

Blue Springs R-IV School District



Student-Parent Handbook

2011-12

**Liggett Trail Education Center
3575 SW Liggett Road
Blue Springs, MO 64015**

**Phone: 224-1360
Fax – 220-1138**

Dear LTEC Families:

Welcome to Liggett Trail Education Center. We appreciate your confidence and support and thank each of you for entrusting your children to us. It is our hope that our Student-Parent Handbook will help you become familiar with the policies and procedures implemented by the Blue Springs School District. While policies are uniform across all Blue Springs Schools, LTEC offers unique programming which requires special attention from staff and parents alike. A few of these items are highlighted here for your convenience.

School hours at Liggett Trail vary according to student program participation. These hours are:

Early Childhood Students

Monday-Thursday

AM – 9:35-12:35

PM-1:10-4:10

****No classes on Fridays**

Multi-Disabled Students

Monday-Friday

9:00 AM-3:00 PM

It is important that you contact us in the school office at 224-1360 AND the district's Transportation Center at 224-1385 when your child will be absent from school. Your early morning calls will allow transportation staff to adjust routing and school staff to be confident that their absent students are safe and accounted for. If your child's dismissal routine is to be different than a typical school day a call to the school office is also required. Additional information regarding LTEC Transportation Guidelines is included in the pages that follow.

Our staff takes great care to promote a school environment which is conducive to student health and wellness. We are very fortunate to have registered nurses on duty throughout the school day. Please take special note of the sections of this handbook entitled "**Medication Policy**" and "**Health Aide/Clinic**" for specifics regarding administering medication at guidelines for returning to school following a student illness. It is recommended that parents provide an extra set of clothing at school (labeled with a permanent marker) for their child to change in to in the event of accident or spills. If a student has no clothing available we may change your child in to some clean clothing we have available to make him/her more comfortable. If your student arrives home in clothing that is not his/her own please launder and return these items to school as soon as possible.

We welcome your phone calls and are happy to answer any questions you may have about our service to your children. It is through our open communication and cooperative efforts that every child will experience success in the upcoming year. I am sure you will quickly discover why Liggett Trail has a strong reputation throughout our community as a welcoming place for families and a warm and wonderful place for students to learn and grow.

Cordially,

Dr. Cathy Paul
Principal, Liggett Trail Education Center

**LIGGETT TRAIL EDUCATION CENTER
STAFF**

2011-12

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**Speech Therapist,
Multi-Disabled Program**

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**Paraprofessionals,
Early Childhood Program**

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**Paraprofessionals,
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Lunch Assistant

Mrs. Beth Bogacz lteckit@bssd.net

Custodians

Mr. Jerry Holder
Mr. Jim Keller

Liggett Trail Education Center
Transportation Guidelines

1. A student who uses a wheelchair for mobility should be in that wheelchair and fastened securely before boarding the bus.
2. All safety equipment, seat belts, foot straps, harnesses for students under four years of age, etc., should be used.
3. The special lifting equipment for wheelchair entry and exit from the bus should be used for safety of students and staff.
4. If it becomes necessary for a student's transportation routine to be changed temporarily, please make every effort to have someone transport the student to and from school or pick him/her up at the regular stop until the established routine can be resumed. Seat/wheelchair positions have been assigned on buses based upon information you provided and changes may not be possible without ample notice and/or changing other students' assigned seats. We appreciate your help in this regard.
5. The Transportation Department (224-1385) and our office (224-1360) should be notified as soon as possible each time your student will not be attending school.
6. Students should be ready and waiting when the bus arrives. This will enable the driver to maintain a schedule all parents can depend upon and to arrive at school on schedule. The driver will pause for a few minutes, but then must precede on to get other children.
7. A parent or an approved person on the student's emergency card should meet the bus. If no one is home, the bus may proceed on the route and return the student to Liggett Trail Education Center.
8. Inclement weather procedures will be consistent with those of the other schools in the Blue Springs School District. Early dismissal may require cancellation of classes after students have arrived. Parents will be notified.

Liggett Trail Education Center

Vision Statement

To promote student achievement through the enhancement of innovative services and to become a model educational center

Purpose Statement

We believe in providing a caring and encouraging place to help children with diverse needs reach their potential. We will build positive relationships through education and support for families and community.

Values Statements

Respect

Demonstrate acceptance by understanding that a range of developmental, social, religious, ethnic, and cultural influences has influenced each individual staff member, student, and family.

Demonstrate and uphold the highest standards of confidentiality.

LTEC recognizes every adult at LTEC is a teacher and influences the education of children.

Demonstrate the positive values, attitudes, and behavior we teach and expect from our students; treat others as you would like to be treated.

Professionalism

Have high expectations of children and staff members to ensure students achieve their full educational potential.

LTEC recognizes that professionalism involves hard work and teamwork towards common goals.

Communicate effectively with colleagues, parents and caregivers, conveying timely and relevant information about student progress and well-being.

Every staff member is expected to be well organized, prepared, and punctual.

Staff members are expected to be attentive and responsive listeners.

Collaboration

LTEC is committed to collaboration by fostering a creative and constructively critical approach towards problem solving and needed improvements between fellow staff members and administration.

Recognize contributions colleagues, parents and caregivers make to the well-being of children.

Staff members will demonstrate flexibility by adjusting personal agendas to assist in teamwork.

Encouragement

LTEC exists to provide a caring and supportive environment that will help children with special needs reach their greatest potential.

Support and encouragement will be shown for all children and families engaged in educational programs at LTEC and for staff members dealing with difficult situations at school.

Staff members will be open to suggestions and willing to act on suggestions that may produce positive results for children and families.

Liggett Trail Education Center Programs

Early Childhood Program:

Serves preschool age children who qualify for services through Early Childhood Special Education funding, and Title One Preschool funding

Children may become eligible on their third birthday

Children may receive services in a variety of settings
Transportation may be provided for students living in the Blue Springs School District

Related services such as Speech and/or Language Therapy, Physical Therapy, Occupational Therapy, Deaf/Hard of Hearing and Blind/Vision Impaired

Services and Health Services may be provided by trained personnel for students who qualify

Parent involvement is an integral part of the program

Certified teachers serve all students and paraprofessionals are assigned to classrooms as needed

Classes are available Monday through Thursday from 9:35-12:35 for the morning session and 1:10-4:10 for afternoon classes

Fridays are reserved for parent contacts/visits and staff planning and preparation

Students follow the school district calendar and kindergarten adaptations for snow days, etc.

Multi-Disabled Program:

Students from Blue Springs School District and several other surrounding school districts are served in this program

Students follow the regular school district calendar and attend five days a week from 9:00-3:00

A wide range of services, including transportation and specialized health services, are available, based upon each student's needs as determined by his/her individual education plan (IEP)

Community-based instruction and inclusion opportunities are provided as appropriate

Certified teachers, registered therapists, a registered nurse, and trained paraprofessionals provide instructional and personal care services

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Blue Springs R-IV School District 2011-2012 Elementary Level Directory

<p><u>Chapel Lakes:</u> 9:15-4:05 3701 NE Independence Ave Lee's Summit, MO 64064 Principal: Jason Woolf Secretary: Debbie McCoy Counselor: Pam Sbisa</p>	<p>Off: 525-9100 Fax: 525-9502</p>	<p><u>Cordill-Mason:</u> 9:15-4:05 4001 SW Christiansen Road Blue Springs, MO 64014 Principal: Al Michelson Secretary: Pamela Price Counselor: Cheryl Woolf</p>	<p>Off: 224-1370 Fax: 224-1372</p>
<p><u>Daniel Young:</u> 8:40-3:30 505 SE Shamrock Lane Blue Springs, MO 64014 Principal: Ryan Crum Secretary: Marlene O'Neal Counselor: Jamie Jensen</p>	<p>Off: 224-1335 Fax: 224-1492</p>	<p><u>Franklin Smith:</u> 9:15-4:05 1609 SW Clark Road Blue Springs, MO 64015 Principal: Jan Castle/A.I. Cassie Gengelbach Secretary: Sandra Hay Counselor: Bethany Lueckenhoff</p>	<p>Off: 224-1375 Fax: 224-1378</p>
<p><u>James Lewis:</u> 9:15-4:05 717 NW Park Road Blue Springs, MO 64015 Principal: Jennie Alderman/A.I.: Seth Shippy Secretary: Jeri Beth Wilson Counselor: Darla Landers</p>	<p>Off: 224-1345 Fax: 224-1347</p>	<p><u>James Walker:</u> 9:15-4:05 201 SE Sunnyside School Road Blue Springs, MO 64014 Principal: Greg Johnson/A.P.: Abbie Swisher Secretary: Melanie Sowerby-Smith Counselor: Donetta Riggs</p>	<p>Off: 224-1380 Fax: 224-1461</p>
<p><u>John Nowlin:</u> 9:15-4:05 5020 NW Valley View Road Blue Springs, MO 64015 Principal: Deborah Curtis/A.P.: Kacey Roush Secretary: Susan Ferguson Counselor: Janet Oetting</p>	<p>Off: 224-1355 Fax: 224-1359</p>	<p><u>Lucy Franklin:</u> 9:15-4:05 111 NE Roanoke Drive Blue Springs, MO 64014 Principal: Jill Johnston/A.I.: Jodi Turnbough Secretary: Sara McMahan Counselor: Deborah Pugh</p>	<p>Off: 224-1390 Fax: 224-1396</p>
<p><u>Sunny Pointe:</u> 9:15-4:05 3920 S. RD Mize Road Blue Springs, MO 64015 Principal: Nick Goos Secretary: Margo Pogue Counselor: Tosha Todd</p>	<p>Off: 224-7800 Fax: 224-7804</p>	<p><u>Thomas Ultican:</u> 8:40-3:30 1812 NW Vesper Blue Springs, MO 64015 Principal: Kelly Flax Secretary: Kristie Miles Counselor: John Stickney</p>	<p>Off: 224-1365 Fax: 224-1490</p>
<p><u>Voy Spears, Jr.:</u> 9:15-4:05 201 NE Anderson Lee's Summit, MO 64064 Principal: Renee Murry/A.I.: Brian Harris Secretary: Kate Alsup Counselor: Kerri Mears</p>	<p>Off: 478-9899 Fax: 478-9799</p>	<p><u>William Bryant:</u> 8:40-3:30 1101 SE Sunnyside School Road Blue Springs, MO 64014 Principal: Doug Nielsen Secretary: Diana Myler Counselor: Jane Mings</p>	<p>Off: 224-1340 Fax: 224-1343</p>
<p><u>William Yates:</u> 9:15-4:05 3600 Davidson Road Independence, MO 64055 Principal: Ramona Dunn Secretary: Cari Eikel Counselor: Tracy Kempf</p>	<p>Off: 224-1350 Fax: 478-6137</p>	<p><u>Liggett Trail Ed Ctr:</u> 9:00-4:10 3575 SW Liggett Road Blue Springs, MO 64015 Principal: Cathy Paul Secretary: Diane Meyer</p>	<p>Off: 224-1360 Fax: 220-1138</p>
<p><u>EC/Parents as Teachers:</u> Director: Rhonda Jacoby</p>	<p>Off: 224-1740</p>	<p><u>Administrative Service Center:</u> Director Elem Ed: David Brouse</p>	<p>Off: 224-1300</p>
<p><u>Transportation Department:</u> Director: Steve Brown</p>	<p>Off: 224-1385</p>	<p><u>Food Service Department:</u> Director: Bruce Wallen</p>	<p>Off: 224-1300</p>

Key: A.P. – Assistant Principal / A.I. – Administrative Intern

DISTRICT OVERVIEW

Purpose of Elementary School Student-Parent Handbook

Elementary level staff encourage effective and frequent communication and welcome the involvement of parents* as partners in providing the best possible education for their student(s). In order to establish and strengthen this partnership, all stakeholders must have knowledge of the general information and guidelines necessary to provide quality learning experiences and a positive instructional environment. It is for this reason that the 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 “legal guardian.”

Belief/Vision (District CSIP)

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

Philosophy (District CSIP)

The Blue Springs School District is dedicated to the proposition that each student 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.

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 monitored during the entire school day. To reinforce the need for students to be present from start to close each school day, three attendance levels are recognized – Perfect, Superior, and Faithful. To qualify for “Perfect” attendance, the student cannot miss any time the entire school year, including being late/tardy for school. To qualify for “Superior” attendance, the student can only miss a maximum of three hours (i.e., half-day) for the entire school year. 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. Due to confidentiality restrictions, school personnel are not allowed to 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

Student cell phone access and/or use is prohibited during school hours and Prime Time service periods (i.e., must be turned off and stored out of sight). A copy of the district's electronic device policy, 5.64.2(b)(2), is included in this handbook.

Check Writing Guidelines

Payments for school related expenses (e.g., lunch accounts, Prime Time fees) must be made by personal check, cashiers' check, money order, or on-line via RevTrak. Counter checks, "starter" checks, and cash will not be accepted. The check writer's driver's license number, birth date, and student's name printed in the comment section are required on all checks. Checks must be written in black or blue ink. If a check is returned for insufficient funds, payment will be collected electronically, and a fee of \$30, or the maximum allowed by law, will be assessed. The check writer is also responsible for all costs associated with a referral to the district's collection agency, ECS (303-486-0840). Furthermore, Prime Time assesses a \$15 fee for returned checks 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 Attorney's Office.

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 Student Technology Resources Acceptable Use and Procedures guidelines are included in the handbook.

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 Preparedness (Fire, Storm, & Lockdown Drills)

Schools are required by law to conduct emergency preparedness drills. Accordingly, fire (i.e., 4 annually), storm (i.e., 1 per semester/2 total), and lockdown (i.e., 2 per semester/4 total) drills will be held periodically throughout the school year. When drills are signaled, students must act quickly, quietly, and in an orderly manner. Instructions will be given by the teacher and are to be followed immediately. 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.

Enrollment Forms

All pertinent elementary level enrollment forms are available on the district's website at www.bssd.net.

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 is available for students who are physically unable to attend school. To be eligible, the student, 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 should contact their school principal for further information about homebound service.

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.

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. At the elementary level, parent-teacher conferences are scheduled district-wide at the end of the first quarter. If additional conferences are required, the school office should be contacted so a mutually convenient time can be identified. Conferences to discuss student progress are not available during regular school activity nights due to a lack of time and privacy.

Parent/Patron Visits

Parental involvement supports the learning process and reinforces the importance of student performance. Classroom visits must be scheduled through the school principal. For procedural purposes, general visitation guidelines are as follows:

- 1) A minimum of one (1) day's advance notice is required prior to making a classroom visit.
- 2) Scheduled visits shall not occur until after the second full week of school or during the last two weeks of school (i.e., so that beginning of the year routines can be established; special activities are common during the final weeks of school).
- 3) Scheduled visits shall be limited to no more than two hours on a given day (i.e., to protect instructional time)
- 4) Infants, pre-school children, and/or non-district students shall not visit classrooms during the school day.

At the start of the instructional day, all district schools are completely locked down and remain so until dismissal. District schools are equipped with monitoring systems (i.e., camera and intercom), and visitors are required to enter by the front door. Admittance is gained via a signal device located by the front door. Once signaled, the visitor should state his/her name and the purpose for the visit. The door will then be unlocked for entry into the main office. Upon gaining entrance, visitors will have their driver's license scanned (i.e., upon initial visit), and an identification sticker will be provided to wear at all times while in the school. All visitors must sign-in and out and should exit the school by way of the office (i.e., front entrance). The appropriate legal authorities will be contacted if a visitor refuses to leave the premises upon request of the principal.

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

To ensure parents are kept current regarding their student's academic performance, progress reports are issued periodically throughout the school year. Report cards are sent home in envelopes with students at the end of each quarter (i.e., except for first quarter) and are to be returned with parent signatures to verify receipt (i.e., except at end of school year). During the 2010-2011 school year, report cards will be distributed on the following dates: October 28-29 (i.e., during parent/teacher conferences), January 7, March 25, and May 24 (i.e., last day of school). Mid-term Reports will be distributed to students in grades 3-5 whose performance in any subject area is below a C (i.e., September 23, November 23, February 11, April 29). Special requests for progress report information (e.g., additional copy of report card) should be directed to, and processed through, the school office. Progress report information is only available during the regular school year as a result of elementary level staff being away over the summer break (i.e., June, July, and early August).

Recess

The district encourages, facilitates, and promotes personal health and wellness. For this reason, students are provided at least 30 minutes per day (i.e., 150 minutes per week) of physical activity (i.e., to be held outdoors when possible), including a minimum of one (1) 20-minute recess period. Students are encouraged to dress daily for outdoor play and to participate in recess activities unless a parent provides a 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. Students with disabilities are to participate in physical activities, including recess, to the extent appropriate. Recess periods may periodically be forfeited due to inappropriate behavior, or the incompleteness of classroom work from the previous school day.

Recess Supervision/Visitors on the Playground

During recess supervision, the district maintains a ration of approximately one staff member per 50 students. For safety and liability purposes, visitors, including parents, are not allowed on the playground while school is in operation unless permission has been expressly provided by the school administrator due to a specific supervision related need.

Records and Transfers

Student records are available for parental review during regular school hours. Parents should notify their student'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. Special requests for records documentation should be directed to, and processed through, the school office. Records documentation is only available during the regular school year as a result of elementary level staff being away over the summer break (i.e., June, July, and early August).

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 address may result in removal from the school 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 and/or disconnect statements will not be accepted for residency verification purposes. Utility bills must be in the name of the parent; otherwise, a Request for Waiver of Domicile Requirements Application (i.e., residency waiver) is required (i.e., is available at all school offices and must be completed and approved on an annual basis).

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.

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.

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.

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.

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. 11th Street and can be reached by phone at 228-0178.

COMPASS Character Education Program

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

Food Service Program

The district's Food Service Department offers nutritious, well-balanced breakfast and lunch options to students in grades K-12. The breakfast price for K-5 students is \$1.50 and for adults is \$1.85. The lunch price for K-5 students is \$2.10 and for adults \$2.85. An extra beverage (milk or juice) can be purchased during breakfast or lunch for \$.50 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 accepted, payment by check is preferred (see check writing guidelines).

Under no circumstances will a K-5 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.

Olweus Program

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

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.

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 cognitive, emotional, and/or social skills necessary to succeed in school. The Student Assistance Program was developed to address the needs of all students, including those who are at-risk academically or otherwise. Additional information about the cost-free Student Assistance Program may be obtained through the school counselor or principal.

Student Insurance

Student insurance is available on a cost basis 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

YouthFriends 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

The following includes, but is not totally inclusive, of all of the policies adopted by the Blue Springs R-IV School District Board of Education. Please visit the district website, www.bssd.net, for a complete and updated listing.

1.10 Discrimination Grievance Procedures (May, 2011)

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

(1) As used herein, the term "grievant" means the individual student, parent/legal guardian on behalf of a student, filing a grievance under this policy; the term "days" shall mean days when school is in session except that when a grievance is filed on or after May 16, "days" shall refer to Mondays through Fridays, excepting legal holidays.

(2) A grievance may be filed by an individual grievant or by a parent/legal guardian on behalf of a student grievant. At each step of the grievance process, the grievant shall be entitled to identify witnesses and present other relevant information. The District will take necessary steps to correct any conduct which was proven discriminatory or harassing and the effects caused by the conduct and to prevent recurrence.

(3) No grievance shall be recognized unless it is filed at the appropriate level within the time limits set forth herein after the occurrence of the event which is the subject of the grievance.

(4) The inclusion of time limits in this policy is for the purpose of insuring prompt action. In circumstances where the grievant does not pursue the next step of the procedure within the time period specified, unless there is a mutually

agreed extension of time, the grievance shall be deemed to have been settled and no further action shall be required. In the absence of a reply to a grievance by the appropriate administrator within the required time period, the grievance shall be considered to have been denied and the grievant may submit the grievance in writing to the next level.

Procedures

Level One

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

Level Two

In the event the grievant is not satisfied with the disposition of the grievance at Level One, the grievant shall reduce the grievance to writing, sign it, and submit it to the appropriate compliance coordinator within five (5) days after the response at Level One. A written grievance shall contain a detailed description of the factual circumstances upon which the grievance is based and an explanation of how such facts result in discrimination. The compliance coordinator may designate another appropriate administrator to conduct any necessary investigation. The compliance coordinator shall provide a written response within thirty (30) working days after receipt of the written grievance.

Level Three

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

Level Four

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

2.8 Sexual Harassment (October, 2007)

The Blue Springs School District is committed to a positive and productive working and learning environment free from discrimination. Because sexual harassment is a form of sexual discrimination and compromises the attainment of education and work excellence, the Blue Springs School District strictly prohibits sexual harassment of its employees or students. Such behavior may occur between members of the same or opposite sex and may be cause for disciplinary action up to and including expulsion for students and termination for employees. This policy applies to all acts of sexual harassment at any event on district property, and at any event or location when the behavior involves district employee(s) or students, including but not limited to: (a) those acts by school district employee(s) directed toward and affecting other district employee(s), (b) those acts by school district employee(s) directed toward and affecting district student(s), (c) those acts by school district students(s) toward other student(s), (d) those acts by district student(s) directed toward and affecting district employee(s), and (e) those acts by non-district employees or students directed toward district employees or students.

Definitions of Sexual Harassment

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

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

Definitions of a Hostile Environment

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

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

Sexual Harassment Includes, But is Not Limited To:

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

The effect of the behavior on the victim regardless of the intent of the accused, determines whether or not harassment has occurred.

Prevention of Sexual Harassment

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

Students Reporting Incidents of Sexual Harassment

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

Prohibition Against Retaliation

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

Confidentiality

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

2.9 Civility (February, 2006)

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

1. **Disruptive Individual** – Any individual who disrupts or threatens to disrupt school or office operations, threatens the health and/or safety of others, willfully causes property damage, 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.

5.11 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.

5.34.5 Classifications of Records (June, 2009)

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

1. Class I

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

2. Class II

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

3. Class III

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

(a) Agency Reports

Agency (includes any individual, organization or other entity) reports shall be kept in a cumulative record file and if marked confidential shall be removed if the file is forwarded to any requesting individual, organization or agency. If an agency would like to review the reports from other agencies, a release of information must be obtained from the originating institution. The agency reports may include such paperwork as follows:

- (1) Clinic's, physicians' and psychologists' report,
- (2) Hospital reports,
- (3) Reports from social services agencies,
- (4) Other school districts' records
- (5) Special district reports, such as psychological examiners' and counselors' reports.

In the event a parent, guardian, or eligible student wishes to have any of the information in this category transferred and/or reviewed, they must contact and authorize in writing the originating agency to forward same.

(b) Working Notes and Records of the Professional Staff

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

5.35.1 Collection of Information (December 2009)

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

5.35.2 Physical Screenings or Examinations (December, 2009)

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

5.35.3 Consent (December, 2009)

In accordance with the law, no student shall be required, as part of any applicable program partially or wholly funded by the U.S. Department of Education, to submit to a survey, analysis, or evaluation that reveals any of the following

information without the prior consent of the student (if the student is an adult or emancipated minor) or, in the case of an unemancipated minor, without the prior consent of the parent: (a) political affiliations or beliefs of the student or the student's parent; (b) mental or psychological problems of the student or the student's family; (c) sex behavior or attitudes; (d) illegal, anti-social, self-incriminating, or demeaning behavior; (e) critical appraisals of other individuals with whom respondents have close family relationships; (f) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; (g) religious practices, affiliations, or beliefs of the student or student's parent; or (h) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program). The district will take measures to protect the identification and privacy of the students participating in a protected information survey, regardless of the source of funding. These measures may include limiting access to the completed surveys and the survey results as allowed by law.

5.35.4 Right to Inspect (December, 2009)

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

5.35.5 Notice and Opt Out (December, 2009)

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

5.51 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.

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.

5.61 Student Discipline / 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.

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.

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.

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.

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."

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.

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.

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

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

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

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

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

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

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

The Board recognizes the importance of preserving a safe educational environment for students, employees and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use, possession, storage, distribution, sale, purchase, transmittal, transfer or obtaining of weapons on school property. No student may possess a weapon on school property at any time except as specifically authorized during a school sponsored or school-sanctioned activity permitting weapons or replicas in which case, the school district will provide secured storage of student firearms if necessary.

School property is defined as the following: property utilized, supervised, rented, leased or controlled by the school district including but not limited to playgrounds, parking lots and school buses, and any property on which any school activity takes place.

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

- (1) A firearm as defined in 18 U.S.C. 921.

(2) A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun (including a spring loaded or air forced gun), knife, taser, stun gun, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in 571.010 RSMo.

(3) A dangerous weapon as defined in 18 U.S.C. 930 (g)(2).

(4) All knives and any other instruments or devices used or designed to be used or could be used to threaten or assault, whether for attack or defense.

(5) A weapon may also include any toy, replica, look alike or other item which might be perceived as a weapon or firearm.

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

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

6. Search and Seizure (June, 1993)

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

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

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

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

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

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

8. Hazing (December, 2006)

Hazing is strictly prohibited by the board of education. Hazing is defined as a willful act, occurring on or off school grounds, against a prospective member 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.

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.

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 .

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

(a) Electronic Devices

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

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

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

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

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

Non-Academic Periods: EDs may be used, viewed, or listened to, by students during non-academic periods (including before and after school, passing periods, and lunch periods), but doing so shall be in violation of this policy if it results in a disruption to the educational environment or any school activity, impairs the morale or good conduct of other students, or is in violation of this policy, or any other district policy, or local, state, or federal law (Law).

(b) Privately Owned Computers

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

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

(c) Sound and/or Images

EDs and Computers may not be used to capture sound, digital, video, or photo images, at anytime or anywhere during the school day or while being transported in a district vehicle without the prior approval of administrators or staff, or at any other time, place, or school sponsored activity when a person (including, but not limited to, students, staff, parents, volunteers, and guests) has an

expectation of privacy which shall include, but not be limited to, a locker room, restroom, dressing room or any other location where a person may be changing clothes or engaged in personal or private activities.

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

Disciplinary Consequences

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

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

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

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

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

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

4. Drug Free Schools Initiative (July, 1994)

a. First Violation: 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.

b. 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.

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.

a. 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.

5.82 Classroom Visitation and Third Party Observation (December, 2009)

Classroom Visitation - Classroom visitation should not disturb class or school activity or hinder the instructional process. All visitors during the regular school day shall check in at the building office and state specifically what classes are to be visited. If permission is granted by the school administrator, a Visitor's Pass will be issued prior to the person proceeding elsewhere in the building. Children of preschool age will not be permitted to visit the school unless accompanied by an adult. Parental visitation will be allowed at the discretion of the building administration unless prohibited by a valid court order. The district discourages the use of a school site for visitation and may deny use for that purpose. The district will call the proper legal authorities if a visitor refuses to leave the premises upon being requested to do so.

Third Party Observation – Observation of students by a third party is not permitted unless the observation is legally required. No observation shall take place, regardless of the justification; by a third-party other than the child’s parent(s) unless the third-party’s professional credentials are on file with the office of the Deputy Superintendent prior to observation. Said professional credentials must evidence that the third party observer is a qualified professional possessing educational training and experience in assessing and/or identifying alleged disabilities of the nature and kind of the student to be observed. For purposes of this section, the following definitions shall apply:

1) Professional Credentials – Documents and other evidence that proves one’s education, authority and expertise in a learned profession that requires a high level of education, training, experience and proficiency; these credentials usually evidence a background of relevant medicine and/or psychological training.

2) Qualified Professional – A person who: a) is a member of a learned profession that requires a high level of training and proficiency; and b) possesses the necessary professional education, training and experience to assess and identify disabilities.

3) Professional Training and Experience – Requires a minimum of Master’s Degree in a learned profession related to the assessment, identification and/or treatment of disabilities plus five years of experience in the field.

5.89 Parental/Family Involvement in Instructional and Other Programs (February 2006)

Title I Parent Involvement – Pursuant to federal law, the district and parents of children participating in the Title I program will jointly develop and agree upon a written parent involvement policy to:

- Involve parents in the joint development of the Title I program plan and in the process of reviewing the implementation of the plan and suggesting improvements.
- 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 the schools' and parents' capacity for strong parental involvement.
- Coordinate and integrate Title I parental involvement strategies with those of other educational programs.
- Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served, including identifying barriers to greater participation by parents in activities authorized by law, particularly by parents who are economically disadvantaged, have disabilities, have limited English proficiency, have 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.
- Involve parents in the activities of the schools served.

Each school receiving Title I funds will jointly develop with and distribute to parents of children participating in the Title I program a written parental involvement policy agreed upon by such parents in accordance with the requirements of federal law:

- The policy must be made available to the local community and updated periodically to meet the changing needs of parents and the school.
- The policy shall contain a school-parent compact that outlines how parents, the entire school staff and students will share the responsibility of improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children.
- Each school participating in the Title I program will convene a meeting annually to inform parents about Title I and to involve parents in the planning, review and improvement of Title I programs, including the planning, review and improvement of the school parental involvement policy.

5.89.1 Federal Programs Complaint Resolution Procedure (September 2001)

Any person, persons, organizations, or their representatives who have any complaint regarding the operation or 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 requested, for the complainant or the complainant’s representative or both to present evidence, including an opportunity to question parties involved.

Within 30 days of the date of the receipt of the written complaint, (unless an extension is granted) the person shall provide a written decision regarding the complaint to 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.

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

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

(2) The student has demonstrated to a district 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.

5.14 Technology Resources (October, 2001)

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

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

5.14.1 Student Access To Technology Resources (September, 2003)

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

5.18 Nondiscrimination (December, 2010)

Anti-Discrimination Law Compliance

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

Prohibitions

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

(1) Retaliatory actions based on making complaints of prohibited discrimination or participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination;

(2) Aiding, abetting, inciting, compelling or coercing discrimination; and

(3) Discrimination against any person because of such person's association with a person protected from discrimination due to one or more of the above-stated characteristics.

Compliance Coordinators

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

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

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

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

Reporting and Complaint

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

Grievance Procedure and Resolution of Complaints

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

Confidentiality and Records

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

Public Notice and Dissemination

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

Limitations

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

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.

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PUBLIC NOTICE

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

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

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

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

This notice will be provided in native languages as appropriate.

FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA)

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

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

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of a student's privacy rights. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of the student's privacy rights. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures and rights after the hearing decision will be provided to the parent or eligible student when notified of the right to a hearing.

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: **Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue, SE; Washington, DC 20202-4605.**

BLUE SPRINGS R-IV SCHOOL DISTRICT
Standard of Student Conduct Form
(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 on the district website www.bssd.net or can be provided by the school's principal.

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

1. Behaviors including but not limited to profanity, truancy, display of affection, insubordination, bullying, hazing, behavior disruptions, use of tobacco products, and behavior prejudicial to the good order and discipline of the schools are violations of policy. Students in violation will be subject to disciplinary action.
2. Oral/physical assault or battery of a fellow student or staff member may result in suspension, expulsion, and/or be reported to the appropriate authorities. Any threat of harm to a person or property, whether made directly or indirectly, is also prohibited.
3. Blue Springs School District prohibits the use, possession, storage, distribution, sale, purchase, transmittal, transfer, or obtaining of weapons on school property. No student may possess a weapon on school property at any time. A weapon is defined by the Missouri Safe Schools Act, the Federal Gun Free Schools Act of 1994, 18 U.S.C. 921 and 930, FSMO 571.010, and the policies of the Blue Springs Board of Education. Violators shall be referred to the appropriate legal authorities and are also subject to long-term suspension or expulsion from school. If a student violates the 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, and/or suspension or expulsion, and may be reported to the police.
7. Students are expected to be clean and tidy in attire. Dress and grooming must not disrupt the teaching/ learning process. When, in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.
8. Federal laws and district policy dictate technology use. The use of school technology resources, such as computer equipment, electronic mail, phone systems and all other communications capabilities, is a privilege. Any misuse of technology which violates district policy or state/federal law will result in disciplinary action and may result in the loss of technology privileges and/or legal consequences (including FBI, United States Secret Service, etc.). Electronic devices and computers may not be used to capture sound, digital, video, or photo images, at anytime or any where during the school day or while being transported in a district vehicle without the prior approval of administrators or staff, or at any other time, place, or school sponsored activity when a person has expectation of privacy which shall include, but not be limited to, a locker room, restroom, dressing room or any other location where a person may be changing clothes or engaged in personal or private activities.
9. It is the policy of the Blue Springs School District to maintain a learning and working environment that is free from discrimination of its students and employees. The District prohibits any form of sexual harassment. Reports of such incidents should immediately be made to building administrators. Disciplinary action may include suspension, expulsion and referral to the appropriate authorities.
10. The Blue Springs School District will appropriately report and make available the record of student incidents to appropriate individuals, agencies, schools, and the police as required by law.

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

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

Parent/Guardian Name (Printed)

Student's Name (Printed)

Parent/Guardian (Signed)

Student's Signature

Date

School

Revised 3/31/11

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

Conduct violations are addressed in a manner which is age appropriate, consistent, fair, and aligned with Board policy. The severity and frequency of infractions is also taken into consideration when determining a discipline consequence. If a student fails or refuses to complete a designated disciplinary action, a more severe consequence may be assigned. All Scope and Sequence conduct violations will involve parent contact. Out-of-school suspensions involving five (5) or more days will be referred to a designated Central Office representative. When necessary, law enforcement referrals are generally made to the district's Department of Public Safety or a School Resource Officer. Even though this document provides a comprehensive overview, it is not possible to anticipate every disciplinary situation. Possible consequences are referenced below and will not necessarily occur in the order listed. The Board of Education Policy Manual should be accessed for additional information.

<u>Academic Dishonesty (CHE)</u> 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)*	<u>Alcohol Use/Possession/Influence (ALC)/BP 5.64(2)(b)(1)</u> 10 days OSS with Referral to Central Office (CO) & Law Officer (LO)**
<u>Arson/Fire (ARS)</u> 10 days OSS with Referral to CO & LO**	<u>Assault or Battery/Faculty/Phys/Oral (ASP/ASO) – Includes Threats (THR)/BP 5.64(2)(a)(2) and/or 5.54(2)(a)(3)</u> ISD Up to 10 days OSS with Referral to CO & LO**
<u>Assault or Battery/Student/Phys/Oral (ASP/ASO) – Includes Threats (THR)/BP 5.64(2)(a)(1)</u> ISD Up to 10 days OSS with Referral to CO & LO**	<u>Bullying/Hazing/Harassment (HAR) – Depends on Severity/ BP 5.64(2)(a)(8) and/or 5.64(2)(a)(10)</u> Warning (WAR) B-ASD RD ISD TO-PO OSS*
<u>Bus Infraction (BUS)***/BP 6.45</u> 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)	<u>Computer Misuse/Network (TEC)****/BP 5.14</u> WAR B-ASD RD ISD TO-PO OSS*
<u>Dangerous, Hazardous, or Inappropriate Item (HAZ)/ BP 5.64(2)(a)(4)</u> ISD Up to 10 days OSS with Referral to CO & LO**	<u>Disrespect to Staff Members (DIS)</u> WAR B-ASD RD ISD TO-PO OSS*
<u>Disruptions – Behavior (DRP)</u> WAR B-ASD RD ISD TO-PO OSS*	<u>Drug Distribution (DRU)/BP 5.64(2)(b)(3)</u> 10 days OSS with Referral to CO & LO**
<u>Drug Possession, Use, Influence, & Paraphernalia (DRU)/ BP 5.64(2)(b)(1)</u> 10 days OSS with Referral to CO & LO**	<u>Electronic Devices – Disrupting Class Time (EPH)/ BP 5.64(2)(b)(2)</u> WAR B-ASD RD ISD TO-PO OSS*
<u>Extortion (EXT)/BP 5.64(2)(c)(1)</u> ISD (Age Dependent) OSS and Restitution (RES) OSS, RES, & Referral to CO*	<u>Failure to Follow Directions (REF)</u> WARPC B-ASD RD ISD TO-PO OSS*
<u>False Reporting/Setting off Disaster Alarms/Bomb Threats (ARS)/BP 5.64(2)(a)(7)</u> ISD (Age Dependent) 10 days OSS with Referral to CO & LO**	<u>Fighting (FIG)</u> ISD (Age Dependent) OSS with Referral to CO & LO**
<u>Insubordination/Defiance of Authority (INS)</u> WAR B-ASD RD ISD TO-PO OSS*	<u>Lunchroom Violation (LUN)</u> WAR RD Relocation (REL) ISD Lunch Detention (LD) OSS*

Misconduct – General (MIS)/BP 5.61(3) and/or 5.64(1) WAR B-ASD RD ISD TO-PO OSS*	Profane Language/Inappropriate Gesture (PRO) WAR B-ASD RD ISD TO-PO OSS*
Sexual Harassment (SHR) – Verbal jokes, slurs, remarks, writings, gestures, etc. Law enforcement may be contacted./BP 2.8 WAR B-ASD RD ISD TO-PO OSS*	Sexual Misconduct (SMC) – Actual or simulated conduct, including but not limited to fondling, indecent exposure, sexual activity./BP 5.61(3) or 5.64(1) ISD (Age Dependent) Up to 10 Days OSS with Referral to CO & LO**
Shoving/Pushing (SHO) WAR B-ASD RD ISD TO-PO OSS*	Tardiness (TAR) WAR & Documentation (DOC) RD & DOC TO-PO & DOC B-ASD & DOC ISD & DOC
Theft – Minor/Major (THF)/BP 5.64(2)(c)(2) TO-PO & RES B-ASD & RES ISD & RES OSS & RES* Thefts over \$150 may result in up to 10 days OSS, RES, with referral to CO & LO**	Tobacco (TOB)/BP 5.64(2)(b)(5) ISD, Confiscation (CON), & Referral to LO OSS, CON, & Referral to CO & LO*
Truancy (TRU) WAR TO-PO RD ISD	Threats/Direct or Indirect to Others (THR)/BP 5.64(2)(a)(9) TO-PO B-ASD ISD Up to 10 days OSS with Referral to CO & LO**
Vandalism (VAN) – Depends on Severity/BP 5.64(2)(c)(3) TO-PO ISD OSS with Possible Referral to CO & LO*	Weapons (WEA)/BP 5.64(2)(a)(5) 10 Days OSS with Referral to CO & LO**
KEY 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	*A designated Central Office representative will be contacted by the building principal prior to an out-of-school suspension in duration of five (5) days or more 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.
SEVERITY CLAUSE: As stipulated by Board Policy 5.61(3), the district recognizes the authority granted by Missouri Statutory Sections 167.161 and 167.171 (RSMO/Supp.1983) permitting student suspension or expulsion 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.	

**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.