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**SECTION 5 POLICIES RELATING TO STUDENTS**

**5.1 Entrance Ages, Birth Certificates, Immunization Records**

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

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

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

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

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

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

**5.14 Student Immunization (May, 1997)**

Students in non-compliance with 167.181, RSMo regulating required immunizations, may not enroll or attend school unless the parent/guardian has a signed medical or religious exemption on file, or unless the student is homeless or has started an immunization series and satisfactory progress is being accomplished in the prescribed manner as outlined in the Missouri Immunization Schedule.

Evidence of immunization means a statement, certificate or record from a physician or other recognized health facility or personnel verifying the type of vaccine and month, day and year of administration. Homeless children are allowed a 30 day time period in which to provide proof of compliance.

**5.2 School Fees (September, 2001)**

There shall be no standard enrollment fees except for summer classes. Such fees shall be presented annually to the board of education by the superintendent of schools or his/her designee.

**5.21 Students Unable to Pay Fees (September, 2001)**

Students who for financial reasons are unable to pay fees shall be provided for at the discretion of the building principal.

**5.22**      **Student Projects**    (August, 1990)

All projects in the area of shop, home economics and art will become the property of the schools. Students wishing to take this project home will have the option to purchase said project at the cost of materials used.

For any special project not required, the materials must be purchased by the student and becomes the property of the student. Special projects such as this must be approved in writing by the teacher prior to starting.

At the end of each year, those projects made and not sold to students will be recycled, stored for future use, used by the school district or destroyed.

**5.3**      **Testing Program and Grade Assignment, System and Records**

**5.31**      **Testing Program**    (November, 2000)

A basic testing program shall be conducted to give comprehensive results from which the instructional program may be evaluated and improved. All individual test results are confidential and are to be used for educational purposes only. All individual test results are the property of the student and/or parents. Building and/or district results shall be reported to the public annually. Procedures for testing will follow the district Assessment Plan. The Deputy Superintendent for Curriculum and Instruction serves as the district assessment coordinator. The testing program shall be evaluated annually.

**5.32**      **Grading System**    (August, 1995)

**5.32.1**      **Levels of Reporting**

**5.32.1.1**      **Kindergarten through 5**

Report cards will be issued for each quarter of the school year and one parent-teacher conference per year will be scheduled.

**5.32.1.2**      **Grades 6 through 12**

A report of the grade earned in each subject in which the student is enrolled will be issued to the students every six weeks.

**5.32.2 Grading Procedures** (January, 2008)

1. For grades kindergarten through 2, proficiency and effort, growth, and participation shall be assessed.
2. For grade 3, letter grades shall be used for communication arts and math (see percentage guidelines and letter scale below). Effort, growth, and participation shall be assessed for science, social studies, personal/social development, and work habits.
3. For grades 4 and 5, letter grades shall be used for communication arts, math, science, and social studies (see the percentage guidelines and letter scale below). Effort, growth, and participation shall be assessed for art, music, and physical education, personal/social development and work habits.
4. For grades 6 through 12, letter grades shall be used for all subjects (see percentage guidelines and letter scale below).

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

Rev. 5/97, Rev. 3/06 Rev. 1/08

**5.32.3 Parent-Teacher Conferences** (September, 2001)

A formal opportunity for parents to conference with their student's teacher(s) is traditionally scheduled each school year. Parents may also request an individual conference with their student's teacher(s), building counselor, or principal at any time during the course of the school year. More than one staff member may be requested to participate in the conference at the discretion of the teacher, principal, or parent.

**5.33**      **Grade Assignment**      (August, 1991)

Pupils transferring into the district must show proof of their present grade level (K-8) and/or a copy of the senior high (9-12) transcript indicating all credits earned. The scholastic record of pupils entering school after attendance in other districts, private schools, foreign countries, home schooling, "satellite schools," or any non-accredited senior high school will be evaluated by the principal and counselor. The district reserves the right to administer tests to determine appropriate grade level placement (K-12) and/or acceptance of senior high credits toward graduation from a Blue Springs high school.

**5.34**      **Education Records**      (September, 2001)

Every school shall have an education record of each child, who is in attendance. This shall include only those records, files, documents, and other materials required to be maintained by the school district containing information directly related to the student. The student's legal name must be recorded on the education record. Common family names may be used on other forms at the request of the parent or guardian. Ample provision shall be made for the safekeeping and storage of all education records.

**5.34.1**      **Parental Review of School Records**

(September, 2001)

Parents or guardians or eligible students (see Section 5.34.6 for definition) are permitted to inspect and review all education records of their children, consistent with the Family Educational Rights and Privacy Act ("FERPA"). Upon completion of the necessary release forms, parents or guardians or eligible students may obtain or direct the transfer of copies of education records, with the original records being retained and maintained by the school district.

**5.34.2 Hearing Procedure (September, 2001)**

If a parent or guardian or eligible student believes the education records relating to the student contain information that is inaccurate, misleading, or in violation of the student's right of privacy, he or she may ask the superintendent or his/her designee to amend the record. The superintendent, or his/her designee, shall decide whether to amend the record as requested within a reasonable time after receiving the request.

If the superintendent or designee decides not to amend the record as requested, the parent or guardian or eligible student shall be informed of this decision and of his/her right to a hearing.

A school district shall give a parent or guardian or eligible student, upon request, an opportunity for a hearing to challenge the contents of the student's records only on the grounds that the information contained in the education record is inaccurate, misleading, or in violation of the privacy rights of the student. The following requirement must be met for the conduct of a hearing:

- (a) The hearing shall be held within a reasonable time after a request for a hearing is received from the parent or guardian or eligible student;
- (b) Notice of the hearing must be given to the parent or guardian or eligible student of the date, time, and place reasonably in advance of same;
- (c) The hearing may be conducted by a "hearing officer", an individual appointed by the School District who does not have a direct interest in the outcome of the hearing; the hearing officer may be an official of the district;
- (d) The parent or guardian or eligible student shall be provided a full and fair opportunity to present evidence relevant to the issues raised in connection only with suggestions that the student's records are somehow inaccurate, misleading or in violation of the privacy rights of the student;

5.34.2 (continued)

- (e) The parent or guardian or eligible student may, at their own expense, be assisted or represented by one or more individuals of his or her own choice, including an attorney;
- (f) The hearing officer must make his/her decision in writing within a reasonable period of time after the hearing; and
- (g) The decision must be based solely on the evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision.

If, as a result of the hearing, the School District decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall:

- (a) Amend the education record accordingly; and
- (b) Inform the parent or guardian or eligible student of the amendment in writing.

If, as a result of the hearing, the hearing officer decides that the information contained in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the School District shall inform the parent or guardian or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he/she disagrees with the decision of the hearing officer or School District, or both. This statement will be maintained as part of the education record for as long as the record is maintained and will be disclosed whenever the School District discloses the portion of the record to which the statement relates.

Completion of the hearing process outlined above exhausts all allowable future hearings and appeals of the issues.

**5.34.3**     Release of Education Records (September, 2001)  
Education records will not be released without the written consent of the eligible student or his/her parents or guardian to any individual, agency, or organization, other than the following: (1) board members, employees and agents of the R-IV School District; (2) state officials to which such information is specifically required to be reported pursuant to state statute(s) and/or regulations; (3) officials designated to evaluate a student's application for financial aid; and (4) other educational institutions in which the student seeks or intends to enroll; (5) representatives of state and local educational authorities; (6) named recipients pursuant to judicial order or a lawfully issued subpoena; and (7) any person in a health or safety emergency.

**5.34.4**     Record of Release and Review (September, 2001)  
A record will be maintained which will include all individuals, agencies, or organizations which have requested or obtained access to a student's education records and which will indicate specifically the legitimate interest each has in obtaining this information.

However, a record of access or request for access will not be required if: (1) the request is made by parent or eligible student; (2) the request is made by school officials and/or from an agency in which the student seeks or intends to enroll; (3) there is a written consent from a parent or guardian or eligible student; and (4) the request is for directory information only; and (5) the request is made by enforceable judicial order or a lawfully issued subpoena.

This record will be filed with the student's education record and maintained by a certified employee designated by the building principal.

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.

5.34.5 (continued)

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.

5.34.5 (continued)

(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.

Rev. 9/01, 6/09

5.34.6 **Records of 18 Year Old Students**

(September, 2001)

With respect to Sections 5.34.1 through 5.34.7, whenever a student has attained eighteen (18) years of age, the permission or consent required of and the rights accorded to the parents or guardians of the student shall thereafter only be required of the student. The student for purposes of these sections shall be known as an "eligible student".

5.34.7 **Destruction of Student Records and Information**

(September, 2001)

Except as may be provided herein, student records and information as referenced in Section 5.34.1 through 5.34.7 shall be maintained and/or destroyed in accordance with the applicable provisions of the Missouri Public Schools Records Manual issued by the Office of the Missouri Secretary of State.

## 5.35 Collection and Protection of Student Information

### 5.35.1 Collection of Information (December, 2009)

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

### 5.35.2 Physical Screenings or Examinations (December, 2009)

In general, the district will not conduct physical examinations of a student without parental consent unless the health or safety of the student or others is in question or unless by court order. Parents will be notified in advance when any nonemergency,

5.35.2 (continued)

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) of, 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.

#### **5.4 Pupil Retention and Promotion and Graduation Requirements**

##### **5.41 Pupil Retention in Kindergarten Through Grade 5**

(September, 2001)

Generally, a pupil enrolled in kindergarten through grade 5 will be allowed to advance to the next grade if he/she has satisfactorily completed work considered to be minimum or better by the professional staff. However, in accordance with state law, pupils in grade 4 who have an assessed reading ability more than one year below their current grade level will be considered for retention as specified within district Reading Intervention Program guidelines. **See Appendix 5(1) thru 5(4)**

5.41

(continued)

In any instance when a pupil is having considerable difficulty in classwork and when it appears that retention may be in order, the teacher should make a careful review of the pupil including such aspects as social, emotional, physical, mental and academic development. Remediation as a condition of promotion to the next grade level may be recommended by the district for any student identified as failing to master skills and competencies established for that particular grade level.

If, in the opinion of the teacher, a pupil may benefit from the retention of the grade, the teacher should present a written report to the building principal as early in the school year as possible, but no later than the end of the first semester. If the principal and the teaching staff concur in their opinion that it would be in the best interest of the child to repeat a grade, the parents of the student will be advised in writing that their child is being considered for retention. This notification should state that the parents will be requested to attend a subsequent conference held with the teaching staff prior to the end of the third quarter. The final decision shall rest with the professional staff and may be appealed to the superintendent and ultimately the board of education.

The above time schedule may be waived by the building principal if in the principal's opinion retention of a pupil needs special consideration due to extenuating circumstances.

This process must be completed before retention can occur, however, initiation and completion of this process does not necessarily indicate retention will occur.

5.42

**Retention in Middle School** (December, 1999)

A pupil enrolled in 6th, 7th or 8th grade in the middle school will be allowed to advance to the next grade if he/she has satisfactorily completed work considered to be minimum or better by the professional staff.

In an instance in which a pupil is having considerable difficulty in classwork and when it appears that retention may be in order, teachers, counselor, and principal shall make a careful review of the pupil including such aspects as social, emotional, physical, mental and academic development. Remediation as a condition of promotion to the next grade level may be

5.42

(continued)

recommended by the district for any student identified as failing to master skills and competencies established for that particular grade level.

On an occasion when the minimum requirements have been met and the principal, counselor, and teachers concur in their opinion that it would be in the best interest of the pupil to repeat a grade, a conference shall be held with the pupil's parents and an effort made to secure the support and backing of these parents in such retention. The final responsibility shall rest with the professional staff.

On an occasion when the pupil is being considered for retention the second time in the same grade, the principal, counselor, and teachers shall consider the student for social promotion.

5.43

**Promotion and Classification in Elementary, Middle or High School** (October, 2008)

Remediation as a condition of promotion to the next grade level may be recommended by the district for any student identified as failing to master skills and competencies established for that particular grade level. A student must have completed a course in order to receive credit.

Classification at the high school level will be made according to the units of credit a student has earned at the first of the school year. A 9<sup>th</sup> grade student may not start earning high school credit until after the first day of the regular school year.

Effective with the graduating class of 2012, and thereafter, classification standards will be as follows:

- Sophomore: 6 to 10½ units
- Junior: 11 to 16½ units
- Senior: 17 units and over

Rev.12/99, Rev 10/08

5.44

**Promotion of Pupils in Elementary School**

(September, 2001)

Elementary students are generally required to spend a minimum of five years in grades one through five and expected to demonstrate proficiency in respect to specific cognitive and social skills before being promoted to the subsequent grade level. In the event of a unique or special case, exceptions may be made upon recommendation of the building principal, after conferring with relevant classroom and support teachers and the building counselor. Such recommendations and approval shall be made in writing to the deputy superintendent of curriculum and instruction with final approval resting with the superintendent of schools.

## 5.45

**Graduation Requirements-Senior High School****(Graduating classes 2010 through 2011)** (January, 2008)

Graduation requirements for Blue Springs high schools shall be established by the board of education in compliance with the regulations established by the Missouri Department of Elementary and Secondary Education and the needs of the community.

Graduation requirements for the Blue Springs School District high schools shall be examined periodically by the board and administration. Graduation requirements shall be flexible enough to allow for individual differences in course requirements as long as all courses fall within state and local requirements.

Requirements for graduation for students from the Blue Springs high schools are as follows:

1. A minimum of twenty-four (24) units of credit will be required for graduation from the Blue Springs Schools.

	Units Required
English/Language Arts	4
English I (1 unit)	
English II or World Lit and Comp. (1 unit)	
English III or American Lit and Comp. (1 unit)	
Speech/Communications/Drama (½ unit)	
Other English (½ unit)	
Mathematics (minimum Algebra)	3
Science	3
A Physical Science (1 unit)	
Biology (1 unit)	
One additional Science (1 unit)	
Social Studies/History	3
Geography (½ unit)	
World History (1 unit)	
United States History (1 unit)	
American Government (½ unit)	
Fine Arts	1
This unit may be obtained by taking a credit (year) course or two one-half unit (semester) courses.	
Music, art, stage craft, drama or forensics/debate may be counted as a fine arts unit.	

5.45 (continued)

Practical Arts	1
<p style="margin-left: 40px;">Business Education, Industrial          Technology, Family and Consumer          Science, Marketing and          Vocational/Technical school          courses may be used to meet the          requirements.</p>	
Physical Education	1
Health	.5
Senior Seminar (Personal Finances)	.5
Electives	<u>7</u>
TOTAL	24 units

\*Graduates from the Valley View High School (VVHS) are required to earn a minimum of 24 units. Completers of the Department of Elementary and Secondary Education GED Options program may receive a diploma from VVHS.

2. Each student must also satisfy the specific legal requirements for a high school diploma. In addition to the required units of credit, a student must pass the Missouri and U. S. Constitutions.
3. Eight semesters of attendance are required. However, recognizing that some students, for sound educational and vocational reasons, may wish to graduate from high school in seven (7) semesters, the board of education will allow early graduation if the requirements and procedures are followed as outlined in Board Policy. Students applying for A+ must attend eight full semesters.

Additional Provisions/Regulations:

- A. Graduating seniors with a cumulative grade point average of 3.5, or above, shall have this fact noted on their transcript and their diploma. In order to be eligible for this graduation honor, a student must have been in attendance at a Blue Springs high school for at least one (1) full semester.
- B. Weighted courses for students transferring into the district high schools will only be given honor points for college credit and AP courses offered at the Blue Springs high schools.

5.45 (continued)

- C. A student who drops out of school prior to graduation due to circumstances beyond his/her control may be awarded a diploma when he/she has earned sufficient high school credits by correspondence from a state-recognized college or secondary school.
- D. Fourth year seniors who fail to meet the graduation requirements, for a diploma may attend summer school in a state recognized program to earn the necessary credits for a diploma. To be eligible for the diploma of a given year/graduating class, the student must complete all required credits (including correspondence, night school, and/or summer school) prior to the beginning of the succeeding school year.
- E. Exceptions to Blue Springs School District graduation requirements may be recommended by the principal and approved by the superintendent, or his/her designee for students enrolled in special services classes.

Early Graduation:

As per Missouri State Department of Elementary and Secondary Education graduation requirements regulations students are expected to complete eight (8) semesters of high school. A student, who for sound educational and vocational reasons wishes to graduate from high school in less time than eight semesters (grades 9-12) may request a waiver of this policy. The student and his/her parents/guardian(s) will consult with guidance personnel to develop a four-year plan. A request for early graduation must be a planned part of a student's educational program. The deadline for the early release application is November 1<sup>st</sup>. **See Appendix 5(5) thru 5(8)** for the procedure and application process.

Rev. 11/03, 8/05, 1/08

5.45

**Graduation Requirements-Senior High School**

**(Graduating classes 2012 forward)** (January, 2008)

Graduation requirements for Blue Springs high schools are established by the Board of Education for the Blue Springs R-IV School District in compliance with the regulations established by the Missouri Department of Elementary and Secondary Education and the needs of the community.

The graduation requirements for the Blue Springs School District high schools *will* be examined periodically by the board and administration. Graduation requirements shall be flexible enough to allow for individual differences in course requirements as long as all courses fall within state and local requirements.

**Requirements for graduation for students from the Blue Springs high schools are as follows:**

1. A student must meet the following credit requirements in order to earn a diploma from the Blue Springs R-IV School District unless one of the stated exemptions applies.

**Graduation Requirements-Senior High School**  
**(Graduating classes 2012 forward) (continued)**

	<i>Class of 2008</i>	<i>Class of 2009</i>	<i>Class of 2010 and 2011</i>	<i>Class of 2012 and Beyond-- Proposal</i>
<i>Communication Arts</i>	3 Credits: English I English II or World Lit. English III or Am. Lit.	3 Credits: English I English II or World Lit. English III or Am. Lit.	4 Credits: English I or English Lit. (1 Credit) English II or World Lit. (1 Credit) English III or Am. Lit. (1 Credit) Speech (Comm./Debate) (1/2 Credit) Additional (1/2 Credit)	4 Credits: English I or English Lit. (1 credit) English II or World Lit. (1 credit) English III or American Lit. (1 credit) English IV or equivalent English classes (1 credit)
<i>Math</i>	2 Credits	2 Credits	3 Credits (Minimum Algebra)	3 Credits (Must include one unit in Algebra and Geometry)
<i>Science</i>	2 Credits Physical (1 Credit) Biological (1 Credit)	3 Credits Physical (1 Credit) Biological (1 Credit) Additional (1 Credit)	3 Credits Physical (1 Credit) Biological (1 Credit) Additional (1 Credit)	3 Credits: Physical (1 credit) Biological (1 credit) Additional Science (1 credit)
<i>Additional Math or Science</i>	1 Credit	NA	NA	NA
<i>Social Studies</i>	3 Credits Geography (1/2 Credit) World History (1 Credit) US History (1 Credit) Am. Gov't (1/2 Credit)	3 Credits Geography (1/2 Credit) World History (1 Credit) US History (1 Credit) Am. Gov't (1/2 Credit)	3 Credits Geography (1/2 Credit) World History (1 Credit) US History (1 Credit) Am. Gov't (1/2 Credit)	3 Credits: Geography (1/2 credit) American Gov't (1/2 credit) World History (1 credit) U.S. History (1 credit)
<i>PE</i>	1 Credit	1 Credit	1 Credit	1 Credit
<i>Practical Art</i>	1 Credit	1 Credit	1 Credit	1 Credit
<i>Fine Art</i>	1 Credit	1 Credit	1 Credit	1 Credit
<i>Health</i>	1/2 Credit	1/2 Credit	1/2 Credit	½ Credit
<i>Sr. Seminar/Personal Finance</i>	1/2 Credit	1/2 Credit	1/2 Credit	½ Credit
<i>Speech</i>	1/2 Credit	1/2 Credit	N/A	NA
<i>Electives</i>	7.5 Credits	7.5 Credits	7 Credits	7 Credits (Must include ½ credit in a technology class and ½ credit in a speech class)
<b>TOTAL</b>	23	23	24	24

**Graduation Requirements-Senior High School**  
**(Graduating classes 2012 forward) (continued)**

2. Must pass the U.S and the Missouri Constitution tests to qualify for graduation.
3. Must successfully complete a course of instruction of at least one semester on the institutions, branches, and functions of the government of the state of Missouri, including local governments, the United States government and the electoral process.
4. Eight semesters of attendance are required. However, recognizing that some students, for sound educational and vocational reasons, may wish to graduate from high school in seven (7) semesters, the board of education will allow early graduation if the requirements and procedures are followed as outlined in Board Policy.

Exceptions:

1. Graduation requirements and grading scales for a student with a disability receiving special education services pursuant to the Individuals with Disabilities Act (IDEA) may be determined according to the student's Individualized Education Program (IEP).
2. Eligible students who successfully complete the GED Diploma Missouri Option Program will be awarded a high school diploma.
3. Students transferring from another state accredited school as a junior or senior who cannot reasonably complete the district's requirements may be permitted to graduate based on the successful completion of a program of studies that would have met the graduation requirements at the school formerly attended, including the requirements of (2) and (3) above.
4. Students who transfer from another state or country or an unaccredited private, public or home school and who are placed in the ninth grade will be required to meet all established graduation requirements, including the twenty-four credits. If such student is placed in the tenth grade or higher, the district will work with the student and his/her parents to develop a program of studies that will result in graduation if successfully completed.

**5.45                    Graduation Requirements-Senior High School**  
**(Graduating classes 2012 forward)    (continued)**

**Earning Credit**

1.     The Blue Springs R-IV School District recognizes credit obtained through outside sources correspondence courses, electronic media such as online courses, etc. from a school accredited by the North Central Association or its equivalent accrediting agency. The district will accept no more than three (3) outside credits (6 semester courses). No more than two outside credits may be counted in any one school year. The principal and/or counselor may request a copy of the course syllabus, tests, and method of grade determination for any outside credit courses prior to accepting these courses as fulfilling the graduation requirements of the Blue Springs R-IV School District.
2.     As per Missouri law, all courses successfully completed through the Missouri Virtual Instructional Program (MoVIP) will be accepted.
3.     The district will waive one (1) unit of academic credit in communication arts, math, science, or social studies, whichever is most appropriate, for students who successfully complete an eligible three unit career/technical program.

**Additional Provisions/Regulations**

- A.     Graduating seniors with a cumulative grade point average of 3.5, or above, shall have this fact noted on their transcript and their diploma. To be eligible for this graduation honor, a student must have attended a Blue Springs High School for at least one (1) full semester.
- B.     Weighted courses for students transferring into the district high schools will be given honor points only for college credit and AP courses offered at the Blue Springs high schools.
- C.     A student who drops out of school prior to graduation due to circumstances beyond his/her control may be awarded a diploma when he/she has earned sufficient high school credits by correspondence from a state-recognized college or secondary school.
- D.     Fourth-year seniors who fail to meet the graduation requirements for a diploma may attend summer school in a state-recognized program to earn the necessary credits for a diploma. To be eligible for the diploma of a given year/graduating class, the student must complete all required credits (correspondence, summer school, etc.) prior to the beginning of the succeeding school year.

5.45 Graduation Requirements-Senior High School  
(Graduating classes 2012 forward) (continued)

- E. Only students that have met all the graduation requirements to earn a diploma prior to the graduation ceremony will be allowed to participate in the actual graduation ceremony.

**Early Graduation:**

As per Missouri State Department of Elementary and Secondary Education graduation requirement regulations, students are expected to complete eight (8) semesters of high school. A student, who for sound educational and vocational reasons wishes to graduate from a high school in less time than eight semesters (grades 9-12), may request a waiver of this policy. The student and his/her parents/guardian(s) will consult the guidance personnel to develop a four-year plan. A request for early graduation must be a planned part of a student's educational program. The deadline for the early release application is November 1<sup>st</sup>. See Appendix 5(5) thru 5 (8) for the procedure and application process.

## 5.5 Admission and Attendance Regulations

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

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

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

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

Parent, legal guardian, student 18 years of age or older, or other person or relative with whom the student is residing, who is seeking a waiver of the District's 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 as voting members, and the Assistant to the Superintendent - 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.

5.51.1 (continued)

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 interdistrict 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 complete an application (**Appendix 5(9)**) including a sworn statement or affirmation indicating whether or not the student has been suspended or expelled from a school, public, private, charter, or parochial, in this state or any other state for a violation of board policies. In addition, the person enrolling the student must affirm in the application that the student has not been convicted of or charged with an act as set forth below and further described under RSMo 167.171. This document shall be maintained as part of the student's education record. Any person who knowingly submits false information as a part of registering a student or requesting a waiver of residency is guilty of a misdemeanor.

5.51.3 (continued)

In instances where there is reason to suspect that admission of the student will create an immediate danger to the safety of other students and/or employees of the District, the superintendent or designee may convene a hearing within a reasonable time of the request to register and determine whether or not the student may register.

No student shall be enrolled, readmitted or otherwise permitted to attend school who was properly suspended for an act of school violence defined in RSMo 160.261.2 without first holding a conference to review the conduct and any remedial actions needed to prevent any future occurrences or related conduct. The school board shall notify in writing the parents/guardians of the time, place, and agenda of the conference.

If after a student has been enrolled and is found to have been suspended or expelled from another school in this state or any other state, including a private, charter, or parochial school or school district, the student will immediately be denied further attendance in the District, pending determination of the reason(s) for the suspension or expulsion. In accordance with RSMo 167.171.4 no student may enroll in a school in the District during a suspension or expulsion from another district if it was determined upon attempt to enroll that the student's conduct would have resulted in a suspension or expulsion in this District. The parent, guardian or student may request a conference with the superintendent or designee to consider if the conduct of the student would have resulted in a suspension or expulsion in this District. If it is determined that such conduct would have resulted in a suspension or expulsion in this District, the superintendent or designee may make such suspension or expulsion from another district immediately effective. If it is determined that such conduct would not have resulted in a suspension

5.51.3 (continued)

or expulsion in this District, the superintendent or designee shall not make such suspension or expulsion from another district effective.

In accordance with RSMo 167.171, no student may be readmitted or enrolled in the District who has been convicted of or charged with any of the following acts, which if committed by an adult would be a felony:

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

Nothing in this section shall prohibit the re-admittance or enrollment of any student if a charge has been dismissed, or when a student has been acquitted of any of the above acts. This section does not apply to a student with a disability, as identified under state eligibility criteria, who is convicted as a result of an action related to the student's disability. Rev.7/03,Rev.6/04,Rev.8/04

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.

5.51.4 (continued)

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** (December, 2011)

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.

Any non-resident student must pay tuition in advance before being enrolled in the District.

5.52

(continued)

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.

5.52 (continued)

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.

Rev. 7/03, 12/11

5.53 **Individual School Attendance Eligibility** (July, 2003)

Students shall attend the school designated by the school administration.

**Kindergarten Through Grade 8**

The superintendent or designee may grant exceptions in special cases for students in grades kindergarten through 8 provided space is available and provided transportation is furnished by the parents. Requests for such exceptions must be submitted in writing on the appropriate form. **See Appendix 5(10).**

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

Changes in assignment of kindergarten students may be approved by the principal.

**Grades 9 Through 12**

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

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

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

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

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

Requests from students in grades 9 through 12 for intradistrict transfer from one senior high school to another in the Blue Springs School District shall not be considered except for those reasons approved by the board of education. Boundary Exception: If documentation can be provided to the principal of the building in which the student is enrolled, or should be enrolled, that indicates extreme hardship, or child abuse, a written appeal for an intradistrict transfer may be made to a Boundary Exception Committee. See **Appendix 5(11)**. After the principal's verification of the validity of the appeal, the Boundary Exception Committee shall convene to consider the appeal within ten (10) school days. After consideration of the appeal, the Boundary Exception Committee shall respond within five (5) school days. The decision of the Boundary Exception Committee may be appealed to the superintendent of schools within five (5) school days of receiving the Committee's decision. The superintendent shall respond within five (5) school days. The decision of the superintendent of schools may be appealed to the board of education within five (5) school days of receiving the superintendent's decision. The board of education will consider the appeal at the next regularly scheduled meeting. The decision of the board of education shall be final.

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

The membership of the Boundary Exception Committee shall consist of the principals of both senior high schools and the freshman center, the counseling department chairperson of both senior high schools and the freshman center, the athletic director of each senior high school and the freshman center, and the director of secondary education.

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

5.54 **Admission of Exchange Students** (August, 2011)

The Board of Education supports and approves of the American Field Service ("AFS") exchange study program. This initiative is a part of the District's high school (i.e., grades 9-12) activities program.

American Field Service (AFS) students are eligible to enroll in the school servicing the attendance area in which their host sponsor resides subject to the following conditions:

1. AFS continues to meet the guidelines as identified by the Council of Standards for International Study and has a strong local parent support group.
2. AFS needs to assure that the exchange students have sufficient scholastic preparation to participate in the designated program, including knowledge of the English language. In the event that an exchange student requires educational services or programs above and beyond those that are regularly provided (i.e., use of a tutor, special reading program), District personnel may participate in the identification of such service, at a cost covered by AFS or individuals external to the District.
3. An AFS exchange student may attend school without paying tuition unless such student has F-1 Immigration Status. Students having F-1 Immigration Status are limited to a maximum of one school year of attendance and must reimburse the District in advance for the unsubsidized per capita cost of education. The student, the host family, and/or the host organization are financially responsible for all incidental costs incurred, including such items as an activity pass, prom ticket, class rings, caps and gowns, school fees, and other school-related expenses.
4. AFS must provide the District with the name of the host family, a written biography of the student, verification that the host family lives in the District, immunization documentation, and transcript information before a student will be accepted for enrollment.
5. The number of AFS students approved for enrollment in the District is at the discretion of the superintendent or designee.

5.55 **Admission of Homeless Students** (July, 2003)

The District is committed to providing equal access for all eligible homeless students to a free and appropriate education in the same manner as is provided to other District students. The District identifies and assesses the educational needs of homeless children and youth; provides for placement in the school of best interest; grants school access to all students living in the District, regardless of the permanence of this residence; designates a homeless coordinator; and has procedures that facilitate the removal of barriers to homeless students' education, which may include transportation, immunization, residency, records, and guardianship, and provides services as specified in the McKinney-Vento Act.

For purposes of the District policies and regulations, "homeless students" include students under age twenty-one (21) lacking a fixed, regular, or adequate nighttime residence:

- a. Children and youth who are sharing the housing of other persons due to loss of housing or economic hardship; consideration of each individual case, including the permanency of the situation, will be analyzed in order to identify and determine those who are homeless;
- b. Children and youth living in emergency or transitional shelters;
- c. Children and youth abandoned in hospitals or awaiting foster care placement;
- d. Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- e. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.

Homeless students will be identified by referrals from community organizations and by review of District enrollment applications and forms and in consultation with the homeless coordinator. Homeless students may be enrolled in school twenty-four (24) hours prior to receiving their immunization records.

5.55.1

**Coordinator of Programs for Homeless Students**

(July, 2003)

The Board of Education has appointed the Assistant to the Superintendent - Community and Student Services as coordinator of programs for homeless students. The responsibilities of the coordinator include but are not limited to:

- a. Assisting with immediate enrollment of homeless children and unaccompanied youth and providing assistance with obtaining academic and medical records;
- b. Ensuring school placement decisions are based on the best interest of the child or unaccompanied youth with input from parent or guardian; notification of school placement decisions if different from parents' wishes and appeal process will be made in writing to the parent or guardian or unaccompanied youth.
- c. Handling enrollment disputes as quickly as possible;
- d. Ensuring homeless students are not isolated or stigmatized because of their status as homeless;
- e. Informing the parent, guardian or unaccompanied homeless youth of the transportation service and assisting them in accessing transportation to and from school;
- f. Ensuring that homeless students and their families are informed about and have access to educational services for which the homeless student meets eligibility requirements including but not limited to preschool programs and programs for the disabled administered by the District;
- g. Ensuring that the school records of homeless students are transferred in a timely fashion;
- h. Informing school personnel, district services providers, and locally known homeless advocates of the duties and identity of the coordinator of programs for homeless students;
- i. Collaborating with the State Coordinator and community and school personnel.

**5.55.2 Complaint Resolution (July, 2003)**

If a dispute arises over District enrollment regarding a homeless student, the student shall be immediately admitted pending resolution of the dispute.

Any homeless student or his/her parent/guardian may file a complaint regarding placement or access to educational programs by submitting a written complaint to the coordinator of homeless programs. If the coordinator is unable to resolve the complaint within five (5) school days, unresolved complaints will be forwarded to the superintendent or designee who will meet with the complainant upon request. Within five (5) school days of this meeting or within five (5) school days of rejection of such meeting, the superintendent or designee will prepare and forward a written decision. Thereafter, the complainant may appeal to the District Board of Education or a committee designated by the Board within five (5) school days of receipt of the superintendent's decision. Thereafter, the complainant may forward the complaint to the Department of Elementary and Secondary Education's Director of Discretionary Grants.

**5.56 Admission of Migrant Students (July, 2003)**

The Board of Education recognizes that migrant students are among the most educationally disadvantaged groups in our society; therefore, the District will make every attempt to identify these students and provide meaningful educational opportunities. The District will assess the educational and related health and social needs of each identified migrant student and will give full access to all programs ordinarily provided all other children to meet their needs, including Title I, Special Education, Gifted Education, Vocational Education, English for Speakers of Other Languages (ESOL), counseling programs, elective classes, fine arts classes, etc.

Initial identification of migrant students is made through the student enrollment form. If a positive response is recorded on the enrollment form, the parent or guardian will be asked to complete the parental survey, "Missouri Migrant Education." A copy of the completed forms will be forwarded to the Director of Elementary Education (K-5) or Secondary Education (6-12) who in turn will notify the regional Migrant Education Center.

5.57 **Admission of Home-Schooled Students** (July, 2003)

Students who enroll in District schools from a home-schooled status must meet residency and domiciliary requirements as provided for by state law and all District policies, rules, and regulations.

Grade placement will be determined by an administrative evaluation of records from the home school setting, assessment of the student's age, total educational experience, and consultation with the parents/guardians.

5.58 **Student Withdrawal from School** (July, 2003)

Parents or guardians who withdraw a student from a District school for any reason shall notify the building principal and provide a specific reason for withdrawal. Each building principal or designee will submit a monthly report to the District superintendent or designee concerning the identity of and reason for each student withdrawing from school.

The building principal or designee will respond within five (5) business days to requests from other school districts for the records of students transferring from this District. In addition to grades, attendance, evaluations, discipline records, and related records transferred pursuant to such requests, the written notification of criminal charges/adjudications by law enforcement officials for criminal acts will be included.

5.59 **Additional Student Admission Regulations** (July, 2003)

1. Any person submitting false information in satisfying District residency and domiciliary registration requirements is guilty of a Class A misdemeanor. The District Board of Education may institute a civil action to recover costs of education for any pupil whose registration was based on false information.
2. All application and documentation for residency must be completed and approved before a student will be enrolled.
3. The District reserves the right to require a biological parent to sign an affidavit (See **Appendix 5(24)**) indicating knowledge that his/her son or daughter is being enrolled in the District by the other parent or legal guardian.

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(continued)

4. In those cases where placement of a student is through a state agency or a court, all appropriate documents (as determined by the District) must be provided to the District before enrollment will be allowed.
5. Children shall attend the school designated by the District administration. The superintendent or designee may grant exceptions in special cases, provided transportation is furnished by the parents/guardians.
6. In the event a pupil moves from one area within the District to another after the beginning of a school year, he/she will be permitted to remain in the original school for the remainder of the school year if approved in writing by the superintendent of schools or designee, and provided transportation is furnished by the parents/guardians.
7. Verification of birth date by virtue of a birth certificate for students of the legal age of eighteen (18) years or older, who are not residing with parent(s) or legal guardian, is required prior to enrollment.
8. With permission from the superintendent or designee, seniors who have completed the first grading period may complete their 12<sup>th</sup> grade year at the senior high school in which they are enrolled on a tuition basis even though their residence has been removed from the district.
9. Students under the age of twenty-one (21) may attend school in the District in a part-time capacity subject to requirements established by the District. (See **Appendix 5(12a) & 5(12b)**).
10. Students shall attend the school designated by the school administration. Students in grades kindergarten through 8 may attend the school of their choice providing application is made for such request, space is available at the requested school, and transportation is furnished by the parents. Students in grades 9 through 12 whose legal residence is north of Highway 40 shall attend Blue Springs High School and students whose legal residence is south of Highway 40 shall attend Blue Springs South High School. The superintendent of schools or designee is authorized to grant admission

5.59 (continued)

to the District schools to such students after verification is provided that real estate taxes on the property owned within the District have been paid for the preceding tax year. Any denial of admission may be appealed to the Committee. (See Section 5.53, Individual School Attendance Eligibility)

11. The District reserves the power to amend its admission policy at any time it deems appropriate and to adopt such forms to implement this policy, as District administrators deem appropriate. Any question relative to the interpretation of this policy should be directed to appropriate District administrators. State law, as it periodically changes, may be used to finally interpret this policy.

5.510 **Attendance and Absence Policies and Procedures**

(February, 2004)

1. The Board of Education believes that regular and punctual attendance improves academic performance, lowers the district dropout rate, and reduces classroom disruptions. Since there is a direct relationship between school attendance and grades, citizenship, and success in school, the board believes that students must maintain a good attendance record.
2. The superintendent, with the assistance of the administrative and professional staff, shall establish rules and procedures for student attendance within the district. Such rules and procedures shall be published in the various student and/or parent handbooks and shall be subject to review by the board of education.
3. Students are required to attend school every school day except when illness, injury, or a condition beyond the student's control prevents attendance. The board of education shall abide by the compulsory attendance law of Missouri. For the purpose of the Missouri compulsory attendance law, the term "attend...on a regular basis" shall mean that the student has not been absent from school without a satisfactory excuse as deemed by the administration for more than ten (10) school days which will include partial school days during a school year.

4. It is the responsibility of the parent/guardian to notify their student's school attendance office by phone for each day of a student's absence; doctor's notes will also be accepted. If not notified by the parent, the school will initiate contact with the parent. To keep parents informed of their student's absences, the school will attempt to notify the parents by letter when the student's absence in any class reaches six (6) days. Excessive absences could result in a student's loss of academic credit after the student has been afforded a full due process hearing before the board of education.
5. Absences will be classified as excused and unexcused.
  - a. Any unauthorized absence from school for any student regardless of age, including any portion of the day, is considered truancy, and therefore, unexcused. Although truancy usually refers to an absence of which parents are unaware, certain absences of which the parent is aware may be treated as trancies. A student who is truant from school shall be subject to the discipline guidelines of the school district and may be reported to the Department of Public Safety and/or the Director of Pupil Personnel Services. If school intervention does not correct the student's truancy, and reasonable cause for educational neglect has been determined, the administrator or designee shall call the Division of Family Services and report the alleged educational neglect. In addition, absences which are considered to be a violation of the Missouri compulsory attendance law may be referred to the Jackson County Prosecutor's Office for enforcement.

5.510 (continued)

- b. An excused absence will include any absence due to legitimate medical issues, religious observances, death of an immediate family member (mother, father, sibling, grandparent, spouse, or step family member), required court appearances, and other circumstances which are approved by the building administrator. With any planned, excused absence it is recommended that the parents contact the school prior to the planned absence and make advance arrangements for class work. All work missed due to an excused absence may be made up according to the guidelines in the school's student handbook.
  - c. Absences other than those listed above may be classified as unexcused by the building administrator. Suspension from school is considered as an unexcused absence. Course work may be evaluated but will not receive full credit for an unexcused absence. Students who return to school without prior notification by the parent will maintain an unexcused absence until the parent provides appropriate verification of the absence and a determination has been made by the building administrator that it was an excusable reason for the absence.
6. Students must have parental consent and permission from the building principal or designee to leave school during the school day. Students are expected to appropriately check out of school through the school's attendance office. Students choosing not to follow this procedure will be considered unexcused.

Rev. 3/98, Rev. 2/04

**5.6 Student Discipline**

**5.61 Policy Goals and Definitions** (May, 2007)

- 1. The adoption of the foregoing Policy of Student Discipline shall revoke and replace Section 5.6 "Discipline" of the Policies of the board of education.
- 2. It is the position of the Blue Springs School District that academic achievement and student

5.61 (continued)

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 Procedures and Review Act, the Excellence in Education Act of 1985 and various applicable case law standards.

5.61

(continued)

6. All students of the district, regardless of age, shall be equally accountable for maintaining the standard of conduct set forth herein; nevertheless, as a result of enactment of the federal Education of the Handicapped Act, additional staff procedures shall be required before the handicapped student is placed on suspension for more than ten (10) days. See Section 5.65 (2) (b) (2), *infra*.
7. Teachers and other authorized district personnel, including volunteers, responsible for the care, supervision and discipline of students, shall not be civilly liable when acting in conformity with this policy.
8. A written copy of this district policy shall be available for public inspection in the Office of the Superintendent at 1801 NW Vesper Street in Blue Springs during normal business hours.
9. Definitions: For purposes of this policy the following words shall include the meanings set forth:
  - a. Board: Shall mean generally the duly elected Blue Springs R-IV School District Board and include any committee of board members appointed by the president of the board, which shall have full authority to act under this policy in lieu of the board.
  - b. Superintendent: Shall mean generally the administrative head of the R-IV School District and include for purposes of this policy any designee appointed by the superintendent to administer student discipline.
  - c. Pronouns: All "his" pronouns shall be inclusive of both genders and shall include the plural form where applicable.
  - d. Notices: All notices, where writing is required, shall be sent jointly to the student and his parent(s) or others having custodial care of the student in accordance with information, designations and addresses provided and found in the latest school records.

5.61 (continued)

- e. Violation: In policy 5.64, Violative Conduct & Its Consequences "consequences" are defined according to first violation only, the first and second violation only, or as first, second and third violation. Consequences may be extended through the summer and completed during the fall of the succeeding year.

Rev. 5/97, Rev. 5/07

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(14).**

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

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(continued)

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. **Seclusion, Isolation and Restraint** (June, 2011)

It is the policy of the Board of Education that seclusion, isolation, and restraint should:

1. Not be viewed as a behavior change or intervention strategy;
2. Be implemented only in response to emergency or crisis situations and as a matter of last resort;
3. Be utilized only by trained personnel; and
4. Be accompanied by district-wide, pro-active, positive supports to prevent the need of their use.

5.63 (continued)

This policy applies to all students and staff.

The Board hereby incorporates into this Policy the procedural guidelines located in Appendix 5 (24) Pages 1-6, which are consistent with and satisfy the requirements of Missouri law RSMo 160.263.

Rev. 6/11

- 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

5.63 (continued)

offense shall not be allowed within 1000 feet of District property unless residing within that distance or given prior permission by District officials. In such case the parent/guardian must request permission in writing and accompany the student if permission is granted. Students violating this provision shall be subject to further disciplinary action.

Rev. 12/01, 8/04

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

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

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

5.63 (continued)

have been in drug or alcohol rehabilitation, or if it is a weapons charge that they have attended appropriate counseling sessions on behavior and anger control.

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

Rev. 8/04, 5/07

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."

Rev. 3/98, Rev. 5/07

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

5.64 (continued)

addressed with discipline that is warranted by the action and surrounding circumstances involved. The discipline could involve: in-room discipline, in-school detention, detention, or out-of-school suspension. Parents will be informed by the child's teacher or building principal of any misconduct. See Student Information and Policies Guide in the Student Handbook.

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

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

2. Specific Conduct Violations

a. Violations Against Persons

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

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

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

Rev. 5/97, Rev. 6/04

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

Any words, whether spoken or written on or off school grounds, which create or cause a reasonable apprehension in the faculty or staff member of a harmful or offensive

5.64 (continued)

contact to their body are forbidden.

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

(b) Second Violation: Suspension for one hundred eighty (180) school days or less.

Rev. 5/97, Rev. 6/04

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.

5.64 (continued)

(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.

Rev. 6/03, Rev. 12/05, Rev. 12/08

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.

5.64 (continued)

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

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

7. Terroristic Threats and False Reports

(August, 2000)

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

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

(b) Second violation: Expulsion

8. Hazing (December 2006)

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

5.64 (continued)

that endangers the mental or physical health or safety of said person or produces mental or physical discomfort, intimidation, embarrassment, harassment, or ridicule for the purpose of initiation or admission into or continued membership in any such organization. Such acts include but are not limited to physical brutality, whipping, exposure to elements, forced consumption of a substance, sleep deprivation, humiliation, sexual intimidation, mental or emotional abuse, or other extreme stress-inducing activity. The district has authority to discipline organization members, and/or sponsors involved in hazing activities even if such activities take place off school grounds.

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

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

(b) Second Violation: Expulsion.

Rev. 4/04, Rev. 12/06

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.

5.64 (continued)

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

A controlled substance is any drug or chemical the possession of which is unlawful without a doctor's prescription, including, but not limited to, any controlled substance, counterfeit substance or imitation controlled substance as defined in the Comprehensive Drug Control Act, Section 195.010, RSMo, and in the Controlled Substances Act, Sections 802 and 812 of Title 21 U.S.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

5.64 (continued)

the principal's representative. The conference shall include a discussion of board policy.

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

Rev. 3/98, Rev. 3/05, Rev. 5/07

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:

## 5.64 (continued)

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

5.64 (continued)

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 schoolsuspension 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

5.64 (continued)

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.

Rev. 12/03, Rev. 12/09

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, but not limited to, any controlled substance, counterfeit substance or imitation controlled substance as defined in the Comprehensive Drug Control Act, Section 195.010, RSMo, and in the Controlled Substances Act, Sections 802 and 812 of Title 21 U.S.C.; substances intended for use in the diagnosis, cure, mitigation, treatment or prevention of disease in man or animals; substances, other than food, intended to affect the structure or any function of the body of man or animals; and substances intended for use as a component of any article specified in this definition. The police shall be contacted for professional and legal assistance.

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

(b) Second Violation: Expulsion.

4. Drug Free Schools Initiative (July, 1994)

a. Drug Abuse - The use, possession or distribution of alcohol, narcotics,

5.64 (continued)

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

5.64 (continued)

from initial experimentation to hard-core addiction. The underlying causes of drug abuse include the entire spectrum of human problems. The Blue Springs School District will develop programs which recognize this diversity and which are capable of responding to individual problems and needs while assuring an orderly and safe environment in the school.

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

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

c. Violations Against Property

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

(a) First Violation: Suspension for ten (10) school days or less and restitution must be made.

(b) Second Violation: Suspension for one hundred eighty (180) school days or less and restitution must be made.

(c) Third Violation: Expulsion.

5.64 (continued)

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 totalling 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.

5.64 (continued)

(c) Third Violation: Expulsion and restitution.

Rev.9/01, Rev. 5/07

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

1. Authorization

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

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

2. Suspension (December, 2001)

a. Suspension For Ten (10) School Days or Less

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

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

5.65 (continued)

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

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

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

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

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

5.65 (continued)

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.

5.65 (continued)

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

5.65 (continued)

receive a second notification advising them of:

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

4. Suspension Hearing Before the Board

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

3. Expulsion

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

5.65 (continued)

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

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

c. Expulsion Hearing Before the Board

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

d. Presence on School Property While Expelled

(December, 2001)

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

4. Appellate Suspension and Expulsion Hearings

(December, 2001)

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

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

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

- b. At the conclusion of the hearing, the board of education shall deliberate in executive session and shall render a decision to: dismiss the charges; refer the student to the superintendent of schools for appropriate disciplinary action; or to expel the student from the schools of the district. The administration or its counsel, by direction of

5.65 (continued)

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.

**5.7 School Sponsored Activities**

**5.71 Pupil Clubs, Extra Class Activities and Extra-Curricular Activities (March, 1997)**

Every function carried on within the school organization is with either expressed or implied approval of the board of education and is controlled by the board.

All activities conducted in the name of the Blue Springs School District, or as a direct or indirect outgrowth of the activities or class groups, or conducted under the assigned sponsorship of a duly employed teacher shall be deemed a school function and shall be subject to such rules and regulations as established by the board of education, the superintendent of schools, the principal, and the sponsoring teacher.

It shall be the duty of such sponsors to attend all meetings and functions of the group, to advise pupils

regarding the proper conduct of group affairs and to keep the principal informed regarding group activities.

For those extra-curricular activities that involve extra-duty compensation, the board of education shall appoint an annual committee to study the structure of the extra-

5.71 (continued)

duty pay schedule and to consider recommendations for additional extra-curricular activities.

The procedure for consideration of additional extra-curricular activities shall be as follows:

**Process**

1. A proposal to add an extra-curricular program may be made by a staff member, student, or parent.
2. The staff member, student, or parent requesting an additional program shall submit a written proposal to the site administrator and activities director and shall discuss with the site administrator and activities director the need for the additional program.
3. After review of the proposal, the site administrator and activities director shall forward the written proposal within thirty (30) days of receipt to the extra-duty committee with a recommendation as to approval or denial. The extra-duty committee will convene as per policy 3C.8 to review the proposal.
4. If the extra-duty committee recommends the initiation of the additional program, the proposal shall be forwarded to the superintendent. Denial of the proposal by the extra-duty committee shall constitute a final unappealable decision.
5. If the superintendent recommends the initiation of the additional program the proposal shall be forwarded to the board of education.
6. If the additional program is approved by the board of education adequate funds to support the program will be budgeted by the board of education.

**Criteria for Additional Extra-Curricular Programs**

When considering additional extra-curricular activities the criteria shall be as follows:

1. Activities shall support and be consistent with the general educational goals of the district and the objectives of the educational unit in which the activity will occur.

5.71 (continued)

2. Activities shall be developmentally appropriate for the social, emotional, ability, age and grade level of the students who may be eligible to participate in the activity.
3. Athletic activities for middle and high school must be sanctioned by the MSHSAA (Missouri State High School Athletic Association) and also must be recognized as an official sport of the Greater Kansas City Suburban Association of Cooperating Schools.
4. Academic and performing activities must be directly and obviously related to the curriculum and instructional programs of the school district.

The following factors will be considered in all proposals for additional extra-curricular programs:

1. Facilities
2. Supervision
3. Schedule
4. Cost
5. Regulations of Title IX
6. MSHSAA Sanction
7. Recognition of the Greater Kansas City Suburban Association of Cooperating Schools

5.72 **Student Travel Policies**

5.72.1 **Field Trips - Kindergarten Through Grade 5**

(November, 1997)

All field trip requests must be accompanied by a completed field trip form two weeks prior to the trip, for the principal's approval. Overnight trips are prohibited for kindergarten through grade 5.

Each teacher shall prepare his or her pupils for the field trip. The pupil therefore, should have some knowledge of what to observe. This should be emphasized in the classroom prior to the trip thus making for a more meaningful experience.

The assistant superintendent - administration will allocate a dollar amount to each school

5.72.1 (continued)

within the district for field trips. It will be the responsibility of the principal and the local site-based management council to use these funds to support curricular needs through field trips. All field trips provided by the school district shall be limited to a 50-mile radius. Exception to the distance limitation must be approved by the assistant superintendent - administration.

If after the funds mentioned in the above paragraph have been expended and it is the desire of the principal and the site-based management council that an additional field trip(s) would be appropriate to enhance the curriculum, approval for such trip(s) must be given by the assistant superintendent-administration. Funds for these trips must be provided by outside sources. Provisions will be made for those unable to pay.

It is the responsibility of the sponsor to have a list of students going on the field trip with a copy being provided for the driver. It is also the responsibility of the sponsor to account for their pupils when boarding the bus for the return trip to school. A roster of all students going on the trip will be left in the building principal's office before departing. (A sponsor is any district employee assigned to the trip.)

The parent shall be notified in writing that their student(s) will be participating in a field trip.

Trips should be discouraged for the months of September and May.

It is the responsibility of the teacher or sponsor and the pupils to maintain the fine reputation of the Blue Springs School District.

5.72.2 **Student Trips - Grades 6 Through 8**

(November, 1997)

All trip requests must be accompanied by a completed trip form two weeks prior to the trip, for the principal's approval.

5.72.2 (continued)

All field trips sponsored by the school district shall be limited to a 50-mile radius.

Special trips sponsored by the school district that exceed a 50 mile radius, but are within a 300 mile radius and do not involve an overnight stay, must be approved by (a) certified staff members responsible for the group, (b) the principal, and (c) the assistant superintendent-administration.

Special trips sponsored by the school district of greater range than 300 miles or trips that require an overnight stay must be approved by the board of education. **See Appendix 5(16).**

Any fund raising to finance special student trips must be approved by: (a) coordinator, teacher or sponsor responsible for group, (b) the principal, and (c) the assistant superintendent-administration.

It is the responsibility of the sponsor to have a list of students going on the field trip with a copy being provided for the driver. It is also the responsibility of the sponsor to account for their pupils when boarding the bus for the return trip to school. A roster of all students going on the trip will be left in the building principal's office before departing. (A sponsor is any district employee assigned to the trip.)

The parent shall be notified in writing that their student(s) will be participating in a field trip.

Trips should be discouraged for the months of September and May.

It is the responsibility of the teacher or sponsor and the pupils to maintain the fine reputation of the Blue Springs School District.

### 5.72.3 Student Trips - Grades 9 Through 12

(November, 1997)

All trip requests must be accompanied by a completed trip form two weeks prior to the trip, for the principal's approval.

All field trips sponsored by the school district shall be limited to a 50-mile radius.

Special trips sponsored by the school district that exceed a 50 mile radius, but are within a 300 mile radius and do not involve an overnight stay, must be approved by (a) certified staff members responsible for the group, (b) the principal, and (c) the assistant superintendent-administration.

Special trips sponsored by the school district of greater range than 300 miles or trips that require an overnight stay must be approved by the board of education. **See Appendix 5(16).**

Any fund raising to finance special student trips must be approved by: (a) coordinator, teacher or sponsor responsible for group, (b) the principal, and (c) the assistant superintendent-administration.

It is the responsibility of the sponsor to have a list of students going on the field trip with a copy being provided for the driver. It is also the responsibility of the sponsor to account for their pupils when boarding the bus for the return trip to school. A roster of all students going on the trip will be left in the building principal's office before departing. (A sponsor is any district employee assigned to the trip.)

The parent shall be notified in writing that their student(s) will be participating in a field trip.

Trips should be discouraged for the months of September and May.

It is the responsibility of the teacher or sponsor and the pupils to maintain the fine reputation of the Blue Springs School District.

**5.72.4 Student Trips Not Sponsored by the School District** (December, 1999)

Staff members, solely at their own risk, may provide opportunities to students for domestic and foreign travel in groups supervised by and accompanied by those teachers.

The following procedures must be adhered to when distributing information regarding special trips not sponsored by the school district. This information shall be reviewed by the building principal prior to dissemination.

1. All distributed information must conspicuously and clearly state that this is not a school-sponsored trip. School logos or letterhead cannot be used when providing information about a non-school sponsored trip.
2. Announcements may be made at school and meetings or fundraisers may occur after school, however, no meetings or fundraisers shall occur during the school day. Flyers can be posted on student bulletin boards after being approved by the building principal. Further information can be obtained from the sponsoring teacher.
3. Use of school space for travel meetings, etc., will be according to same usage regulations as for other groups, but shall only occur before or after the school day.
4. Professional liability insurance carried by staff members may not cover non-school district sponsored travel activity. Therefore, to insure any staff member sponsoring or participating trips the following guidelines must be followed:
  - a. the travel company making arrangements for the trip must provide the named staff sponsor and participants a certificate of insurance evidencing performance bonding or other insurance and consumer protection relative to all trip costs and performance.

5.72.4 (continued)

- b. the travel company making arrangements for the trip must provide evidence of liability insurance that provides reasonable coverage for all those individuals participating in the trip. In the event of travel to, through and from a foreign country, such liability insurance shall be secured from a carrier licensed to transact insurance business in such foreign country(ies).
- c. All persons making a trip shall be deemed to have waived all claims against the school district for injury, accident, illness or death occurring during or by reason of the trip and agrees to defend and hold the school district harmless therefore. All adults taking a trip and parents and/or guardians of students taking a trip shall sign a statement waiving such claims and agreeing to defend and hold the school district harmless from any liability.
- d. No district tax-exempt certificate or identification number can be used for these activities.

**5.8 General Student Policies**

**5.81 Homework** (September, 2001)

Homework extends classroom learning and provides a natural link between school and the home. Homework should reinforce basic skills, promote responsibility, and strengthen independent study habits. Homework should also be realistic (i.e., age appropriate) and relevant (i.e., used to help students make a connection between what has been learned in the classroom and experienced in the real world). Homework expectations should be clearly communicated to students and parents. Questions and/or

5.5.81 (continued)

concerns pertaining to homework should be referred to the assigning classroom teacher for clarification. If unresolved at the classroom level, the matter should then be referred to the building principal. The superintendent of schools, or his/her designee, is ultimately responsible for establishing and communicating guidelines regarding homework to the board of education for consideration and adoption.

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

5.82 (continued)

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 professional related to the assessment, identification and/or treatment of disabilities plus five years of experience in the field.

Rev. 7/94, Rev. 8/05, Rev. 12/09

5.83 **Assemblies** (September, 2001)

Student learning can be enhanced through special activities such as assemblies. Individual schools may arrange for instruction-related assembly programs so long as no fee is assessed to participating students.

5.84 **Student Lists** (September, 2001)

Student lists are confidential and are to be used at the discretion of the building principal for educational purposes only. Use of student lists for commercial, political or religious purposes is strictly prohibited.

5.85 **Closed Noon Period** (September, 2001)

The Board of Education maintains a closed campus at all schools in order to promote safety, to facilitate the preservation or order, and for the protection of other persons and/or school district property.

5.86 **Extending Free and Reduced Price Lunches to Students**

(September, 2001)

Free or reduced price lunches shall be provided to all students who are of financial need within the R-IV School District.

Parents of such students may make a written application for free or reduced price lunches to the superintendent of schools or his/her designee who shall accept or reject the application according to the following guidelines:

1. Students who are considered by state welfare agencies as being eligible for Aid to Dependent Children, General Assistance, Food Stamps or Commodity Distribution Program shall be automatically eligible. This shall include all students from families whose incomes would make them eligible for welfare payments, whether or not they are actually receiving such aid. Family income eligibility scales provided by the Office of Economic Opportunity shall be used in determining the participating status of students.
2. Such other students whose parents or guardians face unusual financial circumstances may be considered eligible for free or reduced price lunches without qualifying as low-income families.
3. Information concerning the names of students receiving free or reduced price lunches shall be held in strict confidence. No discrimination shall be kept confidential. Discrimination pertaining to method of payment, quantity/type of lunch, serving order, or seating arrangement is strictly prohibited. No student receiving free or reduced price lunch shall be required to work in exchange for such lunches.
4. Any parent or guardian whose application has been rejected may appeal to the board of education in a hearing closed to the public. Final approval rests with the board.
5. Application forms shall be available at the office of the superintendent of schools and at the office of each building principal.

**School Dress** (September, 2001)

Students are expected to maintain a neat dress and appearance. Extremes in clothing or personal appearance that either disrupts the classroom, interferes with the daily school operations, or places the safety and welfare of students at risk, is unacceptable and shall be taken under consideration by the principal or his/her designee.

5.88 **Complaint Procedure** (September, 2001)

All complaints by students shall be directed to the building principal in writing. Appeal of the principal's decision may be made to the superintendent of schools or his/her designee. The appeal must be in writing and sent to the superintendent for consideration. Appeal of the superintendent's decision may be made to the board of education. To receive consideration by the board, all appeals must be in writing. In all cases of appeal, the board reserves the right to conduct a hearing before rendering a decision.

5.89 **Title I Program** (January, 1997)

(Deleted February, 2006) and replaced with following:

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

The Board of Education recognizes the need for a constructive partnership between districts and families that will provide for two-way communication and foster educational support for students and families. The Board also recognizes the special importance of parental involvement to the success of its Title I, Migrant (MEP), and Limited English Proficiency (LEP) programs. Pursuant to federal law, the district and parents have developed and agreed upon a written parental involvement policy that will be distributed to parents participating in any of these programs.

In keeping with these beliefs, it is the intention of the district to cultivate and support active parental involvement and to set and realize goals for parent-supported student learning. The district will:

1. Provide activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels. This will include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, Parents as Teachers, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.
2. Implement strategies to involve parents in the educational process, including:
  - Keeping families informed of opportunities for involvement and encouraging participation in various programs.

- Providing access to educational resources for parents/families to use together with their children.
  - Keeping families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.
3. Enable families to participate in the education of their children through a variety of roles. For example, family members should be given opportunities to:
    - Provide input into district policies.
    - Volunteer time within the classrooms and school programs.
  4. Provide professional development opportunities for teachers and staff to enhance their understanding of effective parent involvement strategies.
  5. Perform regular evaluations of parent involvement at each school and at the district level.
  6. Provide access, upon request, to any instructional material used as part of the educational curriculum.
  7. If practicable, provide information in a language understandable to parents.

**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.

5.89 (continued)

- 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

5.89 (continued)

programs, including the planning, review and improvement of the school parental involvement policy.

**Migrant Education Program Parent Involvement** - Parents of students in the MEP will be involved in and regularly consulted about the development, implementation, operation and evaluation of the Migrant Program. Parents of MEP students will receive instruction regarding their role in improving the academic achievement of their children.

**Limited English Proficiency Parent Involvement** - Pursuant to federal law, parents of LEP students will be provided notification regarding their child's placement in and information about the district's LEP program. Parents will be notified of their rights regarding program content and participation.

Rev. 1/97, Rev. 2/06

**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

5.89.1 (continued)

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.

5.810 Career/Vocational Education (September, 2001)

The Board of Education will provide career education for students at all levels of instruction. Career education activities will be age/grade level appropriate. Elementary programs will focus on career awareness and exploration. The secondary program will continue career exploration, as well as address workplace readiness skills, career guidance, and post graduation planning as it relates to career opportunities and making valid decisions regarding further education and employment endeavors.

Vocational/Technical Education

Vocational training programs are an integral part of a comprehensive high school. These programs will provide students with the basic skills to enter the world of work, to obtain additional vocational/technical skills, and/or to continue their formal education.

5.811 Student Handbooks (September, 2001)

Student handbooks are part of the official board of education policy and procedure.

5.9 Pupil Security, Safety and Health

5.91 Excuse Permits (August, 1990)

Any student who is to be excused from school during the school day must be called for at the school by the parent or other authorized person. The parent or authorized person must go to the office and sign an excuse permit for release of the child in kindergarten through grade 8. This requirement shall be waived in case of an emergency involving the safety of a number of pupils.

Students shall be excused from school in grades 9 through 12 upon proper authorization from the parent or guardian and permission of the principal. Students will be required to sign out at the office.

**5.92**        **Safety** (February, 2002)

Adequate supervision to afford protection of pupils on the playground is required. The principals are responsible for setting up regulations necessary for safety of the pupils in the school building and assigning personnel for necessary supervision.

Pupils, staff members, teachers and substitutes will thoroughly familiarize themselves with all regulations and procedures pertaining to fire and disaster drills.

The district will fully utilize federal, state and local violence prevention programs and resources available to students, teachers or staff that the district determines are necessary and cost effective.

The school district shall designate school personnel to serve as Safety Coordinator(s) for facilities, crisis management, and anti-violence programs.

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.

**5.93**        **Use of Powered Vehicles** (July, 1994)

No elementary or middle school pupil will be allowed to operate any motorized equipment on school property. Exceptions may be approved by the superintendent.

No senior high school student may operate any motorized vehicle on school property without a current school identification sticker. These stickers will be issued upon request by the student and upon sufficient evidence of proper licensing and adequate liability insurance as required by state law. This is a privilege and may be withdrawn at the discretion of the principal. No senior high student may operate his/her motorized vehicle during the school hours without special approval of the principal. Under no conditions will a student be permitted to leave school property without parental consent.

**5.94**        **Student Security** (July, 2004)

No student may be interviewed or observed while at school by any outside individuals or agencies other than authorized school personnel, unless the principal has the

5.94 (continued)

consent of the student's parents or legal guardian. In the instance of a request for interrogation by a law enforcement agency, other than the Blue Springs School District Department of Public Safety, the principal should request that the agency wait until the parents or guardian of the student have not only been notified but have also arrived before proceeding with the interrogation. However, if the agency does not so agree, the principal has no right to refuse to let the police proceed with their interrogation. In such cases, the principal should notify the student's parents or guardian as soon as reasonably possible thereafter. In all cases where law enforcement personnel are interviewing students on school district property, the

principal or his/her delegated representative shall be present during the time of the interview. Investigators from the Children's Division, formerly Division of Family Services, shall be granted permission to question a student upon confirmation of the identity of the investigator. A school official shall be present during said interview.

Rev. 12/03, Rev. 7/04

5.95 **School Health** (September, 2001)

The board of education authorizes the superintendent of schools, or his/her designee, to administer those health policies for students and staff that are defined in state guidelines and state law.

5.96 **Infectious Disease - Student** (February, 2010)

The school board recognizes its responsibility to protect the health of students and employees from the risks posed by infectious diseases and also the responsibility to uphold the rights of affected individuals to privacy and confidentiality, to attend school and to be treated in a nondiscriminatory manner.

**Immunization**

Students cannot enroll and/or attend school unless immunized as required by Missouri law.

**Standard Precautions**

The district requires all staff to routinely observe standard precautions to prevent exposure to disease-causing organisms, and the district should provide necessary equipment/supplies to implement standard precautions.

**Infectious Diseases**

Students with infectious diseases that can be transmissible in school and/or athletic settings (such as, but not limited to, chicken pox, influenza and conjunctivitis) should be managed as specified in: (a) the most current edition of the Missouri Department of Health and Senior Services document entitled: *Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers, and Day Care Operators* and (b) documents referenced in 19 CSR 20-20.030 and (c) in accordance with any specific guidelines/recommendations or requirements promulgated by the local county or city health department.

A student infected with a bloodborne pathogen such as hepatitis B virus (HBV), hepatitis C virus (HCV), or human immunodeficiency virus (HIV) poses no risk of transmission through casual contact to other persons in a school setting. Students infected with one of these viruses shall be allowed to attend school without any restrictions, which are based solely on the infection. The district cannot require any medical evaluations or tests for such diseases.

Exceptional Situations: There are certain specific types of behaviors (for example, biting or scratching) or conditions (for example, frequent bleeding episodes or uncoverable, oozing skin lesions) which could potentially be associated with transmission of both bloodborne, and non-bloodborne pathogens. No student regardless of whether he or she is known to be infected with such pathogens, should be allowed to attend school unless these behaviors or conditions are either absent or appropriately controlled in a way that avoids unnecessary exposure.

In these exceptional instances, an alternative educational setting may be warranted. In certain instances, a designated school administrator may want to convene a Review Committee. The number of persons on the Review Committee should be limited. It is recommended that members be limited to: 1) the parent(s)/guardian(s), 2) medical personnel (student's physician, school nurse), 3) building administrator, 4) superintendent and/or designee. Local health department officials may be consulted and/or included as members of the review team. If the student is identified as having a disability, any

5.96 (continued)

change or placement would need to be effected through the Individualized Education Program (IEP) process. In the case of a student who is disabled, but not identified under the Individuals with Disabilities Act, any change of placement would need to be effected through a multidisciplinary team meeting.

Specific mechanisms should be in place to ensure the following are consistently done:

- a) All episodes of biting, and all children who exhibit repeated instances of significant aggressive behavior, should be reported to the designated school administrator.
- b) The school nurse, and the designated school administrator when appropriate, should be informed of any child who has recurrent episodes of bleeding or who has uncoverable, oozing skin lesions.
- c) The school nurse, and the designated school administrator when appropriate, should be promptly informed of any child with an illness characterized by a rash.
- d) The school nurse and designated school administrator shall be informed promptly of any instance in which the significant potential for disease transmission occurs.

**Confidentiality**

The superintendent or designee shall ensure that student confidentiality rights are strictly observed in accordance with the law.

Missouri law (191.689 RSMo) identified two groups of people within a school system who could be informed of the identity of a student with HIV infection on a "need to know" basis. They are:

- a. those designated by the school district to determine the fitness of an individual to attend school(see recommended Review Committee membership listed above); and
- b. those who have a reasonable need to know the identity of the child in order to provide proper health care.

5.96 (continued)

Examples of people who need to know are: school nurse, review team members, and IEP team if applicable. Security of medical records will be maintained. Breach of confidentiality may result in disciplinary action, a civil suit, and/or violation of the Family Educational Rights and Privacy Act.

**Education - Student**

All students should receive age-appropriate information about the prevention of and control of infectious diseases, to include the use of standard precautions. Instruction should be incorporated within a comprehensive school health curriculum in grades K-12 as stated in Missouri School Improvement Program Standards.

**Reporting and Disease Outbreak Control**

Reporting and disease outbreak control measures will be implemented in accordance with state and local laws and Department of Health and Senior Services guidelines governing the control of communicable and other diseases dangerous to public health, and any applicable guidelines promulgated by the appropriate county or city health department.

**Notification**

Upon supplying a copy of a board-approved policy that contains provisions substantially similar to this guideline to the Department of Health and Senior Services, the superintendent shall be entitled to confidential notice of the identity of any district child reported to the Department as HIV-infected and known to be enrolled in the district (whether in a public or private school). The parent or guardian is also required by law to provide such notice to the superintendent.

Rev. 7/96, Rev. 2/10

**5.97 Medication at School (September 2011)**

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.

5.97 (continued)

**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.

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

5.97 (continued)

**Other medications may require additional monitoring, including but not limited to, those given orally or rectally, may be reviewed by a district registered nurse prior to being administered.**

District registered nurses have the right to refuse to administer any prescribed 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 medications shall only be administered by a registered nurse, licensed practical nurse with intravenous certification, EMS personnel, a parent, legal guardian, designated adult or self administered by a student as provided herein.

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

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

5.97 (continued)

- (2) The student has demonstrated to a district registered nurse the ability to safely and accurately administer the medication. The district registered nurse shall have the authority to determine if the medication can be self administered safely and accurately in the school setting. The district reserves the right to deny self administration or revoke the ability to self administer at anytime at its sole discretion.
- (3) The student's parent or legal guardian have signed a statement authorizing self administration and acknowledging that the district and its employees or agents will incur no liability as a result of any injury arising from the self administration of medication.
- (4) A student may have in his/her possession any medication, device, or equipment necessary to inject or infuse medication provided that the student has demonstrated to a registered nurse an understanding of how to properly use and dispose of the device or equipment.

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

*Rev. 11/00, Rev. 3/05, Rev.3/07, Rev. 9/11*

5.98 **Student Allergy Prevention and Response** (June 2011)

This policy applies to district facilities to which students have access and includes transportation provided by the district. The Board instructs the superintendent or designee to develop procedures to implement this policy.

**Identification:** Each school will attempt to identify students with life-threatening allergies, including food allergies. An allergic reaction is an immune system response to a substance that itself is not harmful but that the body interprets as being harmful. Allergic reactions range from mild to severe, even life-threatening. At enrollment, the person enrolling the student will be asked to provide information on any allergies the student may have.

5.98 (continued)

**Prevention:** Students with allergies that rise to the level of a disability as defined by law will be accommodated in accordance with district policies and procedures pertaining to the identification and accommodation of students with disabilities. An Individualized Health Plan (IHP), including an Emergency Action Plan (EAP), may be developed for students with allergies that do not rise to the level of a disability.

All staff members are required to follow any 504 Plan or IHP/EAP developed for a student by the district. Staff members who do not follow an existing 504 Plan or IHP/EAP will be disciplined, and such discipline may include termination.

Staff members may be asked to refrain from using air fresheners, oils, candles or other such items intended to add fragrance in any district facilities. This provision will not be construed to prohibit the use of personal care items that contain added fragrance, but the principal may require staff members to refrain from the use of personal care items with added fragrance under particular circumstances. Staff members are prohibited from using cleaning materials, disinfectants, pesticides or other chemicals except those provided by the district.

The district will not serve any processed foods, including foods sold in vending machines, which are not labeled with a complete list of ingredients. Vended items must include a list of ingredients on the individual package. The food and nutritional service department will provide an ingredient list for all foods provided by the district as part of the district's nutrition program, including food provided during the school day and in before- and after-school programs. This list will be available upon request.

Prepackaged items used in concessions, fundraisers and classroom activities must include a list of ingredients on the package. If the package does not contain a list of ingredients, the list of ingredients must be available at the location where the package is sold or provided.

**Education and Training:** All staff members will be regularly trained on the causes and symptoms of and responses to allergic reactions. Training will include instruction on the use of epinephrine premeasured auto-injection devices.

5.98 (continued)

Age-appropriate education on allergies and allergic reactions will be made available on a case-by-case basis as deemed necessary. Education will include potential causes, information on avoiding allergens, signs and symptoms of allergic reactions and simple steps students can take to keep classmates safe.

**Confidentiality:** Information about individual students with allergies will be provided to all staff members and others who need to know the information to provide a safe learning environment for the student. Information about individual students with allergies will be shared with students and others who do not have a legitimate educational interest in the information only to the

extent authorized by the parent/guardian or as otherwise permitted by law, including the Family Educational Rights and Privacy Act (FERPA).

**Response:** Response to an allergic reaction shall be in accordance with established procedures, including application of the student's 504 Plan or IHP/EAP. Information about known allergies will be shared in accordance with FERPA. Parents of students with life-threatening allergies should supply the school with epinephrine premeasured auto-injection devices to be administered in accordance with Board policy.

5.99 Child Abuse (November, 2000)

The board of education requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, will immediately report or cause a report to be made to the building principal, or his/her designee, who will then become responsible for seeing that a report is made via the Child Abuse Hotline to the Missouri Division of Family Services (DFS), as required by law. The building

5.99 (continued)

principal may request assistance from the district Community Resources Specialists in making the initial hotline call. The building principal and/or district Community Resource Specialist will make the superintendent or his/her designee aware that a report has been made, and will keep him or her aware of the status of the case.

Any person, who in good faith participates in the making of such reports, or in any judicial proceeding resulting therefrom, will be immune from civil or criminal liability. It shall not be the responsibility of the school official or employee who initiated the report to prove that the child has been neglected or abused.

5.10 **Scholarship Policies** (September, 2001)

The Board of Education encourages the administrative staff to develop and maintain a set of criteria and procedures for the presentation of school awards to students for scholarship and distinguished performance in any school program.

The building principal is authorized to review and approve proposed scholarships, prizes and other awards from non-school donors. In all cases, the awards and/or scholarships must be consistent with Board of Education and district goals.

5.11 **Textbook Adoption** (February, 2001)

The selection of textbooks shall be done in the following manner: a study committee consisting of teachers and administrator(s) shall examine and study possible textbooks to be adopted. **See Appendix 5(17)**. At the conclusion of their study and vote they shall, in writing, make a recommendation to the deputy superintendent - curriculum and instruction. The deputy superintendent, after studying the recommendation, shall then give his recommendation to the superintendent of schools. Upon the superintendent's approval, the textbook shall be adopted.

5.11.1 **Selection and Reconsideration of Instructional Materials**

(February, 2001)

Selection and reconsideration of instructional materials shall follow specific procedures. **See Appendix 5(18)** for complete description of procedures.

5.12 **Programs For Homeless Students** (July, 2002)

The board of education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream

## 5.12 (continued)

school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan entitled "Meeting the Needs of Missouri's Homeless Children and Youth," will give special attention to ensure that homeless children in the school district have access to a free, appropriate public education.

Homeless students are those identified as such as defined in the McKinney-Vento Act.

### 5.12.1 Enrollment/Placement

If a child identified as homeless requests admission to the school district, the district will consider the best interest of the child with parental involvement in determining whether the child should be enrolled in the district or, if applicable, transported back to the school of origin.

Enrollment requirements which may constitute a barrier to the education of a homeless child or youth may be waived at the discretion of the superintendent if allowed by law. If the district is unable to determine the grade level of the student because of missing or incomplete records, the district shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.

### 5.12.2 Services

Each homeless child or youth shall be provided services comparable to services offered to other students in the district including, but not limited to, transportation services; educational services for which the child meets the eligibility criteria, such as educational programs for disadvantaged, disabled, and gifted and talented students, vocational programs, and school meals programs; before-and after-school care programs; and programs for students with limited English proficiency.

In the event that it is in the best interest of the homeless child or youth to attend the district of origin, this may be achieved through the transportation services of this district, the district of origin, or another outside agency.

### 5.12.3 Records

Any records ordinarily kept by the school, including immunization records, academic records, birth certificates, guardianship records, and evaluations for special services or programs of each homeless child or

5.12.3 (continued)

youth shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made, and so that records may be transferred in a timely fashion when a homeless child or youth enters a new school district. Copies of records shall be made available upon request to students or parents in accordance with the Family Rights and Privacy Act.

5.12.4 **Coordinator**

The board will designate an individual to act as the district's homeless coordinator to ensure compliance with the McKinney-Vento Act. According to the Act the homeless coordinator will "ensure that homeless children and youth enroll and succeed in the schools of that agency; and homeless families, children and youth receive educational services, and other appropriate services." The homeless coordinator will also ensure that disputes regarding the placement or education of homeless children or youth are resolved in a timely fashion.

The district shall inform school personnel, service providers and advocates working with homeless families of the duties of the district homeless coordinator.

5.12.5 **Resolving Grievances**

**Level I**

A complaint regarding the placement or education of a homeless child or youth shall first be presented orally and informally to the district's homeless coordinator.

If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the homeless coordinator. The written charge must include the following information: date of filing, description of alleged grievances, the name of the person or persons involved and a recap of the action taken during the informal charge state. Within five (5) working days after receiving the complaint, the coordinator shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the coordinator will inform the superintendent of the formal complaint and the disposition.

**Level II**

Within five (5) working days after receiving the decision at Level I, the complainant may appeal the decision to the superintendent by filing a written appeals package. This package shall consist of the complainants' grievance

#### 5.12.5 (continued)

and the decisions rendered at Level I. The superintendent will arrange for a personal conference with the complainant at their earliest mutual convenience. Within five (5) working days after receiving the complaint, the superintendent shall state a decision in writing to the complainant, with supporting evidence and reasons.

#### Level III

If resolution is not reached in Level II, a similar written appeals package shall be directed through the superintendent to the board of education requesting a hearing before the board at the next regularly scheduled or specially called meeting. The hearing before the board may be conducted in closed session upon the request of either the board or the complainant. Within thirty (30) working days after receiving the appeals package, the board shall state its decision and reply in writing to the parties involved. For district purposes, the decision of the board of education is final.

#### Level IV

If the complainant is dissatisfied with the action taken by the school district, a written notice stating the reasons for dissatisfaction may be filed with the state director of special federal instructional programs. The state director will initiate an investigation; determine the facts relating to the complaint, and issue notice of his or her findings within thirty (30) days to the school district and the complainant. If the findings support the action taken by the school district, such action will be confirmed. If the findings support the allegations of the complainant, the school district will be directed to take corrective action. An appeal of this decision can be made within ten (10) days to the deputy commissioner of education. Within thirty (30) days after receiving an appeal, the deputy commissioner of education will render a final administrative decision and notify the complainant and all other interested parties in writing.

#### 5.13 Equal Access Policy (March, 1996)

The Blue Springs Board of Education hereby establishes a "limited open forum" within the meaning of the Federal Equal Access Act, (20 USCA 4071-4074) for non-curriculum related student meetings for students attending the Blue Springs School District middle schools and high schools.

5.13 (continued)

Student meetings pursuant to the policy:

1. Shall be voluntary and student initiated;
2. Shall not be sponsored by the district or its agents or employees;
3. May have employees or agents of the district present at such meetings only in a non-participatory capacity;
4. Shall not materially and substantially interfere with the orderly conduct of educational activities within the school building; and
5. Non-school persons may not direct, control or regularly attend activities of the student groups.

Nothing in this policy shall be construed to authorize the district:

1. To influence the form or content of any prayer or other religious activity;
2. To require any person to participate in prayer or other religious activities;
3. To expend public funds beyond the incidental cost of providing the space for student initiated meetings;
4. To compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;
5. To sanction meetings that are otherwise unlawful;
6. To limit the rights of groups of students which are not specifying numerical size; or
7. To abridge the constitutional rights of any person.

Nothing in this policy shall be construed to limit the authority of the district, its agents or employees, to maintain order and discipline on school premises, to protect the well being of students and faculty, and to assure that attendance of students at meetings is voluntary.

The term "sponsor" as used in the policy includes the act of promoting, leading or participating in a meeting. The assignment of a teacher, administrator or other school employee to a meeting for custodial purposes does not constitute sponsorship at the meeting.

### 5.13 (continued)

Meetings permitted by this policy shall be held at Blue Springs High School and Blue Springs South High School during non-instructional time, which means from 6:45 a.m. to 7:15 a.m. in the morning and from 2:30 p.m. to 3:30 p.m. in the afternoon.

Meetings permitted by this policy shall be held at each middle school during non-instructional time, which means from 7:30 a.m. to 8:00 a.m. in the morning and from 3:15 p.m. to 4:15 p.m. in the afternoon.

Meetings shall not be held in student common public areas such as halls or lunchrooms. Rooms to be used for meetings pursuant to this policy shall be designated by the building principal on a first-come-first-serve basis. The building principal shall determine whether or not a school employee should attend the meeting for custodial purposes.

Students attending meetings in district facilities pursuant to this policy are responsible for any damage to district property occurring during such meetings.

Except as provided in this policy and policy 4.14 (Procedure to Apply for Use of Buildings and Grounds) non-curriculum related student groups may not use district facilities.

### 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 may 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. **See Appendix 5(20) and/or Appendix 5(22)**

**5.15 Library & Media Center Policies** (February, 2002)

**5.15.1 Circulation/Access Policy**

The school library media program serves as a point of access to information and ideas and as a learning laboratory for students as they acquire crucial thinking and problem-solving skills needed in society. Educational levels and programs of the school indicate appropriate resources and services of a school library media program. The school board adopts policies that ensure student access to a broad range of ideas and materials. Learning/teaching styles and interests of all students and teachers will be accommodated. Systems for circulating materials ensure optimal use and encourage students to borrow materials for use throughout the school, at home, and in the library media center.

Circulation systems and reporting mechanisms protect the privacy of users. Circulation and access procedures enable the intradistrict exchange of materials and encourage interlibrary loan. Library media centers have equipment readily available for student and teacher use to support all the formats of media that the school has acquired. Equipment is available for checkout to classrooms and for overnight use. All equipment is in good working condition. Efforts are made to represent recent advances in media equipment technology. A plan

and schedule for acquisition and replacement of equipment exists. Equipment is checked on a regular basis through ongoing maintenance and repair services.

**5.15.2 Confidentiality Policy Statement**

The Blue Springs School District recognizes the need for the protection of the confidentiality of school library

**5.15.2** (continued)

records as defined in Missouri State Statutes 182.050 and 570.200. Consistent with those documents, no person, certified, classified, or volunteer, will release any part of any library record of any student, faculty, or other library user to any third party except under the stipulations defined in Section 2 of the above listed statutes.

**5.15.3** **Gift Policy**

The Blue Springs School District welcomes gifts of books, periodical subscriptions, works of art, media, other education materials and equipment, and money for the purchase of library media materials and equipment. Materials and equipment are accepted with the understanding that the item(s) meet(s) the standards in the district's selection policy. Gifts are irrevocable; those not added to or deleted from the collection may be disposed of as the library media specialist deems appropriate. Delegated school district or library personnel reserve the right to determine appropriate use, housing, and maintenance of gifts. A donor contract form should be completed by each individual or group contributing materials, equipment or money. **See Appendix 5(21)**

**5.16** **Program for Migrant Students** (October, 2000)

The board of education recognizes that migrant students are among the most educationally disadvantaged groups in our society; therefore, the Blue Springs School District will make every attempt to identify these students and provide meaningful educational opportunities. The district will assess the educational and related health and social needs of each identified migrant student and will give full access to all programs ordinarily provided all other children to meet their needs, including Title I, Special Education, Gifted Education, Vocational Education, English for Speakers of Other Languages (ESOL), counseling programs, elective classes, fine arts classes, etc.

Initial identification of migrant students is made through the student enrollment form. If a positive response is recorded on the enrollment form, the parent or guardian will be asked to complete the parental survey, "Missouri Migrant Education." A copy of the completed forms will be forwarded to the Director of Elementary Education (K-5) or Secondary Education (6-12) who in turn will notify the regional Migrant Education Center.

**5.17 Programs for English as a Second Language** (July 2001)

The board of education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language due to national origin or non-English speaking environments excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. The board directs the administration to develop and implement procedures which:

1. Appropriately identify and evaluate students with limited English proficiency (LEP).
2. Determine the appropriate instructional environment for LEP students.
3. Monitor progress of students receiving English as Second Language (ESL) or bilingual instruction in order to determine their readiness for the mainstream classroom environment.
4. Establish professional standards for staff members who teach bilingual or English as a Second Language programs and provide development opportunities for staff members when determined needed by the district.
5. Where feasible, the district may provide support for the student's use of the native language while developing English language skills.

**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

5.18 (continued)

- (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.

## 5.18 (continued)

### 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.

## 5.19 Service Animals (November, 2011)

### **POLICY PURPOSE**

The purpose of this policy is to establish guidelines for the use of service animals in the Blue Springs R-IV School District of Jackson County, Missouri ("School District" or "District"); it is intended to ensure that individuals with disabilities are

## 5.19 (continued)

permitted to participate in District programs, activities and services, and to additionally ensure that the District does not discriminate on the basis of disability while at the same time establishing safety guidelines for the benefit, not only, of the disabled, but also, for the District staff and its patrons.

### **I. SERVICE ANIMAL DEFINITION AND SERVICE DESCRIPTIONS**

This policy and the procedures set forth apply to any guide dog, signal dog, or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, assisting individuals with mobility, balance and stability, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, carrying supplies or fetching dropped items; additionally, properly trained service animals sometimes are used to respond to a person's seizures (seizure alert/response dog) or to alert a person with Autism by preventing or interrupting impulsive behavior when he or she is engaging in disturbing repetitive movements (often known as a sensory signal or Ssig dog). **Personal pets, including but not limited to dogs and other animals whose sole function is to provide emotional support, comfort, therapy, companionship, or to promote emotional well-being shall not be considered "service animals" as defined by this policy and are therefore prohibited from use in or on School District properties.**

### **II. PROCEDURES AND REQUIREMENTS TO USE A SERVICE ANIMAL**

Use of service animals by staff or students with a disability is subject to the following procedural requirements:

#### **A. Disabled Student Requests:**

Parents/Special Education Teams must submit a request (Appendix 5(25)) for the use of service animals to the Director of Special Education. Such requests must, amongst other things, identify and describe the required need for the service animal as it relates to the student's disability and describe the manner in which the service animal will meet the individual's particular need(s); the request provides for a letter from student's physician who is his or her health care provider regarding the need for a service animal. The determination of whether a service animal is appropriate may necessarily be finally determined by the Student's IEP Team or in a Section 504 meeting wherein plans emitting therefrom suggest and/or require that such animals be used.

5.19 (continued)

**B. Disabled Staff Requests:**

The District will evaluate staff member requests for service animals in accordance with the provisions and amendments of the Americans with Disabilities Act and other Federal and State statutes and regulations that may be applicable. Staff members must submit a request (Appendix 5(25)) for the use of service animals to the Director of Human Resources. Such requests must identify and describe the need for the service animal as it relates to the staff member's disability and describe the manner in which the service animal will meet the individual's particular need(s). A letter must also be provided from the employee's physician who is his or her health care provider regarding the need for a service animal. The District reserves the right to require that the staff member obtain the opinion of a second health care provider designated or approved by the District, at its expense. In any case where the second opinion differs from the original opinion provided by the employee, the District may, at its expense, require that a third opinion be obtained from a health care provider designated or approved by both the District and the employee. The opinion of the third physician shall be used by the District in making a determination as to whether the alleged need of the employee meets provisions necessary for approval.

**C. Requests In Advance:**

Requests for the use of service animals by students or staff on School District property must, whenever possible, be made no less than four (4) weeks prior to the proposed use date of the service animal. Under no circumstances may a service animal be on School District property without prior approval by the appropriate School District authorities.

**D. Required Documentation To Use Service Animals:**

As part of the School District's consideration of a request for the use of a service animal, the School District will necessarily require that the animal be in good health, as documented by a licensed veterinarian, and free from ticks, fleas and other disturbing and/or transferrable pests and diseases. Additionally, the District will require certain documentation, including, but not limited to:

- 1) Documentation that the service animal is properly trained and licensed to meet the student/staff therapy needs;

5.19 (continued)

- 2) Certification of proper vaccinations verified by a veterinarian on a not less than yearly basis;
- 3) Documentation that the handler/student/staff for the service animal is properly trained; and
- 4) Documentation of liability insurance in amounts approved by the School District, evidencing coverage for all persons in contact with the service animal, including most specifically the School District, its students, staff and any public persons on School District premises.

**E. Plan for Use of Service Animal:**

As noted under Section III. A., the use of a service animal on School District property is only required to meet a submitted written plan relative to IDEA and/or 504 requirements developed by the appropriate authorities; the plan will introduce the service animal to the school environment and direct as to appropriate training for staff and students regarding interaction with the animal, all in accordance with this policy. Notwithstanding, the School District's approval of the use of a service animal on School District property is subject to periodic review, revision or revocation by the School District Administration.

**F. Service Animal Identification:**

Service animals must wear proper owner identification. Additionally, the animals must wear current rabies tags, license tags, and have leashes and collars which make them readily identifiable as service animals. Any cost incurred in so identifying a service animal will be the responsibility of the staff person or parent or guardian of the student who uses the service animal.

**G. Service Animal Exclusion and/or Removal:**

The School District retains the absolute and exclusive right to exclude or remove a service animal from its property if:

- 1) The animal is out of control and/or the animal's handler does not effectively control the animal's behavior;
- 2) The animal is not housebroken or the animal's presence or behavior fundamentally interferes with the functions of the School District;
- 3) The animal poses a direct threat to the health or safety of others that cannot be eliminated by

5.19 (continued)

- 4) reasonable modifications;
- 5) The animal requires exercise and/or clean-up during class times; or
- 6) The animal causes allergic reactions and/or noise or other disruptions to students or staff.

As related to the above, the District reserves the exclusive right at all times, as a possible remedy, particularly to allergy issues, to move the student or staff to a different school in the District.

**H. Periodic (at least yearly) Service Animal Application/Regulation/Agreement:**

The District may, in its absolute and exclusive discretion, require that the staff member or student/parent/guardian requesting the use of a service animal complete the policy requirements noted as often as reasonable, but at least yearly, so that the District may ensure the safety of all persons and the continued need for the service animal to the staff member or student.

**III. MISCELLANEOUS SERVICE ANIMAL PROVISIONS**

**A. School District's Right to Deny Use of Service Animals:**

Permission to use a service animal will not be allowed if it imposes an undue financial or administrative burden on the School District and/or requires a fundamental alteration in the nature of any education program in which the student or staff member is a participant.

**B. Educational Need for Service Animal:**

Foremost in determining permission to use a service animal is the requirement that the accommodation must be evidenced by a strong educational need which does not significantly disrupt or interfere with the educational process, nor require a fundamental alteration to an educational program.

**C. Care and Responsibility for Service Animal:**

The District shall not be required to supervise or care for any service animal. The service animal user and/or his or

## 5.19 (continued)

her parent/guardian are liable for any clean-up or damage the animal might cause to the School District properties or the staff, other students or visitors. Overall, the staff/student/parent/guardian shall be solely responsible for the: supervision and care of the animal, including any feeding, exercising, clean-up and stain removal; leashing and properly restraining the animal at all times; the annual submission of evidence of vaccinations, immunizations and licensing and other documentation as noted in this policy and Appendix 5(25).

### **D. The Required Temperament of the Service Animal:**

The service animal will not only be housebroken, but also will be fully civilized, i.e., will not bark, yip, growl or make disruptive noises; it will have a good temperament and disposition; it will not show fear; it will not be upset or agitated when it sees another animal, and; it will not be aggressive. Any violations of these provisions will be cause for the School District to have the animal immediately removed from school properties.

### **E. Areas Off-Limits to Service Animals:**

The service animal will not be allowed in, without special written permission from the Director of Special Education or Director of Human Resources as related to staff: mechanical rooms or custodial rooms; areas where protective clothing is necessary; areas where there may be danger to the service animal.

### **F. Admission of Service Animals to PUBLIC EVENTS:**

Persons with disabilities may be accompanied by their service animals while on school property for short time events that are open to the general public, such as athletic games or plays. This right of access does not extend to the schools generally or to other activities which are not open to the general public.

School officials can ask the owner or handler of an animal whether the animal is a trained service animal and inquire into the specific tasks that the animal has been trained to perform. School officials will not ask questions about a person's disability.

## BLUE SPRINGS READING INTERVENTION PROGRAM

In today's literate world, academic success, secure employment, and personal autonomy depend on reading proficiency. Accordingly, the most fundamental responsibility of schools is preparing students to read and read well. Even though this is the case, far too many children are presently experiencing difficulty in the area of reading. Nationwide, approximately 20 percent of the elementary students have been identified as non-readers with another 20 percent lacking enough fluency to enjoy or engage in independent reading. Thus, it is far from surprising that the United States Office of Technology has reported that 25 percent of the adult population lacks the basic literacy skills required for a typical job. Among those who experience great difficulty in life—school dropouts, incarcerated individuals, unemployed and underemployed adults—are high percentages of people who cannot read. Such realities have prompted national policy-making groups, state governmental institutions, and local education agencies to regard reading proficiency as a major public health concern.

### Major Obstacles to Reading Success

The National Academy of Sciences has identified the following obstacles as major inhibitors to reading development: 1) inability to comprehend that written spellings systematically represent spoken words; 2) difficulty with transferring oral comprehension skills to reading content; 3) limited motivation; and 4) lack of development in respect to new and more effective teaching strategies.

Research has demonstrated how devastating the impact of being unable to read well can be for a third grade child. Just as the capable reader gains in vocabulary, confidence, and pleasure from reading, the struggling reader begins to read less, consequently inhibiting vocabulary growth and reading development. Ultimately, the lack of practice, deficient decoding skills, and negative experiences make reading less than a rewarding endeavor for the struggling reader.

### Blue Springs Reading Intervention Program

In order to effectively address the needs of struggling readers and in accordance with the provisions of SB 319 (Aug, 2001), the Blue Springs R-IV School District revised its Reading Intervention Program. The district's comprehensive Reading Intervention Program is comprised of the following components:

- 1) Multiple forms of diagnostic assessment;
- 2) Staff involvement;
- 3) Parent/Guardian communication and involvement;
- 4) An individualized Reading Improvement Plan;
- 5) A minimum of 30 hours of additional reading instruction or practice outside the regular school day (i.e., the total number of hours to be provided would be denoted in the respective student's Reading Intervention Plan);
- 6) A minimum of 40 hours of reading instruction or practice provided through a formal summer school program;
- 7) Transfer screening provision;
- 8) Reading level designation at the conclusion of the sixth grade (for students not meeting the minimum proficiency target); and
- 9) Mandatory retention.

### Reading Intervention Program Participants

The Blue Springs R-IV School District requires all students in grades 2-6 who have not met the district's minimum reading proficiency target (i.e., "Basic" performance standard designation for their chronological grade placement) to participate in the Reading Intervention Program. Once a Reading Improvement Plan has been designed and implemented, students will remain in the program until they meet the district's minimum reading proficiency target or have completed the sixth grade whichever comes first.

## BLUE SPRINGS READING INTERVENTION PROGRAM (continued)

### Reading Intervention Program Screening Procedures

At the beginning of each school year, all students in grades 1-6 shall be administered a reading assessment test (e.g., Pathways, Scholastic Reading Inventory/SRI), and, from that point on, progress shall be closely monitored. Students in grades 2-6 who transferred into the district over the summer and are deemed as “At-Risk” through the initial screening shall have their reading ability validated by a secondary instrument (e.g., **TOWRE**, Gates-McGinitie, Qualitative Reading Inventory/QRI). If after administering the secondary instrument, the “At-Risk” designation remains unchanged, the student shall automatically qualify for the district’s Reading Intervention Program and a Reading Improvement Plan shall be developed cooperatively by school staff and the student’s parent(s)/guardian(s).

Following the district’s third administration of a formal reading level assessment (e.g., SRI) and approximately 45 days prior to the conclusion of each school year (i.e., end of third quarter), all grades 2-6 students who are not already participating in the district’s Reading Intervention Program, but have failed to meet the reading proficiency target (i.e., “Basic” performance standard designation), shall be screened using a secondary instrument (e.g., **TOWRE**, **TerraNova**, Gates-McGinitie, Qualitative Reading Inventory/QRI). Students who do not meet the targeted level of proficiency as verified by the secondary instrument shall qualify for participation in the district’s Reading Intervention Program. Prior to the conclusion of the school year, a Reading Improvement Plan shall be designed cooperatively by district staff and parent(s)/guardian(s) for all qualifying students. Each student’s Reading Improvement Plan will include a provision for summer school attendance and remediation strategies for the next school year.

Near the conclusion of the summer school term, Reading Intervention Program students shall be reassessed (e.g., **TOWRE**, Gates McGinitie, Qualitative Reading Inventory/QRI) to determine if they have met the district’s targeted level of reading proficiency (i.e., “Basic” performance standard designation). Students who meet the targeted level of reading proficiency by the end of the summer school term shall exit the Reading Intervention Program. All students who do not meet the targeted level of reading proficiency by the end of the summer school term shall have their Reading Improvement Plan fully implemented at the beginning of the subsequent school year, and mandatory retention will be enforced for exiting fourth graders who do not qualify for exception status.

### Reading Improvement Plan

A Reading Improvement Plan shall be developed for all Reading Intervention Program students. The Reading Improvement Plan shall denote pertinent remediation strategies, the format for instruction/practice, and the targeted number of service hours to be provided (i.e., a minimum of 30 hours is required). Parent/guardian input and the observations of the student’s regular classroom reading teacher shall be obtained during a pre-service conference for the purpose of formulating the Reading Improvement Plan.

### Staff Involvement

Building principals shall facilitate the district’s Reading Intervention Program within their school and either direct personally or designate an individual to coordinate efforts in respect to administering required assessment instruments, designing and implementing student School Improvement Plans, conducting program related conferences, identifying and incorporating necessary remediation strategies, maintaining accurate and timely records, and disseminating pertinent information to parents/guardians pertaining to student progress. Regular classroom teachers will attend Student Improvement Plan conferences and assist with the targeting, monitoring, and attainment of performance objectives for all students that they have direct responsibility for in respect to reading instruction/achievement.

Summer school principals are responsible for monitoring the progress of all students who are attending as a result of participation in the district’s Reading Intervention Program and for ensuring that required assessment instruments are administered. Summer school teachers are accountable for providing the instruction necessary to remediate the participating student’s reading deficit and for communicating information regarding progress to parents/guardians.

## BLUE SPRINGS READING INTERVENTION PROGRAM (continued)

### Parent/Guardian Communication and Involvement

The Blue Springs R-IV School District believes that open communication and active participation are essential for student success. For this reason, a systematic effort will be made to inform parents/guardians of the methods and materials used to teach subject area content. Open communication and active participation also play a key role in respect to the district's Reading Intervention Program. Consequently, parents/guardians of students who qualify for the Reading Intervention Program shall be contacted prior to placement for the purpose of conducting a pre-service conference. During the pre-service conference, the parents/guardians shall be informed of such aspects/components as types of assessment instruments utilized, the process for monitoring and reporting student success, the summer school attendance requirement, the mandatory retention provision, and how to exit the program, etc. In addition, parent/guardian input shall be obtained for the purpose of formulating an individualized Reading Improvement Plan for the student. Parents/ Guardians may request a conference at any time during their student's participation in the district's Reading Intervention Program.

### Program Exceptions

Assessment and retention provisions of the district's Reading Intervention Program shall not apply to:

- 1) Students who receive special education services under an individualized education plan (i.e., the student's disability must pertain to reading development);
- 2) Students in an educational plan under Section 504 of the Federal Rehabilitation Act of 1973, 20 U.S.C. Section 794, as amended where it is determined that the student's disability pertains to reading development;
- 3) Students who are not proficient in the English language;
- 4) Students who have been determined, prior to the beginning of the school year, to have cognitive abilities insufficient to meet the district's targeted reading requirement.

Students new to the district shall not be excluded from participating in the district's Reading Intervention Program.

### Summer School

The Blue Springs R-IV School District shall offer summer school reading instruction to any student who has a Reading Improvement Plan. Summer school will involve a minimum of 40 hours of reading instruction or practice for Reading Intervention Program purposes. The district may arrange the hours and days of instruction to coordinate with its regular summer school program. The school district may require Reading Intervention Program students to attend summer school. As per state law, participating students who are exiting the fourth grade will be required to attend summer school as a condition of promotion to the fifth grade.

### Transfer Screening Provision

All students who transfer into the district during their second through sixth grade school year shall be assessed for placement in the Reading Intervention Program if they are determined to be reading below the minimum proficiency target for their chronological grade level (i.e., "Basic" performance standard designation).

### Minimum Reading Standards Provision

If a student has not met the district's minimum proficiency target in reading at the completion of the sixth grade (i.e., "Basic" performance standard designation), a notation designating such shall be entered on his/her permanent record.

### Promotion/Retention

As identified within the text of SB 319, a one-time mandatory retention of Reading Intervention Program participants is required of students who are not reading at the district's minimum proficiency target (i.e., "Basic" performance standard designation for the respective chronological placement) upon finishing the fourth grade. No student shall be denied promotion more than once solely for his/her inability to meet the reading standard designated in conjunction with SB 319 and/or the district's Reading Intervention Program.

Blue Springs Reading Intervention Program  
Reading Improvement Plan

Student Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

School Year: \_\_\_\_\_ Classroom Teacher: \_\_\_\_\_

First Qualifying Grade Equivalent Score:

Instrument Name: \_\_\_\_\_ Date Taken: \_\_\_\_\_

Second Qualifying Grade Equivalent Score:

Instrument Name: \_\_\_\_\_ Date Administered: \_\_\_\_\_

Targeted Reading Improvement Strategies (i.e., includes parent/guardian input and observations of the classroom teacher):

Instructional Format (e.g., when, where, how services will be provided):

Total Hours of Service to be provided: \_\_\_\_\_

Pre-Service Conference Date: \_\_\_\_\_

\*Parent/Guardian Signature: \_\_\_\_\_

Building Administrator Signature: \_\_\_\_\_

Follow Up Grade Level Equivalency Scores:

Instrument/Dates Administered: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Post Placement Conference Dates:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Program Status (i.e., Did the following occur as a result of the student's participation?):

Summer School Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, when? \_\_\_\_\_

Retention Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, when? \_\_\_\_\_

Program Completion Date: \_\_\_\_\_

\*Denotes that the parent/guardian understands and is supportive of all Reading Improvement Plan requirements.

Rev. 5/04



## PROCEDURES FOR WAIVER OF THE EIGHT SEMESTER ATTENDANCE REQUIREMENT

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1. The student's parent or legal guardian must contact the student's counselor for an application for the Waiver of the Eight Semester Attendance Requirement.
2. The form with the parent or guardian's signature and all the required attachments must be returned to the appropriate counselor no later than November 1<sup>st</sup> of his/her senior year. Forms that are incomplete or turned in after this date will not be accepted.
3. The appropriate counselor in consultation with teachers and appropriate assistant principals will determine to approve or deny the application or request additional information.
4. Students will be notified in writing of the decision no later than the end of the first semester.
5. Appeals may be made to the building principal first, then to the Director of Secondary Education, and then to the Deputy Superintendent of Curriculum and Instruction.
6. Students who are approved for eighth semester early release must complete all seventh semester requirements, including taking final exams during finals week in December.
7. Parents/legal guardians may want to check with their insurance companies regarding insurance coverage changes related to student status change. In addition, Social Security benefits may be impacted when a student is not full time, thus it is the responsibility of the parent/guardian to investigate this matter.
8. Students may want to check with their A+ Coordinator to see if their A+ eligibility will be impacted.

Updated 7/2011

**APPLICATIONS MUST BE IN BY NOVEMBER 1, 2011**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Date Submitted to Counselor: \_\_\_\_\_ Form # \_\_\_\_\_



**APPLICATION FOR WAIVER OF THE EIGHT SEMESTER  
ATTENDANCE REQUIREMENT**

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All sections must be initialed by the parent and student.

Criteria for Application

A. Units of Credit Required:

1. Twenty-four units of credit are required for graduation from Blue Springs High School or Blue Springs South High School. Students applying for an exception to the eight-semester rule must have completed all twenty-four credits as outlined in the Board Policy 5.45.
2. Each student must have completed and passed the U. S. and the Missouri Constitution tests prior to the end of the seventh semester.

B. Plans:

1. A statement of the student's educational or vocational intent must be attached to the application.

Requirements:

Partial Day Attendance: (Check if appropriate)

\_\_\_\_\_ Must be enrolled in 3 hours of college

\_\_\_\_\_ Or must work a minimum of 15 hours, Monday through Friday

Full Day Waiver: (Check if appropriate)

\_\_\_\_\_ Must be enrolled in eight hours of college classes

\_\_\_\_\_ Or must work a minimum of 30 hours, Monday through Friday

C. Verification:

Verification of the student's plan must be one of the following. (This documentation/verification must be received by the counselor no later than the end of the first week of December.)

1. A college enrollment form and/or receipt of fees paid for post-secondary credit hours to be completed by the end of the student's regular eighth semester of high school attendance.  
For partial release: 3 hours  
For full release: 8 hours
2. A letter from an employer explaining the type of supervised employment the student will receive on the job and stating for partial release – 15 hours, Monday through Friday; for full release – 30 hours, Monday through Friday.

D. Other Information

1. A student's eligibility to receive Social Security benefits may be affected by an early release, since the student will no longer be considered a full time student.
2. Students enrolled in work release programs such as Marketing and/or Business Office Technology are ineligible for early release.
3. Students leaving after the seventh semester may be eligible to receive their high school diploma with their graduating class. Graduating seniors who choose not to participate in the graduation ceremony may pick up their diplomas in the senior high principal's office on the first school business day following the graduation ceremony.
4. Students may not participate in activities regulated by the Missouri State High School Activities Association or any other extra-curricular activities, except the Senior Prom and any other special events for graduating seniors unless enrolled in 6 classes.
5. Students who have been approved for early release and partial release options are eligible for local scholarships unless a specific scholarship would indicate the student is not eligible.
6. It is the student's responsibility to stay in touch with the school in regard to important second semester events (i.e. graduation rehearsal).
7. Students that are approved for the waiver of the eight semester attendance requirement will not be included in the eight semester class ranking.
8. Parents/Guardians may want to check with their insurance companies regarding insurance coverage changes related to student status change.
9. Students may want to check with their A+ coordinator to see if their A+ eligibility will be impacted.

I have read the R-IV Board of Education policy/procedures from the previous pages and do hereby agree to adhere to all conditions specified.

Name: \_\_\_\_\_  
(Student's Signature)

Date: \_\_\_\_\_

I have read the procedures regarding the waiver of the 8<sup>th</sup> semester and do hereby give my permission for my son/daughter to take advantage of the early release option.

Parent Name: \_\_\_\_\_  
(Parent's Signature)

Date: \_\_\_\_\_

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Units of Credit \_\_\_\_\_ at time of application

Units of Credit \_\_\_\_\_ at end of 1<sup>st</sup> semester

Required courses: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

U. S. Constitution: \_\_\_\_\_

Missouri Constitution: \_\_\_\_\_

-----  
 Approved

Counselor: \_\_\_\_\_  
(Signature)

Not Approved

-----  
 Approved

Principal: \_\_\_\_\_  
(Signature)

Not Approved

Updated 7/2011



7. Has the student been charged with or convicted of a felony? \_\_\_\_\_ No \_\_\_\_\_ Yes  
 If yes, explain: \_\_\_\_\_
- 
8. If student is not residing in the District with a parent, military-issued guardian, or court-appointed legal guardian, please check the appropriate residency situation:
- \_\_\_\_ Student and parent(s)/military-issued guardian(s)/court-appointed legal guardian(s) are residing with resident of the Blue Springs School District. \*
  - \_\_\_\_ Student and parent(s) /military-issued guardian(s)/court-appointed legal guardian(s) live outside the Blue Springs School District boundaries but are building/buying a house within the District and will take possession within one hundred ten (110) days of date of this application. \*
  - \_\_\_\_ Student is a homeless resident of the District as defined by policy and law.
  - \_\_\_\_ Student does not reside in District but is attending the District based on an inter-district transfer program established under a court-ordered desegregation program.
  - \_\_\_\_ Student is an orphan resident of the District as determined by the policy and law.
  - \_\_\_\_ Student is a resident in District with only one parent living.
  - \_\_\_\_ Student resident resides in the District and his/her parents do not contribute to the Student's support.
  - \_\_\_\_ Student is a ward of the state and has been placed in a residential care facility within the Blue Springs School District boundaries by state officials and/or has been placed in a residential care facility in the District due to mental illness or developmental disability and/or has been placed in a residential facility by a juvenile court.
  - \_\_\_\_ Student has a disability identified under state eligibility criteria if the student is in the district for reasons other than accessing the District's educational programs.
  - \_\_\_\_ Student is attending a regional or cooperative alternative education program or an alternative education program on a contractual basis.
  - \_\_\_\_ Other (explain) \_\_\_\_\_ \*
- \* If "Other", No. 9 must be completed with full explanation.
9. Please state all facts which you believe would support a finding of hardship or good cause to justify a waiver of the residency requirement and how long it is anticipated that student will reside at the above-named residence. **MUST BE ANSWERED IN FULL BEFORE APPROVAL.**
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
10. Parents, military or court-appointed legal guardians and/or those requesting admission of Student for the above-stated reason(s), do present along with this Application, the following (check as appropriate):
- \_\_\_\_ Student Birth Certificate
  - \_\_\_\_ Current utility bill evidencing residency (**ONLY ACCEPTABLE: Water, Gas, or Electric bill**) (**SHUT OFF NOTICES NOT ACCEPTED**)
  - \_\_\_\_ Signed (by all parties) and dated Rental Agreement
  - \_\_\_\_ Signed (by all parties) and dated Sales Contract (with closing/possession date)
  - \_\_\_\_ Signed (by all parties) and dated Construction contract (with closing/possession date)
  - \_\_\_\_ Marriage Dissolution documentation and/or other legal documents designating custody
  - \_\_\_\_ Death Certificate of Student's deceased parent(s)
  - \_\_\_\_ Copies of final, most recent, military-issued or court issued guardianship order or judgment
- (For further explanation of the above, see District Admissions Policy.)
11. It is understood that in the event the District allows the student to enroll while residing with a non-parent or legal guardian, the parent(s) will be required to sign a Blue Springs School District Power of Attorney in the form prescribed by District policy.

The undersigned by their signatures and regardless of their legal status relative to the Student and the Student fully understand and agree to the following:

**PLEASE READ CAREFULLY BEFORE SIGNING:**

- a. That the District's official decision(s) with reference to this application are final;
- b. That the Student's representatives, be they parent(s), guardian(s), attorneys-in-fact, or other persons promise to participate and fully cooperate with the District in all its educational programs, athletics and other activities, and be fully responsible with reference to discipline matters;
- c. That in the event a Power of Attorney is executed by the parent(s) in favor of an attorney in fact, the latter shall have full power to do or perform every act and thing whatsoever requisite and necessary to be done in exercising care and custody of the Student as fully to all intents and purposes as the parent(s), and the District may fully rely on these attorneys-in-fact with reference to implementing its programs and policies;
- d. That the signatures hereto authorize the District to request and review any past educational, health, discipline and criminal record of Student, with the District reserving the right to act on these records as it deems appropriate;
- e. That a hardship waiver will not be granted on the basis of athletic ability or solely for the purpose of attending school in the Blue Springs School District;
- f. That the undersigned acknowledge and understand that any person submitting false information to the District in any form or manner, including information set forth in this application, is guilty of a Class A misdemeanor and may be so criminally prosecuted; in addition, the District may file a civil action against all persons submitting false information for the Student's education costs and expenses;
- g. That it is understood that the filing of false information may lead to removal of the Student from further attendance in any District school;
- h. That the undersigned, subject to criminal and civil penalty as stated above, agrees to immediately notify the District if the Student's residence changes at any time;
- i. That if enrollment is accepted, it will be allowable only for the forthcoming school year (as determined by the District); if the enrollment is accepted during the school year, it will terminate at the end thereof; enrollment approval will automatically terminate at any time the Student terminates residence in the District. After termination of enrollment approval for any reason, the Student will only be allowed to re-enroll by following once again the District's enrollment processes;
- j. 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.

**It is understood that from time to time all the undersigned may be contacted by and/or investigated by the Department of Public Safety or school personnel to verify any and all representations made in this document and particularly to determine the Student's true residency for school attendance purposes.**

\_\_\_\_\_  
Signature of Parent/Legal Guardian

Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Parent/Legal Guardian

\_\_\_\_\_  
Signature of Parent/Legal Guardian

Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Parent/Legal Guardian

\_\_\_\_\_  
Signature of Person with Whom Student is Residing

Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Person with Whom Student is Residing

\_\_\_\_\_  
Signature of Student (if eligible)

Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Student

Subscribed and sworn to before me, a notary public, in and for the County of \_\_\_\_\_, State of Missouri, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_

**Approved for admittance:** \_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Superintendent

NOTE: \_\_\_\_\_

# Blue Springs School District IN-DISTRICT TRANSFER

This transfer is for a one-year period and must be renewed annually.

**PLEASE PRESS FIRMLY**

REQUEST FOR TRANSFER FOR SCHOOL YEAR: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

REQUEST FROM:

Parent/Guardian Name(s): \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

REQUEST FOR:

<i>Student's Full Name</i>	<i>Birthdate</i>	<i>Grade</i>	<i>Transfer from (home school)</i>	<i>Transfer to (attending school)</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Last School Attended: \_\_\_\_\_

Reason for request: \_\_\_\_\_

NOTE: If daycare is involved, give name, address and telephone number of daycare provider:

\_\_\_\_\_

The district desires to assist its patrons whenever possible. A special permission transfer is considered a privilege. **Punctuality, regular attendance, good student behavior, and cooperation with the school are responsibilities of the parents and student. If at any time during the school year these conditions are not met, the permission may be revoked.** All transfers are subject to review at any time if circumstances change.

**I understand that this special permission does not and will not extend to high school, grades 9 through 12, per board policy 5.53.**

\_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_  
High School per Student Address

===== OFFICE USE ONLY =====

Transfer recommended:  
  
\_\_\_\_\_  
Attending School Principal Signature

Approved by:  
  
\_\_\_\_\_  
Assistant Superintendent

- Transportation - Parent Responsibility
- Eligible for transportation from daycare
- Legal documentation provided

White: Central Office  
Yellow: School transferred To  
Pink: School Transferred From

REQUEST FOR HIGH SCHOOL BOUNDARY EXCEPTION  
Blue Springs School District  
Board of Education Policy #5.53

The district desires to assist its patrons whenever possible. However, a special permission transfer is approved only if unique circumstances exist. Cooperation with the school, good student behavior, punctuality and regular attendance are responsibilities of the parent and student. If at anytime during the school year these conditions are not met, the permission may be revoked. This transfer, if approved, will be only for the time period designated by the Boundary Exception Committee. **A TRANSFER MAY RESULT IN LOSS OF INTERSCHOLASTIC ELIGIBILITY FOR A ONE YEAR PERIOD.** All transfers are subject to review at anytime if circumstances change.

SCHOOL YEAR: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**FROM:**

Parent/Guardians' Names: _____	
Address: _____	Home Phone: _____
City/State/Zip: _____	
Employed by: (Dad) _____	Work Phone _____
Employed by: (Mom) _____	Work Phone: _____

**FOR:**

Student's Full Name: _____	Birthdate: _____	Grade: _____	To be Transferred From: _____	To be Transferred to: _____
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**REASON FOR REQUEST:**

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(If necessary, please use the reverse side for additional comments.)

ADDITIONAL DOCUMENTATION:

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

**COMMITTEE'S COMMENTS:**

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APPROVED

NOT APPROVED

\_\_\_\_\_  
Signature of Boundary Exception Committee Chairperson  
Appendix 5(11)

## **PART-TIME ATTENDANCE REGULATIONS**

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- 1) Classes for part-time students must be scheduled during consecutive periods.
- 2) Part-time students should arrive on campus approximately five minutes prior to scheduled class time and leave immediately after their schedule is completed.
- 3) Part-time students are not permitted to remain on school grounds during non-scheduled periods.
- 4) Students participating in activities sanctioned by MSHSAA must be enrolled in a minimum of 3 credits in order to participate.
- 5) Part-time students will not be included in class ranking.
- 6) Part-time attendance will only be considered when it is the consensus of the parents, counselor and building principal and appropriate documentation is provided. These requirements shall be reasonable and be designed to preserve discipline, health, and academic standards.

**PART-TIME ATTENDANCE  
APPLICATION**

**Student's Name** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Age:** \_\_\_\_\_

**Year in School:** \_\_\_\_\_

**School Attending:** \_\_\_\_\_

---

**Reason for Application:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Vocational/Occupational Goals:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that by my son/daughter, \_\_\_\_\_, going on a part-time schedule, he/she will have a delayed anticipated graduation date. I also, realize that he/she will not be included in class ranking.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

Approved

Not Approved

\_\_\_\_\_  
Building Principal's Signature

\_\_\_\_\_  
Date

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

School Year 20\_\_\_\_ - 20\_\_\_\_

Student's Name \_\_\_\_\_ Grade Level \_\_\_\_\_

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

Students are provided with a Student Handbook at the beginning of each school year or when admitted to the Blue Springs School District. The Student Handbook, based upon the policies of the Blue Springs Board of Education, details the proper deportment of students and discipline consequences. A copy of the policies of the Blue Springs Board of Education is available in each principal's office, in each school library, and on the district website [www.bluesprings-schools.net](http://www.bluesprings-schools.net).

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

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

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

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

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

\_\_\_\_\_  
Parent/Guardian Name (Printed)

\_\_\_\_\_  
Student's Name (Printed)

\_\_\_\_\_  
Parent/Guardian (Signed)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School

Revised 04/01/07

**BLUE SPRINGS R-IV SCHOOL DISTRICT**  
**Standard of Student Conduct**  
**Student-Parent (9-12)**

School Year 20\_\_\_\_ - 20\_\_\_\_

Student's Name \_\_\_\_\_ Grade Level \_\_\_\_\_

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

Students are provided with a Student Handbook at the beginning of each school year or when admitted to the Blue Springs School District. The Student Handbook, based upon the policies of the Blue Springs Board of Education, details the proper deportment of students and discipline consequences. A copy of the policies of the Blue Springs Board of Education is available in each principal's office, in each school library, and on the district website [www.bluesprings-schools.net](http://www.bluesprings-schools.net).

**This document requires the signature of the student and the parent/guardian. Signatures indicate that the content has been read and understood by parent/guardian and student. 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, presence and/or possession of a weapon or potentially dangerous/inappropriate item including but not limited to knives, firearms, pellet guns, and fireworks. A weapon is defined by the 1994 Federal Gun Free Schools Act, Missouri Revised Statutes and the policies of the Blue Springs Board of Education. Violators shall be referred to the appropriate legal authorities and are also subject to long term suspension or expulsion from school. If a student violates the weapon policy as provided in both state and federal law, the student shall be suspended and/or expelled for a period of **not less than one year as specified by law**.
4. Blue Springs School District prohibits the use, possession, attendance, or being present under the influence of alcohol or drugs or any substance represented to be alcohol or drugs and any attempt to purchase, sell, or transfer such items. Drug paraphernalia is also prohibited. Students in violation are subject to long-term suspension or expulsion and will be reported to appropriate authorities.
5. Students are forbidden from making any terroristic threat or false report of a catastrophe, including but not limited to false bomb threats or fire alarms, to frighten or disturb people or cause evacuation or closure of any building, place of assembly or facility of transportation. Violations may result in suspension or expulsion and be reported to the appropriate law enforcement authorities.

6. Extortion, theft, and any attempt to cause damage to any property located on district grounds or belonging to the school, staff or a fellow student are prohibited. Violators will be subject to restitution, suspension, or expulsion and be reported to the police.
7. Students are expected to be clean and tidy in attire. Dress and grooming must not disrupt the teaching/learning process. When, in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.
8. Driving to school is a privilege. Careless or reckless driving on school property or other violations of the parking policy may result in disciplinary action including the revocation of parking privileges. Areas designated for over-flow parking are subject to all policies of the District.
9. Federal laws and district policy dictate technology use. The use of school technology resources, such as computer equipment, electronic mail, phone systems and all other communications capabilities, is a privilege. Any misuse of technology which violates district policy or state/federal law will result in disciplinary action and may result in the loss of technology privileges and/or legal consequences (including FBI, United States Secret Service, etc.). All photographic devices including video phones are prohibited from use in any dressing area, locker room or restroom where privacy is expected.
10. 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.
11. 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 the expectation that the student signing this document will 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 Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School

Revised 04/01/07

## *Waiver of Hearing*

Missouri Statute §167.161 insures the right to a hearing before the Board of Education to consider the evidence of a case. The law also allows the right to waive the hearing before the Board of Education.

(My/Our) (son/daughter) has been charged with violation of school board policy(ies) (policy(ies) number) on (Date) by the Blue Springs R-IV School District. (I/we) accept these charges knowing the consequences for the charges will be expulsion and hereby waive the right to a hearing for (my/our) son/daughter), (Student's Name) before the Board of Education of the Blue Springs R-IV School District.

Scheduled Hearing:

Time of Hearing:

Parent Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

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Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires:

## SCHOOL SPONSORED STUDENT TRIPS

-----  
Any school sponsored student trip of 300 miles or more, or school sponsored student trips which require an overnight stay, must be approved using the following process.

All requests must be to the central office a minimum of 90 days prior to student departure (no exceptions). The following form must be filled out in its entirety and sent to the central office.

\_\_\_\_\_ Requested Trip Destination is over 300 miles

\_\_\_\_\_ Requested Trip Destination is less than 300 miles, but requires overnight stay

Sponsor \_\_\_\_\_

Name of Group \_\_\_\_\_

Number of Students \_\_\_\_\_

Trip Destination \_\_\_\_\_

Dates of Trip \_\_\_\_\_

Reason for Trip \_\_\_\_\_

Estimated Cost per Student \_\_\_\_\_

Estimated Cost to District \_\_\_\_\_

Number of Sponsors Attending \_\_\_\_\_

Administrator(s) Assigned for Trip Supervision (required if more than 10 students) \_\_\_\_\_

\_\_\_\_\_  
Principal's Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent's or Designee's Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Approval

\_\_\_\_\_  
Date

## Textbook Evaluation Committee

### Textbook Adoption Process:

- a) Review — Relevant teaching staff will analyze the strengths and weaknesses of existing instructional materials in the subject area under review for adoption. Critical issues will be identified in order to determine if new materials are required. Surveys and/or other sampling instruments will be used to obtain pertinent input.
- b) Research — New instructional materials under consideration for district adoption must be validated by current research in the field or subject area. Current research may include, but will not necessarily be limited to, information compiled by professional organizations, national agencies, special commission groups, state agencies, and the district.
- c) Scoring Guide — Knowledge of best teaching practices, current research, national and state standards, state and district curriculum frameworks, MAP objectives, district graduation goals, technology specifications, etc., will be taken into consideration for the design of a content specific scoring guide. The scoring guide will be utilized to demonstrate a positive correlation between available instructional materials and the subject area requirements of the district.
- d) Alignment — Sales representatives will use the Scoring Guide to clearly communicate how their proposed instructional materials align with the subject area requirements of the district.
- e) Pilot — The respective textbook committee will narrow appropriately aligned instructional materials to the top choices in order to implement a district-wide pilot (i.e., no more than three finalists will be selected). Teachers will conduct sample lessons using instructional materials provided by the finalists. Teachers will meet with their peers to share insights and perceptions pertaining to piloted instructional materials (e.g., building level meetings, district grade level meetings). All pilot teachers will use a district developed scoring guide to evaluate the instructional materials provided by the finalists. Whenever possible, the piloting of instructional materials for a new adoption will be conducted in December or January prior to the implementation school year.
- f) Selection — A Letter of Intent\* will be obtained in written form from the finalists. A vote of all active pilot participants\* will be conducted to identify the instructional materials to be adopted. Whenever possible, instructional materials for a new adoption will be selected in February prior to the implementation school year.
- g) Procurement — Once new instructional materials have been selected, teachers' editions will be acquired and staff training will be provided as soon as possible prior to the summer break preceding the implementation school year.
- h) Evaluation — Staff and students will evaluate the newly adopted instructional materials annually to determine whether or not they are meeting their intended purpose.

\* **Letter of Intent** — The publishing company will provide and/or guarantee the following in writing:

- A comprehensive list of all instructional materials that the district will receive;
- An explanation of the mutually agreed upon training that will be provided to staff, including number and length of presentations and their scheduled dates and times;
- That all materials and/or products will be available for a minimum of 8 years;
- That all defective materials and/or inferior products will be replaced at no cost to the district during the 8-year period;
- That all materials with printing, binding, or content errors will be replaced at no cost to the district during the 8-year period; and
- That additional teacher materials will be provided free of cost if the number of district instructional staff members increases due to growth during the 8-year period.

\***Active Participant** — Any teacher who in the process of identifying new instructional materials for district adoption has: 1) taught a sample lesson using the instructional material under consideration; and 2) completed a scoring guide based upon personal experiences and observations made as a result of conducting a sample lesson. All active participants qualify to take part in the final vote that will decide which instructional materials will be obtained for district use.

## SELECTION AND RECONSIDERATION OF INSTRUCTIONAL MATERIALS

### I. Responsibility for Selection of Materials

- A. The board of directors is legally responsible for all matters relating to the operation of the Blue Springs R-IV School District.
- B. The authority for the selection of instructional materials is delegated to the superintendent of schools. For the purpose of this policy the term "instructional materials" includes printed and all audiovisual materials (not equipment) whether considered text materials or media center materials.
- C. While selection of materials involves many people (principals, teachers, students, supervisors, community persons and media specialists) the authority for coordinating the selection of most instructional materials and making the recommendation for purchase rests with the deputy superintendent-curriculum and instruction.
- D. Authority for coordinating the selection of text materials for distribution to classes will rest with the Textbook Evaluation Committee. For the purpose of this policy the term "text materials" includes textbooks and other print and nonprint materials provided in multiple copies for use of a total class or a major segment of such class.

### II. Criteria for Selection of Materials

- A. The following criteria will be used as they apply:
  1. Materials shall support and be consistent with the general educational goals of the district and the objectives of specific courses.
  2. Materials shall meet high standards of quality in factual content and presentation.
  3. Materials shall be appropriate for the subject area and for the age, emotional development, ability level, and social development of the students for whom the materials are selected.
  4. Materials shall have educational, aesthetic, literary, or social value and consider existing community mores.
  5. Materials chosen shall be by competent and qualified authors and producers.
  6. Materials shall be chosen to foster respect for women, men and minority and ethnic groups and shall realistically represent our society.
  7. Material shall be selected for their strengths rather than rejected for their weaknesses.

II. Criteria for Selection of Materials  
(continued)

8. Biased or slanted materials may be provided to meet specific curriculum objectives, however, the teacher should take caution in making students aware of such materials.
9. Physical format and appearance of materials shall be suitable for their intended use.

III. Procedure for Selection

A. Media Center Materials

1. In selecting materials for purchase for the media center, the certified library media personnel will evaluate the existing collection and the curriculum needs and will consult reputable, professionally prepared selection aids and other appropriate sources. For the purposes of this policy the term "media" includes all materials considered part of the library collection, plus all instructional materials housed in resource centers and classrooms which are not text materials.
2. Recommendations for purchase will be solicited from faculty, student body and administration.
3. Gift materials shall be judged by the criteria in Section II and shall be accepted or rejected by those criteria.

B. Text Material

1. Text material committees shall be appointed at the time that text adoptions areas are determined. Appropriate subject area, instructional level, and media personnel shall be included in each committee.
2. Criteria for text materials consistent with the general criteria for materials selection noted in Section II shall be developed by the text materials evaluation committee.
3. The committee shall present its recommendation(s) to the deputy superintendent-curriculum and instruction.

IV. Objection

- A. Any resident of the school district may raise objection to instructional materials used in the district's educational program.
  1. The school official receiving a complaint shall try to resolve the issue informally.

IV. Objection  
(continued)

- B. In the event that the person making an objection to materials is not satisfied with the initial explanation, the person raising the question shall fill out a Reconsideration Request Form in full.
- C. The principal shall review the selection and objection rules with the staff at least annually. The staff shall also be reminded of ethical and practical consideration in attempting to handle resident complaints with courtesy and integrity.

V. Request for Reconsideration

- A. Any resident of the school district may formally challenge instructional materials used in the district's educational program on the basis of appropriateness. This procedure is for the purpose of considering the opinions of those in the schools and community who are not directly involved in the selection process.
- B. Each attendance center and the school district's central office will keep on hand and make available Reconsideration Request Forms. All formal objections to instructional material must be made on this form.
- C. The Reconsideration Request Form shall be signed by the complainant and filed with the superintendent or someone so designated by the superintendent. When the superintendent receives five (5) forms concerning the same instructional materials, the superintendent or person so designated by the superintendent shall, within five business days, file the material in question with the Reconsideration Committee for reevaluation. The Committee shall recommend disposition to the superintendent, who will make a decision regarding the instructional material.
- D. Generally, access to challenged material shall not be restricted during the reconsideration process. However, in unusual circumstances, the superintendent may temporarily remove the material pending a final decision.

V. Request for Reconsideration  
(continued)

E. The Reconsideration Committee

1. The Reconsideration Committee shall be made up of ten members:
  - a. one teacher designated annually by the superintendent and president of the board of education,
  - b. one school media specialist designated annually by the superintendent and president of the board of education,
  - c. one member of the central administrative staff designated annually by the superintendent and president of the board of education,
  - d. five members from the community appointed annually by the Blue Springs R-IV PTA Council,
  - e. a student selected annually from and by the student senate of each of the senior high schools.
2. The chairperson of the committee shall not be an employee or officer of the district. The secretary shall be an employee or officer of the district.
3. The committee shall receive all five Reconsideration Request Forms from the superintendent or person designated by the superintendent.
4. If not satisfied with the decision of the superintendent, the complainant may request that the matter be placed on the agenda of the next regularly scheduled meeting of the board of education.

IV. Procedure for Weeding

The library media specialist, with approval from the building principal and deputy superintendent-curriculum and instruction, may purge materials and equipment from the media collection that is too worn or damaged to be repaired, outdated, or superseded by new and revised materials.

**RECONSIDERATION REQUEST FORM  
REQUEST FOR REEVALUATION OF PRINTED  
OR AUDIOVISUAL MATERIAL**

Item Description (fill in all applicable information)

Author \_\_\_\_\_

Title \_\_\_\_\_

Publisher or Producers (if known) \_\_\_\_\_

Date of Publication or Production \_\_\_\_\_

Type or Material \_\_\_\_\_  
(book, filmstrip, motion picture, etc.)

Request Initiated by \_\_\_\_\_

Telephone \_\_\_\_\_ Street Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

School(s) in which item is used \_\_\_\_\_

Person making the request represents her/himself, group or organization:

Name of group \_\_\_\_\_

Address of group \_\_\_\_\_  
\_\_\_\_\_

1. Did you review the entire item? If not, what sections did you review?  
\_\_\_\_\_

2. To what in the item do you object? (Please be specific; cite pages or frames, etc.)  
\_\_\_\_\_

3. Have you been able to discuss this work with the teacher or certified librarian who ordered it or who used it? Yes \_\_\_\_\_ No \_\_\_\_\_

4. What do you understand to be the general purpose of using this work?

a. Provide support for a unit in the curriculum? Yes \_\_\_\_\_ No \_\_\_\_\_

b. Provide a learning experience for the reader in one kind of literature? Yes \_\_\_\_\_ No \_\_\_\_\_

c. Other \_\_\_\_\_

**RECONSIDERATION REQUEST FORM**

(continued)

5. In your opinion what harmful effects upon pupils might result from use of this item?

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6. Do you perceive any instructional value in the use of this item?

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7. Should the opinion of any additional experts in the field be considered? Yes\_\_\_\_\_ No\_\_\_\_\_

8. In the place of this item would you care to recommend other material which you consider to be of equal or superior quality for the purpose intended?

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---

---

Date\_\_\_\_\_

\_\_\_\_\_  
Signature

Submitted by: Administration

BLUE SPRINGS SCHOOL DISTRICT  
Student Technology Resources Acceptable Use And Procedures

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

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

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

2. Access to and Use of District Network by Students

1. Students are provided network access for Academic Purposes only. Student access to the network shall be regulated and monitored by the district for Academic and Non-Academic Purposes. The district reserves the right to access and disclose the contents of all files, folders, and documents on the district's network.
2. Students shall use the district's network in a manner that will not disrupt the use of Technology Resources by others. Unacceptable uses include, but are not limited to, the downloading of large files, sabotaging the network, or use of the network for immoral communications and purposes.

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

3. In an effort to maintain the district's network in an efficient and effective manner, students shall purge outdated files, folders, and documents on a regular basis, so long as doing so does not violate any district policy or procedure, or any local, state or federal law.
4. Students shall never use a password other than their own to access the network.
5. Students shall never reveal their password to any other individuals, including, but not limited to, other students.
6. Students shall never access the files, folders, documents, or discs of another student or a staff member, without that individual's consent.

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

1. Students are provided Internet access through the district's network for Academic Purposes only. Student access to the Internet shall be regulated and monitored by the district for Academic and Non-Academic Purposes and uses.
2. Students shall not access or utilize the Internet system for any unlawful purposes whether such purposes are in violation of civil or criminal laws and regulations or in violation of the district policies.
3. The district reserves the right to implement Internet filtering systems to restrict access to websites that the district deems inappropriate. In realizing that filtering systems are not always effective, the district also maintains a policy that students shall not access, view, download, or copy unfiltered websites particularly those containing profane, vulgar, or pornographic content or websites that advocate illegal acts, violence, or discrimination towards others.
4. Students shall comply with all applicable copyright laws and licensing agreements when accessing, downloading or copying materials from websites through the district Internet system.
5. Students shall not download any material for which a fee or licensing agreement is required without the approval of appropriate district supervisory personnel. Any prohibited financial obligations incurred by students shall be the sole obligation of the user, not the district.
6. Students shall not utilize the district Internet system for any commercial activity.
7. Students shall not utilize the district Internet system to enter websites commonly known as "chatrooms."

### 4. Access to and Use of Electronic Mail by Students

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

Student Technology Resources Acceptable Use And Procedures (continued)

5. Publication and Maintenance of Web Pages by Students

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

6. Consequences for misuse of Technology Resources:

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

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

\_\_\_\_\_  
Parent/Guardian Name (Printed)

\_\_\_\_\_  
Student's Name (Printed)

\_\_\_\_\_  
Parent/Guardian Name (Signed)

\_\_\_\_\_  
Student's Name (Signed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
School

**DONOR CONTRACT**

\_\_\_\_\_School

I, \_\_\_\_\_, freely donate to the Blue Springs School District the items listed below. I understand the gift is irrevocable and subject to the statements set forth in the board policy 5.15.3, Gift Policy.

I estimate the value to be \_\_\_\_\_.

Item(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
(Signature of Donor)

### Educational Cable Television Channel

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

#### 1. Objectives

The fundamental purposes of cable educational television are as follows:

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

#### 2. Authority and Responsibility

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

#### 3. Authorized Users

- a. The cable channel shall be reserved solely for educational, informational and activity programming created by or authorized by the district.
- b. The cable channel shall be for the use of district schools and departments or other authorized public educational entities.

- c. Non-district agencies, organizations or individuals may participate in programming only at the invitation of the district. Invitations shall be extended only to those whose programming affect district students, employees, or the educational community, if programming time and resources are available, and should the programming be consistent with all other district policies.

4. Program Sources

Programming for cable channel shall come from the following sources:

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

5. Program Priorities and Scheduling

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

6. Use of District's Technology Resources

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

7. Prohibited Uses

- a. The cable channel shall not broadcast programming that promotes any unlawful acts whether such acts be in violation of civil or criminal laws and regulations or in violation of district policies.
- b. The cable channel shall not broadcast programming that contains profane, vulgar, or pornographic content or programming that advocates violence or discrimination towards others as determined by authorized district staff.
- c. The cable channel shall not broadcast programming that advocates on behalf of or opposes a ballot measure or a political candidate, except this shall not preclude factual presentation of official ballot materials or reasonably balanced cable channel-produced programming that provides opportunity for all candidates for a particular elective position or for proponents of all sides of an issue to appear.
- d. The cable channel shall not broadcast programming that advocates on behalf of or opposes any measure proposed or under consideration by the Board of Education, except this shall not preclude factual presentation of information derived from the Board of Education agenda or notes taken at its meeting, or the cable channel-produced programming related to such measures, so long as adequate and relevant background information on the various sides of such a measure is presented.

- e. The cable channel shall not broadcast programming that contains any promotional material for commercial products or services presented for the purpose of soliciting of funds or other things of value, except this does not prevent the cable channel from seeking sponsors to offset the production costs associated with its programming. Such sponsorship shall be acknowledged both before and after the program is aired. It shall be the responsibility of the Deputy Superintendent for Curriculum and Instruction or the designee(s) to procure sponsors and said individual has the authority to deny prospective sponsors.
- f. The designated cable channel shall not broadcast any programming which promotes alcohol, tobacco, or illegal drug use, or participation in unauthorized inherently dangerous activities.
- g. The designated cable channel shall not broadcast any programming that contains libel, slander, invasion of privacy, violation of trademark or copyright or which might violate any local, state or federal law including FCC regulations.
- h. The designated cable channel shall not broadcast any programming which otherwise fails to comply with district policy.

8. Violation of Procedures

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

- d. Criminal Liability: Non-compliant staff members and students may be referred to local, state or federal authorities should the district deem their non-compliance violates local, state or federal law.
9. Student Privacy Rights  
Consent shall be obtained from the parent/guardian or student 18 years or older before knowingly broadcasting the student's audio or video image on the designated cable channel. By executing the Cable Access Consent Form; see **Appendix 5(23)**, the student relinquishes all monetary claims or royalties upon the district or the local cable television.
10. Ownership of Programs  
Any materials developed or which use any district resources in their development become the property of the district and not the property of any individual contributors to such programming or individuals featured therein.
11. Purchase of Videotapes  
Because all cable access programming is the property of the district, copies of videotaped programs may be made available for purchase by the general public. The price of the videotapes shall be established by the Deputy Superintendent of Curriculum and Instruction or the designee(s). All proceeds from purchases shall be first used to offset the costs of the production of the videotape itself and shall then be applied to the production and operating costs associated with the designated cable channel. No students, staff, or other individuals may receive any proceeds from the sale of said videotapes.

**Blue Springs R-IV School District**  
**Student Educational Channel Technology Resources Acceptable Use Procedure Form**

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

\_\_\_\_\_

Date

\_\_\_\_\_

Student (Print)

\_\_\_\_\_

Student Signature

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

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

I/We the parent/guardian and student DO consent to the above. \_\_\_\_\_

I/We the parent/guardian and student DO NOT consent to the above. \_\_\_\_\_

I am a student of 18 years or older and DO consent to the above. \_\_\_\_\_

I am a student of 18 years or older and DO NOT consent to the above. \_\_\_\_\_

\_\_\_\_\_  
Student Name (print)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian (Print)

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

\_\_\_\_\_  
Date

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

## **BLUE SPRINGS R-IV SCHOOL DISTRICT SECLUSION, ISOLATION, AND RESTRAINT PROCEDURAL GUIDELINES**

### Purpose

Through adoption of these procedural guidelines, the Board of Education expects to:

1. Promote safety and prevent harm to students, school personnel, and visitors in the school district.
2. Foster a climate of dignity and respect in the use of discipline and behavior-management techniques.
3. Provide school personnel with clear guidelines about the use of seclusion, isolation, and restraint in response to emergency situations.
4. Provide parents/guardians information about state guidelines and district policies and procedures related to the use of discipline, behavior management, behavior interventions, and responses to emergency situations.
5. Promote the use of non-aversive behavioral interventions, including positive behavioral support techniques.

### Policy Applicability

Policy 5.63.2c Seclusion, Isolation, and Restraint (June 2011) applies to all district students and personnel. District personnel assigned to facilities not located on district premises (hospitals, detention centers, juvenile facilities, and mental health facilities) will follow the policy as specified in the written agreement between the district and the facility. If no policy is specified in a written agreement, district personnel will follow the facility's policies unless such policies conflict with the district's policy. If there is a conflict, the employee will notify his/her supervisor and follow district policy unless otherwise directed by the Board of Education.

### Use of Time-Out

Nothing in these procedural guidelines is intended to prohibit the use of time-out as therein.

### Use of Aversive Interventions

Aversive interventions will only be used in accordance with these procedural guidelines. District personnel shall never use aversive interventions that compromise health and safety.

### Use of Seclusion, Isolation, and Restraint

#### **Seclusion**

Seclusion as defined in these procedural guidelines is prohibited except for an emergency situation while awaiting the arrival of law enforcement officers as provided for in state law.

#### **Isolation**

Isolation shall only be used:

1. When less restrictive measures have not effectively de-escalated the situation and the school has a plan for how to respond in such situations, or
2. As specified in a student's Individualized Education Program (IEP), Section 504 Plan, or other parent agreed upon plan to address a student's behavior.

Isolation shall never be used as a form of punishment or for the convenience of district personnel.

A student in isolation must be monitored by district personnel who are in close proximity and able to see and hear the student at all times. Monitoring shall be face-to-face unless personal safety is significantly compromised, in which case technology-supported monitoring may be utilized. The total time in isolation is to be reasonably calculated based on the age of the student, the circumstances involved, and is not intended to exceed 40 minutes without a reassessment of the situation and consultation with parents/guardians or administrative staff, unless otherwise specified in an IEP, Section 504 Plan, or other parent agreed-upon plan to address to a student's behavior.

The space in which the student is placed should be a normal-sized meeting room or classroom found in a school setting with standard lighting, ventilation, heating, cooling, and ceiling height, and that is free of objects that could cause harm to the student.

### **Physical Restraint**

Physical restraint shall only be used:

1. In an emergency situation, or
2. When less restrictive measures have not effectively de-escalated the situation and the school has a plan for how to respond in such situations, or
3. As specified in a student's IEP, Section 504 Plan, or parent agreed-upon plan to address a student's behavior.

Physical restraint will:

1. Only be used for as long as necessary to resolve the actual risk of danger or harm that warranted the use of physical restraint.
2. Be no greater than the degree of force necessary to protect the student or other persons from imminent bodily injury or to protect property.
3. Not place pressure or weight on the chest, lungs, sternum, diaphragm, back, neck, or throat that restricts breathing.
4. Only be done by district personnel trained in the proper use of physical restraint.

District personnel who use physical restraint shall only use restraint methods in which they have received district-approved training. Further, district personnel who use physical restraint may only do so in the presence of at least one (1) additional adult who is in the line of sight unless no other adult is immediately available due to an unforeseeable emergency situation.

Physical restraints should never be used as a form of punishment or for the convenience of district personnel.

### **Mechanical Restraint**

Mechanical restraint shall only be used as specified in a student's IEP or Section 504 plan with two (2) exceptions:

1. Vehicle safety restraints shall be used according to state and federal regulations.
2. Mechanical restraints employed by law enforcement officers in school settings should be in accordance with appropriate professional standards and applicable policies.

### **Chemical Restraint**

Chemical restraints shall never be used by district personnel.

### **Emergency Situation Follow-ups**

Following any emergency situation involving the use of seclusion, isolation, or restraint, a meeting shall occur as soon as possible, but no later than two (2) school days after the emergency situation. The meeting shall include, at a minimum, a discussion of the events that led to the emergency and why the de-escalation efforts were not effective; any traumatic reasons on the part of the student, other students, or school personnel; what, if anything, could have been done differently; and an evaluation of the process. All staff members directly involved with the emergency situation will be included in the meeting, which will be scheduled and led by the building principal or designee.

### Positive Behavior Supports

The superintendent or designee is responsible for implementing the district-wide use of appropriate positive behavior supports designed to support or alter behavior in all students.

### Training

The superintendent shall ensure that all district personnel are trained annually and know the policy and procedures involving the use of seclusion, isolation, and restraint. Training shall include all of the following:

1. A continuum of prevention techniques.
2. Environmental management techniques.
3. A continuum of de-escalation techniques.
4. Information about the policy and procedural guidelines.

In addition to the training provided to all district personnel, those who utilize seclusion, isolation, or restraint will receive annual training in:

1. The appropriate use of physical restraint.
2. Professionally accepted practices in physical management and use of restraints.
3. The appropriate use of isolation.
4. The appropriate use of seclusion.

### Records

The superintendent or designee will maintain records documenting the use of seclusion, isolation, and restraint showing when they were used and the reason for use; the duration of the use; names of district personnel involved; whether students or school personnel were injured; the name and age of the student; whether the student has an IEP, Section 504 Plan, or Behavior Intervention Plan (BIP); when the parents/guardians were notified; if the student was disciplined; and any other documentation required by federal or state law.

### Notice to Parents/Guardians

Except as otherwise specified in a student's IEP or Section 504 Plan, following an emergency situation involving the use of seclusion, isolation, or restraint, the parent/guardian of the student shall be notified through verbal or electronic means of the incident as soon as possible, but no later than the end of the day of the incident.

The parent/guardian shall receive a written report of the emergency situation within five (5) school days of the incident. The written incident report shall include all of the following:

1. Date, time of day, location, duration, and description of the incident and interventions.
2. Event(s) that led up to the incident.
3. Nature and extent of any injury to the student.
4. Name of the school employee the parent or guardian can contact regarding the incident.
5. Plan to prevent the need for future use of seclusion, isolation, or restraint.

#### Students with Disabilities

If the IEP or Section 504 Plan of a student with a disability includes the use of seclusion, isolation, restraint, or aversive behavior intervention:

1. The IEP or Section 504 Plan must specify the conditions under which seclusion, isolation, restraint, or aversive behavior intervention may be used.
2. The IEP or Section 504 Plan must include steps to eliminate the need for the use of seclusion, isolation, restraint, or aversive behavior intervention.
3. Any use of seclusion, isolation, restraint, or aversive behavior intervention must be limited to what is set forth in the IEP or Section 504 Plan.

Before adding the use of seclusion, isolation, restraint, or aversive behavior intervention to an IEP or Section 504 Plan, the student must have undergone appropriate assessments including, but not limited to, a formal functional behavior assessment, and the student must have a BIP in place.

#### Terminology

**Assistive Technology Device** – Any item, piece of equipment, or product system that is used to increase, maintain, or improve the functional capacities of a student with a disability.

**Aversive Behavioral Interventions or Aversive Intervention** – An intervention that is intended to induce pain or discomfort upon a student for the purpose of eliminating or reducing maladaptive behaviors, including such interventions as: contingent application of noxious, painful, or intrusive stimuli or activities; any form of noxious, painful, or intrusive spray, inhalant, or tastes; or other similar interventions. The term does not include such interventions as voice control, limited to loud, firm commands; time-limited ignoring of a specific behavior; token fines as a part of token economy system; brief physical prompts to interrupt or prevent a specific behavior; interventions medically necessary for the treatment or protection of the student; or other similar interventions. Corporal punishment administered in accordance with state law is not an aversive intervention for the purpose of these procedural guidelines.

**Behavioral Intervention** – An individualized instructional and environmental support that teaches students appropriate alternatives to replace problem behaviors. Behavioral interventions are guided by a functional behavioral assessment that identifies the communicative intent of problem behavior and takes into consideration any known medical, developmental, or psychological limitation(s) of the student.

**Behavior Intervention Plan (BIP)** – A plan that sets forth specific behavior interventions for a specific student who displays chronic patterns of problem behavior.

**Behavior Management** – Comprehensive, school-wide procedures applied in a proactive manner that constitute a continuum of strategies and methods to support and/or alter behavior in all students.

**Chemical Restraint** – Administration of a drug or medication to manage a student’s behavior that is not a standard treatment and dosage for the student’s medical condition.

**Confinement** – The act of preventing a student from leaving an enclosed space.

**Discipline** – Consequences for violating the district’s Student Code of Conduct.

**Emergency Situation** – A situation in which a student’s behavior poses a serious, probable threat of imminent physical harm to self or others or property destruction.

**Functional Behavior Assessment** – A formal assessment to identify the function or purpose the behavior serves for the student so that classroom interventions and behavior support plans can be developed to improve behavior. The assessment could include observations and charting of the behavior and interviews with family, teachers, and the student to determine the frequency, antecedent, and response to the targeted behavior.

**Individualized Education Program (IEP)** – A program as defined by the Individuals with Disabilities Education Act (IDEA), which guides the delivery of special education supports and related services for a student with a disability. Each IEP is individually designed to help the special education student be involved and progress in the general curriculum. The IEP creates an opportunity for teachers, parents/guardians, school administrators, related services personnel, and students (when appropriate) to work together to meet unique needs and improve educational results.

**Isolation** – The confinement of a student alone in an enclosed space without locking hardware. Isolation does not include supervised in-school suspension, detention, or time-out used as disciplinary consequences in accordance with the district’s student discipline code.

**Law Enforcement Officer** – Any public servant having both the power and duty to make arrests for violations of the laws of this state.

**Locking Hardware** – Mechanical, electrical, or other material devices used to lock a door or prevent egress from a confined area.

**Mechanical Restraint** – A device or physical object that the student cannot easily remove that restricts a student’s freedom of movement or normal access to a portion of his/her body. This includes, but is not limited to, straps, duct tape, cords, or garments. The term does not include assistive technology devices.

**Physical Escort** – The temporary touching or holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is acting out or eloping to walk to a safe location.

**Physical Restraint** – The use of person-to-person physical contact to restrict the free movement of all or a portion of a student’s body. It does not include briefly holding a student without undue force for instructional or other purposes, briefly holding a student to calm the student, taking a student’s hand to escort or facilitate movement, using a seatbelt or harness to assist a student with safe district transport, or intervening in a student fight.

**Positive Behavior Supports** – A range of instructional and environmental strategies to teach students pro-social alternatives to problem behavior and allow multiple opportunities to practice pro-social skills and receive high rates of positive feedback.

**Restraint** – See the definitions for chemical restraint, mechanical restraint, and physical restraint.

**School or District Employee or Personnel** – Any person employed by the district, volunteering for the district, or performing services on behalf of, or at the direction of, the district. “School or District Employees or Personnel” may include persons working with students as independent contractors, or persons employed by another agency who are providing educational or related services to students.

**Seclusion** – The confinement of a student alone in an enclosed space from which the student is physically prevented from leaving by locking hardware.

**Section 504 Plan** – A student’s individualized accommodation plan as defined by Section 504 of the Rehabilitation Act of 1973.

**Time Out** – Brief removal from sources of positive reinforcement that does not meet the definition of seclusion or isolation. The purpose to time-out is to separate the student from the attention of staff and other students.

**SERVICE ANIMAL APPLICATION/REGISTRATION/AGREEMENT**

\_\_\_\_\_  
Owner of Animal      Staff    Student

\_\_\_\_\_  
Person receiving assistance from animal

\_\_\_\_\_  
Name of School/Facility where primarily used

Type of Service Animal:

Dog         Other: \_\_\_\_\_

\_\_\_\_\_  
Name of Animal

Letter from physician is attached

Documentation is attached evidencing that the Service Animal is:

- Properly trained, licensed and in good health
- Properly and currently vaccinated
- Under the control of a properly trained handler

\_\_\_\_\_  
Name of Handler:

- Covered by liability insurance
- Introduced and used pursuant to a plan

I have read and understand the School District's Service Animal Policy and Procedures. I will abide by all the terms of the School District's policy.

Among other requirements, I understand that if the Service Animal is: out of control and/or the animal's handler does not effectively control the animal's behavior; not housebroken or the animal's presence or behavior fundamentally interferes in the functions of the School District; or, poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications, the School District has the discretion to immediately exclude or remove the Service Animal from its property.

I agree to be responsible for any and all damage to School District property, personal property, and any injuries to individuals caused by the Service Animal. I agree to indemnify, defend and hold harmless R-IV Blue Springs School District from and against any and all claims, actions, suits, judgments and demands brought by any party arising on account of, or in connection with, any activity of or damage caused by the Service Animal.

**OWNER**

**APPROVAL**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature: **Director of Human Resources**  
(Required approval for staff member requests) or; **Director of Special Education** (Required for student requests)

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date

*Note: This Application/Registration/Agreement is valid until the end of the current school year. It must be renewed prior to the start of each subsequent school year or whenever a different Service Animal will be used.*