

# **Franklin Smith Elementary School**

## **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 this goal, a variety of programs and teaching methods will be employed to meet the various needs and differences in the abilities of the students. The objective of the Blue Springs School District is to establish a program to deal with each student's special gifts, and to allow each student an opportunity to attain maximum achievement.

### **Mission Statement for Franklin Smith Elementary School**

The Franklin Smith Elementary School staff believes that through the cooperation of home and school, we can create a positive orderly environment in which our children will develop socially, emotionally, and academically.

We believe that through this nurturing and caring environment, children will perform up to a high standard of achievement and behavior.

We believe that through these efforts, positive self-concepts will be developed which will enable our children to become productive citizens in a changing world and in a new and challenging century.

### **Mission Statement**

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.

**Faculty of Franklin Smith Elementary and  
Voice Mailbox Number**

Mrs. Jan Castle – Principal-304  
Mrs. Sandi Hay – Secretary-301

**Kindergarten**

Kathy Hollembeak-401  
Becky Gempeler-400  
Jennifer Self-439  
Sarah Perkins – SCLD-421  
Beth Gitlin-SCLD-412

**First Grade**

Connie Taylor-402  
Stephanie Hughes-404  
Anna Nickelson-403  
Robin Bishop-444  
Dawn Twenter – SCLD-405

**Second Grade**

Sally Brown-406  
Connie Mason-409  
Rani Khakh-408

Erin Streuwe – SCLD-407

**Third Grade**

Jenny Ratcliff-413  
Julie McGonigal-411  
Stacy Dickinson-415  
Debbie Williams– SCLD-441

**Fourth Grade**

Terri Goble-419  
Carrie Reddell-414  
Susan Thies-416

**Fifth Grade**

Jennifer Jensen-418  
Peggy Derrick-420  
Brenda Zabor-410

**Student Support Staff**

Beth Kohne – Counselor-317  
Sharon Exposito - Resource Teacher-423  
Kerri Edwards - Resource Teacher-425  
Rhonda Young - Process Coordinator-311  
Loretta Rowan – COTA-431  
Julie Marriott- Speech Therapist-424  
Charna Wunder-Speech Therapist-429  
Erin Stanley-COTA-442  
Jennifer Phillips-Reading Specialist-434  
Tracy Caton -Music-428  
Bob Doll – Art-427  
Jeff Dorris - Physical Education-426  
Marilyn Clifton – Librarian-312  
Debbie Rousseau-Health Aide-310  
Kirk Graham-Custodian-430

**Aides**

Geniva Floyd-Kdg           Cindy Walsh-3<sup>rd</sup>  
Alex Goyer-1st  
Kim Toliver-

**Cafeteria**

Sandy Walstrom-Cafeteria Manager-441  
Carol Kelly-Cafeteria  
Paula Schmedding-Cafeteria  
Rose Gordon-Cafeteria  
Teresa Shelly-Cafeteria

**Daily Schedule**

First Bell 9:15 a.m.  
Tardy Bell 9:25 a.m.  
Dismissal 4:05 p.m.

## 2004-2005 Calendar

<b>Date</b>	<b>Event</b>	<b>Time</b>
08/04/04	Elementary Enrollment	8:00-4:00
08/05/04	PTA Board Meeting	5:30 PM
08/11/04	New Teacher Orientation	
08/12/04	Teacher Orientation	
08/16/04	Teacher Orientation	
08/16/04	Open House	4:00-6:00
08/16/04	Kdg. Open House/Bus Safety	6:00-7:00 PM
08/17/04	Teacher Orientation	
08/18/04	First Day of School	9:25-4:01
08/26/04	Kdg/1st Curriculum Night	7:00-7:45 PM
08/30/04	2nd/3rd Curriculum Night	7:00-7:45 PM
08/31/04	4th/5th Curriculum Night	7:00-7:45 PM
09/02/04	PTA Board Meeting	6:30 PM
09/06/04	No School	
09/10/04	Fundraiser Kick off	
09/16/04	PTA Unit Meeting (Family Program)	7:00 PM
09/21/04	Fundraiser Returned	
09/24/04	Early Release Half-Day	12:40 PM
09/27/04	FSE Bookfair 9/27/04-10/1/04	
10/01/04	Grandparent's Day	
10/07/04	PTA Board Meeting	6:30 PM
10/15/04	First Quarter Ends	
10/21/04	PTA Unit Meeting 3rd Grade	7:00 PM
10/22/04	5th Grade Field Trip to Kaleidoscope	9:30-2:00
10/27/04	Fall Party	
10/28/04	Parent Conferences	
10/29/04	Parent Conferences	
11/04/04	PTA Board Meeting	6:30 PM
11/18/04	PTA Unit Meeting 2nd Grade	7:00 PM
11/24/04	Thanksgiving Break	
11/25/04	Thanksgiving Break	
11/26/04	Thanksgiving Break	
11/29/04	3rd Grade Field Trip to Earthworks	
12/02/04	PTA Board Meeting	6:00 PM
12/06/04	Holiday Shop 12/06/04-12/10/04	

12/10/04	5th Grade Field Trip to BSSOE	9:30-2:30
12/16/04	PTA Unit Meeting 5th Grade	
12/17/04	2nd Quarter Ends	
12/17/04	Holiday Party	
12/20/04	Winter Break 12/20/04-01/04/05	
01/03/04	Professional Day-No Students	
01/04/05	Students return to school	
01/06/05	PTA Board Meeting	6:30 PM
01/17/05	Martin Luther King Day No School	
01/20/05	PTA Unit Meeting (Family Program)	7:00 PM
02/03/05	PTA Board Meeting	6:30 PM
02/14/05	Valentine's Day party	
02/17/05	PTA Unit Meeting 1st Grade	7:00 PM
02/18/05	Teacher Professional Day No School	
02/21/05	President's Day No School	
03/03/05	PTA Board Meeting	6:30 PM
03/11/05	3rd Quarter ends	
03/17/05	PTA Unit Meeting 4th Grade	7:00 PM
04/01/05	School Carnival	6:00-9:00 PM
04/07/05	PTA Board Meeting	6:30 PM
04/21/05	PTA Unit Meeting Fine Arts Fair-Kdg.	7:00 PM
04/22/05	Teacher Professional Day - Early dismissal	12:40 PM
05/05/05	PTA Board Meeting	6:30 PM
05/18/05	Track and Field Kdg-2nd	
05/19/05	Track and Field 3rd-5th	
05/20/05	5th Grade Reception	2:00 PM
05/23/05	Make up Track and Field Day Kdg-5	
05/24/05	Variety Show	2:00 PM
05/25/05	Last day of school	

**\*\* All snow days will be made up at the end of the school year and scheduled holidays will not be adjusted**

#### Grade Card Schedule

Quarter	Midterm	MT OUT	End	Grade Cards Home
1. First	Sept. 16th	Sept. 22 <sup>nd</sup>	Oct. 15 <sup>th</sup>	Oct. 28 <sup>th</sup> -29 <sup>th</sup>
2. Second	Nov. 16th	Nov. 22 <sup>nd</sup>	Dec. 17 <sup>th</sup>	Jan. 7th
3. Third	Feb. 4 <sup>th</sup>	Feb. 10 <sup>th</sup>	Mar. 11 <sup>th</sup>	Mar. 18 <sup>th</sup>
4. Fourth	April 21 <sup>st</sup>	Apr. 27 <sup>th</sup>	May 25 <sup>th</sup>	Last day of school

### ❖ **CHOICES: A Student Assistance Program**

The CHOICES Program is a comprehensive student assistance program, which provides services and support to young people who exhibit a wide range of behavior problems through policy-based programs of prevention, identification, resource, referral, intervention, education, and support systems at each school.

### **Youth Outreach Unit**

This is a partnership between the City of Blue Springs and Blue Springs R-IV School District. Designed for the total care of Juveniles in Blue Springs. This Unit provides services for young people through the age of 18 and their parents by providing assistance to your identified as high-risk. It is a crisis management unit.

### **Mission**

- ❖ To provide services to children and families in crisis.
- ❖ To reduce crime and violence in Blue Springs
- ❖ To increase the success potential for youth in trouble
- ❖ To identify, access, intervene and refer youth to agencies and become partners in the youth's overall development

**Contact Mrs. Kohne for more information about these programs.**

### **Student Health and Safety**

A CPR trained paraprofessional health aide is on duty each day to assist your child during illness or injury at school. We ask that all parents keep children home when they show signs of illness and follow the policies below before returning children to school.

When your child becomes ill at school, the health aide will contact you by phone. It is very important for parents to include home, office and mobile phone numbers on the emergency card. It is also helpful to list grandparents and friends that can be contacted to help us locate you. The emergency card needs to be updated throughout the year as numbers change. You need to come for your child immediately or make arrangements with relatives or neighbors to come for your child. Unless listed on the emergency card NO ONE will be allowed to pick up your child without your expressed permission.

**Fever** - Children will be excluded from school when there is fever of 100 degrees or greater. They may return to school once they have a normal temperature for 24 hours without the assistance of Tylenol or Advil to control the fever.

**Vomiting/Diarrhea** - Children will be excluded from school when there is vomiting or diarrhea. They may return when free of fever for 24 hours and are no longer vomiting and/or having diarrhea.

**Pink Eye** - Children will be excluded when there are symptoms of pink eye (conjunctivitis). They may return when the eye(s) are clear, or when on medication for 24 hours.

**Rashes** - Children with rashes will be excluded from school. They may return when the rash is gone, or when a doctor's note with a diagnosis of the rash is returned to the school clinic.

**Head Lice** - Children will be excluded from school if head lice are found on them. The child may not return to school until he/she is **NIT FREE**. An appointment will need to be made so the health aide can recheck your child back into school.

**Chickenpox** - Children will be excluded from school for a **minimum** of six days. All lesions must be dry and non-weeping before the child may return. The health aide needs to check your child back into school.

#### Medication Policy

All medications are encouraged to be given at home before and after school if at all possible. The first dose of any medication should be administered by a parent or guardian. No medication will be administered in the health clinic without a physician's order. Parent may arrange to personally administer their student's medication in the school setting if they desire.

Prescribed medications will be given at school through the health clinic. All prescribed medications must be delivered to the school health clinic by a parent, guardian, or designated adult. At the time of medication is delivered, a medication permit form must be completed and signed by the student's parent or guardian. All prescribed medication must be in the current prescription container and must be appropriately labeled.

**Over the counter medication (aspirin, Advil, etc.) will not be dispensed through the clinic unless a doctor's order prescribing the medication to the specific student is received in the school office.**

#### Discipline

A discipline policy has been adopted by the Board of Education and is signed by each parent and student at Franklin Smith. The main emphasis in this policy is that all individuals involved with schools must share the responsibility for creating and supporting a positive school environment. The responsibility for discipline lies cooperatively with parents, educators, and students.

These responsibilities include:

##### **Teacher responsibilities**

- Establish a positive climate in which learning can occur
- Develop classroom expectations and communicate these expectations to students and parents.
- Communicate regularly with parents regarding academic progress and behavior.

##### **Parent Responsibilities-**

- Review classroom and school standards of behavior with their child
- Acknowledge responsibility of the school and the Board of Education to establish standards of behavior for all students.
- Ensure punctual and daily attendance
- Communicate with the school regarding individual needs of their child

##### **Student Responsibilities-**

- Respect authority, property, and rights of others. This includes consideration and self control in language and in actions
- Attend class regularly and on time. School District policy and state law require daily school attendance for students ages 6-16
- Have papers, pencils, books, assigned work, and necessary materials and supplies each day
- Promote a safe environment for all students

#### Character Education

The Blue Springs R-IV School District believes in the importance of building strong character in all students. The COMPASS Character Education Program is a key component of the BSSD curriculum. This program focuses on the critical attributes of respect, responsibility, rights, and

resourcefulness. In addition, this year emphasis will include developing honesty, punctuality, self-control, and kindness in all students.

### **Field Trips**

Parents will be notified in advance of all school field trips. Student attendance on field trips will require a signed parent permission form. Parents may be invited to chaperone field trips to assist with student supervision. Occasionally it may be necessary to limit parent attendance due to the capacity of our buses. Preschool siblings are not permitted to attend school field trips. All field trips chaperones must be at least 21 years of age.

### **Homebound Instruction**

If homebound instruction is offered in the home, a parent/guardian must be present when the homebound instruction is being offered.

### **Parent Teacher Association**

The Franklin Smith PTA does a tremendous job in promoting improvements in our school. Fund raising, volunteer work and assemblies are but a few of the many ways out parents and teachers work together for major improvements. Interested parents should contact the office for names and phone numbers of association officers. Your support by volunteering your time and talents is greatly appreciated. A sign up sheet will be sent home after school starts for you to indicate your willingness to serve. As a volunteer aide, room parent, board member, or officer, you make a meaningful contribution to our school and students.

### **Policy of Non-Discrimination on the Basis on Disability**

The Blue Springs School District does not discriminate on the basis of disability in the admission or access to, or treatment of employment in, its programs or activities. The Director of Human Resources has been designated to coordinate compliance with the United States Department of Justice's regulations implementing the non-discrimination requirements contained in Section 504 of the Rehabilitation Act of 1973, Part B, and Titles I and II of the Americans with Disabilities Act of 1990.

The Director of Buildings and Grounds has been designated to coordinate compliance with the United States Department of Justice's regulations implementing the non-discrimination requirements contained in Section 504 of the Rehabilitation Act of 1973, Part C, and the Title III of the Americans with Disabilities Act of 1990.

The Director of Elementary Education has been designated as the district coordinator of Section 504 of the Rehabilitation Act of 1973.

Inquiries may be directed to the above named individuals at 1801 W. Vesper, Blue Springs, Missouri, 64015 or by calling (816) 224-1300.

### **Animals and Pets**

The classroom teacher must approve animal and pet visits in advance. A parent must accompany and assume responsibility for the pet visit.

### **Records and Transfers**

Your child's records are available to you for review at any time. Parents may wish to set up an appointment with the principal or counselor to review the files so adequate time can be given to explain test data or other pertinent information. When transferring to another school, the child's records will be sent as soon as the form permitting the release of records is signed. Early notification of plans to transfer is always appreciated.

### **Pictures and Publications**

During the fall and spring, individual student pictures will be taken. Group pictures of your child's class are available for purchase in the spring. A yearbook is also available for purchase at the end of the school year.

### **Instructional Program**

The instructional program at Franklin Smith Elementary is provided for children in kindergarten through fifth grade. Our first priority is academic achievement for students in the basic skills. Classes are organized for optimal learning through heterogeneous groupings. Within this organization, students may be grouped for achievement for specific instructional needs in various content areas.

Individualized programs are available for students at Franklin Smith Elementary in Speech and Language, Learning Disability, and for Academically Talented (STRETCH). Programs for Educable Mentally Handicapped, Emotionally Disturbed, Deaf, Blind, and Orthopedically Handicapped students are available at other school sites within the Blue Springs School District. Counseling and guidance services are provided for students when appropriate.

Art, Music, and Physical Education are taught weekly by specialists in those fields. Students receive instruction in these classes each week. Within the Media Center, students receive instruction on computers, checkout books and periodicals, and conduct academic research.

### **Textbooks**

All basic textbooks and workbooks are issued without charge to students for their use during the school year. Students who lose or damage textbooks and/or library books will be charged a replacement fee. The grade cards of students who lose or damage books may be held in the office until the matter is handled. Replacement costs will be reported to the parents.

### **Co-Curricular and Extracurricular Activities**

Franklin Smith Elementary provides students in grades four and five with student government opportunities through the Student Council.

Scouts, Camp Fire, Little League, YMCA, etc., are all organizations that regularly send literature home through the school. If you are interested in your child participating in these activities, we will be happy to provide you with additional information.

Special interest groups and clubs meet before and after school.

Detailed information will go home concerning above clubs at a later date.

### **Student Handbooks with Planners**

Student planner/handbooks are provided to each 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grader for a nominal fee.

Teachers verbally address school rules with all students at the beginning of the school year and review rules at semester.

### **Dress:**

Students at Franklin Smith Elementary are expected to dress appropriately for school and in a manner that is not distracting or disruptive to the academic environment. Colored hair, (green, blue, red, etc.) hair paint, glitter, face paint, and tattoos are considered violations of the dress code and are not allowed.

Appropriate dress is considered to be apparel that does not disrupt or interfere with the intended function of the school. Students are encouraged to maintain a neat appearance at all times and to avoid extremes in selecting clothing. No clothing with alcohol, tobacco, or drug advertisements or symbols may be worn. Clothing must not contain obscene, off-color, or degrading remarks or

designs. Other examples of school dress that are NOT PERMISSIBLE: backless and midriff garments; half shirts, halter tops/tank tops/spaghetti straps; short shorts OR short skirts; headgear such as bandannas, caps or hats, except on designated spirit days; mesh tops, tube tops; cut, ripped or cut-off clothing.

If it is felt the safety and the welfare of the student is of concern or the student's attire may be potentially disruptive, the principal will contact the parent so that adjustments may be made in the child's clothing. We encourage all coats, gloves, etc. to be marked with the student's name.

### **School Lunches**

The price of lunch is \$1.75 for a student and \$2.25 for an adult. You may purchase a ticket for your child; a 10-day ticket is \$17.50 and a 20-day ticket is \$35.00. Milk or juice is \$.35 if your child would like to bring his/her lunch and purchase a drink. Students are not allowed to charge a hot lunch. If a student forgets to bring money to school they may be given a peanut butter/ jelly sandwich and a milk. All questions regarding your child's lunch ticket should be directed to the cafeteria staff at [224-1377](tel:224-1377) from 9:45 to 1:30. Parents are encouraged to purchase a hot lunch ticket so that students will have a full lunch in emergency situations. Drink tickets may also be purchased so that students can avoid carrying change everyday. A 10-day drink ticket is \$3.50. Hostesses are on duty to assist students throughout the lunch period. Expectations for student behavior are shared with students at the beginning of each school year. As with other areas of the building, rewards and consequences are provided for dealing with student behavior.

### **Menus**

Our Food Service Director determines the daily menu for our school lunch program. The menu is posted in the lunchroom and in the monthly newsletter that will come home with your student. You may also check your local newspaper or call the R-IV "Cat News Line" 224-1307.

### **Student Birthdays and Parties**

While children's birthdays are very special family events, no birthday parties will be held at school. Small parties or exclusion are not allowed. Individually wrapped classroom treats may be brought into the classroom for the entire class. We encourage store bought snacks for the health and safety of our students. No treats should be brought to the cafeteria during lunch hours. To prevent disruptions in the classroom and protect children from embarrassment we ask that **no birthday invitations be brought to school and distributed.**

### **Recess Policies**

Weather permitting; students are given recess each day. Decisions to have outside recess during cold weather depend upon temperature and precipitation. Freezing temperatures or wind chills will be monitored and students will have recess inside if the temperatures are below 32 degrees. Shorter outside recess time may be scheduled on cold days. Students should always dress appropriately for outside recess. Only students with medical excuses will be allowed to remain in the building during scheduled outside breaks.

### **Fire, Disaster and Intruder**

Fire, Disaster, and Intruder drills are conducted at regular intervals as an important safety precaution. It is essential for everyone to participate and to move to the designated shelter or to evacuate as soon as possible when the alarm is sounded. The teacher in each classroom will give students instructions.

### **Attendance**

Consistent and punctual school attendance is one of the keys to academic success. Parents can help their child succeed by ensuring attendance except during illness or family emergency. .

Parents are requested to call the school between 8:30 a.m. and 9:30 p.m. to report student absences. After 10:00 the school will call home or work to verify the student's absence.

**Students should not arrive before 9:10 a.m.** Students are supervised in the front hallway or outdoors beginning at 9:10 a.m. The first bell rings at 9:15 a.m. The final bell rings and class begins promptly at 9:25 a.m. Students arriving after this time should report to the office for a tardy slip.

### **Early School Closings, Delayed Openings, and Early Dismissals**

In the case of severe or inclement weather, the Blue Springs Schools may be closed. This announcement will be made as the "Blue Springs R-IV School District" and will be broadcast over local radio and television stations or call 224-1307 (Blue Springs Catline). It is also possible that school could begin "one hour later" due to severe weather, which changes. Should this occur, the radio/TV station will announce that the Blue Springs R-IV School District will begin one hour late. At Franklin Smith Elementary, school would begin at 10:25 a.m. and dismiss at 4:05 p.m. When an unscheduled closing occurs - due to severe weather or equipment breakdown - the PTA will initiate a calling tree as soon as the school is notified of the early dismissal. Every effort will be made to inform the parent and/or baby-sitter. However, it is possible that notification of dismissal cannot be made. **Please discuss this information with your children and instruct them of a course of action during these times.**

### **Bus Regulations**

Riding the bus is a privilege; therefore, if a pupil cannot comply with the regulations, he/she may be denied the privilege of riding the bus. Following are the bus regulations for the Blue Springs R-IV School District.

1. The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly.
2. Classroom conduct is to be observed by the pupils while riding in the bus, except for ordinary conversation.
3. Students must remain seated and face the front of the bus until their own bus stop is reached. The driver may assign any seat for any students.
4. Unnecessary conversation with the driver is prohibited.
5. Students must be on time. The bus cannot wait beyond its regular schedule.
6. Students riding on any but their own assigned bus must bring a note from home plus a bus pass signed by the principal of their school.
7. Students cannot get off the bus at any but their assigned stop without permission from parents and the principal.
8. Students must not at any time extend their arms or head out of the bus window.
9. Eating or drinking on the bus is not allowed.
10. No profanity or smoking is allowed on the bus.

All **Prime Time** drop-offs and pick-ups will take place through the downstairs entrance near the third grade hall. Prime Time hours are 6:30 a.m. - 9:15 a.m. and 4:00 p.m.- 6:00 p.m.

### **CARE Team**

Care Team consists of building leaders who work together to support teachers, students, and parents. Staff members are encouraged to meet with the CARE Team in order to receive assistance with academic, emotional, or social concerns. The team offers suggestions, strategies, and methods to uphold student success.

### **Check Policy**

Your personal checks are welcome in the district. If your check is returned, it may be collected electronically and you will be assessed a minimum fee of \$20.00 (or the maximum amount allowed by law).

### **Dismissal of students during school hours**

1. Written parental notice should be sent to the classroom teacher stating the expected time of release.

2. The parent or other named adult should come to the office to sign the child out. Children will always remain with the teacher until a parent signs the child out.
3. Positive identification such as a driver's license with picture will be required of all adults requesting early release of pupils.
4. **Please note: If a person other than the parent is to pick up a child, the school must have a statement from the parent with explicit instructions. If a person is not authorized to pick up a child, i.e. ex-husband or ex-wife, the custodial parent is requested to meet with the principal to discuss the situation and provide necessary legal documentation for the pupil's file.**

#### **Dismissal of students prior to loading busses**

When it is necessary for parents to pick up children at school at the usual dismissal time because of a doctor's appointment or classes, the following procedures will facilitate that process:

1. The parent should send a note to the classroom teacher stating that the parent will pick up the child early.
2. The teacher will dismiss the student early to the office.
3. Parents may pick up their child by coming into the office where they will be released to the parent. Parents will not need to sign the students out of the office if the teacher has received a notice of parent pickup between 4:00 p.m. - 4:05 p.m.
4. Since buses leave at 4:10 p.m., parents have adequate time to depart the school grounds before the buses.
5. Children should not wait for rides in the parking lot.

The staff at Franklin Smith Elementary appreciates your cooperation during student dismissal.

**Your child's safety is our primary concern.**

#### **Free /Reduced Lunch**

The government's free/reduced lunch forms are sent home on the first day of school. If you feel that you qualify for this program, you must fill out one form for each child in your family and return as soon as possible.

#### **Homework Due to Sickness**

When a student is absent, parents may request assignments from the school office. These requests should be made as early in the school day as possible so that the teacher has time to collect materials and bring work to the office.

#### **Permission to Go Home with a Friend**

**Remind your children that they will not be able to call home in order to make after-school arrangements to visit a friend or to go to Scouts, etc.** Please notify your child's teacher in advance with written instructions if the usual dismissal procedure is to be altered. If the child needs to change to a different bus for a special occasion, a written note needs to be brought to the office in the morning and a bus pass signed by the principal will be issued to the child. The bus pass and the note from home should then be given to the bus driver upon boarding the bus.

#### **Personal Items**

Personal items (toys, CD players, video games, and other distracting items) should be left at home. For safety reasons, students are not allowed to bring personal playground equipment to school. This includes footballs, soccer balls, or baseballs.

#### **Reporting Student Progress**

Student's academic progress is reported periodically throughout the school year. In October, parent/teacher conferences are scheduled for evening and daytime appointments. Written

progress reports are issued quarterly. Midterm of each quarter, parents will be notified of inadequate progress when a student is maintaining a C- or below in any subject matter. A grading scale including A-B-C-D-F is used in the Blue Springs School District for grades 3 through 12. Parents may make arrangements for conferences with teachers, the counselor, or the principal throughout the year by calling the school office at 224-1375.

### **Security Cameras**

The Blue Springs R-IV School District places a high priority on student and staff safety. In order to maximize this objective, security cameras and signal buzzers were installed at the main entrance of elementary schools. During normal hours of operation, doors will be secured so that individuals may not enter from the exterior without staff assistance. The signal buzzer will alert the office when someone wishes to enter the school. The security camera will then be used by school staff for observation purposes to allow entry. The funding necessary to install security cameras was made possible through community support of the district's most recent levy referendum.

### **Student Conduct**

Compass Character Traits will be discussed at school as well as good citizenship and work habits. A Standard of Student Conduct sheet will be sent home with each student. Parents are asked to discuss this information with their student, sign, and return to school. If a behavior problem develops, the principal and teacher will take action to resolve the problem at school, however, whenever necessary, parents may also be asked to assist the school team. All learners benefit most from an effective, respectful, and productive classroom. Student disruptions that prevent the success of other students will be addressed. Franklin Smith recognizes the importance of a supportive, disciplined, and caring learning environment. We appreciate and value parent support with this important effort.

### **Student Insurance**

Student insurance is available at nominal cost and is optional. When a student insured under this plan is injured, he/she will be given a claim form from the office. This form must be completed by the parent and presented to the doctor or hospital. The school merely acts as a medium in supplying the insurance and assumes no liability, either for the injury or the subsequent negotiations with the company.

### **Student Use of the Telephone**

There are limited phone lines available at school and these lines need to be reserved for school business. **Students will not be allowed to use the phone to make social arrangements or to call home for a sack lunch.** These plans must be taken care of at home prior to arriving at school. A school calendar or events listing all before and after school activities is sent home with students the first of each month. Parents are encouraged to buy a hot lunch ticket so that in case a sack lunch or lunch money is forgotten, the child has an opportunity to eat a full hot lunch. **Students are not allowed to take personal calls at school.** If you need to contact a student, the school secretary will be glad to relay a message.

### **Transportation**

All students attending Franklin Smith Elementary are provided safe and free transportation to and from school each day. Parents are urged to take advantage of this service to ensure their child's safety and to allow the child to arrive at school at the correct time. Buses unload between 9:15 a.m. and 9:25 a.m. If it is necessary that a parent transport a child to school by car, the parent should drop the child off between 9:10 a.m. and 9:25 a.m. Before 9:10 a.m., teachers are preparing for the day's lessons and supervision is not available.

We strongly encourage students to ride the bus rather than ride a bike or walk because of the busy intersections and heavy traffic around the school zone.

Parking is not permitted in the bus lane during school hours.

Parents should wait behind the buses both before and after school. Keeping bus traffic and car traffic separate provides a safer environment for our students.  
Parents are asked to enter the drive from the east and exit the drive from the west.

## **Franklin Smith Elementary**

### **Compass Code of Conduct**

**I am respectful.**

**I am responsible.**

**I am resourceful.**

**I am considerate of others' rights.**

**I am honest.**

**I am always safe and prepared, because I am here to learn.**

**Our school is a place where excellence prevails;**

**I will follow the Franklin Smith Code of Conduct.**

## **Board of Education Policies**

### **BLUE SPRINGS R-IV SCHOOL DISTRICT Board Discipline Policy 2004-2005**

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.

#### **2.8 Sexual Harassment (April, 2004)**

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: (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) and those acts by school district students(s) toward other student(s), (d) and those acts by district student(s) directed toward and affecting district employee(s).

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

#### **2.9 Civility (September, 2001)**

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:

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 person who creates a pattern of unauthorized entry 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 warned by the employee to whom the remarks are directed to communicate in a civil manner. If the individual does not stop the abusive behavior, the district employee will verbally notify the individual that the meeting is terminated. If the meeting is on school district property the individual will be directed to leave promptly.

**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.

**1.14.1 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.

## **5.5 Admission and Attendance Regulations**

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

All students five (5) to twenty-one (21) years of age who legally reside within the boundaries of the Blue Springs R-IV School District ("District") may attend District schools tuition free. In order to legally reside within the District, the student must be physically domiciled within the District boundaries with a parent, military guardian pursuant to a military issued guardianship ("military guardian" or "guardian"), or court-appointed legal guardian ("legal guardian" or "guardian"). All may be jointly referred to herein as "parent/guardian". In order to register a student, the parent, legal guardian, military guardian, or eligible student shall provide proof of residency or proof that a Waiver of Domicile Requirements has been granted by the District Board of Education on the basis of hardship or good cause.

#### **1.51.2 General Exceptions to Domiciliary and Residency Requirements** (July, 2003)

The residency provisions of this policy shall not apply to a student who is a "homeless child". (See Section 5.54), a pupil attending a school not in the pupil's district of residence as a participant in an interdistrict transfer program established under a court-ordered desegregation program, a pupil who is a ward of the state and has been placed in a residential care facility by state officials, a pupil who has been placed in a residential care facility due to a mental illness or development disability, a pupil who has been placed in a residential care facility by a juvenile court, or a pupil with a disability identified under state eligibility criteria if the student is in the District for reasons other than accessing the District's educational program.

#### **1.51.3 Restrictions to Admission** (July, 2003)

Prior to admission, the parent/guardian or other person having custody, control or charge of a child of school age must provide an application indicating whether or not the student has been suspended or expelled from a school in this state or any other state for a violation of board policies. In addition, the person enrolling the student must affirm 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. If the District superintendent has reason to suspect that the admission of a student on any basis will create an immediate danger to the safety of

others, he/she will convene a hearing within three (3) working days of the request to register. At the hearing, conducted in accordance with due process rights before the Committee appointed by the Board of Education, the District will determine whether the student may enroll.

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, the student will immediately be denied further attendance in the District, pending determination of the reason(s) for the suspension or expulsion. 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. Robbery in the first degree under 569.020, RSMo;
7. Distribution of drugs to a minor under 195.212, RSMo;
8. Arson in the first degree under 569.040, RSMo;
9. Kidnapping, when classified as a class A felony under 565.110 RSMo;

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

#### **1.51.4 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 residency, proof of residency, waiver of residency requirements request, and prior discipline documents are completed and maintained as District records. Copies of approved forms, as they may be changed from time to time, are included as part of this policy and adopted by reference.

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

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

**5.52 Admission and Tuition – Nonresident Students** (July, 2003)

A nonresident student shall be defined as a student who does not meet the requirements to be a resident student of the District; that is, a student who is not physically domiciled within the boundaries of the District as defined in Board policies, rules, regulations, and by state law the consequences for which tuition rates shall be determined annually as generally prescribed by state law and the District. Nonresident students of District certified staff may be permitted to attend school without payment of tuition provided they own property in the District. Such students will be considered to be resident students for the purposes of state aid. Students of other regular contract employees of the District may attend school in the District upon payment of tuition.

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

The District may enter into an enrollment option plan with another district in which the districts agree to send and/or accept each other's students in accordance with state law and Department of Elementary and Secondary Education guidelines.

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

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

Students whose parents or guardians pay school taxes on property in the District but do not live in the District may attend school in the District and receive as a credit on the amount charged for tuition the amount of the school tax paid to the District.

Parents or guardians, who reside on property of eighty (80) acres or more used for agricultural purposes, which lies in more than one school district, may choose to send their children to the district of choice tuition free provided that thirty-five percent (35%) or more of the real estate is located in the district of choice. The owner shall send written notice by June thirty (30) for the upcoming school year to all school districts involved specifying the school district of choice. If notification is not received, such children shall attend the school in which the majority of the property lies. Such person shall not send children to any other district than the district notified or in which the majority of the property lies without paying tuition to such district.

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

Students shall attend the school designated by the school administration.

**Grades 9 Through 12 Change of Residence From One Attendance Area to Another** – If a student has been continuously enrolled and attending a high school for two or more semesters and a change of residence occurs that places them in a different attendance area within the district, the student has two options available to them:

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

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

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

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

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

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

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

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

## **5.6 Student Discipline**

### **5.61 Policy Goals and Definitions** (May, 1997)

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.

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

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

A Standard of Conduct form shall be signed at the beginning of each school year by each student and by each student's parent/guardian for grades kindergarten - 12.

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** (September, 2001)

##### **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. 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.
- d. Suspension (December, 2001)

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.

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

3. When a student is involved in more than one specific conduct violation, the student is subject to the consequences specified for each separate violation. Such consequences to be

served consecutively or concurrently as deemed appropriate by the administering authority.

- e. Expulsion (March, 1998)
  - 1. The term "expulsion" refers to exclusion for an indefinite period and shall be subject to the due process procedures set forth for "expulsions." 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.
- f. Review Panel (October, 1995) The review panel shall review all disciplinary actions wherein the penalty for a first violation is defined as "expulsion by the board of education or referral by the board to the superintendent for appropriate disciplinary action" and make a referral to the appropriate authority for action.

#### **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 (May, 1997) Any act or words 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.
      - a. Any Violation: Suspension for ten (10) school days or less and referral to the superintendent for possible further disciplinary action up to one hundred eighty (180) school days.

2. Oral Assault or Battery of a Faculty or Staff Member (May, 1997) Any words, whether spoken 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.
  - 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.
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 (June, 2003)

No student shall carry, have in his/her possession, store, keep, leave, place or put into the possession of another student, any weapon defined as any firearm, knife, dirk, metal knuckles, blackjack, or explosive or firearm as defined as any object that is capable of firing a projectile, whether or not the weapon is loaded or operable, including, but not limited to handguns, rifle, shotgun, pellet gun, dart gun, blow gun, crossbow, non-traditional firearm (i.e. zip gun, black powder gun), or knife encased in a tubular metal sheath which when removed, uncovers a detachable blade that can be propelled by a spring mechanism operated at the push of a button (i.e. switchblade), on any school premises, in any school vehicle or any vehicle used by the school for school purposes, any school building or other building or premises used for school functions, whether or not any person is endangered by such actions. This policy also refers to any knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm, or by the manner in which it is used is likely to inflict death or serious bodily harm; or is used to threaten bodily harm on another individual.

This policy does not apply to starting guns while in use at athletic events, and supervised schools or sessions for training in the use of firearms.

(a) Any Violation: Expulsion as specified in the Federal Gun Free Schools Act of 1994.

(Students who violate the Gun Free Schools Act of 1994 shall receive a minimum of one (1) calendar year out of school. "Weapons" as defined in Section 921 of Title 18 of the U.S. Code.)

It is required that all violators of this policy be reported to local law enforcement agencies.

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. Violations Against Persons (August, 2000)

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

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

(b) Second violation: Expulsion

8. Hazing and Bullying (April, 2004)

Hazing is strictly prohibited by the board of education. Hazing is defined as a willful act, occurring on or off school grounds, against a student or prospective member of a school organization that endangers the mental or physical health or safety of said person or produces mental or physical discomfort, embarrassment, harassment, or ridicule for the purpose of initiation or admission into or continued membership in any such organization. Such acts include but are not limited to physical brutality, whipping, exposure to elements, forced consumption of a substance, sleep deprivation, humiliation, sexual intimidation, mental or emotional

abuse, or other extreme stress-inducing activity. The district has authority to discipline organization members, and/or sponsors involved in hazing activities even if such activities take place off school grounds.

Bullying and intimidation are also strictly prohibited. They are defined as acts committed with the intention to make another person feel 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, teasing, pranks, gestures, physical attacks, demeaning comments, rumors, and ridicule.

A person violates this policy by willfully committing an act of hazing, bullying or intimidation, or by knowingly participating in, aiding, assisting or encouraging any act of hazing, bullying or intimidation. Students who believe they are victims of hazing, bullying or intimidation should immediately report the incident(s) to a teacher, coach, counselor or administrator. Any students who violate this policy are subject to discipline up to and including out of school suspension or expulsion.

b. Violations Against Public Health and Safety

1. Possession of Drugs (March, 1998)

Possession of drug paraphernalia, or possession, use of, or attendance under the influence of a controlled substance, alcoholic beverage or any item represented or believed to be a controlled substance or alcoholic beverage is forbidden. 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(c) 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: 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.

2. Possession of Electronic Communication Devices (December, 2003)

Pagers or Beepers

Students who bring onto school property pagers or beepers, or any facsimile thereof must leave them in their vehicles or lockers during the academic day. If such device is operable and is used during the academic day, it will be considered a discipline violation.

Hand Held Phones Hand held phones, including video phones are prohibited from being used for any purpose during the academic day. All such devices should be silenced and concealed in a secure location during the academic day. Use of the device during the school day or disruption of class shall result in disciplinary action.

#### Photograph or Video Devices

Cameras, video cameras, video phones and/or any other type of photograph or video recording devices are strictly prohibited at all times from being used in locker rooms, restrooms, dressing rooms or any other locations where students may be changing clothes or have a similar expectation of privacy. Use of these devices in violation of this policy shall result in disciplinary action including, but not limited to, in or out of school suspension and/or expulsion.

#### Internet Accessible Hand Held Devices

Other handheld communication devices where the Internet can be accessed shall not be used to disrupt the educational process or class or to connect to any district equipment or network. Misuse of equipment as referenced in board policy 5.14 and 5.14.1. Use of the devices in violation of this policy shall result in disciplinary action.

#### Privately Owned Laptop Computers

No student shall have a personal laptop computer for use on school grounds other than equipment owned by the school district unless required in the Individualized Education Plan (IEP).

#### Disciplinary Consequences

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

- (a) First Violation: In-building detention for three (3) school days or less.
- (b) Second Violation: Suspension for three (3) school days or less.
- (c) Third Violation: Suspension for ten (10) school days or less

Any illegal or disruptive transaction or use in violation of any of these policies could result in a long-term suspension or expulsion and notification of authorities. Connecting any personal equipment to the district network shall result in revocation of system privileges and/or long-term suspension or expulsion and/or notification of authorities.

3. Sale, Distribution, Transfer or Purchase of Drugs (June, 2003) Any attempt to sell, distribute, transfer, or purchase controlled substances, alcoholic beverages or any item believed or represented to be a controlled substance or alcoholic beverage on school property or at a school event is forbidden whether or not such attempt is completed. A controlled substance is any drug or chemical the possession of which is unlawful without a doctor's prescription, including any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, section 195.010, RSMo, and in section 202(c) 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 grounds, at a school event, or in any situation in which the school is responsible for the conduct and well being of young people.

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

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

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

b. Educational Program - Chemical abuse is primarily a health problem. As such it falls within the schools responsibility in the area of student health. It also has a direct and negative impact upon the ability of students to learn, the purpose for which schools are established. Abuse of mind altering substances ranges from initial experimentation to hard- core addiction. The underlying causes of drug abuse include the entire spectrum of human problems. The Blue Springs School District will develop programs which recognize this diversity and which are capable of responding to individual problems and needs while assuring an orderly and safe environment in the school.

c. Instruction - Instruction in all grades regarding the effect of alcohol, narcotics, hallucinogens, and restricted dangerous drugs shall be a part of the curriculum. Efforts

will be made to involve reputable community agencies in planning substance abuse programs for students, staff and parents.

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

c. Violations Against Property

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

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

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

(c) Third Violation: Expulsion.

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 School, Staff or Student Property (September, 2001) No student shall cause or attempt to cause damage to any property, real or personal, belonging to the school, staff or a fellow student.

(a) First Violation: Suspension for ten (10) school days or less and restitution must be made. In the case of damage amounting to one hundred fifty dollars (\$150) or more, 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.

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**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.

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**Medication at School** (November, 2000)

Prescribed medications will be given at school if absolutely necessary, but doses are encouraged to be scheduled before and after school if possible. 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 (334.104.1, RSMo). A health care professional with prescriptive authority must prescribe any over-the-counter medication administered at school for individuals or as standing orders. Registered professional nurses may not be delegated prescriptive authority by parents in order to give medication, including over-the-counter drugs.

A registered professional nurse may delegate and will supervise the administration of prescribed medication by licensed practical nurses and unlicensed personnel who they deem competent. A registered professional nurse should provide and document the requisite education, training and competency verification of these personnel.

All medications must be delivered to the school health clinic by a parent, 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 and when possible state any adverse effects or any applicable emergency instructions. Medication not within recommended dosage in the Physician's Desk Reference shall not be given without consultation/verification with the prescriber. The first dose of a medication should be administered by the parents/guardian. A Medication Permit

Form must be completed and signed by the student's parent or guardian at the time the medication is delivered.

Secondary students (grades 6-12) may self-administer over-the-counter medications provided the student carries a current written statement from the parent/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 unless specified otherwise by the school nurse.

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

## **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 CSR 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.