

# **Blue Springs R-IV School District**

## **Elementary School Student-Parent Handbook**

**2008-2009**

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## Blue Springs R-IV School District 2008-2009 Elementary Level Directory

<b><u>Chapel Lakes:</u></b> 9:15-4:10 3701 NE Independence Ave Lee's Summit, MO 64064 Principal: Jason Woolf Secretary: Debbie McCoy Counselor: Pam Sbisa	Off: 525-9100 Fax: 525-9502	<b><u>Cordill-Mason:</u></b> 9:15-4:10 4001 SW Christiansen Road Blue Springs, MO 64014 Principal: Al Michelson Secretary: Pamela Price Counselor: Cheryl Woolf	Off: 224-1370 Fax: 224-1372
<b><u>Daniel Young:</u></b> 8:40-3:35 505 SE Shamrock Lane Blue Springs, MO 64014 Principal: Doug Nielsen/A.I.: Ryan Crum Secretary: Marlene O'Neal Counselor: Claudia Meyer	Off: 224-1335 Fax: 224-1492	<b><u>Franklin Smith:</u></b> 9:15-4:10 1609 SW Clark Road Blue Springs, MO 64015 Principal: Jan Castle Secretary: Sandra Hay Counselor: Bethany Lueckenhoff	Off: 224-1375 Fax: 224-1378
<b><u>James Lewis:</u></b> 9:15-4:10 717 NW Park Road Blue Springs, MO 64015 Principal: Kelly Flax/A.I.: Abbie Swisher Secretary: Debbie Hubbard Counselor: Darla Landers-Heegn	Off: 224-1345 Fax: 224-1347	<b><u>James Walker:</u></b> 9:15-4:10 201 SE Sunnyside School Road Blue Springs, MO 64014 Principal: Greg Johnson Secretary: Angie Baker Counselor: Donetta Riggs	Off: 224-1380 Fax: 224-1461
<b><u>John Nowlin:</u></b> 9:15-4:10 5020 NW Valley View Road Blue Springs, MO 64015 Principal: Deborah Curtis Secretary: Susan Ferguson Counselor: Janet Oetting	Off: 224-1355 Fax: 224-1359	<b><u>Lucy Franklin:</u></b> 9:15-4:10 111 NE Roanoke Drive Blue Springs, MO 64014 Principal: Jill Johnston/A.P.: Todd Nurnberg Secretary: Karen Sparks Counselor: Deborah Pugh	Off: 224-1390 Fax: 224-1396
<b><u>Sunny Pointe:</u></b> 9:15-4:10 3920 S. RD Mize Road Blue Springs, MO 64015 Principal: Steve Goddard/A.P.: Jennifer Alderman Secretary: Margo Pogue Counselor: Tosha Hensley	Off: 224-7800 Fax: 224-7804	<b><u>Thomas Ultican:</u></b> 8:40-3:35 1813 NW Main Blue Springs, MO 64015 Principal: Jill Sherman/A.P.: Nick Goos Secretary: Kristie Miles Counselor: John Stickney	Off: 224-1365 Fax: 224-1490
<b><u>Voy Spears, Jr.:</u></b> 9:15-4:10 201 NE Anderson Lee's Summit, MO 64064 Principal: Renee Spaulding/A.I.: Ramona Dunn Secretary: Jill Fencil Counselor: Kerri Mears	Off: 478-9899 Fax: 478-9799	<b><u>William Bryant:</u></b> 8:40-3:35 1101 SE Sunnyside School Road Blue Springs, MO 64014 Principal: Cathy Paul/A.I.: Kacey Roush Secretary: Diana Myler Counselor: Jane Mings	Off: 224-1340 Fax: 224-1343
<b><u>William Yates:</u></b> 9:15-4:10 3600 Davidson Road Independence, MO 64055 Principal: Rhonda Jacoby Secretary: Cari Eikel Counselor: Tracy Kempf	Off: 224-1350 Fax: 478-6137	<b><u>Liggett Trail Ed Ctr:</u></b> 9:00-300 3575 SW Liggett Road Blue Springs, MO 64015 Principal: William Vanderpool Secretary: Diane Meyer Community Resource Specialist: Pam Otis	Off: 224-1360 Fax: 220-1138
<b><u>EC/Parents as Teachers:</u></b> Director: Patty Mohn	Off: 224-1740	<b><u>Administrative Service Center:</u></b> Director Elem Ed: David Brouse	Off: 224-1300
<b><u>Transportation Department:</u></b> Director: Glen McMillian	Off: 224-1385	<b><u>Food Service Department:</u></b> Director: Bruce Wallen	Off: 224-1300

## **DISTRICT OVERVIEW**

### **Elementary School Student-Parent Handbook**

Elementary level staff encourage and welcome the involvement of parents\* as partners in the education of their student. In order to establish and strengthen this partnership, it is necessary to provide all stakeholders with the general information and guidelines essential to providing quality learning experiences and a positive instructional environment. It is for this reason that the Elementary Level 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.

\*Please note that for the purposes of this handbook the term “parent” is synonymous with “guardian.”

### **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

### **Educational Philosophy**

The Blue Springs School District is dedicated to the proposition that each child in the district, regardless of sex, economic or social status, geographic location, race or individual difference, should experience a broad and balanced education. In order to accomplish this goal, a variety of programs and teaching methods will be employed to meet the various needs and differences in the abilities of the students. The objective of the Blue Springs School District is to establish a program to deal with each student's special gifts and to allow each student an opportunity to attain maximum achievement.

### **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.

### **Non-discrimination on the Basis of Disability**

The Blue Springs School District does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The Director of Human Resources has been designated to coordinate compliance with the United States Department of Justice’s regulations implementing the non-discrimination requirements contained in Section 504 of the Rehabilitation Act of 1973, Part B, and Titles I and II of the Americans with Disabilities Act of 1990. The Director of Buildings and Grounds has been designated to coordinate compliance with the United States Department of Justice’s regulations implementing the non-discrimination requirements contained in Section 504 of the Rehabilitation Act of 1973, Part C, and Title III of the Americans With Disabilities Act of 1990. The Assistant Director of Special Education has been designated as the district coordinator of Section 504 of the Rehabilitation Act of 1973. Inquiries may be directed to the above named individuals at 1801 W. Vesper, Blue Springs, Missouri 64105 or by calling (816) 224-1300.

## **SCHOOL BUSINESS**

### **Appearance/Attire**

A school is frequently judged as much by the appearance of its students as it is by the caliber of its academic performance. Appropriate dress is considered to be apparel that does not disrupt or interfere with the intended function of the school, including wearing appropriate attire for gym class. Students are expected to maintain a neat appearance at all times and avoid extremes in clothing selections. Parents are encouraged to take an active role in the selection of school clothes and grooming. The faculty will also monitor student dress and grooming. Items of apparel causing a student to feel uncomfortable or conspicuous should be avoided. Attire, which displays drug, alcohol, or tobacco advertisements, or sexually suggestive or explicit phrases, is strictly forbidden. Other examples of school dress that are not permissible include: backless and midriff garments; half-shirts; halter tops;

tank tops with straps less than 2 inches wide or that allow under garments to be seen; spaghetti strap dresses; short shorts or skirts; bandannas; head gear such as the hood of a sweatshirt, caps, or hats (i.e., when worn inside except on designated spirit days); mesh tops; tube tops; cut, ripped, or cut-off clothing; underwear worn as outer garments; nylon brief shorts; and/or spandex shorts. Colored hair gels, hair dye/paint, extreme hair styles (e.g., Mohawk, shaved side, shaved message), glitter, face paint, and tattoos are considered violations of the dress code and are not allowed. If the safety and welfare of students is of concern, or attire/grooming is potentially disruptive, the principal will contact the parent so adjustments can be made.

### **Attendance/Absence Reporting**

Regular attendance is vital to academic success. Attendance is kept by the minute and is monitored during the entire school day. Every effort should be made for students to be present from start to close each school day. To reinforce and recognize this need, the district has implemented the “Perfect” and “Faithful” attendance awards. To qualify for “Perfect” attendance, the student can only miss a maximum of three hours for the entire school year (i.e., 0-3 hours/half-day). To qualify for “Faithful” attendance, the student cannot miss more than 18 hours for the entire school year (i.e., 4-18 hours/3 days).

Parents are to call their school office between 8:30 and 9:30 a.m. in the event of a student absence. If a phone is not available in the home, a note explaining the absence should be sent with the student on the first day s/he returns to school. To ensure student safety, it will be necessary for office personnel to contact parents at home or work if a call is not received regarding an absence. To keep parents informed of their student’s absences, a letter will be sent to the home upon a total of six, ten, and twenty absences. Excessive absences can affect achievement and result in a referral to the appropriate Central Office representative.

### **Birthday & Party Invitations**

Birthday party invitations may not be distributed at school unless issued to every student in the class. School personnel will not provide student address and/or phone number information for party invitation purposes. Simple, store bought, individually wrapped birthday treats may be brought to school for sharing with classmates (i.e., prior teacher notice is required for this to occur).

### **Bomb Threats**

Making a false bomb threat is a federal offense punishable under the United States Code 18-844e, with a penalty of up to ten years in prison, a \$250,000 fine, or both. This penalty also applies to juvenile offenders.

### **Bus Procedures**

Bus stops are designated in each housing addition. To facilitate the loading process, students should be at their stop prior to the bus arriving. Bus rides are usually no more than 20 minutes each way (i.e., times vary depending on residence proximity to the school). Bus safety is of paramount importance, and, for that reason, students should obey the driver's directions at all times. Unruly or discourteous behavior on the bus may result in the suspension of bus riding privileges. A comprehensive listing of bus regulations is located in the Index section of this handbook.

### **Cell Phones**

In order to avoid unnecessary classroom disruptions, access to and/or the use of cell phones (i.e., they must be kept silenced in a concealed, secure location) is prohibited during school hours (i.e., refer to district policy 5.64.2(b)(2) Hand Held Devices).

### **Check Writing Guidelines**

The Blue Springs School District welcomes personal checks for payment of school related expenses (e.g., lunch accounts, Prime Time fees). In the event 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). Furthermore, the district’s Prime Time School-Age Care Program assesses a \$15 fee for a returned check in addition to what is charged for insufficient fund and/or collection recovery purposes. When collection through ECS is unsuccessful, the matter will be forwarded to the Jackson County Prosecuting Attorneys office for action.

## **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. A copy of the district's computer policy (5.14) is included in the handbook Index.

## **Deliveries for Students**

Parents should refrain from sending party favors, flowers, balloon bouquets, etc., to school on birthdays or other special occasions. These items pose a potential disruption to the instructional process and, if sent, will be kept in the office until school is over (i.e., will not be delivered to classrooms). Prior to the dismissal bell, the receiving student will be called by intercom to come to the office to view his/her delivery. Flowers in glass containers, balloons, and other large and/or fragile items may not be transported home by bus for safety reasons.

## **Discipline**

The Board of Education has implemented a comprehensive discipline policy in order to assure a safe, orderly, and instructionally conducive learning environment in all district schools. To further emphasize this need, students and parents are required to sign and submit a Standard of Student Conduct Form on an annual basis (see Index).

Responsibility for discipline is shared cooperatively by all school stakeholders, including teachers, students, and parents. Common responsibilities are as follows:

Teacher:

- Establish a positive climate in which learning can occur and student success is maximized
- Expect excellence in regard to academic and behavioral performance and clearly communicate these expectations to students and parents
- Communicate regularly with students and parents regarding academic and behavioral progress

Student:

- Be committed to doing one's best each and every day
- Respect authority, property, and rights of others (this requires consideration, self-control regarding actions and language, and a commitment to assuring everyone's safety and right to learn)
- Attend class daily, on time, with assignments completed, and with necessary textbooks, materials, and supplies in hand.

Parent:

- Notify the school of their student's needs
- Review and clearly communicate support of established classroom and school standards of academic and behavioral performance with their student
- Ensure punctual and daily attendance

Positive reinforcement will be utilized to its fullest to promote behaviors that meet the established standards of conduct. When necessary, negative consequences, including suspension, may be used as outlined by Board of Education policy. In accordance with the Missouri Safe Schools Act, discipline records follow students throughout their K-12 educational experience.

## **Dismissal of Students During School Hours**

The following procedures will be followed when dismissing students during the regular school day:

- 1) Written parent notice should be sent to the classroom teacher stating the expected time of release.
- 2) The parent or designated adult should come to the office through the main front door to sign the student out. Students will always remain with the teacher until proper sign-out occurs. Students will not be dismissed to parents in school corridors, from the playground, etc. All dismissals will be made exclusively through the school office.
- 3) Photo identification will be required of unfamiliar adults who are requesting early release of students.

- 4) In the event there are legal restrictions regarding who may pick up a student, the custodial parent is requested to meet with the principal to discuss the situation and provide necessary legal documentation. Parent cooperation during student dismissal is appreciated with safety being the primary concern.

### **Emergency Drills**

Schools are required by law to conduct emergency drills. Fire drills will be held on a monthly basis (i.e., nine per year) and storm and lock down drills will occur twice a year (i.e., one per semester). 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. Students will practice prior to the first drills each school year. If a tornado warning is in effect at dismissal time, students will take a safe position and remain at school until the all clear signal is sounded.

### **Family Educational Rights & Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to maintain the confidentiality of a student records. FERPA gives parents the right to inspect and review all of their student's records and to request that the school make corrections if the information is inaccurate or misleading. FERPA also prevents the school from releasing any information from the student's records without written parental consent except for directory type data (e.g., student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance). Parents who wish to keep directory information confidential should notify the school's principal via written request. A sample form for this purpose is available at each school.

### **Field Trips**

Advance notice will be provided for all school field trips with a signed and dated parent permission form being required. For the most part, field trip attendance will be limited to a respective class or grade level of students due to venue and/or bus capacity considerations (i.e., there are occasions when parents are invited to chaperone for supervision purposes). Participation on field trips by student siblings, non-school-aged children, and/or students from other schools is not allowed. Students are expected to accompany their class to and from field trip destinations using designated school transportation. For this reason, parents are asked to refrain from requesting that their student be transported to or from a field trip destination in a private vehicle.

### **Health Aide/Clinic**

A CPR trained paraprofessional health aide is on duty each day to assist students during illness or injury at school. The health aide will contact parents by phone when their student becomes ill at school and/or the body temperature is 99.8 degrees or higher. Parents should always update their student's emergency procedure card to insure timely notification in case of illness or injury (i.e., prompt pick up is required in cases of illness and/or injury).

The following guidelines should be followed before a previously ill student returns to school:

FEVER - Students may return to school after 24 hours at home free of fever without use of medication.

VOMITING/DIARRHEA - Students will be excluded from school when vomiting or diarrhea is present. Students may return when free of fever for 24 hours with no recurring symptoms.

PINK EYE - Students will be excluded from school when there are symptoms of pink eye (conjunctivitis) and may return upon the eye(s) being clear or when on medication for 24 hours.

RASHES - Students with rashes will be excluded from school. They may return when the rash is gone or when a doctor's note is returned to the school clinic (i.e., rash diagnosis, statement that the condition is not contagious).

HEAD LICE - Students who have an active head lice infestation will be excluded from school. Parents will be notified immediately when an infestation is confirmed and treatment options will be discussed at that time. Students may be allowed to return to school after it has been determined by school health personnel that proper treatment has been completed and no further evidence of active lice infestation exists.

## **Homebound Instruction**

Homebound Instruction serves students who are physically unable to attend school. In order for the student to be eligible for this service, s/he must be absent from school for 10 consecutive attendance days due to an illness or injury. This service is not intended for students who are at home for parental convenience or desire, have communicable diseases, or have a routine pregnancy. A parent must be present when the district provides homebound instruction. Parents may apply for homebound service through their school principal.

## **Honor Roll**

To qualify for the "A" Honor Roll, the student must earn no grade below the A grouping (i.e., A+, A, A-). To qualify for the "B" Honor Roll, the student must earn no grade below the B grouping (i.e., B+, B, B-). Grade averaging is not allowed in respect to the "A" or "B" Honor Roll (e.g., A+ and a B = A-; A and a C- = B).

## **Make-Up Work** (i.e., for student absence)

Students absent due to illness will be expected to make up work while gone from school with one day generally being provided for each missed. If the student is absent two consecutive days or more, parents may call the office by 10:00 a.m. and request homework to be picked up by 3:30 p.m. Family vacations during the school year may be classified as unexcused by the building principal. Teachers are not required to provide make-up work for unexcused absences.

## **Medication Policy**

Parents are encouraged to administer medications to their students at home before and after school if at all possible. It is strongly recommended that a parent administer the first dose of any medication. No medication will be administered in the health clinic without a physician's order. Parents may arrange to personally administer their student's medication in the school setting if so desired.

Prescribed medications will be given at school through the health clinic. All prescribed medications must be delivered to the school health clinic by a parent or designated adult. At the time of delivery, a Medication Permit Form must be completed and signed by the student's parent. All prescribed medications must be in the current prescription container and must be appropriately labeled.

Over the counter medication (e.g., aspirin, Advil, Tylenol) will not be dispensed through the health clinic unless a doctor's order prescribing the medication to the specific student is received in the school office.

## **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.

In addition to the above information that is to be made available upon request, districts must provide to each individual parent:

- Information on their student's achievement level in each of the state academic assessments as required under NCLB; and
- Timely notice that the parent's student has been assigned to, or has been taught for four or more consecutive weeks, by a teacher who is not highly qualified.

### **Obligation List**

District elementary schools have established an “Obligation List” pertaining to students who have outstanding monetary balances (e.g., lunch fees, missing or damaged library book or textbook, Prime Time fees). All Obligation List balances must be paid prior to residency being verified for a new school year (i.e., necessary to receive notification of teacher assignment and/or class schedule).

### **Outside Activity Guidelines** (i.e., for temperature and air quality)

The district has established the following guidelines to address periods of extreme temperature: 1) Heat – Students will not participate in outside activities if the temperature, including heat index, is 95 degrees or above; 2) Cold – Students will not participate in outside activities if the temperature, including wind chill, is 20 degrees or lower. The district also takes into consideration air quality when determining whether or not conditions are suitable for outside activities.

### **Parent Conferences**

Parent conferences and phone calls to discuss student performance are always welcome. School-wide parent-teacher conferences are scheduled at the end of the first quarter. If additional conferences are required, the school office should be contacted so that a mutually convenient time can be identified. Full-scale conferences to discuss student progress are not available during school activity nights due to a lack of time and privacy.

### **Parent/Patron Visits**

Parents are welcome to visit throughout the school year. Parental involvement supports the learning process and reinforces the importance of student performance. Classroom visits should be scheduled through the teacher with a minimum of one day’s advance notice being provided whenever possible. Parents are requested to schedule visits after the second week of school and before the last two weeks of school (i.e., so that beginning of the year routines can be established and those routines can be maintained during the final weeks of school).

In order to assist in maintaining a regular classroom routine, infants and pre-school children are prohibited from visiting classrooms during the school day. In addition, non-district students will not be permitted to visit classrooms during the school day.

At the beginning of each instructional day, all district schools will be completely locked down and will remain so until dismissal. All elementary buildings are equipped with a monitoring system. The only entrance available to visitors will be the front door of the school. To gain admittance, the button on the box located by the door should be pressed (i.e., there is a small camera and intercom system within the box). Once signaled, the visitor should state his/her name and the purpose for the visit. The door will then be unlocked from the office so that the school may be entered. Upon gaining entrance, visitors should immediately proceed to the office to sign in and pick up an identification sticker. To further assure student and staff protection, a photo I.D. may be required of visitors.

### **Part-Time Attendance**

Parents requesting that their student arrive late or leave early on a regular basis due to specialized or privately contracted activities/services (e.g., home schooling, gymnastics training) must make arrangements for this to occur through the school principal. In these situations, the student will be counted absent for the time away from school (i.e., may be reported as attending on a part-time basis), and the parents will be responsible for covering missed subject matter content (i.e., daily make-up work and/or a letter grade will not be given by a classroom teacher on the mid-term or quarterly report cards due to “home schooling” designation for non-attendance periods).

### **Personal Belongings**

Toys, music and/or game devices, and other personal belongings not directly related to classroom instruction are not allowed at school. In addition, it is recommended that students bring only the amount of money required for meals to school, since the risk of loss is ever present. School supplies, coats, jackets, etc., should be clearly marked with the student’s first and last name. Students are not allowed to ride scooters and skateboards or wear roller blades on school property.

### **Progress Reports**

The faculty is committed to working closely with parents to provide the best possible education for their student. Effective and frequent communication is an important part of this process. To ensure that parents are kept current regarding their student's academic performance, progress reports are formally issued throughout the school year. Report cards are sent home in envelopes with students at the end of each quarter and are to be returned with parent signatures to verify receipt (except for at end of school year). During the 2008-2009 school year, report cards will be distributed on the following dates: October 30/31 (during parent/teacher conferences), January 9, March 20, and May 27 (last day of school). In addition, mid-term reports will be distributed to students in grades 3-5 whose performance in any subject area is below a C (September 24, November 25, February 11, April 24).

### **Recess**

The district provides and encourages time in elementary schools for physical activity. For this reason, students are provided at least 30 minutes per day of physical activity (i.e., to be held outdoors when possible), including one recess period. Students are encouraged to dress appropriately for outdoor play and to participate in recess activities unless a parent provides a daily written note, or a doctor's excuse is furnished due to medical or physical injury. Students not physically well enough to participate may be assigned temporarily to the school office or an alternate classroom setting during recess periods. Recess periods may be forfeited due to inappropriate behavior or the incompleteness of classroom work from the previous school day.

### **Recess Supervision**

For recess supervision purposes, the district requires a minimum of one teacher per 50 students.

### **Records and Transfers**

Student records are available for parental review at any time. Parents should notify their child's teacher and the school office as soon as possible when transferring. Upon transferring, records will be forwarded as soon as a release form is appropriately processed. In accordance with the Safe Schools Act, discipline records are not purged when a student moves within the district or to another building outside the district.

### **Residency Verification**

Proof of residency must be provided during initial enrollment in the district and at the beginning of each subsequent school year. Residency verification helps the district ensure that address information is accurate for all students and that the appropriate school is providing educational services. Providing false information about a student's residence (address) may result in removal from the school and district and legal action, including the collection of out-of-district tuition fees.

For residency verification purposes, a recent (i.e., not more than 30 days old) bill/statement for service from an electric, gas, or water utility company is required that shows the service provider's location, the account number, the resident's name, and the resident's street address. Shut-off, disconnect, and/or on-line receipts/statements will not be accepted for residency verification purposes. Proof of residency bills/statements must be in the name of the parent/legal guardian; otherwise, a Request for Waiver of Domicile Requirements Application (i.e., residency waiver) is required. A residency waiver is available at all school offices and must be completed and approved on an annual basis.

### **Surveillance**

The Blue Springs Board of Education 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 and to safeguard district facilities and equipment. Video cameras may be used in various locations, as deemed appropriate by the superintendent or his/her designee.

### **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.

### **Sexual Harassment**

The Blue Springs School District is committed to a working and learning environment that is positive, productive, and free from discrimination. Because sexual harassment is a form of discrimination and compromises the attainment of education and work excellence, the Blue Springs School District strictly prohibits its occurrence toward employees or students. Such behavior may take place 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.

Policy enforcement applies to all acts of sexual harassment at any event on district property, and at any event or location when the behavior involves district employees or students, including (a) those acts by district employees toward and affecting other district employees, (b) those acts by district employees directed toward and affecting district students, (c) those acts by district students toward other district students, and (d) those acts by district students toward and affecting district employees.

Immediately following a harassment incident, students who believe they have been or will continue to be sexually harassed should immediately discuss the situation with their parent(s), a trusted teacher, a counselor, a school administrator, an alternate school employee, and/or the district's Title IX coordinator.

### **Smoke Free Schools**

The Blue Springs Board of Education has adopted a Smoke Free Schools Policy for the district. Accordingly, visitors are asked to refrain from smoking in school facilities, on school grounds, and on school field trips.

### **Telephone**

Telephone messages by parents to students or staff may occasionally be taken by office personnel. Classroom instruction will not be interrupted for routine phone calls (i.e., only emergency calls will be immediately received by students or staff). When necessary, it is imperative that the call be made to the school office prior to 3:00 p.m. to assure delivery. As a routine matter, messages should be sent in written form to the classroom teacher at the beginning of the school day.

Students will be permitted to use school phones only when deemed necessary by the teacher or office personnel. Social and/or school activity planning via telephone will not be permitted. All clubs and organizations will publicize meeting dates and times well in advance so that students can make transportation arrangements without the use of a school phone.

School personnel will receive, to the best of the office staff's ability, all messages left for them. Once received, every effort possible will be made to assure that telephone calls are returned in a timely fashion. Since teachers have very little time to answer phone messages, some calls may not be returned until the evening or the next day. The office secretary should be informed immediately if the call relates to a pending emergency.

### **Third Party Observations**

Observation of students by a third party is not permitted unless legally required for the educational interest of the student or to improve the district's educational program. Parents wishing to have their student observed must obtain, complete, and submit a Blue Springs School District Classroom Visitation Form (i.e., available through the resident school office) to the Deputy Superintendent of Curriculum and Instruction at least ten (10) school days prior to the proposed date. No third party observations will be allowed the first and last month of school unless waived by the superintendent or his/her designee in an emergency situation. Third party observers who are granted permission to visit the school must provide a copy of their professional credentials if requested.

### **Truancy Ordinance**

The City of Blue Springs amended Section 220.540 of the Code of Ordinances to address daytime curfews. The daytime curfew applies between 9:00 a.m. and 2:30 p.m. 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 suspended or expelled from school. Parents 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 40 hours of community service for the minor. The parent may be charged for each separate offense, which shall be punishable as a misdemeanor.

## **STUDENT & FAMILY SERVICES**

### **Arts Partners Project**

The district's Arts Partners Project is a comprehensive educational initiative that exposes K-5 students to a wide range of cultural experiences located within the Kansas City metropolitan area. Two guiding principles drive the Arts Partners Project: 1) K-5 students succeed when the arts are made an integral part of the basic education; and 2) Every K-5 student deserves equal access to the arts. Annually, a customized plan of special arts related activities and events is developed that compliments the district's core curriculum. The Arts Partners Project is made possible through the generous financial support of the district's elementary level PTA units.

### **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. 11<sup>th</sup> Street and may 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).

### **Food Service Program**

The district provides nutritious, well-balanced lunches for students in grades K-12 on a daily basis. Lunch may be purchased for \$2.00 by students in grades K-5. Adult lunches are \$2.75. An extra beverage (milk or juice) is \$.40 per carton. Snacks may be offered to students on a limited basis. Snack costs vary according to the item, but are typically \$.50 or less.

A breakfast program is available to students and staff at Franklin Smith, James Walker, John Nowlin, Thomas Ultican, William Bryant, and William Yates Elementary Schools. The breakfast cost for students is \$1.25 and \$1.50 for adults. An extra beverage (milk or juice) is \$.40 per carton.

The district utilizes a computerized accounting system (RevTrak), which allows parents to deposit money in their student's Personal Foodservice Account (WebStore at <http://bluesprings.revtrak.net>). To assure a continuous, uninterrupted experience, parents are encouraged to maintain a balance in their student's account throughout the school year. Although cash purchases are always welcome, payment by check with the student's identification number and a parent driver's license number written on it is preferred.

Under no circumstances will any student be allowed to go without lunch (i.e., one will be provided by the cafeteria staff if funds or a meal brought from home are unavailable). Students with an outstanding lunch debt due to an insufficient funds situation or arriving without a meal will be placed on the school's Obligation List until payment in full is made. Students included on a school's active Obligation List will be excluded from annual residency verification related activities and non-academic extracurricular events (e.g., will be unable to receive notification of teacher assignment and/or class schedule).

The federal government provides assistance to families pertaining to school meal expenses with qualification depending upon income guidelines developed by the USDA (i.e., either free or reduced for breakfast @ \$.30 and lunch @ \$.40). Applications for the federally subsidized meal program are sent home with all students during the first week of school and are also available at anytime upon request through the school office.

Food Service Department staff are on duty to assist students throughout the lunch period. Expectations regarding lunchroom behavior are shared at the beginning of each school year. As is customary regarding school practice, rewards and consequences are provided pertaining to student behavior in the lunchroom.

For more information specific to the district's school lunch program, including negative student balance resolution and federal assistance, please contact the Blue Springs Food Service Department at 224-1300.

### **Parent Teacher Association**

Local PTA units promote school improvements and support district educational initiatives. Fundraising, classroom aiding, and assemblies are but a few of the many ways parent involvement enhances district schools. Parents interested in joining their PTA unit, becoming a PTA volunteer, or serving as a local PTA executive board officer should contact the school office.

### **Peer Mediation Program**

The peer mediation program provides a beneficial option for resolving student conflicts. Peer mediation allows students to identify and implement solutions for minor differences (e.g., rumors, gossip, name-calling) before they become major problems. Parents should contact their student's teacher, counselor, or principal for peer mediation assistance.

### **Prime Time Before and After-School Program**

Prime Time is a fee-based before and after-school program available at all 13 of the district's elementary sites. Hours of operation are from 6:30 a.m. to school start time and from school dismissal to 6:00 p.m. Prime Time is open Monday through Friday during the regular school year, except for scheduled district holidays. Prime Time offers full-day service for an additional fee during some non-holiday district closure dates (e.g., parent-teacher conferences, teacher work days) and during break periods, including summer. Specific program information can be obtained by calling the school office.

### **Student Assistance Program**

The district's comprehensive Student Assistance Program provides specialized services and support in order to develop the intellectual, emotional, and/or social skills necessary to succeed in school. The Student Assistance Program was developed to address the needs of at-risk students and focuses on issues such as: 1) Self-esteem building; 2) School survival/Academic struggles; 3) Dealing with divorce; 4) Meeting, making, and keeping friends; 5) Stress and anger management; and 6) Coping with grief and loss. Additional information about the cost-free Student Assistance Program may be obtained the school counselor.

## **Student Insurance**

Student insurance is available at a nominal cost to parents at the beginning of each school year or upon enrollment (i.e., participation is optional/voluntary). The district functions only as an intermediary regarding the insurance product and assumes no liability either for injury or subsequent negotiations with the company. Insurance application forms are available in the school office.

## **YOUTHFRIENDS Mentoring Program**

Youth Friends connects students with caring adult volunteers in schools to promote success, encourage healthy behaviors, and build stronger communities. Adult YouthFriends generally meet one-on-one with a student during normal school hours for between 30 and 60 minutes per week in the capacity of a Lunch Buddy, Reading Buddy, or Study Buddy. Additional YouthFriends information is available through the school counselor.

## **BOARD OF EDUCATION POLICIES (Including Student Discipline)**

### **2.8 Sexual Harassment (April, 2004)**

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: (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) and those acts by school district students(s) toward other student(s), (d) and those acts by district student(s) directed toward and affecting district employee(s).

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.

### **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, or 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 warned 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 Entrance Ages, Birth Certificates, Immunization Records**

### **5.11 Age for Kindergarten** (May, 1997)

Any child whose fifth birthday occurs before the first day of August shall be admitted to kindergarten.

### **5.12 Age for First Grade** (May, 1997)

Any child whose sixth birthday occurs before the first day of August shall be admitted to first grade.

### **5.13 Birth Certificates** (June, 1996)

If the child has not established school records, a birth certificate must be furnished before entrance into the Blue Springs School District. A legal certificate of birth issued by the Bureau of Vital Statistics is the only acceptable proof of birth date. Students must enroll under their legal name.

### **5.14 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 24 hour time period in which to provide proof of compliance.

## **5.5 Admission and Attendance Regulations**

### **5.51 Admission of Resident Students** (July, 2003)

All students five (5) to twenty-one (21) years of age who legally reside within the boundaries of the Blue Springs R-IV School District ("District") may attend District schools tuition free. In order to legally reside within the District, the student must be physically domiciled within the District boundaries with a parent, military guardian pursuant to a military issued guardianship ("military guardian" or "guardian"), or court-appointed legal guardian ("legal guardian" or "guardian"). All may be jointly referred to herein as "parent/guardian."

In order to register a student, the parent, legal guardian, military guardian, or eligible student shall provide proof of residency or proof that a Waiver of Domicile Requirements has been granted by the District Board of Education on the basis of hardship or good cause (See Sections 5.51.1 and 5.52 and [Appendix 5\(9\)](#)). Parents/guardians will be required to complete and sign an Application for School Admission and Request for Waiver of Domicile Requirements and provide evidence of residency and parenting or guardianship prior to enrollment.

#### **5.51.1 Waiver of Residency** (July, 2003)

Parent, legal guardian, student 18 years of age or older, or other person or relative with whom the student is residing, who is seeking a waiver of the District' residency requirements for hardship or good cause must complete and submit to the superintendent or designee a Request for Waiver of Domicile Requirements form (see [Appendix 5\(9\)](#) and Section 5.52). Within forty-five (45) days of receipt of the waiver request, the President of

the Board of Education will convene the Residency Waiver Committee (“Committee”) consisting of board members, the Assistant Superintendent of Community and Student Services, and the Director of Elementary or Secondary Education in an advisory capacity. Following the hearing, written notice of the decision of the Committee will be provided. Decisions of the Committee are final.

Under no circumstances shall athletic ability be a valid basis of hardship or good cause for the issuance of a waiver. Should disciplinary problems arise with a student attending under this provision, the student may be dropped from the rolls after a conference with the student, the District resident with whom the student resides, the principal, and the superintendent or designee.

**5.51.2 General Exceptions to Domiciliary and Residency Requirements (July, 2003)**

The residency provisions of this policy shall not apply to a student who is a “homeless child” (see Section 5.54), a pupil attending a school not in the pupil’s district of residence as a participant in an inter-district transfer program established under a court-ordered desegregation program, a pupil who is a ward of the state and has been placed in a residential care facility by state officials, a pupil who has been placed in a residential care facility due to a mental illness or development disability, a pupil who has been placed in a residential care facility by a juvenile court, or a pupil with a disability identified under state eligibility criteria if the student is in the District for reasons other than accessing the District’s educational program.

**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 provide 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 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 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, re-admitted 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 district 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 is 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. *Rev.7/2003, Rev.6/2004, Rev.8/2004*

#### **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.

**5.52 Admission and Tuition – Nonresident Students** (July, 2003)

A nonresident student shall be defined as a student who does not meet the requirements to be a resident student of the District; that is, a student who is not physically domiciled within the boundaries of the District as defined in Board policies, rules, regulations, and by state law the consequences for which tuition rates shall be determined annually as generally prescribed by state law and the District. Nonresident students of District certified staff may be permitted to attend school without payment of tuition provided they own property in the District. Such students will be considered to be resident students for the purposes of state aid. Students of other regular contract employees of the District may attend school in the District upon payment of tuition.

An institution that is a facility organized under the law of Missouri for the purpose of providing care and treatment of juveniles, and which is located in the District providing a place of residence for three (3) or more students whose parents or guardians do not reside in the District, may enroll such children in a program in the District as provided by state law.

The District may enter into an enrollment option plan with another district in which the districts agree to send and/or accept each other's students in accordance with state law and Department of Elementary and Secondary Education guidelines. A nonresident student from any Missouri school who is eligible for any special education program offered by the District, and which program meets guidelines of the Missouri State Department of Elementary and Secondary Education, may be enrolled, provided: (1) there is a vacancy in the appropriate program according to class limitations as defined by the Department of Elementary and Secondary Education; (2) by contractual agreement, the sending district pays tuition on a per pupil cost basis; and (3) transportation is provided by sending district.

The superintendent of schools has the authority to approve or deny admission of nonresident students into the District Special Education Program. Any appeal of the superintendent's or designee's decision may be made to the board of education.

Students whose parents or guardians pay school taxes on property in the District but do not live in the District may attend school in the District and receive as a credit on the amount charged for tuition the amount of the school tax paid to the District.

Parents or guardians, who reside on property of eighty (80) acres or more used for agricultural purposes, which lies in more than one school district, may choose to send their children to the district of choice tuition free provided that thirty-five percent (35%) or more of the real estate is located in the district of choice. The owner shall send written notice by June thirty (30) for the upcoming school year to all school districts involved specifying the school district of choice. If notification is not received, such children shall attend the school in which the majority of the property lies. Such person shall not send children to any other district than the district notified or in which the majority of the property lies without paying tuition to such district.

**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.

## **5.6 Student Discipline**

### **5.61 Policy Goals and Definitions** (May, 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 this 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 which 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 building 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 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 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 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 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. *Rev. 5/1997, 5/2007*

**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 respectably 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 grades kindergarten – 12 (see Appendix 5(13)-5(18)).

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 of the property of the district.
- d. In-School Detention (September, 2001) In-school detention 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 the 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)

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 (1) in-room discipline, (2) in-school detention, (3) Saturday School, or (4) 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 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 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, 2005)

No student shall carry, have in his/her possession, store, keep, leave, place or put into the possession of another student, any weapon defined as any firearm, knife, dirk, metal knuckles, blackjack, or explosive or firearm as defined as any object that is capable of firing a projectile, whether or not the weapon is loaded or operable, including, but not limited to handguns, rifle, shotgun, pellet gun, dart gun, blow gun, crossbow, non-traditional firearm (i.e. zip gun, black powder gun), taser, stun gun, or knife encased in a tubular metal sheath which when removed, uncovers a detachable blade that can be propelled by a spring mechanism operated at the push of a button (i.e. switchblade), on any school premises, in any school vehicle or any vehicle used by the school for school purposes, any school building or other building or premises used for school functions, whether or not any person is endangered by such actions. This policy also refers to any knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm, or by the manner in which it is used is likely to inflict death or serious bodily harm; or is used to threaten bodily harm on another individual.

This policy does not apply to starting guns while in use at athletic events, and supervised schools or sessions for training in the use of firearms.

- (a) Any Violation: Expulsion as specified in the Federal Gun Free Schools Act of 1994. (Students who violate the Gun Free Schools Act of 1994 shall receive a minimum of one (1) calendar year out of school. "Weapons" as defined in Section 921 of Title 18 of the U.S. Code.)

It is required that all violators of this policy be reported to local law enforcement agencies. *Rev. 6/2003, 12/2005*

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 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

1. Possession of Drugs (May, 2007)

Possession of drug paraphernalia, or possession, use of, or attendance under the influence of a controlled substance, alcoholic beverage or any item represented or believed to be a controlled substance or 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, 2003)  
Pagers or Beepers

Students who bring onto school property pagers or beepers, or any facsimile thereof must leave them in their vehicles or lockers during the academic day. If such device is operable and is used during the academic day, it will be considered a discipline violation.

Hand Held Phones

Hand held phones, including video phones are prohibited from being used for any purpose during the academic day. All such devices should be silenced and concealed in a secure location during the academic day. Use of the device during the school day or disruption of class shall result in disciplinary action.

Photograph or Video Devices

Cameras, video cameras, video phones and/or any other type of photograph or video recording devices are strictly prohibited at all times from being used in locker rooms, restrooms, dressing rooms or any other locations where students may be changing clothes or have a similar expectation of privacy. Use of these devices in violation of this policy shall result in disciplinary action including, but not limited to, in or out of school suspension and/or expulsion.

Internet Accessible Hand Held Devices

Other hand held communication devices where the Internet can be accessed shall not be used to disrupt the educational process or class or to connect to any district equipment or network. Misuse of equipment as referenced in board policy 5.14 and 5.14.1. Use of the devices in violation of this policy shall result in disciplinary action.

Privately Owned Laptop Computers

No student shall have a personal laptop computer for use on school grounds other than equipment owned by the school district unless required in the Individualized Education Plan (IEP).

### 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-building detention for three (3) school days or less.
- (b) Second Violation: Suspension for three (3) school days or less.
- (c) Third Violation: Suspension for ten (10) school days or less

Any illegal or disruptive transaction or use in violation of any of these policies could result in a long-term suspension or expulsion and notification of authorities. Connecting any personal equipment to the district network shall result in revocation of system privileges and/or long-term suspension or expulsion and/or notification of 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 amounting to 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 to permitting others to learn at school.

Therefore, the board authorizes the administrative prerogative to remove a student from his present school setting because of 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 actions shall be taken in accordance with due process and with due regard for the welfare of both the 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 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) 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 to 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.

d. 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 hearing upon the recommendation 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 has remained enrolled in school, whichever comes 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 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:

- (1) The medication 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.
- (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 medication 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 infusible 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 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*

#### **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, 2001)

##### **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.

##### **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 Officer

To ensure that these obligations are met, the board designates the following individual to act as the district's nondiscrimination laws compliance officer, 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:

Assistant Superintendent of Human Resources  
Blue Springs School District  
1801 NW Vesper  
Blue Springs, Missouri 64015  
(816) 224-1300  
Fax (816) 224-1764

#### Reporting Complaint

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 compliance officer: Assistant Superintendent of Human Resources, Blue Springs School District, 1801 NW Vesper, Blue Springs, Missouri 64015; Phone: (816) 224-1300; Fax: (816) 224-1764, who will assume the building principal's duties for the purpose of that complaint.

#### **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 the principal adequate information to deal with the problem. The building principal will handle the information 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 to 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 students 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.

# INDEX

**BLUE SPRINGS R-IV SCHOOL DISTRICT**  
**Standard of Student Conduct**  
**Student-Parent (K-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 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 in each principal's office, in each school library, and on the district website [www.bluesprings-schools.net](http://www.bluesprings-schools.net).

**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 prohibited.
3. Blue Springs School District prohibits the use, presence and/or possession of a weapon or potentially dangerous/inappropriate item including but not limited to knives, firearms, pellet guns, and fireworks. A weapon is defined by the 1994 Federal Gun Free Schools Act, Missouri Revised Statutes 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 weapon 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, suspension, or expulsion and 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.). All photographic devices including video phones are prohibited from use in any dressing area, locker room or restroom where privacy is expected.
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

Revised 04/01/07

**BLUE SPRINGS ELEMENTARY SCHOOLS  
DISCIPLINE SCOPE AND SEQUENCE  
2008-2009**

**Consequences/Actions for conduct violations are dispensed in a manner which is fair, consistent, firm, age appropriate, and in accordance with board policy. The following list serves as a general guide, and even though it is fairly inclusive, it is not possible to anticipate every disciplinary scenario. All Scope and Sequence conduct violations will involve parent contact. All out-of-school suspensions will be referred to a designated Central Office representative. In most situations, law enforcement referrals will be made initially to the district's Department of Public Safety or a School Resource Officer. Reference should be made to board policy for additional information.**

<b>Academic Dishonesty (CHE)</b> Grade Adjustment (GA) Recess Detention (RD) Time Out in the Principal's Office (TO-PO) Before or After School Detention (B-ASD) In-School Detention (ISD) Out-of-School Suspension (OSS)*	<b>Alcohol Use/Possession/Influence (ALC)</b> 10 days OSS with Referral to Central Office (CO) & Law Officer (LO)**
<b>Arson/Fire (ARS)</b> 10 days OSS with Referral to CO & LO**	<u><b>Assault or Battery/Faculty/Phys/Oral (ASP/ASO) – Includes Threats (THR)</b></u> ISD Up to 10 days OSS with Referral to CO & LO**
<u><b>Assault or Battery/Student/Phys/Oral (ASP/ASO) – Includes Threats (THR)</b></u> ISD Up to 10 days OSS with Referral to CO & LO**	<b>Bullying/Hazing/Harassment (HAR) – Depends on Severity</b> Warning (WAR) RD TO-PO B-ASD ISD OSS*
<b>Bus Infraction (BUS)***</b> WAR RD TO-PO Suspension from Bus - Short Term/1-3 Days (SB-ST) Suspension from Bus - Long Term/4 Days or More (SB-LT)	<b>Computer Misuse/Network (TEC)*****</b> WAR RD TO-PO B-ASD ISD OSS*
<u><b>Disrespect to Staff Members (DIS)</b></u> WAR RD TO-PO B-ASD ISD OSS*	<u><b>Disruptions – Behavior (DRP)</b></u> WAR RD TO-PO B-ASD ISD OSS*
<u><b>Drug Possession, Use, Influence, &amp; Paraphernalia (DRU)</b></u> 10 days OSS with Referral to CO & LO**	<u><b>Drug Distribution (DRU)</b></u> 10 days OSS with Referral to CO & LO**
<u><b>Electronic Devices – Disrupting Class Time (EPH)</b></u> WAR RD TO-PO B-ASD ISD OSS*	<u><b>Extortion (EXT)</b></u> ISD (Age Dependent) OSS and Restitution (RES) OSS, RES, & Referral to CO*
<b>Failure to Follow Directions (REF)</b> WARPC RD TO-PO B-ASD ISD OSS*	<b>False Reporting/Setting off Disaster Alarms/Bomb Threats (ARS)</b> ISD (Age Dependent) 10 days OSS with Referral to CO & LO**

<p><b><u>Fighting (FIG)</u></b>          ISD (Age Dependent)          OSS with Referral to CO &amp; LO**</p>	<p><b><u>Insubordination/Defiance of Authority (INS)</u></b>          WAR          RD          TO-PO          B-ASD          ISD          OSS*</p>
<p><b><u>Lunchroom Violation (LUN)</u></b>          WAR          Relocation (REL)          Lunch Detention (LD)          RD          ISD          OSS*</p>	<p><b><u>Misconduct – General (MIS)</u></b>          WAR          RD          TO-PO          B-ASD          ISD          OSS*</p>
<p><b><u>Profane Language/Inappropriate Gesture (PRO)</u></b>          WAR          RD          TO-PO          B-ASD          ISD          OSS*</p>	<p><b><u>Sexual Harassment (SHR) – Verbal jokes, slurs, remarks, writings, gestures, etc. Law enforcement may be contacted.</u></b>          WAR          RD          TO-PO          B-ASD          ISD          OSS*</p>
<p><b><u>Sexual Misconduct (SMC) – Actual or simulated conduct, including but not limited to fondling, indecent exposure, sexual activity.</u></b>          ISD (Age Dependent)          Up to 10 Days OSS with Referral to CO &amp; LO**</p>	<p><b><u>Shoving/Pushing (SHO)</u></b>          WAR          RD          TO-PO          B-ASD          ISD          OSS*</p>
<p><b><u>Tardiness (TAR)</u></b>          WAR &amp; Documentation (DOC)          RD &amp; DOC          TO-PO &amp; DOC          B-ASD &amp; DOC          ISD &amp; DOC</p>	<p><b><u>Theft – Minor/Major (THF)</u></b>          TO-PO &amp; RES          B-ASD &amp; RES          ISD &amp; RES          OSS &amp; RES*          Thefts over \$150 may result in up to 10 days OSS, RES, with referral to CO &amp; LO**</p>
<p><b><u>Tobacco (TOB)</u></b>          ISD, Confiscation (CON), &amp; Referral to LO          OSS, CON, &amp; Referral to CO &amp; LO*</p>	<p><b><u>Truancy (TRU)</u></b>          WAR          RD          TO-PO          ISD</p>
<p><b><u>Vandalism (VAN) – Depends on Severity</u></b>          TO-PO          ISD          OSS with Possible Referral to CO &amp; LO*</p>	<p><b><u>Weapons (WEA)</u></b>          10 Days OSS with Referral to CO &amp; LO**</p>
<p><b><u>KEY</u></b>          B-ASB: Before or After School Detention          CO: Central Office          CON: Confiscation          DOC: Documentation          GA: Grade Adjustment          ISD: In-School Detention          LD: Lunch Detention          LO: Law Officer          OSS: Out-of School Suspension          RD: Recess Detention          REL: Relocation          RES: Restitution          SB-LT: Suspension from Bus/Long Term          SB-ST: Suspension from Bus/Short Term          TO-PO: Time Out/Principal's Office          WAR: Warning</p>	<p>*A designated Central Office representative will be contacted by the building principal prior to an out-of-school suspension being assigned.          **Major incidents may result in suspension up to 180 days or expulsion.          ***Major violations may result in immediate suspension and/or expulsion from the bus.          ****Major violations may result in long-term out-of school suspension or expulsion, loss of privilege, and referral to law enforcement.</p>

**BLUE SPRINGS R-IV SCHOOL DISTRICT  
BUS REGULATIONS**

Disorderliness on the school bus will distract the driver and poses a significant safety hazard. Therefore, if a pupil cannot comply with the following regulations, s/he may be denied the privilege of riding the bus.

- 1) The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly.
- 2) Classroom conduct is to be observed by the pupils while riding the bus with voices kept at an ordinary conversation level.
- 3) Students must remain seated and facing the front of the bus until their own stop is reached. The driver may assign a seat to any student.
- 4) Unnecessary conversation with the driver is prohibited.
- 5) Students must be on time. The bus cannot wait beyond its regular schedule.
- 6) Students riding on any but their assigned bus must bring a signed note from home, have it signed by the principal of their school, and then provide it to the driver.
- 7) Students cannot get off the bus at any but their assigned bus stop(s) without written permission from a parent and the principal.
- 8) Students must not at any time extend arms or their head out of the bus window.
- 9) Eating or drinking on the bus is not allowed.
- 10) No profanity or smoking is allowed on the bus.
- 11) Articles may not be thrown on the bus or out the windows.
- 12) No animals, dead or alive, are allowed on the bus.
- 13) No glass containers are allowed on the school bus.
- 14) Pupils who must cross the road after leaving the bus shall cross in front of the bus and only upon signal from the driver.
- 15) Pupils must stand back at the bus stop until the driver opens the door.

**SEVERE CLAUSE**

Major violations for which pupils may be subject to immediate suspension from the bus include:

- 1) Smoking, possession of drugs, or throwing fireworks in or on the bus.
- 2) Having dangerous items such as knives or sharp blades on the bus.
- 3) Foul or abusive language toward other pupils and/or the driver.
- 4) Damaging the bus, such as cutting seats, etc.
- 5) Fighting.
- 6) Creating a safety hazard for the entire bus.

BLUE SPRINGS SCHOOL DISTRICT  
Student Technology Resources Acceptable Use And Procedures

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.

### Student Technology Resources Acceptable Use And Procedures (continued)

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.

Student Technology Resources Acceptable Use And Procedures (continued)

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

**Blue Springs R-IV School District  
Cable Access Consent Form**

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 Name (Print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

*Please return signed form to:* \_\_\_\_\_.

9/8/03

**TITLE I PARENT INVOLVEMENT**  
(District Policy 5.89 / February, 2006)

In order to meet its goal of providing appropriate educational opportunities for all students in the Blue Springs School District, the Board shall participate in the federal Title I program.

The Board recognizes that when schools work together with families to support learning, children are inclined to succeed not just in school, but also throughout life. It is the Board's intent to establish partnerships that will increase parental involvement and participation in promoting the social, emotional, and academic growth of children.

The district will encourage Title I parents to be involved in supporting the education of their children through the following strategies:

- Participate in the joint development, review, and improvement of the Title I program plan.
- Provide the coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
- Build school and parent capacity for strong involvement.
- Coordinate and integrate Title I parental involvement strategies with those of other educational programs.
- Conduct an annual evaluation of the content and effectiveness of the parental involvement policy to determine whether there has been increased participation and whether there are barriers to greater participation, particularly by parents with disabilities, who have limited English proficiency, limited literacy, or are of any racial or ethnic minority background. The district will use the findings of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies.
- Participate and encourage other parents to be involved in the activities of the schools served.

**TITLE I COMPLAINT PROCEDURE**  
(Board Policy 5.89.1 / September, 2001)

Any person, persons, organizations, or their representatives who have any complaint regarding the operation of procedures followed by the district carrying out the provisions of Title I of the Elementary & Secondary Education Act or the General Education Provisions Act, as it applies to Title I, ESEA shall submit in writing and signed by the complainant the details of the complaint to the superintendent or his representative who has been designated by the board of education to receive such complaints.

Upon the receipt of the written complaint the school official designated to receive complaints, or his representative, shall investigate the complaint and shall provide an opportunity if so required, for the complainant or the complainant's representative of both to present evidence, including an opportunity to question parties involved.

Within 30 days of the date of the receipt of the written complain, (unless an extension is granted) the person shall provide a written decision regarding the complaint of all parties involved. If the complainant wishes, an appeal of the decision may be made to the Title I Director, State Department of Elementary and Secondary Education, PO Box 480, Jefferson City, Missouri 65102. Any appeal must be made within 30 days of receiving the written decision of this school district.

## **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 (DESE) 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 DESE 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 DESE 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. **Complaints against local school districts** - A complaint alleging that a local school district is violating, misapplying, or misinterpreting a law or a DESE regulation; and,
2. **Complaints against DESE** - A complaint alleging that DESE is violating, misapplying, or misinterpreting a law or a 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 DESE. Before accepting such a complaint, DESE will ask for evidence of an attempt to resolve the complaint at the local level (i.e., DESE 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 DESE** - A local school district official, a local board of education, or any person directly affected by the actions of DESE may file a written complaint with DESE alleging that its personnel violated, misapplied, or misinterpreted a state or federal law.

### **How does DESE hear and resolve complaints?**

1. Any formal complaint against DESE 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 CSR 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.