



Blue Springs R-IV School District

**Elementary School
Student-Parent
Handbook**

2019-2020

www.bssd.net

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Blue Springs R-IV School District
2019-2020 Elementary & Pre-School Directory

<p>Chapel Lakes: 9:15-4:05 Off: 874-3600 3701 NE Independence Ave Fax: 525-9502 Lee's Summit, MO 64064 Principal: Liz White/A.I.: Ashley Fenwick Secretary: Holly White Counselor: Pam Sbisa</p>	<p>Cordill-Mason: 9:15-4:05 Off: 874-3610 4001 SW Christiansen Road Fax: 224-1372 Blue Springs, MO 64014 Co-Principals: Todd Nurnberg (K-2)/Kacey Crum (3-5) Secretary: Pamela Price Counselor: Cheryl Woolf</p>
<p>Daniel Young: 8:40-3:30 Off: 874-3630 505 SE Shamrock Lane Fax: 224-1492 Blue Springs, MO 64014 Principal: Ryan Crum Secretary: Misti McVay Counselor: Tricia Theiss</p>	<p>Franklin Smith: 9:15-4:05 Off: 874-3640 1609 SW Clark Road Fax: 224-1378 Blue Springs, MO 64015 Principal: Jennie Alderman/A.P.: Brian Hartstack Secretary: Brenda Dujakovich Counselor: Bethany Zier</p>
<p>James Lewis: 9:15-4:05 Off: 874-3650 717 NW Park Road Fax: 224-1347 Blue Springs, MO 64015 Principal: Liz Talamantez/ A.P.: Devin Ceperley Secretary: Jill Johnson Counselor: Darla Stone</p>	<p>James Walker: 9:15-4:05 Off: 874-3660 201 SE Sunnyside School Road Fax: 224-1461 Blue Springs, MO 64014 Principal: Casey Brownsberger/A.P.: Eric Neff Secretary: Melanie Smith Counselor: Donetta Riggs</p>
<p>John Nowlin: 9:15-4:05 Off: 874-3670 5020 NW Valley View Road Fax: 224-1359 Blue Springs, MO 64015 Principal: Seth Shippy/A. P.: Jen Ward Secretary: Susan Ferguson Counselor: Melinda Trowbridge</p>	<p>Lucy Franklin: 9:15-4:05 Off: 874-3690 111 NE Roanoke Drive Fax: 224-1396 Blue Springs, MO 64014 Principal: Doug Nielsen/A.I.: Missie Goss Secretary: Sara McMahan Counselor: Tosha Todd</p>
<p>Sunny Pointe: 9:15-4:05 Off: 874-3700 3920 S. RD Mize Road Fax: 224-7804 Blue Springs, MO 64015 Principal: Cassie Gengelbach/A.P.: Allison Spencer Secretary: Norma Legg Counselor: Ann Gibler</p>	<p>Thomas Ultican: 8:40-3:30 Off: 874-3710 1812 NW Vesper Fax: 224-1490 Blue Springs, MO 64015 Principal: Abbie Swisher/A.P.: Michael Compton Secretary: Rhonda Stafford Counselor: Erica Barbosa</p>
<p>Voy Spears, Jr.: 9:15-4:05 Off: 874-3720 201 NE Anderson Fax: 478-9799 Lee's Summit, MO 64064 Principal: Nick Goos/A.I.: Ashley Fenwick Secretary: Irene Perrin Counselor: Kerri Mears</p>	<p>William Bryant: 8:40-3:30 Off: 874-3730 1101 SE Sunnyside School Road Fax: 224-1343 Blue Springs, MO 64014 Principal: Cory LaBoube Secretary: Tabitha Cauveren Counselor: Stacy Scalfaro</p>
<p>William Yates: 9:15-4:05 Off: 874-3740 3600 S Davidson Road Fax: 478-6137 Independence, MO 64055 Principal: Kerri Edwards/A.I.: Missie Goss Secretary: Kim Porterfield Counselor: Ashleigh Adkins</p>	<p>Liggett Trail Ed Ctr: 9:00-4:10 Off: 874-3680 3575 SW Liggett Road Fax: 220-1138 Blue Springs, MO 64015 Principal: Stephanie Owings Secretary: Sara Haines</p>
<p>Administrative Service Center: Off: 874-3200 Director C&I: Steve Cook</p>	<p>Parents as Teachers: Off: 874-3680 Stephanie Owings</p>
<p>Transportation Department: Off: 874-3799 Director: Jeremy Morgan</p>	<p>Nutritional Services Department: Off: 874-3200 Director: Brian Harris</p>

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

DISTRICT OVERVIEW

Purpose of Elementary School Student-Parent Handbook

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

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

Belief/Vision (District CSIP)

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

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

Philosophy (District CSIP)

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

Mission Statement (August 2006)

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

Notice of Non-Discrimination (For a complete reading, see Board Policy 5.18, June 2016)

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.

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

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:

Staff Related Inquiries, including Title IX: Assistant Superintendent of Human Resources, Blue Springs School District, 1801 NW Vesper, Blue Springs, Missouri 64015, (816) 874-3200, Fax (816) 224-1764

Student Related Inquiries, including Title IX: Director of Community Services, Blue Springs School District, 1801 NW Vesper, Blue Springs, Missouri 64015, (816) 874-3200, Fax (816) 224-1425

Student Disability Related Inquiries: Assistant Director of Special Education, Blue Springs School District 1801 NW Vesper, Blue Springs, Missouri 64015, (816) 874-3200, Fax (816) 228-1056

Facility Related Inquiries: Director of Buildings and Grounds, Blue Springs School District, 1801 NW Vesper, Blue Springs, Missouri 64015, (816) 874-3200, Fax (816) 228-4818

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.

Discrimination Grievance Procedures (For a complete reading, see Board Policy 2.12, April, 2012)

The Board has adopted policies and procedures in order to assist in the fair, prompt, and equitable resolution of student, parent/legal guardian, or employee discrimination or harassment grievances. A grievance is a claim by a student, parent/legal guardian, or employee that a violation of Title VI (race, color or nation origin), Title IX (sex), Section 504 (disability), Title II of the Americans with Disability Act (disabilities), the Age Discrimination Act of 1975, the Boy Scouts Act or their regulations, has occurred in the programs, activities or facilities of the District. Whenever a grievance occurs, every effort will be made to secure an appropriate resolution as early as possible. At each step of the grievance process, the grievant shall be entitled to identify witnesses and present other relevant information. The District will take necessary steps to correct any conduct which was proven to be discriminatory or harassing and the effects caused by the conduct and to prevent recurrence.

The grievance procedure includes four steps. At Level One, a grievant may make an appointment with and discuss the matter with the appropriate principal to reach a resolution. Level Two requires the grievant to reduce the grievance to writing, sign it, and submit it to the appropriate compliance coordinator. Level Three is an appeal to the superintendent. Level Four is a final appeal to the Board of Education. The decision of the Board of Education shall be final and the grievant shall be informed of the decision in writing. Any grievance or appeal not filed within the time limits set forth in the policy, unless there is a mutually agreed extension of time, shall be deemed denied.

SCHOOL BUSINESS

Appearance/Attire

Students are expected to avoid extremes in appearance and clothing, and parents are encouraged to take an active role in the grooming, personal hygiene, and school-wear selection process. Appropriate dress is considered to be apparel that does not disrupt, interfere with, or draw undue attention from the intended function of the school, class, and/or activity. Items of apparel that are revealing, display undergarments, or cause a student to feel uncomfortable or conspicuous, should be avoided. Attire, which displays drug, alcohol, or tobacco advertisements, or sexually suggestive, explicit, or disrespectful phrases, is strictly prohibited. Bandannas, head gear such as the hood of a sweatshirt, caps, or hats should not be worn while inside the building except on designated spirit days. Extreme hair styles, facial markings, attachments other than those applied to an ear, and tattoos violate the dress code and are not permissible at the elementary school level. Ultimately, if a student's attire and/or grooming is disruptive, potentially dangerous, or inhibits learning, the principal will contact the parent so appropriate adjustments can be made.

Attendance/Absence Reporting

Regular attendance is vital to academic success and required by district policy (i.e., 5.510 Attendance and Absence Policies and Procedures) and state statute (i.e., RSMo 167.031 Compulsory Attendance). Attendance is monitored closely and recognized at three levels – Perfect, Superior, and Faithful. To qualify for “Perfect” attendance, the student cannot miss any time during the entire school year, including being late or tardy. To qualify for “Superior” attendance, the student can only miss a maximum of three hours (i.e., half-day) for the entire school year. To qualify for “Faithful” attendance, the student cannot miss more than 18 hours for the entire school year (i.e., 4-18 hours/3 days).

Parents should call the school office between 8:30 and 9:30 a.m. to report a student absence (i.e., excused absence). Unreported/Unsubstantiated attendance events will be recorded as an unexcused absence. To help assure student safety, the school's automated calling system will attempt to contact a parent at home or work if a call is not received regarding an absence. To keep parents informed of their student's school attendance history, a letter will be sent home at increments of five, ten, and fifteen absences. Excessive absences can affect achievement and result in a referral to appropriate Central Office personnel.

Birthday & Party Invitations

School leadership councils determine procedures on how student birthdays can be celebrated on site (e.g., birthday pencil/ sticker, library book donation, snack/treat). If approved by a school's leadership council, birthday food items must be store bought, content labeled, and provided in wrapped individual or prepackaged bulk format (e.g., Costco, Sam's). Advance notice should be provided to the classroom teacher when intending to recognize their student's birthday at school. School staff cannot provide student address and/or phone number information for home birthday party invitation purposes. In addition, invitations for home birthday parties may not be distributed at school unless issued to every student in the class.

Student personal information such as address, phone #, birth dates, will not be shared with other families (i.e. birthday invitations).

Bomb Threats

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

Bus Procedures

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

Cell Phones (See Board Policy, 5.64.2(b)(2), Possession of Personal Electronic Communication Devices, October, 2013)

Student cell phone access and/or use is prohibited during school hours and Prime Time service periods (i.e., must be turned off and stored out of sight).

Check Writing Guidelines

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

Computer Systems Regulations

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

Deliveries for Students

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

Discipline

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

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

Teacher:

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

Student:

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

Parent:

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

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

Dismissal of Students during School Hours

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

- 1) Written parent notice should be sent to the classroom teacher stating the expected time of release.
- 2) The parent or designated adult should come to the office through the main front door to sign the student out. Students will always remain with the teacher until proper sign-out occurs. Students will not be dismissed to parents in school corridors, from the playground, etc. All dismissals will be made exclusively through the school office.
- 3) Photo identification will be required of unfamiliar adults who are requesting early release of students.
- 4) In the event there are legal restrictions regarding who may pick up a student, the custodial parent is requested to meet with the principal to discuss the situation and provide necessary legal documentation. Parent cooperation during student dismissal is appreciated with safety being the primary concern.

Emergency Preparedness (Fire, Storm, & Lockdown Drills)

Schools are required by law to conduct emergency preparedness drills. Accordingly, fire, storm, and lockdown drills will be held periodically throughout the school year. When drills are signaled, students must act quickly, quietly, and in an orderly manner. Instructions will be given by the teacher and are to be followed immediately. Students will practice prior to the first drills each school year. If a tornado warning is in effect at dismissal time, students will take a safe position and remain at school until the all clear signal is sounded.

Enrollment Forms

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

Every Student Succeeds Act (ESSA) 2015

The ESSA of 2015 requires states to test students in reading and math in grades 3 through 8 and once in high school. Performance data must be broken down by district, whole school, and different student "subgroups" (e.g., English-learners, students in special education, racial minorities, those in poverty). States are given wide discretion in setting goals, determining district accountability measures/targets, and deciding intervention procedures for low-performing schools. While tests still have to be a part of state accountability systems, other factors pertaining to students' opportunity to learn, like school-climate and teacher engagement, or access to and success in advanced coursework, must be incorporated.

Field Trips

Advance notice will be provided for all school field trips with a signed and dated parent permission slip being required. Field trip participation is generally limited to a respective class or grade level of students due to venue and/or bus capacity considerations (i.e., there are occasions when parents are invited to chaperone for supervision purposes). Capacity limitations also apply to student siblings, non-school-aged children, and/or students from other schools (i.e., they can't attend). Students are expected to accompany their class to and from field trip destinations using designated school transportation. Accordingly, parents should refrain from requesting that their student be transported to or from a field trip destination in a private vehicle.

Health Services

A health aide trained in CPR/AED/First Aid is on duty each day to assist students during illness or injury at school. The health aide will contact the parent/guardian or emergency contact by phone when their child becomes ill at school. The parent/guardian should always inform the front office staff or health aide with their child's updated emergency contact information to insure timely notification in case of illness or injury. Prompt pickup of the student is required. Health Services may not, according to Blue Springs R-IV School Board Policy, administer prescribed medication unless the parent brings the medication to the clinic and completes the Medication Permit Form. Please see the Board Policy section of this handbook for medication (BP 5.97) and immunization (BP 5.1.14) information.

The following is a list of the medical conditions for which students MAY BE EXCLUDED from school attendance and the circumstances that must occur in order for their return. EXCLUSION from school is for the health and benefit of all students and staff with a quick return expected of healthy children (i.e., for those conditions not listed, refer to **Prevention and Control of Communicable Diseases published by Missouri Department of Health**).

- FEVER (100+) - Excluded until fever free for 24 hours without the use of fever reducing medication.
- VOMITING - Excluded until student is symptom free for 24 hours. *Defined by American Academy of Pediatrics as forceful throwing up of stomach contents through the mouth.*
- DIARRHEA - Excluded until student is symptom free for 24 hours without the use of medication. *Defined by American Academy of Pediatrics as the passage of loose or watery stools at least 3 times in a 24 hour period; however, it is the consistency of the stools rather than the number that is most important.*

- PINK EYE - Excluded until there is a doctor's diagnosis or until it has been treated for 24 hours with a prescription antibiotic eye drop. **OR** – the student is kept at home until the eye is free from redness and drainage.
- SKIN RASH - Excluded if rash is from an undetermined cause. If cause is unknown, the student is kept at home until the rash is gone or we receive a doctor's diagnosis that the rash is non-contagious.
- CHICKEN POX/SHINGLES - Excluded from school until all lesions are crusted and there are no new lesions appearing; generally day 6 after onset of rash.
- HEAD LICE - Excluded from school for active head lice infestation.
- SCABIES - Excluded until the day after adequate treatment is completed.

Homebound Instruction (See Board Policy 6.5 Homebound Instruction – December 2009)

Homebound instruction may be available to students who are ill for an extended period of time, and/or who, in the judgment of the superintendent of schools or his /her designee, would most appropriately and effectively be served by such a program. Application for homebound instruction must be made through the office of the appropriate director. Written documentation from a licensed medical/psychological provider may be required for consultation purposes prior to homebound services being provided. Upon approval of a Homebound Services Application, instruction will be offered to: Any student with a physical and/or mental health condition resulting in an extended absence who school personnel in consultation with a physician or licensed medical/ psychological provider have determined would benefit educationally, and/or any student with disabilities or specialized instructional needs as reviewed and determined by a multidisciplinary staff team would benefit educationally. The amount of instruction or supportive service provided through the home and homebound program shall be determined in relation to each student's educational needs, and physical and/or mental health condition. It will be necessary for the parents/guardians of the student to arrange a suitable place in the home for instruction, or services may be provided at a mutually agreed upon neutral site. If homebound instruction occurs in the home, a parent/guardian must be present while service is being provided.

Honor Roll

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

Immunization Exemption Information (See MO SB 341, 2015)

In accordance with state law, a parent may request notification if there is a child who has received an exemption from immunization currently enrolled in or attending a facility at which a district preschool/nursery school/daycare program is located. When applicable, written notification of interest in receiving immunization exemption information should be submitted directly to the building principal/program administrator. The response will be limited solely to whether or not there are any child exemptions, with identification by individual name(s) being strictly prohibited.

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

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

Obligation List

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

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

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

Parent Conferences/Teacher Access

Parental involvement, including conferences and other forms of contact, supports the learning process, reinforces the importance of student performance, and is always welcome. At the elementary level, parent-teacher conferences are scheduled district-wide at the end of the first quarter. If additional conferences are required, the classroom teacher and/or school office should be contacted so a mutually convenient time to meet can be identified. Conferences to discuss student progress should be scheduled in advance to assure appropriate setting, time, and privacy. For access purposes, parents should be aware that teachers are scheduled to be on-site 7.5 hours each day, which includes a total of 40 minutes beyond the regular student contact period (i.e., 30 minutes prior to the first bell ringing and 10 minutes after the bell signaling final dismissal for all students).

Parent/Patron Visits

Classroom visits by parents and/or guests must be scheduled through the school principal as follows:

- 1) A minimum of one (1) day's advance notice is required;
- 2) Scheduled visits shall not occur until after the second full week or during the last two weeks of school (i.e., to establish beginning of the year routines and avoid conflicts with end of the year activities respectively);
- 3) Scheduled visits shall be limited in time based upon the building principal's discretion.
- 4) Infants, pre-school children, non-district students, and/or third party observers shall not visit classrooms during the school day.

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

Part-Time Attendance

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

Personal Belongings

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

Progress Reports

To ensure parents are kept current regarding their student's academic performance, progress reports are issued periodically throughout the school year. Report cards are sent home in envelopes with students at the end of each quarter (i.e., except for first quarter) and are to be returned with parent signatures to verify receipt (i.e., except at end of school year). During the 2019-2020 school year, report cards will be distributed on the following dates: October 24-25 (i.e., during parent/teacher conferences), January 10, March 27, and May 21 (i.e., last day of school). Mid-term Reports will be distributed to students in grades 3-5 whose performance in any subject area is below a C on September 21, November 20, February 8, and April 26. Special requests for progress report information (e.g., additional copy of report card) should be directed to, and processed through, the school office. Progress report information is only available during the regular school year as a result of elementary level staff being away over the summer break (i.e., June, July, and early August).

Special requests for progress report information (e.g., additional copy of report card) should be directed to, and processed through, the school office. Progress report information is only available during the regular school year as a result of elementary level staff being away over the summer break (i.e., June, July, and early August).

Recess

The district encourages, facilitates, and promotes personal health and wellness. For this reason, students are provided at least 30 minutes per day (i.e., 150 minutes per week) of physical activity (i.e., to be held outdoors when possible), including a minimum of one (1) 20-minute recess period. Students are encouraged to dress daily for outdoor play and to participate in recess activities unless a parent provides a written note, or a doctor's excuse is furnished due to medical or physical injury. Students not physically well enough to participate may be assigned temporarily to the school office or an alternate classroom setting during recess periods. Students with disabilities are to participate in physical activities, including recess, to the extent appropriate. Recess periods may periodically be forfeited due to inappropriate behavior, or the incompleteness of classroom work from the previous school day.

Recess Supervision/Visitors on the Playground

A minimum of two staff are on duty during recess supervision periods, with ratios not exceeding 50 students per staff member. To better assure safety and reduce liability, visitors, including parents, are not allowed on the playground while school is in operation unless permission has been provided by the school administrator.

Records and Transfers

Student records are available for parental review during regular school hours. Parents should notify their student's teacher and the school office as soon as possible when transferring. Upon transferring, records will be forwarded as soon as a release form is appropriately processed. In accordance with the Safe Schools Act, discipline records are not purged when a student moves within the district or to another building outside the district. Special requests for records documentation should be directed to, and processed through, the school office. Records documentation is only available during the regular school year as a result of elementary level staff being away over the summer break (i.e., June, July, and early August).

Residency Verification

Proof of residency must be provided during initial enrollment in the district and at the beginning of each subsequent school year. Residency verification helps the district ensure that address information is accurate for all students and that the appropriate school is providing educational services. Providing false information about a student's address may result in removal from the school, legal action, and/or the collection of out-of-district tuition fees. Two current forms of documentation for new students and one form for returning students to the district, including a recent (i.e., not more than 30 days old) bill/statement for service from an electric or gas company that shows the service provider's location, the account number, the resident's name, and the resident's street address, is required for verification purposes. Shut-off and/or disconnect statements are not acceptable. Utility bills must be in the name of the parent; otherwise, a Request for Waiver of Domicile Requirements Application (i.e., residency waiver) is required, which must be completed and approved on an annual basis (i.e., is available at all school offices, the district's Department of Public Safety office, and the district's website).

School Closing/Inclement Weather

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

- Local radio and television stations
- ParentLink (i.e., automated phone call to home or cell phone when activated)
- BSSD web page and twitter account

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

Seclusion, Isolation and Restraint (See Board Policy 5.63.2c, June, 2011)

As applicable to all students and staff, it is the policy of the Board of Education that seclusion, isolation, and restraint should:

- Not be viewed as a behavior change or intervention strategy;
- Be implemented only in response to emergency or crisis situations and as a matter of last resort;
- Be utilized only by trained personnel; and
- Be accompanied by district-wide, proactive, positive supports to prevent the need of their use (see Appendix 5 (24) pages 1-6 as per RSMo 160.263).

Smoke Free Schools

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

Surveillance

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

Telephone

Teachers have classroom phone access. To avoid interrupting instruction, calls should be made prior to school starting or after dismissal. Once received, every effort possible will be made to return the call in a timely manner. As teachers have very little time to address phone messages, some calls may not be returned until the evening or next day. If calling due to an emergency, and no response is received, please inform the office secretary of the pending matter. Students are given phone access when deemed necessary by the teacher or office personnel, with use for social and/or after-school planning being prohibited. Activity dates and times are publicized in advance so that transportation arrangements can be made without school phone use.

Truancy Ordinance

The City of Blue Springs amended Section 220.540 of the Code of Ordinances to address daytime curfews, which apply between 9:00 a.m. and 2:30 p.m. on Monday through Friday when school is in session. No minor, as defined as any person between the ages of six and seventeen, who is subject to compulsory education laws of Missouri, shall be allowed in a public place, establishment, or street during curfew hours, including students suspended or expelled from school. Parents are also prohibited from knowingly permitting or by insufficient control allowing a minor to break the curfew ordinance. A minor truant from school may be arrested. Each violation of the daytime curfew ordinance shall be punishable by up to 40 hours of community service. The parent may also be charged for each separate offense, which shall be punishable as a misdemeanor.

STUDENT & FAMILY SERVICES

Arts Partners Project

The district's Arts Partners Project is a comprehensive, curriculum aligned, educational initiative that exposes K-5 students to a wide range of Kansas City metropolitan area cultural experiences. Two guiding principles drive the Arts Partners Project: 1) K-5 students succeed when the arts are made an integral part of the basic education; and 2) Every K-5 student deserves equal access to the arts. Annually, a customized plan of special activities and events is developed by representatives from all 13 elementary schools, which are then generously funded by the district's K-5 level PTA units.

Community Outreach Unit

The Community Outreach Unit (i.e., 205 S. 11th St. BS MO; 228-0178) provides free of charge services (e.g., individual and family counseling; parenting and decision-making classes; support groups; personalized programming tailored to specific needs) to district families. Programming is made possible through a collaborative partnership between the City of Blue Springs and the district. Referrals to the Community Outreach Unit may be made through the school or by direct parent contact.

Nutritional Services Program

At the K-5 level, student breakfast and lunch prices are \$1.75 and \$2.45 respectively (i.e., \$2.10 and \$3.35 for visiting adults). An extra milk or juice can be purchased during breakfast or lunch for \$.60 per carton. An electronic tracking system, RevTrak, allows parents to deposit money in a Personal Nutritional Services Account (i.e., Web Store at <http://bluesprings.revtrak.net>). To assure uninterrupted service, parents are encouraged to maintain a balance throughout the school year. Although cash is accepted, payment by check is preferred (see check writing guidelines). The federal government provides meal subsidies to qualifying families under USDA income guidelines as follows: Free/Reduced breakfast – \$.00; reduced lunch – \$.40. Applications are sent home with all students during the first week of school and available through school offices.

K-5 students may not go without lunch. If a lunch is provided by the district, an unpaid lunch debt for the student will be placed on the school's Obligation List until payment in full is made. K-5 Obligation List students will be excluded from annual residency verification related activities and non-academic extracurricular events.

District Nutritional Services Department staff are on duty to assist students throughout the lunch period. Lunchroom behavior expectations are shared at the beginning of each school year and reinforced through rewards and consequences as necessary. If assistance is required, the Nutritional Services Department can be reached by phone at 874-3200.

Olweus Program

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

Parent Teacher Association

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

Prime Time Before and After-School Program

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

CARE Team (Children Always Require Excellence)

Each district school provides specialized services and supports in order to help students develop the cognitive, emotional, and/or social skills necessary to be successful in school. The school CARE Team addresses the specific needs of all students, including those who are at-risk academically or otherwise. Additional information about your school's CARE Team can be obtained through building level administration, the counselor, or the project coordinator.

Student Insurance

Student insurance is available as a voluntary cost basis option to parents at the beginning of each school year or upon enrollment. The district functions solely as an intermediary regarding the insurance product and assumes no liability either for injury or subsequent negotiations with the company. Insurance application forms are available in the school office.

Student Mentoring Program – Difference Makers

Through the district's elementary level Difference Makers program, K-5 students are connected with caring adult mentors to promote success, encourage healthy behaviors, and build stronger learning communities. Difference Makers mentors generally meet with their student one-on-one for between 30 and 60 minutes per week during normal school hours. Difference Makers serve in a number of different capacities, including as a Lunch Buddy, Study Buddy, or Reading Pal. Additional information is available through school counselors and/or the district's Director of Elementary Education.

BOARD OF EDUCATION POLICIES

Board of Education Policies (Comprehensive)

All Board of Education policies can be accessed on the District website.

2.12 Discrimination Grievance Procedures (November 2018)

The following policies and procedures are established in order to assist in the fair, prompt, and equitable resolution of student, parent/legal guardian, or employee discrimination or harassment grievances. A grievance hereunder is a claim by a student, parent/legal guardian, or employee that a violation 2-12 of Title VI (race, color or nation origin), Title IX (sex), Section 504 (disability), Title II of the Americans with Disability Act (disabilities), the Age Discrimination Act of 1975, the Boy Scouts Act or their regulations, has occurred in the programs, activities or facilities of the District. Whenever a grievance occurs, the following procedure will be followed and every effort will be made to secure an appropriate resolution as early as possible.

1. As used herein, the term "grievant" means the individual student, parent/legal guardian, or employee filing a grievance under this policy and includes both the complainant and the accused; the term "days" shall mean days when school is in session except that when a grievance is filed on or after May 16, "days" shall refer to Mondays through Fridays, excepting legal holidays.
2. At each step of the grievance process, the grievant shall be entitled to identify witnesses and present other relevant information. The District will take necessary steps to correct any conduct which was proven to be discriminatory or harassing and the effects caused by the conduct and to prevent recurrence.
3. The inclusion of time limits in this policy is for the purpose of insuring prompt action. However, a specified time limit may be extended by mutual agreement. Any grievance or appeal not filed within the time limits set forth in this policy, unless there is a mutually agreed extension of time, shall be deemed denied.

Procedures

Level One

A grievant may, within ten (10) days after the occurrence of the event which is the subject of the grievance, make an appointment with and discuss the matter with the appropriate principal. The name and contact information for the principal is located on the district website. Every effort will be made to resolve the grievance informally at this level. The principal shall conduct any necessary investigation. The principal shall notify the grievant of the outcome of the investigation within ten (10) working days after the initial discussion. While the grievant is encouraged to use the informal process, Level One is optional and may be bypassed by the grievant.

Level Two

In the event the grievant proceeds with Level One and is not satisfied with the disposition of the grievance at Level One, the grievant shall reduce the grievance to writing, sign it, and submit it to the appropriate compliance

coordinator within ten (10) days after receiving the response at Level One. See Board Policy 5.18 for the identity of the appropriate compliance coordinator. If the grievant does not pursue the grievance through Level One, the grievant shall, within ten (10) days of the occurrence of the event which is the subject of the grievance, reduce the grievance to writing, sign it, and submit it to the appropriate compliance coordinator. See Board Policy 5.18 for the identity of the appropriate compliance coordinator. A written grievance shall contain a detailed description of the factual circumstances upon which the grievance is based and an explanation of how such facts result in discrimination. The compliance coordinator may designate another appropriate administrator to conduct any necessary investigation. The compliance coordinator or the compliance coordinator's designee will issue a written response to the grievant no later than thirty (30) working days after receipt of the written grievance.

Level Three

In the event the grievant is not satisfied with the Level Two resolution, within five (5) days after receiving the response, the grievant may submit an appeal to the superintendent. The superintendent or the superintendent's designee will meet with the grievant, conduct an additional investigation if necessary, and respond in writing to the grievant within ten (10) days of the receipt of the appeal on the grievance. If the superintendent is the subject of the grievance, an appeal of the compliance coordinator's decision may be made to the Board of education as outlined in Level Four.

5.18 **Nondiscrimination** (June, 2016)

Anti-Discrimination Law Compliance

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

Prohibitions

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

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

Compliance Coordinators

To ensure that these obligations are met, the board designates the following individual to act as the district's nondiscrimination laws compliance coordinators, who shall also be the appointee for all laws specifically mandating such an appointment:

Staff Related Inquiries, including Title IX:

Assistant Superintendent of Human Resources
Blue Springs School District
1801 NW Vesper
Blue Springs, Missouri 64015
(816) 874-3200 Fax (816) 224-1764

Student Related Inquiries, including Title IX:

Assistant Superintendent of Operations Student
1801 NW Vesper
Blue Springs, Missouri 64015
(816) 874-3200 Fax (816) 224-1764

Disability Related Inquiries:

Assistant Director of Special Education
Blue Springs School District
1801 NW Vesper
Blue Springs, Missouri 64015
(816) 874-3200 Fax (816) 228-1056

Facility Related Inquiries:
Director of Buildings and Grounds
Blue Springs School District
1801 NW Vesper
Blue Springs, Missouri 64015
(816) 874-3200 Fax (816) 228-4818

Reporting and Complaint

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

Grievance Procedure and Resolution of Complaints

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

Confidentiality and Records

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

Public Notice and Dissemination

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

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.
- Build the schools' and parents' capacity for strong parental involvement.
- Coordinate and integrate Title I parental involvement strategies with those of other educational programs.
- Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served, including identifying barriers to greater participation by parents in activities authorized by law, particularly by parents who are economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy or are of any racial or ethnic minority background. The district will use the findings of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies.
- Involve parents in the activities of the schools served. Each school receiving Title I funds will jointly develop with and distribute to parents of children participating in the Title I program a written parental involvement policy agreed upon by such parents in accordance with the requirements of federal law:
 - The policy must be made available to the local community and updated periodically to meet the changing needs of parents and the school.
 - The policy shall contain a school-parent compact that outlines how parents, the entire school staff and students will share the responsibility of improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children.
 - Each school participating in the Title I program will convene a meeting annually to inform parents about Title I and to involve parents in the planning, review and improvement of Title I programs, including the planning, review and improvement of the school parental involvement policy.

5.89.1 Federal Programs Complaint Resolution Procedure (September 2001)

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

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

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

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**Missouri Department of Elementary and Secondary Education
Every Student Succeeds Act of 2015 (ESSA)
COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

**Missouri Department of Elementary and Secondary Education
Complaint Procedures for ESSA
Programs Table of Contents**

<p>General Information</p> <ul style="list-style-type: none"> • What is a complaint under ESSA? • Who may file a complaint? • How can a complaint be filed? 	<p>Complaints filed with the Department</p> <ul style="list-style-type: none"> • How can a complaint be filed with the Department? • How will a complaint filed with the Department be investigated? • How are complaints related to equitable services to nonpublic school children handled differently?
<p>Complaints filed with LEA</p> <ul style="list-style-type: none"> • How will a complaint filed with the LEA be investigated? • What happens if a complaint is not resolved at the local level (LEA)? 	<p>Appeals</p> <ul style="list-style-type: none"> • How will appeals to the Department be investigated? • What happens if the complaint is not resolved at the state level (the Department)?

1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V
² In compliance with ESSA Title VIII- Part C, Sec. 8304(a)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Departments resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty-day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

PUBLIC NOTICE

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

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

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

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

This notice will be provided in native languages as appropriate.

FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA)

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

- 1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of a student's privacy rights. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of the student's privacy rights. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures and rights after the hearing decision will be provided to the parent or eligible student when notified of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: **Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue, SE; Washington, DC 20202-4605.**

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

School Year 20____ - 20____

Student's Name _____

Grade Level _____

This document is based upon policy established by the Blue Springs Board of Education and addresses provisions of the Missouri Safe Schools Act, the Federal Gun Free Schools Act and other pertinent laws which support schools being safe places for students and employees. Each student is expected to further his/her education and to respect each student's right to learn in a safe environment. The Standard of Student Conduct applies in school buildings, on district grounds, at school activities, at bus stops, in vehicles used to transport students for the school district as well as behavior outside of school which causes a disruption which is prejudicial to good order and discipline in 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.**

A copy of the policies of the Blue Springs Board of Education is available on the [district's website](#) or can be provided by the school's principal.

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

- 1) Behaviors including but not limited to profanity, truancy, display of affection, insubordination, bullying, hazing, behavior disruptions, use of tobacco products, and behavior prejudicial to the good order and discipline of the schools are violations of policy. Students in violation will be subject to disciplinary action.
- 2) Oral/physical assault or battery of a fellow student or staff member may result in suspension, expulsion, and/or be reported to the appropriate authorities. Any threat of harm to a person or property, whether made directly or indirectly, is also prohibited.
- 3) Blue Springs School District prohibits the use, possession, storage, distribution, sale, purchase, transmittal, transfer, or obtaining of weapons on school property. No student may possess a weapon on school property at any time. A weapon is defined by the Missouri Safe Schools Act, the Federal Gun Free Schools Act of 1994, 18 U.S.C. 921 and 930, FSMO 571.010, and the policies of the Blue Springs Board of Education. Violators shall be referred to the appropriate legal authorities and are also subject to long-term suspension or expulsion from school. If a student violates the weapons policy as provided in both state and federal law, the student shall be suspended and/or expelled for a period of not less than one year as specified by law.
- 4) Blue Springs School District prohibits the use, possession, attendance, or being present under the influence of alcohol or drugs or any substance represented to be alcohol or drugs and any attempt to purchase, sell, or transfer such items. Drug paraphernalia is also prohibited. Students in violation are subject to long-term suspension or expulsion and will be reported to appropriate authorities.
- 5) Students are forbidden from making any terroristic threat or false report of a catastrophe, including but not limited to false bomb threats or fire alarms, to frighten or disturb people or cause evacuation or closure of any building, place of assembly or facility of transportation. Violations may result in suspension or expulsion and be reported to the appropriate law enforcement authorities

- 6) Extortion, theft, and any attempt to cause damage to any property located on district grounds or belonging to the school, staff or a fellow student are prohibited. Violators will be subject to restitution, and/or suspension or expulsion, and may be reported to the police.
- 7) Students are expected to be clean and tidy in attire. Dress and grooming must not disrupt the teaching/ learning process. When, in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.
- 8) Federal laws and district policy dictate technology use. The use of school technology resources, such as computer equipment, electronic mail, phone systems and all other communications capabilities, is a privilege. Any misuse of technology which violates district policy or state/federal law will result in disciplinary action and may result in the loss of technology privileges and/or legal consequences (including FBI, United States Secret Service, etc.). Electronic devices and computers may not be used to capture sound, digital, video, or photo images, at anytime or any where during the school day or while being transported in a district vehicle without the prior approval of administrators or staff, or at any other time, place, or school sponsored activity when a person has expectation of privacy which shall include, but not be limited to, a locker room, restroom, dressing room, or any other location where a person may be changing clothes or engaged in personal or private activities.
- 9) It is the policy of the Blue Springs School District to maintain a learning and working environment that is free from discrimination of its students and employees. The District prohibits any form of sexual harassment. Reports of such incidents should immediately be made to building administrators. Disciplinary action may include suspension, expulsion, and referral to the appropriate authorities.
- 10) The Blue Springs School District will appropriately report and make available the record of student incidents to appropriate individuals, agencies, schools, and the police as required by law.

The preceding list presents some of the standards which govern the conduct of students in the Blue Springs School District. These standards of conduct also apply to all school activities outside the regular school day.

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 and in the policies of the Blue Springs Board of Education.

Standand of Student Conduct Agreement	
Parent/Guardian Name (Printed)	Student's Name (Printed)
Parent/Guardian (Signed)	Student's Signature
Date	School

Revised 1/18/13

**BLUE SPRINGS ELEMENTARY
SCHOOLS DISCIPLINE SCOPE AND
SEQUENCE 2019-2020**

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

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

<p><u>Misconduct – General (MIS)/BP 5.61(3) and/or 5.64(1)</u> WAR B-ASD RD ISD TO-PO OSS*</p>	<p><u>Profane Language/Inappropriate Gesture (PRO)</u> WAR B-ASD RD ISD TO-PO OSS*</p>
<p><u>Sexual Harassment (SHR) – Verbal jokes, slurs, remarks, writings, gestures, etc. Law enforcement may be contacted./BP 2.8</u> WAR B-ASD RD ISD TO-PO OSS*</p>	<p><u>Sexual Misconduct (SMC) – Actual or simulated conduct, including but not limited to fondling, indecent exposure, sexual activity./BP 5.61(3) or 5.64(1)</u> ISD (Age Dependent) Up to 10 Days OSS with Referral to CO & LO**</p>
<p><u>Shoving/Pushing (SHO)</u> WAR B-ASD RD ISD TO-PO OSS*</p>	<p><u>Tardiness (TAR)</u> WAR & Documentation (DOC) RD & DOC TO-PO & DOC B-ASD & DOC ISD & DOC</p>
<p><u>Theft – Minor/Major (THF)/BP 5.64(2)(c)(2)</u> TO-PO & RES B-ASD & RES ISD & RES OSS & RES* Thefts over \$150 may result in up to 10 days OSS, RES, with referral to CO & LO**</p>	<p><u>Tobacco (TOB)/BP 5.64(2)(b)(5)</u> ISD, Confiscation (CON), & Referral to LO OSS, CON, & Referral to CO & LO*</p>
<p><u>Truancy (TRU)</u> WAR TO-PO RD ISD</p>	<p><u>Threats/Direct or Indirect to Others (THR)/BP 5.64(2)(a)(9)</u> TO-PO B-ASD ISD Up to 10 days OSS with Referral to CO & LO**</p>
<p><u>Vandalism (VAN) – Depends on Severity/BP 5.64(2)(c)(3)</u> TO-PO ISD OSS with Possible Referral to CO & LO*</p>	<p><u>Weapons (WEA)/BP 5.64(2)(a)(5)</u> 10 Days OSS with Referral to CO & LO**</p>
<p><u>KEY</u> B-ASB: Before or After School Detention CO: Central Office CON: Confiscation DOC: Documentation GA: Grade Adjustment ISD: In-School Detention LD: Lunch Detention LO: Law Officer OSS: Out-of School Suspension RD: Recess Detention REL: Relocation RES: Restitution SB-LT: Suspension from Bus/Long Term SB-ST: Suspension from Bus/Short Term TO-PO: Time Out/Principal’s Office WAR: Warning</p>	<p>*A designated Central Office representative will be contacted by the building principal prior to an out-of-school suspension in duration of five (5) days or more being assigned. **Major incidents may result in suspension up to 180 days or expulsion. ***Major violations may result in immediate suspension and/or expulsion from the bus. ****Major violations may result in long-term out-of-school suspension or expulsion, loss of privilege, and referral to law enforcement.</p>
<p><u>SEVERITY CLAUSE: As stipulated by Board Policy 5.61(3), the district recognizes the authority granted by Missouri Statutory Sections 167.161 and 167.171 (RSMO/Supp.1983) permitting student suspension or expulsion for conduct which is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of the students.</u></p>	

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

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

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

SEVERE CLAUSE

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

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