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## **SECTION 5 POLICIES RELATING TO STUDENTS**

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

- 5.11 Age for Kindergarten** (May, 1997)  
Any child whose fifth birthday occurs before the first day of August shall be admitted to kindergarten.
- 5.12 Age for First Grade** (May, 1997)  
Any child whose sixth birthday occurs before the first day of August shall be admitted to first grade.
- 5.13 Birth Certificates** (June, 1996)  
If the child has not established school records a birth certificate must be furnished before entrance into the Blue Springs School District. A legal certificate of birth issued by the Bureau of Vital Statistics is the only acceptable proof of birth date. Students must enroll under their legal name.
- 5.14 Student Immunization** (July, 2016)  
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.

All children enrolled in a preschool, daycare center or nursery school must have records demonstrating the child has the age-appropriate immunizations, documentation that they are in the process of receiving those immunizations or a medical or religious exemption from obtaining those immunizations. District operated preschools, daycare centers and nursery schools are required to notify parents/guardians of children in those schools in an immunization exemption is on file, when requested.

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)

5.1 (continued)

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.

Rev. 5/97, 9/13, 7/16

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

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

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

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

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

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

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

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

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

5.31 **Assessment Program** (August, 2023)

The district will use assessments as one indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The Board directs the superintendent or designee to create procedures governing assessments consistent with law and Board policy.

In cooperation with the administrative and instructional staff, the Board will regularly review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary.

### 5.3 (continued)

The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

**In order to achieve the purposes of the student assessment program, the district requires all enrolled students to participate in all applicable aspects of the assessment program.**

#### **District Assessment Plan**

The superintendent or designee shall ensure that the district has a written assessment plan that will test competency in the subject areas of English, reading, language arts, science, mathematics, social studies and civics, as required by law.

The purposes of the districtwide assessment plan are to facilitate and provide information for the following:

1. *Student Achievement* - To produce information about relative student achievement so that parents/guardians, students and teachers can monitor academic progress.
2. *Student Guidance* - To serve as a tool for implementing the district's student guidance program.
3. *Instructional Change* - To provide data that will assist in the preparation of recommendations for instructional program changes to:
  - a. Help teachers with instructional decisions, plans and changes regarding classroom objectives and program implementation.
  - b. Help the professional staff formulate and recommend instructional policy.
  - c. Help the Board of Education adopt instructional policies.
4. *School and District Evaluation* - To provide indicators of the progress of the district and individual schools toward established goals.
5. *Accreditation* - To ensure the district maintains accreditation.

There shall be broad-based involvement of staff and others with appropriate expertise in the development of the assessment program and its implementation. Instructional staff will be given training and

### 5.3 (continued)

responsibilities in coordinating the program. Every effort will be made to ensure that testing contributes to the learning process rather than detracts from it and that cultural bias does not affect the accuracy of assessments.

#### **Reading Assessment and Intervention**

The district will administer a state-approved reading assessment to all students enrolled in kindergarten through third grade at the beginning and end of each school year. In addition, the district will assess any newly enrolled student in first through fifth grade.

The district will provide reading success plans to students at the beginning of the school year or when they transfer into the school district. The district will give reading success plans to students who:

1. Exhibit a substantial deficiency in reading the creates a barrier, based on teacher observation or reading assessment, to reading progress; or
2. Have been identified through the statewide dyslexia screening as being at risk of dyslexia or have a formal diagnosis of dyslexia.

A substantial reading deficiency exists when a student is one or more grade levels behind in reading or reading readiness. The district will provide students with intensive reading instruction under a reading success plan until the reading deficiency is remedied.

#### **Reading Success Plan**

A reading success plan will include intensive instructional services and supports as appropriate according to the student's need to remediate the identified areas of reading deficiency. Services and supports may include additional scientific, evidence-based reading instruction and other strategies prescribed by the district. The district will provide the reading instruction free of charge. The plan may include but is not limited to:

1. Small group or individual instruction;
2. More frequent progress monitoring
3. Tutoring
4. Summer reading programs when offered

The district will provide the intensive reading instruction during regular school hours and:



### 5.3 (continued)

1. Provide skill development in phonemic awareness, phonics, fluency, vocabulary and comprehension;
2. Include a scientifically based and reliable assessment;
3. Provide initial and ongoing analysis of each student's reading progress; and
4. Provide a curriculum in core academic subjects to assist the student in maintaining or meeting proficiency levels for the appropriate grade.

#### **Parent/Guardian Notice**

The district will notify the parent/guardian of any student who qualifies for a reading success plan that the child has been identified as having a substantial deficiency in reading or is at risk of dyslexia. The notification will provide:

1. A description of the services currently provided to the student;
2. A description of the proposed supplemental instructional services and supports that the district will provide to the child that are designed to remediate the identified area of reading deficiency;
3. Strategies for parents/guardians to use in helping the child succeed in reading proficiency including, but not limited to, the promotion of parent-guided home reading; and
4. The opportunity to attend district summer school programs when offered

For students diagnosed with dyslexia or at risk of dyslexia, the notice will include an explanation that the instruction will be explicit, systematic, diagnostic and based on phonological awareness, phonics, fluency, vocabulary, comprehension, morphology, syntax and semantics. At regular intervals, but minimally four times per year, the district will notify a student's parent/guardian of the student's academic and other progress and other relevant information.

#### **Promotion/Retention**

If a student has a substantial reading deficiency at the end of third grade, the student's parent or guardian and appropriate school staff shall discuss whether the student should be retained in a grade

### 5.3 (continued)

level based on a consideration of all relevant factors, including the reading deficiency, the student's progress in other subject areas, and the student's overall intellectual, physical, emotional, and social development. A decision to promote or retain a student with a substantial reading deficiency at the end of grade three shall be made only after direct personal consultation with the student's parent or guardian and after the formulation of a specific plan of action to remedy the student's reading deficiency. The final decision shall rest with the school administration. For other retention-related policies, see Board Policy 5.41.

#### **Reporting**

The district will report to the Department of Elementary and Secondary Education the specific reading intervention and supports implemented by the district and the reading assessment data collected for grades K-5.

#### **English Proficiency Assessments**

The district will annually assess the English reading, writing and oral language skills of district students with limited English proficiency.

#### **Statewide Assessments**

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the education standards adopted by the Missouri State Board of Education. In order to achieve the purposes of the student assessment program, the district requires all enrolled students to participate in all applicable aspects of the assessment program. The School Board authorizes the superintendent or their designee to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives. For courses involving a MAP/EOC test, a percentage of the student's grade will be added to for their participation and/or completion of the required MAP/EOC test. The district's policy on student participation in statewide assessments shall be provided at the beginning of the school year to each student and the parent/guardian or other person responsible for every student under 18 years of age and a copy of the policy shall be maintained in the

### 5.3 (continued)

district office and shall be available for viewing by the public during business hours of the district office.

End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). In courses where EOC assessments are given, the superintendent or designee will determine what percent of the course grade will be decided by performance on EOC assessments.

If a student is taking a course that requires an EOC assessment and is failing the course or for some other reason may be required to retake the course, the district may choose to delay administration of the EOC assessment until the student has completed the course the second time. A team consisting of the course instructor, the principal and a counselor will determine when delayed administration of an EOC assessment is appropriate.

#### **National Assessment of Educational Progress**

If chosen, the district will participate in the National Assessment of Educational Progress (NAEP) as required by law.

*Rev. 11/00, 10/17, 8/23*

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

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

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

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

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

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

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

1. For grades kindergarten through 2, proficiency and effort, growth, and participation shall be assessed.
2. For grade 3, letter grades shall be used for communication arts and math (see percentage guidelines and letter

5.3 (continued)

scale below). Effort, growth, and participation shall be assessed for science, social studies, personal/social development, and work habits.

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

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

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

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

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

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

Pupils transferring into the district must show proof of their present grade level (K-8) and/or a copy of the senior high (9-12) transcript indicating all credits earned. The scholastic record of pupils entering school after attendance in other districts, private schools, foreign countries, home schooling, "satellite schools," or any non-accredited senior high

### 5.3 (continued)

school will be evaluated by the principal and counselor. The district reserves the right to administer tests to determine appropriate grade level placement (K-12) and/or acceptance of senior high credits toward graduation from a Blue Springs high school.

#### 5.34 **Education Records** (March, 2021)

Every school shall maintain education records of each child who is in attendance. This shall include only those records maintained by the school district containing information directly related to the student. Education records do not include: (1) records kept in the sole possession of the maker of the record, used only as a personal memory aid and not accessible or revealed to any other person except a temporary substitute for the maker of the record; (2) records created and maintained by the school district law enforcement unit for law enforcement purposes; (3) an employment record that relates exclusively to an individual in his or her capacity as an employee of the school district and that is not available for any other purpose; (4) records that contain information about a student after he or she is no longer in attendance at the district and are not directly related to the person's attendance as a student, such as alumni records; (5) certain medical records on a student who is 18 years of age or older or is attending an institution of post-secondary education; and (6) grades on peer-graded papers before they are collected and recorded by a teacher.

Rev. 9/01, 3/21

##### 5.34.1 **Review of School Records** (March, 2021)

Parents or guardians or eligible students (see Section 5.34.6 for definition) are permitted to inspect and review all education records of their children consistent with the Family Educational Rights and Privacy Act ("FERPA"). The parent or eligible student should submit the request in writing and identify precisely the records being requested. The district shall respond to a request to inspect and review in a reasonable time not to exceed 45 days. If circumstances effectively prevent the parent or eligible student from inspection and review, the district shall provide a copy of the requested records. If the requested records

### 5.3 (continued)

contain information on other students, the district will redact information pertaining to other students. The district may charge a fee for copies in accordance with the law.

Rev. 9/01, 3/21

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

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

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

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

- (a) The hearing shall be held within a reasonable time after a request for a hearing is received from the parent or guardian or eligible student;
- (b) Notice of the hearing must be given to the parent or guardian or eligible student of the date, time, and place reasonably in advance of same;
- (c) The hearing may be conducted by a "hearing officer", an individual appointed by the School District who does not have a direct interest in the outcome of the hearing; the hearing officer may be an official of the district;

5.3 (continued)

- (d) The parent or guardian or eligible student shall be provided a full and fair opportunity to present evidence relevant to the issues raised in connection only with suggestions that the student's records are somehow inaccurate, misleading or in violation of the privacy rights of the student;
- (e) The parent or guardian or eligible student may, at their own expense, be assisted or represented by one or more individuals of his or her own choice, including an attorney;
- (f) The hearing officer must make his/her decision in writing within a reasonable period of time after the hearing; and
- (g) The decision must be based solely on the evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision.

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

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

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

### 5.3 (continued)

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

- 5.34.3 Release of Education Records** (March, 2021)  
Education records will not be released without the written consent of the eligible student or his/her parents or guardian to any individual, agency, or organization, other than as allowed by law, which includes, but is not limited to, the following: (1) board members, employees and agents of the R-IV School District who have legitimate educational interest in the records; (2) state officials to which such information is specifically required to be reported pursuant to state statute(s) and/or regulations; (3) officials designated to evaluate a student's application for or receipt of financial aid; (4) other educational institutions in which the student seeks or intends to enroll; (5) authorized representatives of state and local educational authorities; (6) named recipients pursuant to judicial order or a lawfully issued subpoena; and (7) any person in a health or safety emergency whose knowledge of the information is necessary to protect the health or safety of students or others.

*Rev. 9/01, 3/21*

- 5.34.4 Record of Release and Review** (March, 2021)  
A record will be maintained which will include all individuals, agencies, or organizations which have requested or obtained access to a student's education records and which will indicate specifically the legitimate interest each has in obtaining this information.
- However, a record of access or request for access will not be required if: (1) the request is made by parent or eligible student; (2) the request is made by school officials within the district who have a legitimate educational interest in the student's education records; (3) there is a written consent from a parent or guardian or eligible student; (4) the request is for directory information only; and (5) the request is made by enforceable judicial



5.3 (continued)

order or a lawfully issued subpoena so long as the court has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.

This record will be filed with the student's education record.

Rev. 9/01, 3/21

**5.34.5 Classification of Records** (March, 2021)  
Education records maintained by the school district are further classified as follows:

Directory Information

Directory Information 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.

Rev. 9/01, 6/09, 3/21

### 5.3 (continued)

#### 5.34.6 **Records of 18 Year Old Students** (March, 2021)

With respect to Sections 5.34.1 through 5.34.7, whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the permission or consent required of and the rights accorded to the parents or guardians of the student shall thereafter only be required of the student. The student for purposes of these sections shall be known as an "eligible student". The consent of an eligible student is not required where the disclosure of education records is to parents (as defined in 34 CFR 99.3) of a dependent student as defined in section 152 of the Internal Revenue Code of 1986.

*Rev. 9/01, 3/21*

#### 5.34.7 **Destruction of Student Records and Information** (March, 2021)

Except as may be provided herein, student records and information as referenced in Section 5.34 through 5.34.7 shall be maintained and/or destroyed in accordance with the applicable provisions of FERPA and the Missouri Public Schools Records Manual issued by the Office of the Missouri Secretary of State. However, the district shall not destroy an education record if there is an outstanding request by a parent or eligible student to inspect and review the record.

*Rev. 9/01, 3/21*

### 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

### 5.3 (continued)

such as a grandparent or step-parent 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

### 5.3 (continued)

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 un-emancipated 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.

### 5.3 (continued)

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

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

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

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

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

#### 5.41 **Pupil Retention in Kindergarten Through Grade 5** (August, 2023)

Generally, a pupil enrolled in kindergarten through grade 5 will be allowed to advance to the next grade if he/she has satisfactorily completed work considered to be minimum or better by the professional staff. If a student has a substantial reading deficiency at the end of third grade, the student's parent or guardian and appropriate school staff shall discuss whether the student should be retained in a

#### 5.4 (continued)

grade level based on a consideration of all relevant factors, including the reading deficiency, the student's progress in other subject areas, and the student's overall intellectual, physical, emotional, and social development. A decision to promote or retain a student with a substantial reading deficiency at the end of grade three shall be made only after direct personal consultation with the student's parent or guardian and after the formulation of a specific plan of action to remedy the student's reading deficiency. The final decision shall rest with the school administration.

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

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

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

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

*Rev. 9/01, 8/23*

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

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

5.4 (continued)

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

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

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

**5.43 Promotion and Classification in Elementary, Middle or High School** (November, 2015)

Remediation as a condition of promotion to the next grade level may be recommended by the district for any student identified as failing to master skills and competencies established for that particular grade level. A student must have completed a course in order to receive credit. Classification at the high school level will be made according to the units of credit a student has earned at the first of the school year. Students have the opportunity to start earning credit toward high school graduation after the successful completion of their eighth grade year (during summer between eighth and ninth grade).

Classification standards will be as follows:

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

Rev. 12/99, 10/08, 9/15

**5.44 Gifted Education** (August, 2019)

The Board of Education is committed to improving student learning opportunities for all students in the district and authorizes a program for meeting the educational needs of identified gifted students in an educational environment beyond that offered in the regular classroom. The program will be conducted in accordance with the guidelines published by the Missouri Department of Elementary and Secondary Education.

#### 5.4 (continued)

##### Gifted Program Screening

The district will provide screening for all students to ensure that all potentially gifted students have an opportunity for consideration. All available data, including information contained in the permanent record, will be considered during the screening process. The district will use a variety of screening methods that reduce the chance of bias and provide an opportunity to identify the strengths of all students, including those difficult to identify and traditionally under-represented, such as students with limited English proficiency, students from culturally diverse backgrounds and students with learning disabilities. Screening shall include universal screening as well as individual evaluation and placement. Individual evaluation and placement screening will include general mental ability measured by a full-scale score on an individual intelligence test selected and administered by the district with a score at or above the 98<sup>th</sup> percentile.

##### Right to Review of Decision

Parents/Guardians who receive notice that their student has not met the eligibility requirements to receive gifted services will be informed that they may request a review of that decision by contacting a building administrator in the school the student attends or Deputy Superintendent for Curriculum and Instruction. The building administrator shall immediately notify the Deputy Superintendent for Curriculum and Instruction of any request for review. The Deputy Superintendent or their designee will arrange a conference with the parents/guardians to explain the identification process used by the district, including benchmarks and standards used by the district to identify the students eligible for services. The Deputy Superintendent or their designee will provide the parents/guardians with information specific to their student, including the results of any testing, assessment or evaluation of the student, and will assist the parents/guardians in interpreting the results. The Deputy Superintendent or their designee is not permitted to discuss any information about other identifiable students but may share aggregated information, such as how many students were considered for the program and how many were accepted. If, during the review, the Deputy Superintendent or their designee identifies any error in the eligibility determination process that may have resulted in an incorrect determination, they will arrange to have the student re-evaluated for eligibility. Otherwise, the initial eligibility decision will stand.



#### 5.4 (continued)

##### Transfer Students

Students who transfer from a Missouri school with a state approved gifted program to another school with a state approved gifted program shall be placed in the receiving district's program if all of the following conditions are met:

1. The student meets or exceeds the selection criteria established by the receiving school for placement in its gifted program.
2. The areas addressed by the two programs must be similar: i.e., both are general academic programs; both are fine arts programs; or both are specific academic programs.
3. The students and parents agree to such placement.

##### **5.45 Acceleration of Students** (December, 2017)

The Blue Springs School District is committed to the continuous development of students enrolled in the district's schools, and to student achievement, in cooperation with the professional staff, shall develop administrative procedures for the acceleration of students.

In evaluating student achievement, for acceleration, each teacher will make use of all available information, including results of teacher-made tests, state mandated Missouri Assessment Program, and other measures of skill and content mastery, standardized assessment results, and teacher observation of student performance as demonstrated in the classroom. This process will consider the student aspects as social, emotional, physical, mental, and academic development. The principal will direct and aid teachers in the student evaluations and will review grade assignments in order to ensure uniformity of evaluation standards. Such recommendations and approval shall be made in writing to the deputy superintendent of curriculum and instruction with final approval resting with the superintendent of schools.

Decisions on whether to promote and/or to accelerate a student with disabilities will be made in accordance with the Individuals with Disabilities Education Act (IDEA) and as required by other applicable law. Rev. 9/01, 12/17

##### **5.46 Graduation Requirements-Senior High School** (December, 2020)

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

5.4 (continued)

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

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

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

English Language Arts	4 credits
Social Studies	3 credits
Mathematics	3 credits
Science	3 credits
Fine Arts	1 credit
Practical Arts	1 credit
Physical Education	1 credit
Health Education	.5 credit
Personal Finance	.5 credit
Electives	<u>7 credits</u>
Total	24 credits

2. Successful completion of a course of instruction of at least one semester in length on the institutions, branches, and functions of the government.
3. Pass proficiency exams concerning American History, American Institutions, the Missouri and U.S. Constitutions, required Civic Test, and thirty (30) minute CPR requirement.
4. Eight semesters of attendance are required. However, recognizing that some students, for sound educational and vocational reasons, may wish to graduate from high school in seven (7) semesters, the board of education will allow early graduation if the requirements and procedures are followed as outlined in Board Policy.

**Exceptions:**

- a. Graduation requirements and grading scales for a student with a disability receiving special education services pursuant to the Individuals with Disabilities Act (IDEA) may be determined according to the student's Individualized Education Program (IEP).

#### 5.4 (continued)

- b. Eligible students who successfully complete the High School Equivalence Program will be awarded a high school diploma.
- c. Students transferring into the district must be enrolled and complete at least three (3) credits while in attendance to graduate and receive a diploma from the district.

#### **Earning Credit**

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

#### **Additional Provisions/Regulations**

- 1. Graduating seniors with a cumulative grade point average of 3.5, or above, shall have this fact noted on the graduation program and their diploma. To be eligible for this graduation honor, a student must have attended a Blue Springs high school for at least one (1) full semester.
- 2. Weighted courses for students transferring into the district high schools will be given honor points only for college credit and AP courses offered at the Blue Springs high schools.
- 3. A student who drops out of school prior to graduation due to circumstances beyond his/her

#### 5.4 (continued)

control may be awarded a diploma when he/she has earned sufficient high school credits by correspondence from a state-recognized college or secondary school.

4. Fourth-year seniors who fail to meet the graduation requirements for a diploma may attend summer school in a state-recognized program to earn the necessary credits for a diploma. To be eligible for the diploma of a given year/graduating class, the student must complete all required credits (correspondence, summer school, etc.) prior to the beginning of the succeeding school year.
5. Only students who have met all the graduation requirements to earn a diploma prior to the graduation ceremony will be allowed to participate in the actual graduation ceremony, except for students eligible under the IDEA who have completed four years of high school shall be allowed to participate in the graduation ceremony of the student's high school graduating class and all related activities even if the student's IEP prescribes special education, transition planning, transition services, or related services beyond the student's four years of high school so long as the student's IEP team determines the student is making satisfactory progress toward the completion of the IEP and participation in the graduation ceremony is determined appropriate.

#### **Early Graduation**

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

Rev. 11/03, 8/05, 1/08, 9/15, 11/15, 11/17, 12/18, 1/19, 12/20

#### 5.4 (continued)

##### **5.47 MOCAP Virtual Instruction** (January, 2023)

Virtual instruction courses may be available to full-time enrolled students, including virtual courses offered through the Missouri Course Access Program (MOCAP). Students enrolling with a non-hosted virtual education provider (not hosted by another Missouri Local Education Agency (LEA) or institution of higher learning) must apply for courses using the district process and will remain enrolled as students of the district even after placement in virtual courses. Students enrolling with a virtual program provider sponsored by another Missouri Local Education Agency (LEA) or institution of higher education (hosted provider) must meet residency requirements in the district before enrolling with the hosted provider. Students enrolling in full-time virtual courses with a hosted provider will be unenrolled from the district once acceptance by the hosted provider occurs. Students returning to the district from enrollment with a hosted or non-hosted provider will not be allowed to return to that same virtual provider for the remainder of the current school year.

To be considered eligible to enroll in virtual instruction, a student must be enrolled full-time in the district. A district counselor must approve in advance the course as academically acceptable based on district course and graduation requirements. Counselor course consideration will also be based upon the appropriateness of the course for the student, which shall include consideration of the student's prior participation in virtual courses. Virtual course approval shall be consistent with the determination that is made for such a course request by a district student enrolling in a similar course offered in-person by the district.

If the district disapproves a student's request to enroll in a course or courses provided by MOCAP or another virtual provider, the reason shall be provided in writing, and it shall be for good cause. Good cause shall be a determination that doing so is not in the best educational interest of the student and shall be consistent with the determination that would be made for such course request regarding a similar in-person course offered by the district. As stated above, the determination of course appropriateness may be based upon the student's prior participation in virtual courses. If a student's request for placement in a virtual course is denied, that decision may first be appealed to the Assistant Superintendent of Curriculum, then to the Superintendent or Superintendent's designee.

#### 5.4 (continued)

For students enrolled with non-hosted providers to receive credit for a virtual instruction class, the student must remain enrolled in the district throughout the course and must complete all required assessments which include, but is not limited to, MAP testing, End-of-Course testing, college or career assessments before credit is earned. All grades and credits earned through a non-hosted provider will be accepted as if earned within the district.

*Rev. 1/19, 12/20, 1/23*

### 5.5 Admission and Attendance Regulations

#### 5.51 Admission of Resident Students (June, 2023)

All students five (5) to twenty-one (21) years of age who legally reside within the boundaries of the Blue Springs R-IV School District ("District") may attend District schools tuition free. "Reside" means that a person physically resides and is domiciled in the district. The domicile of a minor student shall be the domicile of a parent, court appointed legal guardian, or military guardian pursuant to a military-issued guardianship. All may be jointly referred to herein as "parent/guardian".

In order to register a student, the parent/guardian or eligible student shall provide proof of residency, or proof of a residency exception (see 5.51.2 below), or proof that a Waiver of Residency was requested and has been granted on the basis of hardship or good cause (See Sections 5.51.1 and 5.52). Parents/guardians will be required to complete and sign an Application for School Admission and, if necessary, a Request for Waiver of Residency and provide evidence of residency and parenting or guardianship prior to enrollment.

*Rev. 7/03, 6/23*

##### 5.51.1 Waiver of Residency (June, 2023)

Parent/guardian, student 18 years of age or older, or other person or relative with whom the student is residing, may request a waiver of the residency requirement. Waivers may be granted for hardship or good cause. Under no circumstances shall athletic ability be a valid basis of hardship or good cause. Within forty-five (45) days of receipt of the waiver request, a committee appointed by the board shall convene a hearing to grant or deny the request. The student will be allowed to conditionally enroll and attend virtually for the 45-day period unless some other basis would exist to deny this conditional enrollment. Following the hearing, written notice

## 5.5 (continued)

of the decision of the Committee will be provided. Decisions of the Committee are final. Any person aggrieved by the committee's decision may appeal such decision to the circuit court in the county where the district is located.

Should disciplinary problems arise with a student attending under this provision, the student may be dropped from the rolls after a conference with the student, the District resident with whom the student resides, the principal, and the superintendent or designee.

*Rev. 7/03, 6/23*

### 5.51.2 **General Exceptions to Domiciliary and Residency Requirements** (June, 2023)

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

*Rev. 7/03, 6/23*

### 5.51.3 **Restrictions to Admission** (June, 2023)

Prior to admission, the parent/guardian or other person having custody, control or charge of a child of school age must complete an application including a sworn statement or affirmation indicating whether or not the student has been suspended or expelled from a school, public, private, charter, or parochial, in this state or any other state for a violation of board policies. In addition, the person enrolling the student must affirm in the application that the student has not been convicted of or charged with an act as set forth below and further described under RSMo 167.171. This document shall be

## 5.5 (continued)

maintained as part of the student's education record. Any person who knowingly submits false information as a part of registering a student or requesting a waiver of residency is guilty of a misdemeanor.

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

No student shall be enrolled, readmitted or otherwise permitted to attend school who was properly suspended for more than ten consecutive school days for an act of school violence defined in RSMo 160.261.2 without first holding a conference to review the conduct and any remedial actions needed to prevent any future occurrences or related conduct. The school board shall notify in writing the parents/guardians of the time, place, and agenda of the conference. Failure of any party to attend this conference shall not preclude holding the conference.

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



## 5.5 (continued)

In accordance with RSMo 167.171, no pupil shall be readmitted or enrolled to a regular program of instruction if: (1) Such pupil has been convicted of; or; (2) An indictment or information has been filed alleging that the pupil has committed one of the acts enumerated in subdivision (4) of this subsection to which there has been no final judgment; or (3) A Petition has been filed pursuant to Section 211.091 alleging that the pupil has committed one of the acts enumerated in subdivision (4) of this subsection to which there has been no final judgment; or (4) The pupil has been adjudicated to have committed an act which if committed by an adult would be one of the following:

1. First degree murder under 565.020, RSMo;
2. Second degree murder under 565.021, RSMo;
3. First degree assault under 565.050, RSMo;
4. Forcible rape under 566.030, RSMo;
5. Forcible sodomy under 566.060, RSMo;
6. Statutory rape under 566.032, RSMo;
7. Statutory sodomy under 566.062, RSMo;
8. Robbery in the first degree under 569.020 or 570.023, RSMo;
9. Distribution of drugs to a minor under 195.212 or 579.020, RSMo;
10. Arson in the first degree under 569.040, RSMo;
11. Kidnapping, when classified as a class A felony under 565.110, RSMo;

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

Rev. 7/03, 6/04, 8/04, 6/23

### 5.51.4 **Proof of Residency and Required Admission and Enrollment Information** (July, 2019)

Annually all school-aged students seeking enrollment and/or parents/guardians seeking to enroll their school-aged children in the District must present proof that the student(s) and the parents/guardians are residents of the District.

## 5.5 (continued)

Residency in the district means the person(s) physically reside in the district and are domiciled in the district. The District may make exceptions to annual enrollment requirements, as it deems appropriate.

The superintendent or designee is responsible for ensuring that all pre-registration residency, proof of residency, waiver of residency requirements request, and prior discipline documents are completed and maintained as District records. Copies of approved forms, as they may be changed from time to time, are included as part of this policy and adopted by reference.

The parent/guardian of the student or the eligible student shall provide the District at the time of enrollment: (1) immunization records; (2) birth certificate; (3) specific utility bill (electric bill or gas bill dated within the past thirty days); and (4) if applicable, signed and dated sales/ construction contract showing possession/ closing date, or signed and dated rental agreement. The possession date of a new home in the district must be within one hundred ten (110) calendar days of the first day of the student's attendance, and the student must be in residence/domiciled in the residence within the one hundred ten (110) calendar days.

If the student is not living with both biological parents listed on the birth certificate, one of the following documents is required: divorce documents designating primary care responsibility; death certificate of deceased parent(s); any other documentation that would evidence legal guardianship.

*Rev. 7/03, 7/19*

### **5.52 Admission of Nonresident Students** (June, 2023)

A nonresident student shall be defined as a student who does not meet the requirements to be a resident student of the District; that is, a student who is not physically domiciled within the boundaries of the District as defined in Board policies, rules, regulations, and by state law the consequences for which tuition rates shall be determined annually as generally prescribed by state law and the District.

Any non-resident student who is previously entitled to attend with the payment of tuition must pay tuition in advance before being enrolled in the District.

## 5.5 (continued)

Any current owner of residential real property or agricultural real property or a named beneficiary of a trust that currently owns residential real property or agricultural real property and that pays a school tax in a district or districts other than the district in which such current owner or current beneficiary resided may send up to four of such owner's or beneficiary's children to a public school, excluding a charter school, in any district in which such owner or trust pays such school tax. For purposes of this subdivision, "residential real property" shall not include any multifamily residential property which exceeds four units. An owner or a named beneficiary of a trust that currently owns residential real property shall not be permitted under this subdivision to send their child to a district outside of the county in which they currently reside. Such owner or beneficiary shall send thirty days' written notice to all school districts involved specifying which school district each child will attend. Such owner or beneficiary shall also present proof of the owner's or trust's annual payment of at least two thousand dollars of school taxes levied on the real property specified in this subdivision within such school district and ownership of the specified real property for not less than the immediately preceding four consecutive years. Neither the resident nor nonresident districts shall be responsible for providing transportation services under this subdivision. The school district attended shall count a child attending under this subdivision in its average daily attendance for the purpose of distribution of state aid under Chapter 163, except that such nonresident students shall not be counted in the district's average daily attendance for the purposes of determining eligibility for aid payments under section 163.044.

Nonresident students of District certified staff may be permitted to attend school without payment of tuition provided they own property in the District. Such students will be considered to be resident students for the purposes of state aid. Students of other regular contract employees of the District may attend school in the District upon payment of tuition.

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

The District may enter into an enrollment option plan with another district in which the districts agree to send and/or

## 5.5 (continued)

accept each other's students in accordance with state law and Department of Elementary and Secondary Education guidelines.

A nonresident student from any Missouri school who is eligible for any special education program offered by the District, and which program meets guidelines of the Missouri State Department of Elementary and Secondary Education, may be enrolled, provided: (1) there is a vacancy in the appropriate program according to class limitations as defined by the Department of Elementary and Secondary Education; (2) by contractual agreement, the sending district pays tuition on a per pupil cost basis; and (3) transportation is provided by sending district.

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

*Rev. 7/03, 12/11, 6/23*

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

Students shall attend the school designated by the school administration.

#### **Kindergarten Through Grade 8**

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

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

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

#### **Grades 9 Through 12**

Change of Residence from One Attendance Area to Another - If a student has been continuously enrolled and attending a high school for two or more semesters

## 5.5 (continued)

and a change of residence occurs that places them in a different attendance area within the district, the student has two options available to them:

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

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

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

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

Requests from students in grades 9 through 12 for intra-district transfer from one senior high school to another in the Blue Springs School District shall not be considered except for those reasons approved by the board of education.

Boundary Exception: If documentation can be provided to the principal of the building in which the student is enrolled, or should be enrolled, that indicates extreme hardship, or child abuse, a written appeal for an intra-district transfer may be made to a Boundary Exception Committee. See **Appendix 5 (11)**. After the principal's verification of the validity of the appeal, the Boundary Exception Committee shall convene to consider the appeal within ten (10) school days. After consideration of the appeal, the Boundary Exception Committee shall respond within five (5)

## 5.5 (continued)

school days. The decision of the Boundary Exception Committee may be appealed to the superintendent of schools within five (5) school days of receiving the Committee's decision. The superintendent shall respond within five (5) school days. The decision of the superintendent of schools may be appealed to the board of education within five (5) school days of receiving the superintendent's decision. The board of education will consider the appeal at the next regularly scheduled meeting. The decision of the board of education shall be final.

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

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

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

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

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

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

1. AFS continues to meet the guidelines as identified by the Council of Standards for International Study and has a strong local parent support group.
2. AFS needs to assure that the exchange students have sufficient scholastic preparation to participate in the designated program, including knowledge of the English language. In the event that an exchange student requires educational services or programs above and beyond those that are regularly provided (i.e., use of a tutor, special reading program), District personnel may

## 5.5 (continued)

participate in the identification of such service, at a cost covered by AFS or individuals external to the District.

3. An AFS exchange student may attend school without paying tuition unless such student has F-1 Immigration Status. Students having F-1 Immigration Status are limited to a maximum of one school year of attendance and must reimburse the District in advance for the unsubsidized per capita cost of education. The student, the host family, and/or the host organization are financially responsible for all incidental costs incurred, including such items as an activity pass, prom ticket, class rings, caps and gowns, school fees, and other school-related expenses.
4. AFS must provide the District with the name of the host family, a written biography of the student, verification that the host family lives in the District, immunization documentation, and transcript information before a student will be accepted for enrollment.
5. The number of AFS students approved for enrollment in the District is at the discretion of the superintendent or designee.

*Rev. 7/03, 8/11*

### **5.55 Admission of Homeless Students** (March, 2020)

The District is committed to providing equal access for all eligible homeless students to a free and appropriate education in the same manner as is provided to other District students. This includes, but is not limited to, services for children and youths with disabilities, programs for students with limited English proficiency, vocational and technical education programs, and programs for gifted and talented students. Children and youths who are homeless are also eligible for school nutrition programs sponsored by the U.S. Department of Agriculture and for services under Title I of the Elementary and Secondary Education Act that target students most at risk of failing in school. The District identifies and assesses the educational needs of homeless children and youth, including preschoolers; provides for placement in the school of best interest; designates a homeless liaison; and has procedures that facilitate the removal of barriers to homeless students' education, which may include transportation, immunization, residency, records, and guardianship, and provides services as specified in the McKinney-Vento Act.

## 5.5 (continued)

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

- a. Children and youths who are sharing the housing of others due to a loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or campgrounds due to a lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
- b. Children and youths who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, regular sleeping accommodations for human beings;
- c. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- d. Migratory children who qualify as homeless because the children are living in circumstances described above.

Homeless students will be identified by referrals from community organizations, and by review of District enrollment forms and in consultation with the District's homeless liaison.

*Rev. 7/03, 1/17, 3/2020*

### **5.55.1 Liaison of Programs for Homeless Students** (March, 2020)

The Board of Education has appointed the Director of Community Services as liaison of programs for homeless students. The responsibilities of the liaison include but are not limited to:

- a. Assisting with immediate enrollment of homeless children and unaccompanied youth and providing assistance with obtaining academic and medical records;
- b. Ensuring school placement decisions are based on the best interest of the child or unaccompanied youth with input from parent or guardian; notification of school placement decisions if different from parents' wishes and appeal process will be made in writing to the parent or guardian or unaccompanied youth.
- c. Handling enrollment disputes as quickly as possible;
- d. Ensuring homeless students are not isolated or stigmatized because of their status as homeless;
- e. Informing the parent, guardian or unaccompanied homeless youth of the transportation service



## 5.5 (continued)

and assisting them in accessing transportation to and from school;

- f. Ensuring that homeless students and their families are informed about and have access to educational services for which the homeless student meets eligibility requirements including but not limited to preschool programs and programs for the disabled administered by the District;
- g. Ensuring that the school records of homeless students are transferred in a timely fashion;
- h. Informing school personnel, district services providers, and locally known homeless advocates of the duties and identity of the liaison of programs for homeless students;
- i. Collaborating with the State Coordinator and community and school personnel.

*Rev. 7/03, 3/2020*

### 5.55.2 **Complaint Resolution** (March, 2020)

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

Any homeless student or his/her parent/ guardian may file a complaint regarding placement or access to educational programs by submitting a written complaint to the liaison of homeless programs. If the liaison is unable to resolve the complaint within five (5) school days, the liaison shall forward the unresolved complaint to the superintendent or designee. The superintendent or designee will provide a written resolution or plan of action within five (5) days of the date the complaint was received. If the complainant is not satisfied with the superintendent's resolution, the complainant may appeal to the District Board of Education or a committee designated by the Board within five (5) school days of receipt of the superintendent's decision. The Board will provide a written resolution of the dispute or a plan of action within 30 days of the date the complaint was received by the Board. The parties may mutually agree to an extension of time at any step in the resolution process; however, every effort should be made to resolve the complaint in the shortest amount of time. If the dispute is not resolved by the Board or its committee in a manner satisfactory to the complainant, an appeal may be brought to DESE in accordance with the state complaint resolution process.

*Rev. 7/03, 3/2020*

## 5.5 (continued)

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

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

Initial identification of migrant students is made through the student enrollment form. If a positive response is recorded on the enrollment form, the parent or guardian will be asked to complete the parental survey, "Missouri Migrant Education."

A copy of the completed forms will be forwarded to the Director of Elementary Education (K-5) or Secondary Education (6-12) who in turn will notify the regional Migrant Education Center.

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

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

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

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

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

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

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

1. Any person submitting false information in satisfying District residency and domiciliary registration requirements is guilty of a Class A misdemeanor. The District Board of Education may institute a civil action to recover costs of education for any pupil whose registration was based on false information.

## 5.5 (continued)

2. All application and documentation for residency must be completed and approved before a student will be enrolled.
3. The District reserves the right to require a biological parent to sign an affidavit indicating knowledge that his/her son or daughter is being enrolled in the District by the other parent or legal guardian.
4. In those cases where placement of a student is through a state agency or a court, all appropriate documents (as determined by the District) must be provided to the District before enrollment will be allowed.
5. Children shall attend the school designated by the District administration. The superintendent or designee may grant exceptions in special cases, provided transportation is furnished by the parents/guardians.
6. In the event a pupil moves from one area within the District to another after the beginning of a school year, he/she will be permitted to remain in the original school for the remainder of the school year if approved in writing by the superintendent of schools or designee, and provided transportation is furnished by the parents/guardians.
7. Verification of birth date by virtue of a birth certificate for students of the legal age of eighteen (18) years or older, who are not residing with parent(s) or legal guardian, is required prior to enrollment.
8. With permission from the superintendent or designee, seniors who have completed the first grading period may complete their 12<sup>th</sup> grade year at the senior high school in which they are enrolled on a tuition basis even though their residence has been removed from the district.
9. Students under the age of twenty-one (21) may attend school in the District in a part-time capacity subject to requirements established by the District.  
(See **Appendix 5(12a) & 5(12b)** .
10. Students shall attend the school designated by the school administration. Students in grades kindergarten through 8 may attend the school of their choice providing application is made for such request, space is available at the requested school, and transportation is furnished by the parents. Students in grades 9 through 12 whose legal residence is north of Highway 40 shall attend Blue Springs High School and students whose legal residence is south of Highway 40 shall attend Blue Springs South High School. The superintendent of schools or designee is authorized to grant admission to the District schools to such students after verification is provided that real estate taxes on the property owned within the District have been paid for the preceding tax year. Any denial of admission may be appealed to the Committee. (See Section 5.53, Individual School Attendance Eligibility)

## 5.5 (continued)

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

### **5.510 Attendance and Absence Policies and Procedures** (June, 2014)

1. The Board of Education believes that regular and punctual attendance improves academic performance, lowers the district dropout rate, and reduces classroom disruptions. Since there is a direct relationship between school attendance and grades, citizenship, and success in school, the board believes that students must maintain a good attendance record.
2. The superintendent, with the assistance of the administrative and professional staff, shall establish rules and procedures for student attendance within the district. Such rules and procedures shall be published in the various student and/or parent handbooks and shall be subject to review by the board of education.
3. Students are required to attend school every school day except when illness, injury, or a condition beyond the student's control prevents attendance. The board of education shall abide by the compulsory attendance law of Missouri. For the purpose of the Missouri compulsory attendance law, the term "attend...on a regular basis" shall mean that the student has not been absent from school for any reason for ten (10) or more school days which will include partial school days during a semester.
4. It is the responsibility of the parent/guardian to notify their student's school attendance office by phone for each day of a student's absence; doctor's notes will also be accepted. If not notified by the parent, the school will initiate contact with the parent. To keep parents informed of their student's absences, the school will attempt to notify the parents by letter when the student's absence in any class reaches six (6) days. Excessive absences will result in a student's loss of academic credit. The student will be afforded the opportunity to appeal the loss of credit to a school's Attendance Review Committee. The board of education will not hear appeals of consequences for excessive absences.

## 5.5 (continued)

5. Absences will be classified as excused and unexcused.
  - a. Any unauthorized absence from school for any student regardless of age, including any portion of the day, is considered truancy, and therefore, unexcused. Although truancy usually refers to an absence of which parents are unaware, certain absences of which the parent is aware may be treated as trancies. A student who is truant from school shall be subject to the discipline guidelines of the school district and may be reported to the Department of Public Safety and/or the Director of Pupil Personnel Services. If school intervention does not correct the student's truancy, and reasonable cause for educational neglect has been determined, the administrator or designee shall call the Division of Family Services and report the alleged educational neglect. In addition, absences which are considered to be a violation of the Missouri compulsory attendance law may be referred to the Jackson County Prosecutor's Office for enforcement.
  - b. An excused absence will include any absence due to legitimate medical issues, religious observances, death of an immediate family member (mother, father, sibling, grandparent, spouse, or step-family member), required court appearances, and other circumstances which are approved by the building administrator. With any planned, excused absence it is recommended that the parents contact the school prior to the planned absence and make advance arrangements for class work. All work missed due to an excused absence may be made up according to the guidelines in the school's student handbook.
  - c. Absences other than those listed above may be classified as unexcused by the building administrator. Suspension from school is considered as an unexcused absence. Students who return to school without prior notification by the parent will maintain an unexcused absence until the parent provides appropriate verification of the absence and a determination has been made by the building administrator that it was an excusable reason for the absence.
6. Students must have parental consent and permission from the building principal or designee to leave school during the school day. Students are expected to appropriately check out of school through the school's attendance office. Students choosing not to follow this procedure will be considered unexcused.

Rev. 3/98, 2/04, 2/14, 6/14

## 5.5 (continued)

### 5.511 Homebound Instruction (March, 2019)

The Board of Education authorizes the use of homebound instruction when appropriate. Application for homebound instruction must be made through the designated school administrator and approved by the superintendent's designee.

Homebound instruction will be offered to:

Any student with a health condition that would result in an extended absence from school, who school personnel in consultation with a physician or licensed medical/psychological provider have determined would benefit educationally from homebound instruction.

Any student whose educational needs, as determined by school and/or district staff members, would benefit educationally from homebound instruction.

Any student with disabilities when the individualized education program (IEP) team or 504 team determine homebound instruction is appropriate.

The content, method and amount of instruction or supportive service provided through homebound instruction shall be determined in relation to each student's educational needs and health. Services may be provided in the home or at another location. If homebound instruction occurs in the home, a parent/guardian must arrange an appropriate location and be present while services are being provided.

Appropriate measures will be identified to support the student to transition back to school-based services. The designated school administrator will work with the parent/guardian, student and/or district personnel and monitor the student's status and the implementation of homebound instruction.

*Rev. 11/01, 12/09, 3/19*

## 5.6 Student Discipline

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

1. The adoption of the foregoing Policy of Student Discipline shall revoke and replace Section 5.6 "Discipline" of the Policies of the board of education.
2. It is the position of the Blue Springs School District that academic achievement and student discipline are very closely related. The district's goal is to establish a standard of

## 5.6 (continued)

conduct which, when obeyed, shall maintain an atmosphere where orderly learning is possible and encouraged. The ultimate goal of the district policy is to help students develop self-discipline. Therefore, pursuant to the Excellence in Education Act of 1985 and the Safe Schools Act of 1996, it is with these goals in mind that the district adopts this Policy of Student Discipline.

3. As part and parcel of the district policy, the Blue Springs School Board recognized the authority granted by Sections 167.161 and 167.171 RSMo (Supp.1983) of the Missouri state statutes permitting the suspension or expulsion of a student for conduct which is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of the students.
4. While this district policy is designed to comply with Section 5.2 of the Excellence in Education Act of 1985 and the Safe Schools Act of 1996 of a student's failure to obey the standard of conduct established by the board, it is impossible to conceive or list every action which would warrant disciplinary consequences; nevertheless, this policy specifically identifies those major violations which could lead to a student's suspension or expulsion. Minor behavior disruptions which might arise are not outside the scope of this policy; however, the consequences for such minor disruptive behavior shall be administered by the building principal or other district personnel responsible for the supervision of the disruptive student in accordance with the Student Information and Policies Guide found in the Student Handbook.
5. In addition to establishing a standard of conduct and identifying the consequences for major deviations from that standard, this policy also establishes certain procedural rights guaranteed to the student prior to his disciplinary suspension or expulsion as required by Section 167.171 RSMo, Missouri's Administrative Procedures and Review Act, the Excellence in Education Act of 1985 and various applicable case law standards.
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,

5.6 (continued)

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.

Rev. 5/97, 5/07



## 5.6 (continued)

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

Students, parents, teachers, administrators and community residents share the responsibility for creating the positive school environment necessary to promote excellence in education. Individual student self-control and motivation is a primary key to creating that environment. Therefore, the standard of student conduct for the Blue Springs R-IV School District is that each student will act to respectably further his or her education, and no student will interfere with the education, welfare or property of another.

A Standard of Conduct form shall be signed at the beginning of each school year by each student and by each student's parent/guardian for grades kindergarten - 12. **See Appendix 5 (13) & 5 (14) .**

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

### 5.63 **Student Accountability and Consequences** (April, 2023)

#### 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.

## 5.6 (continued)

### 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. In-School Detention

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

#### d. Suspension

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.

## 5.6 (continued)

Students shall not be allowed to participate in extracurricular activities, attend any school function, or be on any Blue Springs School District property during the length of the suspension. Suspension may be extended if a student is found to be on school property or in attendance at a school function while on suspension.

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

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

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

- a. They have maintained a drug and alcohol-free lifestyle for the duration of their absence.
- b. They have had no arrests or charges brought against them by any law enforcement agency.

5.6 (continued)

- c. They have not been on school property or at school sponsored activities during their absence.
- d. They have enrolled in and successfully completed an appropriate counseling program for the behavior they have exhibited; example, if it is a drug or alcohol related violation, that they have been in drug or alcohol rehabilitation, or if it is a weapons charge that they have attended appropriate counseling sessions on behavior and anger control.

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

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

- e. Expulsion

The term "expulsion" refers to exclusion for an indefinite period and shall be subject to the due process procedures set forth for "expulsions."

- 3. Repeated Conduct

The regular progression of disciplinary consequences may be disregarded and more severe disciplinary consequences imposed in the event of repeated conduct of a same or similar nature. Repeated conduct includes conduct which may have occurred in any current or prior school years.

Rev. 3/98, 9/01, 12/01, 8/04, 5/07, 4/23

## 5.6 (continued)

### 5.64 **Violative Conduct and Its Consequences** (July, 1992)

No code of conduct can list each and every violation which may result in the use of disciplinary action. It is the purpose of this policy, however, to list certain violations of conduct, which, if committed by a student, will result in the imposition of a specific consequence, so that any resulting discipline will be firm, fair and consistent:

1. Behavior Disruptions (September, 2001)  
Behavior disruptions could involve a wide spectrum of misconduct including, but not limited to: profanity, public display of affection, disregard of instructions, disrespect for teachers and other staff, possession or use of tobacco products, fighting, truancy and any general forms of insubordination. Behavior disruptions shall be addressed with discipline that is warranted by the action and surrounding circumstances involved. The discipline could involve: in-room discipline, in-school detention, detention, or out-of-school suspension. Parents will be informed by the child's teacher or building principal of any misconduct. See Student Information and Policies Guide in the Student Handbook.

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

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

2. Specific Conduct Violations
  - a. Violations Against Persons
    1. Assault or Battery of a Fellow Student (December, 2022)  
Any act or words, spoken or written, which create or cause a reasonable apprehension in the fellow student of an immediate harmful or offensive contact to the fellow student's body;

5.6 (continued)

or any act which actually brings about a harmful or offensive contact to the fellow student's body are forbidden.

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

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

*Rev. 5/97, 6/04, 12/22*

2. Assault or Battery of a Faculty or Staff Member (December, 2022)

Any words, whether spoken or written on or off school grounds, which create or cause a reasonable apprehension in the faculty or staff member of a harmful or offensive contact to their body are forbidden.

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

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

*Rev. 5/97, 6/04, 12/22*

3. Physical Assault or Battery of a Faculty or Staff Member (December, 2022)

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

(a) First Violation: Suspension for

5.6 (continued)

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

- (b) Second Violation: Suspension for ten (10) school days and referral to the superintendent for possible further disciplinary action up to one hundred eighty (180) school days or expulsion. Rev. 3/98, 12/22

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

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

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

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

The Board recognizes the importance of preserving a safe educational environment for students, employees and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use, possession, storage, distribution, sale, purchase, transmittal, transfer or obtaining of weapons on school property. No student may possess a weapon on school property at any time

## 5.6 (continued)

except as specifically authorized during a school sponsored or school-sanctioned activity permitting weapons or replicas in which case, the school district will provide secured storage of student firearms if necessary.

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

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

- (1) A firearm as defined in 18 U.S.C. 921.
- (2) A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun (including a spring loaded or air forced gun), knife, taser, stun gun, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in 571.010 RSMo.
- (3) A dangerous weapon as defined in 18 U.S.C. 930 (g) (2).
- (4) All knives and any other instruments or devices used or designed to be used or could be used to threaten or assault, whether for attack or defense.
- (5) A weapon may also include any toy, replica, look alike or other item which might be perceived as a weapon or firearm.

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



## 5.6 (continued)

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

Students who bring or possess weapons as defined in paragraphs (3), (4) and (5) above and otherwise not included in paragraphs (1) and (2), will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

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

### 6. Search and Seizure (August, 2023)

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

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

Student vehicles parked on school grounds are subject to search when suspicion

5.6 (continued)

warrants such action according to the procedure outlined for search of lockers and desks.

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

*Rev. 6/1993, 8/2023*

- (b) Use of Canine Officers (November, 2018)  
Recognizing the danger that contraband poses to society and all persons in general, and students in particular, the district reserves the right to conduct searches with the assistance of trained canines accompanied by law enforcement personnel at any time.

Canines will assist in the detection of the presence of drugs, explosives, and other contraband. Canines will be used periodically or randomly without notice to monitor school district premises as determined by the superintendent or their designee, including but not limited to lockers, desks, personal items such as backpacks, purses, coats, etc., vehicles parked on school property, or vehicles parked on property provided by the school. The person handling the dog will be instructed to maintain control of the dog to prevent direct contact between the dog and students without consent.

Should a canine have a positive reaction during a search, this constitutes reasonable suspicion. Therefore, further investigation by a school administrator or designated employee will be conducted. Canine searches may be used without prior notification of students and/or school personnel. A school administrator or designated employee shall be present to witness any search. If a

## 5.6 (continued)

vehicle is to be opened, the person owning, operating, or responsible for that vehicle shall also be present unless school personnel deem the situation to be an emergency where staff, students, or public safety could be in jeopardy. Should a person refuse to allow his or her vehicle to be searched after having been identified by a canine, law enforcement officials shall be notified.

In the event of a positive canine reaction, the suspected location will be searched further by school officials and/or law enforcement officials. Any item seized during a search and follow-up investigation will be maintained either by law enforcement officials or District officials until the item is identified. Once identified, continued seizure may be warranted if possession of the item by the student or other persons is illegal and/or in violation of school rules.

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

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

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

(b) Second violation: Expulsion

### 8. Hazing (December 2006)

Hazing is strictly prohibited by the board of education. Hazing is defined as a willful act, occurring on or off school grounds, against a prospective member or member of a school organization or group that endangers the mental or physical health or safety of said person or produces mental or physical discomfort, intimidation, embarrassment, harassment, or ridicule for

## 5.6 (continued)

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

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

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

(b) Second Violation: Expulsion.

*Rev. 4/04, 12/06*

### 9. Threat Against Persons or Property (June, 2004)

Any conduct, physical action, or verbal, written, pictorial or symbolic communication, whether made directly to the person being threatened or to another person, which constitutes a threat of harm or injury to another person, or a challenge to engage in activity which could result in harm or injury to a person, or a threat of damage or destruction to District property, is strictly prohibited.

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

5.6 (continued)

10. Bullying (December, 2016)

In order to provide a safe learning environment for all students, the Blue Springs School District strictly prohibits bullying. Bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school.

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. Bullying of students is prohibited on school property, at any school function, or on a school bus.

"Cyberbullying" means bullying as defined in this subsection through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager.

Any person who believes they have been subjected to bullying shall report the incident(s) to a teacher, school counselor or school administrator. District staff who receive a report of bullying or have firsthand knowledge of a bullying incident(s) shall report the incident(s) to the principal or other administrator within two (2) days of receiving or witnessing a bullying incident(s). The building principal or his/her designee shall be ultimately responsible to receive and investigate all reports of bullying.

Within two (2) days of receiving a report of a bullying incident(s), the principal or his/her designee shall commence an investigation with assistance as deemed necessary. The investigation shall be

## 5.6 (continued)

complete within ten (10) days of commencing the investigation unless good cause exists for extending the time. The district strongly prohibits reprisal or retaliation against any person who reports an act of bullying. Any district employee or other person who violates this prohibition shall be subject to appropriate consequences or discipline up to and including expulsion or termination. The district shall implement programs and initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim and to make resources or referrals available to victims of bullying. The district shall provide information and appropriate training regarding this policy to staff who have significant contact with students. The district administration shall instruct its school counselors, school social workers, licensed social workers, mental health professionals and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects which shall include, but not be limited to, (1) cultivating the student's self-worth and self-esteem; (2) teaching the student to defend himself/herself assertively and effectively; (3) helping the student develop social skills; or (4) encouraging the student to develop an internal locus of control.

The district shall provide information and education to students regarding bullying, including information regarding this policy, the harmful effects of bullying, and other applicable initiatives to address bullying including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying.

This policy shall be published on the district website and in the student

## 5.6 (continued)

handbooks. Annual notice of this policy shall be provided to staff, students and parents or guardians.

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. The district may also impose discipline for cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the education environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

- (a) Any Violation: Suspension for ten (10) school days or less and referral to the superintendent for possible further disciplinary action up to one hundred eighty (180) school days.
- (b) Second Violation: Expulsion by the board of education or referral by the board to the superintendent for appropriate disciplinary action.

*Rev. 4/04, 12/06, 9/13, 12/16*

### 11. Harassment (October, 2017)

In addition to the harassment prohibited by 5.18, the board further strictly prohibits harassment of another person(s) without regard for the basis or reason. Harassment is repeated conduct which threatens, intimidates, causes fear or anxiety, demeans, belittles, humiliates, embarrasses, or disparages another person. Harassing conduct includes, but is not limited to, unwanted touching or physical contact, offensive, suggestive,

## 5.6 (continued)

or derogatory remarks, gestures, mockery, taunts, pranks, jokes, insults, or ridicule.

Harassing conduct can 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.

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

(a) First Violation: Suspension for up to ten days out of school.

(b) Second Violation: Ten days OSS and referral to the superintendent for appropriate disciplinary action.

### 12. Discrimination (August, 2020)

The board of education prohibits discrimination, including harassment, and creating a hostile environment on the basis of race, color, religion, sex, national origin, ancestry, disability, or age in its programs and activities.

#### Prohibitions

As part of this obligation, the board also prohibits:

- (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



## 5.6 (continued)

discrimination due to one or more of the above-stated characteristics.

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

(a) First Violation: Suspension for up to ten days out of school.

(b) Second Violation: Ten days OSS and referral to the superintendent for appropriate disciplinary action.

### 13. Conspiracy (December, 2021)

Whenever two or more students agree to commit a violation of the Student Discipline Policy, whether explicitly or implicitly, and then take some action towards its completion, a conspiracy exists. In cases of conspiracy, each student may be responsible for not only their own conduct but for the conduct of any co-conspirator. Students may be held responsible for their involvement with the conspiracy by showing the planned or intended to commit violative conduct regardless of whether the violation was ever actually committed. A conspiracy may be found in and applied to all violative conduct described in Section 5.64 and the respective consequences shall apply to such conduct.

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

### b. Violations Against Public Health and Safety

#### 1. Possession of Drugs (May, 2007)

Possession of drug paraphernalia, or possession, use of, or being present under the influence of a controlled substance, alcoholic beverage or any

## 5.6 (continued)

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

A controlled substance is any drug or chemical the possession of which is unlawful without a doctor's prescription, including, but not limited to, any controlled substance, counterfeit substance or imitation controlled substance as defined in the Comprehensive Drug Control Act, Section 195.010, RSMo, and in the Controlled Substances Act, Sections 802 and 812 of Title 21 U.S.C.; substances intended for use in the diagnosis, cure, mitigation, treatment or prevention of disease in man or animals; substances, other than food, intended to affect the structure or any function of the body of man or animals; and substances intended for use as a component of any article specified in this definition.

The police shall be contacted for professional and legal assistance.

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

Prior to re-admittance the student and the parent or legal guardian shall be required to attend a conference with the principal and/or the principal's representative. The conference shall include a discussion of board policy.

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

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

5.6 (continued)

2. Possession of Personal Electronic Communication Devices (January, 2023)

(a) Personal Electronic Devices

The possession and use of a student or parent/legal guardian owned personal electronic devices (PED) is a privilege, not a right. The district may revoke the privilege of possessing and using PEDs at any time at its sole discretion. PEDs include devices used to communicate, receive, send, share (i.e. through air drop, etc.), store, record, transmit, connect, or listen to voice, text, digital, audio, video, photo, electronic, or internet/cellular data, images, and/or information which shall include, but not be limited to, cellular phones, watches, laptop computers, tablet computers, iPads, e-readers, game players, cameras, video cameras, GPS, etc.

The district is not responsible for lost or stolen PEDs, whether in student or district possession, or any damage to the PED, its programs, or its contents.

(b) Student Use of PEDs

No student shall use a PED during the school day or during any school sponsored activity unless the student has first read and signed the Student Technology Resources Acceptable Use and Procedures policy.

GRADES K-8: PEDs may be brought to school, but must be stored or carried out of sight in an off or silent mode and shall not be used by students during the school day or while being transported by a district vehicle.

## 5.6 (continued)

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

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

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

### (c) Sound and/or Images

PEDs may not be used to capture or share sound, video, document or photo images at any time or anywhere during the school day or while being transported in a district vehicle without the prior approval of administrators or staff.

PEDs may not be used to capture or share sound, video, or photo images of staff.

## 5.6 (continued)

In addition PEDs may not be used to capture or share sound, document or photo images at any other time, place, or school sponsored activity when a person (including, but not limited to, students, staff, parents, volunteers, and guests) has an expectation of privacy which shall include, but not be limited to a locker room, restroom, dressing room or any other location where a person may be changing clothes or engaged in personal or private activities.

- (d) The use of a PED or any district technology resources to capture, share, transmit, distribute, or display to others, any message, sound, or image that may be considered violent, threatening, obscene, pornographic, vulgar, offensive, illegal, bullying, harassing, unlawful discrimination, or which includes fighting or nudity, is strictly prohibited.

### Disciplinary Consequences

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

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

In addition, restitution shall be required for any damage or loss resulting from a violation of this policy.

5.6 (continued)

Students who possess or use PED in violation of district policy or Law are subject to having the device confiscated and the device may be searched to determine if violative conduct has occurred, for the preservation of the information on the device in another medium to be used for disciplinary procedures, for the erasure of any information in violation of district policies, for the consideration for a long-term suspension or expulsion, and/or reporting to law enforcement authorities.

Connecting any PED to the district electronic network without prior approval from district administration shall result in revocation of system privileges and/or long-term suspension or expulsion and/or notification of law enforcement authorities.

*Rev. 12/03, 12/09, 10/13, 1/23*

3. Sale, Distribution, Transfer or Purchase of Drugs (June, 2003)  
Any attempt to sell, distribute, transfer, or purchase controlled substances, alcoholic beverages or any item believed or represented to be a controlled substance or alcoholic beverage on school property or at a school event is forbidden whether or not such attempt is completed. A controlled substance is any drug or chemical the possession of which is unlawful without a doctor's prescription, including, but not limited to, any controlled substance, counterfeit substance or imitation controlled substance as defined in the Comprehensive Drug Control Act, Section 195.010, RSMo, and in the Controlled Substances Act, Sections 802 and 812 of Title 21 U.S.C.; substances intended for use in the diagnosis, cure, mitigation, treatment or prevention of disease in man or animals; substances,

5.6 (continued)

other than food, intended to affect the structure or any function of the body of man or animals; and substances intended for use as a component of any article specified in this definition. The police shall be contacted for professional and legal assistance.

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

(b) Second Violation: Expulsion.

4. Drug Free Schools Initiative (July, 1994)

a. Drug Abuse - The use, possession or distribution of alcohol, narcotics, hallucinogens or restricted dangerous drugs, as defined in section b(1), by students of this school district is recognized as inimical to the health and welfare of the student body and to the welfare and safety of the community. Such use, possession or distribution will not be tolerated on school grounds, at a school event, or in any situation in which the school is responsible for the conduct and well being of young people.

This district recognizes its responsibility to provide reasonable protection for all students from the influence of persons who might encourage the use of mind-altering chemicals.

It shall be the policy of this district to continually seek the cooperation, advice and counsel of the courts, law enforcement agencies, medical mental health and other professional agencies which are involved in the drug abuse problem in order to ensure a community-wide, cohesive and comprehensive reaction to this problem.

5.6 (continued)

The basic policy of this district is to confront the problem of student drug abuse in three ways: prevention, intervention, and control. Drug abuse prevention includes education, in-service staff training, and community awareness.

- b. Educational Program - Chemical abuse is primarily a health problem. As such it falls within the schools responsibility in the area of student health. It also has a direct and negative impact upon the ability of students to learn, the purpose for which schools are established. Abuse of mind-altering substances ranges from initial experimentation to hard-core addiction. The underlying causes of drug abuse include the entire spectrum of human problems. The Blue Springs School District will develop programs which recognize this diversity and which are capable of responding to individual problems and needs while assuring an orderly and safe environment in the school.
  - c. Instruction - Instruction in all grades regarding the effect of alcohol, narcotics, hallucinogens, and restricted dangerous drugs shall be a part of the curriculum. Efforts will be made to involve reputable community agencies in planning substance abuse programs for students, staff and parents.
5. Sale, Distribution, Use, or Possession of Tobacco or Electronic Smoking Devices (August, 2019)  
Sale, distribution, use, or possession of tobacco products or electronic smoking devices is forbidden on any school district property, in any district facility, on district transportation, at any district-sponsored event, or district activity



## 5.6 (continued)

off campus. Electronic smoking devices include, but are not limited to, electronic cigarettes, vapes, vaporizers, vape pens, hookah pens, JUUL products, and e-pipes. All products will be confiscated, and law enforcement officials will be notified in accordance with State law.

- (a) First Violation: Ten (10) days out of school suspension.
- (b) Second Violation: Ten (10) days out of school suspension and referral to the superintendent for appropriate disciplinary action.

*Rev. 9/01, 2/13, 11/18, 8/19*

6. Misuse of District-Issued Devices and Technology Resources (April, 2023)  
Any use of district-issued devices or technology resources in violation of district policy, the Standard of Student Conduct, the Student Technology Resources Acceptable Use and Procedures, student handbooks, or any local, state, or federal law is strictly prohibited. District technology resources include without limitation, computers; tablets, copy machines, local and external storage areas, learning management system, school information system, intercoms, modems; printers; scanners; fax machines and transmissions; telephonic equipment; mobile phones; audio-visual equipment; Internet; electronic mail (e-mail); electronic communications devices and services, including wireless access; network connections or ports, multi-media resources; hardware; and computer software, computer applications, or extensions. Technology resources may also include technologies, devices and services provided to the district by a third party.
- (a) First Offense: Suspension for ten (10) school days or less and referral to the superintendent for possible further disciplinary

## 5.6 (continued)

action up to one hundred eighty (180) school days or expulsion.

- (b) **Second Offense:** Suspension for ten (10) school days and referral to the superintendent for possible further disciplinary action up to one hundred eighty (180) school days or expulsion.

In addition, any violation of this policy may result in temporary, long-term or permanent suspension of user privileges. User privileges may also be suspended pending investigation into the misuse of or damage to the district's technology resources. Further, restitution shall be required for any damage or loss resulting from a violation of this policy. Students who violate this policy are also subject to having the device searched to determine if violative conduct has occurred, for the preservation of the information on the device in another medium to be used for disciplinary procedures, for the erasure of any information in violation of district policies, for consideration of a long-term suspension or expulsion, and/or reporting to law enforcement authorities.

### c. Violations Against Property

1. Extortion (May, 1997) No student shall obtain property from a fellow student by means of oral or written threats, or take any other actions calculated to intimidate a fellow student.
  - (a) **First Violation:** Suspension for ten (10) school days or less and restitution must be made.
  - (b) **Second Violation:** Suspension for one hundred eighty (180) school days or less and restitution must be made.
  - (c) **Third Violation:** Expulsion.
2. Theft (September, 2001)  
Stealing or attempting to steal private or school property is forbidden.
  - (a) **First Violation:** Suspension of ten (10) school days or less and

5.6 (continued)

restitution must be made unless in the case of theft amounting to one hundred fifty dollars (\$150) or more. For a theft of one hundred fifty dollars (\$150) or more, a suspension of one hundred eighty (180) school days or less or expulsion. Restitution must be made.

- (b) Second Violation: Suspension for one hundred eighty (180) school days or less, and restitution must be made. For a theft of one hundred fifty dollars (\$150) or more, the result is expulsion, and restitution must be made.
- (c) Third Violation: Expulsion and restitution.

3. Damage to Property (May, 2007)

No student shall cause, attempt to cause, or assist in causing damage to any property located on district grounds or at any school sponsored activity, or belonging to the school, staff or a fellow student.

- (a) First Violation: Suspension for ten (10) school days or less and restitution must be made. In the case of damage totaling one hundred fifty dollars (\$150) or more in the aggregate, suspension for one hundred eighty (180) days or less or expulsion and restitution.
- (b) Second Violation: Suspension for one hundred eighty (180) school days or less or expulsion and restitution must be made.
- (c) Third Violation: Expulsion and restitution.

*Rev. 9/01, 5/07*

4. Student Trespassing (November, 2023)

No student shall enter or assist any other person to enter upon District Property that is locked, fenced, posted (only in accordance with the posting), or otherwise not open to the general public; enter or assist any other person to enter

5.6 (continued)

upon District Property through an unauthorized entrance; or assist any unauthorized persons to enter upon District Property through any means of entrance. District Property shall mean a district building, facility, real estate, vehicle, or other district area that is fenced, locked, posted, or not open to the general public. Only elementary students are allowed on playgrounds during the regular school day and only elementary students enrolled in before- and after-school childcare (Prime Time) are allowed on the playgrounds during Prime Time, or after-hours during district activities. Others may be allowed only with district approval or in accordance with any posting. No one is allowed on the playgrounds after dark/sunset. District reserves the right to close any or all district property to the public when necessary due to safety concerns.

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

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

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.

## 5.6 (continued)

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

## 5.6 (continued)

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

5.6 (continued)

- oral or written notice of the charges against him; and
  - 2) If the student denies the charges, he shall be given an oral or written explanation of the facts which form the basis of the proposed suspension; and
  - 3) The student shall be given an opportunity to present his version of the incident before any consequences are imposed. A student has the right to bring forward witnesses on his behalf.
  - 4) Prompt notification will be given to the parents or others having custodial care of the student, of the administrator's action and the reasons for such action, and the right to a hearing before the board. This notice shall be promptly made by certified mail, addressed to the student's parents or others having custodial care of the student at their last address shown on school records.
- b. In the event of an appeal to the board, the superintendent shall promptly transmit to it a full report in writing of the facts relating to the suspension, the action taken by him and the reasons therefore.
  - c. In the event of a board appeal, the suspension shall be stayed until the board renders its decision, unless in the judgment of the superintendent, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting academic process, in which case the student may be immediately removed from school property, and the second notice described in section 5.65(2)(b)(3)(d), *infra.*, shall follow as soon as practicable.
  - d. In the event the student, parents

## 5.6 (continued)

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, only after notice to parents or others having custodial care and a hearing upon the charges



## 5.6 (continued)

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 on-going 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.

5.6 (continued)

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

## 5.6 (continued)

appear personally before the board of education at the hearing a Waiver of Hearing form must be completed and submitted to the superintendent of schools or his/her designee prior to the date and time of the scheduled hearing. **See Appendix 5(15)**.

If a waiver is requested, the board will take action on the expulsion at the next regularly scheduled board meeting. A decision shall be rendered as per Section b of this policy.

## 5.7 School Sponsored Activities

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

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

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

It shall be the duty of such sponsors to attend all meetings and functions of the group, to advise pupils regarding the proper conduct of group affairs and to keep the principal informed regarding group activities.

For those extra-curricular activities that involve extra-duty compensation, the board of education shall appoint an annual committee to study the structure of the extra-duty pay schedule and to consider recommendations for additional extra-curricular activities.

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

#### Process

1. A proposal to add an extra-curricular program may be made by a staff member, student, or parent.
2. The staff member, student, or parent requesting an additional program shall submit a written proposal to the site administrator and activities director and shall discuss with the site administrator and activities director the need for the additional program.

5.7 (continued)

3. After review of the proposal, the site administrator and activities director shall forward the written proposal within thirty (30) days of receipt to the extra-duty committee with a recommendation as to approval or denial. The extra-duty committee will convene as per policy 3C.8 to review the proposal.
4. If the extra-duty committee recommends the initiation of the additional program, the proposal shall be forwarded to the superintendent. Denial of the proposal by the extra-duty committee shall constitute a final unappealable decision.
5. If the superintendent recommends the initiation of the additional program the proposal shall be forwarded to the board of education.
6. If the additional program is approved by the board of education adequate funds to support the program will be budgeted by the board of education.

**Criteria for Additional Extra-Curricular Programs**

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

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

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

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

5.7 (continued)

**5.72 Student Travel Policies**

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

(November, 1997)

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

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

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

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

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

## 5.7 (continued)

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

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

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

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

(November, 1997)

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

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

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

Special trips sponsored by the school district which are out of state or trips that require an overnight stay regardless of distance must be approved by the board of education. **See Appendix 5 (16).**

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

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

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

## 5.7 (continued)

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

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

### 5.72.3 **Student Trips - Grades 9 Through 12**

(November, 1997)

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

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

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

Special trips sponsored by the school district which are out of state or trips that require an overnight stay regardless of distance must be approved by the board of education. **See Appendix 5(16).**

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

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

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

## 5.7 (continued)

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

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

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

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

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

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



## 5.7 (continued)

and participants a certificate of insurance evidencing performance bonding or other insurance and consumer protection relative to all trip costs and performance.

- b. the travel company making arrangements for the trip must provide evidence of liability insurance that provides reasonable coverage for all those individuals participating in the trip.

In the event of travel to, through and from a foreign country, such liability insurance shall be secured from a carrier licensed to transact insurance business in such foreign country(ies).

- c. All persons making a trip shall be deemed to have waived all claims against the school district for injury, accident, illness or death occurring during or by reason of the trip and agrees to defend and hold the school district harmless therefore. All adults taking a trip and parents and/or guardians of students taking a trip shall sign a statement waiving such claims and agreeing to defend and hold the school district harmless from any liability.

- d. No district tax-exempt certificate or identification number can be used for these activities.

## 5.8 General Student Policies

### 5.81 Homework (September, 2001)

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

## 5.8 (continued)

experienced in the real world). Homework expectations should be clearly communicated to students and parents. Questions and/or concerns pertaining to homework should be referred to the assigning classroom teacher for clarification. If unresolved at the classroom level, the matter should then be referred to the building principal. The superintendent of schools, or his/her designee, is ultimately responsible for establishing and communicating guidelines regarding homework to the board of education for consideration and adoption.

### 5.82 **Classroom Visitation and Third Party Observation**

(March, 2016)

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

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

For purposes of this section, the following definitions shall apply:

- 1) Third Party Observation - Consists of a Qualified Professional engaging in classroom observation(s) for student(s) which includes a written report to both the parents/legal guardian and the district.

5.8 (continued)

- 2) Professional Credentials - Documents and other evidence that proves one's education, authority and expertise in a learned profession that requires a high level of education, training, experience and proficiency; these credentials usually evidence a background of relevant medicine and/or psychological training.
- 3) Qualified Professional - A person who:
  - a) is a member of a learned profession that requires a high level of training and proficiency; and
  - b) possesses the necessary professional education, training and experience to assess and identify disabilities.
- 4) Professional Training and Experience - Requires a minimum of Master's Degree in a learned professional related to the assessment, identification and/or treatment of disabilities plus five years of experience in the field.

*Rev. 7/94, 8/05, 12/09, 3/16*

**5.83**      **Volunteer Program** (March, 2019)

The board of education encourages active community participation and recognizes that volunteers can play a key support role in enhancing the quality of services provided to students. Program guidelines for coordinating and directing voluntary efforts within the district shall be recommended by the administration and are subject to approval by the board.

Volunteering in the district is a privilege, not a right. Volunteers will work under the direction and supervision of district staff. The district will conduct a search of criminal records as well as child abuse and neglect records for all volunteers that work with or are in proximity to students. The district may decline or terminate the services of any volunteer.

*Rev. 9/01, 3/19*

**5.84**      **Assemblies** (September, 2001)

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

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

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

5.8 (continued)

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

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

5.87 **Extending Free and Reduced Price Meals to Students**  
(September, 2017)

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

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

1. Students who are considered by state welfare agencies as being eligible for Aid to Dependent Children, General Assistance, Food Stamps or Commodity Distribution Program shall be automatically eligible. This shall include all students from families whose incomes would make them eligible for welfare payments, whether or not they are actually receiving such aid. Family income eligibility scales provided by the Office of Economic Opportunity shall be used in determining the participating status of students.
2. Students whose parents or guardians face unusual financial circumstances may be considered eligible for meal assistance without qualifying as low-income families. These special arrangements can be made through the student's school principal. The "Meal Assistance Plan" balances providing meals to financially strained families while maintaining a financially sound Nutritional Services Department. The "Meal Assistance Plan" will be annually evaluated by the superintendent or designee.
3. Information concerning the names of students receiving free or reduced-price meals shall be held in strict confidence. Personal information shall be kept confidential. Discrimination pertaining to method of payment, quantity/type of meal, serving order, or seating arrangement is strictly prohibited. No student receiving free or reduced-price meals shall be required to work in exchange for meals.
4. Any parent or guardian whose application has been rejected may appeal to the board of education in a hearing closed to the public. Final approval rests with the board.
5. Application forms shall be available at the district and school office.

Rev. 9/01, 9/17

5.8 (continued)

5.88 **School Dress** (September, 2001)

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

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

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

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

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

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

1. Provide activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels. This will include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, Parents as Teachers, etc.) to furnish learning opportunities and disseminate

## 5.8 (continued)

information regarding parenting skills and child/adolescent development.

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

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

- Involve parents in the joint development of the Title I program plan and in the process of reviewing the implementation of the plan and suggesting improvements.
- Provide the coordination, technical assistance and other support necessary to assist

## 5.8 (continued)

participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.

- Build the schools' and parents' capacity for strong parental involvement.
- Coordinate and integrate Title I parental involvement strategies with those of other educational programs.
- Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served, including identifying barriers to greater participation by parents in activities authorized by law, particularly by parents who are economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy or are of any racial or ethnic minority background. The district will use the findings of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies.
- Involve parents in the activities of the schools served.

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

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

## 5.8 (continued)

parents about Title I and to involve parents in the planning, review and improvement of Title I programs, including the planning, review and improvement of the school parental involvement policy.

### **Migrant Education Program Parent Involvement -**

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

### **Limited English Proficiency Parent Involvement -**

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

Rev. 1/97, 2/06

#### **5.810.1 Federal Programs Complaint Resolution Procedure (September 2001)**

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

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

Within 30 days of the date of the receipt of the written complaint, (unless an extension



5.8 (continued)

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

5.811

**Career/Vocational Education** (September, 2001)

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

**Vocational/Technical Education**

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

5.812

**Summer School** (March, 2019)

Summer school programs will be offered to provide opportunities for enrichment and remediation to supplement the regular school program. Any student taking a college course for credit during summer school will be responsible to pay any tuition or fees charged by the college or university. Transportation to the summer school programs should be provided by the parents. The administration shall have the right to cancel announced summer school classes/programs if enrollment is insufficient. Summer camp programs related to activities must be operated in accordance with all rules and regulations of the Missouri State High School Activities Association. Rev. 9/01, 3/19

5.813

**Adult Education** (August, 2019)

The Board of Education may provide school facilities for the purpose of maintaining and expanding programs and services for persons interested in adult education.

## 5.8 (continued)

Such programs shall be commensurate with the needs of the community while being aligned with subject matter areas that are compatible with district goals and resources. The Board may provide administrative, ancillary and other supportive services needed to enhance the quality of the adult education program; however, the program shall be provided only out of revenue derived by the school district from sources other than state appropriations. Only persons who reside within the boundaries of the Blue Springs School District shall be eligible to participate in the adult education programs. This program will be under the direction of the Curriculum and Instruction department.  
*Rev. 9/01, 3/19, 8/19*

### 5.814 **Student Handbooks** (September, 2001)

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

### 5.815 **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.

## 5.9 Pupil Security, Safety and Health

### 5.91 Excuse Permits (August, 1990)

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

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

### 5.92 Safety (February, 2002)

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

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

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

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

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

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

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

No senior high school student may operate any motorized vehicle on school property without a current school identification sticker. These stickers will be issued upon request by the student and upon sufficient evidence of proper licensing and adequate liability

## 5.9 (continued)

insurance as required by state law. This is a privilege and may be withdrawn at the discretion of the principal. No senior high student may operate his/her motorized vehicle during the school hours without special approval of the principal. Under no conditions will a student be permitted to leave school property without parental consent.

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

No student may be interviewed or observed while at school by any outside individuals or agencies other than authorized school personnel, unless the principal has the consent of the student's parents or legal guardian. In the instance of a request for interrogation by a law enforcement agency, other than the Blue Springs School District Department of Public Safety, the principal should request that the agency wait until the parents or guardian of the student have not only been notified but have also arrived before proceeding with the interrogation. However, if the agency does not so agree, the principal has no right to refuse to let the police proceed with their interrogation. In such cases, the principal should notify the student's parents or guardian as soon as reasonably possible thereafter. In all cases where law enforcement personnel are interviewing students on school district property, the principal or his/her delegated representative shall be present during the time of the interview. Investigators from the Children's Division, formerly Division of Family Services, shall be granted permission to question a student upon confirmation of the identity of the investigator. A school official shall be present during said interview. *Rev. 12/03, 7/04*

### 5.95 **School Health** (December, 2021)

The board of education may authorize the superintendent of schools, or his/her designee, to administer health policies for students and staff in accordance with state guidelines and state law.

*Rev. 9/01, 12/21*

### 5.96 **Infectious Disease - Student** (December, 2021)

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

## 5.9 (continued)

### **Immunization**

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

### **Standard Precautions**

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

### **Infectious Diseases**

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

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

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

In these exceptional instances, an alternative educational setting may be warranted. In certain

## 5.9 (continued)

instances, a designated school administrator may want to convene a Review Committee. The number of persons on the Review Committee should be limited. It is recommended that members be limited to: 1) the parent(s)/guardian(s), 2) medical personnel (student's physician, school nurse), 3) building administrator, 4) superintendent and/or designee. Local health department officials may be consulted and/or included as members of the review team. If the student is identified as having a disability, any change or placement would need to be effected through the Individualized Education Program (IEP) process. In the case of a student who is disabled, but not identified under the Individuals with Disabilities Act, any change of placement would need to be effected through a multidisciplinary team meeting. Specific mechanisms should be in place to ensure the following are consistently done:

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

### **Confidentiality**

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

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

- a. those designated by the school district to determine the fitness of an individual to attend school (see recommended Review Committee membership listed above); and

## 5.9 (continued)

- b. those who have a reasonable need to know the identity of the child in order to provide proper health care.

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

### **Education - Student**

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

### **Reporting and Disease Outbreak Control**

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

### **Notification**

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

Rev. 7/96, 2/10, 12/21

## 5.97 **Medication at School** (June, 2022)

All prescription medications must be delivered to the school health clinic personnel by a parent, legal guardian, or designated adult. A Medication Permit Form must be completed and signed when the medication is delivered. The medication must be in the current prescription container and be labeled with the name of the student, name of the drug, dosage, frequency of

## 5.9 (continued)

administration, route of administration and the prescriber's name.

**Administration:** The administration of medications is a nursing activity that must be performed by or under the supervision of a registered professional nurse (RN). Other district personnel may be required to administer medications to a student as long as they have been appropriately trained and are supervised by an RN. An appropriately licensed member of the nursing staff will be responsible for: (1) developing procedures for the training of unlicensed personnel in the administration of medications; (2) devising protocols for the administration of medications by unlicensed personnel; and (3) training unlicensed personnel in the administration of medications.

**Over-the-Counter Medications:** A parent, legal guardian, or other designated adult of an elementary student (grades K-5) must deliver all over-the-counter medications to the school health clinic personnel for distribution by a registered nurse, licensed practical nurse, or any other unlicensed personnel deemed competent by a registered nurse. The medications must be delivered in the manufacturer's original packaging. Over-the-counter medications taken by an elementary student while at school must have a written authorization by a person licensed by a state regulatory board to prescribe medication.

Secondary students (grades 6-12) may self-administer over-the-counter medications provided the student carries a current written authorization from the parent/legal guardian who gives permission for the specific medication to be self-administered and the student carries no more than one day's supply of the over-the-counter medication in their possession in the original container unless specified otherwise by the school nurse. The district and its employees or agents will incur no liability as a result of any injury arising from the self-administration of medication.

Over-the-counter medication kept in the clinic and taken while at school must be in their original container and have a written authorization by a person licensed by a state regulatory board to prescribe medication.

District registered nurses have the right to refuse to administer any over-the-counter medication at their sole discretion.



## 5.9 (continued)

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

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

District registered nurses have the right to refuse to administer any prescribed medication at their sole discretion.

**Emergency Medications:** Epinephrine, asthma-related rescue medications, and naloxone will be administered only in accordance with written protocols provided by an authorized prescriber. The school nurse or another employee trained and supervised by the school nurse may administer these medications when they believe, based on training, that a student is having a serious or life-threatening reaction or episode or an opioid-related drug overdose. The Board will purchase an adequate supply of pre-filled epinephrine auto syringes, asthma-related rescue medications, and naloxone based on the recommendation of the district nursing staff, which will be responsible for maintaining adequate supplies based on previous use levels and replacing expired syringes and medications.

**Injectable and Infusable Medications:** All injectable and infusable medications must be reviewed and approved by a district registered nurse prior to administration. The following criteria apply to the administration of injectable and infusable medications.

- (1) The medication must be prescribed by a person licensed by a state regulatory board to

5.9 (continued)

prescribe medications and treatments as defined by 195.070 RSMo. The prescription must be in the form of written orders, written protocols or written standing orders.

- (2) Injectable medications shall only be administered by a registered nurse, licensed practical nurse, Emergency Medical System (EMS) personnel, parent, legal guardian, designated adult, or self administered by a student as provided herein. The district and its employees or agents will incur no liability as a result of any injury arising from the self-administration of medication. In addition to those listed above, the epinephrine auto-injector and Glucagon may be administered by other district personnel who have received district-approved training. A district registered nurse should provide and document the requisite education, training and competency verification of district personnel.
- (3) Infusable medications shall only be administered by a registered nurse, licensed practical nurse with intravenous certification, EMS personnel, a parent, legal guardian, designated adult or self-administered by a student as provided herein.

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

- (1) The physician has provided a written order for the condition for which the medication was prescribed.
- (2) The student has demonstrated to a district registered nurse the ability to safely and accurately administer the medication. The district registered nurse shall have the authority to determine if the medication can be self-administered safely and accurately in the school setting. The district reserves the right to deny self-administration or revoke the ability to self-administer at any time at its sole discretion.
- (3) The student's parent or legal guardian acknowledges that the district and its

5.9 (continued)

employees or agents will incur no liability as a result of any injury arising from the self-administration of medication.

- (4) A student may have in his/her possession any medication, device, or equipment necessary to inject or infuse medication provided that the student has demonstrated to a registered nurse an understanding of how to properly use and dispose of the device or equipment.

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

*Rev. 11/00, 3/05, 3/07, 9/11, 6/17, 6/22*

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

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

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

**Prevention:** Students with allergies that rise to the level of a disability as defined by law will be accommodated in accordance with district policies and procedures pertaining to the identification and accommodation of students with disabilities. An

Individualized Health Plan (IHP), including an Emergency Action Plan (EAP), may be developed for students with allergies that do not rise to the level of a disability.

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

Staff members may be asked to refrain from using air fresheners, oils, candles or other such items intended to add fragrance in any district facilities. This

## 5.9 (continued)

provision will not be construed to prohibit the use of personal care items that contain added fragrance, but the principal may require staff members to refrain from the use of personal care items with added fragrance under particular circumstances. Staff members are prohibited from using cleaning materials, disinfectants, pesticides or other chemicals except those provided by the district.

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

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

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

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

**Confidentiality:** Information about individual students with allergies will be provided to all staff members and others who need to know the information to provide a safe learning environment for the student. Information about individual students with allergies will be shared with students and others who do not have a legitimate educational interest in the information only to the extent authorized by the parent/guardian or as otherwise permitted by law, including the Family Educational Rights and Privacy Act (FERPA).

## 5.9 (continued)

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

### 5.99 Child Abuse (December, 2013)

The board of education requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any employee who has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, shall immediately make a report to the Children's Division. No internal investigation shall be initiated until such a report has been made. "Abuse" refers to any physical injury, sexual abuse, or emotional abuse inflicted on a child other than by accidental means by those responsible for the child's care, custody, and control, or any other person who has access to the child. "Neglect" refers to the failure to provide, by those responsible for the care, custody, and control of the child, the proper or necessary support, education as required by law, nutrition or medical, surgical, or any other care necessary for the child's well-being.

The reporting requirement is individual and no administrator or supervisor may impede or inhibit the reporting requirement. The district shall ensure that the person making the report has immediate and unrestricted access to communications technology necessary to make an immediate report and is temporarily relieved of other work duties for such time as is required to make the required report. No adverse action shall be taken against any person making the required report.

Any person making a report shall have immunity from any liability, civil or criminal, that otherwise might result by reason of making the report which includes immunity with respect to participation in any judicial proceeding resulting from the report. However, any person filing a false report, acting in bad faith, or with ill intent, shall not have immunity from any liability, civil or criminal. Rev. 11/00, 12/13

## 5.9 (continued)

### 5.910 Suicide Awareness and Prevention (May, 2018)

The Blue Springs R-IV School District is committed to maintaining a safe environment to protect the health, safety, and welfare of students. The purpose of this policy is to assist in providing such an environment through youth suicide awareness and prevention.

Starting no later than the sixth grade, the district will use a risk assessment tool for determining whether a student is at risk of suicide. Appropriate staff will receive training in risk assessment and using this tool to assist in making these determinations.

Students who are considered to be at possible risk of suicide shall be referred to the school counselor to determine the next appropriate strategy. Strategies for helping the student may include, but are not limited to, changing academic schedules, periodic contact with the school counselor, referral for grief counseling, or professional mental health evaluation and counseling. Staff shall notify a parent or legal guardian of a student who is considered at possible risk of suicide.

When a suicide death of a student occurs, the superintendent or designee will determine appropriate procedures for informing the school community. Staff and students who need attention will be provided support and resources available through the district crisis team, other district counselors, social workers, and outside mental health resources as needed.

### 5.10 Scholarship Policies (September, 2001)

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

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

### 5.11 Textbook Adoption (February, 2001)

The selection of textbooks shall be done in the following manner: a study committee consisting of teachers and administrator(s) shall examine and study possible textbooks to be adopted. **See Appendix 5(17)**. At the conclusion of their study and vote they shall, in writing, make a recommendation to the

## 5.11 (continued)

deputy superintendent - curriculum and instruction. The deputy superintendent, after studying the recommendation, shall then give his recommendation to the superintendent of schools. Upon the superintendent's approval, the textbook shall be adopted.

### 5.11.1 Selection and Reconsideration of Instructional Materials (February, 2001)

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

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

The board of education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan entitled "Meeting the Needs of Missouri's Homeless Children and Youth," will give special attention to ensure that homeless children in the school district have access to a free, appropriate public education.

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

### 5.12.1 Enrollment/Placement

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

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

### 5.12.2 Services

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

## 5.12 (continued)

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

### 5.12.3 Records

Any records ordinarily kept by the school, including immunization records, academic records, birth certificates, guardianship records, and evaluations for special services or programs of each homeless child or youth shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made, and so that records may be transferred in a timely fashion when a homeless child or youth enters a new school district. Copies of records shall be made available upon request to students or parents in accordance with the Family Rights and Privacy Act.

### 5.12.4 Coordinator

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

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

### 5.12.5 Resolving Grievances

#### Level I

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

If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the homeless coordinator. The written charge must include the following information: date of filing, description of alleged grievances, the name of the person or persons involved, and a recap of the action taken during the informal charge state. Within



## 5.12 (continued)

five (5) working days after receiving the complaint, the coordinator shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the coordinator will inform the Superintendent of the formal complaint and the disposition.

### **Level II**

Within five (5) working days after receiving the decision at Level I, the complainant may appeal the decision to the superintendent by filing a written appeals package. This package shall consist of the complainants' grievance and the decisions rendered at Level I. The superintendent will arrange for a personal conference with the complainant at their earliest mutual convenience. Within five (5) working days after receiving the complaint, the superintendent shall state a decision in writing to the complainant, with supporting evidence and reasons.

### **Level III**

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

### **Level IV**

If the complainant is dissatisfied with the action taken by the school district, a written notice stating the reasons for dissatisfaction may be filed with the state director of special federal instructional programs. The state director will initiate an investigation; determine the facts relating to the complaint, and issue notice of his or her findings within thirty (30) days to the school district and the complainant. If the findings support the action taken by the school district, such action will be confirmed.

If the findings support the allegations of the complainant, the school district will be directed to take corrective action. An appeal of this decision can be made within ten (10) days to the deputy commissioner of education. Within thirty (30) days

5.12 (continued)

after receiving an appeal, the deputy commissioner of education will render a final administrative decision and notify the complainant and all other interested parties in writing.

5.13 Equal Access Policy (March, 1996)

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

Student meetings pursuant to the policy:

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

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

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

Nothing in this policy shall be construed to limit the authority of the district, its agents or employees, to maintain order and

### 5.13 (continued)

discipline on school premises, to protect the well being of students and faculty, and to assure that attendance of students at meetings is voluntary.

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

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

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

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

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

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

### 5.14 **Technology Resources** (October, 2001)

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

## 5.14 (continued)

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

### 5.14.1 **Student Access to Technology Resources** (September 2003)

Student access to and use of technology resources shall be in accordance with district policy and procedures. Student access and use will be monitored. The district will provide filtering devices to screen objectionable and obscene materials. Even though filtering devices are used, it should be understood that students may encounter such materials. The district will include education for students in appropriate online behavior as a part of the curriculum.

Student use of technology resources may be permitted upon submission of the Acceptable Use and Procedures form signed by parents of minor students (under 18 years of age) and by students. **See Appendix 5(20) and/or Appendix 5(22)**

### 5.14.2 **Student Issued Devices** (August, 2020)

As a part of the board of education's commitment to excellence in education, the district will issue a district-owned device to students who are in designated grade levels and actively attending classes in person or virtually. The devices are issued for the individual student's use only and only for educational purposes. The student's use shall be governed by board policies as revised, amended or newly adopted, including but not limited to, Policy 5.14, Technology Resources; Policy 5.14.1, Student Access to Technology Resources; **Appendix 5(13)** or **5(14)**, pages 1-2, Standard of Student Conduct as signed by parent/student; **Appendix 5(20)** pages 1-6, Student Technology Resources Acceptable Use and Procedures; Technology User Agreement, Student Issued Devices; Student/Parent Handbook; and any applicable laws or regulations. The device is at all times the property of the district so that there is no expectation of privacy regarding student use. The student's use will be filtered and logged and subject to review by district personnel.

*Rev. 9/2018, 8/2020*

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

### **5.15.1 Circulation/Access Policy**

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

Circulation systems and reporting mechanisms protect the privacy of users. Circulation and access procedures enable the intra-district exchange of materials and encourage interlibrary loan. Library media centers have equipment readily available for student and teacher use to support all the formats of media that the school has acquired. Equipment is available for checkout to classrooms and for overnight use. All equipment is in good working condition. Efforts are made to represent recent advances in media equipment technology. A plan and schedule for acquisition and replacement of equipment exists. Equipment is checked on a regular basis through ongoing maintenance and repair services.

### **5.15.2 Confidentiality Policy Statement**

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

### **5.15.3 Gift Policy**

The Blue Springs School District welcomes gifts of books, periodical subscriptions, works of art, media, other education materials and equipment, and money for the purchase of library media materials and equipment. Materials and equipment are accepted with the understanding that the item(s) meet(s) the standards in the district's selection policy. Gifts are

5.15 (continued)

irrevocable; those not added to or deleted from the collection may be disposed of as the library media specialist deems appropriate. Delegated school district or library personnel reserve the right to determine appropriate use, housing, and maintenance of gifts. A donor contract form should be completed by each individual or group contributing materials, equipment or money. **See Appendix 5 (21)**

5.16 **Programs for Migrant Students** (February, 2015)

The Blue Springs School District identifies migrant students, as required by law, and provides pertinent academic supports and services for which they are eligible. The district assesses the learning and related health, social, and behavioral needs of migrant students and delivers a full range of programming, including Title I; special, gifted, and/or vocational education; language and counseling; elective and fine arts; etc. Migrant students are afforded the opportunity to meet the same statewide assessment standards as all other district students. Migrant students and their families are, to the full extent feasible, made aware of available advocacy and outreach programs and encouraged to actively participate in school and district activities.

Initial identification of potential migrant students is made through the Student Enrollment Form. If an affirmative response is recorded, the legal guardian will be asked to complete a "Missouri Migrant Education" survey. A copy of the completed forms will be forwarded to the Director of Elementary Education (K-5) or Secondary Education (6-12) who in turn will notify the appropriate state authorities. Rev. 10/00, 2/15

5.17 **Programs for English Language Learners (ELL)/Immigrant**  
(February, 2015)

The board of education recognizes the importance of providing equal opportunity and access to all district students. If due to national origin or a non-English speaking home environment a student is unable to converse in, and/or understand, the English language to the extent necessary to participate educationally, district administration shall take action to address the need by developing and implementing procedures which:

1. Identify and evaluate potential students with limited English proficiency (LEP).
2. Determine the most effective instructional environment for LEP students.
3. Monitor progress of students receiving English Language Learners (ELL) or bilingual instruction in order to determine their readiness for the mainstream classroom environment.

5.17 (continued)

4. Establish professional standards for staff members who teach bilingual or ELL programs and provide development opportunities when, and as determined, necessary.
5. Provide support, where and when feasible, for the student's use of the native language while developing English language skills.

For the purposes of this policy, Limited English Proficient (LEP) pertains to an individual student:

1. who is age 3 through 21
2. who is preparing to enroll, or already enrolled in, an elementary or secondary school
3. who is not born in the United States or has a native language other than English
4. who is Native American, an Alaska Native, or a native resident of the outlying areas
5. who comes from an environment where a language other than English has significantly impacted the level of English language proficiency
6. who is migratory, has a native language other than English, and/or comes from an environment where a language other than English is dominant
7. whose difficulties in speaking, reading, writing or understanding the English language may be sufficient to deny the individual -
  - a. the ability to meet a proficient level of achievement on state assessments described in section 1111(b)(3) of the No Child Left Behind (NCLB) Act of 2001
  - b. the ability to successfully achieve in classrooms where the language of instruction is English
  - c. the opportunity to participate fully in society

Rev. 7/01, 2/15

5.18 **Nondiscrimination** (June, 2016)

Anti-Discrimination Law Compliance

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

Prohibitions

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

5.18 (continued)

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

Compliance Coordinators

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

Staff Related Inquiries:

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

Student Related Inquiries:

Assistant Superintendent of Administration  
Blue Springs School District  
1801 NW Vesper St.  
Blue Springs, Missouri 64015  
(816) 874-3200  
Fax (816) 224-1425

Student Disability Related Inquiries:

Assistant Superintendent of Special Services  
Blue Springs School District  
1801 NW Vesper St.  
Blue Springs, Missouri 64015  
(816) 874-3200  
Fax (816) 228-1056

Facility Related Inquiries:

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



## 5.18 (continued)

### 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. Rev. 12/01, 12/10, 6/16

## 5.19 Service Animals (May, 2015)

Service animals as defined under federal laws and regulations are permitted on district property. The service animal's access to district property, activity while on school property, and removal from district property shall also be in accordance with federal laws and regulations.

5.19 (continued)

The individual using a service animal shall be fully and solely responsible for the care and supervision of the animal. The individual is responsible for providing and taking care of feeding and watering and any clean-up related to the presence of the animal on district property.

The service animal shall at all times be under the control of the individual with a disability. The individual shall have the service animal on a harness, leash, or other tether unless either the individual is unable because of a disability to use a harness, leash, or other tether, or the use of which would interfere with the service animal's safe, effective performance of work or tasks. Animals that are not on a harness, leash, or other tether must still be under the individual's control through voice control, signals, or other effective means of control.

The individual shall be fully responsible for any damage to and clean-up of district property or injury to persons on district property caused by the service animal.

Rev. 11/11, 5/15

5.20 **Seclusion and Restraint** (June, 2022)

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

1. Be consistent with professionally accepted practices and standards of student discipline, behavior management, health and safety, including the Safe Schools Act;
2. Be reserved to situations or conditions in which there is imminent danger of physical harm to self or others or destruction of school or another person's property;
3. Be utilized only by trained school personnel or publicly contracted private provider; and
4. Be documented and reported to parent/guardians and the Missouri Department of Elementary and Secondary Education as required.

This policy applies to all students, school personnel, and publicly contracted private providers.

The Board hereby incorporates into this policy the procedural guidelines located in **Appendix 5(24)** Pages 1-3, which are consistent with and satisfy the requirements of Missouri law RSMo 160.263.

Rev. 6/11, 6/22



## **PROCEDURES FOR WAIVER OF THE EIGHT SEMESTER ATTENDANCE REQUIREMENT**

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

**APPLICATIONS MUST BE IN BY NOVEMBER 1<sup>st</sup> OF YOUR SENIOR YEAR**

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

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



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

All sections must be initialed by the parent and student.

Criteria for Application

A. Units of Credit Required:

1. Twenty-four units of credit are required for graduation from Blue Springs High School or Blue Springs South High School. Students applying for an exception to the eight-semester rule must have completed all twenty-four credits as outlined in the Board Policy 5.46.
2. Each student must have completed and passed the U. S. and the Missouri Constitution tests prior to the end of the seventh semester.
3. Each student must have completed all four required EOC exams (Algebra I, English II, Biology I, and American Government) prior to being considered for early release.
4. Each student must have completed one of the following DESE required exams prior to being considered for early release: ACT, SAT, COMPASS, Workkeys or ASVAB

B. Plans:

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

Requirements:

Partial Day Attendance: (Check if appropriate)

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

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

Full Day Waiver: (Check if appropriate)

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

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

C. Verification:

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

1. A college enrollment form and/or receipt of fees paid for post-secondary credit hours to be completed by the end of the student's regular eighth semester of high school attendance.

For partial release: 3 hours

For full release: 8 hours

2. A letter from an employer explaining the type of supervised employment the student will receive on the job and stating the number of hours for partial release – 15 hours, Monday through Friday; for full release – 30 hours, Monday through Friday.

D. Other Information

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

9. Students may want to check with their A+ Coordinator to see if their A+ eligibility will be impacted. Students on full release that have completed graduation and A+ requirements must see their A+ coordinator immediately as this must be indicated on their seventh semester transcript.

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

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

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

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

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

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

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

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

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

-----  
 Approved

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

Not Approved

-----  
 Approved

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

Not Approved

**BLUE SPRINGS R-IV SCHOOL DISTRICT  
Application for School Admission and  
Request for Waiver of Domicile Requirements**

STATE OF MISSOURI )  
 ) ss  
COUNTY OF JACKSON )

The undersigned hereby request the Board of Education of the Blue Springs R-IV School District (“District”) to permit \_\_\_\_\_ (“Student”) to attend \_\_\_\_\_

Student’s First, Middle Initial, & Last Name

School Building

without the payment of tuition and having first been duly sworn do state in support of their application: **(Application must be completed in full; if a section is not applicable, write in “N.A.” Incomplete forms will be referred to the Blue Springs School District Department of Public Safety.)**

**PLEASE TYPE OR PRINT**

1. Name of adult person(s) requesting enrollment of Student:

First Name	Middle Initial	Last Name
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First Name	Middle Initial	Last Name
------------	----------------	-----------

2. Relationship to Student (*circle one*): Parent(s) Legal Guardian(s) Other: \_\_\_\_\_  
(Specify)

3. Name, address, and phone number of District Resident with whom student is residing:

Resident’s First Name	Middle Initial	Last Name	Relationship to Student
			(      )
Street Address		City, State, Zip Code	Phone Number

4. Student’s last school attended: \_\_\_\_\_ (      )  
Name of School Phone Number

Address of School City, State, Zip Code

Student’s former home address: \_\_\_\_\_  
Street Address City, State, Zip Code

5. Reason(s) student transferred from last school: \_\_\_\_\_

Student’s grade level at last school attended: \_\_\_\_\_

6. If student was ever suspended or expelled from school attendance at any school, public or private, in this state or any other state for an offense in violation of school board policies relating to weapons, alcohol or drugs, or for the willful infliction of injury to another person, please give all details regarding the incident(s), including the date(s), from what school, for what reason(s), and what total penalty was rendered:

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



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

**PLEASE READ CAREFULLY BEFORE SIGNING:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# Blue Springs School District IN-DISTRICT TRANSFER

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

**PLEASE PRESS FIRMLY**

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

REQUEST FROM:

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

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

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

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

REQUEST FOR:

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

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

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

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

\_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

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

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

**FROM:**

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

**FOR:**

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

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

ADDITIONAL DOCUMENTATION:

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

**COMMITTEE'S COMMENTS:**

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APPROVED

NOT APPROVED

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

## **PART-TIME ATTENDANCE CONSIDERATIONS**

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- 1) Classes for part-time students must be scheduled during consecutive periods.
- 2) Part-time students should arrive on campus approximately five minutes prior to scheduled class time and leave immediately after their schedule is completed.
- 3) Part-time students are not permitted to remain on school grounds during non-scheduled periods.
- 4) Students participating in activities sanctioned by MSHSAA must be enrolled in a minimum of 3 credits (6 classes) in order to participate.
- 5) Part-time students will not be included in class ranking.
- 6) Part-time attendance will only be considered when it is the consensus of the parents, counselor and building principal and appropriate documentation is provided.
- 7) Parents/students are encouraged to first check with the following to determine if benefits might be compromised by making a change in student status: car insurance, social security, health insurance.
- 8) Parents/students are encouraged to check NCAA and/or college admission requirements as these both require specific core classes.



# Blue Springs School District

*Education with Distinction*

## PART-TIME ATTENDANCE APPLICATION

Student Name \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

Grade: \_\_\_\_\_

---

### Reason for Application:

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

### College/Career Goals:

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

I understand that all BSSD students must earn 24 graduation credits. Going on a part-time schedule will remove the student from class rank and could delay the anticipated graduation date.

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

\_\_\_\_\_  
Date

Approved

Not Approved

\_\_\_\_\_  
Building Principal Signature

\_\_\_\_\_  
Date

*Return signed form to Counseling Office to be filed in permanent record.*

12/2021

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

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

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

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

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

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

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

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

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

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

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

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
School

Revised 1/18/13



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

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

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

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

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

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

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

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

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

**I have read and do understand the Blue Springs Standard of Student Conduct and the expectation that the student who signed this document will follow all the disciplinary rules and regulations of the Blue Springs School District as referenced above and in the policies of the Blue Springs Board of Education.**

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

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
School

Revised 1/18/13

## *Waiver of Hearing*

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

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

Scheduled Hearing:

Time of Hearing:

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

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

Date \_\_\_\_\_

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

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

My Commission Expires:

### Request for School-Sponsored Student Trip

This form is to be used to request School Board approval for any overnight trip or trip over 300 miles, per School Board Policy. Please fill out this form and return to Charlie Belt as an attachment to email. **Please plan ahead and submit the completed form at least 3 months in advance.**

This request is for (check all that apply):

- \_\_\_\_\_ Interscholastic athletic trip overnight and out of state
- \_\_\_\_\_ Activities/Academic trip overnight, in/out of state regardless of distance
- \_\_\_\_\_ Activities/Academic trip out of state with no overnight stay

Name of Activity or Team: \_\_\_\_\_

Head Coach/Sponsor: \_\_\_\_\_

Destination: \_\_\_\_\_

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

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

List all coaches/sponsors travelling in addition to the head coach/sponsor:

\_\_\_\_\_

\_\_\_\_\_

Approximate # of students travelling: \_\_\_\_\_

Administrator(s) travelling for supervision: \_\_\_\_\_

**REQUIRED SIGNATURES:**

\_\_\_\_\_ Date: \_\_\_\_\_  
 Activities Director

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

\_\_\_\_\_ Date: \_\_\_\_\_  
 Superintendent (or Desgnee)

\_\_\_\_\_ Board Approved      \_\_\_\_\_ Board Not Approved      Date: \_\_\_\_\_

## Textbook Evaluation Committee

### Textbook Adoption Process:

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

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

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

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

## SELECTION AND RECONSIDERATION OF INSTRUCTIONAL MATERIALS

### I. Responsibility for Selection of Materials

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

### II. Criteria for Selection of Materials

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

II. Criteria for Selection of Materials  
(continued)

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

III. Procedure for Selection

A. Media Center Materials

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

B. Text Material

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

IV. Objection

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



IV. Objection  
(continued)

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

V. Request for Reconsideration

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

V. Request for Reconsideration  
(continued)

E. The Reconsideration Committee

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

IV. Procedure for Weeding

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

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

Item Description (fill in all applicable information)

Author \_\_\_\_\_

Title \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**RECONSIDERATION REQUEST FORM**

(continued)

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

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

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

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

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---

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Date\_\_\_\_\_

\_\_\_\_\_  
Signature

Submitted by: Administration

BLUE SPRINGS SCHOOL DISTRICT  
Student Technology Resources Acceptable Use and Procedures

Students who use the district Technology Resources are responsible for their behavior and that of their permittees and communications over those networks. It is expected that students will comply with district policies and procedures and honor those agreements they have signed. District Technology Resources include, but are not limited to, desktops, laptops, tablets, computer carts, district owned devices assigned to students as a 1:1 device, docks, monitors, keyboards, mice, all of the computer hardware, operating system software, application software, stored text and data files, electronic mail, local databases, externally accessed databases (for example, district network access to the Internet), CD-ROM, optical media, clip art, digital images, digitized information, communications technologies, any district peripheral devices connected thereto, and other technologies as they become available. The following regulations apply to student use of district Technology Resources:

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

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

Student Technology Resources Acceptable Use and Procedures (continued)

8. Student issued devices are for the sole use of the student and only that student to whom it issued. Students are responsible for all media, internet usage, downloads, file creation, file deletion, file sharing, file storage, and other actions that involve all software applications accessed via the issued device. Students are responsible for any violations of Board Policy regarding their device regardless of whether they were the user that violated policy.
9. Students shall not grant non-students permission to use district Technology Resources. If impermissibly granted, students become fully responsible for penalties and damages herein described.

2. Access to and Use of District Network by Students

1. Students are provided network access for Academic Purposes only. Student access to the network shall be regulated and monitored by the district for Academic and Non-Academic Purposes. The district reserves the right to access and disclose the contents of all files, folders, and documents on the district's network.
2. Students shall use the district's network in a manner that will not disrupt the use of Technology Resources by others. Unacceptable uses include, but are not limited to, the downloading of large files, sabotaging the network, or use of the network for inappropriate or unlawful communications and purposes.
3. In an effort to maintain the district's network in an efficient and effective manner, students shall delete outdated files, folders, and documents on a regular basis, so long as doing so does not violate any district policy or procedure, or any local, state or federal law.
4. Students shall never use a password other than their own to access the network.
5. Students shall never reveal their password to any other individuals, including, but not limited to, other students.
6. Students shall never access the files, folders, documents, or discs of another student or a staff member without that individual's consent.

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

1. Students are provided Internet access through the district's network for Academic Purposes only. Student access to the Internet shall be regulated, and monitored by the district for Academic and Non-Academic Purposes and uses.

Student Technology Resources Acceptable Use and Procedures (continued)

2. Students will not give their home address, location of their school, phone number, social media information, or any personal information about themselves, another student, or school personnel to anyone via the Internet.
  3. Students shall not access or utilize the Internet system for any unlawful purposes whether such purposes are in violation of civil or criminal laws and regulations or in violation of the district policies. Building administrators are responsible to implement education for students about appropriate online behavior, including interactions with other individuals on social networking sites/chat rooms, and cyber bullying awareness and response.
  4. Students shall not access or utilize the Internet system for inappropriate online behavior, including interactions with other individuals on social networking sites/chat rooms, and cyber bullying.
  5. The district reserves the right to implement Internet filtering systems to restrict access to websites that the district deems inappropriate. In realizing that filtering systems are not always effective, the district also maintains a policy that students shall not access, view, download, or copy unfiltered websites containing profane, vulgar, or pornographic content or websites that advocate illegal acts, violence, or discrimination towards others.
  6. Students shall comply with all applicable copyright laws and licensing agreements when accessing, downloading or copying materials from websites through the district Internet system.
  7. Students shall not download any material for which a fee or licensing agreement is required without the approval of appropriate district supervisory personnel. Any prohibited financial obligations incurred by students shall be the sole obligation of the user, not the district.
  8. Students shall not utilize the district Internet system for any commercial activity.
  9. Students shall not utilize the district Internet system to enter websites commonly known as Blogs that are not district-approved.
4. Use of Personal Electronic Devices
1. At the sole discretion of building administration, students may be allowed to bring their personal electronic devices to school for use during the school day in accordance with all the terms of this Student Technology Resources Acceptable Use and

Student Technology Resources Acceptable Use and Procedures (continued)

Procedures Policy and subject to Board Policy 5.64.2.b.2, Possession of Personal Electronic Devices. The possession and use of Personal Electronic Devices (PED) is a privilege, not a right. The district may revoke the privilege of possessing and using a PED at any time in its sole discretion. The district may also take possession of and examine a student's PED upon reasonable suspicion that a violation of district policy or law has occurred. Refer to Board policy 5.64.2.b.2 for a full statement of the policy regarding PEDs.

2. Personal electronic devices are for the sole use of the student and only that student. Students are responsible for all media, internet usage, downloads, file creation, file deletion, file sharing, file storage, and other actions that involve all software applications accessed via the device. Students are responsible for any violations of Board Policy regarding their device regardless of whether they were the user that violated policy.
3. Personal Electronic Devices include, but are not limited to devices used to communicate, receive, send, share (i.e. through air drop, etc.), store, record, transmit, connect, or listen to voice, text, digital, audio, video, photo, electronic, or internet/cellular data, images, and/or information which shall include, but not be limited to, cellular phones, watches, laptop computers, tablet computers, iPads, e-readers, game players, cameras, video cameras, GPS, etc. All accessories, cases, wallpaper and backgrounds must be school appropriate and not disruptive to the educational environment.
4. Students in grades K-8 may bring PEDs to school, but the PED must be stored or carried out of sight in an off or silent mode and shall not be used by students during the school day or while being transported in a district vehicle. Students in grades 9-12 may carry PEDs during the school day and use the PED during non-academic periods, but must be carried in an off or silent mode. Unless approved by district administration, PEDs shall not be used to connect to district electronic equipment or district electronic networks at any time. During academic periods, PEDs shall not be used, viewed, or listened to without the prior approval of administrators or staff. During non-academic periods, PEDs may be used, viewed, or listened to, by students (including before and after school, passing periods, and lunch periods), but doing so shall be in violation of this policy if it results in a disruption to the educational environment or any school activity, impairs the morale or good conduct of other students, or is in violation of this policy, or any other district policy, or local, state, or federal law (Law).



Student Technology Resources Acceptable Use and Procedures (continued)

5. PEDs may not be used to capture or share sound, document, video or photo images at any time or anywhere during the school day or while being transported in a district vehicle without the prior approval of administrators or staff. PEDs may not be used to capture or share sound, video, or photo images of staff. In addition, PEDs may not be used to capture or share sound, document video or photo images at any other time, place or school sponsored activity when a person (including but not limited to students, staff, parents, volunteers and guests) has an expectation of privacy which shall include but not be limited to a locker room, restroom, dressing room or any other location where a person may be changing clothes or engaged in personal or private activities.
6. PEDs or any district technology resources may not be used to capture, share, transmit, distribute or display to others any message, sound or image that may be considered violent, threatening, obscene, pornographic, vulgar, offensive, illegal, bullying, harassing, unlawful discrimination, or which includes fighting or nudity.
7. Students who bring PEDs for use during the school day do so at their own risk. The district assumes no responsibility or liability for lost, stolen, damaged or misplaced PEDs which includes any PED confiscated by district personnel. The district additionally is not responsible for any loss of information, corrupted files, software or hardware problems or viruses which may occur from use of the PED or access to the district network.

5. Access to and Use of Electronic Mail by Students

Students are strictly prohibited from accessing or distributing electronic mail ("e-mail") through the district's network, including the use of private accounts accessed through the district's Internet provider, without prior approval of administrators or staff.

6. Publication and Maintenance of Web Pages by Students

Students are strictly prohibited from hosting, creating, or otherwise maintaining Web Pages on the district's server for any purpose without prior approval of administrators or staff and only under the supervision of district administration or staff. Students are further prohibited from hosting, creating or otherwise maintaining Web Pages on non-district servers that purport to be sanctioned or endorsed by the district or otherwise represent the district and/or its schools.

Student Technology Resources Acceptable Use and Procedures (continued)

Consequences for Violation of this Agreement

First Offense: Suspension for ten (10) school days or less and referral to the superintendent for possible further disciplinary action up to one hundred eighty (180) school days or expulsion.  
Second Offense: Suspension for ten (10) school days and referral to the superintendent for possible further disciplinary action up to one hundred eighty (180) school days or expulsion.

In addition, any violation of this agreement may result in temporary, long-term or permanent suspension of user privileges. User privileges may also be suspended pending investigation into the misuse of or damage to the district's technology resources. Further, restitution shall be required for any damage or loss resulting from a violation of this policy. Students who violate this agreement are also subject to having the device searched to determine if violative conduct has occurred, for the preservation of the information on the device in another medium to be used for disciplinary procedures, for the erasure of any information in violation of district policies, for consideration of a long-term suspension or expulsion, and/or reporting to law enforcement authorities.

I have reviewed and fully understand the contents of the Student Technology Resources Acceptable Use & Procedures. I understand and accept all conditions, restrictions, regulations, and requirements set forth herein and as stated in Board Policy 5.14, 5.14.1, 5.14.2, 5.64(2)(b)(2), Possession of Personal Electronic Devices. I understand that access to district Technology Resources is a privilege that may be withdrawn at any time, should I violate any aspect of the procedures or Board Policy. By executing below, I hereby acknowledge reading and understanding the procedures and accept all responsibilities associated with access to district Technology Resources.

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

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
School

*Updated 6/2023*

**DONOR CONTRACT**

\_\_\_\_\_School

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

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

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

Date \_\_\_\_\_

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

### Educational Cable Television Channel

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

#### 1. Objectives

The fundamental purposes of cable educational television are as follows:

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

#### 2. Authority and Responsibility

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

#### 3. Authorized Users

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

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

4. Program Sources

Programming for cable channel shall come from the following sources:

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

5. Program Priorities and Scheduling

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

6. Use of District's Technology Resources

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

7. Prohibited Uses

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

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

8. Violation of Procedures

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

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



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

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

\_\_\_\_\_

Date

\_\_\_\_\_

Student (Print)

\_\_\_\_\_

Student Signature

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

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

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

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

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

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

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

\_\_\_\_\_  
Grade

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

\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Date

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

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

### **Policy Applicability**

Policy 5.20 Seclusion and Restraint applies to all district students, district personnel, and publicly contracted private providers. Policy 5.20 is consistent with professionally accepted practices and standards of student discipline, behavior management, health and safety, including the Safe Schools Act. District personnel assigned to facilities/programs not located on district premises (e.g., hospitals, detention centers, juvenile facilities, and mental health facilities) will follow the policy as specified in the written agreement between the district and the facility. If no policy is specified in a written agreement, district personnel will follow the facility's/program's policies unless such policies conflict with the district's policy. If there is a conflict, the employee will notify his/her supervisor and follow district policy unless otherwise directed by the Board of Education.

No person shall be retaliated against for reporting a violation of this policy or for providing information on a violation of Section 160.263, RSMo, by district personnel or publicly contracted private contractor.

### **Use of Seclusion and Restraint**

Seclusion shall be reserved for situations or conditions in which there is imminent danger of physical harm to self or others. Any student placed in seclusion or restraint shall be removed from seclusion or restraint as soon as the student is no longer in imminent danger of physical harm to self or others.

District personnel or publicly contracted private provider will not use mechanical, physical, or prone restraint technique that:

1. Obstructs views of the student's face;
2. Obstructs the student's respiratory airway, impairs the student's breathing or respiratory capacity or restricts the movement required for normal breathing to cause position or postural asphyxia;
3. Places pressure or weight on or causes the compression of the student's chest, lungs, sternum, diaphragm, back, abdomen, or genitals;
4. Obstructs the student's circulation of blood;
5. Involves pushing on or into the student's mouth, nose, eyes, or any part of the face or involves covering the face or body with anything including, but not limited to, soft objects such as pillows, blankets, or washcloths;
6. Endangers the student's life or significantly exacerbates the student's medical condition;
7. Is purposely designed to inflict pain; or
8. Restricts the student from communicating. If an employee physically restrains a student who uses sign language or an augmentative mode of communication as the student's primary mode of communication, the student shall be permitted to have the student's hands free of restraint for brief periods unless an employee determines that such freedom appears likely to result in harm to self or others.

### **Policy, Communication, and Training**

All district personnel and publicly contracted private providers will annually review the policy and procedures involving the use of seclusion and restraint. Personnel who use seclusion or restraint shall annually complete mandatory training in the specific seclusion and restraint techniques utilized by the district.

### **School Personnel Debriefing**

Following any emergency situation involving the use of seclusion or restraint, a debriefing shall occur as soon as possible, but no later than two (2) school days after the emergency situation. The debriefing shall include, at a minimum:

1. A discussion of the events that led to the emergency and why the de-escalation efforts were not effective;
2. Any traumatic reasons on the part of the student, other students, or school personnel;
3. What, if anything, could have been done differently; and
4. An evaluation of the process.

### **Notice to Parents/Guardians**

Except as otherwise specified more stringently in a student's IEP or Section 504 Plan:

1. Following an emergency situation involving the use of seclusion or restraint, the parent/guardian of the student shall be notified through verbal or electronic means of the incident as soon as possible, but no later than one hour after the end of the school day of the incident; and
2. The parent/guardian shall receive a written report of the emergency situation within five (5) school days of the incident.

### **Personnel Training**

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

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

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

1. De-escalation practices;
2. The appropriate use of seclusion, inclusion, physical restraint, and mechanical restraint;
3. Professionally accepted practices in physical management and use of restraints;
4. Methods to explain the use of restraint to the student who is to be restrained and to the individual's family; and
5. Information on the policy and appropriate documentation and notification procedures.

### **Reports**

Each time seclusion or restraint is used, the incident shall be monitored by a member of the district or publicly contracted private provider and create and maintain records documenting the use of seclusion and restraint. The report shall be included as an education record of the student. A copy will be provided to the parent/legal guardian within five (5) school days. An incident report must be filed within thirty (30) days with the Missouri Department of Elementary and Secondary Education. The written report shall include all of the following:

1. The date, time of day, location, duration, and description of the incident and interventions;
2. Any event leading to the incident and the reason for using seclusion or restraint;
3. A description of the methods of seclusion or restraint used;
4. The nature and extent of any injury to the student;
5. The names, roles, and certifications of each employee involved in the use of seclusion or restraint;
6. The name, role, and signature of the person who prepared the report;
7. The name of the employee to contact if the parent or guardian wishes to file a complaint;

8. A statement directing parents and legal guardians to a sociological, emotional, or behavioral support organization and a hotline number to report child abuse and neglect; and
9. Whether the student has an IEP, Behavior Intervention Plan (BIP), or personal safety plan.

### **Definitions**

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

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

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

**Restraint** – Restraint includes, but is not limited to, mechanical restraint, physical restraint, and prone restraint.

1. **Mechanical Restraint:** The use of any device or equipment to restrict a student’s freedom of movement. The term does not include devices implemented by trained school personnel or utilized by a student that have been prescribed by appropriate medical or related services professionals and are used for the specific and approved purposes for which such devices were designed, such as:
  - a. Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports;
  - b. Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle;
  - c. Restraints for medical immobilization; or
  - d. Orthopedically prescribed devices that permit a student to participate in activities without risk or harm.
2. **Physical Restraint:** A personal restriction that immobilizes or reduces the ability of a student to move his/her torso, arms, legs, or head freely. It does not include briefly holding a student to calm them, taking a student’s hand to transport them for safety purposes, physical escort, or intervening in a fight, or using an assistive or protective device prescribed by an appropriate trained professional or professional team.
3. **Prone Restraint:** Using mechanical or physical restraint or both to restrict a student’s movement while the student is lying with the student’s front of face downward.

**Publicly Contracted Private Providers** – Any person working at a school function under a contract or written agreement with the school system to provide educational, behavioral, or related services to students.

**School Personnel** – Includes employees of a local board of education or a charter school governing body and any person, paid or unpaid, working on school grounds in an official capacity.

**Seclusion** – The involuntary confinement of a student alone in a room or area that the student is physically prevented from leaving and that complies with the building code in effect in the LEA. Seclusion does not include the following:

1. A time-out, which is a behavior management technique that is part of an approved program, involves the monitored separation of the student in a non-locked setting and is implemented for the purpose of calming;
2. In-school suspension
3. Detention; or
4. Other appropriate disciplinary measures.

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