

2023-24 Student Handbook



— EXCELSIOR SPRINGS —
MIDDLE SCHOOL
— *Connecting to Tomorrow Through Innovation Today* —

Student handbooks are made available in electronic format on our school website and will also be provided to students on their iPads. Printed copies of our handbook can be obtained in the main office at Excelsior Springs Middle School.

EXCELSIOR SPRINGS SCHOOL DISTRICT 2023-24 School Calendar

July 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
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30	31					

August 2023

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September 2023

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October 2023

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						20

November 2023

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						17

December 2023

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						14.00

January 2024

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						19

February 2024

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March 2024

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						16

April 2024

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						20.00

May 2024

S	M	T	W	T	F	S
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						11

June 2024

S	M	T	W	T	F	S
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22	23	24	25	26	27	28
29	30	31				

Legend:

Begin Qtr	31	End Qtr	31
No School	X	In-Service	I
Half-Day	H	Parent / Teach. Con.	P

Grading Periods	
1st Qtr 10/13	3rd Qtr 3/8
2nd Qtr 12/20	4th Qtr 5/15
Mid-Term Dates	
1st Qtr 9/21	3rd Qtr 2/9
2nd Qtr 11/17	4th Qtr 4/11
Professional Development Dates	
11 Days + 1 Flex Day	
162 School Days	
173 Teacher Days	

<http://www.essd.40.com>
Board Approved

- 8/14-8/16 New Teacher In-Service
- 8/17-8/22 Teacher In-Service
- 8/23 First Day of School
- 9/4 No School / Labor Day
- 9/22 No School/ In-Service
- 10/6 Homecoming- Early Release
- 10/23-10/25 Parent Teacher Conf.
- 10/26 Half-Day/Parent Tchr Conf 1-7 pm
- 10/27 No School
- 10/30 No School/ In-Service
- 11/20-11/21 No School / In-Service
- 11/22-11/24 No School / Thanksgiving
- 12/20 Half-Day
- 12/21-1/2 No School / Winter Break
- 1/3 No School / In-Service
- 1/15 No School / Martin Luther King Day
- 2/15 Half-Day/Parent Tchr Conf 1-7 pm
- 2/16 No School/ In-Service
- 2/19 No School / Presidents' Day
- 3/25-3/29 No School / Spring Break
- 4/12 No School
- 4/15 No School / In-Service
- 5/10 Graduation
- 5/15 Planned Last Day
- Half-Day Students / Full Day Staff
- 5/16-5/24 Make-Up Days*
- 5/27 Holiday - Memorial Day
- 6/3 Summer School - First Day

*In the event of inclement weather and school is cancelled, May 16th will be used first as make up days.

School Times
Elementary 8:45 - 3:45
Secondary 7:30 - 2:30
Early Dismissal Times
Elementary 12:45 pm
Secondary 11:30 am

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Introduction and Welcome

Welcome to ESMS

The Excelsior Springs Middle School Staff would like to take this opportunity to extend a warm welcome to the students and parents of the Excelsior Springs School District. This handbook has been developed by the personnel of Excelsior Springs Middle School and approved by the Excelsior Springs School board as a special service to students and their parents. Although not comprehensive, it includes general and specific information, policies, and procedures relating to students of our school. ***The school reserves the right to make corrections or additions without notice.***

Excelsior Springs Middle School

701 Crown Hill Road

Excelsior Springs, MO 64024

<http://excelsiorsms.ss9.sharpschool.com/>

Brett Coffman, *Principal*
Anneliese Tadlock, *Assistant Principal*
Shannon Wiese, *Assistant Principal*
Lauren Gardner, *Counselor*
Doug Ronnebaum, *Counselor*
Kim Curtis, *Social Worker*

Office Hours 7:00 am - 3:00 pm
School opens at 7:15 am

School Hours 7:30 am - 2:30 pm

ESSD Central Office, 630-9200
ESMS Office, 630-9230
ESMS Fax, 630-9236
Apple Bus Company, 630-9929

ESMS Vision Statement

Technology as an instructional tool to connect all learning and to expand the classroom environment.

Increased opportunities: Educational, social, physical and cultural opportunities that will prepare students for the world of the present and future.

Goal-setting: Providing students with tools to set goals and follow through with high expectations in mind. Allow students a choice to expand their world.

Engagement: Students will experience hands-on learning, differentiated instruction and recognition for their achievements. All students will be challenged to build on their strengths, to become critical thinkers and problem solvers with strong foundations in basic skills.

Responsibility and accountability is learned and practiced by all stakeholders for every action including academics, attendance and social decisions.

Safety: A welcoming, orderly and respectful environment that does not allow bullying or threatening behavior.

ESMS 2023-24 Bell Schedule			ESMS 2023-24 Lunch Schedule		
	Schedule			Schedule	
1st Hour	7:30-8:15	45 min	8th Grade	10:57-11:17	20 min
2nd Hour	8:18-9:08	50 min	7th Grade	11:20-11:40	20 min
3rd Hour	9:11-10:01	50 min	6th Grade	11:43-12:03	20 min
4th Hour	10:04-10:54	50 min			
5th Hour	10:57-12:06	50 min			
6th Hour	12:09-12:59	50 min			
7th Hour	1:02-1:52	50 min			
8th Hour	1:55-2:30	35 min			

The school or district will not be responsible for supervising students outside the stated times.

Stay Connected at ESMS

There are many ways to stay informed about student learning and school events including our school website, PowerSchool Parent Portal, social media accounts, text and email updates, and School Messenger.

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

School Messenger is used to send automated messages to parents and guardians. Throughout the school year this communication service will send you messages about a variety of things including attendance, emergencies, and school closings. This tool isn't intended to replace traditional communication with the school. Please call the office at 630-9230 if your student is going to be absent, or if you need to schedule an appointment with a staff member. To make School Messenger as efficient as possible, please make sure that you provide current contact information.

Only one number per student can be designated for this notification. Please contact a school administrator with any questions about this service. Please contact the attendance secretary to update contact information.

Attendance Policies

Missouri State Law

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

Responsibility for Attendance

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

Missouri Attendance Guideline

The state attendance guideline established by the Missouri Department of Secondary and Elementary Education is for students to attend school 90% of the time. To meet this target students can't miss more than 8 days of school in each semester. Please note, there are no excused or unexcused absences.

Board Policy

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

Eligibility for Student Activities

Students will **NOT** be allowed to participate or attend extra curricular activities (this includes attendance at or participation in athletics, music, Science Olympiad, FCCLA, MathCounts, etc.) on the date that the student is absent from school except through pre-approval of the building principal, or receipt of approved documentation of why the student was absent. Students must be in attendance all day on the day of the activity. Students absent any portion of the day on Friday or the last school day before a scheduled event will not be allowed to participate in weekend activities OR ACTIVITIES HELD ON A DAY SCHOOL IS NOT IN SESSION without pre-approval from the building principal or presenting approved documentation. Doctor/dentist visits are examples of absences eligible - Documentation must be provided upon return to school.

Students are required to have at least 90% year to date attendance to qualify to participate in middle school dances or special events (talent show, 8th grade dance, etc.). Students must have 90% attendance from the first day of school to the designated cut-off day in order to attend.

Reporting an Absence

On the day of an absence, a parent should notify the office by phone (630-9230) before 8:30 am. If the office does not receive notification, an automated phone call will be sent by the school after 10:30 am to notify the parent(s)/ guardian(s) of the absence.

Attendance Review Procedures

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

Step 1: An automated phone call to parents will be generated every day a student is absent from school.

Step 2: A letter will go home for all students each grading period informing them of their current attendance percentage.

Step 3: When a student has missed 4 or more days in a semester, a letter and/or call will be sent home informing the parent of the current attendance percentage, and request a parent meeting if that percentage is below 90 percent. A home visit may be made by a member of the attendance review committee due to lack of attendance.

Step 4: When a student has missed 8 or more days in a semester, a letter will be mailed home informing the parent of the current attendance percentage, and request a parent meeting if that percentage is below 90 percent. A home visit may be made by a member of the attendance review committee due to lack of attendance.

Step 5: On the ninth (9) absence of a semester, the student may be placed on attendance probation for the following semester (*see "Appeal Process" below). An official letter will be sent to the parent/guardian and will serve as notification that their student has missed 9 days and is subject to attendance probation. If the student does not attain 90 percent attendance while on attendance probation, the student may be required to attend summer school to remediate their attendance and grades as a condition of promotion.

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

General Information

Transportation

Students are asked to travel only on buses or by other means of transportation that have been approved by their parents/ guardians. Electronic devices may be used on the bus as long as they are not creating a disruption and with the bus driver's permission. School bus riders are under the direct supervision of the bus driver. **Riding a bus is a privilege.** Safety rules are explained to all bus riders and, therefore, violators may have their privilege to ride removed. Students will be issued a bus discipline referral notice for inappropriate behavior. Bus Discipline Referral Notices will be sent to Office Administration. The Principal will determine consequences based on student behavior. The Apple Bus Transportation number is 630-9929. For complete policies see JFCC, JG-R1, and JFCC-AP. Apple Bus Transportation reserves the right to use surveillance cameras on the buses. Walkers may not ride the bus. Bus riders may not ride a different bus or get off at an alternative stop. Exceptions to this are only made in emergency situations not for social reasons. In case of an emergency, the Principal and Bus Supervisor must approve the request. Students may ride an after-school activity bus only if they have a signed permission slip and are attending a sponsored after-school event.

Bicycles, Scooters, Skateboards

Skates, skateboards or scooters should be kept in the office area during the school day. Bikes need to be secured in the bike rack outside the building. Misuse of bikes, skateboards, and scooters will result in school consequences.

Before School

The Excelsior Springs School District will supervise its students in attendance during the school day. The majority of students ride the school and will follow the timetable established by the ESSD transportation department. Students will be allowed in the building at 7:15 am and are expected to report to their classes right away. A breakfast will be available students as they enter the building.

Arrival Procedures

Before 7:15 am students should be dropped off along the southeast side of building. Parents/guardians dropping off students are asked to use the student drop-off and pickup lane. As posted, students are not allowed to be dropped off in the bus drop-off area before 7:15 am. There is no parking along the road directly in front of the building (both sides of Crown Hill Road). Students are asked to use the sidewalks at ALL times. Students are not allowed to cross the bus drop-off area. Students are expected to report to their grade level hallways, use their lockers and report to their first hour classrooms after the 7:25 bell. Students in SLC should report directly to upon entering school.

Dismissal Procedures

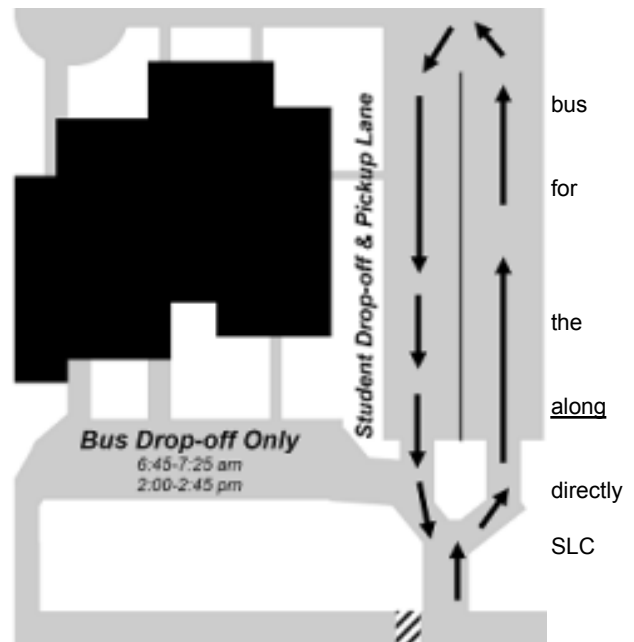
Between 2:30-2:45 pm, students should be picked up along the southeast side of the building. Parents/ guardians picking up students are asked to use the student drop-off and pick up lane. Walkers and students being picked up by parents are dismissed on the first wave at 2:30 pm. There is no parking along the road directly in front of the building (both sides of Crown Hill Road). Students are required to use sidewalks to exit the school campus. Students are not allowed to cross the bus loading area. Bike riders must walk their bikes off the school campus. Walkers are asked to use the crosswalk to cross Crown Hill Road.

After School

All students should be out of the building and off school grounds by 2:45 p.m. unless they are participating in an extracurricular activity or staying at the request of a staff member. Students staying for extracurricular activities need to make prior arrangements for transportation home. Students will be notified ahead of time when an activity will conclude. Students are not allowed to leave the school grounds and then return unless prior arrangements have been made.

Parent/Guardian Concerns (Policy KL)

Concerns about school policies or practices are best resolved by addressing them at the level where the concern originated through communication with the appropriate staff members. Please contact our office to schedule an appointment with a teacher, an administrator, or the counselors. Walk-in requests for meetings will be considered, but may or may not be possible. Teachers will be available to schedule conferences during their planning hour.



Visitors (Policy KK, last revised 8/12/2013)

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

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

Breakfast and Lunch Program

Cafeteria meals are provided for all students who desire a warm, well-balanced lunch. Applications for the Free and Reduced Lunch program are available in the Middle School Office.

To facilitate purchases, each student has had an individual meal account created for them. Funds deposited into this account will be deducted as purchases are made. Envelopes for putting money into the account are located in the office near the deposit box into which they may be dropped. Money should be dropped into the deposit box prior to 7:25 a.m.

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

The 2023-24 school year lunch prices are:

Meal	23-24 Meal Prices
Student Breakfast (k-12)	1.95
Reduced Breakfast	0.30
Adult Breakfast	2.65
Elem Lunch	2.60
Middle Lunch	2.70
HS Lunch	2.80
Reduced Lunch	0.40
Adult Lunch	3.70
Milk	0.75

Food and Drink

Open beverage containers should not be brought into school. Open food/drink containers must not be placed in lockers or carried in the halls at any time. NOTE: Energy drinks (like Monster, Rock Star, Red Bull, etc.) will not be permitted at school. Students should not have a parent bring in food from fast food restaurants, nor can students order fast food themselves.

Gum and Candy

Teachers have the individual discretion to allow gum or candy in their classrooms. Gum or candy is not allowed in the learning commons, computer labs, band or choir room, or the gymnasium.

Lockers (Policy JFG)

Lockers are the property of the school, loaned to the students for their convenience. Administration reserves the right to inspect the school's lockers at any time, with or without the presence of the student to whom the locker is assigned and without advance notice thereof. **All items and containers within the lockers are subject to search.** The student shall be responsible for any and all items found in the locker, regardless of whether the student claims or admits to be the owner. Problems with lockers should be reported to the office. **Decorations may not be placed on the outside of a locker.** In addition, interior locker decorations may not be disruptive to or inconsistent with the educational environment and may not otherwise violate the rights of others in the school setting. Damages caused by misuse will be charged to the student assigned to the locker. In order to avoid theft or loss of property, including textbooks, hallway and gym lockers should always be kept locked. Locker combinations should not be given to other students, and **students are not to share lockers.** Students are expected to use only the locker assigned to them. Valuables are not to be left in lockers.

Directory Information (Policy JO)

Directory information is considered "public record" which must be released by the district to any person who requests it under the Missouri Sunshine Law, 610.010-030, RSMO. If you choose not to have the directory information released, please provide notice in writing to the School principal within (10) school days after enrollment. Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. The school district designates the following items as directory information:

Students in kindergarten through eighth grade: Student's name; parent's name; date and place of birth; grade level; bus assignment; enrollment status (e.g., full time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

Media Exposure

Media personnel frequently come to the school to interview and take pictures in conjunction with activities and programs. Students and activities are also frequently featured on our website. If you don't want your child photographed or interviewed (either in a group or individually) for media publication purposes (including our website) please notify the principal in writing within 10 school days after enrollment.

Distribution of Non-curricular Student Publications (Policy IGDBA)

Anyone wishing to distribute unofficial material must first submit for approval a copy of the material to the principal or designee 24 hours in advance of desired distribution time, together with the following information:

(A) Name and phone number of the person submitting request, (B) Date(s) and time(s) of day of intended distribution, (C) Location where material will be distributed, (D) The grade(s) of students to whom the distribution is intended. Within 24 hours of submission, the principal (or his or her designee) will render a decision whether the material violates the Guidelines in Section I or the time, place and manner restrictions in Section III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial. Permission to distribute material does not imply approval of its contents by the school, the administration, the Board, or the individual reviewing the material submitted.

Phone Use

Office Telephone: No calling or accepting of calls will take place during class time. Students will be given messages. Office phones may be used before and after school with permission.

Cell Phones: Cell phones are not to be used, displayed, or turned on during the regular school day, including instructional class time, class change time, breakfast or lunch. Exceptions or waivers to this restriction may be made at the discretion of teachers or administrators in the event of an emergency (Board Policy EHB-AP). Cell phones should be stored and turned off in student lockers. The school will not be responsible for electronic devices that are lost, stolen, or broken. Students are encouraged to consider the risks of bringing electronic devices to school.

Text Messages: At times it is necessary to communicate with your child while school is in session. Please do not send a text message to your child during the instructional day (7:30-2:30). This habit is disruptive to the learning environment. Please contact the office and our staff will be happy to relay a written message. Please call the office if communication is necessary during the school day and your child will receive a message to call home.

Special Deliveries

Delivery of flowers, balloon bouquets and other related items will not be permitted during the school day. Students will be called to the office to pick up items at the end of the school day. Balloons are not permitted on school buses.

Classroom Technology Expectations

Excelsior Springs School District has provided students with technology for educational use during the school day. Appropriate use of the technology is expected at all times. When students engage in the inappropriate use of their technology there will be a consequence. The following technology activities are prohibited at the Middle School: (1) Playing games, (2) Social media, (3) Installing and using a VPN, and (4) Inappropriate camera usage.

Physical Education Expectations

Students are expected to dress out each time they have PE class. Solid colored shorts are required. Students should bring clean gym shoes. Students are responsible for their gym clothes; there are no permanent lockers available in the locker room. Gym clothes should be washed weekly. For complete information about rules, grading, locker room policy and classroom procedures please see the syllabus provided by the boys or girls PE teacher.

Counseling Center

The purpose of the Counseling Center is to help students achieve their highest growth mentally, emotionally, and socially. This is done through individual conferences, classroom instruction, and testing programs. Students are encouraged to make appointments with the counselor when something at school is bothering them. Students are required to have a pass to visit the counseling center. There is also a social worker, Kim Curtis, to assist students and families.

School Safety

Discipline and the learning of self-discipline is a part of every student's right to free and appropriate public education. Discipline is an educational service. The civil rights of a child must yield when the question of the protection of the child is paramount. In a group situation, the safety of the group outweighs the rights of the individual child. When circumstances dictate the advisability of law enforcement and education personnel working together to maintain safety in school, there is a duty to do so.

Learning Commons

Students are responsible for all books that they check out. Overdue books will be assessed a fine. The use of the learning commons is a privilege that can be lost by those students having books overdue to the learning commons. Checkout privileges will be renewed following the return of the overdue materials. The Learning Commons hours of operation are 7:15 am - 2:30 pm.

Material Checkout

Books: Students may check out books for 2 weeks, with one renewal. Students may have 2 books checked out.

Award Nominee Checkout (Current List): Students may check out 1 current Mark Twain or Truman Award nominee at a time and with one renewal.

Reference Materials: Reference materials may be checked out overnight. Textbooks are for overnight checkout. Materials are due next morning by 7:30 am.

Magazines: Back issues of magazines may be checked out for 2 weeks.

Overdue Notices and Fines

Overdue Notices: Overdue and fine notices will be sent to the students through their Reading Classes every 2 weeks. Students will NOT be able to check out materials if they have overdue books or fines. Parents will only be contacted if there is a longstanding problem.

Fines: 5 cents a day is assessed for regular overdue materials. Fines of 25 cents a day will be assessed for Overnight materials. Overnight materials consist of Reference books and textbooks.

Maximum Fine per book or material is \$1.00.

Lost or Damaged Materials

Lost Books: Students are responsible for the cost of replacement for lost books. A replacement charge will be assessed. Paperback books carry a charge of \$5.50. Reference books-\$21.00. Textbooks- \$25.00 and UP. Encyclopedias- \$50.00.

Damaged Books: When a student damages a book beyond repair, the student must pay for the book. The same replacement criteria for lost books will apply.

Lost or Damaged Magazines: If a student loses or damages a magazine, the replacement cost of **\$5.00** will be charged.

Technology Fees: Fee of \$10 per student with a \$20 Household maximum.

Health and Safety

Emergency Disaster Drills

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

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

School Safety

Discipline and the learning of self-discipline is a part of every student's right to free and appropriate public education. Discipline is an educational service. The civil rights of a child must yield when the question of the protection of the child is paramount. In a group situation, the safety of the group outweighs the rights of the individual child. When circumstances dictate the advisability of law enforcement and education personnel working together to maintain safety in schools, there is a duty to do so.

Academic Accountability

The goal of the Excelsior Springs School District is to report grades that are accurate, consistent, meaningful, and supportive of learning.

Grading Scale

A = 93-100
A- = 90-92
B+ = 87-89
B = 83-86
B- = 80-82
C+ = 77-79
C = 73-76
C- = 70-72
D+ = 67-69
D = 63-66
D- = 60-62
F = 0-59

Classwork, Homework & Assessment Practices

Classwork and homework is assigned and is important for students to practice, acquire new knowledge, and apply new skills. Teachers will use total points to assess student grades..

Grading policy

Student grades will be updated on a weekly basis by teachers. Teachers will use the PowerSchool codes to indicate to parents, missing, absent, exempt, excluded, and late work. Work that is not submitted at the time of collection (ie. late, absent, unfinished work) will receive a zero in the gradebook until resubmitted and assessed by the teacher. This will give parents and students the most up to date and current grade, even if the student is absent. Students may improve their formative assessments at any time. Summative assessments are allowed one retake after the student receives feedback from the teacher. Teachers will use a total points grading system to assess student grades. If a student has a D or F in the class, parents will be notified by phone. Parents please assist the teachers in encouraging your child to complete assignments in a timely manner and the importance of studying for tests and quizzes.

Reassessment Guidelines

Reassessment is a second opportunity for a student to demonstrate that he/she understands the standards taught. In order to reassess, the student must show a concerted effort on the original summative assessment, and have completed all formative assessments and assignments prior to the reassessment. Additionally, the student MUST engage in remediation or additional learning regarding the standard(s). All assessments may be reassessed a maximum of two times, but the reassessment must be completed by the end of the quarter, unless extenuating circumstances exist (e.g. medical emergency, assessment that occurs at the end of a quarter). Assessments from fall semester will not be allowed to be reassessed during spring semester.

Students will be allowed to reassess provided the following conditions are met:

- The student must complete the original assessment with fidelity.

- The student must complete all original formative assessments and assignments.
- The student must complete a reasonable amount of remediation as assigned by the teacher (e.g. complete test corrections, completion of missing assignments). The remediation may be done at home or in tutorials.

Report Cards

Report cards are issued every nine weeks. These reports provide feedback about academic achievement and learner behaviors. Report cards do not need to be returned to the school.

**Report cards for the school year will be mailed home following the end of all grading periods.*

Honor Roll

ESMS has two honor rolls that are calculated at the end of each semester, the Principal's Honor Roll and the Standard Honor Roll. Students earning Principals' Honor Roll recognition for the first semester will be honored at a breakfast reception in Winter/Spring.

To meet the Principals' Honor Roll criteria, students must earn a 3.66 or greater average from all courses during the semester. To meet the Standard Honor Roll criteria, students must earn 3.0 average in all courses and no grade below C-.

A = 4.00

A- = 3.66

B+ = 3.33

B = 3.00

B- = 2.66

C+ = 2.33

C = 2.00

D+ = 1.33

D = 1.00

D- = 0.66

F = 0

MSHSAA Eligibility Standards

To be eligible to compete in sports activities during the 2022-2023 school year, the Missouri State High School Activities Association requires our students to be passing at least 5 of the 6 classes in which they are enrolled. For eligibility purposes at ESMS a passing grade is defined as a 60% or D-. Failure to meet these guidelines means that students will not be allowed to try out, or participate in any interscholastic athletic competitions.

Promotion & Retention of Students

Middle school is a transition period. Our students must be ready for the rigors of high school when they leave the middle school setting. Students are expected to demonstrate mastery of material at their grade level before advancing. Students receiving failing grades in multiple subjects have not demonstrated mastery. (Policy IKE)

Excelsior Springs School District policy states, "Retention may be considered when, in the judgment of the professional staff, it is in the best educational interest of the student involved. Parents/Guardians will receive prior notification and explanation concerning the retention. However, the final decision will rest with the school administration." The ultimate goal of this policy is to ensure that students who are promoted from ESMS have the necessary skills to be successful at the next grade level.

Parents of students who will be retained will be notified immediately at the end of the school year to allow them to enroll in summer school. Students not earning a passing grade in 5 of the 6 classes on the final grade reports (2nd semester) are in jeopardy of being promoted to the next grade level.

- **A passing grade is defined as a 60% or greater on the Grading Scale.**

Students who are not meeting requirements may be required to attend study hall after school. Students who do not meet these requirements, will be offered an opportunity to remediate their grades by attending summer school. Students who receive a grade of 60% or better during the summer school session immediately following the academic year in the courses they are remediating will be promoted to the next grade. Any student who does not satisfy the above requirements may be retained in their current grade. Students who are retained in their current grade will not be eligible for extracurricular or intramural activities until they demonstrate satisfactory academic progress at the end of a semester.

Student Activities

Extracurricular Activities

Participation in extracurricular activities is a privilege that is granted to those who meet the eligibility of Excelsior Springs School District and the State of Missouri. Students participating in athletics must also have a current physical examination form and a signed parent

permission form on file. Students must attend the school day to participate in extracurricular activities.

7th Grade Athletics

Fall Sports: Cross Country, Volleyball (B team) Winter Sports: Basketball (B team), Wrestling Spring Sports: Track

8th Grade Athletics

Fall Sports: Cross Country, Football, Volleyball Winter Sports: Basketball, Wrestling
Spring Sports: Track

(For MSHSAA eligibility see page 15)

ESMS Intramurals

Throughout the year there will be various intramurals that are open to all students. Please watch for upcoming intramurals in the daily announcements.

Dances

Dances are sponsored by clubs throughout the year. Only current ESMS students may attend our dances. Students must attend school during the regular school day to attend a dance. Students must meet citizenship requirements (i.e., discipline referrals). Our dress code will be strictly enforced upon entry. Students must remain in the building until they depart the dance. Students may not return to the dance after leaving the building.

High School Athletic Events

Students in grades K – 8 must be accompanied by an adult when entering all ESHS sports contests. Middle school students must have a parent or responsible adult with them at high school football games. Middle school students are required to sit in section E at Tiger stadium and must report directly to section E after using the restroom or visiting the concession stand.

Clubs and Activities

Band - Band is a non-auditioned course in which students will learn the fundamentals of playing an instrument. Students perform in 4-5 public concerts during the year. No experience is needed to join band in 6th grade, however you must have done band the previous year to participate in 7th and 8th grade band. Jazz Band is another element of the band program. It is held after school 1-2 days a week from the months of February-May. This is an auditioned group.

Choir - Choir is a non-auditioned 7th-8th grade mixed chorus, which performs a varied selection of choral literature. Emphasis is placed on development of choral and vocal skill as well as the pure enjoyment of singing. The choir has various opportunities for performance. Make sure to sign up for choir and fit it into your academic schedule. No previous music experience is required.

FCCLA - Family, Career, and Community Leaders of America meets twice a month and focuses on community service projects, and leadership development. This activity is open to students in grades 6-8.

FIRST LEGO League - Two teams compete in three challenges: The Robot Game, the Project, and the FLL Core Values. Teams of up to ten students and one adult coach will program an autonomous LEGO MINDSTORM robot to score points on a themed playing field. This activity is open to students in grades 6-8. Space is limited to 10 students per team (20 students maximum overall). There will be an application process in the fall.

Student Council- This team is a group of carefully selected 7th and 8th graders who consistently meet the GRR Expectations. Students on this team serve as the voice of the student body in regards to PBS and help create videos, plan incentives, and more.

MathCounts - Join the middle school competitive math club. This group meets each week and will compete in regional competitions in the fall. Students can complete challenges and attain silver or gold status for our chapter. Each February students will compete in the Kansas City Regional competition.

Science Olympiad - Our team competes in twenty-two different science events around the metro area. This activity is open to 7th and 8th grade students and promotes problem solving, teamwork, and having fun with science. Space is limited to about 15 students. There will be an application process in the fall.

WEB - Where Everybody Belongs, better known as WEB, is a middle school transition program designed to build a sense of community amongst our students. 8th grade students are carefully selected to serve as mentors for our incoming 6th grade students.

Yearbook Club - Yearbook is staffed by devoted students from each of the grade levels. Together, they design the cover, take pictures, create page layouts, and determine the theme for the year. Meetings are held through March.

Interventions and Supports

Positive Behavior Intervention Support (PBIS)

Positive Behavior Intervention Support, or PBIS, is a process for creating safer and more effective schools by structuring the learning environment to support the academic and social success of all students. The process supports the adoption and long-term implementation of efficient and effective discipline throughout the school environment. PBS methods are research-based and proven to significantly reduce the occurrence of problem behaviors in schools.

Since 2010, our school has been recognized by the Missouri Department of Elementary and Secondary Education for Effective School-wide PBS Practices:

Gold Award (2015, 2014, 2013), Silver Award (2012, 2011), and Bronze Award (2010).

In 2014, ESMS was one of four schools in Missouri (the only middle school) selected to participate in a statewide video training project about effective classroom practice.



Bully Prevention Efforts

Below is a list of bullying and harassment prevention efforts in place at ESMS. Students and parents can report any incidents through our online reporting system at www.sprigeo.com. This notifies an administrator and/or counselor immediately.

- Ongoing implementation of Positive Behavior Supports across all settings
- PBIS Student Leadership Team meets regularly to plan lessons, incentives, and much more..
- A transfer induction program is implemented to facilitate the induction of new students to ESMS.
- A Code of Conduct is provided to students and parents during enrollment.
- Student forums are held during the year to obtain information about bullying, PBS, and Olweus.
- Ongoing communication through parent seminars, social media, newsletters, and middle school PTO meetings.

GRR Expectations

An important part of PBS is *GRR*, which stands for Go safely, show Respect, and be Responsible. Behavioral expectations are taught to students using the GRR matrix (see next page). Expectations and social skill lessons are taught throughout the year during Wednesday EXCEL.



Excelsior Springs Middle School

Universal Expectations

Inspire, Empower, Challenge

	Go Safely	Be Respectful	Be Responsible
All Settings	<ul style="list-style-type: none"> Keep hands, feet, and objects to yourself Be aware of people around you Report problems immediately Ask permission to leave 	<ul style="list-style-type: none"> Use appropriate voice levels and language Be courteous to others Follow the school dress code Follow adult directions the first time 	<ul style="list-style-type: none"> Follows the ESMS technology policy Accept the outcomes of your behavior Be where you belong on time
Classroom	<ul style="list-style-type: none"> Stay in the assigned area Follow each classroom's routines and procedures 	<ul style="list-style-type: none"> Ask for help when needed Use appropriate voice levels and language 	<ul style="list-style-type: none"> Bring all necessary materials Be an active learner during class Complete your work Be on time to class
Hallways	<ul style="list-style-type: none"> Walk on the right hand side Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> Respond respectfully to adults Use appropriate voice levels and language Respect learning environment of other classrooms 	<ul style="list-style-type: none"> Go directly to your destination
Restrooms	<ul style="list-style-type: none"> Report vandalism or concerns Keep walls and stalls clean Keep personal belongings outside of the bathroom Enter and exit quietly Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> Respect the privacy of others Clean up after yourself Use facilities appropriately 	<ul style="list-style-type: none"> Wash hands with soap and water Return to class promptly Use passing time for restroom breaks
Cafeteria	<ul style="list-style-type: none"> Remain seated until dismissed Leave food and drinks in the cafeteria Exit calmly when dismissed Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> Listen when adults are making announcements Be courteous to staff Use appropriate voice levels and language 	<ul style="list-style-type: none"> Clean up after yourself Keep food in your space Join the lunch line in an organized manner
Gymnasium/ Locker Room	<ul style="list-style-type: none"> Walk to assigned areas Enter and exit in an orderly fashion 	<ul style="list-style-type: none"> Demonstrate Sportsmanship Respect others' property Respect the privacy of others 	<ul style="list-style-type: none"> Use all equipment appropriately Clean up after yourself
Assemblies	<ul style="list-style-type: none"> Enter and exit in an orderly fashion Stay seated in designated areas With for permission to enter or exit Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> Listen and react properly; be a good audience Use appropriate voice levels and language Sit and stand when appropriate 	<ul style="list-style-type: none"> Keep your eyes on the speaker Keep all electronic devices put away
Bus	<ul style="list-style-type: none"> Remain seated at all times Keep aisles clear Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> Follow directions the first time they are given Use appropriate voice levels and language 	<ul style="list-style-type: none"> Keep food and drink off the bus Meet your bus at your scheduled time

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 Crisis Response Team member or the building administrator or designee. If the employee cannot reach the building administrator, designee or any of the Crisis Response Team 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.

3. 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.

Behavior Accountability

Behavior Eligibility

Participation in extracurricular activities is a privilege for students. Students are expected to follow the GRR Expectations (page 26) and be positive role models within the school and community. A student who is assigned to ISS or OSS will not be allowed to participate or attend practices, meetings, rehearsals, contests, games (MS or HS), performances, or attend school dances. If this occurs, the prohibition from activities, including athletics, will begin at the time of the assignment and continue until the student has followed his/her regular schedule for one full day.

Bus Discipline Referral Notices

Bus Discipline Referral Notices will be sent electronically to Office Administration. Administration will determine consequences based on student behavior. The Apple Bus Transportation number is 630-9929. For complete policies see JFCC, JG-R1, and JFCC-AP.

Cell Phones (Policy EHB-AP)

Cell phones are not to be used, displayed, or turned on during the regular school day, including instructional class time, class change time, breakfast or lunch. Exceptions or waivers to this restriction may be made at the discretion of teachers or administrators in the event of an emergency (Board Policy EHB-AP). Cell phones should be stored in student lockers and turned off. The school will not be responsible for electronic devices that are lost, stolen, or broken. Students are encouraged to consider the risks of bringing electronic devices to school.

Consequence if a cell phone is confiscated:

- **1st offense:** confiscate phone and return at the end of the day to student.
- **2nd offense:** confiscate phone and return at the end of the day to student, assign 1 hour detention, and/or a loss of privileges.
- **Subsequent offenses:** confiscate phone, assign 1 hr detention, parent must pick up phone at the end of the school day.

Electronic Devices / Novelty Items

Electronic communication devices are not permitted to be used or displayed by students in school or school activities. Novelty items and toys that distract from the education of others are not allowed and will be confiscated. Possession of an electronic device or novelty item may result in a consequence.

Dress Code (Policies JFCA, JFCA-AP)

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 wearing 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.

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 further information regarding student dress, see Board Policy JFCA.

Face coverings (masks) will be required when the school district deems this necessary for the health and safety of students and staff.

Dressing safely:

- Any item that presents a safety concern (chains, spikes, dangerous jewelry, safety pins, etc.) is prohibited.
- Shoes or sandals must be worn at all times.
- No bedroom slippers or shoes with skates.

Dressing respectfully:

- No actual or implied obscenities, advertisement of alcohol, tobacco, drugs, or sexual content on any garment or clothing. No inappropriate language or slogans, or references
- Nothing containing hate, violence, and/or race/ethnic/ gender degradation.

Dressing for the educational setting:

- Clothing should be clean, no costumes, masks, or painted faces (unless previously approved by administration).
- Pants, shorts and skirts must be worn at waist level. • Examples of school dress that are NOT PERMISSIBLE include: backless, bare midriff, or spaghetti strap garments; half shirts; halter tops; ripped or torn clothing that promotes inappropriate exposure (including sideless "muscle" shirts); sunglasses; mesh tops; tube tops; spandex or underwear worn as outer garments or worn in such a manner as to promote inappropriate exposure; and sleepwear, any undergarment that is visible. • Students should not draw or write on themselves or other students.

Hallway Expectations

No student shall be in the halls during a class period without a hall pass. Any students found in the halls without a pass could spend a detention after school with the classroom teacher. All students are to be out of the building by 2:35 p.m. unless they are under the direct supervision of a teacher or coach. ESMS is subject to surveillance by camera.

Passing Times

Students are encouraged to use the restroom and get a drink of water during their passing time. Responsibility during passing time protects the integrity of each instructional period.

Tardy Policy

Students are expected to be at school and in class on time every day. Students who are late to school on a regular basis or late to class on a regular basis may lose privileges and may be referred to the Attendance Review Committee. A tardy is defined as arriving late to school or late to class. If a student receives more than two tardies in one week he/she will receive the following consequences:

Tardy Consequence:

3 Tardies - 1 hr Detention

4 Tardies - 2 hr Detention

5 Tardies - 1 Day ISS

6 Tardies - 2 Days ISS and Behavior Plan

Truancy (Policy JED)

Student who are absent from school without the knowledge and consent of their parents/guardians and the administration, or students who leave school during any session without the consent of the principal, shall be considered truant. School administrators and teachers are responsible for keeping records of student attendance. Also, the designated attendance officer for the district shall assist the administration when a student attendance problem warrants additional investigation or assistance.

Student Code of Conduct

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of 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 which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any 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 district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

Reporting to Law Enforcement

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

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 ten days or expulsion of any student who the district is aware is under the jurisdiction of the court.

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

1. Any act of school violence or violent behavior. This 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 and that is required by law to be reported to law enforcement officials. 3. Any offense that results in an out-of-school suspension for more than ten(10) days.

Conditions of Suspension, Expulsion and Other Disciplinary Consequences

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

In accordance with law, 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 district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.

1. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.

2. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

3. If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

Documentation in Student's Discipline Record

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

1. Any act of school violence or violent behavior. This 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 and that is required by law to be reported to law enforcement officials.

3. Any offense that results in an out-of-school suspension for more than ten(10) days.

The expectations, policies, and procedures at ESMS have been developed for each student's health, safety, and security, as well as, to maximize each student's educational opportunities. The following disciplinary actions may be employed when dealing with individuals who do not comply with established rules and policies:

Loss of Privileges

Students may lose the privilege of participating and/or attending activities including but not limited to athletic events, concerts, theatrical performances, programs, ceremonies, dances, assemblies, intramurals, computer/ Internet access, etc. The time period for loss of privilege will be determined by administration. A student who is assigned to ISS will not be allowed to participate or attend practices, meetings, rehearsals, contests, games (MS or HS), performances, or attend school dances. If this occurs, the prohibition from activities, including athletics, will begin at the time of the assignment and continue until the student has followed his/her regular schedule for one full day.

Detention

Detention is a period of time in which a student is detained, before, during (lunch), or after school. Detention may be assigned by a teacher or a principal. Students are given previous notice so as to arrange transportation through a parent or guardian. Detention assigned through the office will be work/student sessions directed by a detention supervisor. Any student who fails to serve an assigned detention, does not bring material to study, or does not follow rules given by the detention supervisor, may be assigned consequences.

Behavior Plans and No Contact Agreements

Students who have chronic behavior problems may be placed on a behavior plan to support the student in changing misbehavior. Students with issues with another individual or group of students may be placed on a No-Contact Agreement to address issues including inappropriate interactions, bullying, harassment, threats, or intimidation. Both of these items can be issued in lieu of or in conjunction with other discipline.

In-School Suspension (ISS)

Students may be placed in a supervised learning center for a variety of disciplinary infractions. If a student does not successfully complete this assignment, the student may be suspended for the remainder of the day, and will be required to reserve the originally

assigned consequences. Should school be canceled for any reason, any unserved days of suspension will automatically be assigned to the first day school is back in session.
school following the suspension. Should school be canceled for any reason, any unserved suspension days will automatically be assigned to the first day school is back in session.

Out of School Suspension (OSS)

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

Expulsion

The removal of a student from school property in excess of 90 school days or for an indefinite period of time and loss of academic credit.

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

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.

Disciplinary Actions

The following are descriptions of prohibited conduct as well as potential consequences for violations. Building level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. All consequences must be within the ranges established in this regulation. 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.

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.

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.

Assault:

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

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.

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

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

Subsequent Offense: Expulsion.

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

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

individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

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

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

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

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

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.

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

Cell Phones (Policy EHB-AP)

Cell phones are not to be used, displayed, or turned on during the regular school day, including instructional class time, class change time, breakfast or lunch. Exceptions or waivers to this restriction may be made at the discretion of administrators in the event of an emergency (Board Policy EHB-AP). Cell phones should be stored in student lockers and turned off. The school will not be responsible for electronic devices that are lost, stolen, or broken. Students are encouraged to consider the risks of bringing electronic devices to school.

Consequence if a cell phone is confiscated:

- **1st offense:** confiscate phone and return at the end of the day to student.
- **2nd offense:** confiscate phone and return at the end of the day to the student, assign 1 hour detention, and/or a loss of privileges.
- **Subsequent offenses:** confiscate phone, assign 1 hr detention, parent must pick up phone at the end of the school day.

Chronic Discipline: Repeated acts and/or violations of discipline expectations. In cases of chronic violations to the discipline policy, school administration reserves the right to assign consequences up to ten days of out-of-school suspension.

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.

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

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.

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

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

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(c) of the Controlled Substances Act.

First Offense: In-school suspension or 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(c) 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.

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

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

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, district-issued personal devices, 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.

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.

Failure to Serve a Detention:

First Offense: Reschedule the detention

Subsequent Offense: 1-3 days ISS

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

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.

Fighting:

3rd Degree: Physical shoving, pushing, or pulling beyond self-defense. (Self defense is defined as; 1) must make an attempt to get away from the confrontation, 2) any physical restraint without becoming the aggressor.

First Offense: Up to 3 days OSS

Second Offense: Up to 5 days OSS

Subsequent: Up to 10 days OSS + recommendation for long term suspension.

2nd Degree: Striking another student with the intent to harm.

First Offense: Up to 5 days OSS

Second Offense: Up to 10 days OSS + recommendation for long term suspension.

1st Degree: Planning and carrying out an assault on another student with intent to harm.

First Offense: Up to 10 days OSS + recommendation for long term suspension.

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.

Harassment, including Sexual Harassment (see Board policy AC)

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.

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.

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

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

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

Hostile Aggravation: Any form of communication via verbal, text, or social media that incites, encourages, or aggravates a situation between two other parties .

First Offense: Warning - 3 ISS

Second Offense: 1-3 ISS

Third Offense: 3-5 ISS

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.

Invasion of privacy: More than one person in a bathroom stall and/or looking over or under the stall partition is an invasion of privacy and raises reasonable suspicion for a search by administration.

First Offense: Warning - 3OSS

Second Offense: 1 ISS - 5 OSS

Third Offense: 3 OSS - 10 OSS

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.

Public Display 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.

Removal from ISS:

First Offense: sent home for the remainder of the day.

Second Offense: sent home for the remainder of the day and additional days of OSS.

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 suspension.

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

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

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

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.

Using, displaying or turning on 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.

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

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.

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.

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.

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

Tobacco or Vaping:

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

First Offense: Confiscation of tobacco product, principal/student conference, 3 Days Out of School Suspension.

Subsequent Offense: Confiscation of tobacco product, 5 days Out of School Suspension for 2nd offense, and 10 days out-of-school suspension for 3rd offense.

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

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.

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

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.

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

Verbal Confrontation: raising your voice, using profanity, and/or calling for a violent act in a way that causes a disruption to the peaceful school environment.

First Offense: Warning - 5 OSS

Subsequent Offenses: 3 ISS - 10 OSS + recommendation for long term suspension.

Weapons (see Board policy JFCJ)

Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

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.

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.

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.

Notices and Policies

Important Note about the Student Handbook: The rules you are about to read in this student handbook are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone.

Notice of Nondiscrimination

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Excelsior Springs School District are hereby notified that the School District does not discriminate or harass on the basis of race, religion, color, national origin, ancestry, sex, age, 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. 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. 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 IX), 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 Boy 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. Christen Everett, Superintendent
300 W. Broadway
Excelsior Springs, MO 64024
816-630-9200

Annual Asbestos Notification

In accordance with EPA regulations, all school buildings have been inspected for materials which contain asbestos and an Asbestos Management Plan has been developed and adopted. Please refer to the Inspection/Management Plan in each building to determine the type of asbestos containing materials found in the buildings, if any. Copies of the Inspection/Management Plan are on file in each building. This document complies with the AHERA mandated requirements for asbestos materials in schools, including results of inspections, the schedule for periodic surveillance every six months, the schedule for certified reinspection every three years and the schedule of response actions and post-response actions if any friable asbestos containing material was found. Friable (crumbled by hand pressure) asbestos containing materials (ACM) may cause health problems; therefore, it is very important to avoid disturbing friable ACM. With the adoption of the AHERA Inspections/Management Plan, the local education agency is undertaking considerable efforts and expense to protect the public health and safety. Your cooperation in this effort is needed and appreciated. For further information concerning inspections, re-inspections, periodic surveillance, response actions and post-response actions that are planned or in progress, refer to the Inspection/Management Plan or contact the Manager of Maintenance by calling 816-630-9246.

Public Notice IDEA

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency,

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

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

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

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

This notice will be provided in native languages as appropriate.

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) –

- o Political affiliations or beliefs of the student or student's parent
- o Mental or psychological problems of the student or student's family;
- o Sex behavior or attitudes;
- o Illegal, anti-social, self-incriminating, or demeaning behavior;
- o Critical appraisals of others with whom respondents have close family relationships;
- o Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- o Religious practices, affiliations, or beliefs of the student or student's parent; or
- o Income, other than as required by law to determine program eligibility. Receive notice and an opportunity to opt a student out of –
- o Any other protected information survey, regardless of funding;
- o 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
- o 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 –
- o Protected information surveys of students and surveys created by a third party;
- o Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- o 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 or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information

Relay Service at 1- 800-877-8339. Or you may contact us at the following address:

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

Notification of Rights under FERPA for Secondary Schools

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

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

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The 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 20202-5920

Programs for Homeless Students (Policy IGBCA)

The Excelsior Springs School District #40 Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education.

Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Children and youths who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory children who meet one of the above-described circumstances.

Enrollment/Placement

The district will consider the best interest of the homeless student, with parental involvement, in determining whether he or she should be enrolled in the school of origin or the school that non-homeless students who live in the attendance area in which the homeless student is actually living are eligible to attend. To the extent feasible, and in accordance with the homeless student's best interest, the homeless student should continue his or her education in the school of origin, except when contrary to the wishes of the parent or guardian. If the homeless student is unaccompanied by a parent or guardian, the homeless coordinator will consider the views of the homeless student in deciding where he or she will be educated. The choice regarding placement shall be made regardless of whether the homeless student lives with the homeless parents or has been temporarily placed elsewhere.

The school selected shall immediately enroll the homeless student even if he or she is unable to produce records normally required for enrollment, such as previous academic records, immunization records, proof of residency or other documentation. However, the district may require a parent or guardian of a homeless student to submit contact information.

The district must provide a written explanation, including a statement regarding the right to appeal, to the homeless student's parent or guardian, or to the homeless student if unaccompanied, if the district sends him or her to a school other than the school of origin or other than a school requested by the parent or guardian.

If a dispute arises over school selection or enrollment in a school, the homeless student shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The homeless student, parent or guardian shall be referred to the district homeless coordinator, who will carry out the dispute resolution process as expeditiously as possible.

For the purposes of this policy, "school of origin" is defined as the school that the student attended when permanently housed or the school in which the student was last enrolled.

Services

Each homeless student shall be provided services comparable to services offered to other students in the district including, but not limited to, transportation services; educational services for which the student meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities and gifted students; vocational programs and technical education; school meals programs; preschool programs; before- and after-school care programs; and programs for students with limited English proficiency. Homeless students will not be segregated in a separate school or in a separate program within a school based on the students' status as homeless.

Transportation

If the homeless student's school of origin and temporary housing are located in the Excelsior Springs School District #40, the district will provide transportation to and from the school of origin at the request of the parent, guardian or homeless coordinator, provided it is in the best interest of the student. If the homeless student's school of origin and temporary housing are located in two different school districts, the districts will equally share the responsibility and costs for transporting the student.

Records

Any records ordinarily kept by the school for each homeless student, including immunization records, academic records, birth certificates, guardianship records and evaluations for special services or programs shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made and so that records may be transferred in a timely fashion when a homeless student enters a new school district. Copies of records shall be made available upon request to students or parents in accordance with the Family Educational Rights and Privacy Act (FERPA).

Coordinator

The Board designates the following individual to act as the district's homeless coordinator:

Director of Student Services
 300 W. Broadway
 Excelsior Springs, MO 64024
 Phone: 816-630-9200; Fax: 816-630-9203

The district shall inform school personnel, service providers and advocates working with homeless families of the duties of the district homeless coordinator. The homeless coordinator will ensure that:

1. Homeless students are identified by school personnel and by other entities and agencies with which the school coordinates activities.
2. Homeless students enroll and have a full and equal opportunity to succeed in schools in the district.

3. Homeless families and students receive educational services for which they are eligible, including Head Start, Even Start and preschool programs administered by the district, as well as referrals to health care services, dental services, mental health services and other appropriate services based on their assessed needs.
4. The parents or guardians of homeless students are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless students is disseminated where such students receive services, such as schools, family shelters and soup kitchens.
6. Enrollment disputes are mediated in accordance with law.
7. The parent or guardian of a homeless student and any unaccompanied student is fully informed of all transportation services, including transportation to the school of origin, and is assisted in accessing transportation to the school selected.
8. Unaccompanied students will be assisted in placement or enrollment decisions, their views will be considered and they will be provided notice of the right to appeal.
9. Students who need to obtain immunizations, or immunization or medical records, will receive assistance.

Resolving Grievances

Level I – A complaint regarding the placement or education of a homeless student shall first be presented orally and informally to the district's homeless coordinator. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the homeless coordinator. The written charge must include the following information: date of filing, description of alleged grievances, the name of the person or persons involved and a recapitulation of the action taken during the informal charge stage. Within five business days after receiving the complaint, the coordinator shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the coordinator will inform the superintendent of the formal complaint and the disposition.

Level II – Within five business days after receiving the decision at Level I, the complainant may appeal the decision to the superintendent by filing a written appeals package. This package shall consist of the complainant's grievance and the decision rendered at Level I. The superintendent will arrange for a personal conference with the complainant at his or her earliest mutual convenience. Within five business days after receiving the complaint, the superintendent shall state a decision in writing to the complainant, with supporting evidence and reasons.

Level III – If a resolution is not reached in Level II, a similar written appeals package shall be directed through the superintendent to the Board of Education requesting a hearing before the Board at the next regularly scheduled or specially called meeting. Within 30 business days after receiving the appeals package, the Board shall state its decision and reply in writing to the parties involved. For district purposes, the decision of the Board of Education is final.

Level IV – If the complainant is dissatisfied with the action taken by the Board of Education, a written notice stating the reasons for dissatisfaction may be filed with the State Homeless Coordinator, Federal Discretionary Grants, P.O. Box 480, Jefferson City, MO, 65102-0480. An appeal of this decision can be made within ten days to the Deputy Commissioner of Education.

Programs for English Language Learners (Policy IGBH – Last updated 11/11/13)

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Identifying students who are English language learners (ELL) and ensuring them equal access to appropriate programs are the first steps to improving their academic achievement levels.

Definitions

Language Minority (LM) – Refers to a student whose linguistic background, such as country of birth or home environment, includes languages other than English. Language minority is based solely on the student's language background and not on proficiency.

Limited English Proficiency (LEP) – Proficiency in reading, writing, listening or speaking English that is below grade and age-level peers. Limited English proficiency is based on the assessment of a student's English language proficiency.

English Language Learner – Refers to an LM student with limited English proficiency.

English for Speakers of Other Languages (ESOL) – An instructional approach that can include structured ESOL immersion, content-based ESOL and pull-out ESOL instruction.

1. Structured ESOL immersion involves a bilingual teacher and a self-contained classroom.
2. Content-based ESOL allows the student to remain in the regular classroom and focuses on delivering content in an adapted English

format.

3. Pull-out ESOL periodically removes students from the regular classroom for instruction in English.

Bilingual Education – An instructional approach that explicitly includes the student's native language in instruction. This approach requires an instructor fluent in the student's native language and proficient in content areas and is often used where many ELL students share the same language and where qualified bilingual teachers are available.

Child – Any individual age 3-21.

Parent – Parent, legal guardian or person otherwise responsible for the child.

Language Instruction Education Program – An instructional course in which an ELL child is placed for the purpose of developing and attaining English proficiency while meeting challenging state academic achievement standards as required by law. The program may make instructional use of both English and a child's native language and may include the participation of English proficient children if such course is designed to enable all participating children to become proficient in English and a second language.

The district's coordinator for ELL programs is the Director of Student Services. The Board directs the coordinator to develop and implement language instruction programs that:

1. Identify language minority students through the use of a Student Home Language survey (see IGBH-AF1). The building administrator will develop procedures to ensure that all new and currently enrolled students complete the Home Language survey.

1. Identify LM students who are also English language learners. Any student who indicates the use of a language other than English will be assessed for English proficiency using the state-provided assessment instrument.

3. Determine the appropriate instructional environment for ELL students.

4. Annually assess the English proficiency of ELL students and monitor the progress of students receiving ESOL or bilingual instruction in order to determine their readiness for the mainstream classroom environment.

5. Provide parents with notice of and information regarding the instructional program as required by law. Parental involvement will be encouraged and parents will be regularly apprised of their child's progress.

Programs for Migrant Students (Policy IGBCB – Last updated 11/11/13)

The Board of Education of the Excelsior Springs School District #40 directs the administration to identify migratory children in the district, as required by law, and to develop written administrative procedures for ensuring that migrant students receive services for which they are eligible. In developing and implementing a program to address the needs of migratory children the district will:

1. Identify migratory students and assess the educational and related health and social needs of each identified student.

2. Provide a full range of services to migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, elective classes, fine arts classes, etc.

3. Provide migratory children with the opportunity to meet the same statewide assessment standards that all children are expected to meet.

4. To the extent feasible, provide advocacy and outreach programs to migratory children and their families and professional development for district staff.

5. Provide parents an opportunity for meaningful participation in the program.

If a migrant student is identified by the district, the Director of Student Services will notify the State Director and request assistance if needed.

Public Complaints

(Policy KL – Last updated 1/12/04)

The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved by addressing them at the level where the concern originated through communication with the appropriate staff members. The administration has developed procedures for addressing those issues, copies of which are available at each building. Any concern regarding federal programs administered by the Missouri Department of Elementary and Secondary Education (DESE) may also be appealed to DESE or the United States Department of Education as permitted or required by law.

If a complaint has been made and appealed in accordance with administrative procedures, the parent/guardian or member of the public may appeal the issue to the Board by submitting a written request to the superintendent or the secretary of the Board. The Board will address the complaint in an appropriate and timely manner.

The following steps are to be followed by parents/guardians or the public when questions or complaints arise regarding the operation of the school district or federal programs administered by the Department of Elementary and Secondary Education (DESE) that cannot be

addressed through other established procedures.

1. Complaints on behalf of individual students should first be addressed to the teacher or employee involved.
2. Unsettled matters from (1) above or problems and questions concerning individual schools should be presented in writing to the principal of the school. The principal will provide a written response to the individual raising the concern within five (5) business days of receiving the complaint or concern.
3. Unsettled matters from (2) above or problems and questions concerning the school district should be presented in writing to the superintendent. The superintendent will provide a written response to the individual voicing the concern within five (5) business days of receiving the complaint or concern.
4. If the matter cannot be settled satisfactorily by the superintendent, it may be brought to the Board of Education. Written comments submitted to the superintendent or the secretary of the Board will be brought to the attention of the entire Board. The Board will address each concern or complaint in an appropriate and timely manner.

The decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case the complainant may go to the appropriate section of DESE and from there on to the United States Secretary of Education.

The Board considers it the obligation of the professional and support staff of the district to field the questions of parents/guardians or the public. Accordingly, the district will inform patrons of this complaint procedure and its availability.

Complaints regarding district compliance with nondiscrimination laws will be processed according to policy AC. Employee grievances will be processed in accordance with the established employee grievance procedure or as otherwise required by law. All other grievances for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure.

Assessment Program

Policy IL

The district will use high-quality academic assessments as one indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The Board directs the superintendent or designee to create procedures governing assessments consistent with law and Board policy.

In cooperation with the administrative and instructional staff, the Board will regularly review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary.

The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

Participation

In order to achieve the purposes of the student assessment program and comply with state and federal law, the district requires all enrolled students to participate in all applicable aspects of the district assessment program, including statewide assessments.

District Assessment Plan

The superintendent or designee shall ensure that the district has a written assessment plan that will test competency in the subject areas of English, reading, language arts, science, mathematics, social studies and civics, as required by law.

The purposes of the district wide assessment plan are to facilitate and provide information for the following:

1. *Student Achievement* - To produce information about relative student achievement so that parents/guardians, students and teachers can monitor academic progress.
2. *Student Guidance* - To serve as a tool for implementing the district's student guidance program.
3. *Instructional Change* - To provide data that will assist in the preparation of recommendations for instructional program changes to:
 - Help teachers with instructional decisions, plans and changes regarding classroom objectives and program implementation.
 - Help the professional staff formulate and recommend instructional policy.
 - Help the Board of Education adopt instructional policies.

4. *School and District Evaluation* - To provide indicators of the progress of the district and individual schools toward established goals.

5. *Accreditation* - To ensure the district obtains and maintains accreditation.

There shall be broad-based involvement of staff and others with appropriate expertise in the development of the assessment program and its implementation. Instructional staff will be given training and responsibilities in coordinating the program. Every effort will be made to ensure that testing contributes to the learning process rather than detracts from it and that cultural bias does not affect the accuracy of assessments.

Reading Assessment

The district will administer a reading assessment to students in third, fourth, fifth and sixth grades to determine whether additional reading instruction and retention are needed, as required by law. The district will also administer a reading assessment to all students who transfer to the district in grades four, five or six, and to all students attending summer school due to a reading deficiency, as required by law.

The reading assessment will be a recognized method, or combination of methods, of assessing a student's reading ability. Results of assessments will be expressed as reading at a particular grade level. The superintendent or designee will determine which methods of reading assessment the district will utilize.

English Proficiency Assessments

The district will annually assess the English reading, writing and oral language skills of district English Learner students in kindergarten through grade 12.

Statewide Assessments

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the challenging academic standards set forth by the Missouri State Board of Education. The assessments will be the same for all students in the district, including those students identified as migrant or homeless, students in foster care and students with a parent/guardian who is an active duty member of the armed forces or who serves on full-time National Guard duty.

End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). The EOC assessment score will be ten percent of the final semester grade.

If a student is taking a course that requires an EOC assessment and is failing the course or for some other reason may be required to retake the course, the district may choose to delay administration of the EOC assessment until the student has completed the course the second time. A team consisting of the course instructor, the principal and a counselor will determine when delayed administration of an EOC assessment is appropriate. In the case of a student with an individualized education program (IEP), the IEP team will make the determination.

EOC examinations may be waived for:

1. Students receiving special education services whose IEP teams have determined that the MAP-A alternative is the appropriate assessment;
2. English learner students who have been in the United States 12 or fewer months at the time of administration, in some circumstances; and
3. Foreign exchange students.

The School Board authorizes the superintendent to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance.

National Assessment of Educational Progress

If chosen, the district will participate in the National Assessment of Educational Progress as required by law.

Assessments in Preparation for Postsecondary Education and Work Opportunities

The district encourages students to prepare for postsecondary education or work opportunities prior to graduating from the district. District staff will encourage students to take assessments necessary for pursuing postsecondary education, career training and employment. Such assessments may include, but are not limited to, the ACT, the ACT Plus Writing Assessment, the ACT WorkKeys assessments (WorkKeys) and the SAT. When the district determines it is economically feasible, the district may provide access to assessments at the district's expense. The superintendent or designee will work with testing companies to provide eligible students access to fee waivers and other resources so that all district students may access these assessments.

ACT/WorkKeys at State Expense

DESE may require school districts to administer the ACT as part of statewide testing requirements. When that occurs and the state funds the test, any student who would be allowed or required to participate in the ACT will have the opportunity, on any date within three months before the ACT administration, to participate in the WorkKeys at the state's expense in lieu of taking the ACT. Any student who participated in a state-funded administration of the WorkKeys shall not participate in any state-funded administration of the ACT.

ACT/WorkKeys at District Expense

Students who are required or allowed to participate in the ACT at district expense will have the opportunity, on any date within three months before the ACT administration, to participate in the WorkKeys at district expense. The district may also require the student to take the ACT.

High School Equivalency Examination

The district participates in the Missouri Option Program, a competency-based program that allows eligible students to earn a district diploma if the student passes the state high school equivalency examination.

Parental Notice

At the beginning of each school year, the district shall 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. Such notice shall include 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 shall 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, information on any assessments required by state or federal law, including any assessments required by the district. The information shall include the subject matter being assessed, the purpose for the assessment, the source of the requirement for the assessment, and where the information on the assessment is available. The information shall also include the amount of time students will spend taking the assessments, the schedule for the assessments, and the time and format for disseminating the results, when available.

If the district does not operate a website, the district shall determine how to make the information widely available, including dissemination through the media, public agencies or directly to the parents/guardians.

The district will provide parents/guardians information, if available, on the level of achievement and academic growth of the student on each of the statewide assessments in which the student participates. The district will provide the information in an understandable and uniform format and, to the extent possible, the information will be written in a language the parent/guardian can understand. If it is not practical to provide written translations to parents/guardians, the information shall be orally translated for them. Upon request by a parent/guardian with a disability, the district will provide the information in an alternate format that is accessible to the parent/guardian.

Access to Local Assessments by Students Not Enrolled in the District

In order to foster positive community relationships and to promote the academic progress of all students located within the district, the district may, at its discretion, allow private and home-schooled students who reside within district boundaries but who are not enrolled in the district to participate in grade-level, end-of-course or other assessments if the assessments are funded by the state. These student scores shall not affect district accountability.

Public Information Program (Policy KB-AP – Last updated 7/11/11)

The district will abide by the Missouri Sunshine Law when making records available to the public. In particular, the following information will be available to the public at the district's administrative offices:

1. Information on the methods and materials used to teach reading in kindergarten through fourth grade in terms understandable to a layperson.
2. The number and percentage of students receiving remediation because they have not met reading standards on the state-mandated reading assessment. The information shall be presented in a way that does not permit personal identification of any student or educational personnel.
3. Information on eligibility for free and reduced-price school meals.
4. All human sexuality curriculum materials. Parents will be notified regarding the basic content of sexuality instruction and of their right to remove the student from any aspect of the program.
5. Information on procedures for filing a harassment or discrimination complaint will be posted in all buildings in addition to being

available in the district office.

6. Information regarding schools identified for improvement, corrective action, restructuring or as persistently dangerous under federal law and an explanation of any options that parents have as a result, including public school choice and supplemental educational services.

The following information will be available to the public at the district's administrative offices as well as by the other methods specified:

1. All written Board policies, related documents and district handbooks will be available on the district's website if the district maintains a website. Copies of the district's discipline policies will also be provided to the student and parent or legal guardian of every student enrolled in the district at the beginning of every school year.
2. 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. The district will provide information included in the report card to parents, 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. The district will make reasonable efforts to supply copies of the reports or other information regarding the reports to businesses such as real estate and employment firms, so that parents and businesses from outside the district that may be contemplating relocation have access to this information.
3. Information on the district's obligations under the Individuals with Disabilities Education Act (IDEA) will be provided to the public by conducting the following activities prior to November 1 each year:
 - ▶ Publish one (1) public notice in local newspapers that describes the school district's responsibility to provide special education and related services to children ages three to twenty-one. The notice must also describe the district's responsibility to refer infants and toddlers suspected of having a disability to the state early intervention system.
 - ▶ Air one (1) public notice on local radio and/or television stations during general viewing/listening hours that describes the school district's responsibility to provide special education and related services to children ages three to twenty-one.
 - ▶ Place posters/notices in all administrative offices of each building operated by the school district that describe the district's responsibility to provide special education and related services to children ages three to twenty-one.
 - ▶ Provide written information through general distribution to the parents/guardians of students enrolled in the school district that describes the school district's responsibility to provide special education and related services to children ages three to twenty-one.
4. The district will provide parents/guardians enrolling students in the district information about the state children's health insurance program, MO HealthNet for Kids (MHK). A parent/guardian who, when completing an application for free and reduced-price meals, indicates that a child does not have health insurance will be notified by the district that the MHK program is available, if household income is within eligibility standards.

Teaching about Human Sexuality (Policy IGAEB – Last updated 2/11/08)

The Board of Education recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults. Therefore, pursuant to requirements of state law, if the district chooses to use any course materials and instruction relating to human sexuality and sexually transmitted diseases the materials and instruction shall be medically and factually accurate and shall:

1. Present abstinence from sexual activity as the preferred choice of behavior in relation to all sexual activity for unmarried students because it is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases and the emotional trauma associated with adolescent sexual activity. Students shall be advised that teenage sexual activity places them at a higher risk of dropping out of school because of the consequences of sexually transmitted diseases and unplanned pregnancy.
2. Stress that sexually transmitted diseases are serious, possible health hazards of sexual activity. Students shall be provided with the latest medical information regarding exposure to human immunodeficiency virus (HIV), acquired immune deficiency syndrome (AIDS), human papilloma virus, hepatitis and other sexually transmitted diseases.
3. Present students with the latest medically factual information regarding both the possible side effects and health benefits of all forms of contraception, including the success and failure rates for the prevention of pregnancy and sexually transmitted diseases, or present students with information on contraceptives and pregnancy in a manner consistent with the provisions of the federal abstinence education law.
4. Include a discussion of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity and the consequences of adolescent pregnancy, as well as the advantages of adoption, including the adoption of special needs children, and the processes involved in making an adoption plan.
5. Teach skills of conflict management, personal responsibility and positive self-esteem through discussion and role playing at

appropriate grade levels to emphasize that the student has the power to control personal behavior. Students shall be encouraged to base their actions on reasoning, self-discipline, sense of responsibility, self-control and ethical considerations, such as respect for one's self and others. Students shall be taught not to make unwanted physical and verbal sexual advances or otherwise exploit another person. Students shall be taught to resist unwanted sexual advances and other negative peer pressure.

6. Advise students of the laws pertaining to their financial responsibility to children born in and out of wedlock and advise students of the provisions of chapter 566, RSMo., pertaining to statutory rape.

The district will not permit a person or entity to offer, sponsor or furnish in any manner any course materials or instruction relating to human sexuality or sexually transmitted diseases to its students if the person or entity is a provider of abortion services. District personnel or district agents will not encourage students to have an abortion.

Students may be separated by gender for human sexuality instruction. Instruction in human sexuality is to be appropriate to the age of the students receiving such instruction.

The district is required to notify the parent/guardian of each student enrolled in the district of the basic content of the district's human sexuality instruction to be provided to the student and of the parent's/guardian's right to remove the student from any part of the district's human sexuality instruction. The district is required to 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.

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.

Staff-Student Relations

(Policy GBH – Last updated 2/13/12)

Definitions

Educational Purpose – A reason associated with the staff member's duties in the district including, but not limited to: counseling, the treatment of a student's physical injury, or coordination of an extracurricular activity, depending on the staff member's job description.

Staff Member – For the purposes of this policy, a staff member is any individual employed by the district, including part-time and substitute employees and student teachers.

Student – Individuals currently enrolled in the Excelsior Springs School District #40.

General

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.

Absolute Prohibitions

There are some interactions between staff members and students that are never acceptable and are absolutely prohibited including, but not limited to:

1. Touching, caressing, fondling or kissing students in a sexual or sexually intimate manner.
2. Dating a student or discussing or planning a future romantic or sexual relationship with a student. The district may presume that this provision has been violated if a staff member begins a dating or sexual relationship with a student immediately after graduation or immediately after a student has left the district.
3. Making sexual advances toward a student or engaging in a sexual relationship with a student.
4. Engaging in any conduct that constitutes illegal harassment or discrimination as defined in policy AC or that could constitute a

violation of that policy if pervasive.

5. Engaging in any conduct that violates Board policies, regulations or procedures or constitutes criminal behavior.

Exceptions to This Policy

The goal of this policy is to protect students from harm and staff members from allegations of misconduct by requiring staff members to maintain professional boundaries with students. The district does not intend to interfere with or impede appropriate interactions between staff members and students.

An emergency situation or an educational purpose might justify deviation from some of the professional boundaries set out in this policy. Likewise, staff members might be related to students or have contact with students outside the school environment through friends, neighborhood or community activities, or participation in civic, religious or other organizations. These contacts might justify deviation from some of the standards set in this policy, but under no circumstance will an educational or other purpose justify deviating from the "Absolute Prohibitions" section of this policy.

The staff member must be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that he or she has maintained an appropriate relationship with the student. To avoid confusion, the district encourages staff members to consult with their supervisors prior to engaging in behaviors or activities that might violate professional boundaries as defined in this policy.

Failure to Maintain Boundaries

Unless an educational purpose exists or an exception as defined in this policy applies, examples of situations where professional physical and emotional boundaries are violated include, but are not limited to:

1. Being alone with a student in a room with a closed or locked door or with the lights off. Counselors or others who need to work with students confidentially must discuss with their supervisors the appropriate manner of meeting with students.
2. Meeting students in non-work settings without the parent/guardian being present, even if the parent/guardian grants permission.
3. Associating with students in any setting where students are provided, are consuming or are encouraged to use or consume alcohol, tobacco, drugs or any other product or service prohibited to minors.
4. Communicating with students about sexual topics verbally or by any form of written, pictorial or electronic communication.
5. Discussing the staff member's personal problems with or in the presence of students.
6. Sponsoring parties for students outside of school unless as part of an extracurricular activity that is appropriately supervised by additional staff members.
7. Inviting students to the staff member's home. 8. Being present when students are fully or partially nude. 9. Sending students on personal errands.
8. Allowing a student to drive the staff member's vehicle.
9. Providing a student (other than the staff member's children, stepchildren or other children living in the staff member's home) transportation in the staff member's personal vehicle without a supervisor's approval, unless another staff member or the student's parent/guardian is also present in the vehicle.
10. Allowing any student to engage in behavior that would not be tolerated if done by other similarly situated students.
11. Giving gifts to individual students.
12. Frequently pulling a student from another class or activity to be with the staff member.

Electronic Communication

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

1. When communicating electronically with students for educational purposes, staff members must use district- provided devices, accounts and forms of communication (such as computers, phones, telephone numbers, e-mail addresses and district-sponsored webpages or social networking sites), when available. If district-provided devices, accounts and forms of communication are unavailable, staff members communicating electronically with students must do so in accordance with number two below. Staff members may communicate with students using district-provided forms of communication without first obtaining supervisor approval. These

communications may be monitored. With district permission, staff members may establish websites or other accounts on behalf of the district that enable communications between staff members and students or parents/guardians. Any such website or account is considered district sponsored and must be professional and conform to all district policies, regulations and procedures.

2. A staff member's supervisor may authorize a staff member to communicate with students using the staff member's personal telephone numbers, addresses, webpages or accounts (including, but not limited to, accounts used for texting) to organize or facilitate a district-sponsored class or activity if the communication is determined necessary or beneficial, if a district- sponsored form of communication is not available, and if the communication is related to the class or activity. The district will provide notification to the parents/guardians of students participating in classes or activities for which personal electronic communications have been approved. Staff members may be required to send the communications simultaneously to the supervisor if directed to do so. Staff members are required to provide their supervisors with all education-related communications with district students upon request.

3. Staff use of any electronic communication is subject to the district's policies, regulations and procedures including, but not limited to, policies, regulations, procedures and legal requirements governing the confidentiality and release of information about identifiable students. Employees who obtain pictures or other information about identifiable students through their connections with the district are prohibited from posting such pictures or information on personal websites or personal social networking websites without permission from a supervisor.

4. The district discourages staff members from communicating with students electronically for reasons other than educational purposes. When an electronic communication is not for educational purposes, the section of this policy titled "Exceptions to This Policy" applies, and if concerns are raised, the staff member must be prepared to demonstrate that the communications are appropriate. This policy does not limit staff members from communicating with their children, stepchildren or other persons living within the staff member's home who happen to be students of the district.

Consequences

Staff members who violate this policy will be disciplined, up to and including termination of employment. Depending on the circumstances, the district may report staff members to law enforcement and the Children's Division (CD) of the Department of Social Services for further investigation, and the district may seek revocation of a staff member's license(s) with the Department of Elementary and Secondary Education (DESE).

Reporting

Any person, including a student, who has concerns about or is uncomfortable with a relationship or activities between a staff member and a student should bring this concern immediately to the attention of the principal, counselor or staff member's supervisor. If illegal discrimination or harassment is suspected, the process in policy AC will be followed.

Any staff member who possesses knowledge or evidence of possible violations of this policy must immediately make a report to the district's administration. All staff members who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with Board policy. Staff members must also immediately report a violation or perceived violation of the district's discrimination and harassment policy (AC) to the district's nondiscrimination compliance officer. Staff members may be disciplined for failing to make such reports.

The district will not discipline, terminate or otherwise discriminate or retaliate against a staff member for reporting in good faith any action that may be a violation of this policy.

Training

The district will provide training to district staff that includes current and reliable information on identifying signs of sexual abuse in children and potentially abusive relationships between children and adults. The training will emphasize legal reporting requirements and cover how to establish an atmosphere where students feel comfortable discussing matters related to abuse.

Section 504 Notice

(Updated 5/18/16)

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.

Programs for Gifted Students (Policy IGBB – Last updated 2/11/08)

The Board of Education is committed to improving student learning opportunities for all students in the district and authorizes a program for meeting the educational needs of identified gifted students in an educational environment beyond that offered in the regular classroom. The Board of Education will make every effort to provide the level of monetary support necessary to sustain the gifted program.

The program will:

1. Provide a minimum of 150 minutes per week of contact time in which gifted program personnel work exclusively with identified gifted students.
2. Include a systematic process for the identification and selection of gifted students at all grade levels. The identification process will include alternative identification plans designed to identify gifted students who are traditionally under identified and underserved, such as students with language differences, cultural differences, special educational needs and those from families living in poverty.
3. Utilize instructional personnel with the appropriate certification for the gifted program services they are providing.
4. Have class sizes and caseloads in accordance with Missouri Department of Elementary and Secondary Education (DESE) guidelines.
5. Include activities beyond the level usually provided in regular school programs that particularly contribute toward meeting the identified unmet needs of participating students.

Identification & Placement:

See [Policy IGBB-AP](#) for information about gifted identification and placement.

Contact Time at the Middle Level:

Courses are offered on Thursday's and Friday's from 2nd 6th period. Please note that students are responsible for the *concepts* (not work) taught in their regular education classes during their Bright Ideas day.

Health

Guidelines for keeping students 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 the incident. Your child must also return to regular eating habits before returning to school. Keep your child home if there are signs of conjunctivitis (pinkeye) such as matter coming from one or both eyes, itching, and/or crust on the eyelids. The student should be evaluated by a physician.

Communicable diseases:

Students with infectious diseases that can be transmitted in school and/or athletic settings (such as, but not limited to, chickenpox, influenza and conjunctivitis) should be managed as specified in: (a) the most recent edition of the Missouri Department of Health documentation entitled Prevention and Control of Communicable Disease and (b) documents referenced in 19CSR 20-20.030 and (c) in accordance with any specific guideline/ recommendation or requirements distributed by the local county of city health department. A student infected with a blood borne pathogen such as hepatitis B virus (HBV), hepatitis C virus (HCV), or human immunodeficiency virus (HIV) poses no risk of transmission through casual contact to other persons in a school setting. Students infected with one of these viruses shall be allowed to attend school without any restrictions which are based solely on the infection. The district cannot require any medical evaluations or tests for such diseases.

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

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

Immunizations:

Students cannot enroll and/or attend school unless immunized as required by Missouri State Law. (For full policy, see Board Policy JHCB). Students who fail to comply with District and/or State regulations concerning immunizations and health records may not attend school until the problem is corrected. Proper immunizations must be completed or in progress at the time of enrollment.

Medication Policy:

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

Emergency Medications:

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

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

Nurse's Office:

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

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

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.

ATTENDANCE COMMITTEE GUIDELINES

A student shall be allowed no more than eight (8) days absences per semester, excused or unexcused. On the ninth (9) absence of a semester, the student may be placed on attendance probation for the following semester (*see appeals process below). If the student does not attain 90 percent attendance while on attendance probation, the student may be required to attend summer school to remediate their attendance and grades as a condition of promotion, eligibility for activities may be withheld, and an informational letter will be mailed home to parents. The student will be required to complete the appeal process described in the section titled "Appeal Process". The student will begin the appeal process at the end of the semester. The official attendance record will be kept in the attendance office.

***Students are required to have at least 90% year to date attendance to qualify to participate in middle school dances or special events (talent show, 8th grade dance, etc.). Students must have 90% attendance from the first day of school to the designated cut-off day in order to attend.**

COMMUNICATION TO PARENTS FROM THE ATTENDANCE OFFICE

When a student reaches his/her ninth (9) absence, excused or unexcused, an official letter will be sent to the parent/guardian by certified mail. This letter will serve as notification that their student has missed 9 days and is subject to attendance probation and/or mandatory summer school. A copy of the student's attendance record and appeal form will be included in this mailing. In addition, the parent/guardian will be contacted by a school official. If problematic attendance continues, administrative contact will occur which may result in notification to the Department of Family Services (DFS), Clay County Juvenile Offices for students not yet 17 years of age.

APPEAL PROCESS

If the student or parent feels that justifiable or extraordinary circumstances have contributed to surpassing the eight-day limit, the student and parent may appeal to the Attendance Review Committee. An appeal form must be completed and filed with the Attendance Office by the end of the semester the absences occurred in. The review by the Attendance Review Committee shall be held within a reasonable time following the end of the semester. If no appeal request form is received by the end of the semester, the student will be placed on attendance probation. The Attendance Review Committee may consist of at least one administrator, counselor, and teacher. In reviewing the attendance appeal, the Attendance Review Committee will consider the reasons for all the student's absences, not only those absences above the eight days allowed.

The committee will consider all relevant information including whether:

- The appeal form was returned to the office by the end of the semester in which the absences occurred
- The student has supplied reasons for each absence with appropriate documentation
- All semester course work was completed as determined by the teacher
- The student earned a minimum grade in all courses (60%) and all class objectives have been met.

There are three possible outcomes from an appeal to the Attendance Review Committee:

- Mandatory Summer School is assigned. Eligibility for extracurricular activities will be determined by the committee.
- The student is placed on probation for the next semester, with the potential of mandatory summer school pending satisfactory attendance during the probationary period. Eligibility for extracurricular activities will be determined by the committee.
- The committee recommends student for grade retention based on a combination of poor attendance and lack of academic growth during the probationary period.
- Students who exhibit chronic absenteeism may be removed from their traditional schedule, and placed on online learning from home. The attendance review committee will make the determination based upon each student's individual academic needs.

The recommendation for grade retention outcome from the Attendance Review Committee will be sent to the parents by certified mail. All other outcomes will be mailed to the parents, non certified. Upon receipt of the outcome of the appeal, the student and his/her parents may contact the Attendance Review Committee for a personal appeal review. It is mandatory that both student and parent be in attendance at this appeal review. Where the committee upholds the denial of course credit based on excessive absences, the student and parent/legal guardian may appeal the committee decision to the Assistant Superintendent. Parties who desire to appeal the decision of the Attendance Review Committee must notify the principal within ten (10) days of the decision. Failure to make a timely request for an appeal will result in the loss of credit as affirmed by the Attendance Review Committee. Procedures for an appeal shall be the same as provided for in any student disciplinary matter and are available upon request.

Visitors (Policy KK, last revised 8/12/2013)

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

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

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

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

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

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

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

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

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

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

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

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

Breakfast and Lunch Program

Cafeteria meals are provided for all students who desire a warm, well-balanced lunch. Lunch is priced at \$2.35 for Middle School students and \$3.20 for adults. ESMS also has a breakfast program. Breakfast prices are \$1.70 for students and \$2.40 for adults. Applications for the Free and Reduced Lunch program are available in the Middle School Office.

To facilitate purchases, each student has had an individual meal account created for them. Funds deposited into this account will be deducted as purchases are made. Envelopes for putting money into the account are located in the office near the deposit box into which they may be dropped. Money should be dropped into the deposit box prior to 7:25 a.m.

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

USDA Non-discrimination Statement:

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

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

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

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

Food Service Management (Meal Charges) EF-AP1 Unless meals are provided at no charge, the district expects students and employees to pay for meals prior to or at the time of receipt. The district allows limited meal charges to cover the situation of a student losing or forgetting meal money. This service is not designed or intended to provide a credit service for continuous charging and collection of student meals. The ability to charge meals is a privilege, not a right, and is subject to the limitations established in this procedure.

Notice

At the beginning of each school year, a copy of this procedure will be provided to every parent/guardian in the district as required by law. In addition, a copy of this procedure, along with information about free and reduced price school meals, will be provided to the parents/guardians of all students who enroll after the beginning of the school year.

A copy of this procedure will also be provided to all building administration, staff responsible for collecting payment for meals at the point of service, staff involved with notifying parents/guardians about account balances, school social workers, nurses, counselors, the district liaison for homeless children and youths, and any other staff who regularly assist students in need.

A copy of this procedure will also be posted on the district's website, and information about charging meals will be included in the student handbook.

Employees

Employees may charge meals, but may not accumulate more than \$25 in unpaid meal charges. No substitute meal will be provided. All meal charges must be paid before the last day of school.

Students

1. A student may not accumulate more than twenty five dollars (\$25) in unpaid charges for complete meals.
2. Students may not charge a la carte items.
3. A student with money in hand will not be denied a meal even if the student has past due charges.
4. Students will not be identified, singled out, shamed or punished by the district for the failure of their parents/guardians to pay for or provide meals, and the district will not withhold student records in violation of law.

Alternative Meals - Secondary Students

A student who has accumulated more than twenty-five dollars (\$25) in unpaid meal charges will still receive a regular meal and continue to accrue balances. After a \$25 balance is reached, students will still receive a regular meal and continue to accrue balances. No a la carte will be available to students with an overdue balance. The exception to this, will be for students who are identified as having a disability.

Mo HealthNet for Kids

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.

Interventions

1. After a student accumulates more than twenty five dollars (\$25) in unpaid meal charges, the district will encourage the parents/guardians to submit an application for free and reduced-price meals if an application has not been recently submitted.
2. The district will make repeated attempts to contact the parents/guardians to notify them of the lunch charges and to discuss the situation.
3. Provide other resources as applicable.
4. If a student's lunch account continues to have more than \$25 in unpaid charges, restrictions from extracurricular activities, clubs, and sports may be imposed.

District employees are mandated by the state of Missouri to report any instance of suspected abuse or neglect to the Children's Division (CD) of the Department of Social Services. District personnel will report to the CD any instance where a student's arrival at school with no provision for food leads to a reasonable cause to suspect neglect.

Working with Parents/Guardians

To ensure that parents/guardians have ample opportunity to resolve situation involving unpaid meal charges, the district will:

1. Provide timely notification to parents/guardians of account balances for meals over five (\$5) dollars.
2. Work with parents/guardians to create a payment plan that allows for the payment of accumulated balances over time.

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.

Debt Collection

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 (NSFSA) funds may be used to cover the costs of reasonable efforts to collect delinquent debt, including costs associated with using a collection agency.

Bad Debt

When the district determines that collection of delinquent debt is impossible or too costly, the debt will be reclassified as bad debt. Bad debt is debt that will be written off as an operating cost. These costs must be restored using non federal funds. NSFSA resources may not be used to cover any costs related to bad debt. Instead, local funds will be used to cover the costs. Local funds include:

1. State revenue matching funds in excess of state revenue matching-fund requirements.
2. State and local funds provided to cover the cost of student meals.
3. Local contributions from organizations or individuals.
4. Revenue from adult meals prepared using resources outside the district's food service and not funded by the NSFSA.
5. Revenue from the sale of a la carte items and profits from foods not purchased with NSFSA funds and funded by an account separate from the NSFSA.
6. Revenues from catering or contracting services that operate from an account separate from the NSFSA.

Records

The district will maintain detailed records pertaining to delinquent and bad debt, including:

1. Evidence of efforts to collect unpaid meal charges.
2. Evidence that collection efforts fell within the time frame and methods established by this procedure.
3. Financial records showing when delinquent debt became bad debt.
4. Evidence that funds written off as bad debt were restored to the NSFSA from nonfederal sources.

Teacher Certification

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.

Virtual Courses

Eligible students may enroll in virtual courses offered through the Missouri Course Access Program (MOCAP). The district will accept all grades and credits earned through district-sponsored virtual instruction and MOCAP.

The district will pay the costs of a virtual course only if the district has first approved the student's enrollment in the course as described in this policy. Even if a student or his or her parents/guardians pay the costs for a virtual course, the student or parents/guardians must meet with the principal or designee prior to enrollment to ensure that the course is consistent with the student's academic and personal goals.

Occupational Information

Prior to November 1 of each year, the district will provide information concerning occupations that have a critical need or shortage of trained personnel.

Bullying (Policy JFCF)

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

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

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

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

Reporting – Incident report forms are available on the school website and through a link that has been pushed out to each student iPad (see self-service area to download).

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

Harassment (Policy AC)

The Excelsior Springs School District #40 Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, or any other characteristic protected by law. The Excelsior Springs School District #40 is an equal opportunity employer.

The Board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:

a) Make complaints of prohibited discrimination or harassment.

b) Report prohibited discrimination or harassment.

c) Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.

2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.

3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If discrimination, harassment or retaliation that occurs off district property and that is unrelated to the district's activities negatively impacts the school environment, the district will investigate and address the behavior in accordance with this policy, as allowed by law.

Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

Boy Scouts of America Equal Access Act

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

Interim Measures

When a report is made or the district otherwise learns of potential discrimination, harassment or retaliation, the district will take immediate action to protect the alleged victim, including implementing interim measures. For example, the district may alter a class seating arrangement, provide additional supervision for a student or suspend an employee pending an investigation. The district will take immediate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

Consequences and Remedies

If the district determines that discrimination, harassment or retaliation have occurred, the district will take prompt, effective and appropriate action to address the behavior, prevent its recurrence and remedy its effects.

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from school grounds or otherwise restricted while on school grounds. The superintendent or designee will contact law enforcement or

seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

Students, employees and others will not be disciplined for speech in circumstances where it is protected by law.

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported to the Children's Division (CD) of the Department of Social Services.

Remedies provided by the district will attempt to minimize the burden on the victim. Such remedies may include, but are not limited to: providing additional resources such as counseling, providing access to community services, assisting the victim in filing criminal charges when applicable, moving the perpetrator to a different class or school, providing an escort between classes, or allowing the victim to retake or withdraw from a class. The district may provide additional training to students and employees, make periodic assessments to make sure behavior complies with district policy, or perform a climate check to assess the environment in the district.

Definitions

Compliance Officer – The individual responsible for implementing this policy, including the acting compliance officer when he or she is performing duties of the compliance officer.

Discrimination – 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.

Grievance – A verbal or written report (also known as a complaint) of discrimination, harassment or retaliation made to the compliance officer.

Harassment – A form of discrimination, as defined above, 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.

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.

Sexual Harassment – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
6. Comments about an individual's body, sexual activity or sexual attractiveness.
7. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.
8. Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

Working Days – Days on which the district's business offices are open.

Compliance Officer

The Board designates the following individual to act as the district's compliance officer:

Deputy Superintendent

Excelsior Springs School District #40
300 W. Broadway, P.O. Box 248
Excelsior Springs, MO 64024-0248
Phone: 816-630-9200
Fax: 816-630-9203
E-mail: jtomlinson@ga.essd40.com

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Superintendent of Schools
Excelsior Springs School District #40
300 W. Broadway, P.O. Box 248
Excelsior Springs, MO 64024-0248
Phone: 816-630-9200
Fax: 816-630-9203
E-mail: dhoehn@ga.essd40.com

The compliance officer or acting compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination, harassment and retaliation in the Excelsior Springs School District #40.
3. Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances to ensure that additional discrimination, harassment and retaliation do not occur; and recommend consequences.
5. Review all evidence brought in disciplinary matters to determine whether additional remedies are available, such as separating students in the school environment.
6. Determine whether district employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.
7. Communicate regularly with the district's law enforcement unit to determine whether any reported crimes constitute potential discrimination, harassment or retaliation.
8. Oversee discrimination, harassment or retaliation grievances, including identifying and addressing any patterns or systemic problems and reporting such problems and patterns to the superintendent or the Board.
9. Seek legal advice when necessary to enforce this policy.
10. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
11. Make recommendations regarding changing this policy or the implementation of this policy.
12. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination, harassment and retaliation.
13. Perform other duties as assigned by the superintendent.

Public Notice

The superintendent or designee will continuously publicize the district's policy prohibiting discrimination, harassment and retaliation and disseminate information on how to report discrimination, harassment and retaliation. Notification of the district's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees. District bulletins, catalogs, application forms, recruitment material and the district's website will include a statement that the Excelsior Springs School District #40 does not discriminate in its programs, services, activities, facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

Reporting

Students, employees and others may attempt to resolve minor issues by addressing concerns directly to the person alleged to have violated this policy, but they are not expected or required to do so. Any attempts to voluntarily resolve a grievance will not delay the investigation once a report has been made to the district.

Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment or retaliation directly to the compliance officer or acting compliance officer. All district employees will instruct all persons seeking to make a grievance to communicate directly with the compliance officer. Even if the potential victim of discrimination, harassment or retaliation does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding actions prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

Even if a grievance is not directly filed, if the compliance officer otherwise learns about possible discrimination, harassment or retaliation, including violence, the district will conduct a prompt, impartial, adequate, reliable and thorough investigation to determine whether unlawful conduct occurred and will implement the appropriate interim measures if necessary.

Student-on-Student Harassment

Building-level administrators are in a unique position to identify and address discrimination, harassment and retaliation between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. The administrator has the ability to immediately discipline a student for prohibited behavior in accordance with the district's discipline policy. The administrator will report all incidents of discrimination, harassment and retaliation to the compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

Investigation

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation.

In determining whether alleged conduct constitutes discrimination, harassment or retaliation, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not (the preponderance of the evidence standard) that discrimination, harassment or other prohibited behavior has occurred, the district will take immediate corrective action.

Grievance Process Overview

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the compliance officer may designate an alternative person to hear the grievance, or the next highest step in the grievance process will be used. For example, if the grievance involves the superintendent, the compliance officer may designate someone outside the district to hear the grievance in lieu of the superintendent, or the grievance may be heard directly by the Board.
2. An extension of the investigation and reporting deadlines may be warranted if extenuating circumstances exist as determined by the district's compliance officer. The person filing the complaint will be notified when deadlines are extended. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.
4. The district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.
5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will implement interim measures as described in this policy if necessary to prevent further potential discrimination, harassment or retaliation during the pending investigation.

Grievance Process

Level I – A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate.

Regardless of who investigates the grievance, an investigation will commence immediately, but no later than five working days after the compliance officer receives the grievance. The compliance officer or designee shall conduct a prompt, impartial, adequate, reliable and thorough investigation, including the opportunity for the person filing the grievance and other parties involved to identify witnesses and provide information and other evidence. The compliance officer or designee will evaluate all relevant information and documentation relating to the grievance.

Within 30 working days of receiving the grievance, the compliance officer will complete a written report that summarizes the facts and makes conclusions on whether the facts constitute a violation of this policy based on the appropriate legal standards. If a violation of this policy is

found, the compliance officer will recommend corrective action to the superintendent to address the discrimination, harassment or retaliation; prevent recurrence; and remedy its effects. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the completion of the report, in accordance with law and district policy, regarding whether the district's compliance officer or designee determined that district policy was violated.

Level II – Within five working days after receiving the Level I decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate.

Within ten working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who initially filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the superintendent's decision, regarding whether the superintendent or designee determined that district policy was violated.

Level III – Within five working days after receiving the Level II decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the grievance and the alleged perpetrator will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and the alleged perpetrator will be notified in writing, within five working days of the Board's decision, in accordance with law and district policy, regarding whether the Board determined that district policy was violated. The decision of the Board is final.

Confidentiality and Records

To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. The district will disclose information to the district's attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record. The district will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with the Missouri Secretary of State's retention manuals and as advised by the district's attorney.

Training

The district will provide training to employees on identifying and reporting acts that may constitute discrimination, harassment or retaliation. The district

will instruct employees to make all complaints to the district's compliance officer or acting compliance officer and will provide current contact information for these persons. The district will inform employees of the consequences of violating this policy and the remedies the district may use to rectify policy violations. All employees will have access to the district's current policy, required notices and complaint forms. The district will provide additional training to any person responsible for investigating potential discrimination, harassment or retaliation.

The district will provide information to parents/guardians and students regarding this policy and will provide age appropriate instruction to students.

Policy AC adopted on 10/12/1998 and last revised on 6/11/2012

Excelsior Springs Middle School Code of Conduct

Standards of student conduct are established by the Board of Education to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. (Policy JG-R1) This document describes some of the rules by which students must abide, as well as the potential consequences that may result if a violation occurs. All prohibited student conduct or potential consequences are not listed below. Board Policy related to Student Discipline (Policy JG-R1) is available online at <http://tinyurl.com/ESSDpolicy>

Please read and initial each section. The signed Code of Conduct will be kept in the student's record.

1. ESSD #40 prohibits the possession of weapons on school property (Policy JFCJ). The possession or use of incendiary devices or fireworks is prohibited. Students in violation of this policy will be subject to disciplinary action, including suspension and/or expulsion (Policy JG-R1).
2. ESSD #40 prohibits the use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any district property, in any district-owned vehicle or in any other district approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited. Any student who is found by the administration to be in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension, expulsion or other discipline in accordance with the district's discipline policy (Policy JFCH).
3. ESSD #40 prohibits the use or possession of tobacco products, electronic cigarettes, or other nicotine-delivery products. Students in violation of this policy will be subject to disciplinary action (Policy JG-R1 and AH).
4. ESSD #40 prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with Policy JG-R1. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing, bullying, or cyberbullying are instructed to promptly report such incidents to a school official. Incident report forms are available in the main office, counseling office, school website, and through a link that has been pushed out to each student iPad. Forms can be returned to the main office, counseling office, or the five reporting boxes locations around our school: 6th grade, 7th grade, Library, FACS, and elective hallways. (Policy JFCF)
5. ESSD #40 prohibits harassment: "...discrimination that occurs when the school environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the educational environment. 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 a belief that such a characteristic exists: graffiti; display of written material or pictures; name calling; slurs; jokes; gestures; threatening, intimidating or hostile acts; theft; or damage to property." (Policy AC)
6. ESSD #40 prohibits student assaults, fighting, threats, or verbal assaults. Violation of this policy will result in disciplinary action which may include suspension and/or expulsion. (Policy JG-R1)
7. ESSD #40 prohibits verbal, written, pictorial or symbolic language or gesture that is directed at any person and 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 functions (Policy JG-R1).
8. Students who fail to observe district rules or fail to contribute to a safe transportation environment will be subject to disciplinary action including, but not limited to, suspension of the privilege of riding the bus (JFCC).
9. The Board of Education expects student dress and grooming to be neat, clean and in good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school district. Dress and grooming will not disrupt the educational environment. When, in the judgment of the principal, a student's appearance or mode of dress does not comply with the above criteria, the student may be required to make modifications (JFCA-AP).

These are only a partial listing and description of the disciplinary rules and regulations governing conduct of students in the Excelsior Springs School District #40. Students are expected to familiarize themselves with all rules and regulations.

I have received an electronic copy of the 2022-2023 Middle School Handbook on my iPad. I have read and understand the code of conduct and my responsibilities to follow all the disciplinary rules and regulations of the Excelsior Springs School District #40 as referenced above, in the handbook, and in board policies.

TECHNOLOGY USAGE
(Student User Agreement)

I have read the Excelsior Springs School District #40 Technology Usage policy and procedure and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action taken against me including, but not limited to, suspension or revocation of my access to district technology and suspension or expulsion from school.

I understand that my use of the district's technology resources is not private and that the school district may monitor my electronic communications and all other use of district technology resources. I consent to district interception of or access to all of my electronic communications using district technology resources as well as downloaded material and all data I store on the district's technology resources, including deleted files, pursuant to state and federal law, even if the district's technology resources are accessed remotely. I understand that this form will be effective for the duration of my attendance in the district unless revoked or changed by the district or me.

Signature of Student

Date

Name of School: _____

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

Implemented: 02/12/2001

Revised: 04/14/2003; 02/11/2008

Excelsior Springs School District #40, Excelsior Springs, Missouri