

2011-2012



**Middle School
Parent/Student Handbook**

Grades 6 - 8

www.bssd.net

TABLE OF CONTENTS

DISTRICT OVERVIEW

Purpose of Middle School Student/Parent Handbook	3
Beliefs.....	3
Mission Statement.....	3
Middle School Directory Information	3
District Calendar At A Glance	4
2011-2012 Secondary Grading Terms.....	4

GENERAL INFORMATION

Absences and Tardies	5-6
Absence Procedures and Daily Reporting.....	5
Blue Springs City Curfew and Truancy Ordinance	5
Independence City Curfew and Truancy Ordinance.....	5
Make-Up Work	5
Pre-Absence Excuses.....	5
Tardy to Class	6
Bus Procedures.....	6
Cell Phones/Electronic Devices	6
Change of Address/Phone/Emergency Information	6
Check Writing Guidelines.....	6
Deliveries for Students	6
Dress Guidelines	6-7
Emergency Preparedness.....	7
Leaving the School.....	7
Lockers.....	7
Lunches and School Breakfast	7-8
Obligations	8
Photographic and Video Images	8
Project/Cost.....	8
School Closing/Inclement Weather.....	8
Students on Premises/Before and After School.....	8
Use of Security Cameras	8
Valuables/Personal Belongings	8
Visitors and Volunteers	8
Withdrawal From School	9

ACADEMIC INFORMATION

Academics.....	9
Academic Integrity.....	9
Academic Week	9
Grading Scale	9
Homeless, Migrant, and English Language Learners	9
Honor Roll	9
Human Sexuality Curriculum Notification.....	9
No Child Left Behind Act	9
Parent Portal	9-10
Student Participation in Statewide Assessments.....	10

STUDENT SERVICES INFORMATION

Community Outreach Unit.....	10
COMPASS Character Education Program	10
Counseling Services	10
Health Services	10-11

Homebound Instruction	11
Olweus Program	11
Public Notice/Child Find	11
SAP (Student Assistance Program)	11
School Resource Officer	11

EXTRA-CURRICULAR ACTIVITIES

Activities	12
Interscholastic Sports	12
Intramural	12
Social Events	12
Code of Ethics	12
Blue Springs R-IV Middle School Activities Code of Ethical Behavior and Student/Parent Consent and Warning	13-14

SCHOOL BEHAVIOR / CONSEQUENCES/BOARD POLICIES

Campus Courtesies.....	15
Computer Systems Regulations	15
Gangs.....	15
Hallway Etiquette	15
Search/Seizure of Students Lockers and Vehicles	15
Standards for Discipline and Suspension	15
Administrative Scope and Sequence	16-17

Board of Education Policies:

	18-30
2.8 Sexual Harassment.....	18-19
2.9 Civility.....	19
5.1.14 Student Immunizations	19
5.14 Technological Resources	19
5.14.1 Student Access to Technology Resources	19
5.18 Nondiscrimination	19-20
1.10 Discrimination Grievance Procedures	20
5.34.5 Classification of Records- Policy	20-21
5.35 Collection and Protection of Student Info	21
5.35.1 Collection of Information	21
5.35.2 Physical Screenings or Exams	21
5.35.3 Consent.....	21
5.35.4 Right to Inspect.....	21
5.35.5 Notice to Opt Out	21
5.5 Admission and Attendance Regulations	21
5.51.3 Restrictions to Admissions.....	21-22
5.51.4 Proof of Residency /Required Admission & Enrollment Information	22
5.53 Individual School Attendance Eligibility	22-23
5.6 Student Discipline	23
5.61 Policy Goals and Definitions	23
5.62 Standard of Conduct.....	23
5.63 Student Accountability and Consequences	23-24
5.64 Violative Conduct and Consequences.....	24-28
5.65 Admin Review of Suspension/Expulsion Consequences	28-29
5.92 Safety	29
5.97 Medication at School.....	30
6.45 Bus Discipline	30

FERPA	31
--------------------	-----------

STANDARD COMPLAINT PROCEDURE	31
---	-----------

DISTRICT OVERVIEW

PURPOSE OF THE MIDDLE SCHOOL STUDENT/PARENT HANDBOOK

Middle school staff encourage effective and frequent communication and welcome the involvement of parents as partners in providing the best possible education for their student(s). In order to establish and strengthen this partnership, all stakeholders must have knowledge of the general information and guidelines necessary to provide quality learning experiences and a positive instructional environment. It is for this reason that the Middle School Student-Parent Handbook has been prepared. Parents are encouraged to read this handbook carefully and discuss its contents with their student(s). The school principal should be contacted if clarification is required pertaining to any topic addressed within the handbook. The complete and updated Board of Education policies are on-line at www.bssd.net.

BELIEFS

The Blue Springs School District is responsible for providing opportunities for:

- ❖ All students to learn
- ❖ All students to acquire the knowledge and skills to gather, analyze, and apply information and ideas
- ❖ All students to acquire the knowledge and skills to communicate effectively within and beyond the classroom
- ❖ All students to acquire the knowledge and skills to recognize and solve problems
- ❖ All students to acquire the knowledge and skills to make decisions and act as responsible members of society

MISSION STATEMENT (August 2006)

The mission of the Blue Springs School District is to create an educational community in which each individual acquires knowledge, develops skills, and functions as a literate citizen to achieve personal goals.

Middle School Directory Information

Administrative Service Center

1801 NW Vesper
Blue Springs, MO 64015
7:30 am – 5:00 pm
816-224-1300

Brittany Hill Middle School

2701 NW 1st St.
Blue Springs, MO 64014
Principal: Dallas Truex
8:20 am – 3:10 pm
816-224-1700
816-224-1704 (fax)
816-224-1720 (kit)

Delta Woods Middle School

4401 NE Lakewood Way
Lee's Summit, MO 64064
Principal: Steve Cook
8:20 am – 3:10 pm
816-795-5830
816-795-5839 (fax)
816-795-5838 (kit)

Moreland Ridge Middle School

900 SW Bishop Dr.
Blue Springs, MO 64015
Principal: Kevin Grover
7:50 am – 2:40 pm
816-224-1800
816-224-1805 (fax)
816-224-1807 (kit)

Sunny Vale Middle School

3930 South R.D. Mize Road
Blue Springs, MO 64015
Principal: Stephen Goddard
8:20 am – 3:10 pm
816-224-1330
816-224-1309 (fax)
816-224-1333 (kit)

2011-2012 DISTRICT CALENDAR AT A GLANCE
--

First Semester

New Teacher Orientation	August 12
Professional Development Days	August 15 & 16
First Semester Begins	August 17
Holiday- Labor Day	September 5
Secondary 1 st Sem 6 WK Grade Period Ends	September 23
Secondary 1 st Sem 6 WK Progress Report Issued	September 30
6th Grade Exploratory Classes Rotate	October 14
Parent Teacher Conferences (No School for Students)	October 27 & 28
Professional Development Day	October 31
Secondary 1 st Sem 12 WK Grade Period Ends	November 4
Secondary 1 st Sem 12 WK Progress Report Issued	November 11
Thanksgiving Break	November 23-25
Holiday- Thanksgiving	November 24
End of First Semester	December 21
Christmas Break	December 22 – January 2 (Students Return January 4)
Holiday- Christmas	December 25
Professional Development Day	January 3 (No School For Students)

Second Semester

School Resumes	January 4
Secondary First Semester Grade Cards Issued	January 6
Holiday- Martin Luther King Jr. Day	January 16
Secondary 2 nd Sem 6 WK Grade Period Ends	February 10
Secondary 2 nd Sem 6 WK Progress Report Issued	February 17
Holiday- Presidents Day	February 20
Professional Development Day	February 21
6 th Grade Exploratory Classes Rotate	March 16
Spring Break	March 19-23
Elementary 3 rd Quarter Grade Cards Issued	March 30
Secondary 2 nd Sem 12 WK Grade Period Ends	April 5
Easter Break	April 6-9
Secondary 2 nd Sem 12 WK Progress Report Issued	April 13
End of Second Semester/Last Day of School	May 23
Secondary 2 nd Semester Grade Period Ends	May 23 *based on final day of 2 nd semester
Secondary Final Grade Cards Mailed	TBA
Make-Up Days	May 24+
High School Graduations	May 27
Holiday- Memorial Day	May 28

2011-2012 Secondary Six Week Grading Terms and Grade Card Distribution Dates

Term:	Ending Date:	Grade Card Distribution Date:
1 st Six Week Term	September 23, 2011	September 30, 2011
2 nd Six Week Term	November 4, 2011	November 11, 2011
3 rd Six Week Term-End of	December 21, 2012	January 6, 2012
4 th Six Week Term	February 10, 2012	February 17, 2012
5 th Six Week Term	April 5, 2012	April 13, 2012
6 th Six Week Term-End of	May 23, 2012 or last make-up day	May 23, 2012 or last make-up day

GENERAL INFORMATION

ABSENCES AND TARDIES

Absence Procedures and Daily Reporting

1. A parent should notify the school's attendance office by phone for each day of a student's absence. A phone call should be made between 8:00 and 3:00 each day. However, it is requested that parents/guardian call the school as early as possible on the day of an absence.
2. If the school is not notified by the parent, the school will attempt to contact the parent. Students who return to school without being excused by their parent will maintain an unexcused absence until the parent provides appropriate verification of the absence.
3. Absences will be classified as excused or unexcused by the school district (Board Policy 5.510):
 - a. **Excused Absence** – An excused absence will include any absence due to legitimate medical issues, religious observances, death of an immediate family member, and other circumstances approved by the building administrator. With any planned, excused absence, it is recommended that the parents contact the school prior to the planned absence and make advanced arrangements for class work. All work missed due to an excused absence may be made up according to the make-up guidelines outlined in this handbook.
 - b. **Unexcused Absence** – A student not excused from school by a parent/guardian may be considered unexcused. A student must have parental consent to leave school during the school day, and appropriately check out of school through the school's attendance office. Students that choose not to follow this procedure will be considered unexcused. Parents/students who do not follow the state compulsory attendance law may be referred to the appropriate authorities.
4. To keep parents aware of their student's absences, the school will attempt to notify the parent by email when the student's absence in any class reaches 6 days. Appropriate notification to a parent or a conference may be initiated to address attendance issues.

Blue Springs City Curfew and Truancy Ordinance

As of March 21, 2005, the City of Blue Springs amended Section 220.540 of the Code of Ordinances to address daytime curfews. A complete copy of the ordinance can be obtained on the Blue Springs website at bluespringsgov.com. The daytime curfew applies between 9:00 AM and 2:30 PM on Monday through Friday when school is in session. No minor, as defined as any person between the ages of six (6) and seventeen (17), who is subject to compulsory education laws of Missouri, shall be allowed in a public place or establishment or street during curfew hours. This includes students on suspension or expulsion. Parents/guardians are also prohibited from knowingly permitting or by insufficient control allowing a minor to break the curfew ordinance. A minor truant from school may be arrested. Each violation of the daytime curfew ordinance shall be punishable by up to forty (40) hours of community service for the minor. The parent/guardian may be charged for each separate offense which shall be punishable as a misdemeanor. There are some exceptions such as being accompanied by a parent or being lawfully employed. Check the ordinance for a complete list. The night time curfew did not change. It is unlawful for any person under seventeen to be in any public place or way in Blue Springs between 12:01 AM and 6:00 AM with certain exceptions which include under the direction of the parent/guardian, employment, or religious or school activity.

Independence City Curfew and Truancy Ordinance

Section 12.03.009 of the Code of Ordinances for the City of Independence addresses daytime curfew. A complete copy of day and night time curfew can be obtained from the City of Independence or http://www.family-court.org/curfew_ordinances.htm. It shall be unlawful for any minor subject to compulsory school attendance to be upon the streets or public ways, or to be at any public place between the hours of 8:30 AM and 1:30 PM on Monday, Tuesday, Wednesday, Thursday, or Friday when school is in session for that minor. There are provisions that do not apply to a minor accompanied by his or her parent, guardian, or other adult person having the care and custody of the minor or to a minor who is upon an emergency errand directed by his or her parent, guardian, or other adult person having the care and custody of this minor. It is unlawful for any legal guardian or any person having custody of a minor under the age of seventeen (17) years to knowingly fail or otherwise neglect to provide proper care of supervision for the minor, to encourage, condone, or approve the commission of delinquent acts and/or to knowingly allow the minor to be endangered or exposed to the potential of abuse or exploitation of others.

Make-Up Work

Students are expected to make-up work in a reasonable amount of time. Please do not call the school for make-up work until after the second full day of absence. It is general policy to allow one day for each day absent to make up work. For example, if the student was absent three days, he/she should be allowed three days to complete the work. Homework requests will be honored the second day a student is absent and can be picked up between 3:00-3:30 p.m. in the office. Students serving out of school suspension will be allowed to make up work.

Pre-Absence Excuses

Students involved in academic and extra-curricular activities may miss class/classes to participate in a school sponsored activity or field trip. A pre-absence excuse list is submitted to teachers in advance. Students are expected to obtain and complete all work prior to missing class. It is the student's responsibility to make arrangements with the teacher for missed class work. If a student is failing a class and would miss that class due to pre-absence excuse, the teacher may elect to deny the pre-absence unless the student is attending a school sponsored contest, game, or performing in a group where his absence would affect the ability of the group to perform.

Tardy to Class

Students are tardy if they are not in their respective classrooms when the last bell rings. **STUDENTS ARRIVING AT SCHOOL AFTER ATTENDANCE IS TAKEN MUST SIGN IN THROUGH THE OFFICE.** Students who are tardy between classes will be marked excused or unexcused by the teacher. Students who are tardy to class seriously interfere with class work. They inconvenience teachers and fellow students and may be sent to the office. Parents will be notified and further action may be taken.

BUS PROCEDURES (816-224-1385)

Students can find their bus pick up time and number by using the district website at www.bssd.net. Student's appreciation for this service can be shown by their good conduct on the bus and also by considerate treatment of bus equipment. Disorderliness on the bus will distract the driver's attention from their driving and becomes a safety hazard. Therefore, if a student cannot comply with the regulations, the student will be denied the privilege of riding the bus. The driver will show a list of the rules for safety and welfare of students. Requests for students to ride an unassigned bus must be made in writing by a parent and turned in to the office by lunch for approval. Students will not be allowed to ride an unassigned bus to another student's home without parental approval.

CELL PHONES/ELECTRONIC DEVICES

Electronic devices may be brought to school, but shall not be carried or used by students during the school day. At all times during the school day, electronic devices shall be turned off and stored in the student's locker. Please refer to board policy 5.64(2)(b)(2) on the school website or in this handbook for more detailed information regarding the electronic device policy.

CHANGE OF ADDRESS/PHONE/EMERGENCY INFORMATION

At the time of enrollment every student fills out a Student Information Form and a Clinic Information Sheet. It is extremely important to notify the principal's office of any changes in that information so that the school can notify parents in cases of emergency.

CHECK WRITING GUIDELINES

Payments for school related expenses (e.g., lunch accounts) must be made by personal check, cashiers' check, money order, or on-line via RevTrak. Counter checks, "starter" checks, and cash will not be accepted. The check writer's driver's license number, birth date, and student's name printed in the comment section are required on all checks. Checks must be written in black or blue ink. If a check is returned for insufficient funds, payment will be collected electronically, and a fee of \$30, or the maximum allowed by law, will be assessed. The check writer is also responsible for all costs associated with a referral to the district's collection agency, ECS (303-486-0840). When collection through ECS is unsuccessful, the matter will be forwarded to the Jackson County Prosecuting Attorney's Office.

DELIVERIES FOR STUDENTS

Delivery of flowers, balloons, for students during the school day is discouraged. If deliveries are received, they will not be given to the student until after school is dismissed. Students may not be allowed to take items home on the bus that could distract or impair the driver's vision, have the potential to create a mess, or could be a potential safety hazard (i.e. balloons, glass flower vase, etc).

DRESS GUIDELINES

The middle school student dress code centers on two basic beliefs: Responsibility and Respect.

Responsibility for Appropriate School Dress

This includes demonstrating responsible behavior in dressing for school. Extremes in wearing apparel or personal appearance, which disrupt the classroom and/or interfere with the intended function of the school, will not be considered acceptable school dress. We believe dress and grooming are primarily the responsibility of the parent and the student; control by the school is minimal. The school administration is aware of the many different styles of dress worn by students and how rapidly styles change. However, it is felt the safety and welfare of the students is of our main concern.

Extremes in wearing apparel or personal appearance which DISRUPT THE LEARNING PROCESS OR INTERFERE WITH THE INTENDED FUNCTION OF THE SCHOOL are not acceptable. Students with inappropriate attire may be asked to turn their shirt inside out or cover with a jacket. Clothing and accessories that display statements, signs, or pictures with alcohol, tobacco, other drugs, weapons, violent themes, sexual innuendo, inappropriate language, inappropriate slogans, are not safe, or references to gang affiliations will not be permitted.

Appropriate dress for school is for all undergarments to be covered by clothing. Clothing should also cover all cleavage, belly buttons, torsos, and bare backs, while standing or sitting. Students who wear jeans and/or pants that "sag" on the buttocks will be required to pull pants to the natural waist. Hoods and hats are not allowed to be worn over their heads in district facilities. When a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student will be required to make modifications.

Examples of Non-Acceptable Items Include Clothing That:

- ❖ Displays or advertises alcohol, tobacco, or drugs
- ❖ Contains profanity, inappropriate language or sexual connotations
- ❖ Is mesh or "see through" without another clothing item underneath
- ❖ Reveals undergarments

- ❖ Displays skin in the midriff/stomach area
- ❖ Jeans and/or pants that “sag” on the buttocks-rope belts are provided by the office to pull pants to the natural waist
- ❖ Shorts and skirts that are shorter than mid-thigh
- ❖ Boxer shorts
- ❖ Wallets with chains
- ❖ Hats inside the building/headbands and bandannas (colors)
- ❖ Shirts in which the armpits show, such as low-cut tank tops worn without an additional shirt underneath
- ❖ Strapless dresses or blouses and “spaghetti straps”
- ❖ Jeans and/or slacks that drag the floor past the students shoes
- ❖ Jeans with pockets from hip to the ankle
- ❖ Tights/leggings/spandex may be worn to accompany an outfit, but the outer garment must fall under the guidelines and regulations of the dress code
- ❖ Jewelry that is inappropriate: large neck chains, spiked dog collars or spiked wristbands, etc.
- ❖ Shoes with roller blades attached.

Students will continue to leave coats and backpacks in their lockers during the school day. Students are not allowed to wear clothing, jewelry, etc., that is considered inappropriate to the educational process. (BP 5.87)

Consequences/Inappropriate Dress

Teachers are encouraged to counsel students and parents when problems arise. If the teacher feels it is necessary that immediate action be taken, then a disciplinary referral to the principal will take place. The principal will contact the parents to see if the parent is able to bring different clothing to school. In the event this is not possible, and depending on the severity of the dress, the student may remain in the office/recovery room for the remainder of the day and assignments will be sent to the office.

EMERGENCY PREPAREDNESS (FIRE, STORM, & LOCKDOWN DRILLS)

Schools are required by law to conduct emergency preparedness drills. Accordingly, fire, storm, and lockdown drills will be held periodically throughout the school year. When drills are signaled, students must act quickly, quietly, and in an orderly manner. Instructions will be given by the teacher and are to be followed immediately. Emergency procedures will be posted in the classrooms.

LEAVING THE SCHOOL

Identification is required when checking a student out of school. If a student is to be picked up by someone other than the custodial parent/guardian the school must speak to the custodial parent/guardian or be provided a note from the custodial parent/guardian that specifies the date and name of the adult picking up the student prior to release. Students who must leave school during the school day must report to the attendance office to check out.

LOCKERS

Each student is assigned to a hall locker to be used for storage of books, coats, and other items a student may choose not to carry around school all day. Lockers are issued to students with the following understanding.

1. Students assigned to a specific locker will not allow other students to share the locker or have knowledge of the combination.
2. Students should make sure the combination lock is locked and the door latch closed when leaving the locker.
3. Valuables cannot be secure in lockers if students give out their lock combinations or do not properly close the door latch.
4. Lockers that need repair should be reported to their principal’s office.
5. Items that are stolen out of lockers should be reported to the student’s class principal promptly.
6. Students are discouraged from taping or gluing items in lockers.
7. Students are encouraged to take care of their assigned locker. Vandalism, unusual wear, or damage to a locker may require the principal to assess a fine for repairs.

LUNCHES AND SCHOOL BREAKFAST

The price list and monthly menu for all regular Combo Meal hot lunch, breakfast, and Snack Bar items are available on the school website. Prices are subject to change as deemed necessary by the Board of Education. **IF YOU QUALIFY FOR FREE OR REDUCED LUNCH, YOU ALSO QUALIFY FOR FREE OR REDUCED BREAKFAST.** Students are requested to be considerate of classes in session during lunch period.

Now you can use DEBIT and CREDIT CARDS to pay for your student’s school meals ONLINE! Blue Springs R-IV School District has paired with Revtrak to allow payment for **school meals** by simply going online to the website at <http://bluesprings.revtrak.net>

- ❖ Easy, fast payment method, available 24 hours a day.
- ❖ All you need to have on hand is your child’s student ID number, last name, and credit or debit card information.
- ❖ The website will email a confirmation to you that the payment was approved by your Credit Card Company or bank.
- ❖ To check balances on your student’s account, click on “Check Balance”.
- ❖ To make a deposit, click on “Buy Now”.
- ❖ “Our shopping Cart” is a family shopping cart. If you have multiple children in school, simply repeat the procedure by clicking on “Continue Shopping”.

- ❖ Under “Services”, you can click on “Your Secure Deposit History” to view meal account deposits.
- ❖ Please allow up to 24 to 48 hours for transactions to be available on your student’s school meal account. Deposits made on the website after 8:00 AM on school days may not be posted until the next school day. Be aware that the balance on your student’s account may not reflect the current day transactions.

The Blue Springs School District offers a Free and Reduced Lunch Program for those families who qualify. Applications may be obtained from the office at your child’s school, online at www.bssd.net or you may contact the Food and Nutritional Services Office by calling 816-224-1300 and ask for the Food Service.

No outside food (i.e., fast food) will be allowed.

Please cooperate in keeping the cafeteria as clean as possible by returning trays, milk cartons, etc. to the appropriate places. Students may not take food or drink from the cafeteria nor have food delivered. All students will go to the cafeteria during their assigned lunch period.

OBLIGATIONS

Students are loaned textbooks, library books, and other school property for their use. THESE SCHOOL PROPERTIES MUST BE RETURNED TO THE SCHOOL UPON THE STUDENTS COMPLETION OF USE. Failure to do so will result in a student being placed in obligation to the school and these obligations are the student’s responsibility to clear. If a student has lost or damaged school property, we request payment by check payable to the name of the building the student attended.

PHOTOGRAPHIC AND VIDEO IMAGES

In honor of their activities and accomplishments, the Blue Springs R-IV School District is proud to publish and display student photographs, video images and artwork in different ways including newsletters, promotional items, websites and special events. Any parent who does not wish to have their student’s image or artwork published or displayed should notify the school’s principal via written request each year. A sample form for this purpose is available at each school.

In order to ensure the safety of our students, all of the district’s buses are equipped with video cameras. This footage may be reviewed for disciplinary or positive reinforcement reasons.

PROJECT/COST

Any students who desire to own a project completed using school materials (valued at \$2.00 or more) may do so by paying for the cost of the materials. Otherwise the project remains the property of the school.

SCHOOL CLOSING/INCLEMENT WEATHER

Weather may be of such a nature that the district chooses to postpone opening (i.e., 1 or 2 hour delay), release early, or cancel classes for the day. Many information sources are available to ensure that parents receive updated notification. The decision to postpone or cancel school is generally made prior to 6:30 a.m. Once the decision is made, notification will be available from the following sources:

- ❖ Local radio and television stations
- ❖ SchoolReach (i.e., automated phone call to home or cell phone when activated)
- ❖ Blue Springs CATLINE (i.e., 224-1307) for a coded message. No message means school is on a normal schedule.

It is the parent’s responsibility to assure that their student(s) knows where to go if an emergency arises and school is dismissed early. This especially includes situations where no adults will be at the home.

STUDENTS ON PREMISES BEFORE/AFTER SCHOOL

Parents should not drop off or leave children at the school more than thirty minutes before or after the start of the school day. Parents may drop students off more than thirty minutes before the start of school if arrangements have been made in advance for the student to be supervised by a staff member. All students must vacate the premises at the end of the school day unless participating in an approved extra-curricular activity, receiving after-school tutoring, or participating in other activities properly scheduled in advance. Skateboarding and rollerblading are not permitted on school grounds at any time.

USE OF SECURITY CAMERAS

BP 5.92

There are security cameras in use in a number of locations throughout the district. The cameras are intended to be used for security purposes. However, information obtained via a security camera may also be used for the purpose of discipline proceedings. Due to the use of security cameras students are not allowed to wear hoods over their head inside district facilities.

VALUABLES/PERSONAL BELONGINGS

Valuables, large amounts of cash, skateboards, electronic music players, games, CD’s, and toys are to be left at home. Some games, electronic music players, and toys might be used in clubs, but the teacher will inform the parents and students when this will take place.

VISITORS AND VOLUNTEERS

All visitors must check in at the office and receive a visitor’s pass. Friends and relatives who are of school age will not be permitted to visit a student during the school day. Parents are encouraged to call and make arrangements in advance.

WITHDRAWAL FROM SCHOOL

Any student who moves or drops from a school should report to his/her principal's office. All necessary details will be explained to the student, and parents will be contacted. All books and school property must be checked in, and the student must complete the checkout procedure and clear all obligations before being withdrawn from school.

ACADEMIC INFORMATION

ACADEMICS

The central purpose of the Blue Springs School District is to provide students with the best possible learning environment. We encourage students to do their best in school. So much depends on the learning habits and self-discipline we develop in school. We encourage students to take a rigorous academic schedule, including exploratory curricular offerings related to career paths.

ACADEMIC INTEGRITY

Students should commit themselves to act honestly, responsibly, and above all, with honor and integrity in all areas of their academic life. Students are accountable for everything they say and write. Students are responsible for the integrity of their work. Students should not misrepresent their work by using the work of another and representing it as their own. Students should not give or receive unauthorized aid. Academic dishonesty includes, but is not limited to, bringing answers into a testing area, copying homework or assessments from another student, providing answers for another student, or using unauthorized notes or technology. Academic dishonesty may cause loss of points or a zero on the assignment affected.

ACADEMIC WEEK

Each year in February, middle schools recognize those students who have earned academic honors. Students with a 3.5 GPA and higher, are honored at building level functions.

GRADING SCALE

The Blue Springs school grading system follows board policy:

100% – 97% = A+	96% – 93% = A	92% – 90% = A-
89% – 87% = B+	86% – 83% = B	82% – 80% = B-
79% – 77% = C+	76% – 73% = C	72% – 70% = C-
69% – 67% = D+	66% – 63% = D	62% – 60% = D-
59% - 0% = F		

HOMELESS, MIGRANT, AND ENGLISH LANGUAGE LEARNERS

The district is committed to providing equal access for all eligible homeless, migrant and English Language Learners to a free and appropriate education in the same manner as is provided to other district students.

HONOR ROLL

The honor roll is published each semester and includes only students who have earned a "B" average letter grade (3.0) or better in all subjects.

HUMAN SEXUALITY CURRICULUM NOTIFICATION

Middle School parents are sent a letter regarding the curriculum and to give permission for student attendance. Parents and students are encouraged to review descriptions prior to presentation.

NO CHILD LEFT BEHIND ACT OF 2002 (NCLB)

The No Child Left Behind (NCLB) Act of 2002 (Public Law 107-110) requires the Blue Springs School District to provide in a timely manner, the following information upon parental request:

- ❖ Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which instruction is provided.
- ❖ Whether the teacher is instructing under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- ❖ Whether services are being provided by paraprofessionals and, if so, their qualifications.
- ❖ What baccalaureate degree major the teacher has, any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

PARENT PORTAL

The PowerSchool Parent Access System is intended to provide parents, students and teachers with a free tool to communicate student performance. It is a web-based application that may be accessed from any place the parent/guardian can access the internet. This service is safe, secure, and private. The application is a secure link that encrypts the data to and from the end user. User information is never sold or shared with people or organizations outside of PowerSchool. In addition, a username and password are provided to allow access for only authorized users to the appropriate student record. The username and password will be made available to parents during registration. After registration you may contact your child's school for the information.

With Parent Portal, parents may access their child's grades online, view attendance, and e-mail teachers anytime they wish. Parents may also register for a variety of automated e-mail alerts regarding their child. Parent Portal has proven to be a valuable tool by parents for student success.

STUDENT PARTICIPATION IN STATEWIDE ASSESSMENTS

All Blue Springs School District eligible students will participate in required statewide assessments at the appropriate grade level and during the appropriate testing window as indicated on the DESE website: <http://dese.mo.gov>. Statewide assessments scores will count as a percentage of a student's final grade during the semester in which the assessment is taken. For example, if a statewide Algebra I assessment is taken in the spring the score will count as percentage of the student's spring Algebra I final grade.

STUDENT SERVICES INFORMATION

COMMUNITY OUTREACH UNIT

The Community Outreach Unit is a partnership between the City of Blue Springs and the district. It is designed for the total care of families whose students attend school in Blue Springs or reside within the city limits. Services are free of charge and include individual counseling, family counseling, parenting classes, support groups, decision-making classes, and individualized programming tailored to meet specialized needs. Referrals to the Community Outreach Unit may be made through the school or by direct parent contact. The Community Outreach Unit is located at 205 S. 11th Street and can be reached by phone at 228-0178.

COMPASS CHARACTER EDUCATION PROGRAM

The district believes in the importance of building strong character in all students. The COMPASS Character Education Program is a key component of the curriculum and focuses on the critical attributes of respect (to be the best one can be, a person must respect self and others), responsibility (to be the best one can be, a person must do those things for which s/he is responsible), rights (to be the best one can be, a person must value, promote, and protect the rights of self and others), and resourcefulness (to be the best one can be, a person must use personal resources to the benefit of self and others).

COUNSELING SERVICES

The main objective of the counseling staff is to counsel, coordinate and consult. Counselors are trained to give students guidance and help with the complexities and opportunities during their educational experience.

Each student will be assigned a counselor who will monitor the student's academic experience. The school counselor will assist students in seeking solutions to questions and problems related to their education and personal/social adjustment. A primary focus is to assist the students with challenges and planning with their educational experience.

Counseling services include individual and group planning sessions. Parents and students are invited to schedule a conference to discuss school progress and to develop short and long term goals. The Blue Springs School District provides the opportunity for students to be prepared in many ways. Students take several assessments throughout grades 6 – 12 so that parents, students, and the schools can evaluate their current level of preparation for future goals. A proactive planning approach can be developed in concert between the home and school personnel to help students meet their future goals.

All counselors are trained to help students, parents, and staff with questions, ideas, problems, and concerns. They are willing to help each student as he/she progresses through 6th grade school to graduation.

HEALTH SERVICES

BP 5.97

A health aide is on duty 10 minutes before the start of and 10 minutes after the end of each school day. The health aide administers first aid and handles emergencies due to sickness or accidents occurring at school. They may not, according to Blue Springs R-IV School Board Policy, administer prescribed medication unless the parent brings the medication to the clinic and completes the Medication Permit Form.

School Clinic

When students become ill, please refer to the following policies and procedures:

1. We ask parents to keep students home when they show signs of illness.
2. When a student becomes ill at school the nurse will contact parents by phone. Immediate arrangements should be made for a parent or designee to pick up the student.
3. Students will be excluded from school when they have a fever of 100 degrees or greater. They may return after 24 hours if they are free of fever without the use of medication such as aspirin or Tylenol.
4. Students may be excluded from school when they are vomiting and/or have diarrhea. They may return when free of fever for 24 hours and no longer have vomiting and/or diarrhea.
5. Students with rashes will be excluded from school, but may return when the rash is gone or when a doctor's note with a diagnosis of rash is delivered to the clinic.

6. Students who have head lice will be excluded from school and parents will receive specific directions when they pick up their students. Students will not be allowed to return to class without first being checked by the nurse.

PLEASE SEE THE BOARD POLICY SECTION OF THIS HANDBOOK FOR MEDICATION AND IMMUNIZATION INFORMATION.

HOMEBOUND INSTRUCTION

Homebound instruction is available for students that are confined due to injury or medical condition for a period of at least two weeks. An application must be completed by the parent or legal guardian. The application requires a signed statement by a licensed physician that the student is unable to attend school because of a specified injury, illness, or other medical condition. Application forms are available from a designated building administrator. Any student returning to school from homebound instruction must report to the attendance secretary before returning to any regular class. Homebound instruction services/placement is determined by the IEP/504 team for students who are special education or 504 eligible. See Board Policy 6.5 on the district website at www.bssd.net or call the school to receive a copy.

OLWEUS PROGRAM

The Olweus Program equips staff and students with bully prevention strategies and beneficial options for identifying and resolving minor differences (e.g., rumors, gossip, name-calling) before they become major problems. Parents should contact their student's teacher, counselor, or principal for additional information pertaining to the Olweus Program.

PUBLIC NOTICE (7/01/10)-CHILD FIND

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

The Blue Springs R-IV School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

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

The Blue Springs R-IV School District has adopted a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Blue Springs R-IV School District Administration Building from 8:00 AM to 4:30 PM in the Special Education Department.

This notice will be provided in native languages as appropriate

STUDENT ASSISTANCE PROGRAM (SAP)

The Student Assistance Program is a problem-solving process designed to provide support to the student and teacher through a collaborative approach. The purpose of SAP is to aide school personnel in identifying and establishing effective mechanisms for addressing learning, health, social/emotional, physical and /or behavior problems to ensure students' academic success. SAP brochures are available through the school counseling office.

SCHOOL RESOURCE OFFICER

The Blue Springs School District values the partnership between the Blue Springs School Police Department and the school district. Each school has a Blue Springs Police Officer or school district officer deputized by the Jackson County Sheriff's department assigned to the building. School Resource Officers perform the duties of law enforcement officer, which also include classroom presentations, acting as a resource to parents, students, and staff, and assisting in mediations. The building S.R.O. can be reached by contacting the main office. They may also be called upon to assist administration regarding student discipline issues.

EXTRA-CURRICULAR ACTIVITIES

Parents should plan to pick up their students at or before the closing time of the activity. Students who are absent all day due to illness on the day of an after-school activity may not attend nor participate in that activity. Students must be in attendance at school a half day to participate in any extra-curricular activity. A student who comes to school but goes home ill later in the day may not participate. **Students under suspension, in-school or out, do not participate in after-school activities.** (Activities may vary from middle school to middle school.)

ACTIVITIES

Honors Choir	Scholar Bowl
Honors/Show Choir	Speech/Drama/Forensics
Jazz Band	Student Council
Jazz Band Ensemble	Yearbook
Play/Musical	

INTERSCHOLASTIC SPORTS

Fall Sports: Volleyball (8th grade girls), Football (8th grade boys), Cross Country grade boys and girls (7th and 8th grade)

Winter Sports: Basketball (8th grade boys and girls)

Spring Sports: Track (8th grade boys and girls)

The goal of all activities is to promote team building and good sportsmanship. Participants represent our School and Community. Always show your school pride; we are always on display. Any inappropriate behavior will result in removal from an event.

INTRAMURAL

Basketball
Cheerleading and/or Drill Team
Flag Football
Soccer
Volleyball
(Additional intramurals may be available at each individual middle school.)

SOCIAL EVENTS

Social events are held to interest students. It should be noted, however, that there will be no parties and no food in classes during school hours if not part of the regular curriculum and approved by the principal.

During school-sponsored dances or activities, the following is applicable:

1. If you leave the building, you cannot return.
2. There will be no guests at dances.
3. Must follow the appropriate dress guidelines.
4. Students assigned to ISD or OSS are not allowed to attend extracurricular events.
5. The Student General Behavior Code will be adhered to and strictly enforced during all social events.
6. Must be at school (not ill) on the day of a social event.

CODE OF ETHICS

Every student will sign the district Code of Ethics (see pages 13-14) to be able to participate in any extra-curricular activity, intramural, or sport.

Blue Springs R-IV Middle School Activities Code of Ethical Behavior and Student/Parent Consent and Warning

If I choose to participate in any Blue Springs Middle School activities program, I will sincerely endeavor to contribute my best to the success of that program. Therefore, I agree to abide by the provisions of the following Code of Ethical Behavior. I am also aware that if I do not live up to this agreement, I must accept the consequences, which may include dismissal from the activity in which I am participating.

I realize that if school policies are violated, the procedures and penalties of those policies may take precedence over, or be in addition to those described in the following rules of conduct for participants.

I. Drug Possession, Use, Or Abuse (including use of alcoholic or cereal malt beverages, tobacco, and the use of other controlled substances)

- A. Out of Season: The coach informs the student's parents and the Activities Director and Principal of the incident. The coach, Activities Director, and Principal determine future action, which may include permanent suspension from his/her team.
- B. During the Season (from first practice through final team association) -The coach, Activities Director, and Principal review the offense together and determine future action, which may include permanent suspension from his/her team.
 - 1. Parent notification.
 - 2. Temporary suspension from team for five or more days including suspension. Participant will be referred to the school's Student Assistance Program (SAP) for possible assessment of rehabilitation.
 - 3. Permanent suspension from the team.
 - 4. If the above offense violates policy, student is subject to penalties of the policy. In all cases, Board of Education and school policies supersede any code of conduct policies.

II. General Standards of Conduct

- A. Penalties for violation of any of the following are determined by the Coach/Sponsor and/or Activities Director.
 - 1. Student must meet all MSHSAA standards of scholarship, eligibility, school attendance, etc.
 - 2. Student must be a good citizen (MSHSAA By-Law 212, Citizenship Standard).
 - 3. Student must be responsible for proper use and the return of all equipment entrusted to him/her.
 - 4. Student must create, promote, and maintain the elements of good sportsmanship.
- B. Law Enforcement (MSHSAA By-Law 212, Citizenship Standard)

A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (i.e. jail time, court costs, etc.) or special condition of probation (i.e. restitution, community service, counseling, etc.) has been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies. Minor moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol, accidents or injuries. After a student has completed all court appearances and penalties, and has satisfied all special conditions of probation and remains under general probation only, local school authorities shall determine eligibility.

NOTE: Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under the above standards. If the student does not notify the school of the situation prior to the school's discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the MSHSAA Board of Directors. (MSHSAA by-laws)

The purpose of this Code of Ethical Behavior is to allow the student the privilege and honor of being part of a successful organization and to give the student an opportunity to become a better competitor.

Middle School Activities Guidelines for Blue Springs R-4 Schools

The following guidelines have been established jointly by the four middle schools in Blue Springs. Expectations for our students are high. We expect them to set a "Good Example" for the rest of the student body and represent their schools in the highest manner at all activities.

Remember: It is a privilege to participate in extra-curricular activities.

Teacher Detentions: Any student who receives a detention should report to practice as soon as the detention is completed that day. In sports, extra conditioning will be assigned to make up for practice time missed. For other activities the coach/sponsor will determine the make up procedures. If a student does not report to practice after a detention he/she shall be considered unexcused for that practice.

In-School Detention: Any student who receives an In-School-Detention or Out of School Suspension shall miss all practices and contests while they are in ISD or OSS and may have limited participation time in the next contest. Multiple infractions may result in permanent suspension from his/her team. For example, if an administrator assigns 3 days of ISD on a Monday effective Tuesday-Thursday, the student should not participate in the Monday night activity.

Unexcused Absences from Activities: An unexcused absence is any missed practice/contest that the student has not given prior notice to the coach/sponsor as to why he/she will not be there.

1. The first unexcused absence will be handled with the student by the coach/sponsor.
2. The second unexcused absence, the student and parent will be notified, and it can lead to loss of participation time in the next game or contest.
3. The third unexcused absence; the student may be removed from the team.

Note: In signing this agreement, you as a parent or guardian are giving permission for the designated student to participate in organized middle school activities, even though you are aware of the potential for injury, which is inherent in all sports/activities. Even with the best of coaching, the use of the protective equipment, and strict observance of rules, injuries are still a possibility. On rare occasions these injuries can be so severe as to result in total disability, paralysis, or even death.

These policies pertain to any and all Blue Springs Middle School activities the student participates in this year.

I/We acknowledge that I/we have read and understand the above.

Date

Parent Signature

Student Signature

EXPECTATIONS OF PARENTS: In addition, the Missouri State High School Activities Association (MSHSAA) sets expectations for parents. Your enthusiasm as a spectator includes a vital responsibility for good sportsmanship. Your habits and reactions determine the quality of sportsmanship, which reflects upon our school and our community. Parents are expected to:

- A. Know and demonstrate the fundamentals of good sportsmanship.
- B. Respect school property and authority.
- C. Show respect for opponents and opposing coaches and fans.
- D. Show respect for players who are injured.
- E. Respect the judgment and strategy of the coach (even if you disagree).
- F. Respect the judgment of game officials (even if you disagree).
- G. Avoid profane language and obnoxious behavior at all times.
- H. Avoid applauding errors or penalties of the opponents.
- I. Refrain from heckling, jeering or distracting opponents, including distracting behavior during the shooting of free throws.
- J. Refrain from being critical of players, coaches or officials for a loss.
- K. Refrain from throwing objects on the playing area or in the bleachers.
- L. Avoid stomping of bleachers or the use of artificial noisemakers.
- M. Refrain from using cheers that taunt or ridicule opposing players, coaches, or spectators.
- N. Refrain from booing or showing displeasure with game officials or game activities.

I certify that I have read and understand the above expectations and information related to sportsmanship. I understand that I am a role model for my son/daughter and that I represent our school and our community when I attend an activities function. I also understand that if I do not comply with the above listed responsibilities that I may forfeit my privilege of attending future activities involving our school.

Date

Parent Signature

This is just a copy of the form that needs to be completed and turned into your coach or activity sponsor. Copies are available in the office. You do not need to cut this copy out of the handbook to complete.

SCHOOL BEHAVIOR / CONSEQUENCES / BOARD POLICIES

CAMPUS COURTESIES

Pride in the district is demonstrated by the way students treat other students, teachers, property, and equipment. Thoughtfulness, sportsmanship, responsibility, and respect are campus courtesies that should be observed by everyone.

Good behavior is essential, not only throughout the building but in all activities and events in which our school is involved. Each student's personal conduct should remain above reproach. The school, like students, has certain rights. One of these is the right to be protected from disturbances.

Offenses of an extreme nature such as vandalism, stealing, causing false alarms, alcohol and drug abuse, may result in long-term suspension, loss of credit or other punishment for the first offense. Likewise, smoking or chewing tobacco is not permitted in school buildings or on school grounds by any students. As students progress through their schooling, students are expected to have more self control. **NO STUDENT HAS THE RIGHT TO INTERFERE WITH THE LEARNING OR SAFETY OF ANOTHER.**

COMPUTER SYSTEMS REGULATIONS

The school district is responsible for securing its networks and computer systems while making them accessible for authorized and legitimate users. As a user of the districts' resources, students will receive a password/user identification designation for accessing networks and other resources in and outside the district. The student is solely responsible for all actions taken while utilizing his/her password/user identification designation. Violation of computer systems regulations will result in temporary revocation of user accounts and privileges and may result in additional disciplinary action.

GANGS

Participation in any unauthorized club or gang activity, including but not limited to, the display or possession of gang symbols; soliciting others for membership; requesting the payment of dues, insurance, or other forms of protection from any individual; intimidating or threatening any individual; and/or inciting others to participate in any form of physical violence involving persons or property will not be allowed. Those acts are considered extortion and violate Board Policy 5.64. Violations will be dealt with according to discipline policy and police report or action may be deemed necessary.

HALLWAY ETIQUETTE

In an effort to allow students the opportunity to get to their class on time and enhance safety at the building, students should not congregate and be standing, sitting, and/or socializing in the middle of hallways, doorways, or hallway intersections. Failure to comply may result in disciplinary action.

SEARCH/SEIZURE OF STUDENTS LOCKERS **BP 5.64 (6)**

Students may be requested to submit to voluntary personal searches when suspicion warrants such action. Students who refuse to submit to a voluntary search may be referred to appropriate law enforcement authorities when such action is deemed appropriate by the principal and may be suspended from school for the lack of cooperation and/or insubordination with school administrators.

School lockers and desks are the property of the board of education and are provided for convenience of students and are subject to periodic inspections without notice. The lockers and desks may be subject to search by school administrators for a variety of reasons. Among the reasons, but not limited to these reasons, are suspicion of concealing drugs, alcohol, tobacco, or materials of a disruptive nature, stolen properties, weapons, or other items which pose danger to the health or safety of the student, other students, or school employees. All searches will be conducted by an administrator and an additional staff member based on reasonable suspicion.

STANDARDS FOR DISCIPLINE AND SUSPENSION

The one basic, fundamental is: **NO STUDENT WILL INTERFERE WITH THE LEARNING WELFARE, OR PROPERTY OF ANOTHER. Any threats should be immediately reported to administrator or counselor.** We are proud of the general behavior of our student body and the respect they have for the school, its property, and its people. However, there are those few who make it necessary to have rules and procedures to make school a great place for everyone, students and teachers alike. All school district personnel responsible for care and supervision of students are authorized to hold students accountable for any disorderly conduct in violation of the standard of student conduct. This policy applies to students in school, on any property of the school, during any school-sponsored activity, including extracurricular activities, regardless of location, on any school bus going to, returning from a school, or school sponsored activities and during intermission or recess periods.

Any student that exhibits physical or verbally disruptive behavior such as pushing, shoving, engage in verbal/nonverbal confrontations on school grounds will be referred to an administrator to determine disciplinary consequences. This applies whether or not physical injury results. Such behavior is one example of a student's behavior being prejudicial to the good order of schools. Administration may assign a variety of consequences to address student behavior including out-of-school suspension and detention either before, during, or after school.

**BLUE SPRINGS MIDDLE SCHOOLS
DISCIPLINE SCOPE AND SEQUENCE
2011-2012**

The following scope and sequence has been created in accordance with district board policies. There are a number of behavior violations that are specifically outlined in the Blue Springs R-IV policy manual and therefore, are not included in this scope and sequence. However, no policy or list can anticipate every discipline situation that might occur. The list is meant to be a general guide for discipline policies only. Refer to Board Policies for additional information and items not listed. The severity of a situation and the frequency of discipline infractions must be taken into consideration when distributing discipline.

If a student fails or refuses to complete the assigned disciplinary action, a more severe consequence may be assigned. Law enforcement may be notified and could result in the student's arrest and removal from school property.

Academic Dishonesty

Detention, Parent Contact
3 days ISD or less
3 days ISD

Alcohol Use/Possession/Influence

BP 5.64(2)(b)(1)
10 days OSS and Referral to CO/Law Officer

Assault or Battery/Faculty

BP 5.64(2)(a)(2) and/or 5.64(2)(a)(3)
10 days OSS and CO Referral/Law Officer

Assault or Battery/Student

BP 5.64(2)(a)(1)
10 days OSS or less and Referral to CO/Law Officer

Bullying/Harassment (must consider severity)

BP 5.64(2)(a)(10)
3 days ISD or less plus student/parent contact
3 days ISD or OSS
3-5 days OSS

Bus Infraction

BP 6.45
Warning – Conference with student, parent contact
Bus Suspension 1-3 days, parent contact
Bus Suspension 3-5 days, parent contact
Bus Suspension 5-10 days, parent contact
Bus Suspension 10 days or more, parent contact
Note: Major violations may result in immediate suspension from the bus. Please refer to packet from Transportation or call for more details

Computer Misuse/Network

BP 5.14
3 days ISD or less
3 days OSS or less
10 days OSS or less
***Major violations may result in long term OSS or expulsion/loss of computer privileges

Damage to Property/Vandalism

BP 5.64(2)(c)(3)
10 days OSS or less and restitution
In case of damage totaling \$150 or more 10 days OSS and Referral to CO/Law Officer

Disrespect to Staff Members

3 days OSS or less
5 days OSS or less
10 days OSS and Referral to CO

Drug Distribution

BP 5.64(2)(b)(3)
10 days OSS and Referral to CO/Law Officer

Drug Possession, Use, Influence, or Paraphernalia

BP 5.64(2)(b)(1)
10 days OSS and Referral to CO/Law Officer

Electronic Devices –Disrupting Academic Time

BP 5.64(2)(b)(2)
1 day ISD or less
2 days OSS or less
10 days OSS or less

Failure to Follow Directions/School Rules

Detention, parent contact
3 days ISD or less
3 days OSS
5 days OSS

Failure to Serve Detention

Detention Time Doubled by Teacher
Administrative Detention
3 days ISD

False Reporting/Setting off Disaster Alarms/Bomb Threats

BP 5.64(2)(a)(7)
10 days OSS and Referral to CO/Law Officer

Fighting

3 days OSS/Law Officer
5 days OSS/Law Officer
10 days OSS/Law Officer

Forgery

3 days ISD or less, Parent Contact
3 days ISD
3 days OSS

General Misconduct (Including Classroom Disruptions)

BP 5.61(3) and 5.64(1)

3 days ISD or less
3 days ISD
3 days OSS
5 days OSS

Obscene Materials

3 days ISD or less, parent contact
3 days OSS, parent contact
5-10 days OSS

Possession or Use of a Weapon

BP 5.64(2)(a)(5)

10 days OSS and Referral to CO/Law Officer
Expulsion

Possession or Use of Potentially Dangerous, Hazardous, or Inappropriate Items

BP 5.64(2)(a)(4)

10 days OSS or Less and Referral to CO

Privately Owned Laptop Computers

BP 5.64(2)(b)(2)

1 day ISD or less
2 days OSS or less
10 days OSS or less

Profane Language/Inappropriate Gesture

3 days ISD or less
3 days ISD
3 days OSS

Public Display of Affection

Detention, parent contact
3 days ISD or less
3 days ISD
3 days OSS

Sexual Harassment (SHR): Verbal jokes, slurs, remarks, writings, gestures, etc. Law enforcement may be contacted

BP 2.8

3 days ISD or less and Student Conference/Parent Contact/Documentation
10 days OSS or less
10 days OSS and Referral to CO

Sexual Misconduct-actual or simulated conduct, including but not limited to fondling, indecent exposure, sexual activity

3-10 days OSS/Law Officer
10 days OSS and Referral to CO/Law Officer

Tardies (By Team, By Semester)

Teacher Warning/Documentation
Parent Contact/Documentation
Teacher Warning/Documentation
Detention /Documentation
Referral to Office

Theft (Major)

BP 5.64(2)(c)(2)

Thefts over \$150 - 10 days OSS and CO Referral/Law Officer

Theft (Minor)

BP 5.64(2)(c)(2)

3 days ISD/Restitution
3 days OSS/Restitution
5-10 days OSS/Restitution

Threats/Direct or Indirect to Others

BP 5.64(2)(a)(9)

Up to 10 days OSS and Referral to CO/Law Officer

Tobacco

BP 5.64(2)(b)(5)

3 days ISD/Report to Law Officer
3 days OSS/Report to Law Officer
5 days OSS/Report to Law Officer
10 days OSS Report to Law Officer

Truancy

3 days ISD or less
3 days ISD or less
3 days ISD or less

BLUE SPRINGS RIV SCHOOL DISTRICT Board of Education Policies 2011-2012

The following policies have been adopted by the Blue Springs R-IV Board of Education. Please read this document carefully with the understanding that these are the behavioral guidelines for our schools.

Not all policies are listed or fully stated in the student handbook. The complete and updated Board of Education policies are available on-line at www.bssd.net.

2.8 **Sexual Harassment** (October, 2007)

The Blue Springs School District is committed to a positive and productive working and learning environment free from discrimination. Because sexual harassment is a form of sexual discrimination and compromises the attainment of education and work excellence, the Blue Springs School District strictly prohibits sexual harassment of its employees or students. Such behavior may occur between members of the same or opposite sex and may be cause for disciplinary action up to and including expulsion for students and termination for employees.

This policy applies to all acts of sexual harassment at any event on district property, and at any event or location when the behavior involves district employee(s) or students, including but not limited to: (a) those acts by school district employee(s) directed toward and affecting other district employee(s), (b) those acts by school district employee(s) directed toward and affecting district student(s), (c) those acts by school district students(s) toward other student(s), (d) those acts by district student(s) directed toward and affecting district employee(s), and (e) those acts by non-district employees or students directed toward district employees or students.

Definitions of Sexual Harassment

Sexual harassment is generally defined as any unwelcome sexual advance(s), request for favors and/or other verbal, physical and/or visual contact of a sexual nature when:

1. Submission is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. The conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or of creating an intimidating, hostile or offensive employment or educational environment.

Definitions of a Hostile Environment

An "intimidating, hostile or offensive employment or educational environment" means an environment in which:

1. Unwelcome sexually-oriented jokes, innuendoes, obscenities, pictures/posters, leering, or any action with sexual connotation makes a student or employee feel uncomfortable, or
2. Any aggressive, harassing behavior in the work place or school that affects working or learning, whether or not sexual in connotation, and is directed toward an individual because of their sex.
3. Any action with sexual connotation which makes a student or employee feel uncomfortable.
4. Any behavior that adversely affects work or learning that is directed toward an individual because of their sex.

Sexual Harassment Includes, But is Not Limited To

- Persistent request for dates or other social activity when such requests are refused.
- Grabbing, touching or brushing another person when that person verbally or physically objects, or grabbing, touching, or brushing another who may not be mature enough to voice objection to the harasser, when the conduct is directed toward an individual because of their sex.
- Displaying sexually suggestive objects, pictures, cartoons, or posters where others may see them.
- Circulating sexually suggestive letters, electronic messages, notes, or other such written material.
- Offering or implying special treatment in employment or school, in hope of, or in exchange for sexual favors.
- Physical conduct such as pushing, impeding or blocking movement because of the sex of the victim.
- Hazing, or daring to perform unsafe work or learning tasks because of the sex of the victim.
- Unwelcome, persistent leering or staring at another person because of their sex.
- Making lewd or offensive sexually oriented comments or suggestions.
- Uninvited and repeated sexual flirtations, advances, or propositions.
- Uninvited and repeated comments of a sexual nature.
- The effect of the behavior on the victim regardless of the intent of the accused, determines whether or not harassment has occurred.

Prevention of Sexual Harassment

It is the practice of the district to provide annual in-service education and/or training about sexual harassment for employees and students.

Students Reporting Incidents of Sexual Harassment

Students who believe they have been or are being sexually harassed should immediately after the harassment incident discuss the situation with their parent(s), and/or contact a trusted teacher, counselor, or other school employee, or their principal, or the district Title IX coordinator or the Assistant Superintendent of Human Resources.

Prohibition Against Retaliation

The district strictly prohibits retaliation against any employee or student because he or she has made a report of alleged sexual harassment, or against any employee or student who has testified, assisted, or participated in the investigation of a report. Retaliation includes, but is not limited to, any form of reprisal or adverse action. Retaliation is itself a violation of federal and state laws prohibiting discrimination and may lead to separate disciplinary action against the offender.

Confidentiality Rev. 12/99, Rev. 4/04, Rev. 10/07

A report of sexual harassment and the investigation are to be disclosed in accordance with this policy, or the Title IX grievance policy.

2.9 Civility (February 2006)

The Board of Education is committed to providing a safe, harassment-free environment for students and staff, which promotes mutual respect, civility and orderly conduct among district employees, parents and the public. The district discourages volatile, hostile, or aggressive actions. This policy is not intended to deprive any person of his or her freedom of expression, but rather to maintain a safe, orderly educational environment for our students. Provisions of this policy include:

1. **Disruptive Individual** – Any individual who disrupts or threatens to disrupt school or office operations, threatens the health and/or safety of others, willfully causes property damage, uses loud and/or offensive language that might provoke a violent reaction will be directed to leave school district property by the school's administrator(s) or a law enforcement officer.
2. **Unauthorized Individual** – Any unauthorized person on school district property will be directed to leave the district property immediately by building administration or a law enforcement officer.
3. **Abusive Individuals/Staff Directions** – Any individual of the public who speaks loudly in a demeaning and/or insulting manner or uses obscenities will be calmly and politely advised by the employee to whom the remarks are directed to communicate in a civil manner. This also applies to any person who uses demeaning, insulting, or threatening language through written form, telephone, or other electronic communication. If the individual does not stop the abusive behavior, the district employee will notify the individual that the meeting and/or communication is terminated, and the district employee shall notify his/her supervisor of such incident immediately. If the meeting is on school district property, the individual will be directed to leave promptly. The supervisor shall make a determination on the method of further communication. This referral process also applies to situations involving any form of communication that becomes abusive, harassing, or excessively frequent.

5.1.14 Student Immunization (May, 1997)

Students in non-compliance with 167.181, RSMo regulating required immunizations, may not enroll or attend school unless the parent/guardian has a signed medical or religious exemption on file, or unless the student is homeless or has started an immunization series and satisfactory progress is being accomplished in the prescribed manner as outlined in the Missouri Immunization Schedule. Evidence of immunization means a statement, certificate or record from a physician or other recognized health facility or personnel verifying the type of vaccine and month, day and year of administration. Homeless children are allowed a 30 day time period in which to provide proof of compliance.

5.14 Technology Resources (October, 2001)

The board of education recognized that as telecommunications and other technologies shift the ways that information may be accessed, communicated and transferred, those changes may also alter instruction and student learning. The school board generally supports access by students and staff to technology resources. The district's technology resources will be used only for learning, teaching and administrative purposes consistent with the district's mission and goals. The Blue Springs School District retains the right to regulate and monitor the access and use of school technology resources for academic and non-academic purposes. The district's technology resources have not been provided as a public access service or public forum. The district is not responsible for any financial obligation arising through unauthorized use of the district's technology resources.

Technology resources include all of the computer hardware, operating system software, application software, stored text, and data files. This also includes electronic mail, local databases, externally accessed databases (such as the Internet), CD-ROM, optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available.

5.14.1 Student Access To Technology Resources (September, 2003)

Student access to and use of technology resources shall be in accordance with district policy and procedures. Student access and use will be monitored. The district will provide filtering devices to screen objectionable and obscene materials. Even though filtering devices are used, it should be understood that students might encounter such materials. Student use of technology resources may be permitted upon submission of the Acceptable Use and Procedures form signed by parents of minor students (under 18 years of age) and by students.

5.18 Nondiscrimination (December, 2010)

Anti-Discrimination Law Compliance

The board of education is prohibited from and hereby declares a policy against, engaging in unlawful discrimination, including harassment, creating a hostile environment, on the basis of race, color, religion, sex, national origin, ancestry, disability, or age in its programs and activities and provides equal access to Boy Scouts and other designated youth groups.

Prohibitions

As part of this obligation, the board is also prohibited from, and declares a policy against:

- (1) Retaliatory actions based on making complaints of prohibited discrimination or participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination;
- (2) Aiding, abetting, inciting, compelling or coercing discrimination; and
- (3) Discrimination against any person because of such person's association with a person protected from discrimination due to one or more of the above-stated characteristics.

Compliance Coordinators

To ensure that these obligations are met, the board designates the following individual to act as the district's nondiscrimination laws compliance coordinators, who shall also be the appointee for all laws specifically mandating such an appointment, and who shall have the duty of keeping the superintendent informed of the state of compliance with this policy district wide:

Student and Employee Related Inquiries:
Assistant Superintendent of Human Resources
Blue Springs School District
1801 NW Vesper
Blue Springs, Missouri 64015
(816) 224-1300
Fax (816) 224-1764

Facility Related Inquiries:
Director of Buildings and Grounds
Blue Springs School District
1801 NW Vesper
Blue Springs, Missouri 64015
(816) 224-1300
Fax (816) 224-1764

Student Disability Related Inquiries:
Assistant Director of Special Education
Blue Springs School District
1801 NW Vesper
Blue Springs, Missouri 64015
(816) 224-1300
Fax (816) 224-1764

Reporting and Complaint

Any employee of the district or member of the board of education who becomes apprised of a possible violation of this policy must report the matter to the appropriate compliance coordinator and/or building principal. Students must report any matter of alleged discrimination to the building principal. In the event the building principal is the subject of the report, reports should instead be directed to the appropriate compliance coordinator who will assume the building principal's duties for the purpose of that complaint.

Grievance Procedure and Resolution of Complaints

The administration will establish an effective grievance procedure and take any other actions necessary to carry out this policy, with due regard for the substantive and procedural rights of all parties concerned.

Confidentiality and Records

To the extent permitted by law, any public record held by this school district that is generated or received pursuant to this policy shall be closed and available only to the board acting as a quorum, a committee appointed by the board to carry out this policy on a permanent or ad hoc basis, the compliance coordinators and other administrators whose duties require access to the record in order to carry out this policy. Such persons may share access, on an individual basis, to such records with complainants or participants in a grievance or other resolution, only to the extent such disclosure promotes the purposes of this policy and is not prohibited by FERPA or any other law. Certain other limited disclosures may be required when material in the records is integral to an action affecting a constitutionally recognized property or liberty interest.

Public Notice and Dissemination

A copy of this policy will be posted in a public area of each building used for instruction and/or administrative offices. A copy of this policy will also be distributed annually to employees, parents or guardians, and students. The administration is directed to further publicize this policy and provide for such training or instruction as necessary to ensure district wide compliance with anti-discrimination laws, including instruction in recognizing behavior indicative of a violation of this policy.

Limitations

Nothing in this policy shall be construed as creating a cause of action. Neither the proscriptions of, nor actions taken under, this policy shall on that basis stop the board from fully arguing for or against the existence of any fact and the scope or meaning of any law in any forum.

1.10 Discrimination Grievance Procedures (May, 2011)

The following policies and procedures are established in order to assist in the fair and prompt resolution of student and/or parent/legal guardian discrimination or harassment grievances. A grievance here under is a claim by a student and/or parent/legal guardian that a violation of Title VI, Title IX, Section 504, the Age Discrimination Act of 1975, the Boy Scouts Act or their regulations, has occurred. Whenever a grievance occurs, the following procedure will be followed and every effort will be made to secure an appropriate resolution as early as possible.

- (1) As used herein, the term "grievant" means the individual student, parent/legal guardian on behalf of a student, filing a grievance under this policy; the term "days" shall mean days when school is in session except that when a grievance is filed on or after May 16, "days" shall refer to Mondays through Fridays, excepting legal holidays.
- (2) A grievance may be filed by an individual grievant or by a parent/legal guardian on behalf of a student grievant. At each step of the grievance process, the grievant shall be entitled to identify witnesses and present other relevant information. The District will take necessary steps to correct any conduct which was proven to be discriminatory or harassing and the effects caused by the conduct and to prevent recurrence.
- (3) No grievance shall be recognized unless it is filed at the appropriate level within the time limits set forth herein after the occurrence of the event which is the subject of the grievance.
- (4) The inclusion of time limits in this policy is for the purpose of insuring prompt action. In circumstances where the grievant does not pursue the next step of the procedure within the time period specified, unless there is a mutually agreed extension of time, the grievance shall be deemed to have been settled and no further action shall be required. In the absence of a reply to a grievance by the appropriate administrator within the required time period, the grievance shall be considered to have been denied and the grievant may submit the grievance in writing to the next level.

Procedures

Level One

A grievant shall, within ten (10) days after the occurrence of the event which is the subject of the grievance, make an appointment with and discuss the matter with the appropriate principal. Every effort will be made to resolve the grievance informally at this level. The principal shall conduct any necessary investigation. The principal shall provide a written response to the grievant within ten (10) days after the initial discussion.

Level Two

In the event the grievant is not satisfied with the disposition of the grievance at Level One, the grievant shall reduce the grievance to writing, sign it, and submit it to the appropriate compliance coordinator within five (5) days after the response at Level One.

A written grievance shall contain a detailed description of the factual circumstances upon which the grievance is based and an explanation of how such facts result in discrimination. The compliance coordinator may designate another appropriate administrator to conduct any necessary investigation. The compliance coordinator shall provide a written response within thirty (30) working days after receipt of the written grievance.

Level Three

In the event the grievant is not satisfied with the resolution of the grievance at Level Two, the grievant may submit the written grievance within five (5) days to the superintendent. The superintendent may designate another appropriate administrator to conduct any necessary investigation. The superintendent shall provide a written response to the written grievance within ten (10) working days of the receipt of the written grievance.

Level Four

Within five (5) days after receiving the Level Three decision, the grievant may appeal the superintendent's decision by notifying the Board secretary in writing. The Board shall hear the grievance at the next regularly scheduled board of education meeting after the notice of appeal is received or at such other time as determined by the board. The Board shall hear evidence from the grievant. The Board will consider all relevant evidence presented in connection with the grievance and may request individuals to testify before the Board. Within thirty (30) days after the hearing of the grievance, the Board of Education shall determine what action, if any, should be taken to resolve the grievance. The decision of the Board of Education shall be final and the grievant shall be informed of the decision in writing.

5.34.5 Classifications of Records (June, 2009) Rev. 9/01, 6/09

Education records maintained by the school district are further classified as follows:

1. Class I

Class I data is "Directory Information" which includes, but is not limited to, the following information relating to a student: the student's and parents' or guardians' name, address, electronic mail address, telephone listing, date and place of birth, photographs, including, but not limited to, still photographs and audiovisual records of classroom and school activities (such as individual and class photographs, artistic performances, sports practices and contests, assemblies, service projects, and award presentations), major field of study, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors, and awards received, the most recent school building, educational agency or institution attended by the student. A parent, legal guardian, or student has the right to refuse to allow any or all of the above information to be designated as "Directory Information". Within fifteen (15) days after the first day of school each year, a parent, legal guardian, or student must notify the school administrator of any information which they do not want designated as "Directory Information". If notice is not given, the District may disclose "Directory Information" without consent.

2. Class II

Class II data includes intelligence tests, aptitude tests, interest inventory tests, scholastic tests, family background information, health data, systematically gathered teacher/counselor observations, and records of activities/ awards. These records may only be reviewed and/or transferred in whole or in part with the written consent of the parent, guardian or eligible student.

3. Class III

Class III data constitutes unofficial records and, due to origination, are not the property of the school district. This data is of two types which include:

(a) Agency Reports Agency (includes any individual, organization or other entity) reports shall be kept in a cumulative record file and if marked confidential shall be removed if the file is forwarded to any requesting individual, organization or agency. If an agency would like to review the reports from other agencies, a release of information must be obtained from the originating institution. The agency reports may include such paperwork as follows: (1) Clinic's, physicians' and psychologists' report, (2) Hospital reports, (3) Reports from social services agencies, (4) Other school districts' records (5) Special district reports, such as psychological examiners' and counselors' reports. In the event a parent, guardian, or eligible student wishes to have any of the information in this category transferred and/or reviewed, they must contact and authorize in writing the originating agency to forward same.

(b) Working Notes and Records of the Professional Staff Professional and certificated staff members may keep confidential professional records and notes about any student to whom they may have contact or have been assigned or referred. These notes and records must be professional, objective records and handled confidentially. When the records become obsolete or of no working value, or when the staff member leaves the district employment, or at the latest when the student graduates from high school, these files shall be destroyed by the staff members. These records are to be maintained by the staff members and are not to be transferred to any other school, individual, organization or entity with or without written authorization.

5.35 Collection and Protection of Student Information

5.35.1 Collection of Information (December, 2009)

Generally, the district will not collect, disclose, or use personal student information for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose. In any case where the district may collect student information to disclose or use that information for marketing or selling purposes, the parent of a student (parent includes a legal guardian and other person standing in loco parentis such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child) shall have the right to inspect, upon request, any instrument used in the collection of personal information before the instrument is administered or distributed to a student. A parent should notify the building principal at least three business days before the instrument is administered of their request to inspect. This paragraph does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following: (a) college or other postsecondary education recruitment, or military recruitment; (b) book clubs, magazines, and programs providing access to low-cost literary products; (c) curriculum and instructional materials used by elementary schools and secondary schools; (d) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments; (e) the sale by students of products or services to raise funds for school-related or education-related activities; and (f) student recognition programs.

5.35.2 Physical Screenings or Examinations (December, 2009)

In general, the district will not conduct physical examinations of a student without parental consent unless the health or safety of the student or others is in question or unless by court order. Parents will be notified in advance when any nonemergency, 5-11 invasive physical examination or screening administered by the district will be conducted that is required as a condition of attendance and not necessary to protect the immediate health and safety of the student or other students. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening. The district will conduct physical examinations or screenings permitted or required by state law which would include, but not be limited to, vision, hearing, dental, scoliosis, and lice. Parents shall have the right to opt out of any physical examinations or screenings permitted or required by state law.

5.35.3 Consent (December, 2009)

In accordance with the law, no student shall be required, as part of any applicable program partially or wholly funded by the U.S. Department of Education, to submit to a survey, analysis, or evaluation that reveals any of the following information without the prior consent of the student (if the student is an adult or emancipated minor) or, in the case of an unemancipated minor, without the prior consent of the parent: (a) political affiliations or beliefs of the student or the student's parent; (b) mental or psychological problems of the student or the student's family; (c) sex behavior or attitudes; (d) illegal, anti-social, self-incriminating, or demeaning behavior; (e) critical appraisals of other individuals with whom respondents have close family relationships; (f) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; (g) religious practices, affiliations, or beliefs of the student or student's parent; or (h) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program). The district will take measures to protect the identification and privacy of the students participating in a protected information survey, regardless of the source of funding. These measures may include limiting access to the completed surveys and the survey results as allowed by law.

5.35.4 Right to Inspect (December, 2009)

A parent may inspect, upon request, all instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any applicable educational program. Instructional material does not include academic tests or academic assessments. A parent shall also have the right to inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. A parent should notify the building principal at least three business days before the survey is administered of their request to inspect.

5.35.5 Notice and Opt Out (December, 2009)

In accordance with the law, parents will receive prior notice and an opportunity to opt out of any of the following: (a) activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose); (b) the administration of any survey containing one or more items described in clauses (a) through (h) of Section 5.35.3, above; and (c) any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and is not necessary to protect the immediate health and safety of the student, or of other students.

5.5 Admission and Attendance Regulations

5.51.3 Restrictions to Admission (August, 2004)

Prior to admission, the parent/guardian or other person having custody, control or charge of a child of school age must complete an application (**Appendix 5(9)**) including a sworn statement or affirmation indicating whether or not the student has been suspended or expelled from a school, public, private, charter, or parochial, in this state or any other state for a violation of board policies. In addition, the person enrolling the student must affirm in the application that the student has not been convicted of or charged with an act as set forth below and further described under RSMo 167.171. This document shall be maintained as part of the student's education record. Any person who knowingly submits false information as a part of registering a student or requesting a waiver of residency is guilty of a misdemeanor. In instances where there is reason to suspect that admission of the student will create an immediate danger to the safety of other students and/or employees of the District, the superintendent or designee may convene a hearing within a reasonable time of the request to register and determine whether or not the student may register. No student shall be enrolled, readmitted or otherwise permitted to attend school who

was properly suspended for an act of school violence defined in RSMo 160.261.2 without first holding a conference to review the conduct and any remedial actions needed to prevent any future occurrences or related conduct. The school board shall notify in writing the parents/guardians of the time, place, and agenda of the conference. If after a student has been enrolled and is found to have been suspended or expelled from another school in this state or any other state, including a private, charter, or parochial school or school district, the student will immediately be denied further attendance in the District, pending determination of the reason(s) for the suspension or expulsion. In accordance with RSMo 167.171.4 no student may enroll in a school in the District during a suspension or expulsion from another district if it was determined upon attempt to enroll that the student's conduct would have resulted in a suspension or expulsion in this District. The parent, guardian or student may request a conference with the superintendent or designee to consider if the conduct of the student would have resulted in a suspension or expulsion in this District. If it is determined that such conduct would have resulted in a suspension or expulsion in this District, the superintendent or designee may make such suspension or expulsion from another district immediately effective. If it is determined that such conduct would not have resulted in a suspension or expulsion in this District, the superintendent or designee shall not make such suspension or expulsion from another district effective. In accordance with RSMo 167.171, no student may be readmitted or enrolled in the District who has been convicted of or charged with any of the following acts, which if committed by an adult would be a felony:

1. First degree murder under 565.020, RSMo;
2. Second degree murder under 565.021, RSMo;
3. First degree assault under 565.050, RSMo;
4. Forcible rape under 566.030, RSMo;
5. Forcible sodomy under 566.060, RSMo;
6. Statutory rape under 566.032, RSMo;
7. Statutory sodomy under 566.062, RSMo;
8. Robbery in the first degree under 569.020, RSMo;
9. Distribution of drugs to a minor under 195.212, RSMo;
10. Arson in the first degree under 569.040, RSMo;
11. Kidnapping, when classified as a class A felony under 565.110, RSMo;

Nothing in this section shall prohibit the re-admittance or enrollment of any student if a charge has been dismissed, or when a student has been acquitted of any of the above acts. This section does not apply to a student with a disability, as identified under state eligibility criteria, who is convicted as a result of an action related to the student's disability.

5.51.4 Proof of Residency and Required Admission and Enrollment Information (July, 2003)

Annually all school-aged students seeking enrollment and/or parents/guardians seeking to enroll their school-aged children in the District must present proof that the student(s) and the parents/guardians are residents of the District; the student must reside and be domiciled in the District. The District may make exceptions to annual enrollment requirements, as it deems appropriate. The superintendent or designee is responsible for ensuring that all pre-registration residency, proof of residency, waiver of residency requirements request, and prior discipline documents are completed and maintained as District records. Copies of approved forms, as they may be changed from time to time, are included as part of this policy and adopted by reference.

The parent/guardian of the student or the eligible student shall provide the District: immunization records, birth certificate, specific utility bill (water statement of account, water bill, electric bill, gas bill) or, if applicable, signed and dated sales/construction contract showing possession/closing date, or signed and dated rental agreement. The possession date of a new home in the district must be within one hundred ten (110) calendar days of the first day of the student's attendance, and the student must be in residence/domiciled in the residence within the one hundred ten (110) calendar days.

If the student is not living with both biological parents listed on the birth certificate, one of the following documents is required: divorce papers and legal documents designating primary care responsibility; death certificate of deceased parent(s); any other documentation that would evidence legal guardianship.

5.53 Individual School Attendance Eligibility (July, 2003)

Students shall attend the school designated by the school administration.

Kindergarten Through Grade 8

The superintendent or designee may grant exceptions in special cases for students in grades kindergarten through 8 provided space is available and provided transportation is furnished by the parents. Requests for such exceptions must be submitted in writing on the appropriate form. **See Appendix 5(10)**. In the event students in grades kindergarten through 8 move from one area within the district to another after the first semester of the school year, the student will be permitted to remain in the original school for the balance of the school year if approved by the superintendent of schools or designee and provided transportation is furnished by the parents. Application for such requests must be made in writing on the appropriate form. **See Appendix 5(10)**. Exceptions for physically handicapped children may be made at the discretion of the superintendent of schools or designee. Changes in assignment of kindergarten students may be approved by the principal.

Grades 9 Through 12

Change of Residence from One Attendance Area to Another – If a student has been continuously enrolled and attending a high school for two or more semesters and a change of residence occurs that places them in a different attendance area within the district; the student has two options available to them:

1. The student may continue to attend the high school in which they have previously been enrolled or
2. At the time of the change of residence, or at the beginning of the next grading period, they may choose to enroll in the high school of the attendance area in which they now reside.

If the student should select option #1 he/she must notify the principal and counselor of this decision in writing. The student and his or her parents will be responsible for transportation to and from school.

If the student should later request a change of high schools (at a time different than described above), without a change of residence, the student would need to follow the boundary exception procedure outlined below. There is also the possibility the student may forfeit eligibility to participate in extra-curricular activities for up to 365 days if there is a change of high schools, at a time other than described in items 1 and 2 above, without a change of residence.

In the event of an additional future change of residence that would change the attendance area in which the student resides, requests from students for an intradistrict transfer from one high school to another in the Blue Springs School District shall not be considered except for those reasons approved by the board of education.

Requests from students in grades 9 through 12 for intradistrict transfer from one senior high school to another in the Blue Springs School District shall not be considered except for those reasons approved by the board of education. Boundary Exception: If documentation can be provided to the principal of the building in which the student is enrolled, or should be enrolled, that indicates extreme hardship, or child abuse, a written appeal for an intradistrict transfer may be made to a Boundary Exception Committee. After the principal's verification of the validity of the appeal, the Boundary Exception Committee shall convene to consider the appeal within ten (10) school days. After consideration of the appeal, the Boundary Exception Committee shall respond within five (5) school days. The decision of the Boundary Exception Committee may be appealed to the superintendent of schools within five (5) school days of receiving the Committee's decision. The superintendent shall respond within five (5) school days. The decision of the superintendent of schools may be appealed to the board of education within five (5) school days of receiving the superintendent's decision. The board of education will consider the appeal at the next regularly scheduled meeting. The decision of the board of education shall be final.

Failure to reply or render a decision within the prescribed time at any level will be interpreted as automatic movement to the next step.

The membership of the Boundary Exception Committee shall consist of the principals of both senior high schools and the Freshman Center, the counseling department chairperson of both senior high schools and the Freshman Center, the athletic director of each senior high school and the Freshman Center, and the Director of Secondary Education.

Exceptions approved shall be reviewed at the beginning of each school year by the principal of the building in which the student is enrolled to determine whether or not the exceptions will be renewed.

5.6 Student Discipline

5.61 Policy Goals and Definitions (May, 2007) Rev. 5/1997, 5/2007

1. The adoption of the foregoing Policy of Student Discipline shall revoke and replace Section 5.6 Discipline" of the Policies of the board of education.
2. It is the position of the Blue Springs School District that academic achievement and student discipline are very closely related. The district's goal is to establish a standard of conduct which, when obeyed, shall maintain an atmosphere where orderly learning is possible and encouraged. The ultimate goal of the district policy is to help students develop self-discipline. Therefore, pursuant to the Excellence in Education Act of 1985 and the Safe Schools Act of 1996, it is with these goals in mind that the district adopts this Policy of Student Discipline.
3. As part and parcel of the district policy, the Blue Springs School Board recognized the authority granted by Sections 167.161 and 167.171 RSMo (Supp.1983) of the Missouri state statutes permitting the suspension or expulsion of a student for conduct which is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of the students.
4. While the district policy is designed to comply with section 5.2 of the Excellence in Education Act of 1985 and the Safe Schools Act of 1996 of a student's failure to obey the standard of conduct established by the board, it is impossible to conceive or list every action which would warrant disciplinary consequences: nevertheless, this policy specifically identifies those major violations that could lead to a student's suspension or expulsion. Minor behavior disruptions which might arise are not outside the scope of this policy; however, the consequences for such minor disruptive behavior shall be administered by the principal or other district personnel responsible for the supervision of the disruptive student in accordance with the Student Information and Policies Guide found in the Student handbook.
5. In addition to establishing a standard of conduct and identifying the consequences for major deviations from that standard, this policy also establishes certain procedural rights guaranteed to the student prior to his disciplinary suspension or expulsion as required by Section 167.171 RSMo, Missouri's Administrative Procedures and Review Act, the Excellence in Education Act of 1985 and various applicable case law standards.
6. All students of the district, regardless of age, shall be equally accountable for maintaining the standard of conduct set forth herein; nevertheless, as a result of enactment of the federal Education of the Handicapped Act, additional staff procedures shall be required before the handicapped student is placed on suspension for more than ten (10) days. See Section 5.65 (2) (b) (2), infra.
7. Teachers and other authorized district personnel, including volunteers, responsible for the care, supervision and discipline of students, shall not be civilly liable when acting in conformity with this policy.
8. A written copy of this district policy shall be available for public inspection in the Office of the Superintendent at 1801 NW Vesper Street in Blue Springs during normal business hours.
9. Definitions: For purposes of this policy the following words shall include the meanings set forth:
 - a. Board: Shall mean generally the duly elected Blue Springs R-IV School District Board and include any committee of board members appointed by the president of the board, which shall have full authority to act under this policy in lieu of the board.
 - b. Superintendent: Shall mean generally the administrative head of the R-IV School District and include for purposes of this policy any designee appointed by the superintendent to administer student discipline.
 - c. Pronouns: All "his" pronouns shall be inclusive of both genders and shall include the plural form where applicable.
 - d. Notices: All notices, where writing is required, shall be sent jointly to the student and his parent(s) or others having custodial care of the student in accordance with information, designations and addresses provided and found in the latest school records.
 - e. Violation: In policy 5.64, Violative Conduct & Its Consequences "consequences" are defined according to first violation only, the first and second violation only, or as first, second and third violation. Consequences may be extended through the summer and completed during the fall of the succeeding year.

5.62 Standard of Student Conduct (September, 2001)

Students, parents, teachers, administrators and community residents share the responsibility for creating the positive school environment necessary to promote excellence in education. Individual student self-control and motivation is a primary key to creating that environment. Therefore, the standard of student conduct for the Blue Springs R-IV School District is that each student will act to respectfully further his or her education and no student will interfere with the education, welfare or property of another.

A Standard of Conduct form shall be signed at the beginning of each school year by each student and by each student's parent/guardian for PK - 12.

This standard of student conduct is designed to foster student responsibility, respect for the rights of others, and to insure the orderly operations of Blue Springs R-IV Schools. The standard militates against and sets consequences for conduct which is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of the students. This standard, though fundamentally the same for students in kindergarten through grade twelve, shall be applied so as to meet the specific, emotional, developmental and intellectual needs of the various age groups.

5.63 Student Accountability and Consequences (May, 2007)

1. Student Accountability

All school district personnel responsible for care and supervision of the students are authorized to hold every student strictly accountable for any disorderly conduct in violation of the standard of student conduct. The discipline authority, standard of conduct and consequences of violative conduct administered by district personnel as described in this policy shall apply equally to students:

- a. in school;
- b. on any property of the school;
- c. during any school-sponsored activities, including extracurricular activities regardless of where located;
- d. on any school bus going to or returning from school, or any school sponsored activities; or
- e. during intermission or recess periods.

2. Possible Consequences

The following are common consequences resulting from violations of conduct and the district personnel authorized to impose those consequences:

a. In-Room Discipline

In-room discipline is a broad category of consequences which include, but are not limited to, additional study assignments, in-room detention during recess or other break periods, revocation of otherwise common privileges, and other effective minor disciplinary measures which can be imposed by any district personnel, but shall be overseen by the room teacher, if any, responsible for the supervision of that student during the imposition of the in-room disciplinary consequence. See Student Information and Policies Guide in the Student Handbook.

b. Corporal Punishment

Corporal punishment shall not be permitted in the Blue Springs R-IV School District.

c. Restraint (November, 2004)

A staff member may use reasonable force and/or restraint against a student without advance notice to an administrator if it is essential for self-defense, the preservation of order, or for the protection of the student or other persons or the property of the District.

d. In-School Suspension (September, 2001)

In-School Suspension is the removal of a violating student from his regular school environment. The student shall remain within a designated area and shall continue his or her studies and testing in supervised solitude. In-house detention shall be imposed by the building principal or by the superintendent or his administrative designee. See Student Information and Policies Guide in the Student Handbook.

e. Suspension (August, 2004)

1. The term "suspension" refers to an exclusion from school that will not exceed a specific period of time and shall be subject to the due process procedures set forth for "suspensions."

Ten (10) school days or less: A suspension of ten (10) days or less is the removal of the violating student from school property for that length of time determined and may be imposed by the building principal, the superintendent or his administrative designee, pursuant to the procedures set forth in Section 5.65 (2) (b), infra.

Students shall not be allowed to participate in extracurricular activities, attend any school function, or be on any Blue Springs School District property during the length of the suspension. Suspension may be extended if a student is found to be on school property or in attendance at a school function while on suspension. Any student who is suspended for violation of a Safe Schools Act offense shall not be allowed within 1000 feet of District property unless residing within that distance or given prior permission by District officials. In such case the parent/guardian must request permission in writing and accompany the student if permission is granted. Students violating this provision shall be subject to further disciplinary action. *Rev. 12/2001, 8/2004*

2. Eleven (11) to one hundred eighty (180) school days: A suspension of eleven (11) to one hundred eighty (180) school days is the removal of the violating student from school property for that length of time determined and may be imposed by the superintendent, who may consider the recommendation of his administrative designee. This consequence shall conform to the procedure set forth in Section 5.65 (2) (b), infra.

The superintendent, or his designee, may impose one or all of the following conditions on any student suspended for eleven (11) to one hundred eighty (180) school days which must be successfully completed prior to readmission to the sending school:

- a. They have maintained a drug and alcohol free lifestyle for the duration of their absence.
- b. They have had no arrests or charges brought against them by any law enforcement agency.
- c. They have not been on school property or at school sponsored activities during their absence.
- d. They have enrolled in and successfully completed an appropriate counseling program for the behavior they have exhibited; example, if it is a drug or alcohol related violation, that they have been in drug or alcohol rehabilitation, or if it is a weapons charge that they have attended appropriate counseling sessions on behavior and anger control.

The district shall conduct a conference upon the student's return to school after a suspension of 11-180 school days. The conference shall include the student, his/her parent(s), and appropriate school officials who are directly involved with the conduct that resulted in suspension. *Rev. 8/2004, 5/2007*

3. When a student is involved in more than one specific conduct violation, the student is subject to the consequences specified for each separate violation. Such consequences to be served consecutively or concurrently as deemed appropriate by the administering authority. *Rev. 8/2004, 5/2007*

f. Expulsion (May, 2007)

The term "expulsion" refers to exclusion for an indefinite period and shall be subject to the due process procedures set forth for "expulsions." *Rev. 3/1998, 5/2007*

5.64 Violative Conduct and Its Consequences (July, 1992)

No code of conduct can list each and every violation which may result in the use of disciplinary action. It is the purpose of this policy, however, to list certain violations of conduct, which, if committed by a student, will result in the imposition of a specific consequence, so that any resulting discipline will be firm, fair and consistent:

1. Behavior Disruptions (September, 2001)

1. Behavior disruptions could involve a wide spectrum of misconduct including, but not limited to: profanity, public display of affection, disregard of instructions, disrespect for teachers and other staff, possession or use of tobacco products, fighting, truancy and any general forms of insubordination. Behavior disruptions shall be addressed with discipline that is warranted by the action and surrounding circumstances involved. The progression of discipline could involve in-room discipline, in-school suspension, detention, or out-of-school suspension. Parents will be informed by the child's teacher or building principal of any misconduct. See Student Information and Policies Guide in the Student Handbook.

When violations are noted and those violations are not deemed commensurate with the prescribed consequences due to the student's age or based on the principal's appraisal of the student's intent, the superintendent, or his designee, may choose to waive or lessen the prescribed consequence.

The regular progression of disciplinary consequences may be interrupted and more severe consequences applied in the event of repetitive behavior disruptions and/or repetitive referrals for administrative review.

2. Specific Conduct Violations

a. Violations Against Persons

1. Assault or Battery of a Fellow Student (June, 2004)

Any act or words, spoken or written, which create or cause a reasonable apprehension in the fellow student of an immediate harmful or offensive contact to the fellow student's body; or any act which actually brings about a harmful or offensive contact to the fellow student's body are forbidden.

(a) Any Violation: Suspension for ten (10) school days or less and referral to the superintendent for possible further disciplinary action up to one hundred eighty (180) school days. *Rev. 5/1997, 6/2004*

2. Assault or Battery of a Faculty or Staff Member (June, 2004)

Any words, whether spoken or written on or off school grounds, which create or cause a reasonable apprehension in the faculty or staff member of a harmful or offensive contact to their body are forbidden.

(a) First Violation: Suspension for the balance of the semester, but not less than 30 days.

(b) Second Violation: Suspension for one hundred eighty (180) school days or less. *Rev. 5/1997, 6/2004*

3. Physical Assault or Battery of a Faculty or Staff Member (March, 1998)

Any act which actually brings about a harmful or offensive contact to the faculty or staff member's body, whether on or off school grounds, whether intentional or unintentional.

- (a) First Violation: Suspension for one hundred eighty (180) school days or less or any other punishment the superintendent of schools deems appropriate.
- (b) Second Violation: Expulsion.

4. Possession or Use of Any Potentially Dangerous, Hazardous, or Inappropriate Items (March, 1999)

Students are forbidden to possess or bring into school or onto school grounds or property any item, which is considered potentially dangerous. Examples of potentially dangerous, hazardous or inappropriate items include, but shall not be limited to fireworks, chains or laser light devices.

- (a) First Violation: Suspension for one hundred eighty (180) school days or less or any other punishment the superintendent of schools deems appropriate.
- (b) Second Violation: Expulsion by the board of education or referral by the board to the superintendent for appropriate disciplinary action.

5. Possession or Use of a Weapon (December, 2008)

The Board recognizes the importance of preserving a safe educational environment for students, employees and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use, possession, storage, distribution, sale, purchase, transmittal, transfer or obtaining of weapons on school property. No student may possess a weapon on school property at any time except as specifically authorized during a school sponsored or school-sanctioned activity permitting weapons or replicas in which case, the school district will provide secured storage of student firearms if necessary. School property is defined as the following: property utilized, supervised, rented, leased or controlled by the school district including but not limited to playgrounds, parking lots and school buses, and any property on which any school activity takes place.

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

- (1) A firearm as defined in 18 U.S.C. 921.
- (2) A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun (including a spring loaded or air forced gun), knife, taser, stun gun, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in 571.010 RSMo.
- (3) A dangerous weapon as defined in 18 U.S.C. 930 (g)(2).
- (4) All knives and any other instruments or devices used or designed to be used or could be used to threaten or assault, whether for attack or defense.
- (5) A weapon may also include any toy, replica, look alike or other item which might be perceived as a weapon or firearm.

No school official shall give consent for any person, other than a commissioned law enforcement officer, to carry a concealed or visible firearm or weapon into any school facility, property, or activity. School district employees, school board members, and any other person who hold concealed carry endorsements may not carry or bring any firearm, visible or concealed, on school property or to school activities. Exceptions are made for commissioned law enforcement officers only.

Any violation: Pursuant to the Missouri Safe Schools Act and the Federal Gun-Free Schools Act of 1994, and/or by School District Policy, any student who brings or possesses a weapon as defined in paragraphs (1) or (2) above on school property will be suspended from school for a period of not less than one(1) year or expelled and will be referred to the appropriate legal authorities. Students who bring or possess weapons as defined in paragraphs (3), (4) and (5) above and otherwise not included in paragraphs (1) and (2), will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

6. Search and Seizure (June, 1993)

Students may be requested to submit to voluntary personal searches when suspicion warrants such action. Students who refuse to submit to the voluntary search may be referred to appropriate law enforcement authorities when such action is deemed appropriate by the principal and may be suspended from school for the lack of cooperation and/or insubordination with school administrators.

School lockers and desks are the property of the board of education and are provided for the convenience of students and are subject to periodic inspections without notice. The lockers and desks may be subject to search by school administrators for a variety of reasons. Among the reasons, but not limited to these reasons, are suspicion of concealing drugs, alcohol, tobacco, or materials of a disruptive nature, stolen properties, weapons, or other items which pose danger to the health or safety of the student, other students, or school employees. All searches will be conducted by an administrator and an additional staff member based on reasonable suspicion.

Student vehicles parked on school grounds are subject to search when suspicion warrants such action according to the procedure outlined for search of lockers and desks.

7. Terroristic Threats and False Reports (August, 2000)

Students are forbidden from making any terroristic threat or knowingly false report of a catastrophe, including but not limited to false bomb threats, for the purpose of frightening or disturbing people and/or causing evacuation or closure of any building, place of assembly or facility of transportation. Any such action will be reported to law enforcement officials.

- (a) First violation: Suspension of 180 school days or less or expulsion or any punishment the superintendent of schools deems appropriate.
- (b) Second violation: Expulsion

8. Hazing (December 2006)

Hazing is strictly prohibited by the board of education. Hazing is defined as a willful act, occurring on or off school grounds, against a prospective member or member of a school organization or group that endangers the mental or physical health or safety of said person or produces mental or physical discomfort, intimidation, embarrassment, harassment, or ridicule for the purpose of initiation or admission into or continued membership in any such organization. Such acts include but are not limited to physical brutality, whipping, exposure to elements, forced consumption of a substance, sleep deprivation, humiliation, sexual intimidation,

mental or emotional abuse, or other extreme stress-inducing activity. The district has authority to discipline organization members, and/or sponsors involved in hazing activities even if such activities take place off school grounds.

A person violates this policy by willfully committing an act of hazing, or by knowingly participating in, aiding, assisting or encouraging any act of hazing. Students who believe they are victims of hazing should immediately report the incident(s) to a teacher, coach, counselor or administrator.

(a) First Violation: Suspension for one hundred eighty (180) days or less or any other punishment the superintendent of schools deems appropriate.

(b) Second Violation: Expulsion.

Rev.4/2004, 12/2006

9. Threat Against Persons or Property (June, 2004)

Any conduct, physical action, or verbal, written, pictorial or symbolic communication, whether made directly to the person being threatened or to another person, which constitutes a threat of harm or injury to another person, or a challenge to engage in activity which could result in harm or injury to a person, or a threat of damage or destruction to District property, is strictly prohibited.

Any violation: Suspension for ten (10) school days or less and referral to the superintendent for possible further disciplinary action including suspension up to one hundred eighty (180) school days or expulsion.

10. Bullying (December 2006)

Bullying is strictly prohibited. Bullying is defined as acts committed repeatedly and systematically with the intention to make, or which have the effect of making, another person feel intimidated, threatened, fearful or apprehensive for their safety, humiliated, degraded, ostracized or excluded, subservient to another person, less important, or unworthy because of physical appearance, socioeconomic status, academic ability, sexual identity, or other characteristic. Prohibited bullying acts include but are not limited to name calling, taunting, physical movements or aggression, social exclusion, teasing, pranks, gestures, physical attacks, demeaning comments, rumors, and ridicule. Acts of bullying may be committed verbally, non-verbally, physically, in writing, electronically by email or on the Internet, phone messages, text messages, or any other medium of communication or expression.

A person violates this policy by willfully committing an act of bullying, or by knowingly participating in, aiding, assisting or encouraging any act of bullying. Students who believe they are victims of bullying should immediately report the incident(s) to a teacher, coach, counselor or administrator.

(a) First Violation: Suspension for one hundred eighty (180) days or less or any other punishment the superintendent of schools deems appropriate.

(b) Second Violation: Expulsion. *Rev.4/2004, 12/2006* b. Violations Against Public Health and Safety

b. Violations Against Public Health and Safety

1. Possession of Drugs (May, 2007)

Possession of drug paraphernalia, or possession, use of, or being present under the influence of a controlled substance, alcoholic beverage or any item represented or believed to be a controlled substance or alcoholic beverage on school premises, at a school event, in any school vehicle or in any situation in which the school is responsible is forbidden. "Possession" shall include but not be limited to any of the above identified items being in a locker, book bag, purse, vehicle, or any other location subject to or under the control of a student.

A controlled substance is any drug or chemical the possession of which is unlawful without a doctor's prescription, including any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, RSMo, and in section 202(c) of the Controlled Substance Act, 21 U.S.C.812(c); substances intended for use in the diagnosis, cure, mitigation, treatment or prevention of disease in man or animals; substances, other than food, intended to affect the structure or any function of the body of man or animals; and substances intended for use as a component of any article specified in this definition.

The police shall be contacted for professional and legal assistance.

(a) First Violation: Suspension for one hundred eighty (180) school days or less or any other punishment the superintendent of schools deems appropriate. Prior to re-admittance the student and the parent or legal guardian shall be required to attend a conference with the principal and/or the principal's representative. The conference shall include a discussion of board policy.

(b) Second Violation: Expulsion by the board of education or referral by the board to the superintendent for appropriate disciplinary action.

Rev. 3/1998, Rev. 3/2005, Rev. 5/2007

2. Possession of Electronic Communication Devices (December, 2009)

(a) Electronic Devices

The possession and use of Electronic Devices (EDs) is a privilege, not a right. The district may revoke the privilege of possessing and using EDs at anytime at its sole discretion. EDs include devices used to communicate, receive, send, store, record, or listen to voice, text, digital, audio, video, photo, electronic, or internet/cyberspace data, images, and/or information which shall include, but not be limited to, pagers, cellular phones, iPods, Personal Digital Assistants (PDAs), MP3 players, portable music players, CD players, game players, cameras, video cameras, GPS, etc. The district is not responsible for lost or stolen EDs, whether in student or district possession, or any damage to the ED, its programs, or its contents.

GRADES K-5: EDs may be brought to school, but must be turned off, stored out of sight, and not used during the school day.

GRADES 6-8: EDs may be brought to school, but shall not be carried or used by students during the school day. At all times during the school day, EDs shall be turned off and stored in the student's locker.

GRADES 9-12: EDs may be carried by students during the school day, but must be carried in an off or silent mode. EDs shall not be used to connect to district electronic equipment or district electronic networks at anytime. EDs may be used as follows:

Academic Periods: EDs shall not be used, viewed, or listened to, during academic periods without the prior approval of administrators or staff.

Non-Academic Periods: EDs may be used, viewed, or listened to, by students during non-academic periods (including before and after school, passing periods, and lunch periods), but doing so shall be in violation of this policy if it results in a disruption to the

educational environment or any school activity, impairs the morale or good conduct of other students, or is in violation of this policy, or any other district policy, or local, state, or federal law (Law).

(b) Privately Owned Computers

The possession and use of privately owned computers ("Computers") is a privilege, not a right. The district may revoke the privilege of possessing and using Computers at anytime in its sole discretion. The district is not responsible for lost or stolen Computers, for any damage to the hardware or software of the Computer, or for any content which may be displayed or contained on the Computer.

Students may bring Computers to school for use during the school day, but the Computer may only be used for educational or academic purposes, may not be used to connect to any internet based service, and may not be used to connect to any district electronic equipment or district electronic networks at anytime. The only exception to this policy is use as required by an Individualized Education Plan (IEP) or 504 Plan.

(c) Sound and/or Images

EDs and Computers may not be used to capture sound, digital, video, or photo images, at anytime or anywhere during the school day or while being transported in a district vehicle without the prior approval of administrators or staff, or at any other time, place, or school sponsored activity when a person (including, but not limited to, students, staff, parents, volunteers, and guests) has an expectation of privacy which shall include, but not be limited to, a locker room, restroom, dressing room or any other location where a person may be changing clothes or engaged in personal or private activities.

(d) The use of an ED or Computer to transmit, distribute, or display to others, any message, sound, or image that may be considered obscene, pornographic, vulgar, or which includes nudity, is strictly prohibited and may result in out of school suspension for a first offense and notification of law enforcement authorities.

Disciplinary Consequences

Disciplinary action for violation of any of the policies set forth herein may include, but is not limited to:

- (a) First Violation: In school detention for one (1) school day or less.
- (b) Second Violation: Out of school suspension for two (2) school days or less.
- (c) Third Violation: Out of school suspension for ten (10) school days or less.

Students who possess or use an ED or Computer in violation of district policy or Law are subject to having the device confiscated and searched to determine if violative conduct has occurred, preservation of the information on the device in another medium to be used for disciplinary procedures, erasure of any information in violation of district policies, long-term suspension or expulsion, and/or reporting to law enforcement authorities. Connecting any ED or Computer to the district electronic network shall result in revocation of system privileges and/or long-term suspension or expulsion and/or notification of law enforcement authorities.

3. Sale, Distribution, Transfer or Purchase of Drugs (June, 2003)

Any attempt to sell, distribute, transfer, or purchase controlled substances, alcoholic beverages or any item believed or represented to be a controlled substance or alcoholic beverage on school property or at a school event is forbidden whether or not such attempt is completed. A controlled substance is any drug or chemical the possession of which is unlawful without a doctor's prescription, including any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, section 195.010, RSMo, and in section 202(c) of the Controlled Substance Act, 21 U.S.C. 812 (c); substances intended for use in the diagnosis, cure, mitigation, treatment or prevention of disease in man or animals; substances, other than food, intended to affect the structure or any function of the body of man or animals; and substances intended for use as a component of any article specified in this definition. The police shall be contacted for professional and legal assistance.

- (a) First Violation: Expulsion by the board of education or referral by the board to the superintendent for appropriate disciplinary action.
- (b) Second Violation: Expulsion.

4. Drug Free Schools Initiative (July, 1994)

a. Drug Abuse - The use, possession or distribution of alcohol, narcotics, hallucinogens, or restricted dangerous drugs, as defined in section b(1), by students of this school district is recognized as inimical to the health and welfare of the student body and to the welfare and safety of the community. Such use, possession or distribution will not be tolerated on school grounds, at a school event, or in any situation in which the school is responsible for the conduct and well being of young people.

This district recognizes its responsibility to provide reasonable protection for all students from the influence of persons who might encourage the use of mind-altering chemicals.

It shall be the policy of this district to continually seek the cooperation, advice and counsel of the courts, law enforcement agencies, medical mental health and other professional agencies which are involved in the drug abuse problem in order to ensure a community-wide, cohesive and comprehensive reaction to this problem.

The basic policy of this district is to confront the problem of student drug abuse in three ways: prevention, intervention, and control. Drug abuse prevention includes education, in-service staff training, and community awareness.

b. Educational Program - Chemical abuse is primarily a health problem. As such it falls within the schools responsibility in the area of student health. It also has a direct and negative impact upon the ability of students to learn, the purpose for which schools are established. Abuse of mind altering substances ranges from initial experimentation to hard-core addiction. The underlying causes of drug abuse include the entire spectrum of human problems. The Blue Springs School District will develop programs which recognize this diversity and which are capable of responding to individual problems and needs while assuring an orderly and safe environment in the school.

c. Instruction - Instruction in all grades regarding the effect of alcohol, narcotics, hallucinogens, and restricted dangerous drugs shall be a part of the curriculum. Efforts will be made to involve reputable community agencies in planning substance abuse programs for students, staff and parents.

5. Sale, Distribution, Use, or Possession of Tobacco (September, 2001) Sale, distribution, use, or possession of tobacco products is forbidden on any school district property. All products will be confiscated and law enforcement officials will be notified in accordance with State law. Additional disciplinary consequences will be determined as per building level procedure.

c. Violations Against Property

1. Extortion (May, 1997) No student shall obtain property from a fellow student by means of oral or written threats, or take any other actions calculated to intimidate a fellow student.

- (a) First Violation: Suspension for ten (10) school days or less and restitution must be made.
- (b) Second Violation: Suspension for one hundred eighty (180) school days or less and restitution must be made.
- (c) Third Violation: Expulsion.

2. **Theft** (September, 2001)

Stealing or attempting to steal private or school property is forbidden.

- (a) First Violation: Suspension of ten (10) school days or less and restitution must be made unless in the case of theft amounting to one hundred fifty dollars (\$150) or more. For a theft of one hundred fifty dollars (\$150) or more, a suspension of one hundred eighty (180) school days or less or expulsion. Restitution must be made.
- (b) Second Violation: Suspension for one hundred eighty (180) school days or less, and restitution must be made. For a theft of one hundred fifty dollars (\$150) or more, the result is expulsion, and restitution must be made.
- (c) Third Violation: Expulsion and restitution.

3. **Damage to Property** (May, 2007)

No student shall cause, attempt to cause, or assist in causing damage to any property located on district grounds or at any school sponsored activity, or belonging to the school, staff or a fellow student.

- (a) First Violation: Suspension for ten (10) school days or less and restitution must be made. In the case of damage totaling one hundred fifty dollars (\$150) or more in the aggregate, suspension for one hundred eighty (180) days or less or expulsion and restitution.
- (b) Second Violation: Suspension for one hundred eighty (180) school days or less or expulsion and restitution must be made.
- (c) Third Violation: Expulsion and restitution. *Rev. 9/2001, Rev. 5/2007*

5.65 Administration and Review of Suspension/Expulsion Consequences (December, 2001)

1. **Authorization**

The board of education believes that the right of a student to attend free public schools carries with it the responsibility of the student to attend school regularly and to comply with the lawful policies, rules and regulations of the school district. This observance of school policies, rules, regulations and standards of conduct is essential for permitting others to learn at school.

Therefore, the board authorizes the administrative prerogative to remove a student from his present school setting because of a willful violation of school rules and regulations or willful conduct which materially or substantially disrupts the rights of other students or the property of the school. Such action shall be taken in accordance with due process and with due regard for the welfare of both the individual and the school. School attendance may be temporarily denied to individual by the administrative act of summary suspension, but expulsion can be implemented only through specific action by the board of education.

2. **Suspension (December, 2001)**

a. **Suspension For Ten (10) School Days or Less** The board authorizes the summary suspension of students by building principals, or the superintendent or his administrative designee for a period not to exceed ten (10) school days, provided such action is in accordance with due process and state statutes. Any suspension by the building principal or the superintendent's administrative designee shall be immediately reported to the superintendent, who may revoke the suspension at any time.

Any student suspended or dismissed from school shall be denied entrance to any school grounds and/or facilities until the period of his/her suspension has expired.

Any student seen on the grounds or in a school building during the period of suspension should be reported to school authorities that, in turn, should notify the local police authorities of his/her presence on school property. In such cases, the suspension may be extended.

No student shall be suspended for ten (10) school days or less, unless:

- 1. The student shall be given oral or written notice of the charges against him; and
- 2. If the student denies the charges, he shall be given an oral or written explanation of the facts which form the basis of the proposed suspension; and,
- 3. The student shall be given an opportunity to present his version of the incident before any consequences are imposed. A student has the right to bring forward witnesses on his behalf.
- 4. Prompt notification will be given to the parent or others having custodial care of the student, of the administrator's action and the reasons for such action.
- 5. No further due process requirements need be met except in the possible case of a ten (10) school days or less suspension by the board, in which event a hearing must be held pursuant to Section 167.161 RSMo and Section 5.65 (4), infra.

b. **Suspension for Eleven (11) to One Hundred Eighty (180) School Days** (May, 1997)

1. **Right to Appeal**

The board authorizes the summary suspension of students by the superintendent only for a period from eleven (11) to one hundred eighty (180) school days, provided such action is in accordance with due process and statutes.

In the case of a suspension by the superintendent for more than ten (10) school days, the student or his parents or others having custodial care of the student may appeal the decision of the superintendent to the board or to a committee of board members appointed by the president of the board, which shall have full authority to act in lieu of the board. In the event of an appeal, a hearing before the board shall be held as soon as practicable.

2. **Handicapped Students**

In the event the violating student is a handicapped child, the Education of the Handicapped Act would require that the handicapped student's IEP committee convene before a long-term suspension is imposed. A "long term" suspension is defined as a suspension of more than ten (10) school days per semester.

3. **Due Process Rights**

a. No student shall be suspended from eleven (11) to one hundred eighty (180) school days, unless:

- 1. The student shall be given oral or written notice of the charges against him; and
- 2. If the student denies the charges, he shall be given an oral or written explanation of the facts which form the basis of the proposed suspension; and
- 3. The student shall be given an opportunity to present his version of the incident before any consequences are imposed. A student has the right to bring forward witnesses on his behalf.
- 4. Prompt notification will be given to the parents or others having custodial care of the student, of the administrator's action and the reasons for such action, and the right to a hearing before the board. This notice shall be promptly made by certified mail, addressed to the student's parents or others having custodial care of the student at their last address shown on school records.

b. In the event of an appeal to the board, the superintendent shall promptly transmit to it a full report in writing of the facts relating to the suspension, the action taken by him and the reasons therefore.

c. In the event of a board appeal, the suspension shall be stayed until the board renders its decision, unless in the judgment of the superintendent, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting academic process, in which case the student may be immediately removed from school property, and the second notice described in section 5.65(2)(b)(3)(d), infra., shall follow as soon as practicable.

a. In the event the student, parents or others having custodial care of the student exercise the student's right to a board hearing, which right must be evidenced by a written request to the secretary of the board of education from the student, parents, or others having custodial care, within seven (7) days of the receipt of the superintendent's notice of suspension described in section 5.65(2)(b)(3)(a)(4), supra, the person seeking the hearing will receive a second notification advising them of:

1. the date, time and place of the hearing;
2. the nature of the charges;
3. the right to call and examine witnesses and introduce exhibits;
4. the right to cross-examine witnesses;
5. the right to have the hearing proceedings recorded and preserved;
6. the right to be represented by counsel;
7. the right to subpoena witnesses;
8. the right to present oral arguments or written brief at the close of the hearing;
9. the right to written findings of fact, conclusions of law and decision; and
10. the right to judicial review.

4. Suspension Hearing Before the Board

Any suspension hearings before the board shall be conducted in accordance with the procedure set forth in Section 5.65(4), infra.

3. Expulsion

a. Authority

The board may expel a student for conduct which is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of the students. The board alone may expel a student, and then only after notice to parents or others having custodial care and a hearing upon the charges preferred. The board may originate the expulsion disciplinary hearings upon the recommendations of the superintendent.

b. Due Process Rights

Before any student can be expelled the board must notify the parents or others having custodial care of the student. That notification shall be made by certified mail, addressed to the student's parents or others having custodial care of the student at the last address shown on school records and shall advise them of:

1. the date, time and place of the hearing;
2. the nature of the charges;
3. the right to call and examine witnesses and introduce exhibits;
4. the right to cross-examine witnesses;
5. the right to have the hearing proceedings recorded and preserved;
6. the right to be represented by counsel;
7. the right to subpoena witnesses;
8. the right to present oral arguments or written brief at the close of the hearings;
9. the right to written findings of fact, conclusions of law and decision; and
10. the right to judicial review.

c. Expulsion Hearing Before the Board

An expulsion disciplinary hearing shall be held as soon as practicable. In the interim, the student shall remain in school, unless the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, in which case the student may be immediately removed from school property. Any expulsion hearing before the board shall be in accordance with the procedures set forth in Section 5.65(4), infra.

d. Presence on School Property While Expelled (December, 2001)

Any student who is expelled by the Blue Springs R-IV Board of Education is forbidden from attending any school function or being on any Blue Springs School District property until such time the student has been accepted for readmission [See 5.65(5)] or the graduation date for the student's class has passed if the student had remained enrolled in school, whichever occurs first. School administrators have the right to have expelled students removed from school grounds and/or functions.

4. Appellate Suspension and Expulsion Hearings (December, 2001)

In all hearings, whether initiated by the board of education, or by a student, or by his parents or others having custodial care of the student as an appeal, the following procedures will be followed:

a. The hearing will be closed unless mutually agreed upon by both the student and student's parents or others having custodial care of the student and the district that the hearing will be open. At the hearing, the board or their counsel will present the charges and such testimony and evidence to support such charges.

The student, his parents or others having custodial care of the student or their counsel shall have the right to: present witnesses; introduce exhibits; cross-examine witnesses called in support of the charges; present oral arguments, and/or present written briefs. The hearing will be recorded. A written transcript will be prepared and provided upon request.

b. At the conclusion of the hearing, the board of education shall deliberate in executive session and shall render a decision to: dismiss the charges; refer the student to the superintendent of schools for appropriate disciplinary action; or to expel the student from the schools of the district. The administration or its counsel, by direction of the board of education, shall promptly prepare and transmit to the student and his parents or others having custodial care of the student written Findings of Fact, Conclusions of Law and Decision.

c. The student, his parents or others having custodial care of the student may waive the right to appear personally before the board of education at the hearing. If a student, his parents or others having custodial care of the student choose to waive the right to appear personally before the board of education at the hearing a Waiver of Hearing form must be completed and submitted to the superintendent of schools or his/her designee prior to the date and time of the scheduled hearing. **See Appendix 5(15).**

If a waiver is requested, the board will take action on the expulsion at the next regularly scheduled board meeting. A decision shall be rendered as per Section b of this policy.

5.92 Safety (February, 2002)

The board authorizes the use of video cameras on district property and in district vehicles to ensure the health, welfare, and safety of all staff, students, and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent or his/her designee.

5.97 **Medication at School** (March, 2007)

Prescribed Medications: Prescribed medications will be given at school if absolutely necessary, but doses are encouraged to be scheduled before and after school if possible. The first dose of a new medication must be administered by the parents/legal guardians. Prescribed medications taken by a student while at school must be prescribed by a person licensed by a state regulatory board to prescribe medications and treatments as defined by 195.070 RSMo. The prescription must be in the form of written orders, written protocols or written standing orders. The administration of medications is a nursing activity that must be performed by or under the supervision of a registered nurse. A district registered nurse may delegate the administration of prescribed medication by licensed practical nurses and unlicensed personnel who they deem competent.

A Medication Permit Form must be completed and signed by the student's parent or legal guardian at the time any new medication is delivered. All prescription medications must be delivered to the school health clinic personnel by a parent, legal guardian, or designated adult. The medication must be in the current prescription container and be labeled with the name of the student, name of the drug, dosage, frequency of administration, route of administration and the prescriber's name.

District registered nurses have the right to refuse to administer any prescribed medication at their sole discretion.

Over-the-Counter Medications: A parent, legal guardian, or other designated adult of an elementary student (grades K-5) must deliver all over-the-counter medications to the school health clinic personnel for distribution by a registered nurse, licensed practical nurse, or any other unlicensed personnel deemed competent by a registered nurse. The medications must be delivered in the manufacturer's original packaging. Over-the-counter medications taken by an elementary student while at school must have a written authorization by a person licensed by a state regulatory board to prescribe medication.

Secondary students (grades 6-12) may self-administer over-the-counter medications provided the student carries a current written authorization from the parent/legal guardian which gives permission for the specific medication to be self-administered and the student carries no more than one day's supply of the over-the-counter medication in their possession in the original container unless specified otherwise by the school nurse. Over-the-counter medication kept in the clinic and taken while at school must be in their original container and have a written authorization by a person licensed by a state regulatory board to prescribe medication.

District registered nurses have the right to refuse to administer any over-the-counter medication at their sole discretion.

Injectable and Infusable Medications: All injectable and infusable medications must be reviewed and approved by a district registered nurse prior to administration.

The following criteria apply to the administration of injectable and infusable medications.

The prescription must be in the form of written orders, written protocols or written standing orders.

(2) Injectable medications shall only be administered by a registered nurse, licensed practical nurse, Emergency Medical System (EMS) personnel, parent, legal guardian, designated adult, or self administered by a student as provided herein. In addition to those listed above, the Epi-Pen/Epi-Pen, Jr. may also be administered by other district personnel trained by a district registered nurse. A district registered nurse should provide and document the requisite education, training and competency verification of district personnel.

(3) Infusable medications shall only be administered by a registered nurse, licensed practical nurse with intravenous certification, EMS personnel, a parent, legal guardian, designated adult or self administered by a student as provided herein.

Injectable and infusable medications may be self administered by a student on a case-by-case basis if the following criteria are met.

(1) The physician has provided a written order for the condition for which the medication was prescribed.

(2) The student has demonstrated to a district registered nurse the ability to safely and accurately administer the medication. The district registered nurse shall have the authority to determine if the medication can be self administered safely and accurately in the school setting. The district reserves the right to deny self administration or revoke the ability to self administer at anytime at its sole discretion.

(3) The student's parent or legal guardian have signed a statement authorizing self administration and acknowledging that the district and its employees or agents will incur no liability as a result of any injury arising from the self administration of medication.

(4) A student may have in his/her possession any medication, device, or equipment necessary to inject or infuse medication provided that the student has demonstrated to a registered nurse an understanding of how to properly use and dispose of the device or equipment.

Violation of this policy may result in disciplinary action up to and including suspension from school.

Rev. 11/00, Rev. 3/05, Rev.3/07

6.45 **Bus Discipline** (August, 1995)

The driver must give his/her undivided attention regarding driving. His/her requests and orders must be obeyed. It is not the driver or the principal that excludes the student from riding the bus, he/she excludes themselves because of failure to follow bus and safety rules, continuing misconduct that is distracting to the driver or antisocial behavior that may infringe upon the rights or properties of others or endanger the safety of all passengers. In case of infraction of the rules the driver will give notification of infraction on a misconduct form to the building principal. Driver is to give principal adequate information to deal with the problem. The building principal will handle the infraction on a timely basis and return a copy of the misconduct form to the bus driver and the director of transportation. One copy of the form will be sent the student's home.

The student and parent will be notified that a second misconduct form at the secondary level and third at the elementary level will mean a bus suspension. If the situation is such that the safety of the students is endangered, the rights or properties of others are infringed upon, or the student has received his/her second misconduct form, the director of transportation or principal will inform the student and parent that the student will be suspended from bus riding privileges pending a parent conference or until the suspension has been served. The director of transportation or principal should refer to the administrative guidelines to determine length of suspension. The bus driver must be notified immediately, if there is a bus suspension.

Under all circumstances the driver will carry the offender to school or to his school bus stop.

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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 rights 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 (or appropriate school official) 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, or otherwise in violation of a student's privacy rights. 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 (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of the student's privacy rights. 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 and rights after the hearing decision 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 task. 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, SE
Washington, DC 20202-4605**

STANDARD COMPLAINT RESOLUTION PROCEDURE FOR IMPROVING AMERICA'S SCHOOLS ACT PROGRAMS

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

What is a complaint for purposes of this policy?

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

Who may file a complaint?

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an 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.

What types of complaints are recognized?

There are two types of complaints:

1. A complaint alleging that a local school district is violating, misapplying, or misinterpreting a law or a regulation of the Department of Elementary and Secondary Education; and,
2. A complaint alleging that the Department of Elementary and Secondary Education is violating, misapplying, or misinterpreting a law or regulation.

How are complaints filed?

1. Complaints against local school districts.
A complaint alleging that local school district officials have violated, misapplied, or misinterpreted a state or federal law or regulation must first be filed and resolution pursued in accordance with local district policy. If the issues cannot be resolved at the local level, the complainant may file a complaint with the Department. Before accepting such a complaint, the Department will ask for evidence of an attempt 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. A question about local school district policies, rules, or practices, which are not based on federal or state laws or regulations, is not a complaint within the meaning of this policy and must be settled at the local school district level.
2. Complaints against the Department of Elementary and Secondary Education
A local school district official, a local board of education, or any person directly affected by actions of the Department may file a written complaint alleging that the Department or its personnel have violated, misapplied, or misinterpreted a state or federal law or regulation directly with the Department.

How does the Department hear and resolve complaints?

1. Any formal complaint against the Department or an unresolved complaint against a local school district related to the IASA is to be addressed to the Director of the Grants management section.
2. Within thirty days after receiving a complaint or appeal, the section director will resolve the complaint and inform interested parties in writing of the decision. In resolving the complaint, the section director may rely upon statements of the parties involved or may conduct an independent investigation. The section director may grant an extension of the thirty-day limit for just cause.
3. If a complainant disagrees with the decision of the section director, the complainant may, within ten working days, appeal to the Deputy Commissioner of Education. This appeal must be in writing and state why the complainant disagrees with the decision.
4. Within thirty days after receiving an appeal, the Deputy Commissioner of Education will render a final administrative decision and notify the complainant in writing.
5. If the complainant disagrees with the decision of the Deputy Commissioner of Education in a matter relating to federal law or regulation, the complainant may request a review of the decision by the United States Secretary of Education in accordance with 34 CFR Part 76, section 76.781.

What other recourse is available in resolving complaints?

In some circumstances, complainants may have additional recourse in the courts or through the Administrative Hearing Commission.