



— EXCELSIOR SPRINGS —
HIGH SCHOOL

Passion For Excellence

**2023-2024 Student
Handbook**

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 High School.

2023-24 ESHS Handbook

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

FOREWORD

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

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

Student Code of Conduct

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

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

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

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

Notice of Nondiscrimination

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Excelsior Springs School District (“School District”) are hereby notified that the School District does not discriminate or harass on the basis of race, religion, color, national origin, sex, age, ancestry, disability or any other characteristic protected by law in admission or access to, or treatment of employment in, its programs and activities. The School District also prohibits retaliatory actions against those who report or participate in the investigation of prohibited discrimination or harassment. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups. For full policy, see Board Policy AC.

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

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

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

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

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

COMPLIANCE COORDINATOR

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

PUBLIC NOTICE

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

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

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

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

This notice will be provided in native languages as appropriate.

NOTIFICATION OF RIGHTS OF ELEMENTARY AND SECONDARY SCHOOLS

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The District will release the names, addresses and phone numbers of secondary students to military recruiters or institutions of higher education unless the parent/guardian notifies the District otherwise. The District will also release directory information without parental consent unless the parent/guardian notifies the District otherwise. Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law.
 - 4.1 General Directory Information – The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:
 - 4.1.1 Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

- 4.2 Limited Directory Information – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services:

4.2.1 The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

PRIVACY RIGHTS OF STUDENTS

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

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

1. 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) –
 - a. Political affiliations or beliefs of the student or student’s parent;
 - b. Mental or psychological problems of the student or student’s family;
 - c. Sex behavior or attitudes;
 - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. Critical appraisals of others with whom respondents have close family relationships;
 - f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - g. Religious practices, affiliations, or beliefs of the student or student’s parent; or
 - h. Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of –
 - a. Any other protected information survey, regardless of funding;
 - b. 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
 - c. 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.)
3. Inspect, upon request and before administration or use –
 - a. Protected information surveys of students and surveys created by a third party;
 - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - c. 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 20202-592

General School Information

Excelsior Springs High School
612 Tiger Drive
Excelsior Springs, MO 64024
Website: www.essd40.com
Phone: (816) 630-9210

STUDENT POLICIES GOAL

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

EMERGENCY SCHOOL CLOSING

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

ESSD DIRECTORY

Excelsior Springs Central Office	630-9200
Superintendent	Dr. Jaret Tomlinson
Assistant Superintendent of Academic Services	Dr. Melissa Miller
Assistant Superintendent of Student Services	Dr. Christen Everett
Assistant Superintendent of Operations	Dr. Mark Bullimore
Student Services	630-9221
Excelsior Springs High School	630-9210
ESHS Fax	630-9227
ESHS Activity Director's Office	630-9284
Excelsior Springs Career Center	630-9240
Bus Transportation	630-9929

SCHOOL MESSENGER

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

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

DAILY PROCEDURES

- A. Students will not be allowed in the building prior to 7:15 am unless prior arrangements have been made.
- B. Daily arrival at school- Upon arrival at school, all students must enter the building through designated entry points.
- C. Students are required to have their school ID. The first ID is provided free of charge- a five dollar charge will occur for each subsequent ID. IDs are required for activities, library, dances, etc.
- D. Students are not to loiter in or around vehicles or other areas on or near school property.
- E. Students must leave the school property within 15 minutes of school dismissing unless involved in a school sponsored activity.
- F. Students- The Student Code of Conduct applies at all times on school district property and during transportation, activities, events, and at the bus stop.

**2022-2023
BELL SCHEDULE**

Excelsior Springs High School will operate on a seven-period day. Please see the image to the right for specific class times. Students will be issued a daily schedule at the beginning of each semester. Students will have all of their classes five times per week. The school or district will not be responsible for supervising students outside the stated times. Parents, please do not drop off or leave children at the school during unsupervised periods.

Monday-Friday	
1st: 7:30-8:22	52
2nd 8:26-9:18	52
3rd: 9:22-10:14	52
4th: 10:18-11:10	52
5th: 11:14-12:38 1st: 11:10--11:31 2nd: 11:31-11:53 3rd: 11:53-12:16 4th: 12:16-12:38	66
6th: 12:42-1:34	52
7th: 1:38-2:30	52

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

ANNOUNCEMENTS/SIGNS

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

AUTOMOBILES

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

Students driving a car to school must purchase a parking tag, display it appropriately, and park in their assigned lot. Specific parking spaces will NOT be assigned, unless students have purchased and met all requirements for a custom senior parking spot. parking will be assigned to Seniors and Juniors who have no discipline referrals first, then the rest will be sold on a first come, first served basis. A fee of \$20.00 will be charged for each parking tag. A Fee of \$50.00 will be charged for a custom senior parking spot. Parking lots will be assigned to students based on attendance and grade level. The color on the parking tag will correspond with the lot assigned to the student. Students are required to park in the lot assigned to them. Students who fail to park in their assigned lot will be denied parking privileges. Students will be required to provide photo ID, proof of insurance, and all vehicle information when signing up for a parking tag. Students are responsible for updating the office staff if their vehicle information changes.

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

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

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

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

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

CHANGE OF ADDRESS

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

CLOSED CAMPUS

Students must receive authorization from a school official to leave the school grounds or the school building during the course of the regular school day.

COLLEGE AND ARMED SERVICES RECRUITMENT

College and Armed Service representatives will be available during lunch at various times throughout the year. Recruiters will not be allowed to meet with students privately and/or during instructional time.

DEFINITION OF TERMS

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

ECHO- The Learning Management System used to record grades, daily assignments and activities. Students are expected to use Echo in every class at ESHS.

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

FINE ARTS - Art, music, and drama courses.

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

INTEGRATED COURSES – A course that incorporates two courses into one. These courses are taught by multiple instructors at the same time, and count for multiple credits.

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

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

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

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

RESPONSE TO INTERVENTION (RtI)- District-wide program where scientifically based interventions are used to assist struggling learners.

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

DISTRIBUTION OF NON-CURRICULAR STUDENT PUBLICATIONS

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

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

material submitted. For full policy, see Board Policy IGDBA.

ENROLLMENT AND REGISTRATION

Student course requests for the following year are submitted during the spring semester of the current year. Confirmation of student requests for the next year will be mailed before the end of second semester and should be returned to the guidance office with a parent signature, either approving the course requests or requesting changes.

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

Schedule changes will be considered for the following reasons:

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

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

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

ONLINE LEARNING OPPORTUNITIES-

Please refer to the district methods of instruction handbook for the most current information regarding online learning opportunities. The link to the methods of instruction handbook can be found [here](#).

MISSOURI OPTION- Missouri Option is a program which provides an opportunity for students who are at least 17 years old and who are at least one year behind in their progress to graduation to graduate with their class by passing a state-approved examination and meeting other specific program requirements. Students in the Missouri Options program will also be required to meet ESHS student expectations including attendance requirements.

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

SUMMER SCHOOL- Summer school recovery courses are offered for students who need to repeat a course. Students enrolled in credit recovery will take the course online through the Launch Learning Platform. Credit recovery grades submitted will be Pass or Fail. Summer school will also offer credit acquisition for specific courses. Credit for those courses are recorded with letter grades. These courses will vary depending on availability.

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

EQUAL EDUCATIONAL OPPORTUNITIES

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

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

EQUAL OPPORTUNITY EMPLOYER

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

VISITORS

(Board Policy KK)

District Property

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

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

Appropriate Behavior

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

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

consistent with this policy.

Registered Sex Offenders and Persons Prohibited on or Near District Property

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

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

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

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

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

Disruptive Conduct

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

property by other sections of this policy.

Enforcement

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

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

POLICY GBL – PERSONNEL RECORDS

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

POLICY IL – ASSESSMENT PARTICIPATION PARENTAL NOTICE

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

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

POLICY KB-API – PUBLIC INFORMATION

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

POLICY IGAEB – SEXUAL HEALTH INSTRUCTION

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

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

POLICY JHDF: SUICIDE AWARENESS AND PREVENTION

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

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

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

POLICY GBH: STAFF/STUDENT RELATIONS

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district. Although this policy applies to the relationships between staff members and district students, staff members who inappropriately interact with any child may be disciplined or terminated when the district determines such action is necessary to protect students.

ANNUAL NOTICE OF ASBESTOS INSPECTION AND MANAGEMENT PLANS

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

management in the district. The employee designated will receive adequate training to perform his or her duties as required by law.

Academic Accountability

ADMISSION REQUIREMENTS

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

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

Graduation

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

Students must also complete 8 hours of community service in order to be eligible for graduation.

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

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

A+ SCHOOLS PROGRAM

The A+ Scholarship Program provides scholarship funds to eligible graduates of A+ designated high schools who attend a participating public community college or vocational/technical school, or certain private two-year vocational/technical schools. To be eligible for assistance you must meet the following requirements:

- Be a U.S. citizen or permanent resident
- Enter into a written agreement prior to graduation
- Attend an A+ School for 2 years prior to graduation
- Graduate with an overall cumulative grade point average of 2.5 or higher on a 4.0 scale
- Maintain at least 95% overall average attendance record for grades 9-12
- Perform at least 50 hours of unpaid tutoring supervised by a district employee. Students can earn all 50 hours as a Tiger in the Classroom their senior year in high school.
- Maintain a record of good citizenship with the avoidance of the unlawful use of alcohol or drugs while in grades 9-12. Out-of-school suspension should not reach 10 or more days for any reason and will result in immediate and permanent removal from the A+ Program.
- Attempt to secure any free federal grants for college by completing the Free Application for Federal Student Aid (FAFSA)
- Score a Proficient or Advanced on Algebra I End-of-Course Exam (EOC), or receive a qualifying score on the ACT Math test in conjunction with a high school GPA.

ACT Math Subscore		High School GPA
17	and	2.5 or greater
16	and	2.8 or greater
15	and	3.0 or greater

Excelsior Springs High School students are encouraged to sign an [A+ Program Agreement](#). More information available [online](#) and in the Counseling Center.

HONOR ROLL

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

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

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

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

WALL OF HONOR CRITERION

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

POWERSCHOOL FOR PARENTS

Parents can get information about their student’s attendance, lunch account balances, schedule and daily bulletin by logging on to PowerSchool for Parents. It can be found on the HS website. You will need your student’s web ID and password. You may obtain these by contacting the attendance secretary at the high school.

ECHO FOR PARENTS

Parents can get information about their student's course work and current grades by logging on to Echo for Parents. It can be found on the HS website. You may obtain your Echo login information by contacting the library media specialist or an administrator at the high school.

GRADING SCALE AND REPORT CARDS

The school year consists of 2 semesters. Progress Reports are issued every nine weeks. Credit is earned on a semester basis.

Grades are updated regularly in Echo. Parents are encouraged to meet with teachers to discuss their child's progress or special problems.

In order to best prepare students to be college and/or career ready upon graduation from Excelsior Springs High School, students will be assessed in four learning outcomes in each class.

1. Knowledge and Thinking
2. Oral Communication
3. Written Communication
4. Collaboration

The grading scale for students is as follows:

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

Behavior Accountability

ACADEMIC INTEGRITY

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

ATTENDANCE POLICIES FOR EXCELSIOR SPRINGS HIGH SCHOOL

Missouri State Law

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

Responsibility for Attendance

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

Missouri Attendance Guideline

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

Board Policy

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

Loss of Credit

On the ninth absence in any one class the student may be denied credit for that class. Loss of credit may be appealed using the appeal process detailed below. A student may be required to make up seat time for excessive absences by attending after school tutoring sessions, or Saturday School.

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, club events, 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 who are suspended from school, or who are in In School Suspension, will not be allowed to participate in activities on those days. 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 school dances. Students must have 90% attendance from the first day of school to the designated cut-off day in order to attend these events.

Reporting an Absence

On the day of an absence, a parent should notify the office by phone (630-9210) 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. If a parent does not call to verify an absence within 24 hours, the student is considered truant, and discipline consequences will be assigned.

Attendance Review Procedures

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

HIGH SCHOOL 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 call will be made 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 7 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.

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.

Step 5: When a student has missed 9 days in a semester, credit will be denied and the student will be required to complete the appeal process as described in the section titled "Appeal Process."

ATTENDANCE POLICY

The student will begin the appeal process at the end of the semester that credit may be denied. The official attendance record will be kept in the attendance office.

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 denial of credit. 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 reaching 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, then credit is denied. The Attendance Review Committee may consist of at least one administrator, counselor, and three teachers. In reviewing the denial of credit, 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 the course D- and all class objectives have been met

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

- Denial of credit
- Credit is awarded
- The student is placed on probation for the next semester, with credit held pending satisfactory attendance during the probationary period. Eligibility for extracurricular activities will be determined by the committee.

The credit denied 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. 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.

Absences

Students arriving after 7:45 a.m. are counted as absent. Students who miss more than half their class in a particular hour will be counted absent as well. If a student misses ten minutes or more than ten minutes in hours 2-8, students will be assigned consequences for unexcused/truant absences.

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

Attendance Procedure- On the days of absence, a parent should notify the Attendance Office by phone (630-9210) between 7:30 am and 12:00 noon, or before 7:35 am on the day the student returns. If no call was made, the student is to present a written document signed and dated by the parent/guardian. If a student is at a doctor's appointment, a note from that doctor is required. Students unable to provide verification upon returning to school may be considered truant and may result in consequences. Two (total) college/vocational school campus visits will be allowed during junior and senior years. Supporting documentation of the visit is required. These days will count as school activities and will not count against a student's attendance..

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

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

After-School Tutoring: Students who fall under the 90% required attendance rate, may be required to attend after-school tutoring to recover lost seat time.

CELL PHONES/ELECTRONIC DEVICES

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

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

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

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

1st offense: Warning and phone or electrical device confiscated and returned at the end of the day.

2nd offense: Phone or electronic device confiscated; parent must pick up phone at the end of the day. Additionally, a 2 hr. detention is assigned.

3rd offense and beyond: Confiscate phone or electronic device, parent must pick up phone at the end of the day, ISS assigned. Security of cell phones and other electronic devices at school will be the responsibility of the student. Excelsior Springs High School is not responsible for lost, stolen, or damaged cell phones or other electronic devices.

If a student refuses to hand over his/her technology, the student will also receive a consequence for defiance.

COMMUNITY PLAN FOR TOBACCO-FREE YOUTH

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

DISCIPLINARY ACTIONS

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

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

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

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

In-school-suspension: Students may be placed in a Supervised Learning Center for a variety of disciplinary infractions. Failure to comply with in-school suspension rules will result in out-of-school suspension.

If a student does not successfully complete ISS, the student may be suspended for the remainder of the day, and will be required to re-serve the originally assigned consequences.

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

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

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

Restorative Discipline: In lieu of, or addition to other disciplinary measures, students may have the opportunity to participate in this whole-school, relational approach to building school climate and addressing student behavior that fosters belonging over exclusion, social engagement over control, and meaningful accountability over punishment.

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.

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

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

DOCUMENTATION IN STUDENT'S DISCIPLINE RECORD

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

1. Any act of school violence or violent behavior. 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.

DRESS CODE

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

Certain body parts must be covered for all students at all times. Clothes must be worn in a way that private parts are covered with opaque fabric. Student must wear clothing that meets the basic principle above and includes:

- A Shirt (with fabric in the front, back, and on the sides under the arms), **AND**
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), **AND**
- Shoes.

Student Cannot Wear:

- Violent language or images.
- Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity).
- Costumes, masks*, or painted faces (unless previously approved by administration).
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Swimsuits (except as required in class or athletic practice).
- Any item that presents a safety concern (chains, spikes, dangerous jewelry, safety pins, etc.)
- Any item that obscures the face or ears (except as a religious observance or as personal protective equipment (PPE)).

*Face coverings (masks) will be required when the school district deems this necessary for the health and safety of students and staff. Students who refuse to wear a mask will receive two warnings, then will receive disciplinary consequences.

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

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

Subsequent Offense: Fix Issue and 1 hr Detention.

No procedure will impose dress and grooming rules based on gender in violation of Title IX. District procedures will specifically define ambiguous terms, and examples will be provided when practicable.

HALLS

No student shall be in the halls during a class period without a pass from the teacher. Any students found in the halls without a pass may be subject to a discipline consequence. The entire ESHS is subject to surveillance by camera. Hall Sweeps will be issued by administration on a regular basis to encourage students to be in class on time. Students in the hall, without a pass, during a tardy sweep may receive immediate discipline.

HARASSMENT

Harassment is a form of discrimination based on race, color, religion, sex, national origin, ancestry, disability, age, , or any other characteristic protected by law, or based on a belief that such a characteristic exists. Harassment occurs when intimidation, ridicule, or severe/pervasive insult is directed at an individual or group based on the criterion listed

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

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

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

SEXUAL HARASSMENT

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

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

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

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

- 1) Directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.
- 2) Contact a teacher, principal or one of the two faculty contact persons for harassment complaints.
- 3) Cease all contact, as much as possible, with the person engaging in the harassing conduct and do not attempt to retaliate or to use the same tactics to get back at the harassing person.

PROHIBITION AGAINST FIREARMS AND WEAPONS

Possession of firearms and weapons is prohibited on school premises at all times, except for law enforcement officials acting within the scope of their duties. School premises include all district buildings, grounds, adjacent property, vehicles and parking areas.

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

1. A firearm as defined in 18 U.S.C. § 921.

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

This prohibition also extends to the sites of school activities (regardless of whether or not those school activities are conducted on District property), and non-school activities that may occur on school property. Prohibition against the possession of a weapon while on school property applies to weapons present in any and all vehicles parked on school property, regardless whether such weapon is concealed or openly displayed, and regardless whether such vehicle is owned and/or operated by a student, parent, patron, vendor, or any other person or entity, except as otherwise explicitly provided herein. Violations of this policy will be dealt with severely including not less than one-year suspension or expulsion and law enforcement officials will be notified.

PROHIBITED CONDUCT

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

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

Academic Dishonesty: Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

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:

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

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.

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

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

Subsequent Offense: Expulsion.

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

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

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

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).

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.

Fighting:

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)

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

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.

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

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 OSS

Second Offense: 2 Days SLC - 5 OSS

Third Offense: 1-10 OSS with possible recommendation for long-term suspension

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)

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

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.

2. 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.

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

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.

4. 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:

1. 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 In-School Suspension.

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

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

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)

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

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.

2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo. or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

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.

3. 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.

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.

STUDENT ALCOHOL/DRUG ABUSE

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

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

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

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

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

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

In order to insure the safety of students and staff, the Excelsior Springs Area Career Center building, parking lot, automobiles on school property, and the surrounding areas will be subject to search by Drug Search Dogs and by Pyrotechnic Dogs. During the search all students and staff are to remain in the rooms until the all clear is given. (For full policy, see Board Policy JFCH).

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.

TARDIES

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

Tardy # 3	1 lunch detention
4	1 lunch detention
5	1 hour after-school detention
6	1 hour after-school detention
7	1 day SLC

Consequences accumulate up until a student reaches 7th tardy, at which point they are assigned SLC. If a student is flagged 3+ weeks in a quarter, they will be required to meet with an administrator and/or interventionist to create a behavior plan.

Students arriving to school after 7:45 a.m. are considered absent regardless of schedule. Students who miss more than half of any subsequent class will also be counted absent. If a student misses ten minutes or more of any other class, consequences may be given for an unexcused absence.

IF A STUDENT ARRIVES AFTER 7:45 a.m. AND IS INVOLVED IN ACTIVITIES, THEY WILL NOT BE ALLOWED TO PRACTICE, PARTICIPATE, OR ATTEND EVENTS THAT DAY.

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

Students Living on Their Own: Students who do not live with their parents and are not responsible to any other person must notify school officials on or before 7:45 am on the day they are to be absent and state the reason they will not be in attendance. Failure to do so could result in an unexcused absence and could be counted as truancy.

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

TELEPHONES

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

TEXTBOOKS/TECHNOLOGY

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

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

Students may be issued district-owned/leased technology during the course of the school year. Students are responsible for the care of these devices and may be held responsible if a device is lost or damaged. **Students will be requested to pay a \$20.00 technology fee to assist the district in replacing and or repairing broken technology equipment. Below is a list of replacement and repair fee with and without technology fee being paid.**

Device	Repair Cost	Replacement Cost with unpaid technology fee	Replacement Cost with paid technology fee(\$20)
iPad	\$185.00	\$300.00	\$100.00
iPad Case	N/A	\$100.00	\$35.00
Charging Brick	N/A	\$25.00	N/A
Chromebook	N/A	\$350.00	\$125.00
AC Adapter	N/A	\$25.00	N/A
Motherboard	\$120.00		\$40.00
LCD Screen	\$100.00		\$35.00
Keyboard	\$45.00		\$15.00
Touchpad	\$30.00		\$10.00
Top Case	\$30.00		\$10.00
Bottom Case	\$30.00		\$10.00
Touchpad	\$30.00		\$10.00
Hinge Set and Cap	\$30.00		\$10.00
Camera	\$20.00		N/A
**Cleaning Fee	\$25.00		N/A

**** Any devices that have been written, painted or drawn on will be charged a \$25 cleaning fee per incident.**

**** Any devices that have asset tags or district labels removed will be charged a \$25 cleaning fee per incident.**

Student Services

BUS TRANSPORTATION

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

LOCKERS

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

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

LUNCH PROGRAM

Cafeteria meals are provided for all students who desire a warm, well-balanced lunch. Lunch is priced at \$2.45 for high school students and \$3.20 for adults. ESHS also has a breakfast program that provides meals before school, a second-chance breakfast open during passing period after 1st period. Breakfast prices are \$1.70 for students and \$1.95 for adults. Applications for the Free and Reduced Lunch Program are available in the Principal's Office.

To facilitate purchases, each student has had an individual meal account created for them. Funds deposited into this account will be deducted as purchases are made. Envelopes for putting money into the account are located in the Attendance Office and in the Principal's Office near the box into which they may be dropped. Money should be dropped into the deposit box prior to 7:25 a.m. There is a \$25 charge limit in every school in the Excelsior Springs School District. Students who have reached this limit will still be allowed to receive a lunch, but no a la carte purchases will be able to be made. When an account reaches a negative balance, notification will be sent out. This notification will include available repayment options. Students may be restricted from participating in some activities until lunch accounts are paid.

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

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

FREE AND REDUCED LUNCH

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.

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

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-API

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.

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 meal charges, restriction 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.

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

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.

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 non-federal sources.

SPECIAL SERVICES

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

HOMELESS

The Excelsior Springs School District is responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children with disabilities, homeless students, the children of migrant workers, and neglected or delinquent students. For more information, please contact Dr. Heather Gross (816) 630-9200

Activities and Organizations

ATHLETICS AND ACTIVITIES

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

MSHSAA	School Organizations
<ul style="list-style-type: none"> • Academic Team • Baseball • Basketball • Cheerleading • Color Guard • Cross-Country • Speech/Debate • Fall Musical • Football • Golf • Marching/Concert Band • Spring Play • Soccer • Softball • Tennis • Tigerettes • Track • Volleyball • Wrestling 	<ul style="list-style-type: none"> • Art Club • Chess • Theatre • Dungeons & Dragons Club • FBLA • FCCLA • Math Team • NHS • NTHS • Robotics • Skills USA • Student Council • Vocal Music • Yearbook

ACTIVITY PASS

Adult Activity passes are available for \$35.00 and will admit an adult to all home athletic events except for district competition, tournaments, and selected drama events. Family Packages are available for \$100.00. (A family pass includes two adults and all K-12 students living at home). All 9-12 grade Excelsior Springs High School students will get into school activities free of charge by showing their student ID. Some exceptions will apply to specific activities.

DANCES

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

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

EXTRACURRICULAR ACTIVITIES

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

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

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

Drug Testing (see Board Policy JFCI)

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

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

NATIONAL HONOR SOCIETY (NHS)

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

Rules for Eligibility:

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

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

Health and Safety



EMERGENCY DISASTER DRILLS

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

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

Health

Guidelines for keeping student home

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

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

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

Communicable diseases:

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

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

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

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

Immunizations:

Students cannot enroll and/or attend school unless immunized as required by Missouri State Law.

(For full policy, see Board Policy JHCB)

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

Medication Policy

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

Emergency Medications

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

Possession of Self-Administered Medications

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

Nurse's Office:

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

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

SCHOOL SAFETY

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

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

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

Section 504 Notice

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

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

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

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