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**GENERAL INFORMATION**

*2000 Ashton Drive  
Blue Springs, MO 64015  
229-3459*

**Administrators**

Mr. David Adams	Principal
Mr. Slade Morlang	Associate Principal - A-C
Mr. Wendall Fuimaono	Assistant Principal - D-Me
Mr. Tom Alderman	Assistant Principal - Mi-Z
Mr. Tom Round	Activities Director
Mr. Kelly Donohoe	Assistant Activities Director
Mr. Frank Wheeler	Assistant Activities Director
Mrs. Heather Knudsen	A+ Coordinator

**Office Staff**

Mrs. Sheila Woolf	Secretary to Mr. Adams
Mrs. Paula Pennington	Secretary to Mr. Morlang
Mrs. Felicia Huff	Secretary to Mr. Alderman
Mrs. Rose Marlow	Secretary to Mr. Fuinaono
Mrs. Sheryl Brown	Counseling Office Secretary
Mrs. Barb Vance	Activities Office Secretary
Mrs. Sharon Webber	Attendance Office Secretary
Mrs. Irene Perrin	Attendance Office
Mrs. Kathy Durham	Counseling Office Secretary
Mrs. Renee Hult	A+ Secretary
Mrs. Lynn Reid	Librarian
Mrs. Debbie White	Library Aide
Mrs. Nancy Jorgensen	Receptionist

**Counseling Staff**

Mrs. Nancy Stevens - Department Chairperson	
Mrs. Nancy Stevens A thru C	Ms. Linda Williams D thru Hom
Mr. Joe Schur Hon thru Me	Mrs. Connie Simmons Mi thru Sc
Mrs. Angela Schmitt Se thru Z	

**Senior Class Officers**

*President—Jill Endaya  
V.President—Christin Conrow  
Treasurer—Tyler Brown  
Secretary—Jaquiline Klenklen*

**Student Senate Officers**

*President—Anna Cole  
V.President—Justin Randolph  
Treasurer—Vincent Pistone  
Secretary—Cecilia Mata  
Historian—Lindsey Lopez*

**PTSA OFFICERS**

*Rachel Powers---President  
Chris Kupka---1<sup>st</sup> Vice-President  
Linda Howard---2<sup>nd</sup> Vice-President  
Flavia Via  
Kathy Dahl---3<sup>rd</sup> Vice-President  
Patrice Semegran---Secretary  
Kathy Sweet---Treasurer*

**MISSION STATEMENT**  
**BLUE SPRINGS R-IV SCHOOL DISTRICT**

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

**MISSION STATEMENT**  
**BLUE SPRINGS HIGH SCHOOL**

*In a positive educational environment, BSHS strives to prepare students to become ethical, productive citizens, empowered with life-long learning skills.*

**BLUE SPRINGS R-IV SCHOOL DISTRICT EDUCATIONAL**  
**PHILOSOPHY**

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


**BLUE SPRINGS HIGH SCHOOL GOALS**

*Increase Student Achievement  
Lower Drop-out Rate  
Increase Student Attendance  
Improve Communication  
Increase Vocational Opportunities/Enrollment*

**SCHOOL SONG**  
**Alma Mater**

*Blue Springs High  
Our dear old high school  
Proud of thee are we  
Of thy honor, charm and beauty  
Loud our praises be  
Hail our high school  
Lift her colors  
Cheer the purple and gold  
Cherish with our fond affection  
Thy high fame we'll hold*

**Blue Springs School District  
2009-2010 School Year Calendar-at-a-Glance**

<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>
First Practice Day for.....Aug 10 Fall Sports	School Resumes—Second Semester Begins.... Jan 5
First Day of School.....Aug 18	Second. 3 <sup>rd</sup> Grade Card Issued.....Jan 8
Holiday—Labor Day.....Sept 7	Holiday—Martin Luther King Jr. Day...Jan 18
Second. 1 <sup>st</sup> 6-wk Grade Period Ends..Sept.25	Holiday—President’s Day.....Feb 15
Second. 1 <sup>st</sup> Grade Cards Issued.....Oct 2	No School—Prof. Dev. Day.....Feb 16
Parent-Teacher Conferences No School for students.....Oct 29, 30	Second. 4 <sup>th</sup> 6-wk Grade Period Ends.....Feb 19
Second. 2 <sup>nd</sup> 6-wk Grade Period Ends...Nov 6	Second. 4 <sup>th</sup> 6-wk Grade Cards Issued....Feb 26
Second. 2 <sup>nd</sup> Grade Cards Issued.....Nov 13	Spring Break—No School.....Mar 8-12
Holiday—Thanksgiving.....Nov 25, 26, 27	Easter Break—No School.....Apr 2
End of First Semester.....Dec 18	Second. 5 <sup>th</sup> 6-wk Grade Period Ends.....Apr 9
Holiday—Christmas Break.....Dec 21 –Jan 3	Second. 5 <sup>th</sup> 6-wk Grade Cards Issued....Apr 16
Prof. Dev. Day-No school for Students Jan 4	Last Day of School.....May 25
	GRADUATION.....May 30
	Holiday—Memorial Day.....May 31
	<b>MAKE UP DAYS MAY 26, 27, 28<sup>th</sup> and JUNE 1<sup>st</sup> if needed.</b>

**LATE START DATES –**

September 14, 2009	January 11, 2010	May 10, 2010
September 28, 2009	January 25, 2010	
October 12, 2009	February 8, 2010	
October 26, 2009	February 22, 2010	
November 9, 2009	March 22, 2010	
November 23, 2009	April 12, 2010	
December 7, 2009	April 26, 2010	

**GRADE CARD DISTRIBUTION**

<b>TERM:</b>	<b>ENDING DATE:</b>	<b>GRADE CARD DISTRIB. DATE</b>
1 <sup>st</sup> Six Week Term	September 25, 2009	October 2, 2009
2 <sup>nd</sup> Six Week Term	November 6, 2009	November 13, 2009
3 <sup>rd</sup> Six Week Term-End of First Semester	December 18, 2009	January 8, 2010
4 <sup>th</sup> Six Week Term	February 19, 2010	February 26, 2010
5 <sup>th</sup> Six Week Term	April 9, 2010	April 16, 2010
6 <sup>th</sup> Six Week Term-End of Second Semester	May 25, 2010 or last make-up day	TBA

**Bell Schedules**

Period	<b>Daily Schedule</b>	
1	7:25 AM	8:13 AM
2	8:18 AM	9:06 AM
3	9:11 AM	9:59 AM
4	10:04 AM	10:52 AM
5/Lunch	10:57 AM	12:29 PM
6	12:34 PM	1:22 PM
7	1:27 PM	2:15 PM
Period	<b>Advisory Schedule</b>	
1	7:25 AM	8:05 AM
2	8:10 AM	8:54 AM
3	8:59 AM	9:39 AM
4	9:44 AM	10:24 AM
Advisory	10:29 AM	11:09 AM
5/Lunch	11:14 AM	12:45 PM
6	12:50 PM	1:30 PM
7	1:35 PM	2:15 PM
Period	<b>Assembly Schedule</b>	
1	7:25 AM	8:05 AM
2	8:10 AM	8:54 AM
3	8:59 AM	9:39 AM
4	9:44 AM	10:24 AM
6	10:29 AM	11:09 AM
5/Lunch	11:14 AM	12:45 PM
7	12:50 PM	1:30 PM
Assembly	1:35 PM	2:15 PM
Period	<b>Late Start Schedule</b>	
Time+Support	7:25 AM	8:05 AM
1	8:10 AM	8:54 AM
2	8:59 AM	9:39 AM
3	9:44 AM	10:24 AM
4	10:29 AM	11:09 AM
5/Lunch	11:14 AM	12:45 PM
6	12:50 PM	1:30 PM
7	1:35 PM	2:15 PM

### **SCHOOL CLOSING**

Due to inclement weather school may be unable to open or may start one hour later. Please listen to all major radio and television stations for announcements. **(Please do not call the school or school personnel). In the case of a late start, buses will run one hour late and school dismissal time will remain the same.**

**\*Inclement weather days will be made up after May 25, 2010.**

### **SCHOOL BUSINESS**

#### **STUDENT ATTENDANCE POLICY**

Rationale for the Policy

1. We believe, as parents and school personnel, that attendance in school is important. We believe that when a student misses school, regardless of the reason, he/she is missing something valuable.
2. We believe that secondary students are of an age when they need to learn the valuable concepts of attendance and punctuality. The lesson is important for their maturation and acceptance of the responsibility for their actions. Good school attendance helps to prepare teenagers for attendance requirements placed upon them as adults. Poor attendance at work may lead to job dismissal; poor attendance at school results in loss of instruction.
3. Student attendance affects the student's behavior, attitude, learning, and overall high school success. We hope parents will talk with their student about his/her attendance and encourage good attendance. We believe, and studies show, that schools can make a positive difference in a young person's education when the student has few absences during his/her secondary career. Because we feel student's success is of the utmost importance we want the student to know that his/her good attendance counts. Please refer to complete board policy in the back of this book.

#### **BLUE SPRINGS CURFEW AND TRUANCY ORDINANCE**

As of March 21, 2005, the City of Blue Springs amended Section 220.540 of the Code of Ordinances to address daytime curfews. A complete copy of the ordinance can be obtained on the Blue Springs website [www.bluespringsgov.com](http://www.bluespringsgov.com).

The daytime curfew applies between 9:00 a.m. and 2:30 p.m. on Monday through Friday when school is in session. No minor, as defined as any person between the ages of six (6) and seventeen (17), who is subject to compulsory education laws of Missouri, shall be allowed in a public place or establishment or street during curfew hours. This includes students on suspension or expulsion. Parents/guardians are also prohibited from knowingly permitting or by insufficient control allowing a minor to break the curfew ordinance. A minor truant from school may be arrested. Each violation of the daytime curfew ordinance shall be punishable by up to forty (40) hours of community service for the minor. The parent/guardian may be charged for each separate offense, which shall be punishable as a misdemeanor.

There are some exceptions such as being accompanied by a parent or being lawfully employed. Check the ordinance for a complete list.

The nighttime curfew did not change. It is unlawful for any person under seventeen to be in any public place or way in Blue Springs between 12:01 AM and 6:00 AM with certain exceptions which include under the direction of the parent/guardian, employment, or religious or school activity.

#### **ABSENCE PROCEDURE: This is a semester plan.**

##### **DAILY ABSENCE REPORTING**

1. A parent should notify the school's attendance office by phone for each day of a student's absence. After school hours parents may call to excuse their student by calling (816)229-3459 X 227.
2. If the school is not notified by the parent, the school will initiate the contact with the

parent through an automated dialer. Students who return to school without being excused by their parent will maintain an unexcused absence until the parent provides appropriate verification of the absence.

3. Absences will be classified as excused or unexcused by the school district:
  - a. Excused Absence – An excused absence will include any absence due to legitimate medical issues, religious observances and those absences related to a student’s disability. With any planned, excused absence, it is recommended that the parents contact the school prior to the planned absence and make advanced arrangements for class work. All work missed due to an excused absence may be made up according to the make-up guidelines outlined in this handbook.
  - b. Unexcused Absence – A student not excused from school by a parent may be considered truant. A student must have parental consent to leave school during the school day, and appropriately check out of school through the attendance office. Students choosing not to follow this procedure will be considered unexcused. Work may not be made up due to unexcused absences. Parents/students who violate the state compulsory attendance law will be referred to the appropriate authorities.
4. To keep parents aware of their student’s absences, the school will attempt to notify the parent by letter when the student’s absence in any class reaches 6 and 12 days. Appropriate notification to a parent or a conference may be initiated to address attendance issues.
5. Excessive absences could result in a student’s loss of academic credit after the student has been afforded a full due process hearing before the board of education.
6. Attendance is kept by minutes. If a student arrives at school 5 minutes late, they will be docked 5 minutes which will have an impact on their A+ attendance requirement.
7. Excessive absences may also result in a student not meeting the 95% cumulative attendance requirement for the A+ Program.

#### **ATTENDANCE/MAKE UP POLICY**

Students are allowed one day to turn in work for each day they have an excused absence upon their return to school. Excessive absences could result in a loss of academic credit after the student has been afforded a full due process hearing before the Board of Education. A medical bill, receipt, or other forms of verification regarding the absence should be submitted to the student’s principal within five (5) school days of the absence. (The homework due date will remain the same as stated in the homework policy.) Homebound students or students with pre-absence excuses are not affected by this policy.

**Long Term Assignments: Occasionally teachers assign papers requiring two or more weeks to complete. Because of the nature of these papers and the grading they may be due on a specific date and exempt from the absence make up policy. Students are encouraged to turn assignments in early. Teachers will notify students in writing of long- term assignment due dates.**

#### **PRE-ABSENCE EXCUSES**

Students involved in academic and extra-curricular activities may miss a class/classes to participate in a school sponsored activity or field trip. A pre-absence excuse list is submitted to teachers in advance. Students are expected to obtain and complete all work prior to missing class. It is the student’s responsibility to make arrangements with the teacher for missed class work.

Seniors are allowed 2 pre-excused absences to visit prospective colleges/universities that are more than 50 miles from Blue Springs High School. A college visit form must be completed and returned to the counseling office prior to the visit.

If a student is failing a class and would miss that class due to pre-absence excuse, the teacher may elect to deny the pre-absence unless the student is attending a school sponsored contest, game, or performing in a group where his absence would affect the ability of the group to perform.

#### **ATTENDANCE INCENTIVES**

Students must be at school or pre-absence excused to meet the requirements for any attendance related incentives. Other types of absences will hamper the student's ability to acquire the related privileges.

#### **STUDENT WITHDRAWAL FROM SCHOOL**

ANY STUDENT WHO MOVES OR DROPS FROM Blue Springs High School should report to his/her principal's office. All necessary details will be explained to the student, and parents will be contacted. All books and school property must be checked in, and the student must complete the checkout procedure before being withdrawn from school.

#### **BUS TRANSPORTATION**

Students residing further than one mile from Blue Springs High School are eligible to ride the school bus. Students can find their bus pick up time and number by using the district website @ [www.bssd.net](http://www.bssd.net). Student's appreciation for this service can be shown by their good conduct on the bus and also by considerate treatment of bus equipment.

Disorderliness on the bus will distract the driver's attention from his driving and becomes a safety hazard. Therefore, if a student cannot comply with the regulations, he will be denied the privilege of riding the bus. The driver will show you a list of the rules for safety and welfare of student riders. Students are expected to know and follow these rules..

Requests for students to ride an unassigned bus must be made in writing by a parent and turned in to the office by lunch for approval. Students will not be allowed to ride an unassigned bus to another student's home without parental approval.

#### **CHANGE OF ADDRESS/PHONE/EMERGENCY CARD**

At the time of enrollment every student fills out a Student Emergency Procedure Card. It is extremely important to notify the principal's office of any changes in that information so the school can notify parents in cases of emergency.

#### **DELIVERIES**

Delivery of flowers and/or balloons for students during the school day is discouraged. If deliveries are received, they will not be given to the student until after school is dismissed.

#### **EIGHTH SEMESTER FULL OR PARTIAL RELEASE OPTION**

Eighth Semester Release is an option for seniors who have fulfilled graduation requirements at the end of seven semesters and who would like to enter college or employment. Eligibility rules and application forms may be requested from the student's counselor. Application forms must be completed and returned to the appropriate counselor's office no later than November 1 of his/her senior year. Forms that are incomplete or turned in after this date will not be accepted.

#### **USE OF SECURITY CAMERAS** (Board Policy 5.92)

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

#### **EMERGENCY PROCEDURE**

Instructions for evacuation of buildings in case of fire or for movements to assigned areas in case of severe weather have been given to all teachers. Students are to follow these instructions.

#### **LEAVING THE CAMPUS**

Students who must leave school during the school day must report to the attendance office to check out. Once parental permission is obtained, students will be issued a pass from the attendance office that will permit them to leave campus. Students must be excused by their parents prior to leaving campus. Students may not be excused during the closed fifth hour lunch period unless proof of doctor/dental appointment is provided.

#### **SCHOOL LUNCHES and SCHOOL BREAKFAST**

All regular Type "A" hot lunch and Snack Bar items will provide a daily variety of choices. Student lunch price is \$2.25. Student breakfast price is \$1.50 and \$.45 for additional milk

or juice. IF YOU QUALIFY FOR FREE OR REDUCED LUNCH, YOU ALSO QUALIFY FOR FREE OR REDUCED BREAKFAST. Students are requested to be considerate of classes in session during lunch period.

Now you can use DEBIT and CREDIT CARDS to pay for your student's school meals ONLINE!

Blue Springs R4 School District has paired with Revtrak to allow payment for *school meals* by simply going online to the website at <http://bluesprings.revtrak.net>

- ❖ Easy, fast payment method, available 24 hours a day.
- ❖ All you need to have on hand is your child's student ID number, last name, and credit or debit information.
- ❖ The website will email a confirmation to you that the payment was approved by your Credit Card Company or bank.
- ❖ To check balances on your student's account click on "Check Balance".
- ❖ To make a deposit, click on "Buy Now".
- ❖ "Our shopping cart" is a family shopping cart. If you have multiple children in school, simple repeat the procedure by clicking on "Continue Shopping".
- ❖ Under "Services", you can click on "Your Secure Deposit History" to view meal account deposits.
- ❖ Please allow up to 24 to 48 hours for transactions to be available on your student's school meal account. Deposits made on the website after 8:00 a.m. on school days may not be posted until the next school day. Be aware that the balance on your student's account may not reflect the current day transactions.

If you have any questions, you may contact the school district at 816-224-1300 and ask for the Food Service Department.

The Blue Springs School District offers a Free and Reduced Lunch Program for those families who qualify. Applications may be obtained from the office at your child's school or you may contact the Food Service Office by calling 816-224-1300 and ask for the Food Service.

Please cooperate in keeping the cafeteria as clean as possible by returning trays, milk cartons, etc. to the appropriate places. Students may not take food or drink from the cafeteria nor have food delivered. All students will go to the cafeteria during their assigned lunch period. *Students may not be excused during the closed fifth hour lunch period unless proof of doctor/dental appointment is provided.*

#### **STUDENT OBLIGATIONS**

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

#### **PROJECT/COST**

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

#### **VISITORS**

Prearrangements must be made for visitors or guests with the student's principal and teachers. The arrangements should be made as far as possible in advance of the date the visitor or guest is to be here.

All visitors and guests must come to the office before going to any other parts of the building or the place where the student or teacher they desire to see is located. Any school-age visitor must provide some identification and may not visit if his own school is in session that day. We appreciate the concept that students from other schools want to visit our school as a learning experience. In order to regulate our visitors, however, we need to adhere to the following guidelines.

1. Guests may not visit in either September or May.
2. Guests must attend a high school outside a 100-mile radius of Blue Springs High School.
3. Guests must be age appropriate.
4. Guests must not have been previous students or graduates of any Blue Springs high school.
5. Guests may not visit the day prior to or following a BSHS vacation.
6. Guests may not visit during finals week in December and May.
7. BSHS hosts for guests are responsible for the guest's behavior and adherence to BSHS rules and regulations.
8. BSHS hosts are allowed only one guest per year.
9. All visitors must be approved by the student host's principal and their BSHS host's teachers at least 24 hours in advance of the visit.
10. Guests may not visit during state testing.

#### **SCHOOL DANCES/GUESTS**

#### **SCHOOL PARTIES AND DANCES**

Students wanting to bring a guest from another school to any school dance need to have completed a form prior to the dance. A "guest" is defined as anyone that does not attend the school hosting the dance. Student Senate organizations at each school will determine the exact procedures for guests to attend school dances. Rules and regulations will be developed and announced ahead of time. Guest forms have to be completed by the specified date for a guest to attend. Students are held responsible for the actions of their guests. Student ID's are required of anyone attending a dance. Re-entry is not allowed for anyone once they have left the dance.

#### **ACADEMICS/CLASSES**

#### **ACADEMICS**

The central purpose of Blue Springs High School is to provide students with the best possible learning environment. We encourage students to do their best in school. So much depends on the learning habits and self-discipline we develop in our high school years. We encourage students to take a rigorous academic schedule, but we do not forget the opportunities the elective curriculum provides. We want these years to be the best of our student's lives.

Blue Springs High School has several courses that allow an additional grade point for passing grades. In an honors class an A is awarded 5 grade points, a B=4 grade points, a C=3 grade points, and a D=2 grade points. Thus, a GPA above 4.0 can be achieved by students in honor courses. Class rank will be computed with weighted points included.

#### **ACADEMIC INTEGRITY**

Students should commit themselves to act honestly, responsibly, and above all, with honor and integrity in all areas of their academic life. Students are accountable for everything they say and write. Students are responsible for the integrity of their work. Students should not misrepresent their work by using the work of another and representing it as their own. Students should not give or receive unauthorized aid.

Academic dishonesty includes, but is not limited to, bringing answers into a testing area, copying homework or assessments from another student, providing answers for another student, or using unauthorized notes or technology.

#### **ACADEMIC WEEK**

Each year in March, Blue Springs High School recognizes those students who have earned academic honors. Sophomores and juniors who continue to maintain a cumulative 3.5

Grade Point Average or better are honored at receptions. Seniors who have maintained an average of 3.5 or above are invited to an Academic Awards Banquet. Students who maintain a cumulative 3.5 Grade Point Average over seven semesters earn a Blue Springs High School "Academic Letter".

#### **COUNSELING SERVICES**

The main objectives of the Blue Springs High School counseling staff is to counsel, coordinate and consult. Counselors are trained to give students guidance and help with the complexities and opportunities of the high school experience.

Each student will be assigned a counselor who will monitor the student's high school academic experience. The school counselor will assist students in seeking solutions to questions and problems related to their education, career decisions, and personal/social adjustment. Counselors help with questions about classes, testing, career plans, college entrance, graduation requirements, and many other issues regarding high school. A primary focus is to assist students with their four-year academic plan.

Counseling services include individual and group planning sessions throughout the high school years. Parents and students are invited to schedule a conference to discuss high school progress and to develop short and long-term goals. The Blue Springs School District provides the opportunity for students to be prepared after high school in many ways. Students take several assessments throughout high school so that parents, students, and the schools can evaluate their current level of preparation for future goals. Some of these assessments include the EXPLORE in 9<sup>th</sup> grade, PLAN in 10<sup>th</sup> grade, and updating Missouri connections. These assessments provide meaningful information related to career interests and current achievement level. Parents and students should attend district information nights on how to use the data received from these assessments. A proactive planning approach can be developed in concert between the home and school personnel to help students meet their future goals.

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

Students may make an appointment to meet with their counselor at the counseling secretary's desk. Parents wishing to arrange a meeting with their student's counselor should call the counseling secretary at Blue Springs High School to arrange a mutually convenient time.

#### **HUMAN SEXUALITY CURRICULUM NOTIFICATION**

Human sexuality curriculum may be delivered through courses in Family and Consumer Sciences, Biological and Life Sciences, Health and Wellness, and Social Sciences. Specific descriptions of individual courses are included in the High School Course Description Book. Parents and students are encouraged to review course descriptions prior to enrollment.

**When parents prefer that their child not receive instruction in the human sexuality curriculum, a written notice must be provided to the classroom teacher.**

**GRADUATION REQUIREMENTS**(Credits)

	<i>Class of 2010</i>	<i>Class of 2011</i>	<i>Class of 2012 and Beyond</i>
<i>Communication Arts</i>	4 Credits: <u>English I or English Lit (1 Credit)</u> <u>English II or Wrld. Lit (1 Credit)</u> <u>EnglishIII(1 Credit)</u> <u>Speech(Comm Debate) (1/2 Credit)</u> <u>Additional(1/2 Credit)</u>	4 Credits: <u>English I or English Lit (1 Credit)</u> <u>English II or Wrld. Lit (1 Credit)</u> <u>English III (1Credit)</u> <u>Speech(Comm Debate)(1/2 Cr</u> <u>Additional(1/2 Credit)</u>	4 Credits: <u>English I or English Lit. (1 Credit)</u> <u>English II or World Lit. (1 Credit)</u> <u>English III or Am. Lit. (1 Credit)</u> <u>English IV or equivalent English classes(1Credit)</u> <u>Additional(1/2 Credit)</u>
<i>Math</i>	3 Credits (Min. Algebra)	3 Credits (Minimum Algebra)	Credits (Must include One unit in Algebra and Geomety
<i>Science</i>	3 Credits <u>Physical(1 Credit)</u> <u>Biological(1Credit)</u> <u>Additional (1 Credit)</u>	3 Credits <u>Physical (1 Credit)</u> <u>Biological (1 Credit)</u> <u>Additional(1 Credit)</u>	3 Credits <u>Physical(1 Credit)</u> <u>Biological(1 Credit)</u> <u>Additional(1 Credit)</u>
<i>Additional Math or Science</i>	NA	NA	NA
<i>Social Studies</i>	3 Credits <u>Geography(1/2 Credit)</u> <u>World History(1 Credit)</u> <u>U.S. History(1 Credit)</u> <u>Am.Gov't(1/2 Credit)</u>	3 Credits <u>Geography(1/2 Credit)</u> <u>World History(1 Credit)</u> <u>U. S.History(1 Credit)</u> <u>Am. Gov't (1/2 Credit)</u>	3 Credits <u>Geography(1/2 Credit)</u> <u>World History(1 Credit)</u> <u>U.S. History(1 Credit)</u> <u>Am. Gov't(1/2 Credit)</u>
<i>PE</i>	1 Credit	1 Credit	1 Credit
<i>Practical Art</i>	1 Credit	1 Credit	1 Credit
<i>Fine Art</i>	1 Credit	1 Credit	1 Credit
<i>Health</i>	½ Credit	½ Credit	½ Credit
<i>Sr. Seminar/ Personal Finance</i>	½ Credit	½ Credit	½ Credit
<i>Speech</i>	NA	NA	NA
<i>Electives</i>	7 Credits	7 Credits	7 Credits(Must include ½ credit in a Tech. class and ½ credit in a Speech class
<i>TOTAL</i>	24	24	24

**OTHER REQUIREMENTS**

Eight semesters of attendance: United States and Missouri Constitution Tests must be passed. Graduation requirements are instituted by board policy.

**CLASSIFICATION OF STUDENT BY CREDITS**

A student must have completed a course in order to receive credit. The minimum amount of time spent in a course to receive ½ credit is one full semester. Students enrolled in full year courses will receive ½ credit for each semester completed with a passing grade.

Classification will be made according to units of credit at the first of the school year.

(Board Policy 5.43)

Sophomore's- 6-10 1/2 units, Junior's – 11-16 1/2 units, Senior's – 17 units and over

### **RECLASSIFICATION PROCEDURES AND NOTIFICATION**

As soon as second semester grades are recorded on the student's transcript, the principal will notify, in writing any student who is being reclassified due to an inadequate number of credits earned to move to the next higher grade classification. These are mailed the second week of July.

If the student achieves a higher classification by earning credit in the summer, the adjustment in grade classification will be made prior to the opening of school the next fall. Reclassification is done one time a years on August 1<sup>st</sup>.

### **GRADING SYSTEM**

A=4 grade points	<b><u>Honor Courses:</u></b>	<b><u>Other grading codes:</u></b>
B=3 grade points	A=5 grade points	P=Pass
C=2 grade points	B=4 grade points	F=Fail
D=1 grade point	C=3 grade points	WF=Withdraw Failing
F=Failure – 0 points	D=2 grade points	WP=Withdraw Passing

The Blue Springs High School grading system follows board policy:

90-100 = A = 4.0	60 - 69 = D = 1.0
80-89 = B = 3.0	0 - 59 = F = 0.0
70-79 = C = 2.0	

### **CLASS RANK**

A student's cumulative grade point begins 1<sup>st</sup> Semester in the 9<sup>th</sup> grade and is the basis for all class rank. The rank is computed by using grades for all subjects including weighted or honors courses. **Summer school courses and night school will impact a student's GPA and class ranking.** Please refer to the course description book for courses that have weighted credit.

### **HONOR ROLL**

The honor roll is published each semester and includes only students who have earned a "B" average letter grades or better in all subjects.

### **OFFICIAL TRANSCRIPT**

A transcript is a record of all course work completed by a student, 9<sup>th</sup> through 12<sup>th</sup> grades inclusive and a copy of the standardized test results. Official transcripts always will carry the school seal. A signed transcript request form must be on file prior to Blue Springs High School sending a transcript. Students are allowed to send without cost, three transcripts to any school or place of employment. There is a charge of \$4.00 for each additional transcript.

### **NATIONAL HONOR SOCIETY**

The Blue Springs High School Chapter of NHS is a part of the national organization sponsored through NASSP. It is a select society chosen through criteria based on cumulative grade point average over five semesters, school and community activities (determined by a point system based on involvement during the grades 10, 11, 12) and teacher/community leader rating based on service, leadership, and character. Membership is earned from the faculty through this process and invitations are usually issued during April. Students and parents should understand that membership in the NHS is not a right, but an honor. Students must first meet the 3.5 GPA based on five semesters and have been a student at BSHS for at least one full semester. Once this is met, the students are asked to fill out an information sheet to be used for ascertaining the student's school and community activities and an essay describing the leadership skills gained from participation in these activities. Students who are interested should accurately complete the packet and distribute the teacher/sponsor recommendation forms, which are included in the packet. Students are responsible for making sure these recommendations have been submitted by the deadline.

Because NHS is an honor, the society's activities are formulated to help others. NHS members are required to participate in the after-school tutoring of high school students, help with Teacher Appreciation and Accent on Academics Week. Students also must continue with community service.

Note: Any student transferring from another school who has already been initiated into the society may become a member by supplying a verification form from the previous school and paying the annual dues.

#### **ENROLLMENTS/SCHEDULING PROCESS**

February and March Enrollment period begins.  
Students request classes and are given the opportunity to make changes to their selected classes.

April Enrollment period is finished and scheduling begins.  
School Departments are informed of enrollment numbers and the Master Schedule is created.

May Counselor initiated appointments to resolve schedule conflicts.  
Finalized schedules are given to staff and students.  
Counselors continue to meet only with students who have the schedule conflicts as listed below.

August Final schedule conflicts are resolved.  
Class rosters have been set since April.  
No schedule changes allowed (deadline for changes was March).

#### **SCHEDULE CHANGES/COURSE WITHDRAWAL**

Counselor initiated schedule changes will be considered if one of the following criteria are met:

- ❖ Students failed courses during the spring semester and therefore do not meet course prerequisites.
- ❖ Students passed/failed a class in Summer School that impacts their current schedule.
- ❖ Students have a hole in their schedule (no class during a certain period).
- ❖ Students have been scheduled in a class that they have already passed.
- ❖ Students adding study hall or aide positions. (11<sup>th</sup> or 12<sup>th</sup> grade only).
- ❖ Student's requests exceed availability.
- ❖ Student does not meet course pre-requisites.

#### **SCHOOL BEHAVIOR/CONSEQUENCES**

##### **CAMPUS COURTESIES**

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

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

Offenses of an extreme nature such as vandalism, stealing, causing false alarms, alcohol and drug abuse, may result in long-term suspension, loss of credit or other punishment for the first offense. Likewise, smoking or chewing tobacco is not permitted in school buildings or on school grounds by any students. As students enroll in the top four grades of secondary education, you should know what is acceptable behavior in school. Act accordingly, and it becomes unnecessary to make a list of "do's and don'ts." **NO STUDENT HAS THE RIGHT TO INTERFERE WITH THE LEARNING OR SAFETY OF ANOTHER.**

##### **GANGS**

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

## **NONDISCRIMINATION**

### **School Board Policy #5.18**

Any type of discrimination is not permitted. Intimidating, threatening, or prejudicial words, actions, or etc. will not be tolerated. Any student failing to abide by this rule may result in disciplinary actions up to and including suspension from school.

## **STUDENT DRESS GUIDELINES**

### **School Board Policy # 5.87**

“All pupils should maintain a neat appearance”. The staff and students of Blue Springs High School believe that clothing styles and specific articles of dress directly affect the educational atmosphere and order of the school. We are proud of our school and believe that pride in one’s self is reflected in his/her own concern for appearance and grooming. We encourage all students to use good judgment and dress appropriately for school.

**Extremes in wearing apparel or personal appearance which DISRUPT THE LEARNING PROCESS OR INTERFERE WITH THE INTENDED FUNCTION OF THE SCHOOL are not acceptable.** Students with inappropriate attire may be asked to turn their shirt inside out or cover with a jacket. Clothing and accessories that display statements, signs, or pictures with alcohol, tobacco, other drugs, weapons, violent themes, sexual innuendo, inappropriate language, inappropriate slogans, are not safe, or references to gang affiliations will not be permitted.

Appropriate dress for school is for all undergarments to be covered by clothing. Clothing should also cover all cleavage, belly buttons, torsos, bare backs, while standing or sitting. Students who wear jeans and/or pants that “sag” on the buttocks will be required to pull pants to the natural waist. Hoods are not allowed to be worn in district facilities.

When a student’s appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student will be required to make modifications.

## **STUDENT DRIVING AND PARKING RULES**

Students who park in the student parking lots must consider this a privilege at Blue Springs High School. Student parking lots include all parking areas opened for student parking and all rules and regulations apply. In order for students to drive to school and park in the student lot, students must obtain a student-parking sticker from the ST Office and should display the sticker in the upper left-hand corner of the driver’s side. The school district is not responsible for damage or accidents that occur to students’ vehicles on school property. As per board policy #5.64, student vehicles are parked on school grounds, they are subject to search when suspicion warrants such action. Parking rules apply to adjacent parking areas at Blue Springs High School. Guidelines for driving to school:

### 1. Student parking permits.

Parking permits will be sold for \$25.00 on a first come, first serve basis, with priority going to work release students, part-time students, seniors, juniors, and finally sophomores. Stickers must be displayed properly. Failure to do so will result in the following consequences:

- a. First Violation: Principal or designee warns student of parking violation. Documentation is made and parents are notified.
- b. Second Violation: Parking permit is forfeited for one week and parent is contacted.
- c. Third Violation: Parking permit is forfeited for one month and parent is contacted.
- d. Fourth Violation: Parking permit is forfeited for a year or less depending on the time of year.

### 2. Habitual Tardiness Related to Student Driving:

- a. Turned in by teacher on 4<sup>th</sup> tardy – call parents.
- b. Principal warns student – conference – notifies parent on 5<sup>th</sup> tardy.
- c. If tardy a 6<sup>th</sup> time, the principal may forfeit the parking permit along with the assignment of Saturday School

- d. Parents may excuse the tardy, but the tardy will still be a part of the student's attendance records.
- 3. Careless/Reckless Driving:
  - a. Minor: Warning of loss of driving permit.
  - b. Severe: Loss of driving permit for the year and consideration for additional disciplinary consequences.
- 4. No Loitering in Parking Lot of Cars:  
A pass must be secured from the student's principal to be in the parking lot during school hours.
  - a. First Violation: May include a warning by principal or suspension of driving privilege.
- 5. Unauthorized Use of Auto During the School Day:  
If the student uses his/her car during a truancy situation, he/she will receive consequences for the truancy and for unauthorized use of an auto during the school day.
  - a. First Violation: Warning to Revocation of Parking Permit.
- 6. Parking in Unauthorized Locations:
  - a. First Violation: May include a warning by principal or suspension of driving privilege.
  - b. Parking in a fire lane may result in the city issuing a ticket.
  - c. Cars may be towed if parked in an unauthorized area.
- 7. Smoking-Drinking-Intoxicants in Parking Lot:  
First Violation: Revoking of permit along with the disciplinary steps outlined for smoking/drinking/intoxicants.
- 8. Replacement Stickers:  
Students should report to the principal's office for a replacement sticker. A \$2.00 fee will be assessed to cover the cost of replacing the sticker.

#### **STUDENT LOCKERS**

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

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

#### **SEARCH/SEIZURE OF STUDENTS LOCKERS AND VEHICLES**

**School Board Policy #5.64** Students may be requested to submit to voluntary personal searches when suspicion warrants such action. Students who refuse to submit to a voluntary search may be referred to appropriate law enforcement authorities when such action is deemed appropriate by the principal and may be suspended from school for the lack of cooperation and/or insubordination with school administrators.

School lockers and desks are the property of the board of education and are provided for convenience of students and are subject to periodic inspections without notice. The lockers and desks may be subject to search by school administrators for a variety of reasons.

Among the reasons, but not limited to these reasons, are suspicion of concealing drugs, alcohol, tobacco, or materials of a disruptive nature, stolen properties, weapons, or other items which pose danger to the health or safety of the student, other students, or school employees. All searches will be conducted by an administrator and an additional staff member, based on reasonable suspicion.

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

**STANDARDS FOR DISCIPLINE AND SUSPENSION**

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

Any student that exhibits physical or verbally disruptive behavior such as pushing, shoving, engage in verbal/nonverbal confrontations on school grounds will be sent to the office for disciplinary consequences. This applies whether or not physical injury results. Such behavior is one example of a student's behavior being prejudicial to the good order of schools.

Students may be assigned In-School Suspension (ISS), Thursday Detention, Saturday School, Out-of-School Suspension and referral to Central Office for further disciplinary action, which might include expulsion.

**CONSEQUENCES TERMINOLOGY:**

**THURSDAY DETENTION**

Thursday detention is an effort to correct poor behavior without suspension from school. Out-of-school suspensions and the resulting loss of academic credit are a last resort. Students are expected to bring books and class work to their assigned detention.

Thursday detention will be served from 2:30 p.m. to 4:30 p.m. at BSHS. Students must provide their own transportation home. Student's causing discipline problems while in Thursday Detention or failing to attend an assigned detention, will be assigned an Out-of-School Suspension or Saturday School.

**SATURDAY SCHOOL**

Saturday School Detention is held at the Blue Springs High School in an effort to correct poor behavior without suspension from school. Out-of-School suspensions and the resulting loss of academic credit are a last resort. Students are expected to bring books and class work to their assigned detention. Saturday detentions are served from 8:00 am – 12:00 noon.

Students must provide their own transportation and are expected to be on time. Students causing discipline problems while attending an assigned Saturday School will be assigned out-of-school suspension.

**IN-SCHOOL SUSPENSION**

**School Board Policy 5.63(2)(d)**

The In-School-Suspension program has been established to give students an opportunity to explore alternatives to unacceptable behavior in a supervised, restricted environment with a

full time supervisor. Students are removed from the regular school environment and stay in a supervised classroom at BSHS. Students must report to the ISD Room 7:20 a.m. The goals of the program are:

1. To provide a supervised place for students to serve a detention.
2. To allow students time to give thought to adjust their behavior to more acceptable behavior.
3. To provide a place for supervised study and to assist students with assignments. Teachers are encouraged to establish direct communication with the In-School-Suspension teacher regarding specific students and discipline problems whenever it may prove beneficial. Teachers are required to provide appropriate assignments for students **when requested by the student**. These assignments are to be awarded credit if completed while in ISD. The student is responsible to bring books, assignments, supplies, and a lunch with them to ISD.

#### **OUT-OF-SCHOOL SUSPENSION**

##### **School Board Policy #5.63(2) (e)**

1. Ten (10) school days or less: A suspension of ten (10) days or less is the removal of the violating student from school property for that length of time determined and may be imposed by the building principal, the superintendent or his administrative designee, pursuant to the procedures set forth in Section 5.65(2) (b). *infra*. Students shall not be allowed to participate in extracurricular activities, attend any school function, or be on any Blue Springs School District property during the length of the suspension.
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 the 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*. 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.
3. When a student is involved in more than one specific conduct violation, the student is subject to the consequences specified for each violation. Such consequences to be served consecutively or concurrently as deemed appropriate by the administering authority.

#### **EXPULSION**

##### **School Board Policy #5.63(2) (f)**

Expulsion is the removal of the violating student from school property in excess of ninety (90) school days and loss of academic credit. Expulsion shall be imposed by the school board only, pursuant to the procedure set forth in Section 5.65 (3), *infra*.

**BLUE SPRINGS HIGH SCHOOLS  
DISCIPLINE SCOPE AND SEQUENCE  
2009-2010**

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

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

<b><u>Academic Dishonesty (CHE)</u></b> Zero on Assign., parent contact by teacher Zero, Thursday Detention, parent contact Zero, Saturday Detention, parent contact Zero, 2 day ISS, Parent contact	<b><u>Alcohol Use/Possess/Influence(ALC)</u></b> <b>BP 5.64(2)(b)(1)</b> 10 days Oss and Refer. to CO/Law Officer *Consult CO before completing interview
<b><u>Assault or Battery Faculty (ASP or ASO)BP5.64(2) and/or 5.64(2)(a)(3)</u></b> 10 Days OSS and CO Referral/Law Off.	<b><u>Assault or Battery Student (ASP or ASO) BP 5.64(2)(a)(1)</u></b> 10 days OSS or less Refer. to CO/Off.
<b><u>Bullying/Hazing/Harassment (depends on severity (HAR) BP 5.64(2)(a)(8) and/or 5.64(2)(a)(10)</u></b> Student/Parent Contact/Documentation/ Up to 3 days ISS 3 days ISS or more 5-10 days OSS	<b><u>Bus Infraction (BUS) BP 6.45</u></b> Conference w/student, parent contact Bus Susp. 1-3 days, parent contact Bus Susp. 3-5 days, parent contact Bus Susp. 5-10 days, parent contact Bus Susp. 10 days or more, parent cont. Note:Major violations may result in immediate susp. from the bus.
<b><u>Computer Misuse/Network(TEC) BP 5.14</u></b> 3 days ISS or less 3 days OSS or less 10 days OSS or less ***Possible loss of Privileges <b>Major</b> 5-10 days OSS 10 days OSS and CO Referral	<b><u>Damage to Prop./Vandalism(VAN) BP 5.64(2)(c)(3)</u></b> 10 days OSS or less and restitution In case of damage totaling \$150 or more OSS and Referral to CO /Law Officer
<b><u>Disrespect to Staff Members (DIS)</u></b> 1-3 days OSS 5-10 days OSS 10 days OSS and CO Referral 3 days OSS	<b><u>Disruptions-Behavior-Major(DRP)</u></b> Saturday Detention 2 days ISS

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**Disruptions-Behavior-Minor(DRP)**

Conference  
Thursday Detention  
Saturday Detention  
2 days ISS

**Dress Code Violations**

Student Conference/Parent Contact  
Thursday Detention  
Saturday Detention  
2 days ISS

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**Drug Distribution (DRU)**

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

**Drug Possession, Use, Influence, & Paraphernalia(DRU)**

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

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**Electronic Devices-Disrupting Class Time(EPH)**

Policy under revision summer 2009  
Home School will provide student with  
a hardcopy of the updated policy the  
first week of school.

**False Reporting/Setting of Disaster Alarms/Bomb Threats (ARS)**

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

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**Failure to Follow Directions(REF)**

Saturday Detention  
2 days ISS  
1-3 days OSS

**Fighting (FIG)**

3 days OSS, Law Officer  
5 days OSS, Law Officer  
10 days OSS and Referral to CO/Law  
Officer

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**Forging Passes (FOR)**

Saturday Detention  
2 days ISS  
3 days ISS  
10 days OSS

**Failure to Serve Thursday Detention**

Saturday Detention  
2 days ISS

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**Failure to Serve Detention (FSA)**

2 days ISS  
3 days ISS

**General Misconduct (MIS)**

**BP 5.61(3) and 5.64(1)**  
**Minor:**                      **Major:**  
Conference                  Saturday Detent.  
Thursday Deten.      2 days ISS  
Saturday Deten.      1-3 days OSS

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**Hall Rule Violation (MIS)**

Conference  
Thursday Detention  
Saturday Detention  
2 days ISS

**Insubordination/Defiance of Authority Minor (INS)**

Saturday  
2 days ISS  
3 days OSS  
5-10 days OSS

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**Lunchroom Violation (LUN)**

Conference  
Thursday Detention  
Saturday Detention  
2 days ISS

**Obscene Materials**

3 days ISS or Less, parent contact  
3 days OSS, parent contact  
5-10 days OSS

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**Parking/Driving Violation (PAR)W**

Warning, parent contact  
Parking permit revoked – 1 week  
Parking permit revoked – 1 month  
Parking permit revoked

**Possession or Use of Potentially Dangerous Item(BP5.64(2)(a)(4)****Possession or Use of a Weapon(WEA)**

10 days OSS and Referral to CO/Law Officer  
Expulsion

**Privately Owned Laptop Computers**

3 days ISS or less  
3 days OSS or less  
**10 days OSS or less**

10 days OSS and Referral to CO

**Profanity/Inappropriate Gesture verbal or written (PRO)**

Saturday Detention  
1day ISS  
3days ISS  
3days OSS  
5days OSS

**Public Display of Affection(PDA)**

Conference, parent contact  
Thursday Detention  
3 days ISS  
5 days ISS  
Up to 10 days OSS

**Sexual Harassment-Verbal Jokes, Slurs, remarks, gestures, etc.(SHR)****BP 2.8**

Student Conference/Parent Contact/  
Documentation  
1-3 days ISS  
3-10 days OSS  
10 days OSS and Referral to CO  
\*Severity clause

**Sexual Misconduct-actual or Simulated conduct: fondling, Touching, indecent exposure, engagement of sexual activity**

3-10 days OSS, Referral to Law Officer  
10 days OSS and Referral to CO/  
Law Officer  
3 days ISS/Restitution  
\*Severity clause

**Tardies (TAR)**

4<sup>th</sup> – Parent Contact/Teacher  
5<sup>th</sup> – Thursday Detention  
6<sup>th</sup> – Saturday Detention  
7<sup>th</sup> – 2 days ISS

**Theft (Major)(THF)**

**BP 5.64(2)(c)(2)**  
Thefts over \$150 – 10 days OSS and  
CO Referral/Law Officer

**Theft (Minor) (THF)**

**BP 5.64(2)(c)(2)**  
3 days OSS/Restitution  
5-10 days OSS/Restitution

**Threat Against Persons or Property**

**BP 5.64(2)(a)(9)**  
10 days OSS or less and referral to CO

**Truancy (TRU)**

Thursday Detention  
Saturday Detention  
2 days ISS  
3 days ISS

**Tobacco (TOB)**

Saturday Detention, Law Officer  
2 days ISS, Law Officer  
3 days ISS, Law Officer  
5 days ISS, Law Officer

**BLUE SPRINGS R-IV SCHOOL DISTRICT**  
**Board of Education Policies**  
**2009-2010**

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

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

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

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

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

**Definitions of Sexual Harassment**

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

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

**Definitions of a Hostile Environment**

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

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

**Sexual Harassment Includes, but is Not Limited To**

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

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

**Prevention of Sexual Harassment**

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

**Students Reporting Incidents of Sexual Harassment**

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

**Prohibition against Retaliation**

The district strictly prohibits retaliation against any employee or student because he or she has made a report of alleged sexual harassment or against any employee or student who has testified, assisted, or participated in the investigation of a report. Retaliation includes, but is not limited to, any form of reprisal or adverse action. Retaliation is itself a violation of federal and state laws prohibiting discrimination and may lead to separate disciplinary action against the laws prohibiting discrimination and may lead to separate disciplinary offender. *Rev. 12/99, Rev.4/04, Rev.10/07*

**Confidentiality**

A report of sexual harassment and the investigation are to be disclosed in accordance with this policy, or the Title IX grievance policy. *Rev. 12/99, Rev.4/04, Rev. 10/07*

**2.9 Civility (February, 2006)**

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

Provisions of this policy include:

1. **Disruptive Individual** – Any individual who disrupts or threatens to disrupt school or office operations, threatens the health and/or safety of others, willfully causes property damage, uses loud and/or offensive language that might provoke a violent reaction will be

directed to leave school district property by the school's administrator(s) or a law enforcement officer.

2. **Unauthorized Individual** – Any unauthorized person on school district property will be directed to leave the district property immediately by building administration or a law enforcement officer.
3. **Abusive Individuals/Staff Directions** – Any individual of the public that speaks loudly in a demeaning and/or insulting manner or uses obscenities will be calmly and politely advised by the employee to whom the remarks are directed to communicate in a civil manner. This also applies to any person who uses demeaning, insulting, or threatening language through written form, telephone, or other electronic communication. If the individual does not stop the abusive behavior, the district employee will notify the individual that the meeting and/or communication are terminated, and the district employee shall notify his/her supervisor of such incident immediately. If the meeting is on school district property, the individual will be directed to leave promptly. The supervisor shall make a determination on the method of further communication. This referral process also applies to situations involving any form of communication that becomes abusive, harassing, or excessively frequent.

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

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

Evidence of immunization means a statement, certificate or record from a physician or other recognized health facility or personnel verifying the type of vaccine and month, day and year of administration. Homeless children are allowed a 24 hour time period in which to provide proof of compliance.

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

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

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

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

Student access to and use of technology resources shall be in accordance with district policy and procedures. Student access and use will be monitored. The

district will provide filtering devices to screen objectionable and obscene materials. Even though filtering devices are used, it should be understood that students might encounter such materials.

Student use of technology resources may be permitted upon submission of the Acceptable Use and Procedures form signed by parents of minor students (under 18 years of age) and by students.

**5.18** **Nondiscrimination** (December, 2001)

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.

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

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

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

Assistant Superintendent of Human Resources  
Blue Springs School District  
1801 NW Vesper  
Blue Springs, Missouri 64015  
(816) 224-1300  
Fax (816) 224-1764

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 compliance officer: Assistant Superintendent of Human Resources, Blue Springs School District, 1801 NW Vesper, Blue Springs, Missouri 64015; Phone: (816) 224-1300; Fax: (816) 224-1764, who will assume the building principal's duties for the purpose of that complaint.

**5.34.5** **Classification of Records**

This policy will be updated during June and July, 2009. Please see website for finalized policy, [www.bssd.net](http://www.bssd.net).

**5.35** **Collection and Protection of Student Information**

This policy will be updated during June and July, 2009. Please see website for finalized policy, [www.bssd.net](http://www.bssd.net).

**5.5** **Admission and Attendance Regulations**

**5.51.3** **Restrictions to Admission** (August, 2004)

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

is guilty of a misdemeanor. In instances where there is reason to suspect that admission of the student will create an immediate danger to the safety of other students and/or employees of the District, the superintendent or designee may convene a hearing within a reasonable time of the request to register and determine whether or not the student may register. No student shall be enrolled, readmitted or otherwise permitted to attend school who was properly suspended for an act of school violence defined in RSMo 160.261.2 without first holding a conference to review the conduct and any remedial actions needed to prevent any future occurrences or related conduct. The school board shall notify in writing the parents/guardians of the time, place, and agenda of the conference. If after a student has been enrolled and is found to have been suspended or expelled from another school in this state or any other state, including a private, charter, or parochial school or school district, the student will immediately be denied further attendance in the District, pending determination of the reason(s) for the suspension or expulsion. In accordance with RSMo 167.171.4 no student may enroll in a school in the District during a suspension or expulsion from another district if it was determined upon attempt to enroll that the student's conduct would have resulted in a suspension or expulsion in this District. The parent, guardian or student may request a conference with the superintendent or designee to consider if the conduct of the student would have resulted in a suspension or expulsion in this District. If it is determined that such conduct would have resulted in a suspension or expulsion in this District, the superintendent or designee may make such suspension or expulsion from another district immediately effective. If it is determined that such conduct would not have resulted in a suspension or expulsion in this District, the superintendent or designee shall not make such suspension or expulsion from another district effective. In accordance with RSMo 167.171, no student may be readmitted or enrolled in the District who has been convicted of or charged with any of the following acts, which if committed by an adult would be a felony:

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

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

**5.51.4 Proof of Residency and Required Admission and Enrollment Information**  
(July, 2003)

Annually all school-aged students seeking enrollment and/or parents/guardians seeking to enroll their school-aged children in the District must present proof that the student(s) and the parents/guardians are residents of the District: the student must reside and be domiciled in the District. The District may make exceptions to annual enrollment requirements, as it deems appropriate. The superintendent or designee is responsible for ensuring that all pre-registration residencies, proof of residency, waiver of residency requirements request, and prior discipline documents are completed and maintained as District records.

Copies of approved forms, as they may be changed from time to time, are included as part of this policy and adopted by reference.

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

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

5.53

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

Students shall attend the school designated by the school administration.

**Grades 9 Through 12**

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

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

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

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

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

Requests from students in grades 9 through 12 for intradistrict transfer from one senior high school to another in the Blue Springs District shall not be considered except for those reasons approved by the board of education. Boundary Exception: If documentation can be provided to the principal of the building in which the student is enrolled, or should be enrolled, that indicates extreme hardship, or child abuse, a written appeal for an intradistrict transfer may be made to a Boundary Exception Committee. After the principal's verification of the validity of the appeal, the Boundary Exception Committee shall convene to consider the appeal with ten (1) school days. After consideration of the appeal, the Boundary Exception Committee shall respond within five (5) school days of receiving the Committee's decision. The superintendent of schools 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.

5.6  
5.61

**Student Discipline**

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

1. The adoption of the foregoing Policy of Student Discipline shall revoke and replace Section 5.6 "Discipline" of the Policies of the board of education.
2. It is the position of the Blue Springs School District that academic achievement and student discipline are very closely related. The district's goal is to establish a standard of conduct which, when obeyed, shall maintain an atmosphere where orderly learning is possible and encouraged. The ultimate goal of the district policy is to help students develop self-discipline. Therefore, pursuant to the Excellence in Education Act of 1985 and the Safe Schools Act of 1996, it is with these goals in mind that the district adopts this Policy of Student Discipline.
3. As part and parcel of the district policy, the Blue Springs School Board recognized the authority granted by Sections 167.161 and 167.171 RSMo (Supp.1983) of the Missouri state statutes permitting the suspension or expulsion of a student for conduct which is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of the students.
4. While this district policy is designed to comply with Section 5.2 of the Excellence in Education Act of 1985 and the Safe Schools Act of 1996 of a student's failure to obey the standard of conduct established by the board, it is impossible to conceive or list every action which would warrant disciplinary consequences; nevertheless, this policy specifically identifies those major violations which could lead to a student's suspension or expulsion. Minor behavior disruptions, which might arise, are not outside the scope of this policy; however, the consequences for such minor disruptive behavior shall be administered by the building principal or other district personnel responsible for the supervision of the disruptive student in accordance with the Student Information and Policies Guide found in the Student Handbook.
5. In addition to establishing a standard of conduct and identifying the consequences for major deviations from that standard, this policy also establishes certain procedural rights guaranteed to the student prior to his disciplinary suspension or expulsion as required by Section 167.171 RSMo, Missouri's Administrative Procedures and

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

6. All students of the district, regardless of age, shall be equally accountable for maintaining the standard of conduct set forth herein; nevertheless, as a result of enactment of the federal Education of the Handicapped Act, additional staff procedures shall be required before the handicapped student is placed on suspension for more than ten (10) days. See Section 5.65 (2)(b)(2), *infra*.
7. Teachers and other authorized district personnel, including volunteers, responsible for the care, supervision and discipline of students, shall not be civilly liable when acting in conformity with this policy.
8. A written copy of the 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.5/1997, 5/2007*

**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 PK – 12.

This standard of student conduct is designed to foster student responsibility, respect for the rights of others, and to insure the orderly operations of Blue Springs R-IV Schools. The standard militates against and sets consequences for conduct which is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of the students. This standard, though fundamentally the same for students in kindergarten through grade

twelve, shall be applied so as to meet the specific, emotional, developmental and intellectual needs of the various age groups.

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

1. **Student Accountability**

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

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

2. **Possible Consequences**

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

- a. **In-Room Discipline** In-room discipline is a broad category of consequences which include, but are not limited to, additional study assignments, in-room detention during recess or other break periods, revocation of otherwise common privileges, and other effective minor disciplinary measures which can be imposed by any district personnel, but shall be overseen by the room teacher, if any, responsible for the supervision of that student during the imposition of the in-room disciplinary consequence. See Student Information and Policies Guide in the Student Handbook.
- b. **Corporal Punishment** Corporal Punishment shall not be permitted in the Blue Springs R-IV School District.
- c. **Restraint** (November, 2004) A staff member may use reasonable force and/or restraint against a student without advance notice to an administrator if it is essential for self-defense, the preservation of order, or for the protection of the student or other persons or the property of the District.
- d. **In-School Detention** (September, 2001) In-school detention is the removal of a violating student from his regular school environment. The student shall remain within a designated area and shall continue his or her studies and testing in supervised solitude. In-house detention shall be imposed by the building principal or by the superintendent or his administrative designee. See Student Information and Policies Guide in the Student Handbook.
- e. **Suspension** (August, 2004)
  1. The term “suspension” refers to an exclusion from school that will not exceed a specific period of time and shall be subject to the due process procedures set forth for “suspensions.”

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

Students shall not be allowed to participate in extracurricular activities, attend any school function, or be on any Blue Springs

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

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

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

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

The district shall conduct a conference upon the student's return to school after a suspension of 11-180 school days. The conference shall include the student, his/her parent(s), and appropriate school officials who are directly involved with the conduct that resulted in suspension. *Rev. 8/2004, 5/2207*

3. When a student is involved in more than one specific conduct violation the student is subject to the consequences specified for each separate violation. Such consequences to be served consecutively or concurrently as deemed appropriate by the administering authority. *Rev. 8/2004, 5/2007*

f. Expulsion (May, 2007)

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

**5.64 Violative Conduct and its consequences** (July, 1992)

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

1. Behavior Disruptions (September, 2001)  
Behavior disruptions could involve a wide spectrum of misconduct including, but not limited to: profanity, public display of affection, disregard of instructions, disrespect for teachers and other staff, possession or use of tobacco products, fighting, truancy and any general forms of insubordination. Behavior disruptions shall be addressed with discipline that is warranted by the action and surrounding circumstances involved. The progression of discipline could involve (1) in-room discipline, (2) in-school detention, (3) Saturday School, or (4) out-of-school suspension. Parents will be informed by the child's teacher or building principal of any misconduct. See Student Information and Policies Guide in the Student Handbook.

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

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

2. Specific Conduct Violations
  - a. Violations against Persons
    1. Assault or Battery of a Fellow Student (June, 2004)  
Any act or words, spoken or written, which create or cause a reasonable apprehension in the fellow student of an immediate harmful or offensive contact to the fellow student's body; or any act which actually brings about a harmful or offensive contact to the fellow student's body are forbidden.
      - (a) referral to Any Violation: Suspension for ten (10) school days or less and referral to the superintendent for possible further disciplinary action up to one hundred eighty (180) school days. *Rev 5/1997, 6/2004*
    2. Assault or Battery of a Faculty or Staff Member (June, 2004) Any words, whether spoken or written on or off school grounds, which create or cause a reasonable apprehension in the faculty or staff member of a harmful or offensive contact to their body are forbidden.
      - (a) First Violation: Suspension for the balance of the semester, but not less than 30 days.
      - (b) Second Violation: Suspension for one hundred eighty (180) school days or less. *Rev 5/1997, 6/2004*
    3. Physical Assault or Battery of a Faculty or Staff Member(March, 1998) Any act which actually brings about a harmful or offensive contact to the faculty or staff member's body, whether on or off school grounds, whether intentional or unintentional.
      - (a) First Violation: Suspension for one hundred eighty (180) school days or less or any other punishment the superintendent of schools deems appropriate.
      - (b) Second Violation: Expulsion.
    4. Possession or Use of Any Potentially Dangerous, Hazardous, or Inappropriate Items (March, 1999) Students are forbidden to possess or bring into school or onto school grounds or property any item, which is considered potentially dangerous. Examples of potentially dangerous, hazardous or inappropriate items include, but shall not be limited to fireworks, chains or laser light devices.
      - (a) First Violation: Suspension for one hundred eighty (180) school days or less or any other punishment the superintendent of schools deems appropriate.
      - (b) Second Violation: Expulsion by the board of education or referral by the board to the superintendent for appropriate disciplinary action.

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

The Board recognizes the importance of preserving a safe educational environment for students, employees and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use, possession, storage, distribution, sale, purchase, transmittal, transfer or obtaining of weapons on school property. No student may possess a weapon on school property at any time except as specifically authorized during a school sponsored or school-sanctioned activity permitting weapons or replicas in which case, the school district will provide secured storage of student firearms if necessary. School property is defined as the following: property utilized, supervised, rented, leased or controlled by the school district including but not limited to playgrounds, parking lots and school buses, and any property on which any school activity takes place.

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

- (1) A firearm is defined in 18 U.S.C. 921.
- (2) A blackjack, concealable 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.

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

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

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

6. Search and Seizure (June, 1993) Students may be requested to submit to voluntary personal searches when suspicion warrants such action. Students who refuse to submit to the voluntary search may be referred to appropriate law enforcement authorities when such action is deemed appropriate by the principal and may be suspended from school for the lack of cooperation and/or insubordination with school administrators.

School lockers and desks are the property of the board of education and are provided for the convenience of students and are subject to periodic inspections without notice. The lockers and desks may be subject to search by school administrators for a variety of reasons. Among the reasons, but not limited to these reasons, are suspicion of concealing drugs, alcohol, tobacco, or materials

of a disruptive nature, stolen properties, weapons, or other items which pose danger to the health or safety of the student, other students, or school employees. All searches will be conducted by an administrator and an additional staff member based on reasonable suspicion.

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

7. Terroristic Threats and False Reports (August, 2000) Students are forbidden from making any terroristic threat or knowingly false report of a catastrophe, including but not limited to false bomb threats, for the purpose of frightening or disturbing people and/or causing evacuation or closure of any building, place of assembly or facility of transportation. Any such action will be reported to law enforcement officials.
  - (a) First violation: Suspension of 180 school days or less or expulsion or any punishment the superintendent of schools deems appropriate.
  - (c) 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 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, and 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 deems appropriate.
  - (b) Second Violation: Expulsion *Rev. 4/2004, 12/2006*
9. Threat Against Persons or Property (June, 2004) any conduct, physical action, or verbal, written, pictorial or symbolic communication, whether made directly to the person being threatened or to another person, which constitutes a threat of harm or injury to another person, or a challenge to engage in activity which could result in harm or injury to a person, or a threat of damage or destruction to District property, is strictly prohibited. Any violation: Suspension for ten (10) school days or less and referral to the superintendent for possible further disciplinary action including suspension up to one hundred eighty (180) school days or expulsion.
  10. Bullying (December 2006) Bullying is strictly prohibited. Bullying is defined as acts committed repeatedly and systematically with the intention to make, or which have effect of making, another person feel intimidated, threatened, fearful or apprehensive for their safety, humiliated, degraded, ostracized or excluded subservient to another person, less important, or unworthy because of physical appearance, socioeconomic status, academic ability, sexual identity, or other characteristic. Prohibited bullying acts include but are not limited to name calling, taunting, physical movements or aggression, social exclusion, teasing, pranks, gestures, physical attacks, demeaning comments, rumors, and ridicule. Acts of bullying may be committed verbally, non-verbally, physically, in writing, electronically by email or on the Internet, phone messages, text

messages, or any other medium of communication or expression.

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

- (a) First Violation: Suspension for one hundred eighty (180) days or less or any other punishment the superintendent of schools deems appropriate.
  - (b) Second Violations: Expulsion. *Rev. 4/2004, 12/2006*
- b. Violations against Public Health and Safety
- 1. Possession of Drugs (May, 2007) Possession of drug paraphernalia, or possession, use of, or being present under the influence of a controlled substance, alcoholic beverage or any item represented or believed to be a controlled substance or alcoholic beverage on school premises, at a school event, in any school vehicle or in any situation in which the school is responsible is forbidden. "Possession" shall include but not limited to any of the above identified items being in a locker, book bag, purse, vehicle, or any other location subject to or under the control of a student.

A controlled substance is any drug or chemical the possession of which is unlawful without a doctor's prescription, including any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, RSMo, and in section 202c of the Controlled Substance Act, 21 U.S.C.812©; 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, Rev. 3/05*
- 2. Possession of Electronic Communication Devices  
This policy will be updated during June and July 2009.  
Please see website for finalized policy, [www.bssd.net](http://www.bssd.net).
  - 3. Sale, Distribution, Transfer or Purchase of Drugs on School Property or at School Events (June, 2003) Any attempt to sell, distribute, transfer, or purchase controlled substances, alcoholic beverages or any item believed or represented to be a controlled substance or alcoholic beverage on school property or at a school event is forbidden whether or not such attempt is completed. A controlled substance is any drug or chemical the possession of which is unlawful without a doctor's prescription, including any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, section 195.010, RSMo, and in section 202© of the Controlled Substance Act, 21 U.S.C. 812 (c); substances intended for use in the diagnosis, cure,

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

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

4. Drug Free Schools Initiative (July, 1994)

(a) 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 a school event, or in any situation in which the school is responsible for the conduct and well being of young people. This district recognizes its responsibility to provide reasonable protection for all students from the influence of persons who might encourage the use of mind-altering chemicals.

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

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

- (b) Educational Program – Chemical abuse is primarily a health problem. As such it falls within the schools responsibility in the area of student health. It also has a direct and negative impact upon the ability of students to learn, the purpose for which schools are established. Abuse of mind altering substances ranges from initial experimentation to hard-core addiction. The underlying causes of drug abuse include the entire spectrum of human problems. The Blue Springs School District will develop programs which recognize this diversity and which are capable of responding to individual problems and needs while assuring an orderly and safe environment in the school.
- (c) Instruction – Instruction in all grades regarding the effect of alcohol, narcotics, hallucinogens, and restricted dangerous drugs shall be a part of the curriculum. Efforts will be made to involve reputable community agencies in planning substance abuse programs for students, staff and parents.

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

Violations against Property

- 1. Extortion (May, 1997) No student shall obtain property

from a fellow student by means of oral or written threats, or take any other actions calculated to intimidate a fellow student.

- (a) First Violation: Suspension for ten (10) school days or less and restitution must be made.
  - (b) Second Violation: Suspension for one hundred eighty (180) school days or less and restitution must be made.
  - (c) Third Violation: Expulsion.
2. Theft (September, 2001) Stealing or attempting to steal private or school property is forbidden.
- (a) First Violation: Suspension of ten (10) school days or less and restitution must be made unless in the case of theft amounting to one hundred fifty dollars (\$150) or more. For a theft of one hundred fifty dollars (\$150) or more, a suspension of one hundred eighty (180) school days or less or expulsion. Restitution must be made.
  - (b) Second Violation: Suspension for one hundred eighty (180) school days or less, and restitution must be made. For a theft of one hundred fifty dollars (\$150) or more, the result is expulsion, and restitution must be made.
  - (c) Third Violation: Expulsion and restitution.
3. Damage to Property (May, 2007) No student shall cause, attempt to cause or assist in causing damage to any property located on district grounds or at any school sponsored activity, or belonging to the school, staff or a fellow student.
- (a) First Violation: Suspension for ten (10) school days or less and restitution must be made. In the case of damages totaling to one hundred fifty dollars(\$150) or more in the aggregate, suspension for one hundred eighty (180) days or less or expulsion and restitution.
  - (b) Second Violation: Suspension for one hundred eighty(180) school days or less or expulsion and restitution must be made.
  - (c) Third Violation: Expulsion and restitution. *Rev. 9/2001, Rev.5/2007*

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

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

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

2. Suspension (December, 2001)
  - a. Suspension for Ten (10) School Days or Less  
The board authorizes the summary suspension of students by building

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

Any student suspended or dismissed from school shall be denied entrance to any school grounds and/or facilities until the period of his/her suspension has expired. Any student seen on the grounds or in a school building during the period of suspension should be reported to school authorities that, in turn, should notify the local police authorities of his/her presence on school property. In such cases, the suspension may be extended. No student shall be suspended for ten (10) school days or less, unless:

1. The student shall be given oral or written notice of the charges against him; and
  2. If the student denies the charges, he shall be given an oral or written explanation of the facts which form the basis of the proposed suspension; and,
  3. The student shall be given an opportunity to present his version of the incident before any consequences are imposed. A student has the right to bring forward witnesses on his behalf.
  4. Prompt notification will be given to the parent or others having custodial care of the student, of the administrator's action and the reasons for such action.
  5. No further due process requirements need be met except in the possible case of a ten (10) school days or less suspension by the board, in which event a hearing must be held pursuant to Section 167.161 RSMo and Section 5.65 (4), infra.
- b. Suspension for Eleven (11) to One Hundred Eighty (180) School Days (May, 1997)
1. Right to Appeal  
The board authorizes the summary suspension of students by the superintendent only for a period from eleven (11) to one hundred eighty (180) school days, provided such action is in accordance with due process and statutes.

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

2. Handicapped Students  
In the event the violating student is a handicapped child, the Education of the Handicapped Act would require that the handicapped student's IEP committee convene before a long-term suspension is imposed. A "long term" suspension is defined as a suspension of more than ten (10) school days per semester.
3. Due Process Rights
  - a. No student shall be suspended from eleven (11) to one hundred eighty (180) school days, unless:
    1. The student shall be given oral or written notice of the charges against him; and

2. If the student denies the charges, he shall be given an oral or written explanation of the facts which form the basis of the proposed suspension; and
  3. The student shall be given an opportunity to present his version of the incident before any consequences are imposed. A student has the right to bring forward witnesses on his behalf.
  4. Prompt notification will be given to the parents or others having custodial care of the student, of the administrator's action and the reasons for such action, and the right to a hearing before the board. This notice shall be promptly made by certified mail, addressed to the student's parents or others having custodial care of the student at their last address shown on school records.
- b. In the event of an appeal to the board, the superintendent shall promptly transmit to it a full report in writing of the facts relating to the suspension, the action taken by him and the reasons therefore.
  - c. In the event of a board appeal, the suspension shall be stayed until the board renders its decision, unless in the judgment of the superintendent, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting academic process, in which case the student may be immediately removed from school property, and the second notice described in section 5.65(2)(b)(3)(d), infra., shall follow as soon as practicable.
  - d. In the event the student, parents or others having custodial care of the student exercise the student's right to a board hearing, which right must be evidenced by a written request to the secretary of the board of education from the student, parents, or others having custodial care, within seven (7) days of the receipt of the superintendent's notice of suspension described in section:
    1. the date, time and place of the hearing;
    2. the nature of the charges;
    3. the right to call and examine witnesses and introduce exhibits;
    4. the right to cross-examine witnesses;
    5. the right to have the hearing proceedings recorded and preserved;
    6. the right to be represented by counsel;
    7. the right to subpoena witnesses;
    8. the right to present oral arguments or written brief at the close of the hearing;
    9. the right to written findings of fact, conclusions of law and decision; and
    10. the right to judicial review.
4. Suspension Hearing Before the Board  
Any suspension hearings before the board shall be conducted in accordance with the procedure set forth in Section 5.65(4), infra.
3. Expulsion
    - a. Authority The board may expel a student for conduct which is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of the students. The board alone may expel a student, and then only after notice to parents or others having custodial care and a hearing upon the charges

preferred. The board may originate the expulsion disciplinary hearings upon the recommendations of the superintendent.

- b. Due Process Rights Before any student can be expelled the board must notify the parents or others having custodial care of the student. That notification shall be made by certified mail, addressed to the student's parents or others having custodial care of the student at the last address shown on school records and shall advise them of:
    1. the date, time and place of the hearing;
    2. the nature of the charges;
    3. the right to call and examine witnesses and introduce exhibits;
    4. the right to cross-examine witnesses;
    5. the right to have the hearing proceedings recorded and preserved;
    6. the right to be represented by counsel;
    7. the right to subpoena witnesses;
    8. the right to present oral arguments or written brief at the close of the hearings;
    9. the right to written findings of fact, conclusions of law and decision; and
    10. the right to judicial review.
  - c. Expulsion Hearing Before the Board  
An expulsion disciplinary hearing shall be held as soon as practicable. In the interim, the student shall remain in school, unless the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, in which case the student may be immediately removed from school property. Any expulsion hearing before the board shall be in accordance with the procedures set forth in Section 5.65(4), infra.
  - d. Presence on School Property While Expelled (December, 2001)  
Any student who is expelled by the Blue Springs R-IV Board of Education is forbidden from attending any school function or being on any Blue Springs School District property until such time the student has been accepted for readmission [See 5.65(5)] or the graduation date for the student's class has passed if the student had remained enrolled in school, whichever occurs first. School administrators have the right to have expelled students removed from school grounds and/or functions.
4. Appellate Suspension and Expulsion Hearings (December, 2001)  
In all hearings, whether initiated by the board of education, or by a student, or by his parents or others having custodial care of the student as an appeal, the following procedures will be followed:
- a. The hearing will be closed unless mutually agreed upon by both the student and student's parents or others having custodial care of the student and the district that the hearing will be open. At the hearing, the board or their counsel will present the charges and such testimony and evidence to support such charges.

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

- b. At the conclusion of the hearing, the board of education shall deliberate in executive session and shall render a decision to: dismiss the charges; refer the

student to the superintendent of schools for appropriate disciplinary action; or to expel the student from the schools of the district. The administration or its counsel, by direction of the board of education, shall promptly prepare and transmit to the student and his parents or others having custodial care of the student written Findings of Fact, Conclusions of Law and Decision.

- c. The student, his parents or others having custodial care of the student may waive the right to appear personally before the board of education at the hearing. If a student, his parents or others having custodial care of the student choose to waive the right to appear personally before the board of education at the right to appear personally before the board of education at the hearing a Waiver of Hearing form must be completed and submitted to the superintendent of schools or his/her designee prior to the date and time of the scheduled hearing. See Appendix 515)

**5.92** Safety (February, 2002)

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

**5.97** Medication at School (March, 2007)

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

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

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

**Over-the Counter Medications:** Secondary students (grades 6-12) may self-administer over-the-counter medications provided the student carries a current written authorization from the parent/legal guardian which gives permission for the specific medication to be self-administered and the student carries no more than one day's supply of the over-the-counter medication in their possession in the original container unless specified otherwise by the school nurse. Over-the-counter medication kept in the clinic and taken while at school must be in their original container and have a written authorization by a person licensed by a state regulatory board to prescribe medication.

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

**Injectable and Infusible Medications:** All injectable and infusible medications must be reviewed and approved by a district registered nurse prior

to administration. The following criteria apply to the administration of injectable and infusible medications.

- (1) The medication must be prescribed by a person licensed by state regulator board to prescribed medications and treatments as defined by 195.070 RSMo. The prescription must be in the form of written orders, written protocols or written standing orders.
- (2) Injectable medications shall only be administered by a registered nurse, licensed practical nurse, Emergency Medical System (EMS) personnel, parent, legal guardian, designated adult, or self administered by a student as provided herein. In addition to those listed above, the Epi-Pen/Epi-Pen, Jr. may also be administered by other district personnel trained by a district registered nurse. A district registered nurse should provide and document the requisite education, training and competency verification of district personnel.
- (3) Infusable medications shall only be administered by a registered nurse, licensed practical nurse with intravenous certification, EMS personnel, a parent, legal guardian, designated adult or self administered by a student as provided herein.  
Injectable and infusible 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 anytime at its sole discretion.
  - (3) The student's parent or legal guardian have signed a statement authorizing self administration and acknowledging that the district and its employees or agents will incur no liability as a result of any injury arising from the self administration of medication.
  - (4) A student may have in his/her possession any medication, device, or equipment necessary to inject or infuse medication provided that the student has demonstrated to a registered nurse an understanding of how to properly use and dispose of the device or equipment.

Violation of this policy may result in disciplinary action up to and including suspension from school. *Rev. 11/00, Rev. 3/05, Rev. 3/07*

**6.45 Bus Discipline** (August, 1995)

The driver must give his/her undivided attention regarding driving. His/her requests and orders must be obeyed. It is not the driver or the principal that excludes the student from riding the bus; he/she excludes themselves because of failure to follow bus and safety rules, continuing misconduct that is distracting to the driver or antisocial behavior that may infringe upon the rights or properties of others or endanger the safety of all passengers. In case of infraction of the rules the driver will give notification of infraction on a misconduct form to the building principal. The driver is to give the principal adequate information to deal with the problem. The building principal will handle the infraction on a timely basis and return a copy of the misconduct form to the bus driver and the director of transportation. One copy of the form will be sent to the student's home.

The student and parent will be notified that a second misconduct form at the secondary level and third at the elementary level will mean a bus suspension. If the situation is such that the safety of the students is endangered, the rights of properties of others are infringed upon, or the student has received his/her second misconduct form, the director of transportation or principal will inform the student and parent that the student will be suspended from bus riding privileges pending a parent conference or until the suspension has been served. The director of transportation or principal should refer to the administrative guidelines to determine length of suspension. The bus driver must be notified immediately, if there is a suspension. Under all circumstance the driver will carry the offender to school or to his school bus stop.

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

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

These rights are:

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

reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA are:

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

#### **PHOTOGRAPHIC AND VIDEO IMAGES**

In order to ensure the safety of our students, the district's buses are equipped with video cameras. This footage may be reviewed for disciplinary or positive reinforcement reasons. Any parent who does not wish to have their student's image or artwork published or displayed should notify the school's principal via written request each year.

#### **MILITARY RECRUITERS DISCLOSURE OF STUDENT INFORMATION**

In accordance with the provisions of the amendments to the Elementary and Secondary Education Act the Blue Springs R-IV School District will provide names, addresses and telephone numbers to military recruiters upon request, unless the parents notify the school district in writing that such information may be disclosed only with prior written consent. The School District is also required to permit military recruiters to have the same access to students as is provided to post secondary institutions and prospective employees.

#### **STANDARD COMPLAINT RESOLUTION PROCEDURE**

#### **FOR IMPROVING AMERICA'S SCHOOLS ACT PROGRAMS**

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

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

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

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

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

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

There are two types of complaints:

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

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

1. Complaints against local school districts. A complaint alleging that local school district officials have violated, misapplied, or misinterpreted a state or federal law or regulation must first be filed and resolution pursued in accordance with local district policy. If the issues cannot be resolved at the local level, the complainant may file a complaint with the Department. Before accepting such a complaint, the Department will ask for evidence of an attempt to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

A question about local school district policies, rules, or practices, which are not based on federal or state laws or regulations, is not a complaint within the meaning of this policy and must be settled at the local school district level.

2. Complaints against the Department of Elementary and Secondary Education  
A local school district official, a local board of education, or any person directly affected by actions of the Department may file a written complaint alleging that the Department or its personnel have violated, misapplied, or misinterpreted a state or federal law or regulation directly with the Department.

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

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

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

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

**STUDENT ASSISTANCE PROGRAM (SAP)**

All children are at times students-at-risk. There is a part of every student population that consistently shows a lack of the necessary intellectual, emotional and/or social skills to take full advantage of the educational opportunities available to them. Often these students become disenchanted and ultimately openly or passively reject school. They are then students-at-high-risk. **The SAP Program is a comprehensive student assistance program that provides services and support to students who exhibit a wide range of behavior problems through policy-based programs of prevention, identification, resource, referral, intervention, education, and support systems. SAP brochures are available through the school counseling office.**

Typical support groups that are available are:

1. Dealing with divorce
2. Meeting, making, keeping new friends
3. Stress and anger management
4. School survival and success
5. Coping with grief and loss
6. Peer relations

**HEALTH SERVICES**

**BP 5.97**

A health paraprofessional is on duty from 7:35 am to 2:25 pm each school day. The paraprofessional administers first aid and handles emergencies due to sickness or accidents occurring at school. They may not, according to Blue Springs R-IV School Board Policy, administer prescribed medication unless the parent brings the medication to the clinic and completes the Medication Permit Form.

**HOMEBOUND INSTRUCTION**

**BP 5.97**

Homebound instruction is available for students that are confined due to injury or medical condition for a period of at least two weeks. An application must be completed by the parent or legal guardian. The application requires a signed statement by a licensed physician that the student is unable to attend school because of a specified injury, illness, or other medical condition. Application forms are available from the FA Office. Any student returning to school from homebound instruction must report to the attendance secretary before returning to any regular class.

**MEDIATION PROGRAM**

The peer mediation program provides students an option for helping resolve conflicts. The student mediation program helps students “mediate” minor differences before they become major problems. It is especially helpful in dealing with rumors, gossip, and name-calling. For mediation assistance, please see a teacher, counselor or assistant principal.

**ACTIVITIES**

**EXTRACURRICULAR ACTIVITIES**

Blue Springs High School provides a wide range of extracurricular activities, clubs, and organizations in addition to interscholastic athletics.

**CLUBS AND ORGANIZATIONS**

- |                                  |                         |
|----------------------------------|-------------------------|
| AFS                              | Green/Recycling Clubs   |
| Art Club                         | Math Club               |
| Chess Club                       | Modern Language Club    |
| Drama Club                       | National Honor Society  |
| FCCLA                            | Robotics                |
| FBLA                             | SADD                    |
| Fellowship of Christian Athletes | Scholars/Academics Bowl |
| Foreign Language Clubs           | Science Club            |
| Future Teachers of America       | Youth Core              |

The following are co-curricular activities. Students must be enrolled in the accompanying class in order to participate in the activity.

- AJROTC
- Culinary Arts
- Debate
- Forensics
- Music (instrumental)
- Music (Vocal)
- Newspaper
- Student Senate
- Yearbook

**ATHLETICS**

- |                           |                               |
|---------------------------|-------------------------------|
| Baseball                  | Soccer, Boys/Girls            |
| Basketball, Boys/Girls    | Softball                      |
| Cheerleading              | Swimming & Diving, Boys/Girls |
| Cross Country, Boys/Girls | Tennis, Boys/Girls            |
| Dance Team                | Track, Boys/Girls             |
| Football                  | Volleyball                    |
| Golf, Boys/Girls          | Wrestling                     |

We expect students who represent our school through the activities program to set a good example that others may follow. Participation in activities is an opportunity that could be forfeited if the student does not comply with our standards of conduct or eligibility.

**ELIGIBILITY**

Blue Springs High School is a member of the Kansas City Suburban Conference and the

Missouri State High School Activities Association. To participate in activities with other schools, a student must meet requirements set forth by the Missouri State High School Activities Association and the Blue Springs Board of Education. A student must have successfully completed 3.0 units of credit the preceding semester and currently be enrolled in a minimum of 3.0 units of credit (6 semester classes).

A student must be in school during the day in which he or she will participate in an activity or practice unless excused by the Activities Director. The sponsor should check the attendance of the group members.

#### **TRANSPORTATION**

All students involved in any extra-curricular activity will be bused to and from the activity. When activities are outside the Blue Springs School District, all students must ride the school transportation provided. For all activities that are being held within the Blue Springs School District boundaries, students will have the option of how they will be transported.

Head coaches may allow student's with a valid driver's license to transport THEMSELVES to the activity within the school district. Students are not allowed to car pool with other students to any event.

Parents/guardians will be allowed to transport only their child from the activity once the student is finished. A transportation card will need to be completed and signed prior to the event. In special circumstances, a written request must be submitted to the Activities Director from the parent to allow the student to be transported to the activity.

#### **ACTIVITIES CODE OF ETHICS**

##### **Blue Springs School District Activities**

##### **Code of Ethical Behavior and Student Consent and Warning**

*Student-athletes and students participating in all district activities and representatives of their teams, groups, the activities department, and the Blue Springs School District.* If I am selected to represent a Blue Springs or Blue Springs South High School activities program, I will endeavor to contribute my best to the success of that program. I understand, that as a member of the activities program, I am expected to demonstrate outstanding character by displaying integrity, honesty, respect for others, and good sportsmanship in all academic, athletic, and social activities. Therefore, I agree to abide by the provisions of the following **Code of Ethical Behavior**. I am also aware that if I do not live up to this agreement, I must accept the consequences as they are outlined in this document, which may include dismissal from the activity in which I am participating. I realize that if school policies are violated, the procedure and penalties of those policies may take precedence over, or be in addition to, those described in the following rules of conduct for participation. The purpose of the **Code of Ethical Behavior** is to allow students the privilege of being part of a successful organization, to give students an opportunity to become a better competitor, and to instill in students a sense of responsibility for their personal conduct.

**The Code of Ethical Behavior is a 4-YEAR AGREEMENT. This policy is in effect from the first day of signing, whether it be as a freshman, sophomore, junior, or senior, through the completion of my career in the Blue Springs School District's activities program, including those not actively competing in their sport or participating in their activity (off-season). The standards and expectations set forth, therefore, apply at all times: in season, out of season, on or off campus, and on and off the playing field.**

#### **I. GENERAL STANDARDS OF CONDUCT**

- A. 1. Student must meet all MSHSAA standards of scholarship, eligibility, school attendance, etc.
2. Student must be a good citizen (*MSHSSAA By-Law 212, Citizenship Standard*)
3. Student must be responsible for proper use and return of all equipment entrusted to him/her.

4. Student must create, promote and maintain elements of good sportsmanship.

**B. Law Enforcement(MSHSAA By-Law 212, Citizenship Standard)**

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

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

**II. SPECIFIC STANDARDS OF CONDUCT**

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

1. Possession or consuming alcohol, public intoxication;
2. Driving while under the influence of alcohol;
3. Misrepresenting someone's age for the purpose of possession, purchasing or consuming alcohol;
4. Purchasing or serving alcohol to someone underage;

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

1. Possessing, selling or using illegal drugs or possession or using drug paraphernalia;
2. Possession, selling or using controlled substance;
3. The use of tobacco products, including cigarettes, cigars, and chewing tobacco.

**C. Hazing**

Hazing is strictly prohibited. Hazing is defined as a willful act, occurring on or off school grounds, against a prospective member or member of a school organization or group that endangers the mental or physical health or safety of said person or produces mental or physical discomfort, intimidation, embarrassment, harassment, or ridicule for the purpose of initiation or admission into or continued membership in any such organization. Such acts include, but are not limited to, physical brutality, whipping, exposure to elements, forced consumption of a substance, sleep deprivation, humiliation, sexual intimidation, mental or emotional abuse, or other extreme stress-inducing activities. *Reference School Board Policy 5.64(2)(a)(8)*

**D. Bullying**

Bullying is strictly prohibited. Bullying is defined as acts committed repeatedly and systematically with the intention to make, or which have the effect of making, another person feel intimidated, threatened, fearful or apprehensive for their safety, humiliated, degraded, ostracized or excluded, subservient to another person, less important or unworthy because of physical appearance, socio-economic status, academic ability, sexual identity, or other characteristics. *(Reference School Board Policy 5.64(2)(a)(10))*

**E. Out of School Suspension**

According to the MSHSAA, a student shall not be considered eligible to participate while serving out of school suspension. **(NOTE: A student who is expelled or who withdraws from school because of disciplinary measures shall not be**

considered eligible for 365 days from the date of expulsion or withdrawal.(MSHSAA By-Law 212)

- F. **PUNISHMENT FOR VIOLATIONS** – cumulative during the high school career
- A. **First offense:** Suspension for up to 20% of contests in the season in which an athlete has previously participated.  
**Examples:** **1.** Football player violating COE in mid-season would serve suspension for up to 20% of total games. **2.** Soccer player violating COE with only one game left in season would finish suspension during first part of wrestling if they had been a previous participant in wrestling. **3.** Baseball player violating COE who had not previously participated in any other sport would serve the rest of that suspension the following season in baseball.
- B. **Second offense:** Suspension for up to 40% of contests in the season in which the violation occurs or in the next season in which an athlete has previously participated.
- C. **Third offense:** Suspension from all extracurricular activities for 365 days. Students will be offered, after 365 days, reinstatement to extracurricular activities with strict parameters and guidelines for behavior, including but not necessarily limited to a drug or alcohol education program, subject to approval by the activities director in a meeting with the student-athlete, parents, and coaches.

III. **EXPECTATIONS OF PARENTS:** In addition, the Missouri State High School Activities Association (MSHSAA) sets expectations for parents. Your enthusiasm as spectator includes a vital responsibility for good sportsmanship. Your habits and reactions determine the quality of sportsmanship, which reflects upon our school and community. Parents are expected to:

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

**SPECIAL NOTE TO PARENTS AND GUARDIANS**

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

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

DATE \_\_\_\_\_

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STUDENT SIGNATURE	PRINT STUDENT NAME
PARENT/GUARDIAN SIGNATURE	PRINT PARENT NAME

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**ATHLETIC ACTIVITY TICKETS**

Activity Passes may be purchased which allow admittance to athletic events at Blue Springs High School or Blue Springs South High School. These passes are good for all home varsity athletic contest excluding tournaments, District and State contests. Lower level contests (JV, Sophomore, C-Team, Freshman) do not charge admission except for tournaments. Purchasing options are:

Student	\$35.00
Adult	\$40.00
Family:	
4 or less	\$80.00
5 or more	\$100.00

**ATHLETIC AND ACTIVITY BOOSTER CLUBS**

Our athletic and activity booster clubs are an integral part of the Blue Springs High School extracurricular program. We encourage our parents to actively participate in the booster clubs. For information, you may contact the Activities Director.

**MUSIC BOOSTER CLUB**

The Music Booster Club plays an important role in the enhancement of the Blue Springs High School music program. Parents are invited to become a part of this organization lending support and encouragement for our talented young people.

**DISTRIBUTION OF FLYERS OR ADVERTISEMENTS**

Posters and flyers may only be distributed or posted at school by school clubs or organizations. All posters should be approved and stamped by the Associate Principal's office.