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

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, race, color, religion, sex, national origin, ancestry, disability, age, or any other characteristic protected by law is strictly prohibited in accordance with law.

General School Information

WELCOME

Forward

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.

Excelsior Springs High School Vision

Statement

Excelsior Springs High School envisions a community with two key components essential to the success of all students: an **Academic Learning Community** and a **Community-Focused Culture**.

Academic Learning Community

ESHS students and staff will create a learning community that fosters a desire for life-long learning. An effective academic learning community promotes responsibility, sustains high expectations and offers a viable and relevant curriculum. Students and staff will make:

- A commitment to promoting student responsibility for their own learning.

- A commitment to providing each student with the support to develop appropriate educational and career goals for future success.
- A commitment to using technology to enhance curricular outcomes and prepare students for a technology-driven world.
- A commitment to using instructional strategies that stimulate student engagement.
- A commitment to providing a pyramid of intervention that focuses on the needs of each student.

Community-Focused Culture

ESHS students, parents and staff with the Excelsior Springs community will collaborate to establish a positive school culture, creating a safe and caring environment. This culture will enhance ESHS resulting in meaningful education experiences and a shared sense of pride. Students, parents, staff and the community will make:

- A commitment to becoming a Professional Learning Community.
- A commitment to recognizing and respecting individual differences to promote the emotional and physical safety of each individual.
- A commitment to celebrating the successes of the students, staff, school and community.
- A commitment to encouraging open communication.
- A commitment to eliminating illegal use of drugs, alcohol and violence from the entire community.
- A commitment to fostering the character skills necessary to be a responsible, active member of the community.

Student Pledge- The students of ESHS are committed to understanding that academic achievement is the primary purpose that drives the school.

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 and several local radio stations, as well as Star Touch 889-7827 Category 1257.

ESSD Directory

Excelsior Springs Central Office	630-9200
Superintendent	
Dr. John Lacy	
Asst. Supt—Curriculum and Instruction	
Ms. Cheryl Hogan	
Deputy Asst. Supt—Business and Finance	
Dr. David Lawrence	
Asst. Supt—Special Services	
Dr. Karla Arnold	
Special Services	630-9221
Excelsior Springs High School	630-9210
ESHS Fax	630-9227
ESHS Activity Director's Office	630-9284
Excelsior Springs Career Center	630-9240
Apple Bus Transportation	630-9929

High School Web Site Address-
<http://hs.essd40.com/>

Tiger Alert- Get important information about the Excelsior Springs School District via text message and as email. Visit the High School Web Site for more information.

SCHOOL MESSENGER

We are now using School Messenger, which is an automated notification system. Throughout the school year, School Messenger will send you messages about a variety of things including attendance, emergencies, and school closings. School messenger is in no way intended to replace communication with the school. As always, please call the school at 630-9210 if your student is going to be absent, or if you need to schedule an appointment with the principal or teacher.

To make School Messenger as efficient as possible, please make sure that you provide current contact information. Only one number per student can be designated for this notification. If you have any questions about School Messenger, please contact a school administrator. To update your contact information, please contact the attendance secretary.

2011-2012 BELL SCHEDULES

Period	Regular Schedule	Early Release Schedule for Collaboration (Wednesdays)	Homecoming Schedule	Early Out (10:38) Schedule
1st	7:25-8:12	7:25-8:09	7:25-7:52	7:25-7:49
2 nd	8:16-9:03	8:13-8:55	7:56-8:23	7:53-8:17
3 rd	9:07-9:54	8:59-9:41	8:27-8:54	8:21-8:45
4th	9:58-10:45	9:45-10:27	8:58-9:25	8:49-9:13
5 th / ELT	10:49-11:21 <i>Meetings, Interventions and Homework Assistance</i>	No ELT	No ELT	No ELT
6th	11:25-12:45 Lunch 1 11:21-11:42 Lunch 2 11:42-12:03 Lunch 3 12:03-12:24 Lunch 4 12:24- 12:45	10:31-11:51 Lunch 1 10:27-10:48 Lunch 2 10:48- 11:09 Lunch 3 11:09- 11:30 Lunch 4 11:30-11:51	9:29-9:56 <i>Students will pick up a sack lunch after the assembly</i>	9:17-9:41 <i>No Lunch Served</i>
7th	12:49-1:36	11:55-12:38	10:00-10:27	9:45-10:09
8th	1:40-2:27	12:42-1:27	10:31-11:00 <i>Assembly</i> 11:00-12:30	10:13-10:38

DAILY PROCEDURES

- A. It is preferred that students do not enter the school building before 7 a.m. However, if circumstances require students to be in the building before 7 am, they must remain in the commons.
- B. DAILY ARRIVAL AT SCHOOL- Upon arrival at school, all students must enter the building.
- C. Students are required to have their school ID at all times. The first ID is provided- a five dollar charge will occur for each subsequent ID. IDs are required for lunch, activities, library, dances, etc.
- D. Students are not to loiter in or around vehicles or other areas on or near school property.

- E. Students- The Student Code of Conduct begins upon arrival at school and applies at all times on school district property. The Code of Conduct applies during transportation, activities, and events.

School Calendar 2011-2012

August	8-17	New Teacher & Teacher In-service
	16	Open House 5:45 p.m.
	18	First Day of School
September	5	No School / Holiday
	21	Quarter Mid-Term
	22	School dismissed 10:38—Teacher In-service
	23	No School—Teacher In-Service
	30	School dismissed 12:30- Homecoming
October	18	End of 1 st Quarter
	27	School dismissed 10:38—Parent/Teacher Conferences
	28	No School
November	22	Quarter Mid-Term
November	23-25	No School-Thanksgiving
December	20	End of 2 nd Quarter/Semester
December	21	School Closed – Christmas Break
January	3	School resumes
	13	No School/ In-service
	16	Holiday- Martin Luther King, Jr.
February	3	Quarter Mid-Term
	16	School dismissed 10:38 Parent/Teacher Conferences
	17	No School/ In-Service
	20	No School-Presidents’ Day
March	9	End of 3 rd Quarter
	16	No School (Possible Make Up Day)
	19	No School (Possible Make Up Day)
April	6-9	No School/Holiday
	13	Quarter Mid-Term
May	18	Graduation-7:00 p.m.
	18	End of Semester/Planned last day of school
	21-25	Inclement weather make-up days

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

Announcements are read daily during ELT. Any announcement concerning a student meeting must be approved by the appropriate faculty sponsor, then approved by an administrator, and placed on the building calendar. See district policy IGDBA regarding distribution of non-curricular student publications (board policies included on district's web site).

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 sticker, display it appropriately, and park in their assigned spot. A fee of \$15.00 will be charged for each parking sticker. Parking spots will be assigned to students based on attendance and grade level, with seniors having the best attendance receiving the closer spots. The number on the parking sticker will correspond with the number of the assigned parking spot. Students are required to park in the numbered spot assigned to them. Students who fail to park in the correct spot will be denied parking privileges.

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. Wreckless and imprudent driving will result in immediate loss of parking privileges.

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

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

CHANGE OF ADDRESS

If at any time a student’s demographic information changes (name, phone, address, guardian, etc.) it **must** be reported immediately to the principal’s office.

DEFINITION OF TERMS

ELECTIVE-A course which may be chosen for study as compared with courses which are required for graduation.

EXTENDED LEARNING TIME- Thirty two minute academic period during school day to provide interventions, character education, and extra time to complete homework.

END OF COURSE EXAMS (EOCE)- State Standardized test that replaces the MAP test at the high school level. EOCE’s account for 10% of semester grade for Algebra I, English II, Biology, and American Government.

FINE ARTS-Credit given in all art, music, and drama courses.

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

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

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

PRACTICAL ARTS-Credit given in all technical, business education, shop and family science courses.

PREREQUISITE-A required course which must be taken before another course can be taken, i.e. Algebra I must be passed before Geometry can be taken.

REQUIRED COURSES-Any specific course required for graduation, i.e. Language Arts II.

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

TRANSCRIPT -An official school report on the record of a student, listing subjects studied, grades earned and test history. The first three official transcripts will be sent to colleges or universities free of charge. Additional transcripts will cost \$1.00 each. A transcript release must be completed in the Counselors' Office for each transcript sent.

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

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

*Transfer students may receive credit for Advanced Placement classes. However, the Advanced Placement grading scale will be applied only if Excelsior Springs High School offers the course as an Advanced Placement course.

ENROLLMENT AND REGISTRATION

During the second semester of each school year, each student will make course requests for the following year. These course requests will be handled through the guidance department. After a student makes requests, parents may contact the counselor to discuss changes in course selections. A copy of the course requests will be mailed home to parents and should be returned to the guidance office with a parent signature, either approving the course requests or making changes.

CHANGING SCHEDULES - After course requests are chosen by the student and parents, the actual scheduling or placing in class is done by the counselors. When this procedure is completed, the student's

enrollment becomes final and will not be changed except for the following:

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

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

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

ALTERNATIVE CLASSROOM EDUCATION (ACE)-

- Only Jrs and Srs may be enrolled in the ACE program
- Students may be enrolled in a maximum of 2 ACE courses per semester
- A maximum of 1 ACE credit may be earned each semester
- The max a student may enroll in ACE throughout their high school career is 8 courses, which equals 4 credits.
- Students have to complete (and pass) half of the courses they need by the end of the first semester to be enrolled in ACE courses in the second semester.

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.

*It should be noted that part time status is discouraged for those students who plan to attend college.

ALTERNATIVE/SATELLITE SCHOOL - Students not enrolled at ESHS may transfer up to 8 credits a year.

SUMMER SCHOOL – Summer school is a 60-hour session per session offered at the conclusion of the spring semester. Successful completion of course requirements earns ½ unit credit per session. Students must earn a minimum of 40 percent of a given class before being considered for summer school.

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. In addition, the student will enroll in the next level of class (i.e. 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 accrediting organization will be strongly considered if proof of academic achievement can be verified through the accrediting organization.

For full policy, see Policy IKF.

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.

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.

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.

VISITORS

Parents are welcome to make appointments to see a teacher, the principal, or the counselors. All visitors are to report to the main entrance office. **Pre-scheduled appointments are highly encouraged.**

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 in Section 1 or the time, place and manner restrictions in Section III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial. Permission to distribute material does not imply approval of its contents by the school, the administration, the Board, or the individual reviewing the material submitted.

For full policy see IGDBA

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. Requests for approval of credit earned in a non-accredited school that meet requirements for a Carnegie unit of credit and taught by instructors properly certified through the respective State Department of Education or state certifying agency will be accepted for credit.

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 proficiency exams concerning the Missouri and the United States Constitutions to qualify for graduation from the District. No student shall graduate without successfully completing a course of instruction of at least one (1) year in length on the institutions, branches and functions of the government of the State of Missouri, including local governments; the United States government; and the electoral process.

Seniors who need no more than two units of credit to meet graduation requirements at the end of the eighth semester may elect to enroll in approved correspondence courses to meet that requirement. All requirements must be completed no later than August 15 in order to graduate with the current graduating class. Those meeting the requirements after August 15 will receive the diploma with the next

graduating class. Any senior needing more than two units of credit will be required to enroll during the regular session for the necessary classes in order to receive the diploma from Excelsior Springs Senior High.

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 credit for Advanced Placement Classes. However, the Advanced Placement grading scale will be applied only if Excelsior Springs High School offers the course as an Advanced Placement course. Please refer to board policy IKF for more details.

Students will have to take multiple End of Course exams (EOC). These assessments will account for ten percent of the course grade

A+ SCHOOLS PROGRAM

Excelsior Springs High School received A+ designation on April 20, 2000. Eligible ESHS graduates can receive up to two years of tuition, and standard fees to attend any Missouri Public Community College or Vocational-Technical School (upon state funding). Students in all grades are eligible to participate. See your A+ Coordinator for more information and to sign up to participate in the A+ Schools Program.

A+ Schools Program Requirements

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

1. Have attended an A+ School for three consecutive years prior to graduation.
2. Maintain a 2.5 grade point average (or higher) on a 4-point scale for four years.
3. Maintain a 95% attendance average over four years.
4. Perform a total of 50 hours of unpaid tutoring of other students over four years (supervised by a school district employee).
5. Comply with school district requirements about good citizenship. (*See citizenship policy below.*)
6. Avoid the unlawful use of drugs and alcohol. Refrain from possessing weapons.
7. Apply for all Federal Financial Aid.

A+ Citizenship Policy

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

At Excelsior Springs High School a good citizen:

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

Excelsior Springs Good Citizen Guidelines:

- Disciplinary referrals take away from good citizen status. A citizenship review will occur at the beginning of each year to look at all disciplinary referrals (OSS, SLC, and detentions) to determine removal from the program.
- OSS during the freshman year will result in four additional tutoring hours for each day assigned. Any student assigned OSS during the last three years will be referred to the A+ committee for removal from the program. If removed from the program, notification will be given in writing and mailed home.
- Consumption, use or possession of alcohol or other drugs will result in immediate removal from the A+ Program. Possession of weapons also results in immediate disqualification.

- Criminal conviction of any offense, which constitutes a serious misdemeanor, aggravated misdemeanor or felony will result in immediate removal from the A+ Program.
- Students may, for good cause, appeal their dismissal within 10 days of notification.

Appeals Process

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

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

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

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

A+ Appeals Committee

The Appeals Committee shall be composed of the following:

- A+ Schools Coordinator
- School Administrator
- Guidance Counselor
- Two (2) High School Teacher from the Attendance Review Committee
- A+ Advisory Committee Members (2)

COMMUNITY SERVICE GUIDELINES

The American Government requirement has been revisited and changed to 8 hours of community service for a one year course. No more than 4 hours may be completed in the first semester. All

community service and forms must be completed and turned in 7 calendar days prior to the last day of the semester. American Government service hours may be used towards graduation if the student in American Government is currently taking the class as a senior. Community service hours for American Government must come from a pre-approved list of community organizations and/or groups determined by the American Government instructors. The senior requirement for graduation remains at 8 hours of community service.

Extended Learning Time

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

1. Be on time and in your seat when the bell rings.
2. Bring a positive attitude, a willingness to learn, and desire to be successful.
3. Bring a newspaper/magazine/book to read if you do not have homework/assignments to complete.
4. Work bell-to-bell
5. Come prepared with pen, pencil, paper, textbooks, or anything necessary to complete homework or interventions.

GRADING SCALE

The following scales will be used to determine letter grades. Letter grades will be based on a percentage of the total score possible.

100-95 = A	82-80 = B-	69-67 = D+
94-90 = A-	79-77 = C+	66-63 = D
89-87 = B+	76-73 = C	62-60 = D-
86-83 = B	72-70 = C-	59.9-Below=F

**GRADE CARDS WILL NOT BE ISSUED IF A STUDENT OWES
A FINE OF ANY KIND!**

STANDARDS-BASED GRADING

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

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

HONOR ROLL

The two honor rolls for Excelsior Springs High School are the "Principal's Honor Roll" which is an "A" average with no grade below B- and the "Standard Honor Roll" which is a "B" 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

LATE WORK POLICY

Late work policy pertains to students who have missing work that is not due to absences.

Rationale: It is our belief that it is unreasonable to hold 14 year olds to the same accountability of 18 year olds, and likewise it is unacceptable to hold 18 year olds to the same accountability as 14 year olds. As a PLC, our focus should always be on ensuring that all students learn. Like the content and skills that we teach, responsibility is a learned behavior and therefore, we have the responsibility of guiding them to more responsible behavior.

- All courses offered at ESHS will be identified as Level 1, 2, 3, or 4.
- The length of time that late work will be accepted and the percentage of credit received will then be consistent across the board for all students enrolled in each level of course.
- All course levels noted in the Program of Studies so as to make this easily assessable to parents and students, as well as teachers involved in ELT, tutoring, etc. (starting 2011-2012).
- Late Work Policy does not apply to classes who use Standards Based Grading.

*Level of Course	Length of Time Accepted	**Grading Policy for All Levels
Level 1 Course	4 school weeks	90% of the actual assessed grade for 1 school day late
Level 2 Course	3 school weeks	80% of the actual assessed grade for 2 school days late
Level 3 Course	2 school weeks	70% of the actual assessed grade for 3 school days late
Level 4 Course	1 school week	60% of the actual assessed grade for 4 or more school days late ***a minimum of 80% of the grade achieved on work completed during tutor sessions with the teacher throughout the accepted time.

**Course level determined by department*

POWERSCHOOL FOR PARENTS

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

To use this internet tool, go to the district web page at <http://essd40.com/>. Find the "For Parents" link on the navigation bar at the top of the page. Select the PowerSchool for Parents link. You will be asked for a username and password. You may obtain these by contacting the attendance secretary at the high school.

WALL OF HONOR CRITERION

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

NOTIFICATION OF RIGHTS OF ELEMENTARY AND SECONDARY SCHOOLS

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information

regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

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

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)

Behavior Accountability

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-R 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, which may result in the use of disciplinary action. So that Excelsior Springs students may know and understand the disciplinary guidelines for normal school operation, the following activities listed below are prohibited. 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, corporal punishment, short term suspension to expulsion from school. Punishment may be combination of the preceding depending on the severity of the offense. When a school suspension is determined to be appropriate for offense committed, the suspension or expulsion policies of the board of education shall be followed. The Excelsior Springs School District code of conduct applies to any student who is on school property or adjacent to school property.

The Excelsior Springs School District code of conduct can include off-campus misconduct, which 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.)

Expectations of Excelsior Springs students are as follows:

1. Arrival at school and to class on time along with adequate preparation for classes.
2. Daily attendance in school and classes.
3. Appropriate use and care of school facilities and equipment.
4. Book bags and/or gym bags MUST be opened for inspection by an administrator, teacher, bus driver, or other educational employee upon request. Failure to comply with the request could result in the authorities being called to conduct the search.
5. No guns, knives, pocketknives, laser devices, or glass containers are allowed at school.
6. No fireworks.
7. Teachers must receive approval from the principal to have students bring in food or drink for celebrations.
8. Abide by the dress code

POSITIVE BEHAVIOR SUPPORTS (PBS)

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

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

The Goals of the PBS:

- Focuses staff and student attention on desired behaviors

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

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

	HALLWAY	COMMONS/LUNCH	CLASSROOM	ALL SETTINGS
SAFETY	<ul style="list-style-type: none"> • Allow traffic to move • Have appropriate hall pass during class time • Use only your assigned locker 	<ul style="list-style-type: none"> • Stay seated properly until the bell rings • Clean up spills or notify a custodian of a major spill 	<ul style="list-style-type: none"> • Keep classroom clean • Keep aisles clean • Obey all classroom rules • Display appropriate classroom behaviors 	<ul style="list-style-type: none"> • Keep hands, feet, and objects to self • Walk to all destinations in a forward motion • Obey all emergency and safety procedures
RESPECT	<ul style="list-style-type: none"> • Use recycling/trash containers • Maintain appropriate noise level 	<ul style="list-style-type: none"> • Dispose of all food properly • Patiently wait in line • Treat food as food • Maintain appropriate noise level • Use proper table manners 	<ul style="list-style-type: none"> • Be attentive at all times • Listen while others are talking 	<ul style="list-style-type: none"> • Display appropriate PDA • Keep hats/hoods off • Use appropriate language • Dress appropriately for school • Treat others the way you would like to be treated • Respect property, self, and others
RESPONSIBILITY	<ul style="list-style-type: none"> • Take most direct route • Take care of personal business during passing period 	<ul style="list-style-type: none"> • Clean up trash from tables • Take care of personal business during lunch period • Return to class on time • Pay for all food items • Have lunch ID ready 	<ul style="list-style-type: none"> • Be on time • Bring all necessary materials • Be an active learner from bell to bell • Complete and turn in all assignments with honesty and integrity 	<ul style="list-style-type: none"> • Pick up after yourself • Represent your school in a positive way • Show good sportsmanship • Follow the ESHS technology policy

ATTENDANCE POLICIES FOR EXCELSIOR SPRINGS HIGH SCHOOL

Excelsior Springs High School's 10-day attendance policy is based on the premise that learning occurs every day in each class, and the interaction between the teacher and the student can never be duplicated. Regular attendance is essential to academic progress. Lack of attendance cannot be tolerated. Regular attendance and promptness to class result in the student attaining maximum benefit from instruction and developing habits of punctuality, self-discipline, and responsibility. The student with good attendance generally achieves higher grades, enjoys school more, and is more employable after leaving school. Studies show a direct relationship between poor attendance and class failure.

The following procedures apply when an absence is necessary: Providing the proper procedures have been followed, the latitude of whether an absence is excused, un-excused or considered a truancy is the responsibility of the parents and must be determined before the student returns to classes. However, in order that this procedure is consistently applied, the administration reserves the right to declare an absence unexcused.

When a student has missed five (5) days in any class per semester, a letter will be mailed by the attendance office to the parents/guardian. The letter is used to inform the parent/guardian about the absences and the subsequent impact that the absences may have on the student's status. The school or the student may request a conference with a member of the Attendance Review Committee.

An eight-day attendance report will be mailed to the parents when the student has missed eight (8) days in any class in a semester, excused or unexcused. In addition, the high school will require a meeting with the student and parent/guardian with the Attendance Review Committee. When the student has missed eight (8) or more days in any class, the Division of Family Services (DFS) and/or Juvenile Justice System may be notified of these excessive absences.

On the eleventh (11) absence in any one class, the student may be denied credit for that class.

Attendance Review Process

Students will be notified by the office and required to give justification of absences. The Attendance Review Committee will make decisions based on information given. Failure to comply with the process will

result in denial of credit. The attendance review process will begin at the end of each semester.

In reviewing attendance, the Attendance Review Committee will consider the justifications given, not just those above the 10 days. The committee will consider all relevant information, including:

- the appeal form to the office by the specified due date,
- the student has supplied reasons for each absence with appropriate documentation, and
- all class work has been completed with a minimum level of 60% and all class objectives have been met.

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

1. Denial of credit.
2. Credit is awarded.
3. The student is placed on probation for the next semester, with credit held pending satisfactory attendance during the probationary period.

The outcome from the Attendance Review Committee will be communicated to parents/guardians.

If the committee denies a course credit based on excessive absences after the meeting, the student and parent/guardian may request a hearing before administration. Parties who desire to appeal the decision of the Attendance Review Committee must notify the administration within 10 days of the decision.

Excused and Unexcused Absences

Except those instances listed below, all excused and unexcused absences count toward the ten-day limit per semester. An unexcused absence (i.e. skipping a class or truancy from school) will mean that the student can only receive 70% credit for the work missed during that absence and may receive additional consequences. **Students arriving after 7:48 a.m. are counted as absent. Students who miss more than half their class in a particular hour will be counted absent as well.**

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

- Hospitalization with verification from the doctor

- With verification, two college visit days will be allowed that can be used during the junior or senior year. Two days total may be used for these two years so please plan accordingly. These two days will not count against the attendance review process.
- School related activities in which the student is present
- Doctor's notes provided
- Mandatory court dates
- Death in the immediate family, which includes parents, grandparents, brothers, and sisters.
- Illness, when the nurse has sent the student home ill (that day only).

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

Excuse Procedure - On the days of absence, a parent should notify the principal's office by phone (630-9210) between 7:30 am and 12:00 noon for every day of absence or before 7:35 am on the day the student returns. If no call was made, the student is to present a written excuse signed and dated by the parent/guardian. **IF A STUDENT IS AT A DOCTOR'S APPOINTMENT, A NOTE FROM THAT DOCTOR IS REQUIRED.** Students unable to provide verification upon returning to school may be considered an unexcused absence.

Make-up Work - Is the responsibility of the student and must be completed within the established time requirement or no credit will be given. Students will be allowed the day of return plus the number of days absent to make-up work for all excused absences. After the allotted days, the late work policy (p.18) will take effect. **Up to 80% credit will be given for work done during an in-school suspension. Students who have an unexcused absence must turn in work the day of return and will receive up to 70% credit. Students who receive out-of-school suspension will receive up to 70% credit for work missed during the suspension.** Long term hearings will be handled on a case by case basis. All work must be turned in the day the student returns to class. Tests missed during a suspension can be made up to 70% credit upon returning from suspension or with arrangements made through the office. Students who are suspended for more than 5 days may request make-up work at 5 day intervals. Work from the first 5 days must be turned in within the first 5 days of the suspension. Once that work is turned into the office, work may be requested for the subsequent days of the suspension at 5 day intervals and is due the day

the student returns to class. 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 - Students may not leave school without signing out. Any student not signing out when leaving school will be considered truant. Students entering during the school day must first report to the office to sign in.

CELL PHONES AND ELECTRONIC DEVICES

Cell phones, Ipods, MP3 players, or any other electronic devices are not to be seen, heard, or used during the entire school day. The following will occur if a cell phone or any other electronic device is confiscated:

1st offense: warning and confiscate phone or electrical device and return at the end of the day.

2nd offense: confiscate phone or electronic device; parent must pick up phone at the end of the day or student can pay \$5.00 to pick it up. The other option is the school will hold the phone for one week then student may pick it up. A 2 hr. detention is assigned

3rd offense: Subsequent offenses: confiscate phone or electronic device, parent must pick up phone at the end of the day, assign SLC.

TEXT MESSAGES- At times it is necessary to communicate with your child while school is in session. Please do not send a text message to your child during the instructional day (7:25-2:27). This habit is disruptive to the learning environment. Please contact the office and our staff will be happy to relay a written message. Please call the office if communication is necessary during the school day and your child will receive a message to call home.

Please note: The high school is investigating an incentive program which may allow students to use cell phones in certain locations during the school day. If cell phone policy or consequences change after the school year begins, a notification letter will be sent home during the school year.

COMMUNITY PLAN FOR TOBACCO-FREE YOUTH

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

DISCIPLINARY ACTIONS

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

It is the purpose of the discipline code 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 necessarily 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 hour, two hour, SLC or OSS may be used as disciplinary action if deemed appropriate by the principal. It also remains the right of the principal to refer the offense to a legal authority.

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

DETENTION: A **detention** is a period of time in which a student is detained, before or after school. The detention may be assigned by a

teacher or a principal. Students are given previous notice so as to arrange transportation through a parent or guardian. Detentions assigned through the office will be work/student 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 result in out-of-school suspension. **After a student reaches a cumulative total of 10 days of SLC a semester, additional infractions may result in OSS.**

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

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 until he or she returns to school following the suspension.

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

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 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. Policy JGF defines a "serious violation of the district's discipline

policy” as one (1) or more of the following acts if committed by a student in the district.

1. Any act of school violence or violent behavior.
2. Any offense that occurs on school property, on school transportation, or at any school activity and that is required by law to be reported to law enforcement officials.
3. Any offense that results in an out-of-school suspension for more than ten (10) school 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. **Students cannot remain in class or at school sponsored functions in attire which draws such attention to themselves 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.**

ESHS recognizes the importance of individual expression within reason. Our clothing, much like our speech and behavior, says much about who we are as a person and a member of the high school. Therefore, our dress code reflects our values of safety, respect, and focus on education.

Students whose dress and grooming can reasonably be expected to be distracting or hazardous will be counseled and asked to make immediate corrections. Failure to make corrections requested will be considered cause for disciplinary action.

Please note- Students are not allowed to wear hats or have hoodies up once they enter the building during school days.

The following are examples of how students should approach the dress code:

Dressing safely includes, *but is not limited to* the following examples:

- no long chains on clothing or chains attached to piercings
- no spiked jewelry, collars, or bracelets
- no trench coats or clothing so long or large that it impedes movement

Dressing respectfully includes, *but is not limited to*, the following examples:

- no actual or implied obscenities or advertisement of illegal substances (i.e. tobacco, drug, or alcohol products) on any garment or clothing
- nothing containing hate, violence, and/or race/ethnicity/gender degradation

Dressing for the educational setting includes, *but is not limited to*, the following examples:

- clothing should be clean, no costumes, masks, or painted faces (unless previously approved by administration)
- no hats, or any type of head covering (bandanas, hoodies, and sweatbands) during school hours
- no midriff blouses, halter tops, cut-off shirts, strapless shirts, open shirts
- no visible undergarments, exposed cleavage, or holes in pants above the knees

For further information regarding the student dress code, see Board Policy JFCA.

HALLS

No student shall be in the halls during a class period without a hall pass/planner. Any students found in the halls without a pass/planner could spend a detention after school with the classroom teacher.

All students are to be out of the building by **3:00 p.m.** unless they are under the direct supervision of a teacher or coach.

The entire ESHS is subject to surveillance by camera.

HARRASSMENT

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

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 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:

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

(See full policy on harassment for more information.)

PROHIBITION AGAINST BEING ON OR NEAR SCHOOL PROPERTY DURING SUSPENSION

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 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.

PROHIBITION AGAINST FIREARMS AND WEAPONS

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

explicitly provided herein. Violations of this policy will be dealt with severely and the 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:

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

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.

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

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

Bullying (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. Confidential reporting forms are available in the principals and counseling office.

For purposes of this policy, bullying is defined as 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.

Any student who decides to participate in any of the above activities will be subject to appropriate school discipline.

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 student's assigned school. In addition, transportation privileges may be suspended or revoked.

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.

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

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

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.

B. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, 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.

C. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, 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.

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

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.

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

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

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.

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. Hazing may occur even when all students involved are willing participants.

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

Sexual Harrassment (see Board Policy AC and 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 or comments, requests for sexual favors and other unwelcome sexual advances.

B. Unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile, or offensive educational 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 or under clothing.

Technology Misconduct (see Board policy EHB and regulation EHB-AP)

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 the 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.

B. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch.

Violation other than those listed in “a,” “b,” or of Board policy EHB and regulation EHB-AP.

Theft Theft, attempted theft, or possession of stolen property.

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

Tobacco-

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

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

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

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 entrances.

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.

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.

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).

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.

PUBLIC DISPLAYS OF AFFECTION (PDA)

ESHS strives to maintain an educational atmosphere conducive to responsible and appropriate behavior. Public displays of affection are not appropriate to the learning environment at ESHS. Such behavior is not permitted. A student's failure to comply with staff or an administrator's request can be subject to disciplinary action.

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 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.

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 High School 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 JFCH on student alcohol/drug abuse for more information)

STUDENT COMPLAINT RESOLUTION PROCEDURE FOR IMPROVING AMERICA'S SCHOOL ACT PROGRAMS

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

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

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

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

district policy.

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

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

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

TARDIES

Tardies – When a student fails to report to his/her assigned class at the proper time, he/she is considered tardy. Period one tardies will be received by the Front Office. Other tardies occurring during the school day will be received and the excused or unexcused status decided by the classroom teacher. Tardies are counted per class and are cumulative for the semester. Tardy sweeps (building-wide tardy accountability event) may occur periodically and consequences may be enforced.

Consequences for tardiness to class or arriving to school late (per semester)

Tardy Number	Consequence
1	Warning issued
2	Warning issued
3	Warning issued; student is informed that the next tardy will result in an office referral
4-8	Teacher fills out student referral form and sends to office; 1 hour detention assigned
9-13	Teacher fills out student referral form and sends to office; 2 hour detention assigned
14-18	Teacher fills out student referral form and sends to office; Parent contacted; 1 day SLC assigned
19+	Students receive suspension for 19 th tardy and each tardy thereafter. Student/Parent/Teacher/Administrator will meet to devise a probation contract in place for the remainder of the semester.

Students arriving to school after 7:48 a.m. are considered **absent 1st** hour no matter what the schedule. Students who miss more than half of any subsequent hour will also be counted absent.

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

**** COLLEGE VISITS:** All college visits must be cleared through the attendance secretary in the main office. 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. **Use of cell phones and pagers during the school day is prohibited.**

TEXTBOOKS

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.

Student Services

BUS TRANSPORTATION

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

LOCKERS

A student will use only the locker assigned and will keep it clean and locked properly. Lockers are the property of the school. The student 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 to any damage they incur 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

Students must have student ID to purchase lunch. 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. ESHS students are responsible for ensuring that money is deposited in their account **before the 7:25 a.m.** bell each day.

SPECIAL SERVICES

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

Clubs and Activities

ACTIVITY TICKET

Activity tickets may be purchased for \$25.00 and will admit a student to all home athletic events except for district competition, tournaments, and selected drama events. Adult passes are available for \$35.00 and Family Packages are available for \$100.00.

DANCES

Students are to observe the following rules and regulations at school

dances:

1. 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.)
2. 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. ESHS Administration reserves the right to approve or disapprove all outside guests to all dances, including prom/after prom.
3. Guests are limited to one per student.
4. 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.
5. Students/guests must remain in the building until departing the dance.
6. 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.

NATIONAL HONOR SOCIETY (N.H.S.)

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

Rules for Eligibility:

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

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

Health and Safety

EMERGENCY DISASTER DRILLS

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

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

HEALTH

GUIDELINES FOR KEEPING STUDENTS HOME

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

If your child vomits or has diarrhea, he/she must remain home (symptom free) for 24 hours following 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 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 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. (See board policy JHCC communicable diseases)

IMMUNIZATIONS

Students cannot enroll and/or attend school unless immunized as required by Missouri State Law.
(See board policy JHCB inoculation of students.)

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 medication, i.e. cough drops, eye drops, aspirin, Tylenol, orajel, inhalers, and etc. unless issued through the health office, 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.

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

SCHOOL SAFETY

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

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

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

ESSD Secondary Discipline Consequences

Updated 5-1-09

Incident	1 st offense	2 nd offense	Subsequent Offenses
Tardy	4-8 th tardy: 1 hr detention 9-13 th tardy: 2 hr detention 14-18 th SLC-parent contact	19+ tardies: suspension-parent conference	
Failure to Serve 9th hr	Reschedule Detention	2 hr. Detention	1 Day OSS and Reschedule 2 hr. Detention
Failure to Serve 2 hr Detention	Reschedule 2 hr Detention	1 Day OSS and Reschedule 2 hr. Detention	OSS Progression
Removed From SLC	Send home for rest of day—reassign SLC next day		
Use of Cell Phones <i>Use of a cell phone(seen, heard or used).</i>	Confiscate phone; student may pick up phone at the end of the day	Confiscate phone; parent must come and pick up phone or student may pick up for a \$5.00 fee; 2 hr detention assigned	Confiscate phone; parent must come pick up at the end of the day; 1 day SLC assigned
Bus Misconduct	Warning and/or possible school consequence	1-2 hr. Detention	Bus Suspension and SLC
a. Inappropriate behavior b. Inappropriate Display of Affection	1 or 2 hr. Detention	1 Day SLC	SLC Progression
Cheating	<u>Consequences for Cheating</u> No credit for Assignment Parent Phone Call Repeat occurrences warrant consequence		
Dress Code Violation <i>NOTE: Failure to comply with fixing the issue will result in the student being sent home.</i>	Principal/Student Conference, Fix issue, Warning issued <i>(If needed, send to SLC until parent contact is made and situation is resolved.)</i>	Fix Issue and 1 hr Detention	Fix Issue and 2 hr. Detention
Automobile/Vehicle Misuse/Parking Violation	2 hr. Detention	SLC	Suspension of Parking Privileges and SLC Progression
a. Dishonesty b. Disorderly or Disruptive School Conduct c. Inappropriate Language/Profanity d. Technology Misconduct	Penalties Will Be Assigned According To Severity Of The Offense		
Tobacco <i>Possession</i> <i>Use of</i>	Confiscate Tobacco, call SRO, 2 days SLC Confiscate Tobacco, call SRO, 3 days SLC	Confiscate Tobacco, call SRO, 4 days SLC Confiscate Tobacco, call SRO, 3 days OSS	Confiscate Tobacco, call SRO, 3 days OSS Confiscate Tobacco, call SRO, OSS Progression
Lighters/Matches	Confiscate, Principal/Student Conference, 1 day SLC	Confiscate, 2 days SLC	Confiscate, SLC Progression

Truancy	1 day SLC	3 days SLC	SLC Progression
Inappropriate Materials <i>Inappropriate pictures, magazines, photos</i>	2 days SLC	3 Days OSS	OSS Progression
Theft <i>Minor (items taken total less than \$50 in value)</i> <i>Major (items taken total more than \$50 in value)</i>	Restitution, 1 day SLC up to 3 days OSS Restitution, Penalties Will Be Assigned According To Severity Of The Offense	Restitution, 3 days OSS Restitution, Penalties Will Be Assigned According To Severity Of The Offense	Restitution, OSS Progression Restitution, Penalties Will Be Assigned According To Severity Of The Offense
Fighting <i>(mutual combat between two parties)</i> <i>*Physical Confrontation (getting in the face of another student/pushing, but no punches thrown)</i>	3 Days OSS 1-3 Days SLC	5 Days OSS 3 Days OSS	10 days OSS w/possible recommendation for long term suspension OSS Progression
a. Sexually Inappropriate Behavior b. Ethnic and Prejudicial Slurs c. Sexual Harassment d. Bullying/Hazing	Penalties Will Be Assigned According To Severity Of The Offense		
Drugs/Alcohol <i>*Possession, sale, purchase or distribution of over-the-counter drug...</i> <i>*Possession of or under the influence of or soon after consuming any unauthorized prescription drug, alcohol.....</i> <i>*Sale, purchase, or distribution of any prescription drug, alcohol narcotic substance...</i>	5 days OSS 10 days OSS 10 days OSS w/recommendation for long term suspension	10 Days OSS w/possible recommendation for long term suspension 10 Days OSS recommendation for long term suspension 10 days OSS w/recommendation for long term suspension or expulsion	
Unauthorized Entry	10 days OSS	10 days OSS with recommendation for long term suspension	
a. Arson b. Assault or Threats on School Personnel	10 days OSS with recommendation for long term suspension		
Assault, Threats, False Alarms (including death threats or threats to use weapons)	OSS, Penalties Will Be Assigned According to Severity of the Offense		
Vandalism	Restitution, Penalties Will Be Assigned According To Severity Of The Offense 10 days OSS with recommendation for long term suspension or expulsion		
Weapons	10 days OSS with possible recommendation for long term suspension or expulsion		