



Blue Springs School R-IV District

Elementary School Student-Parent Handbook
2023-2024

[Website](#) / [Facebook](#) / [Twitter](#)

2023-2024 BSSD ELEMENTARY & EARLY CHILDHOOD DIRECTORY

<p>Chapel Lakes: 9:15-4:05 / Off: 874-3600 / Fax: 525-9502 3701 NE Independence Ave Lee’s Summit, MO 64064 Principal: Liz White Assistant Principal: Hillary Anwander Secretary: Holly White Counselor: Stacy Scalfaro/Deven Wallace</p>	<p>Cordill-Mason: 9:15-4:05 / Off: 874-3610 / Fax: 224-1372 4001 SW Christiansen Road Blue Springs, MO 64014 Principal: Cassie Gengelbach Assistant Principal: Jaclyn Brunk Administrative Intern: Kelsey Martin Secretary: Julie Rudolph Counselor: Alexis Dye/Hayley Howard</p>
<p>Daniel Young: 8:40-3:30 / Off: 874-3630 / Fax: 224-1492 505 SE Shamrock Lane Blue Springs, MO 64014 Principal: Todd Numberg Assistant Principal: Missie Goss Secretary: Brittany Latta Counselor: Tricia Theiss</p>	<p>Franklin Smith: 9:15-4:05 / Off: 874-3640 / Fax: 224-1378 1609 SW Clark Road Blue Springs, MO 64015 Principal: Jennie Alderman Assistant Principal: Brian Hartstack Secretary: Brenda Dujakovich Counselor: Marisa House</p>
<p>James Lewis: 9:15-4:05 / Off: 874-3650 / Fax: 224-1347 717 NW Park Road Blue Springs, MO 64015 Principal: Devin Ceperley Administrative Intern: Rachel Hornick Secretary: Jill Johnson Counselor: Dawn Hartman/Nick Streb</p>	<p>James Walker: 9:15-4:05 / Off: 874-3660 / Fax: 224-1461 201 SE Sunnyside School Road Blue Springs, MO 64014 Principal: Casey Brownsberger Administrative Intern: Kelsey Becker Secretary: Melanie Smith Counselor: Ariel Boulicault/Mary Burkhart</p>
<p>John Nowlin: 9:15-4:05 / Off: 874-3670 / Fax: 224-1359 5020 NW Valley View Road Blue Springs, MO 64015 Principal: Stephanie Owings Assistant Principal: Michael Compton Secretary: Trina McCollom Counselor: Melinda Trowbridge</p>	<p>Lucy Franklin: 9:15-4:05 / Off: 874-3690 / Fax: 224-1461 111 NE Roanoke Drive Blue Springs, MO 64014 Principal: Cory LaBoube Assistant Principal: Kaylee Nelson Secretary: Sara McMahan Counselor: Tosha Todd/Courtney Cumpton</p>
<p>Sunny Pointe: 9:15-4:05 / Off: 874-3700 / Fax: 224-7804 3920 S. RD Mize Road Blue Springs, MO 64015 Principal: Allison Spencer Assistant Principal: Heather Wells Secretary: Brandy Murry Counselor: Ann Gibler/Rachael Swanson</p>	<p>Thomas Ultican: 8:40-3:30 / Off: 874-3710 / Fax: 224-1490 1812 NW Vesper Blue Springs, MO 64015 Principal: Dr. Alison Longwell Administrative Intern: Joe Tucker Secretary: Natalie Murdock Counselor: Erica Barbosa/Ashli Martin</p>
<p>Voy Spears, Jr.: 9:15-4:05 / Off: 874-3720 / Fax: 478-9799 201 NE Anderson Lee’s Summit, MO 64064 Principal: Jen Ward Assistant Principal: Hannah Logan Secretary: Rachel Hogan Counselor: Stephanie Gallaher/Kerri Mears</p>	<p>William Bryant: 8:40-3:30 Off: 874-3730 1101 SE Sunnyside School Road Fax: 224-1343 Blue Springs, MO 64014 Principal: Abbie Swisher Administrative Intern: Savannah Gehrs Secretary: Regina Kempf Counselor: Lisa Lisec/Chasity Merritt</p>
<p>William Yates: 9:15-4:05 / Off: 874-3740 / Fax: 478-6137 3600 S Davidson Road Independence, MO 64055 Principal: Kerri Edwards Administrative Intern: Kennedy Merrill Secretary: Kim Porterfield Counselor: Ashleigh Adkins/Leslie Bayse</p>	<p>Liggett Trail Ed Ctr: 9:00-4:10 Off: 874-3680 / Fax: 220-1138 3575 SW Liggett Road Blue Springs, MO 64015 Director: Dr. Greg Johnson Assistant Principal: Dr. Brett Anwander Secretary: Misti McVay Secretary to Cub Care: Laura McDavitt</p>
<p>Administrative Service Center: Off: 874-3200 Director Elementary Education: Liz Talamantez</p>	<p>Parents as Teachers. / Off: 874-3680 Director: Dr. Greg Johnson</p>
<p>Transportation Department: Off: 874-3799 Director: Jeremy Morgan</p>	<p>Nutritional Services Department: Off: 874-3200 Director: Brian Harris</p>



Blue Springs School District 2023-2024*

Approved by the Board of Education on January 9, 2023

**The Blue Springs School District Board of Education reserves the right to adjust the 2023-2024 Academic calendar due to any unforeseen circumstances.*

2023-2024 School Calendar

August 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

8

September 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

20

October 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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8	9	10	11	12	13	14
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22	23	24	25	26	27	28
29	30	31				

20

November 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

18

December 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

14

January 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

19

February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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4	5	6	7	8	9	10
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18	19	20	21	22	23	24
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19

March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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24	25	26	27	28	29	30
31						

15

April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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14	15	16	17	18	19	20
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20

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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First Semester:						
PD Days – Aug. 15-21						
First Day of School – Aug. 22						
Labor Day – Sept. 4						
Parent/Teacher Conf. – Oct. 26 & 27						
PD Day – Nov. 7						
Thanksgiving Break – Nov. 22- Nov. 24						
Winter Break – Dec. 21-Jan. 2						
1 st Sem – 80 Days						
1 st Sem – 2 Parent/Teacher Conf Days						
1 st Sem – 6 PD Days						
Green – Staff Day, Non Student Attendance						
Pink – Staff Day, Non Student Attendance						
Blue – Non Staff, Non Student Attendance						

Second Semester:						
PD Day – Jan. 3						
Students Return – Jan. 4						
Martin Luther King Day – Jan. 15						
PD Day – Feb. 6						
President's Day – Feb. 19						
Spring Break – Mar. 18-22						
No School – Mar. 29						
PD Day – Apr. 1 & 2						
Last Day of School – May 23						
2 nd Sem – 90 Days						
2 nd Sem – 4 PD Days						
Student Days – 170; Staff Days – 182						

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DISTRICT INFORMATION

Purpose of Elementary School Student-Parent Handbook

Schools, like other successful organizations, have structural guidelines that have been implemented to ensure the efficiency and effectiveness of operations. It is because of the need for coordination and understanding of these guidelines that this handbook has been compiled. The overall intent of the handbook is to enhance the teaching and learning process, increase knowledge of the working environment, improve productivity, and help facilitate the cooperation of all stakeholders, which is imperative for the smooth functioning of the school. Maximum utilization of the handbook will require familiarity with its contents. Information is presented in reference form, with the handbook's design allowing for revision, addition, and deletion as deemed appropriate.

BSSD Shared Beliefs

We believe that:

- Every person has unique genius to be discovered and developed.
- All people deserve meaningful opportunities to pursue their potential.
- Growth culture promotes lifelong learning.
- Authentic relationships are the foundation of overall success.
- Involvement fosters engagement, learning, and community.
- Community stays informed and engaged through communication.
- Trust is foundational to growth and achievement.
- The social, emotional, and physical needs of humans change and evolve.
- A holistic approach is necessary to reach human potential.
- Safety protects physical, emotional, and intellectual well-being.
- All people deserve kindness.

BSSD Mission

The mission of the Blue Springs School District, the champion for personal growth, is to ensure every student develops the skills and dispositions to thrive in a global community as a productive and collaborative citizen through innovative education distinguished by:

- a rigorous, accessible learning experiences
- diverse opportunities for involvement and leadership
- a culture of understanding differences and showing kindness
- community partnerships that engage and support students and their families

BSSD 2023-2028 Strategic Objectives

- Each student will demonstrate academic growth through rigorous, diverse learning experiences.
- Each student will positively contribute within the school community.
- Each student will develop strengths of character that promote a culture of kindness and resiliency.
- Each student will build capacity in cultural, social, and emotional development.
- Each student will achieve personal growth by adapting and persevering beyond school.

SCHOOL BUSINESS

Appearance/Attire

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

Assessment

Neither Missouri law nor District policy allows for students or their parents to opt out of the statewide assessments. Missouri statutes 160.526 and 160.527 provide that the State's Department of Elementary and Secondary Education (DESE) is charged with creating and administering an assessment program to all Missouri students. Additionally, Blue Springs School District Board policy 5.31 requires that all students enrolled in the District will participate in all applicable aspects of the assessment program, including all local and state-required assessments.

Attendance/Absence Reporting

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

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

Birthday & Party Invitations

School leadership determines procedures on how student birthdays can be celebrated on-site. If a family decides to provide birthday treats to a child's class, the following guidelines should be followed. Treat items should be easy to distribute, safe for all students, and not disrupt the learning environment. Examples may include a pencil, sticker, library book donation,

snack, or trinket. Food items must be store-bought, content labeled, and provided in wrapped individual or prepackaged bulk format (e.g., Costco, Sam's). Advance notice should be provided to the classroom teacher when intending to recognize their student's birthday at school. School staff cannot provide student address and/or phone number information for home birthday party invitation purposes. In addition, invitations for home birthday parties may not be distributed at school unless issued to every student in the class. Student personal information such as an address, phone #, birth dates, will not be shared with other families (i.e. birthday invitations).

Bomb Threats

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

Bullying and the Olweus Bullying Prevention Program

Bullying is prohibited in our schools. An administrator will investigate and respond to all reports of bullying made. A victim, bystander, or parent may make a report of bullying. Any reports made to the classroom teacher or a staff member will be referred to the building administrator for further investigation.

BSSD's definition of bullying aligns with Missouri State Statute 160.775: A person is bullied when they are exposed, repeatedly and over time, to unwanted intimidating, aggressive, or harassing behavior that would cause a reasonable student to fear for their property or safety, or which behavior substantially disrupts the educational environment.

The Olweus Program is a bullying prevention program that teaches how to define a bullying situation, report a bullying situation, and respond to a bullying report. Students learn the 4 important rules of bullying prevention in the Olweus Program:

- 1.) We will not bully others.
- 2.) We will try to help students who are bullied.
- 3.) We will try to include students who are left out.
- 4.) If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

Bus Procedures

Every student is assigned a bus stop. Parents can locate their child's bus stop, pick-up time, and drop-off time by using the online resource, Transfinder. Transfinder can be found on the school district website at www.bssd.net. To facilitate the loading process, students should be at their stop at least 5 minutes before the bus is scheduled to arrive. Our buses work hard to run promptly; however, inclement weather or traffic issues can cause delays. Bus rides are usually no more than 20 minutes each way (i.e., times vary depending on residence proximity to the school). Bus safety is of paramount importance, and, for that reason, students must always obey the driver's directions. **Unsafe or inappropriate behavior on the bus may result in the suspension of bus riding privileges.** A comprehensive listing of bus regulations is in the Appendix section of this handbook.

Only staff and students may board a school bus. Patrons and parents of the community may not board the bus, and it is considered trespassing if it occurs per Missouri Statute 569.155.

Check Writing Guidelines

Payments for school related expenses can be made by personal check, cashier's check, or money order. Counter checks and "starter" checks will not be accepted. **The check writer's driver's license number, birth date, and student's name printed in the comment section are required on all checks.** Checks must be written in black or blue ink. If a check is returned for insufficient funds, payment will be collected electronically, and a fee of \$30, or the maximum allowed by law, will be assessed. The check writer is also responsible for all costs associated with a referral to the district's collection agency, ECS (303-486-0840). When collection through ECS is unsuccessful, the matter will be forwarded to the Jackson County Prosecuting Attorney's Office.

Computer Systems Regulations

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

Deliveries for Students

The office staff will not deliver special treats, gifts, balloons, birthday surprises, or other special deliveries to students during the academic school day. This includes food delivery services like Door Dash. If a delivery is made, it will remain in the office till an adult can pick it up.

Directory Information

Per Board Policy 5.34.5, within fifteen (15) days after the first day of school each year, a parent, legal guardian, or student must notify the school administrator of any information they do not want designated as "Directory Information." If notice is not given, the District may disclose "Directory Information" without consent. Directory

information includes but is not limited to, the following information: the student's and parents' or guardians' name, address, electronic mail address, telephone listing, date and place of birth, and photograph.

Discipline

The Board of Education has implemented a comprehensive discipline policy to ensure a safe, positive, and engaged learning environment in all district schools. To further emphasize this need, students and parents must sign and submit a Standard of Student Conduct Form annually (see Appendix).

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

Teacher:

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

Student:

- Be committed to doing one's personal best each day.
- Demonstrate age-appropriate control of one's actions, make safe choices, and maintain a positive learning environment for oneself and others.
- Fully engage in one's learning by having regular prompt attendance, and engagement in required activities, lessons, assignments, and assessments as expected. Come prepared with the required materials.

Parent:

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

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

Dismissal of Students during School Hours

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

- 1) Written parent notice should be sent to the classroom teacher stating the expected release time.
- 2) The parent or designated adult should come to the office through the main front door to sign the student out. Students will always remain with the teacher until proper sign-out occurs. Students will not be dismissed to parents in school corridors, from the playground, etc. All dismissals will be made exclusively through the school office.
- 3) The adult signing out the student must remain in the office or closed entry area. They are not permitted to go to the child's classroom to retrieve the child.
- 4) Photo identification will be required of any adult requesting an early release of students.
- 5) If there are legal restrictions regarding who may pick up a student, the custodial parent must meet with the principal to discuss the situation and provide necessary legal documentation. Parent cooperation during student dismissal is appreciated with safety being the primary concern.
- 6) If possible, it is requested that parents/guardians refrain from picking their students up from school during the last 15 minutes before dismissal. This will help maintain a safe and orderly dismissal process for our students and staff.

Emergency Preparedness

(Fire, Tornado, & Intruder Drills)

Schools are required by law to conduct emergency preparedness drills. Accordingly, fire, tornado, and intruder drills will be held periodically throughout the school year. Students must act quickly, quietly, and orderly when drills are signaled. The teacher will give instructions that are to be followed immediately.

Students will practice before the first drills each school year. If a tornado warning is in effect at dismissal time, students will take a safe position and remain at school until the all-clear signal is sounded. All staff and students will take necessary cover during both drills and emergencies. Staff cannot answer phones, respond to emails, welcome outside visitors, or monitor exterior doors until the drill or emergency is over.

Enrollment Forms

All pertinent elementary-level enrollment forms are available on the district's website at [Enrollment Parent Permission List - Blue Springs School District \(bssd.net\)](#)

Field Trips

Advance notice will be provided for all school field trips with a signed and dated parent permission slip being required. Field trip participation is generally limited to a respective class or grade level of students due to venue and/or bus capacity considerations (i.e., there are occasions when parents are invited to chaperone for supervision purposes).

Capacity limitations also apply to student siblings, non-school-aged children, and/or students from other schools (i.e., they can't attend). Students are expected to accompany their class to and from field trip destinations using designated school transportation. Accordingly, parents may not transport their students to or from a field trip destination in a private vehicle.

Guest Readers

Guests invited to read to student groups and classes must provide their selected read-aloud materials with two weeks' advance notice for prior approval. The teacher and/or building administrator will approve reading selections.

Approved materials must be age-appropriate, aligned with Missouri Learning Standards, and a title in the District's elementary library circulation. A building administrator may decline any proposed material if deemed necessary.

Honor Roll

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

Immunization Exemption Information

Per state law, a parent may request notification if there is a child who has received an exemption from immunization currently enrolled in or attending a facility at which a district preschool/nursery school/daycare program is located. When applicable, written notification of interest in receiving immunization exemption information should be submitted directly to the building principal/program administrator. The response will be limited to whether there are any child exemptions, with identification by individual name(s) strictly prohibited.

Make-Up Work

Students absent due to illness will be expected to make up work while gone from school with one day generally being provided for each missed. For students in grades 2nd – 12th, work may be expected to be completed through Schoology. If the student is absent two consecutive days or more, parents may call the office by 10:00 a.m. and request homework to be picked up by 3:30 p.m. Family vacations during the school year may be classified as unexcused by the building principal. Teachers are not required to provide make-up work for unexcused absences.

Obligation List

The district has established an "Obligation List" process for students who have outstanding monetary balances or who have not turned in district property in its original condition (e.g., lunch fees, missing or damaged library book or textbook, Prime Time fees, missing or damaged student device or charger, etc.) All Obligation List balances must be paid before residency is verified for a new school year (i.e., necessary to receive notification of teacher assignments and/or class schedules).

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

The district has established the following guidelines to address periods of extreme temperature:

- 1) Heat – Students will not participate in outside activities if the temperature, including heat index, is 95 degrees or above;

2) Cold – Students will not participate in outside activities if the temperature, including wind chill, is 20 degrees or lower. The district also considers air quality when determining whether conditions suit outside activities.

Parent Conferences/Teacher Access

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

Parent Portal

The PowerSchool Parent Access System is intended to provide parents with a free tool to monitor student attendance and update information on their child’s enrollment forms. The service is safe, secure, and private. The enrolling parent or guardian is responsible for updating and keeping Parent Portal information current. The enrolling parent or guardian can access Parent Portal via our website at [Parent Portal Information - Blue Springs School District \(bssd.net\)](#).

Parent/Patron Classroom Visits:

Classroom parent or outside patron visits are not permitted to ensure student confidentiality and not disrupt the classroom learning environment. If you would like to visit your child’s classroom for a specific reason, please inform your building principal of your request. Walk-in requests to visit your child’s classroom will not be permitted.

Part-Time Attendance

Parents requesting that their student arrive late or leave early regularly due to specialized or privately contracted activities/services (e.g., therapy, dance, or gymnastics training) must arrange for this to occur through the school principal. If the student misses the same part of the day every day, the parent/guardian will be responsible for homeschooling the missed academic area(s). The school will not report any progress or academic achievement for homeschooled academics. The report card will only reflect the student’s learning while attending school.

Personal Belongings

Toys, music and/or game devices, and other personal belongings not directly related to classroom instruction are prohibited at school. School supplies, coats, jackets, etc., should be marked with the student’s first and last name. Students cannot ride scooters and skateboards or wear rollerblades on school property. It is discouraged to send students with money to school unless for a specific purpose. Loose cash and change are easily lost or misplaced. The school is not responsible for lost or stolen personal belongings.

Personal Electronic Devices

(See Board Policy, 5.64.2(b)(2), Possession of Personal Electronic Communication Devices, January 2023)

The possession and use of a student or parent/legal guardian owned personal electronic device (PED) is a privilege, not a right. The district may revoke the privilege of possessing and using PEDs at any time at its sole discretion. The district is not responsible for lost or stolen PEDs, whether in student or district possession, or any damage to the PED, its programs, or its contents. No student has use a PED during the school day or during any school sponsored activity unless the student has first read and signed the Student Technology Resources Acceptable Use and Procedure policy. PEDs may be brought to school, but must be stored or carried out of sight in an off or silent mode and shall not be used by students during the school day or while being transported by a district vehicle. PEDs may not be used to capture or share sound, video, document or photo images at any time or anywhere during the school day or while being transported in a district vehicle without the prior approval of administrators or staff. PEDs may not be used to capture or share sound, video, or photo images of staff. In addition PEDs may not be used to capture or share sound, document or photo images at any other time, place, or school sponsored activity when a person (including, but not limited to, students, staff, parents, volunteers, and

guests) has an expectation of privacy which shall include, but not be limited to a locker room, restroom, dressing room or any other location where a person may be changing clothes or engaged in personal or private activities.

Pick Up Expectations

The school will notify parents/guardians if there is a need to pick up their student due to exclusionary medical conditions, injury, safety or disciplinary reasons. Schools will notify parents/guardians first and extend to emergency contacts as needed if primary contacts are unreachable. If students are not picked up in a reasonable time or if there is a refusal to pick up this may be grounds for school personnel to notify the Department of Family Services via hotline.

Progress Reports

Progress reports are issued periodically throughout the school year to ensure parents are kept current regarding their student’s academic performance. Report cards are emailed to the email addresses provided through the Parent Portal at the end of each quarter. Special requests for progress report information (e.g., an additional copy of the report card) should be directed to and processed through the school office. Progress report information is only available during the regular school year because the elementary-level staff is away over the summer break (i.e., June, July, and early August).

Progress Report Term Information		
Term	Term Ending Date	Grade Card Distribution via Email
Quarter 1	10/20/2022	10/27/2023
Quarter 2	12/20/2023	1/12/2024
Quarter 3	3/15/2024	3/29/2024
Quarter 4	5/23/2024	5/24/2024

Recess

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

Recess Supervision/Visitors on the Playground

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

Records and Transfers

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

Residency Verification

Proof of residency must be provided during initial enrollment in the district and at the beginning of each

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

Search and Seizure

BP 5.64 (2) (a) (6)

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

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

All searches will be conducted by an administrator and an additional staff member based on reasonable suspicion.

School Closing/Inclement Weather

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

- Local radio and television stations
- School Messenger: It is the parent's responsibility to have current phone and email updated in the Parent Portal.
- BSSD Text Messaging Service: Text "Y" or "Yes" to 67587 on your cell phone to opt in.
- BSSD web page and Twitter account
- It is the parent's responsibility to assure that their student(s) knows where to go if an emergency arises, and school is dismissed early. This especially includes situations where no adults will be at the home.

Seclusion and Restraint

(See Board Policy 5.20, June 2022)

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

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

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

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

Smoke-Free and Vape-Free Schools

The Blue Springs District prohibits smoking and possession of smoking devices of any kind on school premises, at school activities, or on school transportation. This includes any vaping devices, too.

Student Issued Devices

Students who are in designated grade levels and actively attending classes in person or virtually in the Blue Springs R-IV School District qualify to use one of the district-issued devices. District-issued devices should be used for school-related curricular activities. The terms in the Technology User Agreement, Student Issued Device Parent/Student Handbook, and District Board Policies should be always followed.

Surveillance

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

Telephone

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

Truancy Ordinance-

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

HEALTH SERVICES

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

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

Fever over 100.4 degrees – must remain at home until 24 hours fever-free without fever-reducing medications such as Tylenol or Ibuprofen.

Vomiting – must remain at home until 24 hours have passed since the individual has last vomited

Diarrhea (at least three loose or watery stools in the last 24 hours) – must remain at home until 24 hours have passed since the individual last experienced diarrhea

COVID-19 – must remain at home for at least five days and may return on day six if symptoms are improving and the individual is 24 hours fever-free

Pink Eye – Purulent – Excluded until there is a doctor’s diagnosis that it is noncontagious or until it has been treated for 24 hours with a prescription antibiotic eye drop. OR – the student is kept at home until the eye is free from redness and drainage.

Skin Rash – if the cause of the rash is unknown, the individual will remain at home until the rash is gone or a doctor provides documentation that the rash is not contagious

Chicken Pox/Shingles – remain at home until all lesions are crusted and no new lesions appear; this generally occurs on day six after the rash begins

Head Lice – remain at home until the active head lice infestation is gone *Scabies* – remain at home until adequate treatment is completed

Communicate with your School

If your student is missing school for any reason, please call and let us know.

STUDENT & FAMILY SERVICES

Arts Partners Project

The district’s Arts Partners Project is a comprehensive, curriculum-aligned, educational initiative that exposes K-5 students to a wide range of Kansas City metropolitan area cultural experiences. Two guiding principles drive the Arts Partners Project:

1. K-5 students succeed when the arts are made an integral part of the basic education
2. Every K-5 student deserves equal access to the arts.

Annually, a customized plan of special activities and events is developed by representatives from all 13 elementary schools, which are then generously funded by the district’s K-5 level PTA units.

Community Outreach Unit

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

Homebound Instruction

(See Board Policy 6.5 Homebound Instruction – December 2009)

Homebound instruction may be available to students who are ill for an extended period, and/or who, in the judgment of the superintendent of schools or his /her designee, would most appropriately and effectively be served by such a program.

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

Nutritional Services Program

For the **2023 - 2024** school year, student breakfast, lunch, and snack prices will be what they were before the pandemic. Breakfast - \$1.85, Lunch - \$2.55. For visiting adults, the cost is \$2.20 for breakfast and \$3.45 for lunch. Snack is offered for after-school care for \$.90. An extra milk or juice can be purchased

during breakfast or lunch for \$.70 per carton. The district uses an electronic system called School Café with the website www.schoolcafe.com, which has many features about the breakfast/lunch program. Parents should create an account with SchoolCafe. Families can use this program to deposit money directly into the child's account, set up auto-pay, low balance alerts, and access menus and nutritional information. There are parent tutorials located on the district website, www.bssd.net, for parents who have additional questions. To assure uninterrupted service, parents are encouraged to maintain a balance throughout the school year. If not using the online service to deposit money, cash is accepted at the office, but payment by check is preferred (see check writing guidelines). The federal government provides meal subsidies to qualifying families under USDA income guidelines as follows: Free/Reduced breakfast – \$.00; Reduced lunch – \$.40. Free and Reduced Meal Benefit applications may be filled out online at the SchoolCafe Website: www.schoolcafe.com. At the K-5 level, a student will not go without lunch. If a student does not have a lunch, they will be given a school lunch and be charged accordingly. If meal balances go unpaid, communication will be sent home to the students' families/guardians. After several attempts to have the meal debt paid, if still unsuccessful, the district will refer the case to a collection agency.

District Nutritional Services Department staff are on duty to assist students throughout the lunch period. Lunchroom behavior expectations are shared at the beginning of each school year and reinforced through rewards and consequences as necessary. If assistance is required, the Nutritional Services Department can be reached by phone at 874-3380.

Parent-Teacher Association

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

Prime Time Before and After-School Program

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

Student Insurance

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

Student Mentoring Program – Difference Makers

The Difference Maker program is a group of adult volunteers who partner with the school district to provide additional reading and literacy support to elementary students while also building strong positive relationships. Volunteers read with students, support their literacy skills, and develop positive relationships with students. Additional information is available through school counselors and/or the district's Director of Elementary Education.

Systems of Student Support

Every school is committed to providing systems of student support that provide the necessary interventions, strategies, and school-wide systems to support the well-being of all students. These systems include:

- **Behavior Intervention Support Team (BIST):** BIST is a building-wide program that utilizes common language, building-wide expectations, and student support plans to ensure a classroom environment conducive to learning. Staff balances both grace and accountability to teach students missing social, behavioral, and work skills needed for success. Grace is the safety, space, and support a student needs to succeed at school. Accountability is the explicit teaching of missing skills needed to be successful in school, partnered with the appropriate amount of time and practice to show competency in that skill.
- **Positive Behavior Interventions and Support (PBIS):** PBIS is a building-wide system that utilizes a tiered modeled of intervention strategies to teach students positive student behaviors in all school settings.
- **Trauma-Informed Schools:** All staff participate in on-going professional development to understand how trauma impacts a person's ability to self-regulate, learn, and build positive relationships. All classrooms

- utilize universal trauma-informed strategies to support all students regardless of their background.
- **CARE Team (Children Always Require Excellence):** Each district school provides specialized services and supports to help students develop the cognitive, emotional, and/or social skills necessary to be successful in school. The school CARE Team addresses the specific needs of all students, including those who are at-risk academically or otherwise. Additional information about your school’s CARE Team can be obtained through building-level administration or school counselors.
 - **Olweus Program:** This bullying prevention program teaches how to define a bullying situation, report a bullying situation, and respond to a bullying report. Students learn the 4 important rules of bullying prevention in the Olweus Program:
 - 1.) We will not bully others.
 - 2.) We will try to help students who are bullied.
 - 3.) We will try to include students who are left out.
 - 4.) If we know that somebody is being bullied, we will tell an adult at school and an adult at home.
 - **I am Noticed Network:** This building-wide program develops a positive school culture through intentional acts of noticing others, rippling out kindness, and accepting kindness from others. Students, staff, and parents implement this program through classroom lessons, parent involvement nights, and student influencers.

BOARD OF EDUCATION POLICIES

All Board of Education policies can be accessed on the Blue Springs School District website at www.bssd.net.

2.9 Sexual Harassment Under Title IX

(February, 2023)

Harassment Prohibited The district does not discriminate on the basis of sex in its education programs and activities, including employment and admissions, as required by Title IX of the Education Amendments of 1972 (Title IX), as amended. Sexual harassment under Title IX is conduct on the basis of sex within the scope of the district's education programs or activities that satisfies one or more of the following:

1. An employee of the district conditioning the provision of an aid, benefit or service of the district on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the district's education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8) or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Retaliation Prohibited

No person employed by or associated with the district will intimidate, threaten, coerce or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or because the individual has made a report or complaint, testified, assisted, participated or refused to participate in any manner in an investigation, proceeding or hearing under Title IX. Intimidation, threats, coercion or discrimination constitutes retaliation. Complaints alleging retaliation must be filed with the Title IX coordinator.

Title IX Coordinator

The district Title IX Coordinator shall have the responsibility to coordinate district efforts to receive and respond to complaints in accordance with Title IX, as amended, and regulations related to Title IX. The District's Title IX Coordinator is:

Title IX Complaints:
Director of Compliance
1801 NW Vesper Blue Springs, Missouri 64015
Phone:(816) 874-3200
Fax: (816) 224-1764
Email: title9@bssd.net

The Coordinator's responsibility shall also include compliance with all requirements of the law or regulations including training of staff as required by 34 CFR Section 106.45, public notice, and record keeping.

Complaints of Sexual Harassment under Title IX

Any person who believes they have been or are being sexually harassed should immediately report to the Title IX coordinator or by any other means which will result in the Title IX coordinator receiving the complaint such as reporting the sexual harassment to a building principal. Any person who receives a report of sexual harassment or retaliation or witnesses sexual harassment or retaliation occurring shall report it to the Title IX coordinator. In the event the Title IX coordinator is unavailable or is the respondent to a complaint, reports should instead be directed to the Assistant Superintendent for Administration.

Response to Complaints

Upon being notified of a complaint, the Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures as provided for in Title IX, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. A recipient's response must treat complainants and respondents equitably by offering supportive measures as defined in 34 C.F.R. Section 106.30.

If the person makes a formal complaint by notifying the Title IX Coordinator in person, by mail, or by

electronic mail, by using the contact information for the Title IX Coordinator of the complaint and requesting an investigation, the Coordinator must follow the grievance process in 34 C.F.R. Section 106.45. The grievance process must be followed before the imposition of any disciplinary sanctions or other actions that are not considered supportive measures against the respondent. At any time prior to reaching a determination regarding responsibility, the Coordinator may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication as provided for in Section 106.45.

Once a formal complaint is lodged with the Title IX Coordinator and deemed appropriate for investigation under Title IX, the complaint will be assigned to an unbiased investigator. The investigator shall follow the investigatory procedure established by 34 C.F.R. Section 106.45 and submit an investigative report to the decision-maker. The decisionmaker will make a determination on the matter and issue a written decision based upon clear and convincing evidence.

The range of disciplinary sanctions and remedies may include, but may not be limited to, supportive measures, short-term suspension, long-term suspension, expulsion for students, and/or termination for employees. Complainants and respondents shall be treated equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made. The Title IX Coordinator is responsible for the effective implementation of any remedies. If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and Missouri law governing student suspension and expulsion will be followed. If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy and/or state law will be followed.

Confidentiality and Record Keeping

Except as required by law, as permitted by the FERPA statute or regulations or to carry out the purposes of Title IX, including the conduct of any investigation, hearing or judicial proceeding arising thereunder, the district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination. The district shall maintain records of Title IX complaints as required by Section 106.45.

2.10 Discrimination Grievance Procedures

(February, 2023)

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

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

Procedures

Level One

A grievant may, within ten (10) days after the occurrence of the event which is the subject of the grievance, make an appointment with and discuss the matter with the appropriate principal. The

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

Level Two

In the event the grievant proceeds with Level One and is not satisfied with the disposition of the grievance at Level One, the grievant shall reduce the grievance to writing, sign it, and submit it to the appropriate compliance coordinator within ten (10) days after receiving the response at Level One. See Board Policy 2.7 for the identity of the appropriate compliance coordinator. If the grievant does not pursue the grievance through Level One, the grievant shall, within ten (10) days of the occurrence of the event which is the subject of the grievance, reduce the grievance to writing, sign it, and submit it to the appropriate compliance coordinator. See Board Policy 2.7 for the identity of the appropriate compliance coordinator. A written grievance shall contain a detailed description of the factual circumstances upon which the grievance is based and an explanation of how such facts result in discrimination. The compliance coordinator may designate another appropriate administrator to conduct any necessary investigation. The compliance coordinator or the compliance coordinator's designee will issue a written response to the grievant no later than thirty (30) working days after receipt of the written grievance.

Level Three

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

Level Four

Within five (5) days after receiving the Level Three decision, the grievant may appeal the superintendent's decision to the Board by notifying 2-15 2.10 (continued) the Board secretary in writing. The grievant shall provide the original grievance, responses and appeals from previous levels, supporting documents, exhibits, any relevant new information, and a list of potential witnesses and/or their statements to the board members for their consideration. If the written grievance, as submitted, provides all the relevant information to render a decision, the board may decide the grievance without a formal hearing. If the Board decides to hear the grievance, it will occur in closed executive session. The board may place the appeal on the agenda of the earliest practical closed executive meeting of the board following receipt of the grievance. The Board shall hear evidence from the grievant. The Board will consider all relevant evidence presented in connection with the grievance and may request individuals to testify before the Board. Within thirty (30) days after the hearing of the grievance, the Board of Education shall determine what action, if any, should be taken to resolve the grievance. The decision of the Board of Education shall be final and the grievant shall be informed of the decision in writing.

Rev. 4/12, 11/18, 02/23

5.18 Nondiscrimination

(June, 2016)

Anti-Discrimination Law

Compliance

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

Prohibitions

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

1. Retaliatory actions based on making complaints of prohibited discrimination or participation in an investigation, formal proceeding, or informal resolution concerning prohibited discrimination;

2. Aiding, abetting, inciting, compelling, or coercing discrimination; and
3. Discrimination against any person because of such person's association with a person protected from discrimination due to one or more of the above-stated characteristics.

Compliance Coordinators

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

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

Student Related Inquiries, including Title IX:
Assistant Superintendent of Administration
1801 NW Vesper
Blue Springs, Missouri 64015
(816) 874-3200 Fax (816) 224-1764

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

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

Reporting and Complaint

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

Grievance Procedure and Resolution of Complaints

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

Confidentiality and Records

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

Public Notice and Dissemination

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

5.47 MOCAP Virtual Instruction

(January, 2023)

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

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

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

For students enrolled with non-hosted providers to receive credit for a virtual instruction class, the student must remain enrolled in the district throughout the course and must complete all required assessments which include, but is not limited to, MAP testing, End-of-Course testing, college or career assessments before credit is earned. All grades and credits earned through a non-hosted provider will be accepted as if earned within the district. Rev. 1/19, 12/20, 1/23

5.81 Parental/Family Involvement in Instructional and Other Programs

(February, 2006)

The Board of Education recognizes the need for a constructive partnership between districts and families that will provide for two-way communication and foster educational support for students and families. The Board also recognizes the special importance of parental involvement to the success of its Title I, Migrant (MEP), and Limited English Proficiency (LEP) programs. Under federal law, the district and parents have developed and agreed upon a written parental involvement policy that will be distributed to parents participating in any of these programs. In keeping with these beliefs, the district intends to cultivate and support active parental involvement and to set and realize goals for parent-supported student learning. The district will:

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

Parents as Teachers, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.

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

Title I Parent Involvement

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

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

These plans are developed with parent and community involvement including teachers and building administration and are available to be viewed onsite at your student's building.

2023 - 2024 Title I Schools Schoolwide

- Franklin Smith Elementary
- James Walker Elementary
- Sunny Pointe Elementary
- Thomas Ultican Elementary
- William Yates Elementary

2023 - 2024 Targeted Title I Schools

- John Nowlin Elementary
- William Bryant Elementary
- Daniel Young Elementary
-

5.89 Federal Programs Complaint Resolution Procedure

(September 2001)

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

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

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

5.14 Student Technology

Student Access to Technology Resources (September 2003)

Student access to and use of technology resources shall be per 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, students may encounter such materials. The district will include education for students in appropriate online behavior as a part of the curriculum.

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

5.14 Student Issued Devices (August 2020)

As a part of the board of education's commitment to excellence in education, the district will issue a district- owned device to students who are in designated grade levels and actively attending classes in person or virtually. The devices are issued for the individual student's use only and only for educational purposes. The student's use shall be governed by board policies as revised, amended, or newly adopted, including but not limited to, Policy 5.14, Technology Resources; Policy 5.14.1, Student Access to Technology Resources; Appendix 5(14), pages 1-2, Standard of Student Conduct as signed by parent/student; Appendix 5(20) pages 1- 4, Student Technology Resources Acceptable Use and Procedures; Technology User Agreement, Student Issued Devices Grades (attached hereto); Student/Parent Handbook; and any applicable laws or regulations. The device is always the property of the district so that there is no expectation of privacy regarding student use. The student's use will be filtered and logged and subject to review by district personnel.

APPENDIX

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

TITLE I COMPLAINT PROCEDURES

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

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

General Information

What is a complaint under ESSA? Who may file a complaint?

How can a complaint be filed?

Complaints filed with LEA

How will a complaint filed with the LEA be investigated?

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

Complaints filed with the Department

How can a complaint be filed with the Department?

How will a complaint filed with the Department be investigated?

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

Appeals

How will appeals to the Department be investigated?

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

What is a complaint?

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

Who may file a complaint?

Any individual or organization may file a complaint.

How can a complaint be filed?

Complaints can be filed with the LEA or with the Department

How will a complaint filed with the LEA be investigated?

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

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

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

1 Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V

Revised 4/17

2 In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)

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

How can a complaint be filed with the Department?

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

A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and

The facts on which the statement is based and the specific requirement allegedly violated.

How will a complaint filed with the Department be investigated?

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

The following activities will occur in the investigation:

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

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

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

How will appeals to the Department be investigated?

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

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

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

PUBLIC NOTICE

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

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

The Blue Springs R-IV School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of

children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

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

This notice will be provided in native languages as appropriate.

FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA)

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

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

BLUE SPRINGS R-IV SCHOOL DISTRICT
STANDARD STUDENT CODE OF CONDUCT
Student-Parent (PreK-8)

School Year 20 ____20____

Student's Name: _____

Grade Level : _____

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

A copy of the policies of the Blue Springs Board of Education is available on the district website www.bssd.net or can be provided by the school's principal.

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

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

Appendix 5(13) Page 1

7. Students are expected to be clean and tidy in attire. Dress and grooming must not disrupt the teaching/learning process. When, in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

8. Federal laws and district policy dictate technology use. The use of school technology resources, such as computer equipment, electronic mail, phone systems and all other communications capabilities, is a privilege. Any misuse of technology which violates district policy or state/federal law will result in disciplinary action and may result in the loss of technology privileges and/or legal consequences (including FBI, United States Secret Service, etc.). Electronic devices and computers may not be used to capture sound, digital, video, or photo images, at anytime or any where during the school day or while being transported in a district vehicle without the prior approval of administrators or staff, or at any other time, place, or school sponsored activity when a person has expectation of privacy which shall include, but not be limited to, a locker room, restroom, dressing room, or any other location where a person may be changing clothes or engaged in personal or private activities.

9. It is the policy of the Blue Springs School District to maintain a learning and working environment that is free from discrimination of its students and employees. The District prohibits any form of sexual harassment. Reports of such incidents should immediately be made to building administrators. Disciplinary action may include suspension, expulsion, and referral to the appropriate authorities.

10. The Blue Springs School District will appropriately report and make available the record of student incidents to appropriate individuals, agencies, schools, and the police as required by law.

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

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

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

**BLUE SPRINGS ELEMENTARY SCHOOLS
DISCIPLINE SCOPE AND SEQUENCE
2023 - 2024**

Conduct violations are addressed in a manner that is age-appropriate, consistent, fair, and aligned with Board policy. The severity and frequency of infractions are also taken into consideration when determining a discipline consequence. If a student fails or refuses to complete a designated disciplinary action, a more severe consequence may be assigned. All Scope and Sequence conduct violations will involve parent contact. When necessary, law enforcement referrals are generally made to the district’s Department of Public Safety or a School Resource Officer. Even though this document provides a comprehensive overview, it is not possible to anticipate every disciplinary situation. Possible consequences are referenced below and will not necessarily occur in the order listed.

SEVERITY CLAUSE: As stipulated by Board Policy 5.61(3), the district recognizes the authority granted by Missouri Statutory Sections 167.161 and 167.171 (RSMO/Supp.1983) permitting student suspension or expulsion for conduct that is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of the students.

<p><u>Academic Dishonesty</u> BP 5.64 (1) Grade Adjustment (GA) Time Out in the Principal’s Office (TO-PO) In-School Detention (ISD)</p>	<p><u>Disrespect to Staff Members 5.64 (1)</u> ISD or less OSS or less</p>
<p><u>Alcohol Use/Possession/Influence</u> BP 5.64(2)(b)(1) 10 days OSS with Referral to Central Office & LO</p>	<p><u>Drug Distribution BP 5.64(2)(b)(3)</u> 10 days OSS with Referral to CO & LO</p>
<p><u>Assault or Battery Faculty Phys/Oral</u> BP 5.64(2)(a)(2) and/or 5.54(2)(a)(3) 10 days OSS or less with referral to CO & LO</p>	<p><u>Drug Possession, Use, Influence, & Paraphernalia BP 5.64(2)(b)(1)</u> 10 days OSS with Referral to CO & LO</p>
<p><u>Assault or Battery Student Phys/Oral</u> BP 5.64(2)(a)(1) 10 days OSS or less with Referral to CO & LO</p>	<p><u>Electronic Device Misuse BP 5.64 (2)(b)(2)</u> TO-PO or less ISD or less OSS or less</p>
<p><u>Bullying</u> 5.64(2)(a)(10) 10 Days OSS or less and Referral to CO *Severity Clause</p>	<p><u>Extortion BP 5.64(2)(c)(1)</u> ISD or less OSS or less</p>
<p><u>Bus Infraction BP 6 .45</u> Warning/Assigned Seat – Conference with student, parent contact Bus Suspension 1-3 days, parent contact Bus Suspension 3-5 days, parent contact Bus Suspension 5-10 days, parent contact Bus Suspension 10 days or more, parent contact Note: Major violations may result in immediate suspension from the bus. Please refer to packet from transportation or call for more details</p>	<p><u>Failure to Follow Directions/Insubordination 5.64 (1)</u> ISD or less OSS or less</p>
<p><u>Confrontation BP 5.64 (1)</u> ISD or less OSS or less</p>	<p><u>False Reporting/Setting off Disaster Alarms/Bomb Threats BP 5.64(2)(a)(7)</u> ISD or less 10 days OSS or less with potential referral to CO</p>
<p><u>Fighting BP 5.64 (1)</u> ISD OSS</p>	<p><u>Tobacco/E-Cigarettes/Devices/Products /BP 5.64(2)(b)(5)</u> ISD, Confiscation (CON), & Referral to LO OSS, CON, & Referral to CO & LO*</p>

<p><u>General Misconduct/Minor Disruptions BP 5.61(3) and/or 5.64(1)</u> TO-PO or less ISD or less OSS or less</p>	<p><u>Vandalism – Depends on Severity/BP 5.64(2)(c)(3)</u> TO-PO & RES ISD & RES OSS & RES with Possible Referral to CO & LO*</p>
<p><u>Harassment – BP 5.64(2)(a)(10) *Severity Clause</u> 1 day of ISD or less 3 days ISD or less OSS</p>	<p><u>Weapons /BP 5.64(2)(a)(5)</u> 10 Days OSS with Referral to CO & LO**</p>
<p><u>Offensive Language/Discriminatory in Nature BP 5.6(12)</u> 2 days of OSS* or less</p>	
<p><u>Possession or Use of Potentially Dangerous, Hazardous, or Inappropriate Item BP 5.64(2)(a)(4)</u> 10 days OSS or less with potential Referral to CO & LO</p>	
<p><u>Profane Language/Inappropriate Gesture BP 5.64 (1)</u> TO-PO ISD OSS*</p>	
<p><u>Sexual Harassment – Verbal jokes, slurs, remarks, writings, gestures, etc. Law enforcement may be contacted. / BP 2.8</u> ISD OSS</p>	
<p><u>Sexual Misconduct – Actual or simulated conduct, including but not limited to fondling, indecent exposure, sexual activity. /BP 5.61(3) or 5.64(1)</u> ISD (Age Dependent) Up to 10 Days OSS with Referral to CO & LO**</p>	
<p><u>Theft – Minor/Major /BP 5.64(2)(c)(2)</u> TO-PO & RES ISD & RES OSS & RES* Thefts over \$150 may result in up to 10 days OSS, RES, with referral to CO & LO**</p>	
<p><u>Threats/Direct or Indirect to Others /BP 5.64(2)(a)(9)</u> ISD Up to 10 days OSS with Referral to CO & LO**</p>	
	<p><u>KEY</u> CO: Central Office LO: Law Officer/School Resource Officer ISD: In-School Detention OSS: Out of School Suspension TO-PO: Time Out/Principal’s Office</p>

BLUE SPRINGS R-IV SCHOOL BUS BEHAVIOR EXPECTATIONS



Positive Bus Behavior Expectations

Location	Expectations
Morning Bus Stop	<ol style="list-style-type: none">1) Arrive 3 minutes early to your bus stop -- being in a hurry causes accidents.2) Stay back from the street at least 3 giant steps (6 feet).3) Be respectful to others at the stop.4) Make sure that the bus is completely stopped before starting to move to get on board.
On the Bus	<ol style="list-style-type: none">1) Use the handrails to safely get on the bus and off of the bus.2) Keep your stuff out of the aisles.3) Stay in your seat - back to back and seat to seat.4) Talk quietly so that the driver can focus - be respectful to the driver.5) Be respectful to all others on the bus.6) Take all of your belongings with you when you get off of the bus.7) Clean up your trash -- keep your bus clean.8) Tell the driver "thank you" when you leave.
Afternoon Bus Stop	<ol style="list-style-type: none">1) Get off at your designated bus stop.2) Be respectful to all others.3) Stay back from the street while the bus starts to pull away.



Elementary School Safety & Discipline Matrix (K-5)

BLUE SPRINGS R-IV SCHOOL BUS SAFETY AND DISCIPLINE MATRIX

Category	Infractions	1st Safety Violation	2nd Safety Violation	3rd Safety Violation	4th Safety Violation	5th Safety Violation	6th Safety Violation	7th Safety Violation
A	<ul style="list-style-type: none"> * Not seated correctly (standing, facing the rear, in the aisle, etc.) * Improper Crossing * Screaming/Yelling * Inappropriate Language/Gestures * Eating / Drinking * Repeated Bus Stop Tardiness 	Driver gives Verbal Warning (with written record) Should be done after multiple attempts over a period of time to correct behavior.	Disciplinary referral	Disciplinary referral	Disciplinary referral	Disciplinary referral	Disciplinary referral	Disciplinary referral
		Driver will review with Trans. Safety staff and then mail copy to parent	Letter & Safety Violation mailed/emailed to parent/guardian	1-3 Day Bus Suspension - Letter & Safety Violation mailed/emailed to parent/guardian	3-5 Day Bus Suspension - Letter & Safety Violation mailed/emailed to parent/guardian	10 Day Bus Suspension - Letter & Safety Violation mailed/emailed to parent/guardian. Conference to resume transportation.	10 Day Bus Suspension - Letter & Safety Violation mailed/emailed to parent/guardian. Conference to resume transportation.	10 Day Bus Suspension - Letter & Safety Violation mailed/emailed to parent/guardian. Conference to resume transportation.
B (Serious)	<ul style="list-style-type: none"> * Horseplay, "Rough Housing" * Throwing Objects (on bus) * Verbal Confrontation (fighting words) * Bus Danger Zone Violation * Taking photos/videos 	Driver provides verbal and written warning: OR Disciplinary referral (if more severe behavior)	Disciplinary referral	Disciplinary referral	Disciplinary referral	Disciplinary referral	Disciplinary referral	Disciplinary referral
		Letter & Safety Violation mailed/emailed to parent/guardian	1-3 Day Bus Suspension - Letter & Safety Violation mailed/emailed to parent/guardian	3-5 Day Bus Suspension - Letter & Safety Violation mailed/emailed to parent/guardian	10 Day Bus Suspension - Letter & Safety Violation mailed/emailed to parent/guardian. Conference to resume transportation.	10 Day Bus Suspension - Letter & Safety Violation mailed/emailed to parent/guardian. Conference to resume transportation.	10 Day Bus Suspension - Letter & Safety Violation mailed/emailed to parent/guardian. Conference to resume transportation.	Referral to Suspend Transportation for remainder of school year
C (Severe)	<ul style="list-style-type: none"> * Spitting on Others, Biting Others * Fighting * Full / Partial Nudity * Vandalism (Restitution agreement required to continue bus service) * Restricted Items / Materials * Laser / Strobe Lights * Threatening Staff/Students * Bullying behaviors * Throwing Objects out of bus windows * Pushing, slapping, kicking, hitting, biting the Driver or Aide - (not a punch) * Racial / Discriminatory Comments 	Disciplinary referral	Disciplinary referral	Disciplinary referral	Disciplinary referral	Disciplinary referral	Disciplinary referral	Disciplinary referral
		1-3 Day Bus Suspension - Letter & Safety Violation mailed/emailed to parent/guardian	Min 5 Day Bus Suspension - Letter & Safety Violation mailed/emailed to parent/guardian	10 Day Bus Suspension - Letter & Safety Violation mailed/emailed to parent/guardian. Conference to resume transportation.	10 Day Bus Suspension - Letter & Safety Violation mailed/emailed to parent/guardian. Conference to resume transportation.	10 Day Bus Suspension - Letter & Safety Violation mailed/emailed to parent/guardian. Conference to resume transportation.	10 Day Bus Suspension - Letter & Safety Violation mailed/emailed to parent/guardian. Conference to resume transportation.	Referral to Suspend Transportation for remainder of school year
D (Potentially Criminal Acts)	<ul style="list-style-type: none"> * Alcohol (use or possession) * Possession or use of illegal substance/its * Assault / Battery of a fellow student or staff * Bomb Threat * Weapons / Prohibited Items * Sexual Acts * Throwing Objects at Pedestrians / Vehicles 	<p style="text-align: center;">Suspended Pending Administrative Review</p> <p>Possible referral for suspension for remainder of the school year. Report will be submitted to appropriate authorities per transportation, district/board policy in accordance with State and Local Law.</p>						
		<p style="text-align: center;">Write Up</p>						