

Blue Springs School District

Education with Distinction

Elementary School Enrollment Packet

2011-2012

Student Name: _____ School: _____

All families or students who are new to the Blue Springs School District must first go to the Department of Public Safety/Emergency Services (Paul J. Consiglio Education Center/1501 NW Jefferson St/Blue Springs, MO 64015/816.224.1383) to verify residency prior to enrollment at the resident school (i.e., see kindergarten exception below).

Required Items in Addition to the Forms Listed Below:

- Birth Certificate (if new to the district)
- Immunization Records
- Proof of Residency: Current utility bill – electric, gas, or water (30 days old or less)
- Divorce Decree, including Parenting Plan (if applicable)
- Parent Photo I.D.

Forms – Please print, read, complete, and bring the following to enrollment:

- BSSD Verification of Residence Form – If enrolling a kindergartner new to the district in April or August prior to the start of the school year, and there are no school-age siblings, residency verification can occur directly at the resident school site.
- BSSD Elementary Level Student Information Form
- BSSD Enrollment Information Form
- BSSD Clinic Information Form
- BSSD Standard of Student Conduct Form (Student-Parent Pre K-8)
- BSSD Student Educational Channel Technology Resources Acceptable Use Procedure Form
- BSSD Student Technology Resources Acceptable Use & Procedures Form
- BSSD Cable Access Consent & Media Permission Forms (i.e., both on same document)
- BSSD Elementary Level Early Dismissal Procedures Form
- Student Transportation Form

**BLUE SPRINGS SCHOOL DISTRICT
VERIFICATION OF RESIDENCE**

(Please print all information except signature.)

I _____, (circle one) Custodial Parent* Legal Guardian#, do attest
that _____, Grade _____, resides with me at the following address in
(Student Name) Current
the Blue Springs School District:

(Street Address/Route Number and/or Apartment Number)

(City, State & Zip Code)

(Home Phone Number)

(Work Phone Number)

Student's Former Address:

Street Address

City/State/Zip

Last School Attended:

(Signature)

(Relationship to Student)

***In event of divorce, must provide proof of custody to building principal.
#Must provide court-appointed guardianship documentation to building principal.**

***** (For Office Use Only) *****

Mark below the proof of residence received:

_____ Recent (within 30 days) Utility bill or receipt for utility deposit (gas, water,
electricity) NO SHUT-OFF NOTICES ACCEPTED AND NO ON-LINE RECEIPTS ARE
ACCEPTED.

_____ Lease or rental agreement showing that ALL utilities are paid as part of the rent, must be
signed by all parties.

(Date Received)

(Signature of Administrator or Designee)

(Name of School)

If student's family is residing with a resident of the Blue Springs School District, a BSSD Application for School Admission and Request for Waiver of Domicile Requirements must be completed and submitted for approval to the Department of Public Safety, with utility bill (gas/water/electric) in the resident's name.

If an enrolling student's family is building a house in the district and they have not closed on the property at time of enrollment, the BSSD Application for School Admission and Request for Waiver of Domicile Requirements must be completed and submitted with a copy of the signed and dated contract on said property for approval to the Department of Public Safety. Proof of residence in the BSSD must be provided within 110 days of student's first day of school.

Elementary Level Student Information Form

Student Information *(Circle choice where applicable)*

Legal Name (First) _____	(Middle) _____	(Last) _____	(Suffix) _____
Home Address _____		Subdivision _____	
City _____		Bus Number _____	
State _____ Zip _____		Date of Birth _____	
Mailing Address _____		Is student Hispanic or Latino? Yes No	
City _____		Race/Ethnicity <i>(Select all that apply)</i> White Black/African Amer	
State _____ Zip _____		Asian Am Indian/Alaskan Haw/Pacific Island Hispanic	
Main Contact Phn () _____		Gender M / F Grade Level K 1 2 3 4 5	

Parent/Guardian Information *(Names must be first last; Circle choice where applicable)*

Mother _____ Address _____ City _____ State _____ Zip _____ Home Phone () _____ Cell Phone () _____ Employer _____ Work Phone () _____ Email _____ @ _____ Resides with? Y/N _____ Has Custody? Y/N _____ If Yes: Phy or Educ _____ Cont 1/Stepmother _____ Address _____ City _____ State _____ Zip _____ Home Phone () _____ Cell Phone () _____ Employer _____ Work Phone _____ Email _____ @ _____ Resides with? Y/N _____ Has Custody? Y/N _____ If Yes: Phy or Educ _____	Father _____ Address _____ City _____ State _____ Zip _____ Home Phone () _____ Cell Phone () _____ Employer _____ Work Phone () _____ Email _____ @ _____ Resides with? Y/N _____ Has Custody? Y/N _____ If Yes: Phy or Educ _____ Cont2/Stepfather _____ Address _____ City _____ State _____ Zip _____ Home Phone () _____ Cell Phone () _____ Employer _____ Work Phone () _____ Email _____ @ _____ Resides with? Y/N _____ Has Custody? Y/N _____ If Yes: Phy or Educ _____ Marital Status: Married Single Divorced Separated Legal documentation on file (e.g., divorced)? Y/N _____ In-district transfer? Y/N _____ Residency Domicile Waiver on file? Y/N _____ Services Student has received/does receive: IEP 504 ELL Gifted/Talented Elaborate on special needs: _____ LEGAL RESTRICTIONS (if any) of who may NOT visit or pick up your child (Legal Documents Required): _____
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Emergency Contact Information/Day Care Provider *(Names must be first last)*

Emer Contact 1 _____	Emer Contact 2 _____
Relationship _____	Relationship _____
Phone _____	Phone _____
Cell Phone _____	Cell Phone _____

List Siblings Living in the Home *(Names must be first last)*

Name _____	Name _____
Present School _____	Present School _____
Name _____	Name _____
Present School _____	Present School _____

Educational Background *(Schools Student has Attended)*

School	Street/City/Zip	Phone	Grade

Parent/Guardian Signature: _____

Date _____

BLUE SPRINGS R-IV SCHOOL DISTRICT

Enrollment Information Form

Student Name _____ M[] F[] Age _____ DOB: ___/___/___
School _____ Grade _____ Is the student Hispanic or Latino? ___ Yes ___ No
Ethnicity (Circle one): Am Indian/Alaskan Asian Black/African American Hawaiian/Pacific Island Hispanic/Latino Multiple White
Race (Circle all that apply): Am Indian/Alaskan Asian Black/African American Hawaiian/Pacific Island Hispanic/Latino White
Parent /Guardian _____

Blue Springs schools make every effort to create a community of life-long learners. Please respond to the following items to support that effort:

1. What is your student's primary language if not English? _____
2. Which language do you most often use to speak to your student? _____
3. Which language did your student first learn to speak? _____
4. Which language does your student most often use at home? _____
- YES NO 5. During the past three years, has any household member (parent or guardian, the student's spouse) been employed in some form of temporary or seasonal agricultural or agricultural related work such as:
 - planting, harvesting, or processing crops (vegetables, fruit, cotton, etc.)
 - feeding poultry, gathering eggs, working in a hatchery
 - processing meat, poultry, fruit/vegetables, dairy products
 - commercial fishing or working on a fish farm
- YES NO 6. Does your student or legal dependent currently reside with another family, or a person other than family, in a temporary housing facility, shelter, or car due to loss of housing, economic hardship, or a similar reason?
If yes, please indicate circumstances: _____
- YES NO 7. Is your student currently receiving services through an Individualized Education Program (IEP) or a 504 Individualized Accommodation Plan? If yes, please check: [] IEP [] 504
- YES NO 8. Has your student previously been enrolled in the Blue Springs School District?

School	Dates
- YES NO *9. Is your student currently suspended/expelled from any school?
If yes, please indicate the violation and date:

Date of suspension	Violation	School District
Date of expulsion	Violation	School District
- YES NO *10. Has your student been suspended/expelled from any school other than indicated in #9 above?

Date	Violation	School District
- YES NO *11. Has your student been convicted or charged with a felony? Please list charges _____

*In accordance with the 1996 Missouri "Safe Schools Act", this information must be provided. Any person making a false statement is violating state statute RSMO 167.020.

Parent/Guardian Signature _____

Date _____



Blue Springs School District Clinic Information Sheet

Student Information:

Student: _____ D.O.B. _____ Gender: _____ School Year: _____

Parent/Guardian: Mother: _____ Father: _____

Step-Mother: _____ Step-Father: _____

Guardian/Other: _____

Health Information:

List any health/emotional conditions that have been *medically diagnosed*, and if they will affect your child during the school day: _____

Does your child have any known allergies? YES NO

If yes, please list allergy: _____

Has your Health Care Provider informed you that your child's allergy is life threatening? YES NO

Will you provide emergency medication for your child at school in case of an allergy exposure? YES NO

Insurance Information:

Is your child covered under? Private Insurance Medicaid/Missouri Health Net None

Has your child had a doctor's exam in the last 2 years? YES NO Physician: _____

Does your child have dental insurance? YES NO

Has your child had a dental exam in the last 12 months? YES NO Dentist: _____

Medications:

All prescription medications must be delivered to the school health clinic personnel by a parent, legal guardian, or designated adult.

All over-the-counter medications that are kept in the school clinic require a physician's order.

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.

**Please note that if these guidelines are not followed, the student may face disciplinary action. Please see District Policy #5.97 for further information.*

IN AN EXTREME EMERGENCY, YOUR CHILD WILL BE TRANSPORTED TO THE NEAREST EMERGENCY ROOM.

It is the responsibility of the parent/guardian to update health information on a YEARLY basis, or as needed. Parent signature indicates the above information is complete and accurate.

Parent/Guardian Signature: _____ Date: _____

Thank You,
Health Services

BLUE SPRINGS R-IV SCHOOL DISTRICT
Standard of Student Conduct Form
(Student-Parent PreK-8)

School Year 20____ - 20____

Student's Name _____ Grade Level _____

This document is based upon policy established by the Blue Springs Board of Education and addresses provisions of the Missouri Safe Schools Act, the Federal Gun Free Schools Act and other pertinent laws which support schools being safe places for students and employees. Each student is expected to further his/her education and to respect each student's right to learn in a safe environment. The Standard of Student Conduct applies in school buildings, on district grounds, at school activities, at bus stops, in vehicles used to transport students for the school district as well as behavior outside of school which causes a disruption which is prejudicial to good order and discipline in the school. These standards, though fundamentally the same for K-12 students, will be applied to appropriately address the emotional, developmental and intellectual level of the student. **Non-compliance with these standards may result in suspension, expulsion and/or reporting to the appropriate agency including law enforcement which may result in removal from school grounds.**

Students are provided with a Student Handbook at the beginning of each school year or when admitted to the Blue Springs School District. The Student Handbook, based upon the policies of the Blue Springs Board of Education, details the proper deportment of students and discipline consequences. A copy of the policies of the Blue Springs Board of Education is available on the district website www.bssd.net or can be provided by the school's principal.

This document requires the signature of the parent/guardian. Signatures indicate that the content has been read and understood. This signed document will be kept in the student's file.

1. Behaviors including but not limited to profanity, truancy, display of affection, insubordination, bullying, hazing, behavior disruptions, use of tobacco products, and behavior prejudicial to the good order and discipline of the schools are violations of policy. Students in violation will be subject to disciplinary action.
2. Oral/physical assault or battery of a fellow student or staff member may result in suspension, expulsion, and/or be reported to the appropriate authorities. Any threat of harm to a person or property, whether made directly or indirectly, is also prohibited.
3. Blue Springs School District prohibits 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. A weapon is defined by the Missouri Safe Schools Act, the Federal Gun-Free Schools Act of 1994, 18 U.S.C. 921 and 930, RSMO 571.010, and the policies of the Blue Springs Board of Education. Violators shall be referred to the appropriate legal authorities and are also subject to long-term suspension or expulsion from school. If a student violates the weapons policy as provided in both state and federal law, the student shall be suspended and/or expelled for a period of not less than one year as specified by law.
4. Blue Springs School District prohibits the use, possession, attendance, or being present under the influence of alcohol or drugs or any substance represented to be alcohol or drugs and any attempt to purchase, sell, or transfer such items. Drug paraphernalia is also prohibited. Students in violation are subject to long-term suspension or expulsion and will be reported to appropriate authorities.
5. Students are forbidden from making any terroristic threat or false report of a catastrophe, including but not limited to false bomb threats or fire alarms, to frighten or disturb people or cause evacuation or closure of any building, place of assembly or facility of transportation. Violations may result in suspension or expulsion and be reported to the appropriate law enforcement authorities.

6. Extortion, theft, and any attempt to cause damage to any property located on district grounds or belonging to the school, staff or a fellow student are prohibited. Violators will be subject to restitution, and/or suspension or expulsion, and may be reported to the police.
7. Students are expected to be clean and tidy in attire. Dress and grooming must not disrupt the teaching/learning process. When, in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.
8. Federal laws and district policy dictate technology use. The use of school technology resources, such as computer equipment, electronic mail, phone systems and all other communications capabilities, is a privilege. Any misuse of technology which violates district policy or state/federal law will result in disciplinary action and may result in the loss of technology privileges and/or legal consequences (including FBI, United States Secret Service, etc.). Electronic devices 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 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.
9. It is the policy of the Blue Springs School District to maintain a learning and working environment that is free from discrimination of its students and employees. The District prohibits any form of sexual harassment. Reports of such incidents should immediately be made to building administrators. Disciplinary action may include suspension, expulsion and referral to the appropriate authorities.
10. The Blue Springs School District will appropriately report and make available the record of student incidents to appropriate individuals, agencies, schools, and the police as required by law.

The preceding list presents some of the standards which govern the conduct of students in the Blue Springs School District. Students are expected to familiarize themselves with **all** rules and regulations presented in their student handbook. These standards of conduct also apply to night school and to summer school programs following the regular school year.

I have read and do understand the Blue Springs Standard of Student Conduct and my responsibilities to expect my student to follow all the disciplinary rules and regulations of the Blue Springs School District as referenced above, in the Student Handbook, and in the policies of the Blue Springs Board of Education.

Parent/Guardian Name (Printed)

Student's Name (Printed)

Parent/Guardian (Signed)

Student's Signature

Date

School

BLUE SPRINGS SCHOOL DISTRICT
Student Technology Resources Acceptable Use & Procedures Form

Students who use the district Technology Resources are responsible for their behavior and that of their permittees and communications over those networks. It is expected that students will comply with district policies and procedures and honor those agreements they have signed. Furthermore, the following regulations apply to student use of district Technology Resources:

1. Access to and Use of District Technology Resources by Students

1. Students are provided access to and use of district Technology Resources for Academic Purposes only. Student access to said Technology Resources shall be regulated and monitored by the district for Academic and Non-Academic Purposes.
2. Students shall take all measures necessary to prevent any harm to Technology Resources. Destruction or vandalism of district equipment or materials, including, but not limited to, the uploading, creating or transferring of computer viruses, by students is strictly prohibited.
3. Students shall not use or permit any foods and/or liquids to be used near Technology Resources.
4. Students shall report any and all damages or concerns about Technology Resources to the supervising staff member in a timely manner.
5. Installation of hardware and software shall be submitted for approval to and performed by the district's Technology Department personnel only.
6. Students shall not use district Technology Resources for any unlawful purpose inclusive of any personal use, and particularly personal use of same for immoral purposes.
7. When a computer station is not in use, students shall log off in order to protect the privacy of student records, e-mail, Internet access, and personal files from possible intruders.
8. Students shall not grant non-students permission to use district Technology Resources. If impermissibly granted, students become fully responsible for penalties and damages herein described.

2. Access to and Use of District Network by Students

1. Students are provided network access for Academic Purposes only. Student access to the network shall be regulated and monitored by the district for Academic and Non-Academic Purposes. The district reserves the right to access and disclose the contents of all files, folders, and documents on the district's network.
2. Students shall use the district's network in a manner that will not disrupt the use of Technology Resources by others. Unacceptable uses include, but are not limited to, the downloading of large files, sabotaging the network, or use of the network for immoral communications and purposes.
3. In an effort to maintain the district's network in an efficient and effective manner, students shall purge outdated files, folders, and documents on a regular basis, so long as doing so does not violate any district policy or procedure, or any local, state or federal law.
4. Students shall never use a password other than their own to access the network.
5. Students shall never reveal their password to any other individuals, including, but not limited to, other students.
6. Students shall never access the files, folders, documents, or discs of another student or a staff member, without that individual's consent.

3. Access to and Use of the District's Internet System by Students

1. Students are provided Internet access through the district's network for Academic Purposes only. Student access to the Internet shall be regulated and monitored by the district for Academic and Non-Academic Purposes and uses.
2. Students shall not access or utilize the Internet system for any unlawful purposes whether such purposes are in violation of civil or criminal laws and regulations or in violation of the district policies.
3. The district reserves the right to implement Internet filtering systems to restrict access to websites that the district deems inappropriate. In realizing that filtering systems are not always effective, the district also maintains a policy that students shall not access, view, download, or copy unfiltered websites particularly those containing profane, vulgar, or pornographic content or websites that advocate illegal acts, violence, or discrimination towards others.

4. Students shall comply with all applicable copyright laws and licensing agreements when accessing, downloading or copying materials from websites through the district Internet system.
5. Students shall not download any material for which a fee or licensing agreement is required without the approval of appropriate district supervisory personnel. Any prohibited financial obligations incurred by students shall be the sole obligation of the user, not the district.
6. Students shall not utilize the district Internet system for any commercial activity.
7. Students shall not utilize the district Internet system to enter websites commonly known as "chatrooms."

4. Access to and Use of Electronic Mail by Students

Students are strictly prohibited from accessing or distributing electronic mail ("e-mail") through the district's network, including the use of private accounts accessed through the district's Internet provider, for any purpose.

5. Publication and Maintenance of Web Pages by Students

Students are strictly prohibited from hosting, creating, or otherwise maintaining Web Pages on the district's server for any purpose. Students are further prohibited from hosting, creating, or otherwise maintaining Web Pages on non-district servers that purport to be sanctioned or endorsed by the district or otherwise represent the district and/or its schools.

6. Consequences for misuse of Technology Resources:

- Violations may result in temporary or permanent loss of access to technology resources.
- Additional disciplinary action may be determined at the building level in line with existing policy regarding inappropriate language or behavior.
- When applicable, law enforcement agencies may be involved.
- Restitution must be made for damage or loss.

I have reviewed and fully understand the contents of the Student Technology Resources Acceptable Use & Procedures. I understand and accept all conditions, restrictions, regulations, and requirements featured in the policy. I understand that access to district Technology Resources is a privilege that may be withdrawn at any time, should I violate any aspect of the procedures. By executing below, I hereby acknowledge reading and understanding the procedures and accept all responsibilities associated with access to district Technology Resources.

Parent/Guardian Name (Printed)

Student's Name (Printed)

Parent/Guardian Name (Signed)

Student's Name (Signed)

Date

School

Educational Cable Television Channel

The Blue Springs School District authorizes and operates an educational channel through the local cable television provider. The educational channel shall provide programming that fits the educational and communications needs of the school district. Such programming shall include live and taped programming and the district bulletin board.

1. Objectives:

The fundamental purposes of cable educational television are as follows:

- a. To provide and produce informational programs for students, teachers, and the community;
- b. To showcase student activities and accomplishments to the community;
- c. To provide the community with information related to education in general and district activities in particular;
- d. To provide students the opportunity to learn about video and television production;
- e. To encourage and support adopt-a-school partnerships; and
- f. To support the objectives of the district.

2. Authority and Responsibility

- a. Designated cable channel programming and the accompanying facilities operate under the authority of the Blue Springs R-IV School District.
- b. Responsibility for ensuring that cable educational television procedure is followed lies with the district's Deputy Superintendent for Curriculum and Instruction or the designee(s). Front line responsibility for ensuring that educational cable policy is followed shall lie with the Coordinator(s) of videography classes.
- c. Coordinator(s) of videography classes shall periodically review the policies and operations of the cable channel and make recommendations to the Deputy Superintendent for Curriculum and Instruction or the designee(s).
- d. The Deputy Superintendent for Curriculum and Instruction or the designee(s) shall be available upon request of the Coordinator(s) of videography classes to assist in resolving conflicts relating to educational cable channel procedures or operations.

3. Authorized Users

- a. The cable channel shall be reserved solely for educational, informational and activity programming created by or authorized by the district.
- b. The cable channel shall be for the use of district schools and departments or other authorized public educational entities.
- c. Non-district agencies, organizations or individuals may participate in programming only at the invitation of the district. Invitations shall be extended only to those whose programming affect district students, employees, or the educational community, if programming time and resources are available, and should the programming be consistent with all other district policies.

4. Program Sources

Programming for cable channel shall come from the following sources:

- a. Live productions - Broadcast of district/school events such as athletic competitions, theatrical performances, concerts, or other programs.
- b. Taped productions - Cable-produced programs or programs submitted to the Deputy Superintendent for Curriculum and Instruction or the designee(s) and approved may be taped and edited for subsequent cablecast.
- c. Program replays - Taped programming may be replayed on the cable channel at various times.
- d. District bulletin board - The primary source of information for the district bulletin board shall be district schools and departments. Information from other non-profit or public entities may be included on the bulletin board if approved by the Deputy Superintendent for Curriculum and Instruction or the designee(s).

5. Program Priorities and Scheduling

- a. Selection and scheduling of all programming on the cable channel shall be the responsibility of the Coordinator(s) of videography classes. Any concerns or questions regarding programming shall be directed to the Deputy Superintendent for Curriculum and Instruction or the designee(s) for final determination.

- b. If it is determined by the Coordinator(s) of videography classes that any program does not comply with district policy, the submitting party shall be given the opportunity to revise the program to delete the objectionable part to comply with the procedure. If the submitting party chooses not to do so, he/she may do one of the following:
 - 1.) Withdraw the program; or
 - 2.) Appeal the decision to the Deputy Superintendent for Curriculum and Instruction or the designee(s) for final determination. The decision of the Deputy Superintendent of Curriculum and Instruction is final.

6. Use of District's Technology Resources

- a. Staff use of the cable channel technology equipment and programming resources shall be consistent with the Technology Resources Policy found in Section 3A.26. Staff must execute the form found in **Appendix 3A(20)** prior to using the cable channel technology equipment.
- b. Student use of the cable channel technology equipment and programming resources shall be consistent with the Technology Resources Policy found in Section 5.14. Students must execute the form found in **Appendix 5(20)** prior to using cable channel technology equipment.
- c. Staff or students must also execute the Cable Channel Technology Resources Acceptable Use Procedure; see staff **Appendix 3A(27)** or student **Appendix 5(22)**, prior to using the cable channel technology equipment.
- d. Students and unauthorized staff shall not access the cable channel studio or use its technology equipment or programming resources without supervision and/or permission from the Coordinator(s) of videography classes or another authorized district employee.
- e. Students and staff using technology equipment or programming resources both on or off school grounds, both during or outside of school hours, shall do so consistent with the objectives set forth in this policy.

7. Prohibited Uses

- a. The cable channel shall not broadcast programming that promotes any unlawful acts whether such acts be in violation of civil or criminal laws and regulations or in violation of district policies.
- b. The cable channel shall not broadcast programming that contains profane, vulgar, or pornographic content or programming that advocates violence or discrimination towards others as determined by authorized district staff.
- c. The cable channel shall not broadcast programming that advocates on behalf of or opposes a ballot measure or a political candidate, except this shall not preclude factual presentation of official ballot materials or reasonably balanced cable channel-produced programming that provides opportunity for all candidates for a particular elective position or for proponents of all sides of an issue to appear.
- d. The cable channel shall not broadcast programming that advocates on behalf of or opposes any measure proposed or under consideration by the Board of Education, except this shall not preclude factual presentation of information derived from the Board of Education agenda or notes taken at its meeting, or the cable channel produced programming related to such measures, so long as adequate and relevant background information on the various sides of such a measure is presented.
- e. The cable channel shall not broadcast programming that contains any promotional material for commercial products or services presented for the purpose of soliciting of funds or other things of value, except this does not prevent the cable channel from seeking sponsors to offset the production costs associated with its programming. Such sponsorship shall be acknowledged both before and after the program is aired. It shall be the responsibility of the Deputy Superintendent for Curriculum and Instruction or the designee(s) to procure sponsors and said individual has the authority to deny prospective sponsors.
- f. The designated cable channel shall not broadcast any programming which promotes alcohol, tobacco, or illegal drug use, or participation in unauthorized inherently dangerous activities.
- g. The designated cable channel shall not broadcast any programming that contains libel, slander, invasion of privacy, violation of trademark or copyright or which might violate any local, state or federal law including FCC regulations.
- h. The designated cable channel shall not broadcast any programming which otherwise fails to comply with district policy.

8. Violation of Procedures

- a. Discipline Procedure for Staff: Any staff member found not in compliance with the Educational Cable Channel Procedures or the Technology Resources Policy may encounter disciplinary action by the district. The district reserves the right to discipline noncompliant staff members in the following manners:
 - 1.) Termination of staff member's access to designated cable channel programming and its technology resources; and/or restitution
 - 2.) Suspension of staff member; and/or restitution
 - 3.) Termination of staff member; and/or restitution
- b. Discipline Procedure for Students: Any student found not in compliance with the Acceptable Use Procedure or Technology Resources Policy may encounter disciplinary action by the district. The district reserves the right to discipline noncompliant students in the following manners:
 - 1.) Termination of student's access to designated cable channel programming and its technology resources; and/or restitution
 - 2.) Suspension of student; and/or restitution
 - 3.) Expulsion of student; and/or restitution
- c. Civil Liability: Non-compliant staff members and students may be liable for restitution to the district for any damages to designated cable channel technology equipment and programming resources or any other claim for damages resulting from said violation of district policy.
- d. Criminal Liability: Non-compliant staff members and students may be referred to local, state or federal authorities should the district deem their non-compliance violates local, state or federal law.

9. Student Privacy Rights

Consent shall be obtained from the parent/guardian or student 18 years or older before knowingly broadcasting the student's audio or video image on the designated cable channel. By executing the Cable Access Consent Form; see **Appendix 5(23)**, the student relinquishes all monetary claims or royalties upon the district or the local cable television.

10. Ownership of Programs

Any materials developed or which use any district resources in their development become the property of the district and not the property of any individual contributors to such programming or individuals featured therein.

11. Purchase of Videotapes

Because all cable access programming is the property of the district, copies of videotaped programs may be made available for purchase by the general public. The price of the videotapes shall be established by the Deputy Superintendent of Curriculum and Instruction or the designee(s). All proceeds from purchases shall be first used to offset the costs of the production of the videotape itself and shall then be applied to the production and operating costs associated with the designated cable channel. No students, staff, or other individuals may receive any proceeds from the sale of said videotapes.

Blue Springs School District
Student Educational Channel Technology Resources Acceptable Use Procedure Form
Appendix 5(22)

I have reviewed and fully understand the contents of the Educational Cable Television Channel Procedure. I understand and accept all conditions, restrictions, regulations, and requirements featured in the procedure. I understand that access to District technology resources is a privilege that may be withdrawn at any time, should I violate any aspect of the procedure. By executing below, I hereby acknowledge reading and understanding the procedure and accept all responsibilities associated with access to district technology resources.

Date

Student (Print)

Student Signature

Blue Springs School District Cable Access Consent Form
Board Policy Appendix 5(23)

I/We, the undersigned, do hereby consent that audio and/or video images of my/our child may be broadcast on the designated cable access, the district educational channel featured on the local cable television. I/We are aware that this broadcast may be edited as necessary, used in whole or in part, or deleted. I/We also understand that the recorded program is the property of the district and may be distributed or otherwise sold at the discretion of the district. For consideration received, which includes the valuable educational experience and exposure involved in participating in this programming, I/we relinquish all monetary claims or royalties upon the District and the local cable television. Please check only one:

I/We the parent/guardian and student DO consent to the above. _____
 I/We the parent/guardian and student DO NOT consent to the above. _____
 I am a student of 18 years or older and DO consent to the above. _____
 I am a student of 18 years or older and DO NOT consent to the above. _____

 Student Name (print) Grade _____

 Student Signature Date _____

 Parent/Guardian (Print) Date _____

 Parent/Guardian Signature Date _____

Please return signed form to: School Office.

Blue Springs School District Media Permission Form

The Blue Springs School District works with information exchange networks; authorizes, prepares, and generates broadcast transmissions (e.g., television, radio, Internet); and produces audio, video, and imaging media that are used for communication, descriptive, educational, promotional, and publication purposes. Media materials created by district employees and/or developed as a result of contracted service agreement remain the discretionary property Parent/Guardian permission must be granted for their student to be included in district related media materials. Student permission is required in lieu of parent permission when the student is 18 years of age or older. The following information, including adult, guardian or student signature and form completion date, must be submitted to the school office by the directed date on an annual basis (i.e., generally, at the time of enrollment/registration).

Student Name: _____ School: _____ Grade Level: _____

We the parent/guardian and student DO consent to the above. _____
 We the parent/guardian and student DO NOT consent to the above. _____
 I am a student of 18 years or older and DO consent to the above. _____
 I am a student of 18 years or older and DO NOT consent to the above. _____

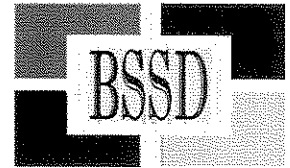
 Student Signature Date _____

 Parent/Guardian Signature Date _____

If the parent/guardian or age- appropriate student would like to revoke approval of inclusion in district related media materials, a request must be formally submitted in writing to the school principal (i.e., would be applicable from the time of receipt until the conclusion of the respective school year).



**BLUE SPRING R-IV SCHOOL DISTRICT
ELEMENTARY LEVEL EARLY DISMISSAL
PROCEDURES FORM**



Dear Parents/Guardians:

There are times during the school year that school may have to be dismissed early due to inclement weather. Even though the school district has an automated calling system for notification purposes, it is possible you may not receive the message prior to the early dismissal. So we can assure your student is dismissed to a safe and supervised environment, please complete the attached form and return it to the school as soon as possible. The form should be updated whenever your normal routine is changed on a permanent basis. Please obtain a new form from the school if this is the case.

School dismissal because of weather reasons will be announced through the district's automated calling system and by way of TV or radio broadcast under the heading of the "Blue Springs R-IV School District." Verification of the cancellation can be made by contacting the school office during normal hours of operation. Please complete, detach, and return the form below to your student's teacher as soon as possible.

ELEMENTARY LEVEL EARLY DISMISSAL PROCEDURES FORM

Please indicate your preference in the event of an early dismissal:

_____ My student will follow his/her normal routine if school dismisses early.

_____ My student will follow the alternate plan as designated if school dismisses early:

_____ My student will walk to an alternate address.

_____ My student will ride Bus # _____.

_____ My student will be picked up at school.

Address where my student will go: _____

Name of person picking up my student: _____

I will be responsible for requesting a new form in the event my plan changes on a permanent basis.

Student's Name

Teacher's Name

Parent/Guardian Signature

Date

STUDENT TRANSPORTATION FORM

School _____

Bus # _____

In order to comply with the State Department of Education, the bus driver must collect this information on all students riding the bus. Please have your student give this form to their bus driver for our records. Please call the Transportation Center at 224-1385 if you have any questions.

STUDENT NAME _____ GRADE _____

ADDRESS _____ CITY _____ ZIP _____

HOME PHONE # _____ MOM'S CELL _____ DAD'S CELL _____

DATE OF BIRTH: MO _____ DAY _____ YEAR _____ GENDER: MALE FEMALE

DAYCARE PROVIDER (if used) _____

ADDRESS _____

PHONE _____

TODAY'S DATE _____

If this is a rural area, please describe location in detail on the back of this form.