



Blue Springs School District  
*Education with Distinction*



**2018 - 2019**



**Middle School Handbook**

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## **DISTRICT OVERVIEW**

### **PURPOSE OF THE MIDDLE SCHOOL PARENT/STUDENT HANDBOOK**

Middle school staff encourages effective and frequent communication and welcomes 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 Middle School Parent-Student 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. The complete and updated Board of Education policies are on-line at [www.bssd.net](http://www.bssd.net).

### **BELIEFS**

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

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

### **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.

## **Middle School Directory Information**

### **Administrative Service Center**

1801 NW Vesper  
Blue Springs, MO 64015  
7:30 am – 5:00 pm  
816-874-3200

#### **Brittany Hill Middle School**

2701 NW 1<sup>st</sup> St.  
Blue Springs, MO 64014  
Principal: Brett Lyon  
8:20 am – 3:10 pm  
816-874-3470  
816-224-1704 (fax)  
816-224-1720 (kit)  
816-287-2259 (Cyberbully Hotline)

#### **Delta Woods Middle School**

4401 NE Lakewood Way  
Lee's Summit, MO 64064  
Principal: Bryce Johnson  
8:20 am – 3:10 pm  
816-874-3580  
816-795-5839 (fax)  
816-795-5838 (kit)  
816-287-2306 (Cyberbully Hotline)

#### **Moreland Ridge Middle School**

900 SW Bishop Dr.  
Blue Springs, MO 64015  
Principal: Kevin Grover  
7:50 am – 2:40 pm  
816-874-3540  
816-224-1805 (fax)  
816-224-1807 (kit)  
816-287-4187 (Cyberbully Hotline)

#### **Paul Kinder Middle School**

3930 South R.D. Mize Road  
Blue Springs, MO 64015  
Principal: Stephen Goddard  
8:20 am – 3:10 pm  
816-874-3560  
816-224-1309 (fax)  
816-224-1333 (kit)  
816-600-0418 (Cyberbully Hotline)

**2018-2019  
DISTRICT CALENDAR AT A GLANCE**

**First Semester**

New Teacher Orientation	August 11
Professional Development Days	August 13-14
First Semester Begins	August 15
Holiday- Labor Day	September 3
Professional Development Day	September 26
Secondary 1 <sup>st</sup> Sem 6 WK Grade Period Ends	September 21
Secondary 1 <sup>st</sup> Sem 6 WK Progress Report Issued	September 28
Parent Teacher Conferences (No School for Students)	October 25 & 26
Secondary 1 <sup>st</sup> Sem 12 WK Grade Period Ends	November 5
Secondary 1 <sup>st</sup> Sem 12 WK Progress Reports Issued	November 9
Professional Development Day	November 5
Thanksgiving Break	November 21-23
End of First Semester	December 19
Christmas Break	December 20 – January 2 (Students Return January 3)

**Second Semester**

School Resumes	January 3
Secondary First Semester Grade Cards Issued	January 7
Holiday- Martin Luther King Jr. Day	January 21
Secondary 2 <sup>nd</sup> Sem 6 WK Grade Period Ends	February 15
Holiday- Presidents Day	February 18
Secondary 2 <sup>nd</sup> Sem 6 WK Progress Report Issued	February 22
Spring Break	March 11 - 15
Secondary 2 <sup>nd</sup> Sem 12 WK Grade Period	April 5
Secondary 2 <sup>nd</sup> Sem 12 WK Progress Report Issued	April 12
End of Second Semester/Last Day of School	May 22 *based on final day of Second Semester
Secondary Final Grade Cards Mailed	TBA
Make-Up Days	May 24+
Holiday- Memorial Day	May 28

**2018-2019 Secondary Six Week Grading Terms and Grade Card Distribution Dates**

<b>Term:</b>	<b>Ending Date:</b>	<b>Grade Card Distribution Date:</b>
1 <sup>st</sup> Six Week Term	September 21, 2018	N/A
2 <sup>nd</sup> Six Week Term	November 2, 2018	N/A
3 <sup>rd</sup> Six Week Term-End of Sem.	December 19, 2018	January 4, 2019
4 <sup>th</sup> Six Week Term	February 15, 2019	February 22, 2019
5 <sup>th</sup> Six Week Term	April 5, 2019	April 12, 2019
6 <sup>th</sup> Six Week Term-End of Sem.	May 22, 2019 or last make-up day	TBA – 2 <sup>nd</sup> Semester Mailed Out

## GENERAL INFORMATION

### **ABSENCES AND TARDIES**

#### Absence Procedures and Daily Reporting

1. A parent should notify the school's attendance office by phone for each day of a student's absence. A phone call should be made between 8:00 AM and 3:00 PM each day. However, it is requested that parents/guardian call the school as early as possible on the day of an absence.
2. If the school is not notified by the parent, the school will attempt to contact the parent. Students who return to school without being excused by their parent will maintain an unexcused absence until the parent provides appropriate verification of the absence.
3. Absences will be classified as excused or unexcused by the school district (Board Policy 5.510):
  - a. Excused Absence – An excused absence will include any absence due to legitimate medical issues, religious observances, death of an immediate family member, and other circumstances 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 advanced arrangements for class work. All work missed due to an excused absence may be made up according to the make-up guidelines outlined in this handbook.
  - b. Unexcused Absence – A student not excused from school by a parent/guardian may be considered unexcused. A student must have parental consent to leave school during the school day, and appropriately check out of school through the school's attendance office. Students that choose not to follow this procedure will be considered unexcused. Parents/students who do not follow the state compulsory attendance law may be referred to the appropriate authorities.
4. To keep parents aware of their student's absences, the school will attempt to notify the parent by email when the student's absence in any class reaches 6 days. Appropriate notification to a parent and/ or a conference may be initiated to address attendance issues.

#### Blue Springs City Curfew and Truancy Ordinance

As of March 21, 2005, the City of Blue Springs amended Section 220.540 of the Code of Ordinances to address daytime curfews. A complete copy of the ordinance can be obtained on the Blue Springs website at [www.bluespringsgov.com](http://www.bluespringsgov.com). The daytime curfew applies between 9:00 AM and 2:30 PM on Monday through Friday when school is in session. No minor, as defined as any person between the ages of six (6) and seventeen (17), who is subject to compulsory education laws of Missouri, shall be allowed in a public place or establishment or street during curfew hours. This includes students on suspension or expulsion. Parents/guardians 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 forty (40) hours of community service for the minor. The parent/guardian may be charged for each separate offense which shall be punishable as a misdemeanor. There are some exceptions such as being accompanied by a parent or being lawfully employed. Check the ordinance for a complete list. The night time curfew did not change. It is unlawful for any person under seventeen to be in any public place or way in Blue Springs between 12:01 AM and 6:00 AM with certain exceptions which include under the direction of the parent/guardian, employment, or religious or school activity.

#### Independence City Curfew and Truancy Ordinance

Section 12.03.009 of the Code of Ordinances for the City of Independence addresses daytime curfew. A complete copy of day and night time curfew can be obtained from the City of Independence or [http://www.family-court.org/curfew\\_ordinances.htm](http://www.family-court.org/curfew_ordinances.htm). It shall be unlawful for any minor subject to compulsory school attendance to be upon the streets or public ways, or to be at any public place between the hours of 8:30 AM and 1:30 PM on Monday through Friday when school is in session for that minor. There are provisions that do not apply to a minor accompanied by his or her parent, guardian, or other adult person having the care and custody of the minor or to a minor who is upon an emergency errand directed by his or her parent, guardian, or other adult person having the care and custody of this minor. It is unlawful for any legal guardian or any person having custody of a minor under the age of seventeen (17) years to knowingly fail or otherwise neglect to provide proper care of supervision for the minor, to encourage, condone, or approve the commission of delinquent acts and/or to knowingly allow the minor to be endangered or exposed to the potential of abuse or exploitation of others.

#### Make-Up Work

Students are expected to make-up work in a reasonable amount of time. It is general policy to allow one day for each day absent to make-up work. For example, if the student was absent three days, he/she should be allowed three days to complete the work. Make-up work will be made available the second full day of absence. All homework requests will be honored the second day a student is absent and can be picked up between 3:00-3:30 p.m. in the office. Students serving out of school suspension will be allowed to make up work.

#### Pre-Absence Excuses

Students involved in academic and extra-curricular activities may miss class/classes to participate in a school sponsored activity or field trip. A pre-absence excuse list is submitted to teachers in advance. Students are expected to obtain and complete all work prior to missing class. It is the student's responsibility to make arrangements with the teacher for missed class work. If a student is failing a class and would miss that class due to pre-absence excuse, the teacher may elect to deny the pre-absence unless the student is attending a school sponsored contest, game, or performing in a group where his absence would affect the ability of the group to perform.

#### Out of School Suspension

Students assigned OSS may not be on school grounds or attend school activities. Students will be able to make-up any missing assignments or test for full credit. For every day a student is suspended they will have that number of days to make-up their work.

### Tardy to Class

Students who are tardy to class seriously interfere with class work. They inconvenience teachers and fellow students and may be sent to the office. Students are tardy if they are not in their respective classrooms when the last bell rings. **STUDENTS ARRIVING AT SCHOOL AFTER ATTENDANCE IS TAKEN MUST SIGN IN THROUGH THE OFFICE.** Students who are tardy between classes will be marked excused or unexcused by the teacher. Parents will be notified and further action may be taken.

### BUS PROCEDURES (816-874-3799)

Students can find their bus pick up time and number by using the district website at [www.bssd.net](http://www.bssd.net). Student's appreciation for this service can be shown by their good conduct on the bus and also by considerate treatment of bus equipment. Disorderliness on the bus will distract the driver's attention from their driving and becomes a safety hazard. Therefore, if a student cannot comply with the regulations, the student will be denied the privilege of riding the bus. The driver will show a list of the rules for safety and welfare of students. Requests for students to ride an unassigned bus must be made in writing by a parent and turned in to the office by lunch for approval. Students will not be allowed to ride an unassigned bus to another student's home without parental approval.

### CELL PHONES/ELECTRONIC DEVICES

All students are allowed to bring their own devices to school to use for educational purposes. Students are responsible for their personal electronic device during the school day. Please refer to the Bring Your Own Device (BYOD) page on the district website for additional information. There is also more detailed information regarding the electronic device policy in board policy 5.64(2) on the school website or in this handbook.

### CHANGE OF ADDRESS/PHONE/EMERGENCY INFORMATION

At the time of enrollment every student fills out a Student Information Form and a Clinic Information Sheet. It is extremely important to notify the attendance office of any changes in that information so that the school can notify parents in cases of emergency. Electronic Registration Info.

### CHECK WRITING GUIDELINES

Payments for school related expenses (e.g., lunch accounts) must be made by personal check, cashiers' check, money order, or on-line via RevTrak (<http://bluesprings.revtrak.com>). Counter checks and "starter" checks 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). When collection through ECS is unsuccessful, the matter will be forwarded to the Jackson County Prosecuting Attorney's Office.

### DELIVERIES FOR STUDENTS

Delivery of flowers, balloons, for students during the school day is discouraged. If deliveries are received, they will not be given to the student until after school is dismissed. Students may not be allowed to take items home on the bus that could distract or impair the driver's vision, have the potential to create a mess, or could be a potential safety hazard (i.e. balloons, glass flower vase, etc). Students may be delivered lunch before or during their allotted lunch period.

### DRESS GUIDELINES

The middle school student dress code centers on two basic beliefs: Responsibility and Respect.

#### Responsibility for Appropriate School Dress

This includes demonstrating responsible behavior in dressing for school. Extremes in apparel or personal appearance, which disrupt the classroom and/or interfere with the intended function of the school, will not be considered acceptable school dress. We believe dress and grooming are primarily the responsibility of the parent and the student; control by the school is minimal. The school administration is aware of the many different styles of dress worn by students and how rapidly styles change. However, it is felt the safety and welfare of the students is our main concern.

#### Extremes in apparel or personal appearance which DISRUPT THE LEARNING PROCESS OR INTERFERE WITH THE INTENDED FUNCTION OF THE SCHOOL are not acceptable.

Students with inappropriate attire may be asked to turn their shirt inside out or cover with a jacket. Clothing and accessories that display statements, signs, or pictures with alcohol, tobacco, other drugs, weapons, violent themes, sexual innuendo, inappropriate language, inappropriate slogans, or references to gang affiliations will not be permitted.

Appropriate dress for school is for all undergarments to be covered by clothing. Clothing should also cover all cleavage, belly buttons, torsos, and bare backs, while standing or sitting. Students who wear jeans and/or pants that "sag" on the buttocks will be required to pull pants to the natural waist. Hoods and hats are not allowed to be worn over their heads in district facilities. When a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student will be required to make modifications.

#### Examples of Non-Acceptable Items Include Clothing That:

- ❖ Displays or advertises alcohol, tobacco, or drugs
- ❖ Contains profanity, inappropriate language or sexual connotations
- ❖ Is mesh or "see through" without another clothing item underneath
- ❖ Reveals undergarments
- ❖ Displays skin in the midriff/stomach area

- ❖ Jeans and/or pants that “sag” on the buttocks-ropes are provided by the office to pull pants to the natural waist
- ❖ Shorts and skirts that are NOT of an appropriate length
- ❖ Boxer shorts
- ❖ Pajamas
- ❖ Tights, leggings, or yoga pants that do not have a shirt or something covering the buttocks
- ❖ Wallets with chains
- ❖ Hats and/or bandannas covering your head inside the building
- ❖ Shirts in which the armpits show, such as low-cut tank tops worn without an additional shirt underneath
- ❖ Strapless dresses or blouses and “spaghetti straps”
- ❖ Jeans and/or slacks that drag the floor past the students shoes
- ❖ Jeans with pockets from hip to the ankle
- ❖ Tights/leggings/spandex may be worn to accompany an outfit, but the outer garment must fall under the guidelines and regulations of the dress code
- ❖ Jewelry that is inappropriate: large neck chains, spiked dog collars, or spiked wristbands, etc.
- ❖ Shoes with roller blades attached
- ❖ Hoods may not be worn in district facilities

Students will continue to leave coats and backpacks in their lockers during the school day. Students are not allowed to wear clothing, jewelry, etc., that is considered inappropriate to the educational process. (BP 5.87)

#### Consequences/Inappropriate Dress

Teachers are encouraged to counsel students and parents when problems arise. If the teacher feels it is necessary that immediate action be taken, then a disciplinary referral to the principal will take place. The principal will contact the parents to see if the parent is able to bring different clothing to school. In the event this is not possible, and depending on the severity of the dress, the student may remain in the office/recovery room for the remainder of the day and assignments will be sent to the office.

#### **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. Emergency procedures will be posted in the classrooms.

#### **FOOD**

No food or beverages outside of cafeteria with the exception of the Grab N’ Go Breakfast Program. Gum is NOT allowed anywhere in the building.

#### **LEAVING THE SCHOOL**

Identification is required when checking a student out of school. If a student is to be picked up by someone other than the custodial parent/guardian the school must speak to the custodial parent/guardian or be provided a note from the custodial parent/guardian that specifies the date and name of the adult picking up the student prior to release. Students who must leave school during the school day must report to the attendance office to check out.

#### **LOCKERS**

Each student is assigned to a hall locker to be used for storage of books, coats, and other items a student may choose not to carry around school all day. Lockers are issued to students with the following understanding.

1. Students assigned to a specific locker will not allow other students to share the locker or have knowledge of the combination.
2. Students should make sure the combination lock is locked and the door latch closed when leaving the locker.
3. Valuables cannot be secure in lockers if students give out their lock combinations or do not properly close the door latch.
4. Lockers that need repair should be reported to their principal’s office.
5. Items that are stolen out of lockers should be reported to the office promptly.
6. Students are discouraged from taping or gluing items in lockers.
7. Students are encouraged to take care of their assigned locker. Vandalism, unusual wear, or damage to a locker may require the principal to assess a fine for repairs.

#### **LUNCHES AND SCHOOL BREAKFAST**

The price list and monthly menu for all regular combo meal hot lunch, breakfast, and snack bar items are available at [www.bssd.net](http://www.bssd.net). Prices are subject to change as deemed necessary by the Board of Education. **IF YOU QUALIFY FOR FREE OR REDUCED LUNCH, YOU ALSO QUALIFY FOR FREE BREAKFAST.** Students are requested to be considerate of classes in session during lunch period.

Now you can use DEBIT and CREDIT CARDS to pay for your student’s school meals ONLINE! Blue Springs R-IV School District has paired with Revtrak to allow payment for **school meals** by simply going online to the website at <http://bluesprings.revtrak.net>

- ❖ Easy, fast payment method, available 24 hours a day.
- ❖ All you need to have on hand is your child’s student ID number, last name, and credit or debit card information.
- ❖ The website will email a confirmation to you that the payment was approved by your Credit Card Company or bank.



- ❖ To check balances on your student's account, click on "Check Balance". (Notes mentioned lunch balance)
- ❖ To make a deposit, click on "Buy Now".
- ❖ "Our shopping Cart" is a family shopping cart. If you have multiple children in school, simply repeat the procedure by clicking on "Continue Shopping".
- ❖ Under "Services", you can click on "Your Secure Deposit History" to view meal account deposits.
- ❖ Please allow up to 24 to 48 hours for transactions to be available on your student's school meal account. Deposits made on the website after 8:00 AM on school days may not be posted until the next school day. Be aware that the balance on your student's account may not reflect the current day transactions.

If you have any question, you may contact the school district at 874-3200 and ask for the Food and Nutritional Services Department. The Blue Springs School District offers a Free and Reduced Lunch Program for those families who qualify. Applications may be obtained from the office at your child's school, online at [www.bssd.net](http://www.bssd.net) or you may contact the Food and Nutritional Services Department by calling 816-874-3200. **Applications must be updated annually.** Does app carry over year to year?

No visitors or outside food (ie., fast food) will be allowed.

Please cooperate in keeping the cafeteria as clean as possible by returning trays, milk cartons, etc. to the appropriate places. Students may not take food or drink from the cafeteria nor have food delivered. All students will go to the cafeteria during their assigned lunch period.

### **OBLIGATIONS**

Students are loaned textbooks, library books, and other school property for their use. THESE SCHOOL PROPERTIES MUST BE RETURNED TO THE SCHOOL UPON THE STUDENTS COMPLETION OF USE. Failure to do so will result in a student being placed in obligation to the school and these obligations are the student's responsibility to clear. If a student has lost or damaged school property, we request payment by check payable to the name of the building the student attended. Register Forms?

### **PHOTOGRAPHIC AND VIDEO IMAGES**

In honor of their activities and accomplishments, the Blue Springs R-IV School District is proud to publish and display student photographs, video images and artwork in different ways including newsletters, promotional items, websites and special events. Any parent who does not wish to have their student's image or artwork published or displayed should notify the school's principal via written request each year. A sample form for this purpose is available at each school.

In order to ensure the safety of our students, all of the district's buses are equipped with video cameras. This footage may be reviewed for disciplinary or positive reinforcement reasons by administration.

### **PROJECT/COST**

Any students who desire to own a project completed using school materials (valued at \$2.00 or more) may do so by paying for the cost of the materials. Otherwise, the project remains the property of the school.

### **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
- ❖ Auto dialer (i.e., automated phone call to home or cell phone when activated) Text messages?
- ❖ Twitter Follow @BSSDnews
- ❖ Blue Springs School District Website ([www.bssd.net](http://www.bssd.net))
- ❖ BSSD App (download from the Android or Apple App Store) Does App work?

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 home.

### **STUDENTS ON PREMISES BEFORE/AFTER SCHOOL**

**Parents should not drop off or leave children at the school more than thirty minutes before or after the start of the school day.** Parents may drop students off more than thirty minutes before the start of school if arrangements have been made in advance for the student to be supervised by a staff member. All students must vacate the premises at the end of the school day unless participating in an approved extra-curricular activity, receiving after-school tutoring, or participating in other activities properly scheduled in advance. Skateboarding and rollerblading are not permitted on school grounds at any time.

### **TEXTBOOKS**

All textbooks furnished by the school for student use are the responsibility of the student. Condition of the textbook will be noted by both teacher and student upon checkout and students are responsible for returning the textbook in similar condition with allowance for normal wear. If textbook is lost or damaged, the student is responsible for cost of replacement or cost of repair.

**USE OF SECURITY CAMERAS**

**BP 5.92**

There are security cameras in use in a number of locations throughout the district. The cameras are intended to be used for security purposes by administration. However, information obtained via a security camera may also be used for the purpose of discipline proceedings. Due to the use of security cameras students are not allowed to wear hoods over their head inside district facilities.

**VALUABLE AND PERSONAL BELONGINGS**

Valuables, large amounts of cash, skateboards, electronic music players, game, and toys are to be left at home. Some games, electronic music players, and toys might be used in clubs, but the teacher will inform the parents and students when this will take place.

**VISITORS AND VOLUNTEERS**

All visitors must check in at the office and receive a visitor’s pass. Friends and relatives who are of school age will not be permitted to visit a student during the school day. Parents are encouraged to call and make arrangements in advance.

**WITHDRAWAL FROM SCHOOL**

Any student who moves or drops from a school should report to his/her principal’s office. All necessary details will be explained to the student, and parents will be contacted. All books and school property must be checked in, and the student must complete the checkout procedure and clear all obligations before being withdrawn from school.

**ACADEMIC INFORMATION**

**ACADEMICS**

The goal of the Blue Springs School District is to provide students with the best possible learning environment to promote the highest academic achievement by students. Students are encouraged to take a rigorous academic schedule, including exploratory curricular offerings related to career paths. This will promote the positive learning habits and self-discipline necessary for life-long success.

**ACADEMIC INTEGRITY**

Students should commit themselves to act honestly, responsibly, and above all, with honor and integrity in all areas of their academic life. Students are accountable for everything they say and write and are responsible for the integrity of their work. Students should not misrepresent their work by using the work of another and representing it as their own. Students should not give or receive unauthorized aid. Academic dishonesty includes, but is not limited to, bringing answers into a testing area, copying homework or assessments from another student, providing answers for another student, or using unauthorized notes or technology. Academic dishonesty may cause loss of points or a zero on the assignment affected.

**ACADEMIC WEEK**

Each year in February, middle schools recognize those students who have earned academic honors. Students with a 3.5 GPA and higher, are honored at building level functions. Students who have earned 3.0 GPA or higher will be published in the local newspaper. Does this belong under Honor Roll?

**ALTERNATIVES FOR DISSECTIONS**

Students with medical, personal, or religious objections to participation in dissection labs may request an alternative assignment to the dissection lab (s). Students who refrain from such activities will be provided with alternatives that will provide similar learning experiences. Those who choose such alternatives will not be penalized, although they will be responsible for the material presented in the alternative exercise. The instructor must receive a written request from the parent for an alternative to dissection.

**ALTERNATIVE NOVELS**

Students who have a personal or religious objection to one of the novels assigned in communication classes may request an alternative novel. Those who choose an alternative will not be penalized, although they will be responsible for the material presented in the alternative exercise. The instructor must receive a written request from the parent for an alternative novel.

**GRADING SCALE**

The Blue Springs school grading system follows board policy:

100% – 97% = A+	96% – 93% = A	92% – 90% = A-
89% – 87% = B+	86% – 83% = B	82% – 80% = B-
79% – 77% = C+	76% – 73% = C	72% – 70% = C-
69% – 67% = D+	66% – 63% = D	62% – 60% = D-
59% – 0% = F		

**HOMELESS, MIGRANT, AND ENGLISH LANGUAGE LEARNERS**

The district is committed to providing equal access for all eligible homeless, migrant and English Language Learners to a free and appropriate education in the same manner as is provided to other district students.

### **HONOR ROLL**

The honor roll is published each semester and includes only students who have earned a “B” average letter grade (3.0) or better in all subjects.

### **HUMAN SEXUALITY CURRICULUM NOTIFICATION**

Parents of 7<sup>th</sup> grade students are sent a letter regarding the curriculum and are given the option to opt out. Parents and students are encouraged to review descriptions prior to presentation.

### **EVERY STUDENT SUCCEEDS ACT (ESSA)**

The Every Student Succeeds Act (ESSA) was signed by President Obama on December 10, 2015, and represents good news for our nation’s schools. This bipartisan measure reauthorizes the 50-year-old Elementary and Secondary Education Act (ESEA), the nation’s national education law and longstanding commitment to equal opportunity for all students. The new law builds on key areas of progress in recent years, made possible by the efforts of educators, communities, parents, and students across the country. For example, today, high school graduation rates are at all-time highs. Dropout rates are at historic lows. And more students are going to college than ever before. These achievements provide a firm foundation for further work to expand educational opportunity and improve student outcomes under ESSA.

### **PARENT PORTAL**

The PowerSchool Parent Access System is intended to provide parents, students and teachers with a free tool to communicate student performance. It is a web-based application that may be accessed from any place the parent/guardian can access the internet. This service is safe, secure, and private. The application is a secure link that encrypts the data to and from the end user. User information is never sold or shared with people or organizations outside of PowerSchool. In addition, a username and password are provided to allow access for only authorized users to the appropriate student record. Once you create an account, you can use the account for all your students, grades 6 through 12. If you have not created an account a username and password will be made available to parents during registration. After registration you may contact your child’s school for the information.

With Parent Portal, parents may access their child’s grades online, view attendance, and e-mail teachers anytime they wish. Parents may also register for a variety of automated e-mail alerts regarding their child. Parent Portal has proven to be a valuable tool by parents for student success.

### **STUDENT PARTICIPATION IN STATEWIDE ASESMENTS**

All Blue Springs School District eligible students will participate in required statewide assessments at the appropriate grade level and during the appropriate testing window as indicated on the DESE website: <http://dese.mo.gov>. Statewide assessments scores will count as a percentage of a student’s final grade during the semester in which the assessment is taken. For example, if a statewide Algebra I assessment is taken in the spring the score will count as a percentage of the student’s spring Algebra I final grade.

## **STUDENT SERVICES INFORMATION**

### **CARE PROGRAM**

The CARE program is a problem-solving intervention process to provide support to the student and teacher. The purpose of the CARE program is to assist school personnel in identifying and establishing effective mechanisms for addressing learning, health, social, emotional, physical and or behavior concerns to ensure students’ and academic success. Contact your student’s teacher, counselor, principal or CARE Team Building Coordinator to receive more information.

### **COMMUNITY OUTREACH UNIT**

The Community Outreach Unit is a partnership between the City of Blue Springs and the district. It is designed for the total care of families whose students attend school in Blue Springs or reside within the city limits. Services are free of charge and include individual counseling, family counseling, parenting classes, support groups, decision-making classes, and individualized programming tailored to meet specialized needs. Referrals to the Community Outreach Unit may be made through the school or by direct parent contact. The Community Outreach Unit is located at 205 S. 11<sup>th</sup> Street and can be reached by phone at 228-0178.

### **COMPASS CHARACTER EDUCATION PROGRAM**

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

**COUNSELING SERVICES**

The main objective of the counseling staff is to counsel, coordinate and consult. Counselors are trained to give students guidance and help with the complexities and opportunities during their educational experience.

Each student will be assigned a counselor who will monitor the student’s academic experience. The school counselor will assist students in seeking solutions to questions and problems related to their education and personal/social adjustment. A primary focus is to assist the students with challenges and planning with their educational experience. Counseling services include individual and group planning sessions. Parents and students are invited to schedule a conference to discuss school progress and to develop short and long term goals. The Blue Springs School District provides the opportunity for students to be prepared in many ways. Students take several assessments throughout grades 6 – 12 so that parents, students, and the schools can evaluate their current level of preparation for future goals. A proactive planning approach can be developed in concert between the home and school personnel to help students meet their future goals.

All counselors are trained to help students, parents, and staff with questions, ideas, problems, and concerns. They are willing to help each student as he/she progresses through 6<sup>th</sup> grade school to graduation.

**HEALTH SERVICES**

When school is in session, a health aide trained in CPR/AED/First Aid is on duty to assist students with an illness or injury. The parent/guardian or emergency contact will be notified when the student needs to be picked up from school. Prompt pickup of the student is required. The parent/guardian should inform the front office staff of any changes to the student’s emergency contact information to insure timely notification in case of illness or injury. Can this be on electronic registration?

Health Services staff will only administer medication in accordance with the Blue Springs R-IV School Board Policy. In addition, all students attending school must be compliant with their immunizations according to Missouri state law. **PLEASE REFER TO BSSD.NET WEBSITE FOR BOARD POLICY REGARDING MEDICATION (BP 5.97) AND IMMUNIZATION (BP 5.1.14) INFORMATION.**

**EXCLUSIONARY MEDICAL CONDITIONS**

The following is a list of the medical conditions for which we MAY EXCLUDE students from school attendance. Also listed are the circumstances that must occur in order for the student to return to school. Please keep in mind that the EXCLUSION of your child from school is for the health and benefit of all our students and staff. We look forward to the quick return of your healthy child.

<b>EXCLUSION CONDITION</b>	<b>CONDITIONS FOR RETURN</b>
<b>FEVER (100+)</b>	Excluded until fever free for 24 hours without the use of fever reducing medication.
<b>SKIN RASH</b>	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.
<b>PINK EYE</b>	Excluded until there is a doctor’s diagnosis or until it has been treated for 24 hours with a prescription antibiotic eye drop. <b>OR</b> – the student is kept at home until the eye is free from redness and drainage.
<b>CHICKEN POX/SHINGLES</b>	Excluded from school until all lesions are crusted and there are no new lesions appearing; generally day 6 after onset of rash.
<b>VOMITING</b>	Excluded until student is symptom free for 24 hours.
<b>DIARRHEA</b>	Excluded until student is symptom free for 24 hours without the use of medication.
	<b><i>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.</i></b>
<b>HEAD LICE</b>	Excluded from school for active head lice infestation.
<b>SCABIES</b>	Excluded until the day after adequate treatment is completed.

***On occasion the above exclusionary conditions may be evaluated by a District Registered Nurse. A decision may be made not to exclude a student due to student specific circumstances and/or medical diagnosis.***

**For those conditions not listed, refer to Prevention and Control of Communicable Diseases published by Missouri Department of Health.**

### **HOMEBOUND INSTRUCTION**

Homebound instruction is available for students that are confined due to injury or medical condition for an extended period of time (i.e. at least two weeks). An application is completed by the parent or legal guardian. Written documentation and a signed statement by a licensed medical/psychological provider that the student is unable to attend school because of a specified injury, illness, or other medical condition may be required prior to homebound services being provided. Application forms are available from a designated building administrator. Any student returning to school from homebound instruction must report to the attendance secretary before returning to any regular class. Homebound instruction services/placement is determined by the IEP/504 team for students who are special education or 504 eligible. See Board Policy 6.5 on the district website at [www.bssd.net](http://www.bssd.net) or call the school to receive a copy.

### **OLWEUS BULLYING PREVENTION 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.  
*Reference School Board Policy 5.64(2)(a)(10)*

### **SIGNS OF SUICIDE (SOS) PROGRAM**

Signs of Suicide (SOS) is a school-based curriculum and screening program that has demonstrated decreased suicide attempts, among other positive outcomes, in adolescents. The program attempts to prevent suicide attempts, increase knowledge about suicide and depression, develop desirable attitudes toward suicide and depression, and increase help-seeking behavior among youth. Students have an opportunity to opt out of this program with parent consent.

### **PUBLIC NOTICE CHILD FIND**

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, 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 adopted 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 Administrative Center from 8:00 AM to 4:30 PM on school business days.

This notice will be provided in native languages as appropriate.

### **SCHOOL RESOURCE OFFICER**

The Blue Springs School District values the partnership between the Blue Springs School District Department of Public Safety and the Blue Springs Police Department. Each school has a commissioned officer from the Blue Springs Police Department or the Blue Springs School District Department of Public Safety assigned to the building. School Resource Officers perform the duties of law enforcement officers, which also include classroom presentations, acting as a resource to parents, students, and staff, and assisting in mediations. The building S.R.O. can be reached by contacting the main office. They may also be called upon to assist administration regarding student discipline.

### **YOUTH COURT**

School Resource Officers are able to refer minor juvenile offenses to the Eastern Jackson County Youth Court. Youth Court is a youth diversion program operating under the jurisdiction of Jackson County Family Court. Youth Court is a peer court designed to reduce incidents of juvenile crime, divert offending youth from the Juvenile Justice System, and to provide an alternative to the Jackson County Family Court process.

## EXTRA-CURRICULAR ACTIVITIES

Parents should plan to pick up their students at or before the closing time of the activity. Students who are absent all day due to illness on the day of an after-school activity may not attend nor participate in that activity. Students must be in attendance at school a half day to participate in any extra-curricular activity. A student who comes to school but goes home ill later in the day may not participate. **Students under suspension, in-school or out, do not participate in after-school activities** (Activities may vary from middle school to middle school).

### **ACTIVITIES**

Geography Bee  
Honors Choir/Show Choir  
Jazz Band  
Play/Musical  
Reflections  
Scholar Bowl  
Speech/Drama/Forensics  
Spelling Bee  
Student Council  
Yearbook

### **INTERSCHOLASTIC SPORTS**

**Fall Sports:** Volleyball (8<sup>th</sup> grade girls), Football (8<sup>th</sup> grade boys), Cross Country (7<sup>th</sup> and 8<sup>th</sup> grade boys and girls)  
**Winter Sports:** Basketball (8<sup>th</sup> grade boys and girls)  
**Spring Sports:** Track (8<sup>th</sup> grade boys and girls)

The goal of all activities is to promote team building and good sportsmanship. Participants represent our school and community. Always show your school pride; we are always on display. Any inappropriate behavior will result in removal from an event.

### **INTRAMURAL**

Each middle school will **try** to offer a variety of intramural activities during the school year, according to the amount of interest shown by the students. In the past, schools have offered activities such as basketball, flag football, soccer, and volleyball with occasional intramural programs in cheerleading and dance.

### **SOCIAL EVENTS**

Social events are held to interest students. It should be noted, however, that there will be no parties and no food in classes during school hours if not part of the regular curriculum and approved by the principal. During school-sponsored dances or activities, the following is applicable:

1. If you leave the building, you cannot return.
2. There will be no guests at dances.
3. Must follow the appropriate dress guidelines.
4. Students assigned to ISD or OSS are not allowed to attend extracurricular events.
5. The Student General Behavior Code will be adhered to and strictly enforced during all social events.
6. Must be at school (not ill) on the day of a social event.

### **CODE OF ETHICS**

Every student will sign the district Code of Ethics (see pages 14-15) to be able to participate in any extra-curricular activity or sport.

The Code of Ethics that follows is just a copy of the form that needs to be completed and turned into your coach or activity sponsor. Copies are available in the office. You do not need to cut this copy out of the handbook to complete.

Student's Name (Please Print)

Date

**Blue Springs R-IV Middle School Activities  
Code of Ethical Behavior and Student/Parent Consent and Warning (Rev. 2014)**

If I choose to participate in any Blue Springs Middle School activities program, I will endeavor to contribute my best to the success of that program. Therefore, I agree to abide by the provisions of the following Code of Ethical Behavior. I am also aware that if I do not live up to this agreement, I must accept the consequences, which may include dismissal from the activity in which I am participating. I also realize that if school policies are violated, the procedures and penalties of those policies may take precedence over, or be in addition to, those described in the following rules of conduct for participants.

**PURPOSE AND GUIDELINES FOR MIDDLE SCHOOL ATHLETICS**

The purpose of this Code of Ethical Behavior is to allow the student the privilege and honor of being part of a successful organization and to give the student an opportunity to become a better competitor.

The following guidelines have been established jointly by the four middle schools in Blue Springs. Expectations for our students are high. We expect them to set a "good example" for the entire student body by representing themselves, their families, and schools with the best conduct in all activities. REMEMBER: It is a privilege to participate in extracurricular activities!

**General Standards of Conduct**

Penalties for violation of the following are determined by the Coach/Sponsor and/or Activities Director, according to guidelines listed under the section entitled "Consequences for Violations."

**A. MSHSAA General Standards of Student Conduct**

1. Student must meet all MSHSAA standards of scholarship, eligibility, school attendance, etc.
2. Student must be a good citizen (*MSHSAA By-Law 2.2, Citizenship Requirements*)
3. Student must be responsible for proper use and return of all equipment entrusted to him/her.
4. Student must create, promote and maintain elements of good sportsmanship.

**B. Law Enforcement (*MSHSAA By-Law 2.2.2, Citizenship Requirements*)**

A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (i.e. jail time, court costs, etc.) or special condition of probation (i.e. restitution, community service, counseling, etc.) has been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies. Moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol, or injuries to others. After a student has completed all court appearances and penalties, and has satisfied all special conditions of probation and remains under general probation only, local school authorities shall determine eligibility.

**NOTE: Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under the above standards. If the student does not notify the school of the situation prior to the school's discovery, the student shall be ineligible for up to 365 days from discovery, pending review by the MSHSAA Board of Directors. (*MSHSAA by-laws*)**

**Specific Standards of Conduct**

**A. Alcohol Use and Abuse – Prohibited acts include, but are not limited to, the following:**

1. Possessing or consuming alcohol, public intoxication;
2. Misrepresenting someone's age for the purpose of possessing, purchasing or consuming alcohol;
3. Purchasing or serving alcohol to someone underage.

**B. Other Drugs and Controlled Substances – Prohibited acts include, but are not limited to, the following:**

1. Possessing, selling or using illegal drugs or possessing or using drug paraphernalia;
2. Possessing, selling or using controlled substances;
3. The use of tobacco products, including cigarettes, cigars, and chewing tobacco. (**NOTE:** Consequences for use of tobacco products may result in lesser penalties, according to the discretion of the principal and activities director).

**Penalties for violation of the above two standards of conduct (A, B) are one of the following:**

1. Immediate dismissal from the sport/activity in which the student is participating.
2. Other punishment as deemed appropriate by the principal and the activities director.

**C. Teacher Detentions**

Any student who receives a detention should report to practices as soon as the detention is completed that day. In sports, extra conditioning will be assigned by the coach to make up for the practice time missed. For other activities, the coach/sponsor will determine the make-up procedures. If a student does not report to practice after a detention, he/she shall be considered to have an unexcused absence for that practice.

**D. In-School Detention (ISD)**

**When ISD is assigned, the student will not be allowed to practice or participate in contests until all ISD consequences end.** The student may also have limited participation time in the team's next contest or the next activity event. Multiple ISD assignments may also result in permanent suspension from his/her team or activity.

**E. Hazing**

Hazing is strictly prohibited. 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 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 activities.

**Reference School Board Policy 5.64(2)(a)(8)**

**F. Bullying**

Bullying is strictly prohibited. Bullying is defined as acts committed repeatedly and systematically where there is an imbalance of power with the intention to intimidate or harass another person that causes a reasonable person to fear for his or her physical safety or property. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts. 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. **Reference School Board Policy 5.64(2)(a)(10)**

**G. Out of School Suspension (OSS)**

According to MSHSAA by-law, a student shall not be considered eligible to participate while serving out of school suspension. The student will also face possible removal from the team or other consequences within the guidelines of this code of ethical behavior as deemed appropriate by the principal and activities director. **(NOTE: A student who is expelled or withdraws from school because of disciplinary measures shall not be considered eligible for 365 days from the date of expulsion or withdrawal. (MSHSAA By-Law 212)**

**Consequences for Violations**

**First offense:** Suspension for up to 20% of contests in the season in which the violation occurs or in the next season in which an athlete has previously participated.

**Second offense:** Suspension for up to 40% of contests in the season in which the violation occurs or in the next season in which an athlete has previously participated.

**Third offense:** Suspension from all extracurricular activities for 365 days. Students will be offered, after 365 days, reinstatement to extracurricular activities with strict parameters and guidelines for behavior, including but not necessarily limited to a drug or alcohol education program, subject to approval by the A.D. in a meeting with the student-athlete, parents, and coaches.

**Expectations of Parents**

**In addition, MSHSAA sets expectations for parents. Your enthusiasm as a spectator includes a vital responsibility for good sportsmanship. Your habits and reactions determine the quality of sportsmanship, which reflects upon our school and community.**

**Parents are expected to:**

- A. Know and demonstrate the fundamentals of good sportsmanship.
- B. Respect school property and authority.
- C. Show respect for opponents and opposing coaches and fans.
- D. Show respect for players who are injured.
- E. Respect the judgment and strategy of the coach (even if you disagree).
- F. Respect the judgment of game officials (even if you disagree).
- G. Avoid profane language and obnoxious behavior at all times.
- H. Avoid applauding errors or penalties of the opponents.
- I. Refrain from heckling, jeering or distracting opponents.
- J. Refrain from being critical of players, coaches or officials for a loss.
- K. Refrain from throwing objects on the playing area or in the bleachers.
- L. Refrain from using cheers that taunt/ridicule opposing players, coaches, or spectators.
- M. Refrain from booing or showing displeasure with game officials or game activities.

**SPECIAL NOTE TO PARENTS AND GUARDIANS:**

In signing this agreement, you as a parent or guardian are giving permission for the designated student to participate in organized middle school athletics/activities, even though you are aware of the potential for injury, which is inherent in all sports. Even with the best coaching, the use of the most advanced protective equipment, and strict observance of rules, injuries are still a possibility. On rare occasions, these injuries can be so severe as to result in total disability, paralysis, or even death.

**I/WE ACKNOWLEDGE THAT I/WE HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS AND CONDITIONS OF PARTICIPATION. WE AGREE, ALONG WITH OUR STUDENT, TO ABIDE BY ALL CONDITIONS OUTLINED IN THE CODE OF ETHICAL BEHAVIOR. ALL DECISIONS BY THE ACTIVITIES DIRECTOR/PRINCIPAL REGARDING THE ADMINISTRATION OF THIS POLICY ARE FINAL.**

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STUDENT SIGNATURE

PRINT STUDENT NAME

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PARENT/GUARDIAN SIGNATURE

PRINT PARENT NAME



# SCHOOL BEHAVIOR / CONSEQUENCES / BOARD POLICIES

## Student Information and Policies Guide

### **CAMPUS COURTESIES**

Pride in the district is demonstrated by the way students treat other students, teachers, property, and equipment. Thoughtfulness, sportsmanship, responsibility, and respect are campus courtesies that should be observed by everyone.

Good behavior is essential, not only throughout the building but in all activities and events in which our school is involved. Each student's personal conduct should remain above reproach. The school, like students, has certain rights. One of these is the right to be protected from disturbances.

Offenses of an extreme nature such as vandalism, stealing, causing false alarms, alcohol and drug abuse, may result in long-term suspension, loss of credit or other punishment for the first offense. Likewise, smoking or chewing tobacco is not permitted in school buildings or on school grounds by any students. As students' progress through their schooling, students are expected to have more self-control. **NO STUDENT HAS THE RIGHT TO INTERFERE WITH THE LEARNING OR SAFETY OF ANOTHER.**

### **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.

### **GANGS**

Participation in any unauthorized club or gang activity, including but not limited to, the display or possession of gang symbols; soliciting others for membership; requesting the payment of dues, insurance, or other forms of protection from any individual; intimidating or threatening any individual; and/or inciting others to participate in any form of physical violence involving persons or property will not be allowed. Those acts are considered extortion and violate Board Policy 5.64. Violations will be dealt with according to discipline policy and police report or action may be deemed necessary.

### **HALLWAY ETIQUETTE**

In an effort to allow students the opportunity to get to their class on time and enhance safety at the building, students should not congregate and be standing, sitting, and/or socializing in the middle of hallways, doorways, or hallway intersections. Failure to comply may result in disciplinary action.

### **SEARCH/SEIZURE OF STUDENTS LOCKERS      BP 5.64 (6)**

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

School lockers and desks are the property of the board of education and are provided for 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.

### **STANDARDS FOR DISCIPLINE AND SUSPENSION**

The one basic, fundamental is: **NO STUDENT WILL INTERFERE WITH THE LEARNING WELFARE, OR PROPERTY OF ANOTHER. Any threats should be immediately reported to an administrator or counselor.** We are proud of the general behavior of our student body and the respect they have for the school, its property, and its people. However, there are those few who make it necessary to have rules and procedures to make school a great place for everyone, students and teachers alike. All school district personnel responsible for care and supervision of students are authorized to hold students accountable for any disorderly conduct in violation of the standard of student conduct. This policy applies to students in school, on any property of the school, during any school-sponsored activity, including extracurricular activities, regardless of location, on any school bus going to, returning from a school, or school sponsored activities and during intermission or recess periods.

Any student that exhibits physical or verbally disruptive behavior such as pushing, shoving, or engage in verbal/nonverbal confrontations on school grounds will be referred to an administrator to determine disciplinary consequences. This applies whether or not physical injury results. Such behavior is one example of a student's behavior being prejudicial to the good order of schools. Administration may assign a variety of consequences to address student behavior including out-of-school suspension and detention either before, during, or after school.

**BLUE SPRINGS MIDDLE SCHOOLS  
DISCIPLINE SCOPE AND SEQUENCE  
2018-2019**

The following scope and sequence has been created in accordance with district board policies. There are a number of behavior violations that are specifically outlined in the Blue Springs R-IV policy manual and therefore, are not included in this scope and sequence. However, no policy or list can anticipate every discipline situation that might occur. This list is meant to be a general guide for discipline policies only. Refer to Board Policies for additional information and items not listed. The severity of a situation and the frequency of discipline infractions must be taken into consideration when distributing discipline.

If a student fails or refuses to complete the assigned disciplinary action, a more severe consequence may be assigned. Law enforcement may be notified and could result in the student's arrest and removal from school property.

**Academic Dishonesty**

Detention, Parent Contact  
3 days ISD or less  
3 days ISD

Up to 10 days OSS  
\*Severity clause

**Alcohol Use/Possession/Influence**

**BP 5.64(2)(b)(1)**  
10 days OSS and Referral to CO/Law Officer

**Damage to Property/Vandalism**

**BP 5.64(2)(c)(3)**  
10 days OSS or less and restitution  
In case of damage totaling \$150 or more 10 days OSS and Referral to CO/Law Officer

**Assault or Battery/Faculty**

**BP 5.64(2)(a)(2) and/or 5.64(2)(a)(3)**  
10 days OSS and CO Referral/Law Officer

**Disrespect to Staff Members**

3 days OSS or less  
5 days OSS or less  
10 days OSS and Referral to CO

**Assault or Battery/Student**

**BP 5.64(2)(a)(1)**  
10 days OSS or less and Referral to CO/Law Officer

**Drug Distribution**

**BP 5.64(2)(b)(3)**  
10 days OSS and Referral to CO/Law Officer

**Bullying**

**BP 5.64(2)(a)(10)**  
10 days OSS and Referral to CO  
\*Severity clause

**Drug Possession, Use, Influence, or Paraphernalia**

**BP 5.64(2)(b)(1)**  
10 days OSS and Referral to CO/Law Officer

**Bus Infraction**

**BP 6.45**  
Warning – Conference with student, parent contact  
Bus Suspension 1-3 days, parent contact  
Bus Suspension 3-5 days, parent contact  
Bus Suspension 5-10 days, parent contact  
Bus Suspension 10 days or more, parent contact  
*Note:* Major violations may result in immediate suspension from the bus. Please refer to packet from Transportation or call for more details

**Electronic Devices –Disrupting Academic Time**

**BP 5.64(2)(b)(2)**  
1 day ISD or less  
2 days OSS or less  
10 days OSS or less

**Computer Misuse/Network**

**BP 5.14**  
3 days ISD or less  
3 days OSS or less  
10 days OSS or less  
\*\*\*Major violations may result in long term OSS or expulsion/loss of computer privileges

**Failure to Follow Directions/School Rules**

Detention, parent contact  
3 days ISD or less  
3 days OSS  
5 days OSS

**Confrontation**

Student Conference/Parent Contact/Documentation

**Failure to Serve Detention**

Detention Time Doubled by Teacher  
Administrative Detention  
3 days ISD

**False Reporting/Setting off Disaster Alarms/Bomb Threats**

**BP 5.64(2)(a)(7)**  
10 days OSS and Referral to CO/Law Office

**Fighting**

3 days OSS/Law Officer  
5 days OSS/Law Officer  
10 days OSS/Law Officer

**Forgery**

3 days ISD or less, Parent Contact  
3 days ISD  
3 days OSS

**General Misconduct (Including Classroom Disruptions)**

**BP 5.61(3) and 5.64(1)**

3 days ISD or less  
3 days ISD or less  
3 days OSS or less  
5 days OSS or less

**Hazing**

**BP 5.64(2)(a)(8)**

10 days OSS and Referral to CO or less

**Obscene Materials**

3 days ISD or less, parent contact  
3 days OSS, parent contact  
5-10 days OSS

**Possession or Use of a Weapon**

**BP 5.64(2)(a)(5)**

10 days OSS and Referral to CO/Law Officer  
Expulsion

**Possession or Use of Potentially Dangerous, Hazardous, or Inappropriate Items**

**BP 5.64(2)(a)(4)**

10 days OSS or Less and Referral to CO

**Profane Language/Inappropriate Gesture**

1 day ISD or less  
3 days ISD or less  
3 days OSS or less

**Public Display of Affection**

Detention, parent contact  
3 days ISD or less  
3 days ISD  
3 days OSS

**Sexual Harassment—Verbal jokes, slurs, remarks, writings, gestures, etc.**

**(BP 2.8)**

Up to 10 days OSS  
10 days OSS and Referral to CO  
\*Severity clause

**Harassment—Strictly prohibits harassment of another person(s) without regard for the basis or reason**

BP 5.18  
Up to 10 days OSS  
10 days OSS and Referral to CO  
\*Severity clause

**Tardies (By Semester)**

Teacher Warning/Documentation  
Parent Contact/Documentation  
Detention /Documentation  
Referral to Office

**Theft (Major)**

**BP 5.64(2)(c)(2)**

Thefts over \$150 - 10 days OSS and CO  
Referral/Law Officer

**Theft (Minor)**

**BP 5.64(2)(c)(2)**

3 days ISD/Restitution  
3 days OSS/Restitution  
5-10 days OSS/Restitution

**Threats/Direct or Indirect to Others**

**BP 5.64(2)(a)(9)**

Up to 10 days OSS and Referral to CO/Law Officer

**Tobacco**

**BP 5.64(2)(b)(5)**

3 days ISD/Report to Law Officer  
3 days OSS/Report to Law Officer  
5 days OSS/Report to Law Officer  
10 days OSS Report to Law Officer

**Truancy**

3 days ISD or less  
3 days ISD or less  
3 days ISD or less

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**BLUE SPRINGS R-IV SCHOOL DISTRICT**  
**Board of Education Policies**  
**2018-2019**

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The following policies have been adopted by the Blue Springs R-IV Board of Education. Please read this document carefully with the understanding that these are the behavioral guidelines for our schools.

**Not all policies are listed or fully stated in the student handbook. The complete and updated Board of Education policies are available on-line at [www.bssd.net](http://www.bssd.net).**

**2.12**     **Discrimination Grievance Procedures**     (April 2012)

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 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; 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 provide a written response to the grievant 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.

**Level Four**

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

**2.8**     **Sexual Harassment** (October, 2007)

The Blue Springs School District is committed to a positive and productive working and learning environment free from discrimination. Because sexual harassment is a form of sexual discrimination and compromises the attainment of education and work excellence, the Blue Springs School District strictly prohibits sexual harassment of its employees or students. Such behavior may occur between members of the same or opposite sex and may be cause for disciplinary action up to and including expulsion for students and termination for employees.

This policy applies to all acts of sexual harassment at any event on district property, and at any event or location when the behavior involves district employee(s) or students, including but not limited to: (a) those acts by school district employee(s) directed toward and affecting other district employee(s), (b) those acts by school district employee(s) directed toward and affecting district student(s), (c) those acts by school district students(s) toward other student(s), (d) those acts by district student(s) directed toward and affecting district employee(s), and (e) those acts by non-district employees or students directed toward district employees or students.

### **Definitions of Sexual Harassment**

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

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

### **Definitions of a Hostile Environment**

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

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

### **Sexual Harassment Includes, But is Not Limited To**

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

### **Prevention of Sexual Harassment**

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

### **Students Reporting Incidents of Sexual Harassment**

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

### **Prohibition Against Retaliation**

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

### **Confidentiality Rev. 12/99, Rev. 4/04, Rev. 10/07**

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

## **2.9 Civility (December, 2013)**

The board of education is committed to providing a safe, harassment-free environment for students and staff, which promotes mutual respect, civility and orderly conduct among district employees, parents and the public. The district discourages uncivil behavior. This policy is not intended to deprive any person of his or her freedom of expression, but rather to maintain a safe, orderly educational environment for our students.

Uncivil behavior shall be defined as any behavior that is (1) physically or verbally threatening, either overtly or implicitly, as well as behavior that is aggressive, hostile, volatile, coercive, intimidating, violent, harassing or bullying, and (2) directed toward employees, students, parents, patrons, visitors or anyone having business with the district. Examples of uncivil behavior include, but are not limited to, the use of profanity, disrupting or threatening to disrupt school or office operations, threatening the health or safety of others, willfully causing property damage, loud or offensive language that might provoke a violent reaction, personally insulting remarks, attacks regarding a person's race, gender, nationality, religion, disabling condition or any other personal characteristic, or behavior that is out of control. Uncivil behavior may be verbal or nonverbal and can occur during face-to-face or written communications, telephone conversations, voice mail messages and any other electronic means or medium of communication.

Any individual who engages in uncivil behavior will be advised by the employee to whom the remarks are directed to communicate in a civil manner. If the individual does not stop the uncivil behavior, the district employee will notify the individual that the meeting and/or communication is terminated, and the district employee shall notify his/her supervisor of such incident immediately. If the uncivil behavior occurs on school district property or during a school district activity, the individual will be directed to leave promptly. The supervisor shall make a determination on the method of any future communication which may include advising the individual that they are not allowed on school district property or at school district activities until further notice and that any future communication be directed only to the supervisor.

## **5.1.14 Student Immunization (September, 2013)**

Students not in compliance for immunizations with Missouri statutes and rules (RSMo 167.181) and the Blue Springs School District policies relating to students (Section 5:5.14) will not be allowed to enroll, pick up their schedules, or attend school. Proper immunization records or documentation for exemption must be presented. Students whose immunizations are "in progress" may continue to attend school as long as the immunization process is being accomplished in the prescribed manner. Forms for exemptions are available at the Jackson County Health Department and/or physician's offices. Immunization records and/or exemptions are maintained in the student's school health record.

Students who are in the household of an active duty member of the military and who cannot provide immediate proof of immunization will be given 30 days to satisfy the requirements of law. (RSMo 160.2000)

Homeless students have the right to enroll immediately even if lacking medical or immunization records. The enrolling school and the homeless liaison should work together to get immunization records as soon as possible. If a student has not been immunized, initial doses should be administered as soon as possible.

## **5.14 Technology Resources**

Please refer to [bssd.net](http://bssd.net) website for technology resources policy. If internet access is not available, please refer to the building administration.

**5.14.1 Student Access to Technology Resources**

Please refer to [bssd.net](http://bssd.net) website for technology resources policy. If internet access is not available, please refer to the building administration.

**5.18 Nondiscrimination** (December, 2010)

Anti-Discrimination Law Compliance

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

Prohibitions

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

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

Compliance Coordinators

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

Employee Related Inquiries, including Title IX:  
 Assistant Superintendent of Human Resources  
 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

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

Student Related Inquiries, including Title IX:  
 Director of Community Services  
 Blue Springs School District  
 1801 NW Vesper  
 Blue Springs, Missouri 64015  
 (816) 224-1300  
 Fax (816) 224-1764

Reporting and Complaint

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

Grievance Procedure and Resolution of Complaints

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

Confidentiality and Records

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

Public Notice and Dissemination

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

Limitations

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

**5.34.5 Classifications of Records** (June, 2009) Rev. 9/01, 6/09

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

1. Class I

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

2. Class II

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

3. Class III

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

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

The agency reports may include such paperwork as follows: (1) Clinic's, physicians' and psychologists' report, (2) Hospital reports, (3) Reports from social services agencies, (4) Other school districts' records (5) Special district reports, such as psychological examiners' and counselors' reports. In the event a parent, guardian, or eligible student wishes to have any of the information in this category transferred and/or reviewed, they must contact and authorize in writing the originating agency to forward same.

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

## **5.35 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, invasive physical examination or screening administered by the district will be conducted that is required as a condition of attendance and not necessary to protect the immediate health and safety of the student or other students. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening. The district will conduct physical examinations or screenings permitted or required by state law which would include, but not be limited to, vision, hearing, dental, scoliosis, and lice. Parents shall have the right to opt out of any physical examinations or screenings permitted or required by state law.

### **5.35.3 Consent (December, 2009)**

In accordance with the law, no student shall be required, as part of any applicable program partially or wholly funded by the U.S. Department of Education, to submit to a survey, analysis, or evaluation that reveals any of the following information without the prior consent of the student (if the student is an adult or emancipated minor) or, in the case of an unemancipated minor, without the prior consent of the parent: (a) political affiliations or beliefs of the student or the student's parent; (b) mental or psychological problems of the student or the student's family; (c) sex behavior or attitudes; (d) illegal, anti-social, self-incriminating, or demeaning behavior; (e) critical appraisals of other individuals with whom respondents have close family relationships; (f) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; (g) religious practices, affiliations, or beliefs of the student or student's parent; or (h) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program). The district will take measures to protect the identification and privacy of the students participating in a protected information survey, regardless of the source of funding. These measures may include limiting access to the completed surveys and the survey results as allowed by law.

### **5.35.4 Right to Inspect (December, 2009)**

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

### **5.35.5 Notice and Opt Out (December, 2009)**

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

## **5.5 Admission and Attendance Regulations (January 2015)**

Please refer to [bssd.net](http://bssd.net) website for admission and attendance regulations policy. If internet access is not available, please refer to the building administration.

### **5.51.4 Proof of Residency and Required Admission and Enrollment Information**

Please refer to [bssd.net](http://bssd.net) website for residency and required admission and enrollment policy. If internet access is not available, please refer to the building administration.

### **5.53 Individual School Attendance Eligibility**

Please refer to [bssd.net](http://bssd.net) website for individual school attendance eligibility policy. If internet access is not available, please refer to the building administration.

## **5.6 Student Discipline**

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

1. The adoption of the foregoing Policy of Student Discipline shall revoke and replace Section 5.6 Discipline" of the Policies of the board of education.

2. It is the position of the Blue Springs School District that academic achievement and student discipline are very closely related. The district's goal is to establish a standard of conduct which, when obeyed, shall maintain an atmosphere where orderly learning is possible and encouraged. The ultimate goal of the district policy is to help students develop self-discipline. Therefore, pursuant to the Excellence in Education Act of 1985 and the Safe Schools Act of 1996, it is with these goals in mind that the district adopts this Policy of Student Discipline.

3. As part and parcel of the district policy, the Blue Springs School Board recognized the authority granted by Sections 167.161 and 167.171 RSMo (Supp. 1983) of the Missouri state statutes permitting the suspension or expulsion of a student for conduct which is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of the students.

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

**5.62 Standard of Student Conduct (September, 2001)**

Students, parents, teachers, administrators and community residents share the responsibility for creating the positive school environment necessary to promote excellence in education. Individual student self-control and motivation is a primary key to creating that environment. Therefore, the standard of student conduct for the Blue Springs R-IV School District is that each student will act to respectfully 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 PK - 12.

This standard of student conduct is designed to foster student responsibility, respect for the rights of others, and to insure the orderly operations of Blue Springs R-IV Schools. The standard militates against and sets consequences for conduct which is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of the students. This standard, though fundamentally the same for students in kindergarten through grade twelve, shall be applied so as to meet the specific, emotional, developmental and intellectual needs of the various age groups.

**5.63 Student Accountability and Consequences (May, 2007)**

**1. Student Accountability**

All school district personnel responsible for care and supervision of the students are authorized to hold every student strictly accountable for any disorderly conduct in violation of the standard of student conduct. The discipline authority, standard of conduct and consequences of violative conduct administered by district personnel as described in this policy shall apply equally to students:

- a. in school;
- b. on any property of the school;
- c. during any school-sponsored activities, including extracurricular activities regardless of where located;
- d. on any school bus going to or returning from school, or any school sponsored activities; or e. during intermission or recess periods.

**2. Possible Consequences**

The following are common consequences resulting from violations of conduct and the district personnel authorized to impose those consequences:

**a. In-Room Discipline**

In-room discipline is a broad category of consequences which include, but are not limited to, additional study assignments, in-room detention during recess or other break periods, revocation of otherwise common privileges, and other effective minor disciplinary measures which can be imposed by any district personnel, but shall be overseen by the room teacher, if any, responsible for the supervision of that student during the imposition of the in-room disciplinary consequence. See Student Information and Policies Guide in the Student Handbook.

**b. Corporal Punishment**

Corporal punishment shall not be permitted in the Blue Springs R-IV School District.

**c. 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, proactive, positive supports to prevent the need of their use.

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 Suspension (September, 2001)**

In-School Suspension is the removal of a violating student from his regular school environment. The student shall remain within a designated area and shall continue his or her studies and testing in supervised solitude. In-house detention shall be imposed by the building principal or by the superintendent or his administrative designee. See Student Information and Policies Guide in the Student Handbook.



e. Suspension (August, 2004)

1. The term "suspension" refers to an exclusion from school that will not exceed a specific period of time and shall be subject to the due process procedures set forth for "suspensions."

Ten (10) school days or less: A suspension of ten (10) days or less is the removal of the violating student from school property for that length of time determined and may be imposed by the building principal, the superintendent or his administrative designee, pursuant to the procedures set forth in Section 5.65 (2) (b), infra.

Students shall not be allowed to participate in extracurricular activities, attend any school function, or be on any Blue Springs School District property during the length of the suspension. Suspension may be extended if a student is found to be on school property or in attendance at a school function while on suspension. Any student who is suspended for violation of a Safe Schools Act offense shall not be allowed within 1000 feet of District property unless residing within that distance or given prior permission by District officials. In such case the parent/guardian must request permission in writing and accompany the student if permission is granted. Students violating this provision shall be subject to further disciplinary action. *Rev. 12/2001, 8/2004*

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

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

- a. They have maintained a drug and alcohol free lifestyle for the duration of 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 have been in drug or alcohol rehabilitation, or if it is a weapons charge that they have attended appropriate counseling sessions on behavior and anger control.

The district shall conduct a conference upon the student's return to school after a suspension of 11-180 school days. The conference shall include the student, his/her parent(s), and appropriate school officials who are directly involved with the conduct that resulted in suspension. *Rev. 8/2004, 5/2007*

3. When a student is involved in more than one specific conduct violation, the student is subject to the consequences specified for each separate violation. Such consequences to be served consecutively or concurrently as deemed appropriate by the administering authority. *Rev. 8/2004, 5.2007*

f. Expulsion (May, 2007)

The term "expulsion" refers to exclusion for an indefinite period and shall be subject to the due process procedures set forth for "expulsions." *Rev. 3/1998, 5/2007*

**5.64 Violative Conduct and Its Consequences**

Please refer to [bssd.net](http://bssd.net) website for violative conduct and consequences policy. If internet access is not available, please refer to the building administration.

**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.

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 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.

In the case of a suspension by the superintendent for more than ten (10) school days, the student or his parents or others having custodial care of the student may appeal the decision of the superintendent to the board or to a committee of board members appointed by the president of the board, which shall have full authority to act in lieu of the board. In the event of an appeal, a hearing before the board shall be held as soon as practicable.

2. Handicapped Students

In the event the violating student is a handicapped child, the Education of the Handicapped Act would require that the handicapped student's IEP committee convene before a long-term suspension is imposed. A "long term" suspension is defined as a suspension of more than ten (10) school days per semester.

3. Due Process Rights

a. No student shall be suspended from eleven (11) to one hundred eighty (180) school days, unless:

1. The student shall be given oral or written notice of the charges against him; and
2. If the student denies the charges, he shall be given an oral or written explanation of the facts which form the basis of the proposed suspension; and
3. The student shall be given an opportunity to present his version of the incident before any consequences are imposed. A student has the right to bring forward witnesses on his behalf.
4. Prompt notification will be given to the parents or others having custodial care of the student, of the administrator's action and the reasons for such action, and the right to a hearing before the board. This notice shall be promptly made by certified mail, addressed to the student's parents or others having custodial care of the student at their last address shown on school records.

b. In the event of an appeal to the board, the superintendent shall promptly transmit to it a full report in writing of the facts relating to the suspension, the action taken by him and the reasons therefore.

c. In the event of a board appeal, the suspension shall be stayed until the board renders its decision, unless in the judgment of the superintendent, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting academic process, in which case the student may be immediately removed from school property, and the second notice described in section 5.65(2)(b)(3)(d), infra., shall follow as soon as practicable.

a. In the event the student, parents or others having custodial care of the student exercise the student's right to a board hearing, which right must be evidenced by a written request to the secretary of the board of education from the student, parents, or others having custodial care, within seven (7) days of the receipt of the superintendent's notice of suspension described in section 5.65(2)(b)(3)(a)(4), supra, the person seeking the hearing will receive a second notification advising them of:

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

4. Suspension Hearing Before the Board

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

3. Expulsion

a. Authority

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

b. Due Process Rights

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

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

c. Expulsion Hearing Before the Board

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

d. Presence on School Property While Expelled (December, 2001)

Any student who is expelled by the Blue Springs R-IV Board of Education is forbidden from attending any school function or being on any Blue Springs School District property until such time the student has been accepted for readmission [See 5.65(5)] or the graduation date for the student's class has passed if the student 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 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.

5.81.2 **Student Speakers** (February, 2015)

The district recognizes that students are provided the opportunity to speak at certain school events to which the public has been invited. The district hereby establishes a limited public forum at all school events to which the public is invited and at which a student is to publicly speak. The district shall not discriminate against a student's voluntary expression of a religious viewpoint when speaking in this limited public forum. Student expression on an otherwise permissible subject shall not be excluded from the limited public forum because the subject is expressed from a religious viewpoint. The district shall use a method, based on neutral criteria, for the selection of student speakers at school events to which the public is invited and graduation ceremonies. The district shall ensure that a student speaker does not engage in obscene, vulgar, offensively lewd, threatening, or indecent speech. The district shall state, in writing, orally, or both, that the student's speech does not reflect the endorsement, sponsorship, position or expression of the district. The school district disclaimer shall be provided at all graduation ceremonies. The school district shall also continue to provide the disclaimer at any other public event at which a student speaks publicly for as long as a need exists to dispel confusion over the district's non-sponsorship of the student's speech.

5.92 **Safety** (February, 2002)

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

5.97 **Medication at School**

Please refer to [bssd.net](http://bssd.net) website for medication at school policy. If internet access is not available, please refer to the building administration.

5.98 **Student Allergy Prevention and Response**

Please refer to [bssd.net](http://bssd.net) website for student allergy prevention and response policy. If internet access is not available, please refer to the building administration.

6.45 **Bus Discipline**

Please refer to [bssd.net](http://bssd.net) website for bus discipline policy. If internet access is not available, please refer to the building administration.

## NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

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

FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SE  
Washington, DC 20202-4605**

## STANDARD COMPLAINT RESOLUTION PROCEDURE FOR IMPROVING AMERICA'S SCHOOLS ACT PROGRAMS

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Goals 2000: Educate America Act and the Improving America's Schools Act (IASA).

### **What is a complaint for purposes of this policy?**

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

### **Who may file a complaint?**

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

### **What types of complaints are recognized?**

There are two types of complaints:

1. A complaint alleging that a local school district is violating, misapplying, or misinterpreting a law or a regulation of the Department of Elementary and Secondary Education: and,
2. A complaint alleging that the Department of Elementary and Secondary Education is violating, misapplying, or misinterpreting a law or regulation.

### **How are complaints filed?**

1. Complaints against local school districts.  
A complaint alleging that local school district officials have violated, misapplied, or misinterpreted a state or federal law or regulation must first be filed and resolution pursued in accordance with local district policy. If the issues cannot be resolved at the local level, the complainant may file a complaint with the Department. Before accepting such a complaint, the Department will ask for evidence of an attempt to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution. A question about local school district policies, rules, or practices, which are not based on federal or state laws or regulations, is not a complaint within the meaning of this policy and must be settled at the local school district level.
2. Complaints against the Department of Elementary and Secondary Education  
A local school district official, a local board of education, or any person directly affected by actions of the Department may file a written complaint alleging that the Department or its personnel have violated, misapplied, or misinterpreted a state or federal law or regulation directly with the Department.

### **How does the Department hear and resolve complaints?**

1. Any formal complaint against the Department or an unresolved complaint against a local school district related to the IASA is to be addressed to the Director of the Grants management section.
2. Within thirty days after receiving a complaint or appeal, the section director will resolve the complaint and inform interested parties in writing of the decision. In resolving the complaint, the section director may rely upon statements of the parties involved or may conduct an independent investigation. The section director may grant an extension of the thirty-day limit for just cause.
3. If a complainant disagrees with the decision of the section director, the complainant may, within ten working days, appeal to the Deputy Commissioner of Education. This appeal must be in writing and state why the complainant disagrees with the decision.
4. Within thirty days after receiving an appeal, the Deputy Commissioner of Education will render a final administrative decision and notify the complainant in writing.
5. If the complainant disagrees with the decision of the Deputy Commissioner of Education in a matter relating to federal law or regulation, the complainant may request a review of the decision by the United States Secretary of Education in accordance with 34 CFR Part 76, section 76.781.

### **What other recourse is available in resolving complaints?**

In some circumstances, complainants may have additional recourse in the courts or through the Administrative Hearing Commission.