

Excelsior Springs Area Career Center

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Web Sites

<http://cc.essd40.com>

<http://essd40.com>



**STUDENT HANDBOOK
2015-2016**

2015-2016 ESACC Handbook

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QUICK GLANCE ESACC CALENDAR 2015-2016

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

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

If you have any questions concerning this ESACC attendance policy or calendar, please contact us at (816) 630-9240. PLEASE SEE ATTENDANCE POLICY (page 10-11). To see full calendar visit <http://www.essd.40.com>, click on District Information at the top of the page, then select 2105-2016 District Calendar.

August

13 First day of school
20 ESACC Open House, 6:00p.m.-8:00p.m.

September

7 No school /Labor Day
28 No school/In-service
29 Half-day/ In-service

October

2 Homecoming, Secondary Dismissal Time 12:30p.m.
21 Parent-Teacher Conferences, 4:00p.m.-7:00p.m.
22 Half-day/Parent-Teacher Conferences, 1:00p.m.-7:00p.m.
23 No school

November

25-27 No school/Thanksgiving Break
30 NTHS Induction Ceremony, 6:00p.m. ESHS Performing Arts Center

December

18 Half-day
21-31 No school/Winter Break

January

1 No school/Winter Break
4-5 No school/In-service
18 No school/Martin Luther King Day

February

1-29 National Career and Technical Education Month
9 ESACC College and Career Fair
11 Half-day/Parent-Teacher Conferences
12 No school/In-service
15 No school/Presidents' Day

March

25 No school/Good Friday
28-31 No school/Spring Break

April

1 No school/Spring Break
19 ACT Test (All Juniors)

May

2 ESACC Awards Ceremony, 6:30p.m. ESHS Performing Arts Center
19 Planned last day
20-27 Make-up days
In the event of inclement weather and school is cancelled, May 20-27 will be used first as make-up days.

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

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

WELCOME

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

The school reserves the right to make corrections without notice.

General School Information

EXCELSIOR SPRINGS SCHOOL DISTRICT MISSION STATEMENT

The mission of the Excelsior Springs School District, in partnership with students, parents and community, is to assure a focused and challenging curriculum that will monitor progress and provide a comprehensive system of support to prepare all students for their next level of learning.

EXCELSIOR SPRINGS AREA CAREER CENTER VISION STATEMENT

To prepare each student with lifelong career skills that promotes success in an evolving global society.

MISSION STATEMENT

The Excelsior Springs Area Career Center, in partnership with parents and community will strive to engage each student in learning opportunities to master and apply the essential knowledge and skills to ensure personal and occupational success and to function responsibly in society.

EXCELSIOR SPRINGS AREA CAREER CENTER STAFF

Staff Assignment	Email	Phone Extension
Director – Dr. Chris Lake	clake@estigers.k12.mo.us	4
Career Services Coordinator – Mrs. Liz Smith	esmith@estigers.k12.mo.us	6
Administrative Assistant – Mrs. Meranda Lefebvre	mlefebvre@estigers.k12.mo.us	2
Adult/Community Ed Director – Ms. Teresa Berry	tberry@estigers.k12.mo.us	1
Animation and Media – Mr. Zac Ganzer	zganzer@estigers.k12.mo.us	7002
Automotive Service Tech – Chadric Dudley	cdudley@estigers.k12.mo.us	7005
Carpentry/Construction Tech – Mr. Randy Barnes	rbarnes@estigers.k12.mo.us	7009
Career Exploration – Ms. Linda Unger	lunger@estigers.k12.mo.us	7007
Computer Technology – Mr. Brian Smarker	bsmarker@estigers.k12.mo.us	7015
Electrical Trades – Mr. Ed Gouldsmith	egouldsmith@estigers.k12.mo.us	7013
EMT-B & Fire Science – Mr. John Potter	jpotter@estigers.k12.mo.us	7004
English IV – Mrs. Stacy Holtzclaw	sholtzclaw@estigers.k12.mo.us	7003
Health Services – Mrs. Sherry Ballinger	sballinger@estigers.k12.mo.us	7017
Heating and Cooling – Mr. Brian Baldwin	bbaldwin@estigers.k12.mo.us	7011

EXCELSIOR SPRINGS AREA CAREER CENTER

2015-2016 Sending School Bell Schedule

Morning Schedule		Afternoon Schedule	
7:10 – 7:25 am	Teacher Plan Period	11:25 am – 1:45 pm	Orrick
7:25 – 9:54 am	Excelsior Springs	11:25 am – 2:00 pm	Kearney
7:45 – 10:00 am	Lathrop	11:25 am – 2:10 pm	Liberty/ Liberty North
7:40 – 10:15 am	Liberty/Liberty North/Polo	11:25 am – 2:10 pm	Lawson
7:45 – 10:20 am	Lawson	11:25 am – 2:27 pm	Excelsior Springs
10:20 – 10:55 am	Lunch	2:27 pm – 2:42 pm	Teacher Plan Period
10:55 – 11:20 am	Teacher Plan Period		

Office Hours

7:00 am – 3:00 pm

EXCELSIOR SPRINGS AREA CAREER CENTER PROGRAMS

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

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

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

SENDING SCHOOLS

Excelsior Springs Area Career Center is comprised of sophomores, juniors, and seniors from eight high schools. The sending schools are Excelsior Springs, Kearney, Lathrop, Lawson, Liberty, Liberty North, Orrick, and Polo.

SESSIONS OFFERED

The Career Center operates two instructional sessions each Monday through Friday. The morning session begins at 7:25a.m. and ends at 10:20a.m. The afternoon session is scheduled from 11:20a.m. until 2:27p.m.

**EXCELSIOR SPRINGS SCHOOL DISTRICT
PHILOSOPHY**

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

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

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

With the belief that cooperation produces greater results, every attempt will be made to involve all interested parties in issues that address education programs, innovations, and interventions that have the promise of increasing the effectiveness of the district. The importance of input from the staff and others will be

recognized as vital to student success and employee efficiency. Input shall be defined as - advice, opinion, or comment that is gained as a part of information seeking using a problem-solution approach.

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

EXCELSIOR SPRINGS AREA CAREER CENTER PHILOSOPHY

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

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

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

STUDENTS WITH SPECIAL NEEDS

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

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

For specific questions or concerns regarding students with special needs please contact Dr. Karla Arnold, ESSD Assistant Superintendent and Director of Student Services, by calling 816-630-9221.

Student Services and Organizations

CAREER & TECHNICAL STUDENT ORGANIZATIONS

As part of the regular curriculum at Excelsior Springs Area Career Center, local chapters of SkillsUSA and NTHS organizations have been established at the career center. Membership in an organization is not mandatory; however students are strongly encouraged to participate since activities are an integral part of each training program.

SkillsUSA

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

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

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

National Technical Honor Society

NTHS is a career and technical student organization that encourages higher scholastic achievement, cultivates a desire for personal excellence, and helps top students find success in today's competitive workplace (www.nths.org). The qualifications for membership on the part of the student candidate shall be: (a) a desire to pursue a career in the field of his/her career and technical study (b) dependability (c) worthy character (d) good mentality (e) credible achievement and (f) a commendable attitude. The academic requirements are that the student must have a 3.0 grade point average, maintain an A, A-, or B+ average with no quarter grade below a B in a Career & Technical program, be enrolled in a career education funded program(s) earning two or more credits, and be recommended by their Career Center instructor. In addition, the student may not miss more than four days each semester. Membership must be approved by the administration.

CAREER SERVICES COORDINATOR

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

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

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

ENGLISH IV TEACHER

All students will work on improving academic skills as related to their career and technical program. Topics include, but are not limited to résumé preparation, interviewing skills, communication skills, and technical writing. In addition, individualized assistance is available for student to develop their basic reading, language and math skills that will improve their potential for success in the workforce. Students earn ½ credit a year in English IV.

JOB DEVELOPMENT AND PLACEMENT SERVICES

The Career Center has a full time coordinator to assist senior students enrolled at the Career Center to locate a job for which he/she has been trained. Students are encouraged to make appointments with the Career Services Coordinator throughout the year to discuss the job market opportunities and their special interests.

The business and industrial community has become very particular in the selection of the best-qualified person for a specific position. The days of employing a person for a job and training them at the company's expense

are gone. They need a person who has entry-level skills and knowledge in a specific field.

Policies and Procedures

ACCIDENTS AND EMERGENCIES

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

CARE OF AREAS

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

CLINICALS

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

ELECTRONIC DEVICES

Students may use their electronic devices during their scheduled program break time with approval from their instructor. Cell phone usage will be limited to texting only unless approved by the program instructor. Students may use electronic devices upon arrival to school and when departing school, but must turn them off prior to entering the classroom and leave them off until given permission by program instructor. At no other time during the school day will students be allowed to use electronic devices and will be in violation of this policy, unless approved by program instructor. Students who violate this policy will be subject to the following consequences:

- | | |
|---|--|
| 1 st offense: | Electronic device confiscated and remains in the office for the remainder of the time the student is attending the Career Center for that day, teacher contacts parent or guardian, written notice of violation is placed in student record. |
| 2 nd offense: | Electronic device confiscated, Career Center Director or designee contacts parent, written notice of violation is placed in student record, parent or guardian must pick up the electronic device at their convenience after school is dismissed. Loss of any electronic device privileges until further notice. |
| 3 rd offense and
Subsequent offenses: | Electronic device is confiscated, Career Center Director or designee contacts parent, written notice placed in student record, parent or guardian must pick up electronic device after school is dismissed, two days in-school suspension assigned. Loss of any electronic device privileges until further notice. |

If a student refuses to relinquish the electronic device at the request of an ESACC staff member, discipline will be administered according to the Excelsior Springs Area Career Center student handbook (see page 18, #8, Disrespectful, Disrupting Conduct or Speech).

Students who choose to bring an electronic device to school do so at their own risk. ESACC is not Responsible for any items lost, stolen or damaged.

EMERGENCY EVACUATION

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

FIELD TRIPS

Each of the career and technical programs may take field trips during the school year. In these instances, transportation will be provided by the Excelsior Springs Area Career Center. Students must have a completed Parental Permission Form on file in the office to participate in any field trip. Students must also meet employability standards, designated by classroom teacher, to participate in school field trips.

INSURANCE

MEDICAL INSURANCE IS THE RESPONSIBILITY OF THE INDIVIDUAL STUDENT.

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

SAFETY GLASSES

The school requires safety glasses for all students participating in lab situations. **Safety glasses are to be worn in all appropriate work areas for the safety and protection of the student.** The student will be responsible for purchasing safety glasses in certain programs. (Students will not be allowed to participate if they do not observe safety practices and wear appropriate clothing.)

TELEPHONE CALLS

In the event of an emergency, parents may contact students by calling the school at 816-630-9240. However, only in case of an emergency will a student be called from class. The office staff will convey a message to a student **if requested to do so by a parent.** Personal calls by the student may be made during non-class time only.

TRANSPORTATION POLICY FOR STUDENTS

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

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

Student transportation guidelines:

- A. When the sending school furnishes transportation, the following rules apply:

If you miss the bus, there are (3) three options:

1. Stay at home high school for the time period you would normally be at the Career Center
2. Have a parent or guardian (**not a friend or student**) drive you to the Career Center
3. Contact your parent, high school principal and ask special permission to drive to the Career Center

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

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

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

TOURS/VISITORS

Individuals or groups are welcome to visit Excelsior Springs Area Career Center and tour our facilities. Arrangements for tours should be made in advance by contacting the office. **ALL VISITORS MUST REPORT TO THE OFFICE TO CHECK IN PRIOR TO VISITING A CLASSROOM.**

Academic Accountability

CAREER AND TECHNICAL EDUCATION (CTE)

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

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

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

COMPLETION AND PASSPORT CERTIFICATE

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

Passport Criteria

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

DUAL CREDIT/ARTICULATED CREDIT/ADVANCED STANDING

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

DROPPING OR CHANGING A PROGRAM

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

EMPLOYABILITY SKILLS STANDARD

The Excelsior Springs Area Career Center staff along with advisory committees, business partners and work force data research has determined that employability skills are as important to the success of students as are the course standards. Equal weight will be placed on employability skills and on their course standards. Our main focus is on preparing students to be successful when they leave the Career Center whether they continue their education, enlist in the military or enter the workforce. The staff feels that equal emphasis on employability skills and course standards is needed to insure student success.

STANDARDS BASED LEARNING

Standards based grading measures the mastery of learning objectives, or how well students understand the material in class. It is based on a specific set of standards/competencies that students need to meet for each program. Marks are not a comparison of one student to another, but rather a way to measure how well students are doing on program standards. A standard-based approach allows parents and students to understand more clearly what is expected of students and how to help them be successful in their educational program. At the beginning of each unit, the teacher will outline the objectives and criteria

for mastery using a detailed scoring guide or rubric. During the unit, the student is assessed to see if they truly know the material using a variety of assessments, such as traditional paper pencil tests, performance events or reports. The class grade will be based solely on student performance on these assessments.

The primary goal of a standards-based grading system is to improve student achievement by focusing instruction and the alignment of curriculum with the essential standards/competencies. Standards-based grading will provide better communication to students, parents, teachers and administrators on what each student knows and is able to do according to the identified standards/competencies and separately assess the influence of positive and consistent work habits on student learning.

Below is a grading scale that matches exactly with the 4 – point scale used to determine your student’s grade.

<u>Letter Grade</u>	<u>4-point scale</u>	<u>100% Scale</u>
A:	3.75 – 4.00	93.8 – 100
A-:	3.50 – 3.74	87.5 – 93.7
B+:	3.25 - 3.49	81.3 – 87.4
B:	3.00 – 3.24	75.0 – 81.2
B-:	2.75 – 2.99	68.8 – 74.9
C+:	2.50 – 2.74	62.5 – 68.7
C	2.00 – 2.49	50.0 – 62.4
C-:	1.75 – 1.99	43.8 – 49.9
D+:	1.50 – 1.74	37.5 – 43.7
D:	1.25 - 1.49	31.3 – 37.4
D-:	1.00 – 1.24	25.0 – 31.2
F:	0.00 – 0.99	0 – 24.9

This conversion scale sets a clear standard for each letter grade. In order to receive credit for a class, a student must, with help, show an understanding of all the foundational skills taught in class. Under this scale, the C range shows that the student understands all of the foundational skills without help, and the B range requires a student to master all of the complex, targeted knowledge in the class. Finally to receive an A- or A, the student must show in depth understanding of the material that goes beyond what was explicitly taught in class. Students and parents must check with their instructor on how they will be graded for their program.

TEXTBOOKS, SUPPLIES, AND EQUIPMENT

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

WORK BASED LEARNING

Building Improvement Goal 4 focuses on preparing students to be successful in occupations, education, or military related to their training. In an effort to better prepare students and increase the placement of students in occupations related to their training, ESACC is putting a stronger emphasis on work-based learning. Work-based opportunities consist of job shadows, internships, and industry field trips. All students will be encouraged to participate in work-based learning. Each opportunity will need to be approved parent(s)/guardian(s), instructor, ESACC director, and sending school principal.

Attendance Accountability

ABSENCES

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

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

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

ATTENDANCE POLICY

The Attendance Policy for the Excelsior Springs Area Career Center is based on business and industry standards. One of the goals is to promote and model work ethics that can lead to career success. Because attendance is a vital component of career success, the following attendance policy has been implemented:

Any student who misses eleven (11) days in a year may lose the opportunity to return to the Career Center the following semester (pending the decision of the attendance review committee, if appealed). Students may appeal to the attendance review committee for possible reinstatement.

Students that are in attendance at school or at a school function each calendar school day will be recognized. Students with perfect attendance will be recognized on a monthly and yearly basis with incentives.

Attendance Procedures

1. When a student misses more than 2 days in a quarter, the school will make a phone call to parent(s) or guardian(s).
2. When a student misses **5** days, he/she will meet with the Excelsior Springs Area Career Center (ESACC) staff member, and a School Messenger voice message will be sent to the parent(s) or guardian(s).
3. When a student misses **8** days, he/she will meet with the ESACC Director, and a School Messenger voice message will be sent to the parent(s) or guardian(s). Parents will be encouraged to schedule an appointment with the ESACC Director.
4. If students' percentage of absenteeism- after the first 30 school days- falls below 90%, the student may be hot-lined to Child Services.
5. On the **11th** absence during the year, the student may lose the opportunity to return to the career center program or class the following semester or if the absence occurs during the second semester and the student is a junior, he or she may lose the opportunity to return the following year. The student will meet with the ESACC Director, receive an attendance report, and a letter will be sent home to parent (s) or guardian (s). The student will also receive an appeal form at this time. The student will have five (5) school days to submit the appeal form. An appeal with the attendance review committee will be scheduled upon completion of paperwork. The student will be notified of the date and time of the appeal.

Attendance Appeal Process

If a student feels that justifiable or extraordinary circumstances have contributed to reaching the 11 day limit, the student may appeal to the attendance review committee. Below are the appeal process steps to

be followed:

1. Student has five (5) school days to submit the appeal paperwork. Student must complete the appeal paperwork and turn into the ESACC Director. The student will be notified of the date and time of the appeal.
2. Student must attend the scheduled Attendance Review Committee meeting to present justification for absences. If no appeal is received, the student will forfeit the right to return the next semester or year.

Possible Outcomes from an appeal to the Attendance Review Committee:

1. Denial of program reinstatement
2. Reinstatement of program with a possible probationary contract

The Attendance Review Committee will consist of the Career Center Director, Career Services Coordinator, and selected teachers.

The following absences will not count toward the 11 day limit:

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

Those absences **counted** in the 11 days include but are not limited to: illness, oversleeping, out of town, missing the bus, not picked up for a ride to school, family vacations, bad weather, personal, and out-of-school suspensions. If a prolonged absence occurs, the school will require verification of illness.

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

Note: We believe that "Take Your Child to Work Day" is an experience that is reserved for the younger students in our district. Therefore, we *will not* excuse absences on this day.

ATTENDANCE INCENTIVES

Monthly Attendance Incentive:

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

Yearly Attendance Award:

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

LEAVING SCHOOL DURING CLASS HOURS

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

TARDINESS

Any student not in the classroom when the bell rings is considered tardy. Tardiness will be dealt with on an individual basis and excessive tardiness may require the student to make up instructional time or result in

other disciplinary action.

Behavior Accountability

BUS PRIVILEGES

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

DRESS CODE

The policy of the Board of Education is to encourage all students to dress in a moderate type and style of clothing that is appropriate for school activities and to develop habits of personal grooming that contribute to health and safety and are generally acceptable within the community. **Students cannot remain in class or at school sponsored functions in attire, which draws such attention to them that disrupts general decorum, interferes with the intended function of the school activity, or creates potential health, or safety hazards as deemed inappropriate at the time by district personnel.** Neatness and cleanliness of attire and personal hygiene is required at all times. Students whose dress and grooming can reasonably be expected to be distracting or hazardous will be counseled by the Director. Failure to make corrections requested by the Director will be considered cause for suspension from school attendance as provided in Section 167.171 of the Revised Statutes of Missouri.

The following is not acceptable dress:

1. Actual or implied obscenities or advertisement of illegal substances (i.e. tobacco or alcohol products) on any garment or clothing; anything containing hate, violence, and/or race/ethnicity degradation; trench coats, fatigues/military related attire.
2. Hats/caps of any type shall not be worn inside the building halls between the hours of 7:00 am to 3:00 pm or during specified school functions. Students may wear headgear in the classroom at teacher's discretion.
3. NO chains, collars, jewelry or bracelets deemed as a safety hazard will be allowed and must be removed.
4. No painted faces or costumes may be worn unless pre-approved by Career Center Administration for special events.
5. Undergarments should be completely covered.

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

Students' dress and appearance guidelines are based on accepted standards in the field in which the student is training to enter. Therefore, departure from instructor guidelines will not be allowed in those classes.

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

DRUG AND ALCOHOL STUDENT ABUSE

The Board recognizes its share of responsibility for the health, welfare and safety of the students who attend Excelsior Springs School District #40. Therefore, the use, sale, transfer, possession or being under the influence of alcoholic beverages or controlled substances on any school property, in any school-owned vehicle or in any school-approved vehicle used to transport students to and from school or school activities; or off

school property at any school-sponsored or school approved activity, event, function, such as a field trip or athletic event, where students are under the jurisdiction of the school district, is prohibited.

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

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

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

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

In order to 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.

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

FIREARMS AND WEAPONS

Possession of firearms and weapons is prohibited on school premises at all times, except for law enforcement officials acting within the scope of their duties. School premises include all district buildings, grounds, adjacent property, vehicles and parking areas. This prohibition also extends to the sites of school activities, 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, vendor, or other person or entity, except as otherwise explicitly provided herein. Violations of this policy will be dealt with severely and the law enforcement officials will be notified.

HARASSMENT

Harassment may take many forms. Verbal harassment for abuse includes unwelcome communication in the form of bullying or teasing. Physical harassment includes unnecessary hitting or touching of an individual. Examples are: striking, hitting, patting, pinching, hugging, or repeated bumping or brushing against another person.

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

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

Students or staff members who believes they have been victims of or have witnessed sexual harassment should report the incident(s) to any teacher, guidance counselor or school administrator. The staff member

who receives the complaint shall promptly inform the administrator who is designated to investigate such reports, or the next level administrator who is not the subject of the complaint. There will be no adverse action taken against a person for making a complaint of sexual harassment when the complainant honestly believes sexual harassment has occurred or is occurring or for participating in or cooperating with an investigation.

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

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

(See full policy on harassment for more information)

PROHIBITED CONDUCT

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

1. **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.

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

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

 - b. Attempting to kill or cause physical injury to another; killing or causing serious physical injury to another.

First Offense:	Expulsion.
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 - c. Assault or threats on school personnel

First Offense:	10 days out of school suspension with recommendation for long term suspension
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3. **Automobile/Vehicle Misuse**- Discourteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property.

First Offense:	Suspension or revocation of parking privileges, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Revocation of parking privileges, in-school suspension, or 1-180 days out-of-school suspension.

4. **Bullying (taken from Board Policy JFCF Hazing and Bullying)** - Repeated and systematic

intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, and exclusion from a peer group. 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: In-school suspension or 1-180 days out-of-school suspension.

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

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

6. **Cheating** - Copying someone's paper; unless otherwise directed by the teacher, or letting someone copy your paper, using cheating devices, telling or asking others what is on a test, turning in work done by someone else, allowing another person to use your computer disk to extract information, stealing tests, plagiarism, etc.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

13. **Gangs** - Gangs by statutory definition are secret organizations and are illegal. Their activities automatically subject them to being labeled criminal conspiracies. Conspirators, i.e. gang members, can be treated differently from other persons without the disparate (unequal) treatment amounting to discrimination. Extra suspicion may be attached to a gang member's suspicious activity because of gang membership. Individualized suspicion as to one gang member extends to other conspirators. Gang members are also protected by a reduced set of individual civil rights. When one member of a gang commits a suspicious act and becomes subject to search, all members of the conspiracy fall under equal suspicion.

First Offense (minimum offense): Principal/student conference, 1-10 days in-school suspension; 1-180 days out-of-school suspension, notification to law enforcement officers.

Subsequent Offense: 1-180 days out-of-school suspension; expulsion, notification to law enforcement officers.

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

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

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

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

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

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

16. **Sexual Harassment (see Board Policy AC and Regulation AC-R)**

- a. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. Examples of sexual harassment include but are not limited to: sexual jokes, requests for sexual favors and other unwanted sexual advances.

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

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

- b. Unwelcome physical contact based on gender or of sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating hostile environment. Examples include, but are not limited to: touching or fondling of the genital areas, breasts, or undergarments, regardless of whether or not the touching occurred through the under clothing.

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

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

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

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

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

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

expulsion.

- b. Violations other than those listed in Board Policy EHB and Regulation EHB-R, administrative procedures or netiquette rules governing student use of district technology.

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

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

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

First Offense: Return of or restitution of property; Principal/Student conference; 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.

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

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

20. **Tobacco**

- a. Possession of any tobacco products on school grounds, school transportation or at any school activity.

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

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

- b. Use of any tobacco products on school grounds, school transportation or at any school activity.

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

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

21. **Truancy (see Board Policy JEDA)** - Absence from school without the knowledge and consent of parents/guardian and/or school; excessive non-justifiable absences, even with the consent of parents or guardians.

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

Subsequent Offense: 3-10 days in-school suspension.

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

persons to enter facility through any entrance.

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

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

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

First Offense: Restitution; Principal/Student conference, 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.

24. **Weapons (see Board Policy JFCJ)**

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

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

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

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

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

Subsequent Offense: Expulsion

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

Approved: 10/21/1998

Last Revised: 06/14/04

Excelsior Springs School District #40, Excelsior Springs, Missouri

STUDENT DISCIPLINE

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to provide for the orderly operation of the district schools. No code can be expected to list each and every offense that may result in disciplinary action. However, it is the purpose of this code to list certain offenses that if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included, herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school playgrounds, parking lots, school transportation or at school activities whether on or off school property.

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

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

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

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

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

Documentation in Student's Discipline Record

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

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

SUSPENSION

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

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

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

Prohibition Against Being On Or Near School Property During Suspension

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

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

1. The student is under the direct supervision of the student's parent, legal guardian, or custodian and has permission of the principal of the school that suspended the student.
2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian or custodian, in advance, in writing, to the principal of the school that suspended the student.
3. The student is in an alternative school that is located within 1,000 feet of a public school in the district.
4. The student resided within 1,000 feet of a public school in the district and is on the property of his or her residence.

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

Failure to Meet Conditions of Suspension

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

In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's disciplinary policy.

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|---------------------|--|
| First Offense: | Verbal warning, in-school suspension, 1-180 days out-of-school suspension, or expulsion. |
| Subsequent Offense: | Verbal warning, in-school suspension, 1-180 days out-of-school suspension, or expulsion. |

VIOLATIONS CAUSING EXCESSIVE OUT-OF-SCHOOL SUSPENSIONS

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

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

Health Services

COMMUNICABLE DISEASES

Students cannot enroll and/or attend school unless immunized as required by Missouri Law. (See Board Policy JHCB - Inoculations of Students). Students with infectious diseases that can be transmittable in school and/or athletic settings (such as, but not limited to, chickenpox, influenza and conjunctivitis) should be managed as specified in: (a) the most current edition of the Missouri Department of Health document entitled Prevention and Control of Communicable Diseases and (b) documents referenced in 19 CSR 20-20.030 and (c) in accordance with any specific guideline/recommendation or requirements distributed by the local county or city health department.

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

Exceptional Situations: There are certain specific types of behaviors (for example, biting or scratching) or conditions (for example, frequent bleeding episodes or uncontrollable, oozing skin lesions) that could potentially be associated with transmission of both blood borne, and non-blood borne pathogens. No student, regardless of whether he or she is infected with such pathogens, should be allowed to attend school unless these behaviors or conditions are either absent or appropriately controlled in a way that avoids unnecessary exposure. **(See Board Policy JHCC)**

MEDICATIONS

All medications prescribed by a physician, **as well as all non-prescription medications**, will be cleared with the school nurse or respective principal or superintendent before being taken. In the absence of a physicians' instruction, parental permission in writing is required for any student medication to be possessed or taken by the student while under the jurisdiction of the district. These medications must be checked into the Career Center office. Students should not bring medicine to school unless parents have made arrangements through the Career Center office. Tylenol must be brought to the office in the unopened original container with students name marked in permanent marker and to be left in office for Tylenol to be dispensed by office personnel. Parental Authorization form for medication must also be on file with the Career Center office.

Notification of Rights

EQUAL OPPORTUNITY EMPLOYER

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

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

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

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

where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

PPRA- Model Notification of Rights Under the Protection of Pupil Rights Amendment

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

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

NONDISCRIMINATION NOTICE

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

Any person having inquiries concerning the School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Educational Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the 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

STUDENT COMPLAINT RESOLUTION PROCEDURE FOR IMPROVING AMERICAS SCHOOLS ACT PROGRAMS

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

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

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

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

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

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

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

TOBACCO FREE ENVIRONMENT

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