded until all items are accounted for.

WORK BASED LEARNING

Building Improvement Goal 4 focuses on preparing students to be successful in occupations, education, or military related to their training. The business and industrial community has become very particular in the selection of the best-qualified person for a specific position. The days of employing a person for a job and training them at the company's expense are gone. They need a person who has entry-level skills and knowledge in a specific field. In an effort to better prepare students and increase the placement of students in occupations related to their training, ESACC is putting a stronger emphasis on work-based learning. Work-based opportunities consist of job shadows, internships, and industry field trips. All students will be encouraged to participate in work-based learning. Each opportunity will need to be approved parent(s)/guardian(s), instructor, ESACC director, and sending school principal.

Attendance Accountability

ABSENCES

Salary to the employee and profit to the employer lost through absenteeism can never be recovered. The same applies to class attendance--a day of missed instruction may be lost forever. Progress in a course, including attendance habits, becomes a part of the permanent record. Attendance is one item of information most often requested by prospective employers when they contact instructors or the Career Services Office for references. Because of these and many other factors, Excelsior Springs Area Career Center cannot tolerate excessive absenteeism. Students with excessive absences may not be allowed to return the following semester or year.

Because of the nature and makeup of Career & Technical programs and classes, all absences shall be taken into consideration when viewing student achievements, competencies, and the student's total growth. For administrative purposes, an "absence" will be classified as a class period (one day's class session) where the student is not present.

- On the day the student is absent, a parent or guardian should notify the Director's office by phone at 816-630-9240. Calls should be received between 7:30 am and 12:00 pm for every day of absence.

ATTENDANCE POLICY

The Attendance Policy for the Excelsior Springs Area Career Center is based on business and industry standards. One of the goals is to promote and model work ethic that can lead to career success. Because attendance and punctuality are a vital component of career success, students should strive to maintain 90% attendance or better and show up to class on time. Each program teacher may implement a **program specific policy** which students will be expected to follow. ***In addition to program policies, the following procedures will occur:***

Attendance Procedures

1. When a student misses **5** days, a School Messenger voice message will be sent to the parent(s) or guardian(s). In addition, teacher, mentor, or administrator may counsel student.
2. When a student misses **8** days, a School Messenger voice message will be sent to the parent(s) or guardian(s). In addition, teacher, mentor, or administrator may counsel student.
3. If students' percentage of absenteeism- after the first 30 school days- falls below 90%, the student may be hotlined to Child Services.
4. On the **10th** absence during the year, the student will continue to adhere to the program specific attendance policy which will be communicated to students and parents at the beginning of the year. If students do not comply with the program specific attendance policy, administration reserves the right to pull credit from the course and/or the student may lose the opportunity to return to the Career Center the following semester.

The following absences will not count toward the 10-day limit:

- Hospitalization with verification from the doctor
- Two college visit days per year for seniors with verification from college
- School related activities in which the student is present.
- Mandatory court dates
- Death in the immediate family, which includes parents, grandparents, brothers, and sisters.

If a student is not in attendance 50% of the scheduled class time, he/she will be considered absent for the entire period.

Tardiness

Any student not in the classroom when the bell rings is considered tardy. Students should sign-in and get a pass from the office.

Tardiness Procedures

The following action steps have been identified to encourage students to arrive to class on time.

Number of Tardies	Action Step
3	Warning issued
5	Call home/Conference with Career Center administrator
8	Not eligible for building-wide attendance incentive
10+	Impacts eligibility to return at semester/year

ATTENDANCE INCENTIVES

Monthly Attendance Incentive:

- Students meeting the ESACC attendance goal for the month will be recognized with a special incentive.

Yearly Attendance Award:

- Students meeting the ESACC attendance goal for the year or two years in a two-year program will be recognized at the ESACC awards and recognition ceremony at the end of the year.

LEAVING SCHOOL DURING CLASS HOURS

Students are not to leave the building during regular class periods without permission. If it is necessary to leave, ask the instructor for a permit to leave and report directly to the Career Center office for final approval.

Behavior Accountability

BUS PRIVILEGES

Students who misbehave on the Career Center Bus may be denied permission to ride the bus and may receive detention. If a student is denied bus privileges, he/she will not be given permission to drive to/from the Career Center, nor will he/she be allowed to ride with another student. The student's parent/guardian must make satisfactory arrangements to transport the student to/from the Career Center. If a student is absent due to loss of bus riding privileges the absence will be considered an unexcused absence.

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 side less “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, bandannas, hoodies, etc.) is prohibited.
- Shoes or sandals must be worn at all times.
- 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)

Students are expected to comply with all dress code regulations. Students are expected to wear suitable clothing while working in their specific classes. The instructor will tell the students what constitutes suitable attire for the training program. This clothing shall be laundered frequently to keep a good personal appearance. Grooming, actions, and language must be in good taste.

Students' dress and appearance guidelines are based on accepted standards in the field in which the student is training to enter. Teachers have the right to expect students to meet industry standards, which may translate into program specific dress code requirements. No procedure will impose dress and grooming rules based on gender in violation of Title IX. District procedures will specifically define ambiguous terms, and examples will be provided when practicable.

ESACC's venture into creating a Simulated Workplace which will require students to purchase a program uniform and will be required to be worn at discretion of the teacher.

We believe the preceding rules help put forth a better image of the Career Center that will assist our students when it comes time for them to seek employment. All that is really needed is for the student to exercise good judgment. For further information regarding the student dress code, see Board Policy JFCA-AP.

First Offense: Principal/Student Conference, Fix issue, Warning issued.

Subsequent Offense: Fix Issue and 1 Hour Detention.

DRUG AND ALCOHOL STUDENT ABUSE

The Board recognizes its share of responsibility for the health, welfare and safety of the students who attend Excelsior Springs School District #40. 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 athletic 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.

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, 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 Area Career Center building, parking lot, automobiles on school property, and the surrounding areas will be subject to search by Drug Search Dogs and by Pyrotechnic Dogs. During the search all students and staff are to remain in the rooms until all clear is given.

(See full policy JFCH on student alcohol/drug abuse for more information)

Medical Marijuana and Cannabidiol (CBD) Oil

The District does not permit the possession or administration of marijuana or marijuana-infused products for medicinal purposes on district property or at district events since these products are prohibited under federal law.

In accordance with state law, parents/guardians with a valid hemp extract registration card may possess CBD oil on district property for the purpose of administering it to their students who are less than 18 years old for the treatment of epilepsy. Students who have an actual prescription for a medication containing CBD will be permitted to possess and administer the prescription medication in accordance with Board policy.

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. A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S.C. § 921.
2. A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in RSMo. § 571.010.
3. A dangerous weapon as defined in 18 U.S.C. § 930(g)(2).
4. All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
5. Any object designed to look like or imitate a device as described in 1-4.

This prohibition also extends to the sites of school activities, 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 of whether such weapon is concealed or openly displayed, and regardless whether such vehicle is owned and/or operated by a student, parent, vendor, or other person or entity, except as otherwise explicitly provided herein. Violations of this policy will be dealt with severely, including not less than one-year suspension or expulsion and the law enforcement officials will be notified.

HARASSMENT

Harassment is a form of discrimination based on race, color, religion, sex, national origin, ancestry, disability, age, 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, 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:

1. Directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.
2. Contact any staff member for harassment complaints.
3. 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 a student of either sex by employees or other students of the opposite or same sex is strictly prohibited in the Excelsior Springs School District. Sexual harassment is defined as sexual advances, request 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 members 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 be no 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.

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

- 1) Directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.
- 2) Contact a teacher, principal or one of the two faculty contact persons for harassment complaints.
- 3) Cease all contact, as much as 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.

(See full policy on harassment for more information)

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.

1. **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.

First Offense: No credit for the work, grade, grade reduction, or replacement assignment.

Subsequent Offense: No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

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

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution, if appropriate.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion. Restitution, if appropriate.

3. **Assault**

a. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

First Offense: Principal/student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion.

b. Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.

First Offense: 10-180 days out-of-school suspension or expulsion.

Subsequent Offense: Expulsion.

4. **Automobile/Vehicle Misuse-** Discourteous 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.

First Offense: Suspension or revocation of parking privileges, detention, or in-school suspension.

Subsequent Offense: Revocation of parking privileges, in-school suspension, or 1-10 days out-of-school suspension.

5. **Bullying (taken from Board Policy JFCF Hazing and Bullying) -** Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

First Offense: Principal/Student conference, detention, in-school suspension or 1-180 days out-of-school suspension.

Second Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion.

6. **Bus or Transportation Misconduct (see Board Policy JFCC) -** 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 students assigned school. In addition, privileges may be suspended or revoked.

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

First Offense: Nullification of forged document. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Nullification of forged document. In-school suspension or 1-180 days out-of-school suspension.

8. **Disrespectful or Disruptive Conduct or Speech (see Board Policy AC if illegal harassment or discrimination is involved)** - verbal, written, pictorial or symbolic language, actions, or gestures, that is directed at any person, that is rude, vulgar, defiant, in violation of district policy or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school function. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Principal/student conference, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension or expulsion.

9. **Drugs/Alcohol (see Board Policies JFCH and JHCD)**

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

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion

- 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 of the Controlled Substances Act.

First Offense: In-school suspension, 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

- 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 of the Controlled Substances Act.

First Offense: 1-180 days out-of-school or suspension or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

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

First Offense: Principal/Student conference; detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension; 1-180 days out-of-school suspension or expulsion

11. **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.

First Offense: Restitution. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Restitution. Detention or in-school suspension.

12. **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.

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

First Offense: Restitution; Principal/Student conference, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Restitution; 1-180 days out-of-school or expulsion.

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

First Offense: Principal/student conference, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion.

15. **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.

First Offense: Principal/Student conference, loss of privileges, detention, or in-school suspension.

Subsequent Offense: Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

16. **Harassment, including Sexual Harassment (see Board policy AC)** –

- a. 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.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

- b. 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.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

17. **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 purpose 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 school-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

18. **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.

First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

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

First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

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

First Offense: Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Detention, in-school suspension, or 1-10 days out-of-school suspension.

21. **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.

First Offense: Confiscation. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

22. **Sexual Activity** – Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

23. **Technology Misconduct (see Board Policy EHB and regulation EHB-R)**

- a. Attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device.

First Offense: Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

- b. 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.

First Offense: Confiscation, principal/student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

- c. Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB-AP1 or any policy or procedure regulating student use of personal electronic devices.

First Offense: Restitution. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

- d. Use of audio or visual recording equipment in violation of Board policy KKB.

First Offense: Confiscation. Principal/Student conference, detention, or in-

school suspension.

Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

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

First Offense: Return of or restitution of property; Principal/Student conference; detention in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Return of or restitution of property, 1-180 days out-of-school suspension; expulsion.

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

First Offense: Principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion

26. **Tobacco and Vaping** -

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

First Offense: Confiscation of tobacco product, principal/student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation of tobacco product, in-school suspension, or 1-10 days out-of-school suspension.

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

First Offense: Confiscation of tobacco product, Principal/student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.

Subsequent Offense: Confiscation of tobacco product, in-school suspension or 1-10 days out-of-school suspension.

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

First Offense: Principal/Student conference, detention, or 1-3 days in-school suspension.

Subsequent Offense: Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

28. **Unauthorized Entry** - Entering or assisting any other person to enter a district facility, office or 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 facility through any entrance.

First Offense: Principal/student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

29. **Vandalism (see Board Policy ECA)** - Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students.

First Offense: Restitution; Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion.

Subsequent Offense: Restitution, in-school suspension, 1-180 days out-of-school suspension or expulsion.

30. **Weapons (see Board Policy JFCJ)** -

- a. Possession or use of any instrument or device, other than those defined in 18 U. S. C. ' 921, 18 U.S. C. ' 930(g)(2) or ' 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

First Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

- b. 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).

First Offense: One (1) calendar year suspension unless modified by the superintendent or expulsion unless modified by the Board upon recommendation by the superintendent.

Subsequent Offense: Expulsion.

- c. Possession or use of ammunition or a component of a weapon.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

Note: The reader is encouraged to review administrative procedures and/or forms for related information in support of this policy area.

Approved: 10/21/1998

Last Revised: 04/08/2020

Excelsior Springs School District #40, Excelsior Springs, Missouri

STUDENT DISCIPLINE

The Student Code of Conduct, as outlined above and in Board policies, is designed to foster student responsibility, respect for the rights of others, and to provide for the orderly operation of the district schools. No code can be expected to list each and every offense that may result in disciplinary action. However, it is the purpose of this code to list certain offenses that if committed by a 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 necessarily limited to, acts of students on school playgrounds, parking lots, school transportation or at school activities whether on or off school property.

It is the policy of the Excelsior Springs School District #40 to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law.

The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

1. First or Second degree murder under " 565.020.021, RSMo
2. Voluntary or involuntary manslaughter under ' 565.024, RSMo
3. Kidnapping under '565.110, RSMo
4. First, second or third degree assault under ' ' 565.050, .060, .070, RSMo
5. Sexual assault or deviate sexual assault under " 566.040, .070, RSMo
6. Forcible rape or sodomy under " 566.030, .060, RSMo
7. Burglary in the first or second degree under " 569.160, .170, RSMo
8. Robbery in the first degree under '569.020, RSMo
9. Possession of a weapon under chapter 571 RSMo
10. Distribution of drugs under " 195.211, .212. RSMo
11. Arson in the first degree under ' 569.040, RSMo
12. Felonious restraint under ' 565.120, RSMo
13. Property damage in the first degree ' 569.100, RSMo
14. Child molestation in the first degree pursuant to ' 566.067, RSMo
15. Sexual misconduct involving a child pursuant to ' 566.083, RSMo.
16. Sexual abuse pursuant ' 566.100, RSMo

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than (10) days or expulsion of any student who the district is aware is under jurisdiction of the court.

Documentation in Student's Discipline Record

The principal, or designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools. 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. Board Policy JGF defines a serious violation of the district's discipline as one (1) or more of the following acts if committed by a student enrolled in the district.

1. Any act of school violence or violent behavior. An act of school violence/violent behavior is defined as the exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including while on school transportation in service on behalf of the district or while involved in school activities.
2. Any offense that occurs on school property, on school transportation or at any school activity 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) school days.

SUSPENSION

Any student suspended from the home school is automatically suspended from the career technical program unless permission to attend is granted by sending school administrator. Suspended students are not allowed on school property while suspended. Any student suspended by the Excelsior Springs Area Career Center may continue in their home school classes at the discretion of the home school administration. Excelsior Springs Area Career Center has an established Suspension Procedure Policy that briefly involves the following process:

The student will be notified both verbally and in writing as to the reason and length of suspension. This notification will also include information concerning the student's right to due process. Suspension may result in the recommendation to dismiss the student from the program, in which case a hearing may be requested by either the student or the parent(s).

All students are entitled to due process. This means that students will have knowledge of the charges against them and will have the opportunity to present their version of the incident.

Prohibition Against Being On Or Near School Property During Suspension

Any student who is suspended or expelled is prohibited from being on school property for any reason unless the superintendent or designee grants permission.

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 exists:

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 custodian, in advance, in writing, to the principal of the school that suspended the student.
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 resided within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates this prohibition he or she may be suspended or expelled in accordance with the offense, Failure to Meet Conditions of Suspension listed below.

Failure to Meet Conditions of Suspension

Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district's discipline policy. See section of this regulation entitled, Prohibition Against Being On Or Near School Property During Suspension.

In determining whether to suspend or expel a student, 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 within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's disciplinary policy.

- | | |
|---------------------|---|
| First Offense: | Verbal warning, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled. |
| Subsequent Offense: | In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled. |

POLICY JGE: DISCIPLINE OF STUDENTS WITH DISABILITIES

The district will comply with all state and federal laws governing the discipline of students with disabilities, including the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, applicable regulations and state and local plans for compliance with the law. In addition to the process outlined in special education law, students with disabilities will receive the same due process afforded other students.

CORPORAL PUNISHMENT

Corporal punishment is the use of physical force as a method of correcting student behavior. No person employed by or volunteering on behalf of the District shall administer corporal punishment or cause corporal punishment to be administered upon a student attending district schools.

A staff member may, however, use reasonable physical force against a student for the protection of the student or other persons or to protect property. Restraint of students in accordance with the district's policy on student seclusion, isolation and restraint is not a violation of this policy.

VIOLATIONS CAUSING EXCESSIVE OUT-OF-SCHOOL SUSPENSIONS

Three (3) cumulative out-of-school suspensions during the school year will cause the student to be referred to the principal for a conference prior to the student returning to school. Notification will be sent to the superintendent. A student who receives four (4) suspension out-of-school during the school year will be required to have a conference with their parents and the principal. The student may be recommended for out-of-school suspension of up to 90 days. The parents may request a hearing with the superintendent of schools.

- Any offense with constitutes a serious violation of the districts discipline policy as defined in Board Policy JGF will be documented in the students' discipline record.

Health Services

COMMUNICABLE DISEASES

Students cannot enroll and/or attend school unless immunized as required by Missouri Law. (See Board Policy JHCB - Inoculations of Students). Students with infectious diseases that can be transmittable 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 current edition of the Missouri Department of Health document entitled Prevention and Control of Communicable Diseases and (b) documents referenced in 19 CSR 20-20.030 and (c) in accordance with any specific guideline/recommendation or requirements distributed by the local county or city health department.

A student infected with a blood borne pathogen such as hepatitis 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 that 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) that could potentially be associated with transmission of both blood borne, and non-blood borne pathogens. No student, regardless of whether he or she is 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. **(See Board Policy JHCC)**

MEDICATIONS

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. These medications must be checked into the Career Center office. Students should not bring medicine to school unless parents have made arrangements through the Career Center office. Tylenol must be brought to the office in the unopened original container with student's name marked in permanent marker and to be left in office for Tylenol to be dispensed by office personnel. Parental Authorization form for medication must also be on file with the Career Center office.

The district stocks epinephrine and emergency asthma medication that can be used for students in an emergency situation. Please notify the school in writing if you do not want these medicines administered in an emergency situation (Policy JHCD).

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.

Notification of Rights

DIVERSE STUDENT POPULATION

Excelsior Springs School District meets 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 and career ready. The school district has programs designed to help meet the unique educational needs of children working to learn the English language, student who are advanced learners, students with disabilities, homeless students, the children of migrant workers, and neglected or delinquent students. For more information, contact Dr. Christen Everett, Assistant Superintendent of Student Services, at 816-630-9200.

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 that are available at any of the school buildings.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

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 seeds or intends to enroll.
4. The District will release the names, addresses and phone numbers of secondary students to military recruiters or institutions of higher education unless the parent/guardian notifies the District

otherwise. The District will also release directory information without parental consent unless the parent/guardian notifies the District otherwise. Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law.

- 4.1 General Directory Information – The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:
 - 4.1.1 Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.
- 4.2 Limited Directory Information – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services:
 - 4.2.1 The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.
5. 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

BULLYING

In order to promote a safe learning environment for all students, the Excelsior Springs School District #40 prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students. A copy of the district's bullying policy JFCF is available on the District's website or upon request.

NONDISCRIMINATION NOTICE

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 or harass on the basis of race, religion, color, national origin, sex, age, ancestry, disability, or any other characteristic protected by law in admission or access to, or treatment of employment in, its programs and activities. The School District also prohibits retaliatory actions against those who report or participate in the investigation of prohibited discrimination or harassment. 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.

Discrimination is defined as conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, or any other characteristic protected by law, or based on a belief that such a characteristic exists.

Harassment is defined as a form of discrimination that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

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. Mark Bullimore, Deputy Superintendent
300 W. Broadway
Excelsior Springs, MO 64024 (816)-630-9200

STUDENT COMPLAINT RESOLUTION PROCEDURE FOR IMPROVING AMERICAS SCHOOLS 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 the 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 school district personnel or by 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 violated, misapplied, or misinterpreted.

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

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Elementary and Secondary Education (DESE). 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 person directly affected by the actions of the DESE 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 additional information about this procedure or how complaints are resolved may contact local district or DESE personnel.

PRIVACY RIGHTS OF STUDENTS

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of* –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
- *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students and surveys created by a third party;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

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

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

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

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

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

STUDENTS WITH SPECIAL NEEDS

In accordance with state and federal regulations each Missouri Public School District is responsible for providing free appropriate public education for all children residing within its jurisdiction. A student with special needs is identified under the eligibility criteria associated with the Individuals with Disabilities Education Act (IDEA) or with Section 504 of the Rehabilitation Act. An Individualized Education Plan (IEP) or a Section 504 Plan is developed by the school district for each student with special needs. The Excelsior Springs Area Career Center provides a vocational resource educator who works with sending school districts to ensure that IEP and Section 504 guidelines are followed.

Students with special needs who violate the Excelsior Springs Area Career Center code of conduct or the Excelsior Springs School District (ESSD) code of conduct will be disciplined in accordance with Excelsior Springs Board of Education Policy (section JGE: Discipline of Students with Disabilities).

For specific questions or concerns regarding students with special needs please contact Terri Combs, Director of Student Services, by calling 816-630-9221.

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 School District 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 School District 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 School District 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 School District 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 during open office hours. This notice will be provided in native languages as appropriate.

This notice will be provided in native languages as appropriate.

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.

TOBACCO FREE ENVIRONMENT

When Excelsior Springs Area Career Center students fail to follow school policies related to tobacco they will be subject to the consequences of the school discipline plan 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 cigarettes, cigarette tobacco, cigars or smokeless tobacco. Students in violation will be subject to consequences.

ANNUAL NOTICE OF ASBESTOS INSPECTION AND MANAGEMENT PLANS

In accordance with the United States Environmental Protection Agency's Asbestos Hazard Emergency Response Act, the District has completed federally mandated asbestos inspections of its facilities and that Asbestos Management Plans are available for public review on the District's website or by contacting the District's Facilities Department. The district will use appropriately accredited professionals and laboratories and will follow all federal and state laws regarding the identification, management and abatement of asbestos in district buildings. The superintendent will designate an employee to supervise the implementation of the district's asbestos management plan and federal laws regarding asbestos management in the district. The employee designated will receive adequate training to perform his or her duties as required by law.

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.

POLICY GBL – PERSONNEL RECORDS

Parents can receive, upon request, information regarding whether a student's teacher is certified to teach in the grade levels and subject areas in which the teacher provides instruction; whether a student's teacher is teaching under emergency or other provisional certification status; and whether a student's teacher is provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

POLICY IL – ASSESSMENT PARTICIPATION PARENTAL NOTICE

At the beginning of each school year, the district will notify the parents/guardians of each student that the district will provide, upon request and in a timely manner, information regarding any state or district policy regarding student participation in any assessments, including information about state or local policies that would allow students to opt out of assessments. Missouri has no such policy, and the district expects all students to participate in all district or statewide assessments.

The district will post on the district's website and, where practicable, on the website of each school in the district for each grade level in the district or determine how to make the information widely available, including dissemination through the media, public agencies or directly to the parents/guardians, information on any assessments required by state or federal law. Such assessments include: (1) the National Assessment of Educational Progress; (2) Missouri Assessment Program; (3) End-of-course assessments; (4) English Proficiency Assessments; (5) Reading Assessments; and (6) the ACT, the ACT Plus Writing Assessment, the ACT WorkKeys assessments, and the SAT.

POLICY KB-AP1 – PUBLIC INFORMATION

A school accountability report card for each school building in the district and the district as a whole will be produced in accordance with law and made available to the public on the district's website. The district will provide information included in the report card to parents/guardians, community members, the print and broadcast news media, and legislators by December 1 annually or as soon thereafter as the information is available to the district. The district will distribute the information in substantive official communications such as student report cards. 20 U.S.C. § 6311; RSMo. § 160.522.

POLICY EF-AP1 – FOOD SERVICE MANAGEMENT

Delinquent Debt: Unpaid meal charges will be considered a delinquent debt 90 days after notice that charges are due when no payment or payment plan agreement has been made. Unpaid meal charges will be considered delinquent as long as the district determines that debt is collectible and efforts to collect the debt are ongoing. The district will make reasonable efforts to collect delinquent debt, including turning over unpaid meal charge balances to a collection agency when the superintendent or designee determines such action is in the best interest of the district. The district's Nonprofit School Food Services Account funds may be used to cover the costs of reasonable efforts to collect delinquent debt, including collection agency costs.

POLICY ADF – DISTRICT WELLNESS PROGRAM

The District's nutrition guidelines outlined in Board Policy ADF do not apply to food or beverages brought from home by students for consumption solely by the student or food or beverages created or used by students as part of the district's instructional program.

POLICY KB-AP1 – DISTRICT WELLNESS PROGRAM

The district will provide information about the state children's health insurance program, MO HealthNet for Kids (MHK), to parents/guardians enrolling students in the district. If a parent/guardian indicates on an application for free and reduced-price meals that a child does not have health insurance, the district will notify the parent/guardian that the MHK program is available, if household income is within eligibility standards. RSMo. § 208.658.

POLICY IGAEB – SEXUAL HEALTH INSTRUCTION

The District is required to teach students the characteristics of, and ways to identify, sexual predators; the safe and responsible use of the Internet, including the dangers of online sexual predators; the potential consequences of inappropriate texting and the importance of open communication with responsible adults regarding any inappropriate situation, activity, or abuse.

The District will provide students trauma-informed, developmentally appropriate training on sexual abuse. The District will notify the parents/guardians of each student enrolled in the district of the basic content of the district's human sexuality instruction that will be provided to their student. See the Department of Elementary and Secondary Education's website for more information: <https://dese.mo.gov/traumainformed>. The district will also notify parents/guardians of their right to remove their student from any part of the district's human sexuality instruction. The district will make all curriculum materials used in the district's human sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction.

POLICY JHDF: SUICIDE AWARENESS AND PREVENTION

Any district employee who has a reasonable belief that a student may be at risk of suicide, even though the student is not having a suicide crisis as defined in this policy, will take the following steps:

1. Make every effort to locate the student immediately, and do not leave the student alone.
2. Notify a CRT member or the building administrator or designee. If the employee cannot reach the building administrator, designee or any of the CRT members, the employee will contact the student's parent/guardian. If the parent/guardian is also unavailable, or at the parent's/guardian's request, the employee will contact emergency services.

The district will notify employees, students and parents/guardians of this policy by posting this policy on the district's website and providing information about the policy to district employees. The district may also include information about the policy in appropriate district publications and student handbooks.

POLICY JHCD: ADMINISTRATION OF MEDICATIONS TO STUDENTS

The District prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy. Some students may require medication for chronic or short-term illnesses to enable them to remain in school and participate in the district's education services. The superintendent or designee will employ, contract with and train the necessary personnel to administer medications to students. Medications will be administered at school only when it is not possible or effective for the student to receive the medication at home.

Parents/Guardians are encouraged to submit any relevant information regarding the medications their student needs, including a diabetes medical management plan or other information the district may use to develop an individualized education program (IEP), Section 504 Plan or individualized health plan (IHP). The district will review all information submitted by the parents/guardians and work with them to create a plan to meet the student's medical needs while at school or school activities.

The superintendent, in collaboration with the district nursing staff, will establish administrative procedures for storing and administering medications in compliance with this policy and pursuant to state and federal law.

POLICY GBH: STAFF/STUDENT RELATIONS

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district.

Although this policy applies to the relationships between staff members and district students, staff members who inappropriately interact with any child may be disciplined or terminated when the district determines such action is necessary to protect students.