

Springfield Public Schools

Springfield, Missouri

High School Handbook

For Students, Parents and Staff Members



*Bailey Alternative
High School*



Central



Glendale



2008-2009



Parkview



Kickapoo



Hillcrest

<http://springfieldpublicschoolsmo.org/>

Main District Switchboard: 417-523-0000

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Springfield Public Schools 2008-2009

WELCOME

Dr. Norm Ridder, **Superintendent of Schools**

Dr. Peggy Riggs, **Deputy Superintendent
of Operations**

Mr. Marc Maness, **Director, Community Relations &
Strategic Planning**

Board of Education:

Kris Callen, **President**
Gerry Lee, **Vice President**

Members:

Dr. Michael Hoeman
Jean Twitty
Dr. Tom Prater
Bruce Renner
Andy Hosmer

Board Secretary:

Carol Roper

Excellence in education, a national concern in recent years, has been the goal of Springfield educators and the community for decades. We want the best education possible for the children of Springfield and know that can only occur by striving to meet high standards. It cannot become a reality without the help and support of the parents and patrons of this district.

We hope this publication of policies, guidelines, and procedures helps you better understand the Springfield Public Schools and will result in getting you more involved in quality education. Both students and parents should study this handbook carefully and then work closely with advisory teachers, counselors, and administrators as they participate in the middle school/intermediate school program.

| <u>School</u> | <u>Address</u> | <u>Zip Code</u> | <u>Phone</u> | <u>Fax</u> |
|---------------|--------------------------|-----------------|--------------|------------|
| Central | 423 E. Central | 65802 | 523-9600 | 523-9695 |
| Glendale | 2727 S. Ingram Mill Road | 65804 | 523-8900 | 523-8995 |
| Hillcrest | 3319 N. Grant | 65803 | 523-8000 | 523-8095 |
| Kickapoo | 3710 S. Jefferson | 65807 | 523-8500 | 523-8595 |
| Parkview | 516 W. Meadowmere | 65807 | 523-9200 | 523-9295 |

EDUCATING FOR THE 21ST CENTURY

OUR MISSION

Springfield Public Schools Exists for the Academic Excellence of All Students.

OUR BELIEFS

All individuals associated with the Springfield Public Schools are expected to treat each other with dignity and respect, to advocate positively for the learning of students and to embrace the commonly held values of service, integrity, fairness, kindness, openness, equity, and responsibility.

To accomplish this, we believe that:

- Parents are the primary educators of their children. Therefore, we are committed to actively engaging parents in the education of their children.
- Students are responsible for active participation in their learning process. Therefore, we shall provide students the opportunity to pursue their maximum potential in a safe, positive and challenging learning environment.
- Staff members will focus on high expectations for themselves and students. Therefore, we are committed to working with staff to define the expectations for their respective responsibilities, to develop a system of accountability to measure achievement of these expectations and to provide the on-going staff development and support needed to achieve these expectations.
- A representative republic depends upon educated citizens. It is the responsibility of all stakeholders, including the community and governmental bodies, to support public education. Therefore, as elected representatives, the Board of Education shall solicit the fiscal, moral and volunteer support needed to achieve the District's mission and goals and hold itself accountable for the effective and efficient use of same.

OUR VISION

The Springfield Public Schools shall be a national leader in academic and student development. In addition to the mastery of basic skills, students shall be engaged in challenging academic programs designed to allow students to reach their highest potential. To achieve this vision, the Board of Education adopts the following goals:

Goals to Achieve the Vision

Goal 1: Improve Student Achievement

All students will demonstrate proficiency or higher in math, reading, and writing.

Performance Indicators:

- Meet or exceed Adequate Yearly Progress (AYP) performance standards for schools and the district
- Improve student performance as measured by MAP and ACT
- Demonstrate student proficiency or higher in reading and math

Goal 2: Improve Graduation Rate

Students will persist in their efforts to complete an educational program.

Performance Indicators:

- Improve graduation rate as measured by MSIP Standard 9.5
- Improve graduation rate as measured by MSIP Standard 9.5 through efforts met to reduce the student/teacher ratio and to decrease the number of combination classes at the elementary level as space allows
- Increase student engagement and responsibility for learning
- Improve graduation rate as measured by MSIP Standard 9.5 through efforts to increase regular attendance at school

Goal 3: Ensure Effective and Efficient Use of Resources

High-quality, fiscally responsible services will be provided

Performance Indicators:

- Recruit, develop, and retain high-quality staff
- Ensure a safe and nurturing environment for learning
- Attain high levels of stakeholder satisfaction
- Maximize the use of financial resources for student learning
- Provide and maintain facilities that are conducive for learning

SPRINGFIELD PUBLIC SCHOOLS

2008-2009 Calendar

- Students Out All Day
- Early Release for Students
- Student & Teachers Out
- Student & Teachers Dismissed Early
- School System Closed

| | S | M | T | W | T | F | S | | | | |
|-----------|----|----|----|----|----|----|----|-----------|-------------|--|-----|
| JULY | | | 1 | 2 | 3 | 4 | 5 | July | 4, 2008 | Fourth of July (School System Closed) | 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 | | | | | | |
| AUGUST | | | | | | 1 | 2 | August | 20, 2008 | Professional Learning | 5 |
| | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | | | |
| | 10 | 11 | 12 | 13 | 14 | 15 | 16 | August | 21-22, 2008 | Genesis Days | |
| | 17 | 18 | 19 | 20 | 21 | 22 | 23 | August | 25, 2008 | First Day for Students | |
| | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | |
| | 31 | | | | | | | | | | |
| SEPTEMBER | | 1 | 2 | 3 | 4 | 5 | 6 | September | 1, 2008 | Labor Day (School System Closed) | 21 |
| | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | | | |
| | 14 | 15 | 16 | 17 | 18 | 19 | 20 | September | 23, 2008 | Mid First Quarter | |
| | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | | | |
| | 28 | 29 | 30 | | | | | | | | |
| OCTOBER | | | | 1 | 2 | 3 | 4 | October | 3, 2008 | Professional Learning (Students Out All Day) | 22 |
| | 5 | 6 | 7 | 8 | 9 | 10 | 11 | | | | |
| | 12 | 13 | 14 | 15 | 16 | 17 | 18 | October | 24, 2008 | End of First Quarter (43 Days) | |
| | 19 | 20 | 21 | 22 | 23 | 24 | 25 | October | 24, 2008 | Professional Learning/Work (2 Hour Early Release for Students) | |
| | 26 | 27 | 28 | 29 | 30 | 31 | | October | 27, 2008 | Second Quarter Begins | |
| NOVEMBER | | | | | | 1 | 2 | November | 7, 2008 | Parent-Teacher Conference Day (Students Out All Day) | 16 |
| | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | | | |
| | 10 | 11 | 12 | 13 | 14 | 15 | 16 | November | 25, 2008 | Mid Second Quarter | |
| | 17 | 18 | 19 | 20 | 21 | 22 | 23 | November | 26, 2008 | Professional Learning/Work Half-Day AM (Students Out All Day) | |
| | 24 | 25 | 26 | 27 | 28 | 29 | 30 | November | 27-28, 2008 | Thanksgiving Vacation (School System Closed) | |
| DECEMBER | 1 | 2 | 3 | 4 | 5 | 6 | 7 | December | 9, 2008 | Professional Learning/Work (2 Hour Early Release for Students) | 17 |
| | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | | | |
| | 15 | 16 | 17 | 18 | 19 | 20 | 21 | December | 24-31, 2008 | Winter Vacation | |
| | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | | | |
| | 29 | 30 | 31 | | | | | | | | |
| JANUARY | | | | | | 1 | 2 | January | 1-2, 2009 | Winter Vacation Continues | 18 |
| | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | | | |
| | 10 | 11 | 12 | 13 | 14 | 15 | 16 | January | 5, 2009 | Classes Resume | |
| | 17 | 18 | 19 | 20 | 21 | 22 | 23 | January | 15, 2009 | End of Second Quarter (47 Days) | |
| | 24 | 25 | 26 | 27 | 28 | 29 | 30 | January | 15, 2009 | End of First Semester (90 Student Contact Days) | |
| | 31 | | | | | | | January | 16, 2009 | Professional Learning/Work (Students Out All Day) | |
| | | | | | | | | January | 19, 2009 | Martin Luther King Jr. Day (School System Closed) | |
| | | | | | | | | January | 20, 2009 | Third Quarter Begins | |
| FEBRUARY | 1 | 2 | 3 | 4 | 5 | 6 | 7 | February | 3, 2009 | Professional Learning/Work (2 Hour Early Release for Students) | 19 |
| | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | | | |
| | 15 | 16 | 17 | 18 | 19 | 20 | 21 | February | 16, 2009 | President's Day (School System Closed) | |
| | 22 | 23 | 24 | 25 | 26 | 27 | 28 | February | 19, 2009 | Mid Third Quarter | |
| MARCH | 1 | 2 | 3 | 4 | 5 | 6 | 7 | March | 3, 2009 | Professional Learning/Work (2 Hour Early Release for Students) | 17 |
| | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | | | |
| | 15 | 16 | 17 | 18 | 19 | 20 | 21 | March | 20, 2009 | End of 3rd Quarter (43 Days) | |
| | 22 | 23 | 24 | 25 | 26 | 27 | 28 | March | 23-27, 2009 | Spring Break | |
| | 29 | 30 | 31 | | | | | March | 27, 2009 | School System Closed | |
| | | | | | | | | March | 30, 2009 | Fourth Quarter Begins | |
| APRIL | | | 1 | 2 | 3 | 4 | 5 | April | 24, 2009 | Professional Learning/Work Half-Day AM (Students Out All Day) | 21 |
| | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | | | |
| | 13 | 14 | 15 | 16 | 17 | 18 | 19 | April | 24, 2009 | Inclement Weather Make-up Day, if needed | |
| | 20 | 21 | 22 | 23 | 24 | 25 | 26 | April | 28, 2009 | Mid Fourth Quarter | |
| | 27 | 28 | 29 | 30 | | | | | | | |
| MAY | | | | | | 1 | 2 | May | 25, 2009 | Memorial Day (School System Closed) | 20 |
| | 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 | | | | | | | | | | |
| JUNE | | 1 | 2 | 3 | 4 | 5 | 6 | June | 5, 2009 | End of Fourth Quarter (43 Days) | 176 |
| | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | | | |
| | 14 | 15 | 16 | 17 | 18 | 19 | 20 | June | 5, 2009 | End of Second Semester (86 Days) | |
| | 21 | 22 | 23 | 24 | 25 | 26 | 27 | June | 5, 2009 | Last Day of School (2 Hour Early Release for Students) | |
| | 28 | 29 | 30 | | | | | | | Last Day Could Be as Early as May 29 | |

SPRINGFIELD PUBLIC SCHOOLS 2008 - 2009 CALENDAR

Teacher Contract Days

| | |
|--|------------|
| Teaching Days | 176 |
| Holidays (11/27, 12/25, 1/01) | 3 |
| Teacher Work Days | |
| Genesis Days | 2 |
| * Professional Development Days | 4 |
| Parent-Teacher Conference Day | 1 |
| Principal-Teacher Work Day | 1 |
| TOTAL RETURNING TEACHER CONTRACT DAYS | 187 |

| | |
|--|------------|
| New Teacher Orientation Days (TBA) | 4 |
| TOTAL NEW TEACHER CONTRACT DAYS | 191 |

Semester and Quarter Ending Dates

| | | | | |
|------------------------|-----------|-----|------|-----|
| First Semester Begins | August | 25, | 2008 | |
| First Semester Ends | January | 15, | 2009 | 90 |
| Second Semester Begins | January | 20, | 2009 | |
| Second Semester Ends | May | 29, | 2009 | 86 |
| | | | | 176 |
| First Quarter Begins | August | 25, | 2008 | |
| Mid First Quarter | September | 23, | 2008 | |
| First Quarter Ends | October | 24, | 2008 | 43 |
| Second Quarter Begins | October | 27, | 2008 | |
| Mid Second Quarter | November | 25, | 2008 | |
| Second Quarter Ends | January | 15, | 2009 | 47 |
| Third Quarter Begins | January | 20, | 2009 | |
| Mid Third Quarter | February | 19, | 2009 | |
| Third Quarter Ends | March | 20, | 2009 | 43 |
| Fourth Quarter Begins | March | 30, | 2009 | |
| Mid Fourth Quarter | April | 28, | 2009 | |
| Fourth Quarter Ends | May | 29, | 2009 | 43 |
| | | | | 176 |

Days to be Used for Make-up Because of Emergency School Closings

| | | | | |
|-------------------------------|-----------|-------|-----|------|
| Emergency Make-Up Days | Friday, | April | 24, | 2009 |
| | Monday, | June | 1, | 2009 |
| | Tuesday | June | 2, | 2009 |
| | Wednesday | June | 3, | 2009 |
| | Thursday | June | 4, | 2009 |
| | Friday | June | 5, | 2009 |

Last day for students may occur as early as May 29 or as late as June 5 depending on number of emergency closings.

Dates to Remember:

| | | | |
|---------------|-----------|-----|----------------------------------|
| Rosh Hashanah | September | 30, | 2008 (begins at sunset Sept. 29) |
| Yom Kippur | October | 9, | 2008 (begins at sunset Oct. 8) |
| College Fair | TBA | | |
| Christmas | December | 25, | 2009 |
| Passover | April | 9, | 2009 (begins at sunset April 8) |
| Good Friday | April | 10, | 2009 |
| Easter | April | 12, | 2009 |

Faculty Meetings

Tuesday is the day of the week on which general faculty meetings will normally be held. In some schools, weekly meetings may be needed; in others, less frequent but possibly longer meetings may be required.

* Plus hours to equal 1.5 days arranged by site.

GENERAL INFORMATION

Notice of Nondiscrimination

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all employee groups, associations or organizations who meet and confer with representatives of the Springfield R-12 School District are hereby notified that this institution does not discriminate on the basis of race, color, religion (belief or non-belief), ancestry, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the Springfield R-12 School District's compliance with the regulations implementing Title VI, Title IX, ADA, or Section 504 is directed to contact the Human Resources Director (523-0052). This office has been designated by the Springfield R-12 School District to coordinate the District's efforts to comply with the regulations implementing Title VI, Title IX, ADA, and Section 504.

Public Notice—Public Education for Students with Disabilities

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, highly mobile children, such as migrant and homeless children, 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 School District of Springfield R-12 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 disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairment, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a development delay.

The School District of Springfield R-12 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 School District of Springfield 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 is available for review during schools regular hours in the office of the Director of Special Education.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact this district at 523-7500.

The School District of Springfield R-12 does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. The School District of Springfield R-12 also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by the Individuals with Disabilities Education Act, Title II of the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator.

****For further information, contact the Special Education Office, 895-2894.**

Release of Student Information

The District complies with the federal law governing the release of educational records. This law defines the condition that parent permission is required for release of educational records. A form is provided in the back of this handbook if a parent wants to ensure that directory information is NOT released regarding their child.

The District complies with the Health Insurance Portability and Accountability Act (HIPPA) regarding release of health information.

**** Please see the directory information (Military Opt Out) form on page 45 of this handbook for additional information concerning the release of student information.**

No Child Left Behind Requirement

Parents have the right to request information regarding the professional qualifications of their student's classroom teachers. To request information on teacher certification, please contact Human Resources, 523-0052.

STUDENT INFORMATION – Arranged Alphabetically

Activities

Springfield high schools are members of the Missouri State High School Activities Association and are guided by the regulations adopted by this Association. The rules of eligibility, limitations on participation, length and number of trips, and other elements of participation are determined in a large measure by regulations of the MSHSAA and Board of Education policy.

Activities Participation Fee

In order to participate, fees may be required for some student activities. These fees may be required for clubs, music activities and class labs. A total refund of fees will be made if the student chooses not to participate prior to the first event or class or if participation requirements have not been met.

Athletic Participation Fee

The \$50.00 participation fee icon will be imprinted on the student's school ID and is required before a student can participate on an athletic team. The fee not only allows participation but also will admit the holder to any contest conducted by the R-12 School District (excluding MSHSAA sponsored events) during the year.

Total refund of the fee will be made prior to the first athletic event of the school year if participation requirements have not been met. Total refund will also be made when a participation fee card is purchased after the fall or winter sports season in order to try out for a winter or spring sport and no athletic contests are conducted during the try-out period. The participation fee will not be waived.

Care of School Property

Students will be held responsible for the proper care of all books, supplies, apparatus or equipment furnished them by the Board of Education. Students who deface, damage, or lose school property, shall be required to pay for the damage or loss.

Changing Schedules

Careful completion of a Selection of Studies Blank and preparation of the Proposed Program of Study should eliminate the necessity for most schedule changes. A student's request for schedule change may be approved after a conference between the parent and counselor. A parent should give written approval for a schedule change. In an 8 Block school, when a student drops a class after the fourth week of the quarter, or in a 4 Block school, when a student drops a class after the second week of the quarter, an "F" will be recorded on the transcript unless extenuating circumstances reviewed by the principal indicate that an exception should be allowed. This "F" will be included in computing the GPA.

Character Education

While it is not the function of the school to teach religion, it is highly important that the educational program be designed for the encouragement of high-level moral values. Among other things, this involves the building of ethical character, respect for religious differences, respect for the personal and property rights of others, conformity to rules and regulations of constituted authority, and an aesthetic appreciation of nature, art, music and literature.

Classification of Students

Classification of students in the Springfield senior high schools is on an annual basis. The classification of students above the ninth grade will be determined by the number of units satisfactorily completed, including required courses at any given time, as follows:

| <u>Grade</u> | <u>#of Units</u> |
|---------------------|-------------------------|
| 10th | Minimum of 5 |
| 11th | Minimum of 11 |
| 12th | Minimum of 17 |

The official reclassification of a student who falls behind in the number of credits earned may be delayed if, in the opinion of the principal, there is reason to believe that the student will be eligible to graduate at the appropriate time. In no instance will a student be transferred to another school without proper grade classification.

Course Syllabus

At the beginning of the school year (or at the beginning of each course), teachers will provide a written syllabus for each course taught. Students and parents should be familiar with information provided for each course for which the student is enrolled.

Drug Education

All students will receive comprehensive drug use prevention education, grades K-12. A list of local resources for substance abuse counseling and treatment may be found in the main office and/or the offices of the counselors or nurse.

Electronic Communication Devices

The possession of laser pointers and other unsafe electronic items is prohibited in the school buildings. All other electronic devices, such as, but not limited to, cellular phones, pagers, PDAs, head phones, Ipods/MP3 players may be in the student's possession as long as they are not used or visible during the school day. The school district will not be responsible for lost or stolen items.

Free and Reduced Price Meals

The Springfield Public Schools participate in the Free and Reduced Price Meals Program authorized through the U.S. Department of Agriculture. The standards of eligibility for student participation are those of the U.S. Department of Agriculture.

Information relative to eligibility and application forms are provided to all students on the first day of each school year or at the time of enrollment.

Grading System

Each student is encouraged to attain the highest level of achievement of which he/she is capable. Competition against his/her own record for self-improvement and the satisfaction that comes from performing each task well is an important goal for each student.

Scholarship marks are given in comparison with the standards of achievement expected of a student in the grade level of his/her classification and in comparison with others in the class. In order that an indication of achievement may be recorded and made available for reference when needed, the following system is used:

A--Excellent; B -- Superior; C -- Average; D -- Below Average ; I -- Incomplete; F -- Failure.

The Grading System is as follows:

| | | | | |
|------------------|------------------|------------------|------------------|-----------------|
| A = 4.00 | B+ = 3.33 | C+ = 2.33 | D+ = 1.33 | F = 0.00 |
| A- = 3.66 | B = 3.00 | C = 2.00 | D = 1.00 | |
| | B- = 2.66 | C- = 1.66 | D- = 0.66 | |

Incomplete grades will remain as "I"s until two weeks after the grading period ends when an incomplete grade will be changed to an F.

If a student has earned a passing grade but not at the "A" or "B" level (in classes where the teacher is using mastery learning) and is continuing to work with the teacher to try to improve the grade before it is finalized, the teacher may assign a "P" (pass) grade until a permanent passing grade is assigned. A "P" (pass) grade, while counting for credit, does not enter into the GPA computation for class rank.

Grades can be modified throughout the year; however, those modifications will not affect the official rank in class and GPA for that semester. Those changes, however, will be calculated into the following semester's GPA and class rank.

Two weeks following the end of the year, all "I"s will be converted to "F"s and the official rank for that semester will be calculated on that basis. If additional work is completed, either in summer school or on personal arrangements with teachers, these "F"s and "P"s can be changed on an individual basis. The official rank for that semester, however, will not be adjusted.

Up to 10% of the semester grade in any class may be determined by class participation. Class participation may include such factors as attendance, punctuality, student preparation and contributions to the class learning environment and cooperative attitude. The exceptions to this 10% maximum class participation factor are physical education and fine arts classes. These classes, due to their nature, use a greater class participation factor.

Final examinations or other appropriate evaluative activities are to be administered in all high school classes at the close of each term. The final examination should be comprehensive in nature and should account for between 10-25% of the total grade. Each principal will develop a Final Examination Schedule. Eighth semester seniors may opt out of all finals if they have an "A" in the course prior to final examinations. Reports of student progress in scholarship, in social conduct, and in study and work habits are made at each marking period.

Weighted Grades Computation

Grades will be computed on a 4 point scale with extra points added depending on the number of weighted courses a student takes and receives a "C-" or higher, up to a 5.0 GPA.

To receive the maximum weighted credit at Glendale, Hillcrest or Kickapoo, freshmen must take 4 weighted courses; sophomores must take 5 courses, juniors must take 5 courses; and seniors must take 4 or more classes per year. To receive the maximum weighted credit at Central or Parkview, all students must take 4 weighted courses per year.

Glendale, Hillcrest and Kickapoo

5% student completes 1 weighted unit; 1/2 weighted unit for semester.

- 10% student completes 2 weighted units; 1 weighted unit for semester.
- 15% student completes 3 weighted units; 1 1/2 weighted units for semester.
- 20% student completes 4 weighted units; 2 weighted units for semester.
- 25% student completes 5 or more weighted units; 2 1/2 or more weighted units for semester.

Weighted Grades Computation - continued

Central and Parkview

- 1 weighted credit adds 5% of base points for year.
- 2 weighted credits add 12.5% for year.
- 3 weighted credits add 17.5% for year.
- 4 weighted credits add 25% for year.

Base points + weighted points = total points for year.

Total points divided by total number of units of credit = GPA.

All credited grades count in GPA. All freshmen and 7th semester (see your counselor for details) senior GPA's will be computed on the Central and Parkview formula. Students not completing a full class load (6 of 8 or 5 of 7) will be lowered 1 multiplier.

Full Load: Central and Parkview – 2.5 or more units per semester, 5 units per year.
 Glendale, Hillcrest and Kickapoo – 3 or more units per semester, 6 units per year.

GRADUATION REQUIREMENTS (Board Policy IKF)

Graduation requirements for The School District of Springfield R-XII shall be a minimum of 25 units of credit completed during grades nine and above. The school district participates in the College Preparatory Studies Certificate Program sponsored by the Missouri State Department of Elementary and Secondary Education.

| Courses | Graduation Requirements for Classes 2008, 2009 | Graduation Requirements for Classes 2010 Forward | College Preparatory Certificate Requirements |
|-----------------------------|---|---|---|
| Communication Arts** | 4 units | 4 units | 4 units |
| Social Studies** | 3 units | 3 units | 3 units |
| Math | 3 units | 3 units | 3 units |
| Science | 3 units | 3 units | 2 units |
| Physical Education | 1 ½ units | 1 ½ units | ½ unit |
| Health | ½ units | ½ unit | ½ unit |
| Practical Arts | 1 unit | 1 ½ unit | 1 unit |
| Fine Arts | 1 unit | 1 unit | 1 unit |
| Electives | 8 units | 7 ½ units | 6 units |
| Advanced Electives | 0 units | 0 units | 3 units |
| Total**** | 25 Units | 25 units | 24 units |

* **The Communication Arts requirement** shall include a minimum of three units of English. A fourth Communication Arts unit may be taken in the areas of Journalism, Speech, or Drama.

** **Students are required to complete three units of Social Studies** as follows:
 U.S. History in the Twentieth Century (Gr.9) 1 unit
 World History (Gr. 10,11,12) 1 unit = Liberty and Law (Gr. 11,12) ½ unit
 Any additional Social Studies ½ unit

*** **For classes 2010 forward, students are required to complete 1 ½ units of Practical Arts** as follows:
 Personal Finance (Gr. 10,11,12) ½ unit
 Any additional Practical Art 1 unit

**** **A maximum of two units of credit may be counted toward graduation from approved correspondence courses.**

ATTENDANCE REQUIREMENTS FOR GRADUATION

Students will be required to attend eight semesters in grades nine and above. Permission may be granted to leave after seven semesters under the following conditions:

- The student shall have completed a total of twenty-five units of credit in seven semesters of attendance, and have arranged to attend college, university, vocational school, or on-the-job training for the eighth semester. Approval must be given in advance by the principal.
- Requests for early leaving should be submitted to the principal by the end of the sixth semester. A statement shall be given to each student showing the credits earned and the conditions for which a diploma will be granted in the future.
- Students successfully completing a planned educational experience shall be eligible to receive their high school diploma with their graduating class.

As related to the above requirement, a semester is defined as being enrolled in a minimum of 3 units of credit. Modifications of these graduation requirements may be identified in a student's Individual Program of Study or Individual Education Program.

Adopted: February 21, 2006

Cross Refs: IGA, Basic Instructional Program

IGAA, Citizenship Education

IGAF, Physical Education

JEC, School Admissions

JEC-R, Admission and Assignment of Interdistrict

Transfer Students

Legal Refs: 170.011, RSMo.

The School District of Springfield R-XII, Springfield, Missouri

Graduation Exercises (Board Policy IKFA)

Board of Education policy states that –

The Board of Education believes that completion of the requirements for a diploma from The School District of Springfield R-XII is an achievement that improves the community as well as the individual. The Board wishes to recognize that achievement in a publicly celebrated graduation exercise.

Senior high school graduation exercises are held on a date, time and location determined by the administrative board. Class-day exercises and other activities shall be administered in the same manner. Each school staff, under the direction of its principal, is responsible for providing an appropriate program for the commencement exercises, and other end-of-school activities. Each graduating senior shall be provided an appropriate cap and gown at the student's expense. Each graduating senior shall be awarded a diploma by the Board of Education.

All students who have successfully completed the graduation requirements for a high school diploma and are in good standing may participate in graduation exercises. However, any student who has otherwise met all scholastic requirements for graduation will be granted a diploma, whether or not participating in graduation exercises.

Elementary and middle schools may have recognition activities, but formal graduation programs for these grades are prohibited.

Based on the above Board of Education Policy, students must have completed all 25 units of the graduation requirements by commencement day in order to participate in the commencement ceremony.

There will be a summer commencement ceremony at the conclusion of the 5th Quarter Summer School for students who have completed the graduation requirements during the summer session.

Honor Roll

The principal of each school compiles honor rolls at the end of each semester on the basis of grades earned during the preceding semester.

A senior high school student must be enrolled in courses as listed below. A student must be enrolled in a full load for the semester:

- 3.0 units of credit per semester (Glendale, Hillcrest & Kickapoo)
- 2.5 units of credit per semester (Central & Parkview)
- Students who are scheduled as listed above and have a weighted grade point average of 3.0 for the semester will be placed on the **HONOR ROLL**.

- A senior high school student, to be eligible for the **PRINCIPAL'S HONOR ROLL**, must be enrolled as listed above and student must earn a Weighted GPA of 3.75 or higher and have no grade below "C-."

Insurance

School districts are not generally held legally liable for accidental injuries sustained by students while at school or while participating in school-related activities.

As a service to students and parents, the district does provide an accidental injury policy for students which can be purchased at a reasonable price. The policy is available on a 'school day basis' or '24-hour basis.'

Detailed information and application forms are made available to students and their parents at the time of enrollment, schedule pick up, or may be distributed the first day of school.

Lockers and Locks

Lockers are the property of the school and are provided to students as a convenience for the storage of school supplies. Each student is assigned a corridor locker and, if enrolled for physical education, a gymnasium storage basket. Each of these requires a combination lock which the student will be required to return in good condition at the end of the year.

Pay-to-Ride/Parent-Paid Transportation

The District Pay-to-Ride Program offers transportation for students of the district not otherwise eligible for transportation by board policy. Since space and cost must be considered, the availability of parent-paid transportation is not guaranteed. The Pay-To-Ride fees **PER CHILD** for the 2007-2008 school year are as follows: **(Please note: The fees will not be pro-rated nor will they be refundable).**

- Full Pay \$342.00 for the whole school year (total must be paid in full before child/children may ride)
 \$171.00 per semester (fee must be paid each semester before child/children may ride each semester)

If you have a letter of approval for free and reduced meals from the School Food Service Department you are eligible for free/reduced pay to ride fees for each child. (A letter of approval must be provided at time of payment. **Do NOT send an approval letter with the application).**

- Reduced Pay \$171.00 for the whole school year (total must be paid in full before child/children may ride)
 \$ 86.00 per semester (fee must be paid each semester before child/children may ride each semester)

If you are interested in participating in the District's Pay-to- Ride program, please use the contact information below to request an application.

**Donna Hale – Financial Services Secretary
523-0159**

**Ms. Norma Tatum
Transportation Department – Springfield Public Schools
940 North Jefferson Street
Springfield, Missouri 65802
417-523-0500**

Planning a High School Program of Studies

- The following information is found in the "New Horizons" Program of Studies Booklet:
 - Establishing Goals
 - Guidance Help
 - Required Courses
 - Honors Program/Criteria for Honors Classes
 - Grade Point Average
 - Enrichment Programs
 - Dual Enrollment
 - Course Audit Option
 - Ozarks Technical College Career Training
 - Selection of Studies and Program Planning
 - High School Courses Taught in Middle School
 - Recognition of Excellence
 - Division I NCAA Athletic Scholarship Requirements

Repeated Courses: Assignment of Grades

Students may repeat courses for which grades of "F" or "D" were earned. The grade earned in the second attempt will be included in the student's Grade Point Average (GPA). The transcript will continue to show that the student took the course twice and will show the grade earned on both occasions. However, only the grade earned on the second attempt will be included in the GPA.

Students who wish to repeat a course in which a grade of "C" or above was earned may do so. The transcript will reflect the grade earned each time. However, only the grade earned on the first attempt will be included in the GPA and credit will not be recorded for the course the second time it is taken.

School Police Services

An armed school police officer has been assigned to each high school. All schools have a crisis action plan in place. The "Crimestoppers" phone number is on the back of all student ID badges to provide students with an avenue to anonymously give information to maintain a safe school. Students are requested to use clear or mesh backpacks and bags.

Transportation/Use of Motor Vehicles

All motor vehicles used by students and staff in going to and from school and parked on school property shall be registered with the school principal or designee. Parking for senior high students on school-designated parking lots shall be on a fee basis. City citations may be issued to all automobiles violating parking regulations.

Website

The District maintains a regularly updated and detailed website for the community and district employees. School board minutes, complete board policies, school links and other information are posted to keep everyone up to date on organizational changes, events and many other functions of the District. Please visit us at: <http://springfieldpublicschools.mo.org/>

Wellness Program

The District recognizes the relationship between student well-being and improving student achievement. The District will provide developmentally appropriate nutrition, physical education, physical activities, and other areas of the curriculum to promote wellness. The primary goals of the wellness program are to promote student health, reduce student overweight/obesity, facilitate student learning of lifelong healthy habits and increase student achievement. It is the policy of the School District that staff will provide foods and beverages made available on campus by the District during the school day to be consistent with the Missouri Eat Smart Nutrition Guidelines and the Nutrition Standards that have been developed by the local Wellness Policy committee. You can access more detailed information concerning this policy via the world wide web including a list of appropriate snacks for classroom celebrations. For additional information, visit http://sps.k12.mo.us/us/depts/food/Wellness_Policy.html, and www.springfieldpublicschools.org and choose *Wellness*.

DISCIPLINE

Student Discipline/Administrative Guidelines

*** An asterisk within the scope and sequence of a discipline consequence indicates that the potential exists for an extended summary suspension, or a suspension of greater than 10 days. In accordance with state statutes 160.261, 167.161, and 167.171 RSMo. and SPS Policy JGD, Section VI, student suspensions of greater than 10 days require a Review Meeting before the Superintendent or designee. Extended summary suspensions can be up to 180 school days.**

I. Purpose of Administrative Guidelines

The purpose of these Administrative Guidelines is to establish and define the student discipline policies of the School District. These administrative guidelines shall be subordinate to the written policies of the District's Board of Education.

II. Student Discipline Guidelines

The School District's student discipline guidelines and the high school scope and sequence of the school district's student discipline guidelines are as follows:

- Schools may utilize detention days instead of in-school suspension days.
- Whenever a student receives a ten (10) day out of school suspension from the Principal, the Principal may also recommend to the Superintendent that the student's summary suspension be extended up to one hundred eighty (180) days or that the student be expelled from the School District.

III. Scope of Guidelines

The student discipline guidelines set forth in this Administrative Guideline, unless otherwise specified by Board of Education policy or these guidelines, are applicable to conduct which occurs:

- on or in school district property, including school buses or other vehicles provided by the district which are used to transport students to and from school, activities or programs;

- while the student is traveling to or from school, a school sponsored or school-directed activity in a vehicle or other method of transportation that is owned or provided by the district;
- while the student is present at or engaged in a school-sponsored or school-directed activity; or
- in the immediate vicinity of school district property immediately before or after, or during the school day.

Suspension appeals:

- out of school suspensions of more than ten (10) school days may be appealed. In-school suspensions and out-of-school suspensions of ten (10) school days or less are not appealable;
- Board of Education policy ACC (page 32), “Grievance Procedure for resolution of discrimination complaints” may be used if the student believes the disciplinary action is based on a student’s race, national origin, ancestry, religion, age, gender, or disabling condition.

IV. Non-Discrimination in Application of Policies

The School District is committed to maintaining and administering its Student Discipline policies and guidelines without regard to the race, color, religion, ancestry, national origin, sex, age or disability of any student, parent or other person affected by the policies. Any person having inquiries concerning the School District’s compliance with Title VI, Title IX, the Americans with Disabilities Act or Section 504, or their implementing regulations, should contact the Human Resources Director (523-0052). This office has been designated by the School District to coordinate the District’s efforts to comply with the above-referenced laws.

V. Application to Students with Disabilities

Administration of student discipline standards for students with disabilities shall be consistent with federal and state statutes.

VI. Peer Mediation

Administrators, teachers, staff and students are encouraged to make full use of the Peer Mediation program.

VII. Use of Disciplinary Reports

Reports prepared by the school district’s School Public Safety Office, administrators and employees of the School District concerning violations of the student discipline standards, including but not limited to personally identifiable information about the student committing the violation, witness statements and other information relevant to the violation, may be provided to the appropriate law enforcement agencies pursuant to the requirements of the Safe Schools Act, Missouri Statutes or an Order of the Circuit Court of Greene County, Missouri.

Safe Schools Act

Missouri Law requires the Juvenile Office in each county to notify the Superintendent when a student has been charged with, or found to have violated, certain specified juvenile or criminal offenses. The law also requires district personnel to notify law enforcement when acts of school violence or other specified criminal acts occur on school property.

Safe Schools Act Reportable Offenses

Please refer to Board Policy JGDA that follows for more specific information on page 46

1. First degree murder under section 565.020, RSMo;
2. Second degree murder under section 565.021, RSMo;
3. Kidnapping under section 565.110, RSMo;
4. First degree assault under section 565.050, RSMo;
5. Forcible rape under section 566.030, RSMo;
6. Forcible sodomy under section 566.060, RSMo;
7. Burglary in the first degree under section 569.160, RSMo;
8. Burglary in the second degree under section 569.170, RSMo;
9. Robbery in the first degree under section 569.020, RSMo;
10. Distribution of drugs under section 195.211 RSMo;
11. Distribution of drugs to a minor under section 195.212, RSMo;
12. Arson in the first degree under section 569.040, RSMo;
13. Voluntary manslaughter under section 565.023, RSMo;
14. Involuntary manslaughter under section 565.024, RSMo;
15. Second degree assault under section 565.060, RSMo;
16. Sexual assault under section 566.040, RSMo;
17. Felonious restraint under section 565.120, RSMo;
18. Property damage in the first degree under section 569.100, RSMo;
19. The possession of a weapon under chapter 571, RSMo;
20. Third degree assault under Section 565.050, RSMo;
21. Possession of Controlled Substance;
22. First degree Child Molestation under section 566.067, RSMo;
23. Deviate Sexual Assault under section 566.070, RSMo;

- 24. Sexual Misconduct with a child under section 566.083 RSMo;
- 25. Sexual Abuse under section 566.100, RSMo;
- 26. Statutory Rape section 566.032 RSMo;
- 27. Statutory Sodomy Section 566.062 RSMo

Discipline Infractions and Scope and Sequence

* An asterisk within the scope and sequence of a discipline consequence indicates that the potential exists for an extended summary suspension, or a suspension of greater than 10 days. In accordance with state statutes 160.261, 167.161, and 167.171 RSMo. and SPS Policy JGD, Section VI, student suspensions of greater than 10 days require a Review Meeting before the Superintendent or designee. Extended summary suspensions can be up to 180 school days.

1. **Alcohol/Drugs:** (See Board of Education Policy JFCH page 43). (School Police Report Required)

Discipline:

A. Possession or Use

- 1st 10 days OSS or 7 days with assessment
- 2nd 10 days OSS with recommendation for extended suspension and/or expulsion

B. Sale or Distribution

- 1st 10 days OSS with recommendation for extended suspension and/or expulsion

This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis.

2. **Arson:** Arson is defined as the intentional and knowing use of fire on School District property which may or may not cause damage to School District property or property of others; or, the attempt to commit arson. Arson violations are divided into two categories: (School Police Report Required)

A. Class I Arson Offense – Characterized by arson which causes no appreciable property damage, injury to persons or interruption to the educational or extra-curricular process; or, an attempt to commit arson.

B. Class II Arson Offense – Characterized by arson, which causes property damage, injury to persons, or interruption to the educational or extra-curricular process. This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis.

Discipline:

A. Class I Arson Offense

- 1st 1-5 days OSS
- 2nd 6-10 days OSS*

B. Class II Arson Offense

- 1st 5-10 days OSS*
- 2nd 10 days OSS with recommendation for extended suspension and/or expulsion

3. **Assaultive Behavior:** Assaultive Behavior is generally defined as intentionally or recklessly causing physical injury to another. Assaultive Behavior is divided into eight categories listed below letters A-I.

A. Class I Assaultive Behavior – Is defined as assaultive behavior toward a person who does not indicate a desire to fight and thereafter does not engage in such conduct AND does not meet the definition of Class II Assaultive Behavior. This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis. (School Police Report Required)

B. Class II Assaultive Behavior – Is defined as assaultive behavior toward a person who does not indicate a desire to fight and thereafter does not engage in such conduct which causes significant physical injury (i.e. stitches, broken bones, unconsciousness

or where an ambulance must be called to care for any person). This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis. (School Police Report Required)

- C. Class I Fighting** – Is defined as physical conflict involving two or more participants which does not cause significant physical injury (i.e. stitches, broken bones, unconsciousness or where an ambulance must be called to care for any person) to any person engaged in the physical conflict. This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis. (School Police Report Not Required)
- D. Class II Fighting** – Is defined as physical conflict involving two or more participants, which causes significant physical injury, as defined above, to any person engaged in the physical conflict. This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis. (School Police Report Required)
- E. Threatening to Fight** – Is defined as expression of the intent to engage in assaultive behavior toward another. This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis. (School Police Report Not Required)
- F. Assaultive Behavior Toward School Personnel (See Page 24 Threats of Violence)** – Is defined as assaultive behavior toward a school district employee whether the conduct occurs on or off School District property; or threatening to engage in assaultive behavior toward a school district employee whether the conduct occurs on or off School District property; or verbally or physically intimidating conduct toward a school district employee whether the conduct occurs on or off School District property. This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis. (School Police Report Required)
- G. Assaultive Behavior Toward Non-Students (See Page 24 Threats of Violence)** – Is defined as assaultive behavior toward non-students, including but not limited to student teachers, visitors, voters, volunteers, law enforcement personnel; or threatening to engage in assaultive behavior toward non-students; or verbally or physically intimidating conduct toward non-students on school district property or at school sponsored event. This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis. (School Police Report Required)
- H. Threats of Violence Toward a Person (See Page 24 Threats of Violence)** – Is defined as the verbal, written or physical communication of a threat: (School Police Report Required)
 - 1) to inflict serious physical injury or death upon any person; or,
 - 2) to bring a Class III Weapon (as defined in Board of Education Policy JFCJ page 51) or a Class II Explosive Device onto School District property or the immediate vicinity thereof; or,
 - 3) to possess a Class III Weapon or Class II Explosive Device while traveling to or from school; or,
 - 4) to bring a Class III Weapon or a Class II Explosive Device onto a vehicle operated by or for the School District for the transportation of student; or,
 - 5) to bring a Class III Weapon or a Class II Explosive Device, to a school-sponsored or school-directed activity; or,
 - 6) to use a Class III Weapon or a Class II Explosive Device upon any person.
- I. Threats of Violence Involving Property(See Page 24 Threats of Violence)** – Is defined as the verbal, written or physical communication of a threat to inflict serious property damage upon School District property or property which is located on School District property by use of a Class III Weapon; or, a Class II Explosive device; or by use of fire. (School Police Report Required)

Discipline:

A. Class I Assaultive Behavior/Class I Fighting Offense

- 1st 3-7 days OSS
- 2nd 6-10 days OSS*
- 3rd 10 days OSS* with recommendation for extended suspension and/or expulsion

B. Class II Assaultive Behavior/Class II Fighting Offense

- 1st 5-10 days OSS*
- 2nd 10 days OSS* with recommendation for extended suspension and/or expulsion

C. Class I Fighting/Class I Assaultive Behavior

- 1st 3-7 days OSS
- 2nd 6-10 days OSS*
- 3rd 10 days OSS* with recommendation for extended suspension and/or expulsion

D. Class II Fighting/Class II Assaultive Behavior

- 1st 5-10 days OSS*
- 2nd 10 days OSS* with recommendation for extended suspension and/or expulsion

E. Threatening to Fight

- 1st Conference, peer mediation to 3-day OSS
- 2nd 3-5 days OSS
- 3rd 6-10 days OSS*

F. Assaultive Behavior Toward School Personnel

- 1st 10 days OSS* with recommendation for extended suspension and/or expulsion

G. Assaultive Behavior Toward Non-Students

- 1st 10 days OSS* with recommendation for extended suspension and/or expulsion.

H. Threats of Violence Toward a Person

- 1st 10 days OSS* with recommendation for extended suspension and/or expulsion

I. Threats of Violence Involving Property

- 1st 1-10 days OSS* with possible recommendation for extended suspension and/or expulsion.

4. Computers/Electronic Devices, Unauthorized Use: Unauthorized use of computers is divided into the following categories:

A. Unauthorized Use of a Computer – Is defined as: (School Police Report Not Required)

- (1) the use of a computer, hand held device or any computer system to access, without authorization, a database, computer network or computer system owned by the School District or an employee of the School District; or
- (2) use of a School District computer, hand held device or any computer system to access, without authorization, a database, computer network or computer system owned by the School District or any other person or entity; or
- (3) use of a computer, hand held device or any computer system at school to download or review data or other materials from a database, computer network or computer system, with or without authorization, when access or downloading such data is prohibited, is pornographic or advocates violence or civil disobedience or
- (4) use a School District computer, computer, hand held device or any computer system to do, or attempt to do, any of the following:
 - bypass a District web filter (CIPA filter)
 - install any executable file on a District server or computer
 - run unauthorized files from District servers
 - access a proxy server (anonymizer)
 - obtain and/or store images that, in the opinion of the District, are pornographic (whether or not they are blocked by web filters)
 - download and/or store music and/or movie files on District servers
 - engage in other activity that is prohibited by the District or the Administration of the school.

B. Tampering with Computer Equipment or Data – Is defined as: (School Police Report Required)

- (1) the modification or destruction of data or programs that reside or exist internal to a District computer, computer system or computer network; or,
- (2) the modification or destruction of programs or supporting documentation residing or existing external to a District computer, computer system or network; or,
- (3) disclose or take data, programs or supporting documentation that resides or exists internal or external to a District computer, computer system or computer network; or,
- (4) entry into a District computer, computer system or computer network to intentionally examine information about another person or entity, in the opinion of the District, including, but not limited to:
 - gaining access tools (e.g. Nwperak, Legion)
 - privilege escalation and back door tools (e.g. Getadmin, John the Ripper, Netcat)
 - enumeration tools (e.g. Smurf, Teardrop, Syndrop)
 - countermeasure tools (e.g. BlackICE, Realsecure)

- scanning tools (e.g. fping, udpscan)
- any other tools that could be used to bypass District computer or other security systems, in the opinion of the District

C. Class I Inappropriate Use of Electronic Devices: (School Police Report Not Required)

The act of using electronic devices to record confidential events involving faculty, staff or other students which occur on school property is a violation. This would include the filming of situations including but not limited to acts of violence, disruptions to school environment, staff without permission in school or other acts prohibited by the school disciplinary code.

D. Class II Inappropriate Use of Electronic Devices: (School Police Report Not Required)

The act of creation and distribution or display of video, sound, pictures and/or other recordings of confidential events involving faculty, staff or other students which occur on school property. This would include the filming of situations including but not limited to acts of violence, disruptions to school environment, staff without permission in school or other acts prohibited by the school disciplinary code.

Discipline:

A. Unauthorized Use of a Computer

- 1st conference to 5 days OSS
- 2nd 3-10 days OSS*
- 3rd 10 days OSS* with recommendation for extended suspension and/or expulsion

B. Tampering with Computer Equipment or Data

- 1st 5-10 days OSS*
- 2nd 10 days OSS* with recommendation for extended suspension and/or expulsion.

C. Class I Inappropriate Use of Electronic Devices

- 1st 3 to 10 days OSS*
- 2nd 10 days OSS*

D. Class II Inappropriate Use of Electronic Devices

- 1st 10 days OSS*

5. Defiance of Authority or Disrespect for Authority This offense is divided into two categories:

A. Defiance of Authority/Insubordination – Is defined as refusal to comply with a reasonable request or direction of school personnel or others in authority where there is no expressed disrespect for authority. (School Police Report Not Required)

B. Disrespect for Authority – Is defined as overt conduct which exhibits a lack of proper respect for school personnel or others in authority, including incivility, irreverence, impudence, discourteousness or profanity directed toward any person in authority; or such conduct toward any School District employee during or in conjunction with any school-sponsored or school-directed activity either on or off School or District property. (School Police Report Not Required)

Discipline:

A. Defiance of Authority/Insubordination

- 1st Conference to 2 days OSS
- 2nd 2 days ISS to 3 days OSS
- 3rd 4 days ISS to 4 days OSS
- 4th 5-10 days OSS*

B. Disrespect for Authority

- 1st 1 day ISS – 5 days OSS
- 2nd 5-10 days OSS*
- 3rd 10 days OSS* with recommendation for extended suspension and/or expulsion

6. Destruction of Property/Vandalism – Is destruction of Property/Vandalism or conduct which destroys, mutilates, vandalizes or defaces objects, buildings, materials or property belonging to the school district or school personnel wherever the property is located; or toward property of others which is located on School District property. Destruction of Property/Vandalism is divided into two categories:

- A. Class I Destruction of Property/Vandalism Offense** – Is defined as conduct which involves destruction of property/vandalism where the property destroyed/vandalized has a market value, replacement or repair cost of less than one hundred dollars (\$100.00) in the opinion of the building administration. (School Police Report Required)
- B. Class II Destruction of Property/Vandalism Offense** – Is defined as conduct which involves destruction of property/vandalism where the property destroyed/vandalized has a market value, replacement or repair cost of one hundred dollars (\$100.00) or more in the opinion of the building administration. This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis. (School Police Report Required)

Discipline:

A. Class I Destruction of Property/Vandalism Offense

- 1st 1-3 days OSS
- 2nd 4-10 days OSS*

B. Class II Destruction of Property/Vandalism Offense

- 1st 3-10 days OSS*
- 2nd 10 days OSS* with recommendation for extended suspension and/or expulsion

7. Disorderly Conduct: Disorderly conduct is divided into three categories:

- A. Disorderly Conduct** – Is defined as conduct outside of the classroom which is riotous, rowdy, disruptive or unruly, including but not limited to the use of non-directed profanity; or offensive/inappropriate language, or possession or use of inappropriate material. This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis. (School Police Report Not Required)
- B. Disorderly Conduct in the Classroom** – Is defined as riotous, rowdy, disruptive or unruly conduct which breaks up the order or progress of the educational process in the classroom; or the general use of non-directed profanity in the classroom. This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis. (School Police Report Not Required)
- C. Group Disorderly Conduct** – Is defined as riotous, rowdy, disruptive or unruly conduct which breaks up the order or progress of the educational process, or school sponsored or directed activities, where two or more persons are involved and/or act in concert including gang related behavior or attire (see Board of Education Policy JFCE page 39). This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis. (School Police Report Required)

Discipline:

A. Disorderly Conduct

- 1st Conference to 1 day ISS
- 2nd 1-3 days ISS
- 3rd 1-5 days OSS

B. Disorderly Conduct in Classroom

- 1st Conference to 2 days ISS
- 2nd 1-3 days ISS
- 3rd 2 days ISS to 1 day OSS
- 4th 1-3 days OSS
- 5th 4-10 days OSS*

C. Group Disorderly Conduct

- 1st 3-10 days OSS*

8. Drugs/Alcohol: See *Alcohol/Drugs* page 13 and *Board of Education Policy JFCH* pages 43. (School Police Report Required)

9. **Explosive Devices, Use or Possession of:** Possession or use of Explosive Devices is divided into two categories: (School Police Report Required)

A. **Class I Explosive Devices** – Is defined as the possession or use of fireworks which are otherwise legal to possess.

B. **Class II Explosive Devices** – Is defined as the possession or use of explosives, incendiary devices, bombs or similar devices; or possession of materials to manufacture such devices in whole or in part; or possession of instructions or directions for the manufacture of such devices or other explosive devices.

This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis.

Discipline:

A. **Class I Explosive Devices**

1. **Possession**

1st Conference to 3-days OSS
2nd 3-10 days OSS*

2. **Use or Attempted Use**

1st 5-10 days OSS*
2nd 10 days OSS* with recommendation for extended suspension and/or expulsion

B. **Class II Explosive Devices**

1st 10 days OSS* with recommendation for extended suspension and/or expulsion

10. **Extortion:** Extortion is defined as gaining or attempting to gain something of value from another by compulsion, by actual force, or by threats which place the person in fear. (School Police Report Required)

Discipline:

1st 5-10 days OSS*
2nd 10 days OSS* with recommendation for extended suspension and/or expulsion

11. **Falsification of Information:** Falsification of Information or Records is divided into two categories:

A. **Giving False Information/Falsifying School Records** – Is defined as falsely altering any record maintained by the School District; or filing, processing or using false information with the School District with the intent to deceive School District personnel. (School Police Report Not Required)

B. **Forgery** – Is defined as conduct which consists of making and/or using a signed document which is purported to have been signed by another. (School Police Report Required)

Discipline:

A. **Giving False Information /Falsifying School Records**

1st Conference to 2 days ISS
2nd 2-5 days ISS
3rd 3 days OSS
4th 3-10 days OSS*

B. **Forgery**

1st Conference to 2 days ISS
2nd 2-5 days ISS
3rd 3 days OSS
4th 3-10 days OSS*

12. Filing a False Emergency Report: Filing a False Emergency Report is defined as knowingly giving false information to any law enforcement officer, security officer, fire department officer, school district employee or other person who deals with emergencies that an emergency is occurring or has occurred. Filing a False Emergency Report is divided into two categories:

- A. Class I Filing a False Emergency Report Offense** – Is defined as Filing a False Emergency Report that does not disrupt any educational, extra-curricular activity or the school environment such as a false 911 call. (School Police Report Required)
- B. Class II Filing a False Emergency Report Offense** – Is defined as Filing a False Emergency Report that disrupts an educational or extra-curricular activity or the school environment such as pulling a fire alarm or making a bomb threat. (School Police Report Required)

Discipline:

A. Class I Filing A False Emergency Report Offense

- 1st 5-10 days OSS*, charges filed
- 2nd 10 days OSS* with recommendation for extended suspension and/or expulsion, charges filed

B. Class II Filing A False Emergency Report Offense

- 1st 10 days OSS* with recommendation for extended suspension and/or expulsion, charges filed

13. Gambling: Gambling is defined as conduct which stakes or risks something of value upon the outcome of a contest of chance or a future contingent event (such as sporting events) not under the student’s control or influence, upon an agreement or understanding that the student will receive something of value in the event of a certain outcome. (School Police Report Required)

Discipline: (Promoting Gambling, 1st degree)

- 1st Conference to 3 days ISS
- 2nd 3-10 days OSS*

14. Harassment: Is generally defined as conduct which violates Board of Education Policy ABC, Staff and Student Harassment; or violates Board of Education Policy ACAB, Sexual Harassment (Students) and is divided into the following four categories: (School Police Report Not Required)

- A. Inappropriate Non-Physical Harassment** – Is defined as harassment which is inappropriate verbal, written or non-verbal, non-physical conduct such as demeaning comments or jokes concerning a person’s race, color, religion, sex, national origin or disability or requests for sexual favors, sexual advances or other non-physical conduct of a sexual nature.
- B. Inappropriate Physical Harassment** – Is defined as harassment which is physical in nature including hazing or physical tormenting of a person because of the person’s race, color, religion, sex, national origin or disability or, conduct such as departing, or physical sexual advances or other physical conduct of a sexual nature which does not constitute sexual misconduct. This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis.
- C. Bullying** – Bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyberthreats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.
- D. Hazing** – Hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the

elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

Discipline:

A. Inappropriate Non-Physical Harassment

- 1st Conference to 3 days OSS
- 2nd 3 days ISS to 5 days OSS
- 3rd 6-10 days OSS*

B. Inappropriate Physical Harassment

- 1st 2 days ISS to 3 days OSS
- 2nd 6-10 days OSS*
- 3rd 10 days OSS* with recommendation for extended suspension and/or expulsion

C. Bullying

- 1st Conference to 2 days OSS
- 2nd 3 days ISS to 5 days OSS
- 3rd 6-10 days OSS*

D. Hazing

- 1st Conference to 3 days OSS
- 2nd 4-10 days OSS*
- 3rd 10 days OSS* with recommendation for extended suspension and/or expulsion

15. Sexual Misconduct: Sexual Misconduct is divided into three categories: (School Police Report Required)

A. Class I Sexual Misconduct – Is defined as the exhibitionist display of a person’s genitals, buttocks or the female breasts. This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis.

B. Class II Sexual Misconduct – Is defined as conduct which is of a sexual nature by or between students which involves the intentional physical contact with a person’s clothed or unclothed genitals, buttocks, or the breasts of a female. This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis

C. Class III Sexual Misconduct – Is defined as conduct which is of a sexual nature by or between students such as sexual intercourse, oral sex and masturbation. This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis

Discipline:

A. Class I Sexual Misconduct

- 1st 1 to 3 days OSS
- 2nd 3 to 5 days OSS
- 3rd 6-10 days OSS*

B. Class II Sexual Misconduct

- 1st 1-5 days OSS
- 2nd 6-10 days OSS*

C. Class III Sexual Misconduct

- 1st 10 days OSS with recommendation for extended suspension and/or expulsion

16. Theft: Theft is defined as taking property of the School District or others. Theft is divided into two categories:

- A. **Class I Theft Offense** – Is defined as conduct which involves a theft of property which has a market value or replacement cost of less than one hundred dollars (\$100.00) in the opinion of the building administration. This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis. (School Police Report Not Required)
- B. **Class II Theft Offense** – Is defined as conduct which involves a theft of property which has a market value or replacement cost of one hundred dollars (\$100.00) or more in the opinion of the building administration. This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis. (School Police Report Required)
- C. **Receiving Stolen Property** – Is defined as conduct which involves receiving, retaining or disposing of property of another person, for the purpose of, or having the effect of depriving the person of the property and with the knowledge or belief that the property was stolen. (School Police Report Required)

Discipline: (Must exceed \$500 value)

A. Class I Theft Offense

- 1st 1 day ISS to 3 days OSS
- 2nd 3-5 days OSS
- 3rd 6-10 days OSS*

B. Class II Theft Offense

- 1st 3-5 days OSS
- 2nd 5-10 days OSS*

C. Receiving Stolen Property

- 1st 1 day ISS to 3 days OSS
- 2nd 3-5 days OSS
- 3rd 6-10 days OSS*

17. Tobacco: (See Board of Education Policy JFCG page 48) (School Police Report Required)

Discipline:

- 1st 3 days OSS
- 2nd 10 days OSS* plus 8 hours approved community service
- 3rd 10 days OSS* with recommendation for extended suspension and/or expulsion

18. Truancy: Truancy is defined as intentionally failing or refusing to attend or follow attendance procedures or removing oneself from attending class or other scheduled school activities where attendance is mandatory including, but not limited to, or leaving campus without permission. (School Police Report Not Required)

Discipline:

- 1st Conference to 1 day ISS
- 2nd Detention to 2 days ISS
- 3rd 1-3 days ISS (or extended session)
- 4th 3-5 days ISS (or detentions by school site)
- 5th Excessive Truancy will result in further disciplinary action.

19. Weapons: (See Board of Education Policy JFCJ page 48). This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis. (School Police Report Required)

Discipline: (See Board of Education Policy JFCJ page48)

20. ID Badge Violations: (School Police Report Not Required)

A. Failure to Arrive at School With ID Badge

Discipline:

1st Receive or Purchase ID Badge according to site Scope and Sequence

B. Failure to return temporary ID Badge

Discipline:

1st Conference to 1 day ISS

C. Failure to Properly Display ID Badge

Discipline:

1st Conference to 1 day ISS

D. Defacing/Destruction of ID Badge or Lanyard

Discipline:

1st Conference to 1 day OSS and purchase new ID badge and/or lanyard

21. Students Charged With a Crime: (See Board of Education Policy JGDA page 46).

This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis

Discipline: (See Board of Education Policy JGDA page 46).

22. Unsportsmanlike/Disruptive Behavior at Athletic Contest or School Related Activity (School Police Report Not Required)

Discipline: The following are in addition to other appropriate disciplinary action for assault, disorderly conduct etc.

A. Inappropriate Language and Disorderly Conduct

- 1st 7 calendar day suspension from participating or attending athletic events or school sponsored activities to suspension for remainder of the school year from participating or attending any school activity
- 2nd Suspended for remainder of school year from participating or attending any school activity

B. Fighting, assaultive behavior, throwing objects or Possession of inappropriate objects at any activity

- 1st 14 calendar day suspension from participating or attending athletic events or school sponsored activities to suspension for the remainder of the school year from participating or attending any school activity
- 2nd Suspended for remainder of school year from participating or attending any school activity

C. Drugs/Alcohol possession or use

- 1st 28 calendar day suspension from participating or attending athletic events or school sponsored activities to suspension for the remainder of the school year from participating in any school activity
- 2nd 10 days OSS* with recommendation for extended suspension and Expulsion Suspended for the remainder of the school year from participating or attending any school activity. (See policy JFCH page 43).

40. Bus Safety Violations (School Police Report Not Required)

Discipline:

Consequences determined by Site Scope and Sequence

50. Auto Violations (School Police Report Not Required)

Discipline:

Consequences determined by Site Scope and Sequence

51. Tardies (School Police Report Not Required)

Discipline:

Consequences determined by Site Scope and Sequence

52. Cheating (School Police Report Not Required)

Discipline:

Consequences determined by Site Scope and Sequence

53. Out-of-Assigned Area (School Police Report Not Required)

Discipline:

Consequences determined by Site Scope and Sequence

54. Bringing Inappropriate Materials To School (School Police Report Not Required)

Discipline:

Consequences determined by Site Scope and Sequence

55. Inappropriate Apparel (School Police Report Not Required)

Discipline:

Consequences determined by Site Scope and Sequence

56. Inappropriate Language (School Police Report Not Required)

Discipline:

Consequences determined by Site Scope and Sequence

57. Failure To Follow Attendance Procedures (School Police Report Not Required)

Discipline:

Consequences determined by Site Scope and Sequence

58. Failure To Serve Detention (School Police Report Not Required)

Discipline:

Consequences determined by Site Scope and Sequence

59. Gang/Secret Organizations Related Behavior/Attire: (School Police Report Officer Discretion) (See Board of Education Policy JFCA page 45 and Board of Education Policy JFCE page 39).

Discipline:

| | |
|-----------------|-------------------------|
| 1st | Conference – 3 days OSS |
| 2nd | 3 - 10 days OSS* |
| 3 rd | 10 days OSS* |

Under appropriate circumstances School Police Services may complete a written report for any disciplinary event.

- * **An asterisk within the scope and sequence of a discipline consequence indicates that the potential exists for an extended summary suspension, or a suspension of greater than 10 days. In accordance with state statute 160.261, 167.161, and 167.171 RSMo. and SPS Policy JGD, Section VI, student suspensions of greater than 10 days require a Review Meeting before the Superintendent or designee. Extended summary suspensions can be up to 180 school days.**

STUDENT REFERRAL PROCEDURES & ADMINISTRATIVE GUIDELINES

I. Purpose of the Procedures

The purpose of this Administrative Guideline is to establish and define the referral procedures for student discipline offenses to be used in the School District. These administrative guidelines shall be subordinate to the written policies of the District's Board of Education.

II. Scope of the Student Referral Procedures

The referral procedures set forth in this Administrative Guideline, unless otherwise specified by Board of Education policy or these guidelines, are applicable to conduct which is defined in the Board of Education student discipline policies and the Administrative Guidelines on Student Discipline.

III. Non-Discrimination In Application of Referral Procedures

The School District is committed to maintaining and administering its Student Discipline policies without regard to the race, color, religion, ancestry, national origin, sex, age or disability of any student, parent or other person affected by the policies. Any person having inquiries concerning the School District's compliance with Title VI, Title IX, the Americans with Disabilities Act or Section 504, or their implementing regulations, should contact the Director or Human Resources (523-0052). This office has been designated by the School District to coordinate the District's efforts to comply with the above-referenced laws.

IV. Referral of Students with Disabilities

Students with disabilities shall be treated in a manner consistent with their individual educational program and federal and state law.

V. Procedure Prior to Referral to the Building Administration

Teachers, teaching teams and/or staff members should work with a student who has committed a minor disciplinary infraction prior to officially referring the student to the building administration. A student who commits a minor disciplinary infraction should be given the opportunity to self-correct his or her conduct. It is expected that prior to referral to the office for minor disciplinary infractions, the teacher and/or staff member shall conference with the student and shall have made contact with the student's parent or guardian concerning the conduct by conference, telephone or letter.

VI. Student Referral Procedures

The School District's student referral procedures are as follows:

- A. Students may be referred for discipline for any violation of the School District's student discipline policies, as defined in the Administrative Guidelines on Student Discipline.
- B. Minor disciplinary infractions should be handled as described above.
- C. Staff members who refer a student to the office should prepare the approved student discipline referral form. Referral forms may be completed by the appropriate administrator for review and signature of the referring staff member if circumstances prevent the staff member from completing the form at the time of referral. Student referrals will not be accepted, except in emergencies, if they are not on the approved form.
- D. Sufficient and accurate details will be supplied by the referring staff member on the form in order that the administrator who handles the discipline will be able to quickly determine the nature and extent of the alleged infraction.
- E. No student will be referred for discipline for conduct which does not violate, or appear to violate the student discipline policies of the School District.
- F. No student will be referred for discipline because of the student's race, color, religion, ancestry, national origin, sex, age or disability.

Due Process

All students are entitled to due process. This means that there are certain procedures that school officials will follow prior to taking appropriate disciplinary actions. This includes notice of the charges and the opportunity for the student to respond.

In-School Suspension

An alternative to suspension which allows students to remain in a detention room at school rather than being sent home. In-School Suspension carries with it closure from activities/programs similar to a regular suspension. Suspension will end at the end of the school day of the last day of suspension.

Out-of-School Suspension

The school principal has the right to suspend for a period up to 10 school days. In these cases, an informal hearing between the school administrators, student, and other appropriate persons will be conducted. During this hearing, the student would be given notice of the charges against him/her and given an opportunity to present his/her version of the incident. If the student denies the charges, he/she will be given an explanation of the facts which form the basis of the proposed suspension. If, after the hearing is completed, the administrator decides that a suspension is necessary, it will become effective immediately. The parents or guardian will be notified in each case of a suspension. The Superintendent has the right to revoke a suspension. The school principal has the right to recommend to the Superintendent of Schools a suspension of up to 180 school days. Should this occur, both the student and the student's parents will be notified of the recommendation. Part

of this notification will include instructions regarding the due process and appeal procedures. If an appeal is requested, it is conducted by the Board of Education through the Superintendent of Schools. Students, while under suspension, are prohibited from participation in, or attendance at, any school-sponsored activities or programs. Suspension will end at the end of the school day of the last day of suspension.

Expulsion

The principal and/or Superintendent have the right to recommend to the Board of Education that a student be expelled from school. Should this occur, the student and the student's parents will be notified of the recommendation. Part of this notification will include instructions regarding the due process and appeal procedures. If an appeal is requested, it will be conducted by the Board of Education.

THREATS OF VIOLENCE AT SCHOOL SITES

Students under the age of 17 who make threats of injury that if inflicted, could cause permanent disabling or result in the death of one or more persons or a threat to bring a lethal weapon to school and/or use it, the Greene County Juvenile Office and Springfield Public Schools agree to the following protocol:

1. At the direction of the School Principal the assigned School Police Officer will investigate and report findings to the Principal who will determine whether or not a threat has been made and if appropriate, will work with the officer who notifies the Chief Juvenile Officer or Supervisor of Delinquency Unit at the Greene County Juvenile Office of the circumstances.
2. If the Juvenile Office determines that the threat is of a serious nature, the student will be transported to the Greene County Juvenile Office.
3. The Principal will notify the appropriate Executive Director for protocol approval.
4. The School Police Officer or the law enforcement agency having jurisdiction will transport the juvenile to the Green County Juvenile Office. The School Police Officer will ensure that the parents of the juvenile have been notified and requested to appear at the Juvenile Office.
5. The School Police Officer shall complete an interim report for the Juvenile Office to use in assessing the nature and circumstances of the threat. A detailed report will be completed and forwarded to the Juvenile Office using current procedures. Copies of both reports shall be forwarded to the Principal and appropriate Executive Director.
6. The Juvenile Officer assigned to the referral will conduct a juvenile interview and investigate the concern.

TRANSFER GUIDELINES

1. If a building is over 90% capacity or 105% of projected enrollment, it is closed to all new transfers.
 - (Elementary) For grade levels 3rd through 5th, the level or class is closed at 25 students.
 - For 1st and 2nd grade, the level or class is closed at 22 students.
 - For Kindergarten, the level or class is closed at 21 students.
 - (Secondary) For grades 6 through 12, if the building is over 90% capacity or 105% of projected enrollment it is closed.
 - For middle schools, these figures are divided by 3 to determine the limits for closing one particular grade level.
2. In consultation with the appropriate Executive Director, current transfers may be revoked when:
 - Class size requires an additional staff member (i.e. teacher aide, additional teacher).
 - Class size results in a combination class.
3. In consultation with the Administrative Services Liaison, current transfers may be revoked when:
 - A transfer's attendance and/or behavior is poor. (Poor attendance will be determined with the Principal's discretion; however, 95% attendance is the District's target for SP5, Goal 2).
 - District and/or school rules are not met (i.e. punctuality, arrival and pick-up times, and provision of a street address).
4. If the building is currently over 90% capacity or 105% of projected enrollment, do NOT revoke the existing transfers unless this requires additional staff to be hired (consult with your Executive Director).
5. Anytime during the first three quarters a student moves out of the current attendance area, an application for transfer must be made and all transfer rules and regulations apply.
6. Transfer requests will not be accepted during the 4th quarter. If a student moves within the district during the last quarter of the school year, they can stay in their current building for the remainder of that year. The subsequent year will require a transfer request and principal approval.
7. A student does NOT have to reapply for a transfer each school year.

- A student in the highest grade level of their current school must reapply if he/she plans to attend a different middle/high school than his/her home school.
8. If a student moves out of the Springfield R-12 Public School District before the last 3 weeks of school, the student is not allowed to remain enrolled. If a student moves out of the Springfield R-12 Public School District within the last 3 weeks of school, enrollment is allowed for the remainder of the current school year.
 9. A senior who moves within the district but attended his/her current high school during his/her junior year is given “senior option” and allowed to stay with transfer application on file.
 10. A sibling of a current transfer student is NOT ensured a transfer. A sibling will be considered for transfer in the same manner as any other transfer request.
 11. Building or class capacity limits may be waived for employees working in that building as long as no additional cost will be incurred and with the understanding that revocation may occur under the conditions listed in Number 2 above.
 12. Springfield Public Schools reserves the right to close a school to new transfers at any time due to extenuating circumstances.

BOARD POLICIES AND ADMINISTRATIVE GUIDELINES

The following policies were selected for inclusion in this handbook as references for students, parent, teachers and administrators. The selected policies address areas concerning student admission, procedures, safety and discipline. The selected policies which follow are arranged in alphabetical order by topic. The complete Springfield Public Schools Board Policy manual is available online by entering the following web address: www.springfieldpublicschools.org then selecting SCHOOL BOARD and then BOARD POLICIES at the top of the webpage.

ADMINISTERING MEDICATIONS TO STUDENTS AT SCHOOL (POLICY JHCD)

Board of Education policy states that –

If under exceptional circumstances a student is required to take medication during school hours and the parent cannot be at school to administer the medication, the school nurse will determine the safest, most effective administration of that medication. The parent/guardian must provide medication, and the licensed prescriber’s order. The school district shall not knowingly administer medication that exceeds recommended daily dosage as indicated by the Physicians Desk Reference.

The principal and nurse of a school are responsible for safe medication procedures that include:

- Communication to parents regarding the medication policy.
- Provision of safe, locked storage of medication to prevent misuse or accidental ingestion.
- Education and supervision of personnel designated to administer medications on the proper use of medications, proper procedures for administering medications, effects of medications, and proper disposal of unused medication and/or syringes.

Prescription Medication (Secondary 9-12)

- A. The student’s authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of student, name of medication, date prescribed, purpose, dosage, frequency of administration, route of administration, termination date for administering the medication, and the prescriber’s name. When possible the prescriber should state any adverse effects and any applicable emergency instructions.
- B. In lieu of the prescriber’s written request, the District may accept a prescription label properly affixed to the medication in question. The label must contain the name of the student, name of drug, dosage, frequency of administration, route of administration, diagnosis and prescriber’s name.
- C. The parent/guardian will provide a written request that the school district comply with the authorized prescriber’s request to give medication. District personnel will NOT administer the first dose of any medication.
- D. Prescription medication that is to be taken for 2 weeks or less may be carried and self-administered by the student. Only a daily dose may be carried and must be in the prescription bottle or original container.
- E. Secondary students taking prescription medication on a daily basis for longer than 2 weeks must have written request from the authorized prescriber and the medication must be kept in a locked cabinet in the nurse’s office.

Over-the-counter Medication (Secondary 9-12)

High School students may carry and self-administer a daily dose of over-the-counter medication if parent’s written request on the authorized medication administration form is on file in the nurse’s office. Over-the-counter medication that is to be given by the nurse must have a written request from an authorized prescriber on file in the nurse’s office. The medication must be in the original container.

Self-Administration of Medication (K-12)

A health professional licensed to prescribe by a state regulatory body may recommend that an individual student with a chronic health condition assume responsibility for self-medication as part of learning self-care, i.e. inhalers used for asthma. Self-administration of medication may be allowed if, after assessment of the student's needs and understanding of medication, the school nurse determines that the safest procedure is for the student to take responsibility for self-medication and that the following requirements are met:

- A. The student, the school nurse and the parent agree to the conditions under which the medication is to be self-administered.
- B. The authorized prescriber request and parent request are on file.
- C. The student's health status and abilities have been evaluated by the nurse or his/her designee who deems self-administration safe and appropriate. The school nurse shall observe the initial self-administration of the medication.
- D. The school nurse is reasonably assured the student is able to identify the appropriate medication, knows the reason for administration, and the frequency and time of day for which the medication is ordered.
- E. The student follows a procedure for documentation of self-administration of medication.
- F. The school nurse establishes a procedure for storage of the medication in a safe location, providing accessibility for student when needed. In the case of an inhaler, or other emergency medication, a back-up supply shall be kept in the health room drug storage, or a second readily available location.
- G. The school nurse will monitor the student's manner of taking medication. This may include observing the student taking medication, reminding the student to take the medication, communicating with the authorized prescriber regarding any side effects, and notifying the parent/guardian of any problems including student's refusal or failure to take the medication.

Medication by Injection (K-12)

If a student has a known health condition, such as allergies or diabetes, that requires medication by injection (e.g. Adrenaline, glycogen or insulin), an individual healthcare plan will be developed that includes the physician's orders, parent authorization and identifies the designated school personnel who are trained to administer the medication.

When any student exhibits symptoms of anaphylactic shock an ambulance shall be called. Adrenaline will be administered as indicated on the individual healthcare plan (IHP). If the student does not have an IHP and the nurse is present, he or she will assess the need to administer Adrenaline as indicated in the District's Health Services Policies and Procedures Manual.

Procedures for Medication by Injection (K-12)

The school nurse and/or principal's trained designee will follow the procedures listed below regarding the dispensing of personal medication:

- Notify parents of the medication policy at enrollment and periodically as needed.
- Provide for safe, locked storage of medication.
- Keep a record of the medication administered.
- Any remaining medication must be picked up by a parent or designated adult, or properly discarded by the school nurse, within one week after the final date on the medication form. Medication will not be sent home with students.

The school district retains the right to reject requests for administering medication. The parent must assume responsibility for informing school personnel of any change in the student's health or change in medication.

Definition:

- Authorized Prescriber:
 - Physician, dentist, podiatrist, advanced practice nurse, and other health care providers legally authorized to prescribe medications.
- Legal References:
 - Safe Schools Act CCS SCS HS HCS HB 1301,1298
 - State of Missouri Nursing Practice Act, 1995

ADMISSION OF STUDENTS (Policy JECA)

- I. POLICY STATEMENT – All students must meet the residency and enrollment requirements of the District prior to being enrolled in the District and prior to being assigned to a school building. All students must continue to meet the residency and enrollment requirements in order to remain in the District.
- II. RESIDENCY REQUIREMENTS – In order to register a student in the District, the parent(s), legal guardian(s) or the student in certain cases, at the time of registration must provide the School District with proof of residency of the student within the District. The term "residency" shall mean that the person both physically resides within the boundaries of the District and is domiciled within the District. The domicile of a minor child shall be the domicile of the child's custodial parent or court-appointed legal guardian.
 - A. Exceptions to the Residency Requirement – The residency requirements of this Policy shall not apply to a student who is:
 1. a "homeless child". As used in this Policy, a "homeless child" shall mean a person less than twenty-one years of age who lacks a fixed, regular and adequate nighttime residence, as defined in Section 167.020 RSMo.
 2. a student attending a school not in the student's district of residence as a participant in an interdistrict transfer program established under a court-ordered desegregation program;

3. a student who is a ward of the state and has been placed in a residential care facility by state officials;
4. a student who has been placed in a residential care facility due to a mental illness or developmental disability;
5. a student who is attending a school pursuant to sections 167.121 through 167.151, RSMo.;
6. a student who has been placed in a residential facility by a juvenile court; \
7. a student who has a disability identified under state eligibility criteria if the student is in the district for reasons other than accessing the district's educational program;
8. a student attending a regional or cooperative alternative education program or an alternative education program on a contractual basis.
9. a student who is attending an educational program in the District pursuant to an agreement between the student's district of residence and the District.
10. a foreign exchange student who attends school in the District.

B. Waiver of Residency Requirement – Any person may request a waiver of the residency requirement on the basis of hardship or good cause. The request shall be made as described in this section. Under no circumstances shall athletic ability be a valid basis of hardship or good cause for the issuance of a waiver of the residency requirements.

1. Request for a Waiver – Any person who desires to file a request for a waiver of the residency requirements of this Policy shall do so on a form prepared for that purpose by the District and by filing such form with the Superintendent.
2. Superintendent's Responsibility – In instances where there is reason to suspect that admission of the student, pursuant to a waiver of the residency requirements, will create an immediate danger to the safety of other students and/or employees of the District, the Superintendent or the Superintendent's designee may convene a hearing within three (3) working days of the request to register and determine whether or not the student may register. In the event the Superintendent determines that the student does not create an immediate danger to the safety of other students and/or employees of the District, the Superintendent shall refer the request for a waiver from the residency requirements to the Board of Education. In the event however, that the Superintendent determines that the Student does create an immediate danger to the safety of other students and/or employees of the District, the student shall not be enrolled. Any person aggrieved from a decision of the Superintendent shall have the right to request the Board of Education review such decision.
3. Board of Education Procedure – Upon receipt of a request for a waiver from the residency requirements of this Policy, the Board of Education may either grant the request or, in the event the waiver is not granted, shall convene a hearing as soon as possible, but no later than forty-five (45) days after receipt of the waiver request to determine whether hardship or good cause exists for waiver of the residency requirement.
4. Appeal of the Decision of the Board of Education – Any person aggrieved by a decision of the Board of Education regarding the granting or denial of a waiver of the residency requirement may appeal such decision as allowed in Section 167.020.3 R.S.Mo.
5. Tuition – Any student who is allowed to attend the District on a waiver of the District's residency requirements shall be required to pay the applicable tuition rate set by the Board of Education.

III. ENROLLMENT REQUIREMENTS – In addition to the other enrollment requirements set forth in this or other Board of Education policies, no student shall be enrolled or reenrolled in the District when the Superintendent or the Board of Education reasonably believes that the student poses a threat to the student, other students or employees of the District.

A. Parental Certifications (Prior Suspension or Expulsion) – Prior to admission to the District, the student's parent, legal guardian, the student (if eighteen years of age or older) or any other person having control or charge of the student, shall provide a sworn statement or affirmation which states whether the student has been suspended or expelled from school attendance at any school, public or private, in this state or in any other state for an offense in violation of school board policies relating to weapons, alcohol or drugs, or for the willful infliction of injury to another person.

B. No regular education student shall be enrolled or readmitted to the District if: (a) the student has been convicted of one or more of the following acts; or, (b) the student has been indicted or had a criminal information filed alleging that the student has committed one or more of the following acts, to which there has been no final judgment; or, (c) a petition has been filed pursuant to Section 211.091, RSMo., or another state's juvenile code, alleging that the student has committed one of the following acts, to which there has been no final judgment; or, (d) the student has been adjudicated to have committed one of the following acts:

- First degree murder under section 565.020, RSMo;
- Second degree murder under section 565.021, RSMo;
- First degree assault under section 565.050, RSMo;
- Forcible rape under section 566.030, RSMo
- Forcible sodomy under section 566.060, RSMo;
- Statutory rape under section 566.030, RSMo;
- Statutory sodomy under section 566.062, RSMo;
- Robbery in the first degree under section 569.020, RSMo;
- Distribution of drugs to a minor under section 195.212, RSMo;
- Arson in the first degree under section 569.040, RSMo;
- Kidnapping, when classified as a class A felony under section 565.110, RSMo.

- C. Prior Disciplinary Suspensions or Expulsions – The District shall not readmit or enroll a student who has been properly suspended for more than ten (10) consecutive school days, or expelled, for an act of school violence, as defined in Section 160.261.2 RSMo, regardless of whether or not such act was committed at a public school or at a private school in this state, unless and until:
1. A conference is held with the Superintendent, or the Superintendent's designee, and the student, the student's parent, court appointed legal guardian, and/or someone acting as a parent as defined by rule in the case of a special education student to consider if the conduct of the student in the previous school or school district would have resulted in a suspension or expulsion in this District; and,
 2. The Superintendent, or the Superintendent's designee, determines that the student's prior conduct would not have resulted in a suspension or expulsion in this District. In the event the Superintendent, or the Superintendent's designee determines that the student's prior conduct would have resulted in a suspension or expulsion in this District, the suspension or expulsion from the student's previous school or school district shall be honored by this District.
- IV. ENROLLMENT PROCEDURES – The Superintendent shall establish specific enrollment procedures for the District. Generally, the enrollment procedures for the District shall be as follows:
- A. Procedures for First-time Enrollment – All students who enroll in the District for the first time, or reenroll in the District after having attended another District or school, or after not attending school, must provide proof that the student meets the residency and enrollment requirements of the District prior to being enrolled in the District and prior to being assigned to a school building. The Superintendent shall determine the information which will be acceptable for such purposes. Generally, the following information will be required:
1. A signed and notarized District registration form;
 2. Appropriate birth records, custody records or other records proving the legal status of the parent or guardian of the student;
 3. Appropriate records, showing the legal residence of the student, the student's parent or guardian;
 4. Attendance records, transcripts and other documents which evidence the student's achievement in the student's previous school(s);
 5. Required immunization records;
 6. A sworn statement or affirmation indicating whether the student has been expelled from school attendance at any school, public or private, in this state or in any other state for an offense in violation of school board policies relating to weapons, alcohol or drugs, or for the willful infliction of injury to another person.
- B. Procedures for Subsequent Enrollment--Each year when a returning student enrolls in the District, the student, student's parent or guardian may be required to certify in writing, on a form prepared by the District, that the student meets the residency and enrollment requirements of the District prior to being assigned to a school building. The District may require the student, student's parent or guardian to provide the appropriate certifications when it reasonably believes that the student no longer meets the residency or enrollment requirements of the District.

Adopted: December 12, 2006

Cross Refs: JEC, School Admissions

JEC-R, Placement of Students

JECBA, Admission of Exchange Students

JG-1, Discipline of Students with Disabilities

Legal Refs: Section 160.261, RSMo.

Section 167.020, RSMo.

Section 167.023, RSMo

Section 167.171, RSMo.

Horton v. Marshall Public Schools,

769 F2d 1329 (8th Cir. 1985)

The School District of Springfield R-XII, Springfield, Missouri

CITIZENSHIP STANDARDS FOR PARTICIPATION IN STUDENT ACTIVITIES PROGRAM GUIDELINES (Related to POLICY JGF)

Board of Education policy states that—

Participation in student activities is a privilege and not a right. Creditable citizenship shall be one of the criteria for participation in school activities. Creditable citizenship includes such things as regular and punctual attendance and a quality of conduct which promotes the best interests of school. Therefore, students shall exhibit standards of behavior which will bring credit to the student, the activities, the school and the community.

The Board insists that the student behavior shall be in compliance with School Board policy, Student/Parent Handbook Discipline Code and Regulations and with public laws. Repeated referrals of a student to the office of assistant principal or to the principal, (or any other person having general responsibility for discipline in the school) for misbehavior may be sufficient reason to declare a student ineligible. A single

serious breach of good conduct, either in or out of school may also be sufficient cause for declaring a student ineligible to participate in a school activity. Behavior not in compliance may result in suspension or expulsion from all extracurricular activities. While it is not possible to cite every example of behavior that violates policies, regulations, or public laws, there are certain behaviors that are more frequently a problem for school systems than others and will be addressed herein, as follows:

1. A minimum fourteen (14) calendar day suspension from participation in the activities program will be assessed for a violation of district discipline standards which result in an out-of-school suspension; and/or for a serious breach of good conduct away from school which is verified to the satisfaction of the Administration;
2. A minimum twenty-eight (28) calendar day suspension from participation in the activities program will be assessed for a violation of the of the Student Alcohol/Drug Abuse Policy, JFCH, and/or for conduct similar to that prohibited in Policy JFCH that occurs away from school and results in a summons being issued to the student, or charges being filed in court against the student or conduct which is verified to the satisfaction of the Administration.

A second violation of the citizenship standard will result in expulsion from the activities program for the remainder of the school year.

The board will monitor the district's extracurricular activities program, through the authority it extends to the Superintendent and principals, to authorize and administer it in keeping with this policy and Board-approved regulations.

Adopted June 24, 1992; Revised June 19, 2007

Cross Refs: IGDA, Student Organizations

IGDF, Student Fund Raising Activities

IGDG, Student Activities Funds Activities

IGDJ, Interscholastic Athletics

JB, Equal Education Opportunities

JFA, Student Due Process Rights

JFCG, Tobacco and Tobacco Derivative Use By Students

JFCH, Student Alcohol/Drug Abuse

The School Board also believes that consistent administration of this policy is important from school to school, and from activity to activity, and that appropriate due process procedures must be followed before any student is suspended from participation.

Each individual coach or sponsor, after consulting with the principal or his designee, has the authority to decide whether or not a student will be allowed to practice with a team or school sponsored group while that student's eligibility is suspended.

In addition to these standards, students must abide by the rules and regulations of the Missouri State High School Activities Association. The following rules are included in the rules to the MSHSAA official handbook, and are listed here to help students and parents understand state requirements and to help avoid a misunderstanding which could lead to violations of eligibility standards.

1. A student who misses a class on the date of a contest without being excused by his principal shall not be considered eligible to represent his school on that date.
2. Any student who withdraws from school because of disciplinary measures shall not be eligible for any interscholastic activity for one full year from the date of withdrawal.
- 3a. A student in grades 9-12 must have earned, the preceding semester of attendance, a minimum of 2.50 units of credit or have earned credit in 70% of the maximum allowable classes in which a student can be enrolled in the semester, whichever is greater, and shall currently be enrolled in and regularly attending courses that offer 2.5 units of credit or 70% of the maximum allowable credits which may be earned, whichever is greater, **i.e. CHS, PHS – 2.5 units, GHS, HHS, KHS – 3 units of credit**, or a student must be enrolled in a full course at his or her level in a special education program for the handicapped approved by the Missouri State Department of Education which, though ungraded, enrolls pupils of equivalent age, and that student must have made standard progress for his or her level the preceding semester. A beginning 9th grade student shall have been promoted from the 8th grade to the 9th grade for first semester eligibility. A student must be making satisfactory progress towards graduation as determined by local school policies. A student who is dually enrolled in college and high school classes but who does not receive high school credit on his/her high school transcript for the college work, may have college hours earned during a regular semester count up to a maximum of 1 unit of credit toward determining high school eligibility as follows. 1/2 unit of high school credit for a 3 credit hour class: 1 unit of high school credit for a 5 hour college credit class.
- 3b. Effective July of 2009, a student in grade 9-12 must have earned , the preceding semester of attendance , a minimum of 3.0 units of credit or 80% of the maximum allowable classes in which a student can be enrolled in the semester, whichever is greater, and shall currently be enrolled in and regularly attending courses that offer 3.0 units of credit or 80% of the maximum allowable credits which may be earned, whichever is greater, **i.e. CHS, PHS – 3.0 units of credit, GHS, KHS, HHS – 3.5 units of credit. Students will need to adhere to this by-law change in the spring of 2009 for eligibility in the 2009-10 school year.**
4. A beginning ninth grade student shall have been promoted from the eighth grade to the ninth grade for first semester eligibility.
- 5a. A senior high school student may be eligible at the public or nonpublic school located in the district in which the student's parents reside. In the case of a public school district with multiple high schools, a student may be eligible only at the school in which the parents' address corresponds to the geographical attendance area for that school. If a student attends a school outside of their attendance district the student

shall have sub-varsity eligibility for 365 days. If enrollment is continuous in this school for 365 days the student shall be granted unrestricted eligibility.

- 5b. Transfer at Promotion: A student may be eligible immediately at the school of his/her choice upon first entering when:
 - A. The student is promoted from the sixth grade to the seventh grade
 - B. The student is promoted from eighth grade (or the highest grade of a junior high school administered as a separate unit within a school system), provided the student is eligible in all other respects.
 - C. The student completes the highest grade in an elementary school that is not a part of the system supporting high school (K-8), provided the student is eligible in all other respects.
- 6. Nonschool competition: Before competing in any nonschool competition check with your coach or member of the administration.
- 7a. The school shall require of each student before the student is allowed to practice or participate, a physician's certificate stating that he or she is physically able to participate in athletic contests of his or her school.
- 7b. A student shall not be permitted to practice or compete for a school until it has verification that he or she has basic athletic insurance coverage.

CLOSED LUNCH PERIOD (POLICY JEFA)

Board of Education policy states that –

The schools are considered one-session schools with a lunch period of no more than 30 minutes. No student is permitted to leave the school grounds between the officially designated time of opening and closing of the school day except as necessitated by scheduled class activities or when a parent/guardian requests the absence of the student.

A student may be permitted to walk home for lunch if such request is made in writing by the parent and if the round-trip can be made during the student's lunch period.

DISTRIBUTION OF NON-CURRICULAR STUDENT PUBLICATIONS (POLICY IGDBA)

Board of Education policy states –

I. Guidelines:

Students may distribute, at reasonable times and places, unofficial written material, petitions, buttons, badges, or other insignia, except expressions which:

- 1. Are obscene to minors;
- 2. Are libelous;
- 3. Contain any indecent, vulgar, or profane language or use such words or terms to describe any person;
- 4. Advertise any product or service not permitted to minors by law;
- 5. Constitute insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin);
- 6. Present a clear and present likelihood that, either because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Distribution on school premises of material in guidelines (1) through (4) to any student is prohibited. Distribution on school premises of material in guidelines (5) and (6) to a substantial number of students is prohibited.

II. Procedures

Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the principal or designee 24 hours (not counting Saturdays, Sundays, and holidays) in advance of desired distribution time, together with the following information:

- 1. Name and phone number of the person submitting request;
- 2. Date(s) and time(s) of day(s) of intended display or distribution;
- 3. Location where material will be displayed or distributed;
- 4. The grade(s) of students to whom the display or distribution is intended.

Within 24 hours (not counting Saturdays, Sundays, and holidays) of submission, the principal will render a decision whether the material violates the Guidelines in Section I or the time, place and manner restrictions in Section III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial.

Permission to distribute material does not imply approval of its contents by the school, the Administration, the Board of Education, or the individual reviewing the material submitted.

If the person submitting the request does not receive a response within 24 hours (not counting Saturdays, Sundays, and holidays) of submission, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in Section III.

If the person is dissatisfied with the decision of the principal (or designee), the person may submit a written request for appeal to the Superintendent of Schools. If the person does not receive a response within three days (not counting Saturdays, Sundays and holidays) of submitting the appeal, the person shall contact the Office of the Superintendent to verify that the lack of response is not due to an inability to locate the person. If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provided in Section III.

At every level of the process, the person submitting the request shall have the right to appear and present the reasons supported by relevant witnesses and material, as to why distribution of the written material is appropriate.

III. Time, Place and Manner of Distribution

The distribution of written material shall be limited to a reasonable time, place, and manner as follows:

1. No written material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
2. Distribution of written material is prohibited when it blocks the safe flow of traffic within corridors, entrance ways of the school, or other traffic areas on the school campus (including parking lots)

IV. Definitions

The following definitions apply to the terms used in this policy:

1. "Obscene to minors" is defined as:
 - A. The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested; and/or
 - B. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and/or
 - C. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
2. "Minor" means any person under the age of 18.
3. "Material and substantial disruption" of a normal school activity is defined as follows:
 - A. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 - B. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out or other related forms of activity. In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
4. "School activities" means any activity of students sponsored by the school and includes - by way of example, and not by way of limitation - classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, and in-school lunch periods.
5. "Unofficial" written material includes all written material except school publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, placards and underground newspapers, whether written by students or others.
6. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation, or to lower him or her in the esteem of the community.
7. "Distribution" means circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school which are generally frequented by students.
8. "Profane language" includes any word or words which are prohibited by the student disciplinary code or are generally considered to be profane.

V. Disciplinary Action

Distribution by a student of unofficial written material prohibited in Section I or in violation of Section III will be treated as a violation against public decency and good order, as provided in policy JG.

VI. Notice of Policy to Students

A copy of this policy will be published in student handbooks and posted conspicuously in school buildings.

GRIEVANCE PROCEDURE FOR RESOLUTION OF DISCRIMINATION COMPLAINTS (ACC)

I. Scope of the Grievance Procedure

1. Persons Who May Use The Grievance Procedure – This grievance procedure is available to students, parents/guardians, other members of the community or applicants for employment with the District who believe they have been discriminated against on the basis of their race, national origin, ancestry, religion, age, sex or disabling conditions.
2. Conduct Covered By The Grievance Procedure – This grievance procedure is applicable to persons who allege they have been subjected to discrimination on the basis of their race, color, religion, sex, national origin, age, disability or veteran status in any

program operated by the District, including but not limited to harassment on the basis of race, national origin or sex or conduct which is alleged to violate Title IX, Section 504 or the ADA.

3. Circumstances When the Grievance Procedure Is Not Applicable – This grievance procedure is not applicable in any of the following situations:
 - A. Where the person filing the Grievance is an employee of the District, Board of Education Policy GBM, Staff Grievances, or the applicable group grievance procedure should be used;
 - B. Where the matter involves a complaint of sexual harassment, Board of Education Policy ACAA or ACAB should be used;
 - C. Where the person filing the Grievance, or any other person, elects to file a complaint about the alleged conduct with any Federal, State or Local governmental unit, the matter shall be handled through those legal processes; or,
 - D. Where the person filing the Grievance, or any other person elects to file a cause of action concerning the alleged conduct with any court, the matter will be processed in that forum.
- II. Definitions
1. Grievance – The term “Grievance” shall mean a written document filed with the District alleging that conduct covered by this grievance procedure has occurred. The Grievance should be set forth on the District’s grievance form and should provide sufficient information to allow the Superintendent to investigate and respond to the allegations of discriminatory conduct. A Grievance shall only be filed by the person or persons affected by the alleged discriminatory conduct.
 2. Grievant – The term “Grievant” shall mean the person who files the formal or informal Grievance alleging discrimination which is covered by this grievance procedure. In order to be a Grievant, the person must be affected by the alleged discriminatory conduct or the parent or guardian of a minor child who is affected by the alleged discriminatory conduct.
 3. Title IX – The term “Title IX” shall mean Title IX of the Education Amendments of 1972, 20 U.S.C. 1681, *et seq.*, and its applicable regulations.
 4. Section 504 – The term “Section 504” shall mean The Rehabilitation Act 1973, Section 504, 29 U.S.C. 794, and its applicable regulations.
 5. ADA – The term “ADA” shall mean The Americans With Disabilities Act, 42 U.S.C. 12101, *et seq.*, and its applicable regulations.
 6. USERRA – The term “USERRA” shall mean The Uniformed Services Employment and Re-employment Rights Act, 38 U.S.C. § 4303 *et seq.*
- III. Grievance Procedures – Discrimination In Educational Programs And Activities.
1. Informal Resolution Stage – Concerns about discrimination should first be presented orally and informally to the person or persons immediately involved.
 2. Level I – Filing the Grievance With The Compliance Coordinator
 - A. The Compliance Coordinator for the District is the Director of Human Resources or his/her designee.
 - B. If the Grievance is not resolved at the informal resolution stage, the Grievance should be reduced to writing on a District form and filed with the District’s Compliance Coordinator. The Grievance must include an explanation of the facts giving rise to the Grievance which is sufficient to allow the proper investigation of the allegations.
 - C. The Compliance Coordinator shall make a reasonable effort to arrange a meeting with the Grievant and investigate the Grievance.
 - D. Within five (5) working days after completing the investigation of the facts of the Grievance, the Compliance Coordinator shall provide a written decision to the Grievant, with supporting evidence and reasons. The Compliance Coordinator will inform the Superintendent of the Grievance and its proposed disposition.
 3. Level II – Appeal to the Superintendent
 - A. If the Grievance is not resolved at Level I, the Grievance may be appealed by the Grievant to the Superintendent by filing a written appeal with the Superintendent.
 - B. The Superintendent shall review the written Grievance and the written response of the Compliance Coordinator.
 - C. Within a reasonable time after receiving the appeal, the Superintendent shall offer the Grievant the opportunity to meet to discuss the Grievance.
 4. Level III – Appeal To The Board Of Education
 - A. If the Grievance is not resolved at Level II of the Grievance procedure, the Grievant may file a written appeal of the Grievance to the Board of Education.
 - B. Upon receipt of the written appeal, the Board of Education shall consider, in closed session, the Grievance documents, including the Grievance, all written appeals and responses.
 - C. The Board of Education may make its decision on the basis of the written documents or may elect to meet with the Grievant to discuss the allegations raised in the Grievance.
 - D. Within thirty (30) working days following receipt of the written appeal by the Board of Education, it shall provide a written response to the allegations of the Grievance to the Grievant. For District purposes, the response of the Board of Education shall be the final decision on the Grievance.
- IV. General Provisions Of The Grievance Procedure
1. No reprisals of any kind will be taken by the Board of Education or by any member of the administration against any party or any participant in the Grievance procedure by reason of such participation.
 2. The filing or pendency of any Grievance under this procedure shall in no way impede, delay, or interfere with the right of the Board to take any action complained thereof, subject to the final decision.
 3. Failure at any step of this procedure to communicate decisions at the several levels and in the manner required at the respective level shall permit the Grievance to proceed to the next level. Failure at any step of this procedure to appeal a Grievance to the next level within the specified time limits shall be deemed an acceptance of the decision rendered at that level, and this procedure shall terminate for the given Grievance.

4. All documents, communications and records pertaining to the Grievance procedure shall be filed separately from the personnel files of the participants, and shall be confidential to the extent possible under the law.

Adopted: December 13, 2005

Legal Refs: Title IX of the Educational Amendments of 1972,

(20 U.S.C. 1681 *et seq.*, 45 C.F.R. Part 86)

Rehabilitation Act of 1973, Section 504 (29 U.S.C.794)

Education for All Handicapped Children Act of 1975(20 U.S.C. 1400, *et seq.*)

Americans With Disabilities Act (42 U.S.C. 12101,*et seq.*) 162.670-.995 R.S.Mo.

Annual Local Education Agency Compliance Plan under Part

B of the Education of the Handicapped, asamended by P.L. 94-142.

The School District of Springfield R-XII, Springfield, Missouri.

HAZING AND BULLYING (POLICY JFCF)

Board of Education policy states that—

General:

In order to promote a safe learning environment for all students, the District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with Board Policies or the District's Administrative Guidelines on Discipline. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing and bullying.

The district shall annually inform students, parents, district staff and volunteers that hazing and bullying is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by the coach or sponsor at the start of the season or program.

Definitions:

Hazing – For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

Bullying – For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetrated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyberthreats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

Adopted: December 11, 2007

Cross Refs: AC, Prohibition Against Illegal Discrimination and Harassment

GCPD, Suspension of Professional Staff Members

GCP, Termination of Professional Staff Members

IGD, District-Sponsored Extracurricular Activities

IGDJ, Interscholastic Athletics

Legal Refs: §160.775, RSMo

The School District of Springfield R-XII, Springfield, Missouri

IMMUNIZATION OF STUDENTS (POLICY JHCB)

Board of Education policy states that—

All students attending school shall be in compliance with state laws and regulations requiring immunization against, poliomyelitis, rubella, rubeola and diphtheria, pertussis, tetanus, and mumps,

The parents/guardians of each student entering the school district shall furnish satisfactory proof that the student has been adequately immunized, or that the immunization process has begun. It shall be unlawful for any student to enroll and/or attend school in the district, unless the student has been satisfactorily immunized according to state law. Failure to comply with this legal requirement will result in the student's exclusion from school until proof of compliance has been presented to the district.

The Superintendent shall institute procedures for the maintenance of health records, which are to show the immunization status of every student enrolled or attending in the district, and for the completion of all necessary reports in accordance with guidelines prepared by the Missouri Department of Health.

REPORTING AND RETENTION OF STUDENT DISCIPLINE RECORDS (POLICY JGDB)

Board of Education policy states that—

- I. **PURPOSE OF THE POLICY:** The purpose of this policy is to establish policies and procedures for the reporting of student discipline violations and acts of school violence.

- II. **DEFINITIONS:** The following definitions shall be applicable to this policy:
 - A. **Superintendent** – The term “Superintendent” when used in this policy shall mean the Superintendent of Schools or any person designated by the Superintendent or the Board of Education to perform the Superintendent’s responsibilities under this policy.
 - B. **Principal** – The term “Principal” when used in this policy shall mean the principal or any person designated by the principal, such as an assistant principal, to perform the principal’s responsibilities under this policy.
 - C. **Act of School Violence** – The term “act of school violence” when used in this policy shall mean the exertion of physical force by a student with the intent to do serious physical injury as defined in subdivision (6) of Section 565.002, RSMo., to another person while on school property, including a school bus in service on behalf of the School District, or while involved in school activities. The term shall also include the following student discipline guideline violations:
 - Class II Arson Offense
 - Class I Assaultive Behavior Offense
 - Class II Assaultive Behavior Offense
 - Class I Fighting
 - Class II Fighting
 - Assaultive Behavior Toward School Personnel
 - Class II Explosive Devices
 - Extortion
 - Harassment (Inappropriate Non-Physical or Physical Harassment)
 - Sexual Misconduct
 - Weapons
 - D. **Employee with a need to know** – The term “employee with a need to know” when used in this policy shall mean any employee of the School District who is directly responsible for the student’s education or who otherwise interacts with the student on a professional basis while acting within the scope of his or her assigned duties.
 - E. **Disciplinary records** – The term “disciplinary records” when used in this policy shall mean records of disciplinary violations by a student that result in an out-of-school suspension to the student, including the disciplinary notices issued to the parent, guardian or student.
 - F. **Weapon** – The term “weapon” when used in this policy shall mean:
 - a “firearm” as defined under 18 U.S.C. Section 921
 - items defined in Section 571.010 RSMo., including a blackjack, a concealable firearm, an explosive weapon, a firearm, a firearm silencer, a gas gun, a knife, knuckles, a machine gun, a projectile weapon, a rifle, a shotgun, a spring gun or switchblade knife
 - items defined in paragraph (A) of Board of Education Policy JFCJ, WeaponsThe term shall not mean firearms or weapons which are brought onto School District property with permission of the Superintendent or Principal and which do not otherwise violate Board of Education Policy JFCJ, such as firearms used during a Conservation Commission hunter safety course or antique or display firearms or weapons used solely for educational purposes.
 - G. **School District Property** – The term “School District property” when used in this policy shall mean:
 - Real property and buildings owned, leased or otherwise operated by the School District
 - A school bus in service on behalf of the School District
 - A bus or other conveyance in service on behalf of the School District
 - In or around a School District extracurricular activity, sponsored or directed activity
 - In the immediate vicinity of school district property immediately before or after, or during the school day.

- III. **SCOPE OF THE POLICY:** This policy shall apply to all students and student conduct which occurs on School District property, including a school bus in service on behalf of the School District, or while the student is involved in or in attendance at a school sponsored or directed activity.

- IV. **RECORDS RETENTION:** Student disciplinary records shall be maintained by the principal of the building to which the student is assigned. Disciplinary records shall be kept for twenty-four (24) months and shall be provided to the principal of any other building in the School District to which the student is assigned. Student disciplinary records shall be kept separate from the student’s permanent records.

- V. **REPORTING REQUIREMENTS – EMPLOYEES WITH A NEED TO KNOW:** The following policies and procedures shall be applicable to the reporting of student discipline violations to employees with a need to know in the School District:
- A. **Acts of School Violence –** Acts of school violence committed by a student on School District property shall be reported to employees with a need to know by the principal who supervises the employee and/or student. Every effort should be made to report the acts of violence prior to the time the employee will next supervise or interface with the student.
 - B. **Disciplinary Records –** The disciplinary records of a student shall be made available to School District employees with a need to know. Requests by such employees to review disciplinary records shall be made to the employee’s principal.
 - C. **Individualized Education Program –** Any portion of a special education student’s individualized education program that is related to demonstrated or potentially violent behavior shall be provided by the principal to any employee with a need to know.
 - D. **Felony Criminal Conduct –** Whenever the Superintendent is notified by the juvenile officer that a student has committed one of the following acts, the Superintendent shall report such information to employees with a need to know:
 1. **First degree murder under section 565.020, RSMo;**
 2. **Second degree murder under section 565.021, RSMo;**
 3. **Kidnapping under section 565.110, RSMo;**
 4. **First degree assault under section 565.050, RSMo;**
 5. **Forcible rape under section 566.030, RSMo;**
 6. **Forcible sodomy under section 566.060, RSMo;**
 7. **Burglary in the first degree under section 569.160, RSMo;**
 8. **Burglary in the second degree under section 569.170, RSMo;**
 9. **Robbery in the first degree under section 569.020, RSMo;**
 10. **Distribution of drugs under section 195.211, RSMo;**
 11. **Distribution of drugs to a minor under section 195.212, RSMo;**
 12. **Arson in the first degree under section 569.040, RSMo;**
 13. **Voluntary manslaughter under section 565.023, RSMo;**
 14. **Involuntary manslaughter under section 565.024, RSMo;**
 15. **Second degree assault under section 565.060, RSMo;**
 16. **Sexual assault under section 566.040, RSMo;**
 17. **Felonious restraint under section 565.120, RSMo;**
 18. **Property damage in the first degree under section 569.100, RSMo;**
 19. **The possession of a weapon under chapter 571, RSMo;**
 20. **Third degree assault under Section 565.050, RSMo;**
 21. **Possession of Controlled Substance;**
 22. **First degree Child Molestation under section 566.067, RSMo;**
 23. **Deviate Sexual Assault under section 566.070, RSMo;**
 24. **Sexual Misconduct with a child under section 566.083 RSMo;**
 25. **Sexual Abuse under section 566.100. RSMo;**
 26. **Statutory Rape section 566.032 RSMo;**
 27. **Statutory Sodomy Section 566.062 RSMo**

- V. **REPORTING REQUIREMENTS – OTHER SCHOOL DISTRICTS:** The following policies and procedures shall be applicable to the reporting of student discipline violations to other school districts:
- A. **Disciplinary Records –** When the School District receives a request from another school district which indicates that a former student of this School District is attempting to enroll, the Superintendent shall, within five (5) business days of receiving the request, provide the requesting school district with the student’s disciplinary records for the last twelve (12) months.

- VII. **REPORTING REQUIREMENTS – LAW ENFORCEMENT:** The following policies and procedures shall be applicable to the reporting of student discipline violations to law enforcement agencies:
- A. **Felony Criminal Conduct –** The Superintendent or Principal who is responsible for the student shall, as soon as reasonably practical, report to the appropriate law enforcement agency any of the following felonies, or any act which if committed by an adult would be one of the following felonies:
 1. **First degree murder under section 565.020, RSMo;**
 2. **Second degree murder under section 565.021, RSMo;**
 3. **Kidnapping under section 565.110, RSMo;**
 4. **First degree assault under section 565.050, RSMo;**
 5. **Forcible rape under section 566.030, RSMo;**
 6. **Forcible sodomy under section 566.060, RSMo;**
 7. **Burglary in the first degree under section 569.160, RSMo;**
 8. **Burglary in the second degree under section 569.170, RSMo;**
 9. **Robbery in the first degree under section 569.020, RSMo;**
 10. **Distribution of drugs under section 195.211, RSMo;**
 11. **Distribution of drugs to a minor under section 195.212, RSMo;**
 12. **Arson in the first degree under section 569.040, RSMo;**
 13. **Voluntary manslaughter under section 565.023, RSMo;**
 14. **Involuntary manslaughter under section 565.024, RSMo;**
 15. **Second degree assault under section 565.060, RSMo;**
 16. **Sexual assault under section 566.040, RSMo;**
 17. **Felonious restraint under section 565.120, RSMo;**

18. Property damage in the first degree under section 569.100, RSMo;
 19. The possession of a weapon under chapter 571, RSMo;
 20. Third degree assault under Section 565.050, RSMo;
 21. Possession of Controlled Substance;
 22. First degree Child Molestation under section 566.067, RSMo;
 23. Deviate Sexual Assault under section 566.070, RSMo;
 24. Sexual Misconduct with a child under section 566.083 RSMo;
 25. Sexual Abuse under section 566.100. RSMo;
 26. Statutory Rape
 27. Statutory Sodomy
- B. Notification of Suspensions and/or Expulsions--The Superintendent shall notify the appropriate division of the juvenile or family court upon any student's suspension for more than ten (10) days or expulsion of any student that the School District is aware is under the jurisdiction of the court.
- C. Assault, Sexual Assault or Deviate Sexual Assault--The Principal shall immediately report to the appropriate law enforcement agency and the Superintendent, any instance when any person is believed to have committed an act on School District property, which if committed by an adult would constitute:
1. First degree assault under Section 565.050, RSMo;
 2. Second degree assault under Section 565.060, RSMo;
 3. Third degree assault under Section 565.070, RSMo;
 4. Sexual Assault under Section 566.040, RSMo;
 5. Deviate sexual assault under Section 566.070. RSMo.
- Any teacher who becomes aware of the conduct described in this paragraph shall immediately report such incident to the Principal.
- D. Possession of a Controlled Substance--The Principal shall immediately report to the appropriate law enforcement agency and the Superintendent, any instance when a student is discovered to have on or about the student's person, or among such student's possessions, or placed elsewhere on School District property, any controlled substance as defined in Section 195.010, RSMo. Any teacher who becomes aware of the conduct described in this paragraph shall immediately report such incident to the Principal.
- E. Possession of a Weapon--The Principal shall immediately report to the appropriate law enforcement agency and the Superintendent, any instance when a student is discovered to have on or about the student's person, or among such student's possessions, or placed elsewhere on School District property, any weapon. Any teacher who becomes aware of the conduct described in this paragraph shall immediately report such incident to the Principal.

RIGHTS AND RESPONSIBILITIES (POLICY JF)

Board of Education policy states that—

Realizing the optimal success comes only from an atmosphere of mutual respect and cooperation, the following rights are guaranteed students, parents, and teachers in the Springfield Public Schools. We also believe that every right carries certain responsibilities.

Students have the right to:

- 1.1 have the opportunity for a free public education in the most appropriate learning environment at all levels.
- 2.1 be treated with respect and dignity and learn in an atmosphere free from bias, prejudice, and inappropriate discrimination.
- 3.1 the opportunity for freedom of expression.
- 4.1 due process of law.
- 5.1 reasonable and fair treatment which does not violate individual rights.
- 6.1 expect that the school environment will be a safe and secure place free from disruption.
- 7.1 influence the formation of district policy either as an individual or as part of an organization.

Students have the responsibility to:

- 1.2 attend school regularly and to strive for academic growth by participating to their utmost ability.
- 2.2 respect the rights, dignity, and worth of every individual and contribute toward a positive school climate.
- 3.2 express themselves in a manner that respects the rights of others.
- 4.2 be informed of and seek changes in the district practices, policies, and regulations in an orderly, responsible manner and through district-approved channels.
- 5.2 be aware of all rules, regulations and standards for student behavior and conduct themselves accordingly so as to promote the educational process.
- 6.2 refrain from conduct that endangers property, safety, or health of others or is disruptive.
- 7.2 be informed of and assist in the implementation of district policy.

Parents have the right to:

- 1.1 have access to all information concerning practices, policies and decisions as relates to instruction, health, discipline and extra-curricular activities.
- 2.1 expect an appropriate education for their child.

- 3.1 expect appropriate communication from the school concerning issues related to instruction, health, discipline and extra-curricular activities.
- 4.1 know that district policy and site decisions will be made free from bias, prejudice and inappropriate discrimination.
- 5.1 expect a positive physical and psychological climate conducive to learning free from non-instructional disruption.
- 6.1 expect the district to provide a safe learning environment for their child.
- 7.1 influence the formation of district policy either as an individual or as part of an organization.

Parents have the responsibility to:

- 1.2 become aware and knowledgeable of district practices, policies and decisions as relates to instruction, health, discipline and extra-curricular activities.
- 2.2 support the district in its efforts to provide an appropriate education for their child.
- 3.2 notify the school when there are possible issues related to instruction, health, discipline and extra-curricular activities.
- 4.2 respect the rights, privileges and differences of others and encourage this in their children.
- 5.2 actively encourage their child’s cooperation in promoting a positive physical and psychological climate and pursue change when needed.
- 6.2 encourage their child to engage in conduct that protects property, safety or health of others.
- 7.2 be informed of and assist in the implementation of district policy.

Teachers have the right to:

- 1.1 determine appropriate teaching methods, activities and materials to accomplish district curriculum objectives.
- 2.1 be treated with respect by students, parents and school personnel without bias, prejudice or inappropriate discrimination.
- 3.1 expect students to maintain self-discipline and control.
- 4.1 expect actions to be taken that reduce disruptions detrimental to the learning atmosphere, including student removal when necessary.
- 5.1 work in an atmosphere and environment that are safe and secure.
- 6.1 influence the formation of district policy either as an individual or as part of the teacher organization of his or her choice.
- 7.1 be evaluated in a fair and consistent manner in accordance with district policy.

Teachers have the responsibility to:

- 1.2 select and implement teaching strategies that maximize opportunities for all children to learn.
- 2.1 enhance the self-esteem of others by treating all with respect.
- 3.2 model and foster behaviors which will increase student self-discipline and internal control.
- 4.2 maintain an orderly classroom atmosphere that is conducive to learning.
- 5.2 monitor the school environment to ensure that it is safe and secure.
- 6.2 be informed of and assist in the implementation of district policy.
- 4.2 fulfill job requirements and utilize the evaluation process as an opportunity for improvement of performance.

Any teacher may send a student from a class to the appropriate administrator’s office when his or her conduct becomes inappropriate or detrimental to the learning process being provided for the entire class. The definition of such conduct shall be left to the judgment of the individual teacher. It may be considered minor but nevertheless disruptive, or it may be as serious as assaultive behavior. Any teacher who takes such action shall furnish the administrator with details, in writing, of the situation by the close of that work day. After appropriate action has been taken by the administrator, the student may be readmitted to that class if the student agrees to abide by the behavior expectation cooperatively developed by the teacher and the administration. Such appropriate action may include consultation between the administrator and the student, the parent/guardian, the teacher, other teachers, the counselor, other building administrators, or if necessary, Kraft Administrative Center personnel, depending upon the nature and/or severity of the offense committed. If the Superintendent determines that the pupil’s presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, he or she may cause the student to be immediately removed from school with due process notice and hearing to follow as soon as practicable.

Corporal punishment is not a discipline alternative in The School District of Springfield R-XII. However, a staff member may use physical force, including restraint, on a student when it is essential for the protection of the student, self or others, or the safe-guarding of property under the control of the public schools.

Student Searches (Board Policy JFG)

SEARCHES OF STUDENTS

1. **Policy Statement:** The Board of Education has the responsibility to provide students and staff with a safe and secure learning environment. The Board recognizes that there are circumstances that will justify the search of students and their possessions. This policy is designed to balance each student’s right to privacy and the need to maintain an appropriate learning environment.
2. **Scope of the Policy:** The student search policy set forth herein, and in the Administrative Guidelines adopted in accordance with this policy, is applicable to students and/or their property while on school district property; traveling in a vehicle controlled by the District; present at or engaged in a school-sponsored or school-directed activity; or, in the immediate vicinity of school district property or a school bus stop immediately before, after or during the school day or a school-sponsored or school-directed activity.
3. **Definitions:** The following definitions are applicable to this policy:
 - a. District Administration – When used in this policy, the term “District Administration” shall mean the Superintendent or his/her designees and shall include the Principal and Assistant Principals at each District school building.
 - b. School Public Safety Officers -- When used in this policy, the term “School Public Safety Officers” shall mean the commissioned law enforcement officers employed by the District.

- c. Law Enforcement Officers – When used in this policy, the term “law enforcement officers” shall mean law enforcement officers who are not employed by the District, including but not limited to law enforcement officers employed by the Springfield Police Department, the Greene County Sheriff’s Office, the Greene County Juvenile Office, the Missouri Highway Patrol and other Local, State and Federal law enforcement agencies.
 - d. Reasonable Suspicion – When used in this policy, the term “reasonable suspicion” shall mean a determination made by the District Administration which results from observations or other objective circumstances which reasonably support a suspicion that conduct has or is occurring which violates Board of Education policies, the District’s Administrative Guidelines on Discipline or local, state or federal law.
4. **School District Property:** Lockers, desks and textbooks are the property of the District and may be opened and the contents inspected by or at the direction of District Administration at any time and for any reason.
5. **Searches of Students and Student Property By the District Administration and School Public Safety Officers:** Students and student property may be searched by the District Administration and/or School Public Safety Officers within the scope of this policy under the following general rules:
- a. Searches of Students – Any search of a student shall be conducted in a manner designed to preserve the privacy and dignity of the student to the extent possible according to the circumstances of the situation. Searches of students will be governed by applicable law. Students may be asked to empty their pockets or -remove items of exterior clothing such as hats, jackets, coats, shoes or socks for examination if the circumstances warrant. Students may be “patted down” by a School Public Safety Officer at the direction of the School Administration and/or the District Administration or a School Public Safety Officer may elect to use appropriate devices or methods to screen students for the presence of weapons or prohibited items. If exigent circumstances are present, a School Public Safety Officer may, on his/her own initiative, pat down a student in order to preserve the safety of the officer or others in the area or preserve evidence of a violation of the Board of Education Policies, the Administrative Guidelines on Discipline, state or federal law.
 - b. “Strip Searches” of Students – Under no circumstances shall the District Administration or School Public Safety Officers engage in a strip search of a student by requesting that the student remove items of clothing such as shirts, blouses, pants, dresses or underwear. In the event that the circumstances require such a search, law enforcement officers will be contacted.
 - c. Searches of Student Property – Student property including but not limited to backpacks, book bags, athletic bags, instrument cases and purses may be searched by the District Administration when reasonable suspicion exists or by a School Public Safety Officer. Student property may also be screened for the presence of weapons or prohibited items by the District Administration or a School Public Safety Officer using appropriate detection devices and may be screened in conjunction with law enforcement by using animals trained to locate and/or detect weapons and prohibited drugs.
 - d. Searches of Student Property at Events – Student property, including but not limited to backpacks, book bags, athletic bags, instrument cases and purses may be searched for weapons, drugs, contraband or prohibited items, as a condition of admittance to or participation in any school sponsored public event such as athletic contests, graduation ceremonies or other school programs.
 - e. Searches of Student Vehicles – Student vehicles that are located on or in the immediate vicinity of District property may be searched by the District Administration when reasonable suspicion exists or by a School Public Safety Officer.
6. **Notification to Parent or Guardian:** The District Administration will make a reasonable effort to notify the parent or guardian of any student who is subjected to a search by a law enforcement officer on District property or is subjected to a search pursuant to Section 5(a), (c) or (e) above after the search has occurred.
7. **Administrative Guidelines:** The District’s Superintendent is directed to prepare Administrative Guidelines which are consistent with and further explain this policy.

Adopted: February 20, 2007
Cross Refs: JFGA, Interviews of Students by Law Enforcement Officers
 JG, Student Discipline
 JG-1, Discipline of Students with Disabilities
Legal Refs: *New Jersey v. T.L.O.*, 469 U.S. 325 (1985)
The School District of Springfield R-12, Springfield, Missouri

SECRET ORGANIZATIONS (POLICY JFCE)

Board of Education policy states that –

The Board of Education does not recognize sororities, fraternities, gangs or secret societies. Therefore, sororities, fraternities, gangs or secret societies of the community with which students may affiliate are not school organizations. Conduct by students while in school such as hazing of initiates, special attire (including pins and insignia or other identifying symbols), improper activity on campus, or any other influence

of a sorority, fraternity, gang or secret society that tends to interfere with normal conduct of the educational program shall not be permitted in any school.

SEXUAL HARASSMENT (STUDENTS) (POLICY ACAB)

Board of Education policy states that--

The Board of Education declares that it is the policy of the school district to maintain a learning environment that is free from sexual harassment. As a result, it shall be a violation of this policy for any employee of the school district to sexually harass a student. It shall also be a violation of this policy for students to sexually harass other students or employees of the school district.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, or physical conduct of a sexual nature when:

- submission to such conduct is made, explicitly or implicitly, a term or condition of employment, instruction, or participation in other school or extracurricular activities;
- submission to or rejection of such conduct by an individual is used by the offender as the basis for making personnel or academic decisions which have a demonstrable effect upon the individual subjected to the conduct;
- such conduct has the effect of unreasonably interfering with the individual's work, academic, or extracurricular performance or creating an intimidating, hostile, or offensive work or learning environment.

All allegations of sexual harassment shall be fully and confidentially investigated and immediate and appropriate corrective or disciplinary action shall be taken. Complaints concerning alleged sexual harassment by an employee of the school district should be made to the Human Resources Director. Complaints concerning alleged sexual harassment by a student shall be made to the building principal or the appropriate Associate Superintendent.

Any employee or supervisor who is aware of any sexual harassment directed toward a student or employee of the school district shall immediately report such conduct to the appropriate Associate Superintendent. When a complaint alleging sexual harassment is received, an investigation will be conducted by the school district. In determining whether the alleged conduct constitutes sexual harassment, consideration shall be given to the record of the incident as a whole and to the totality of the circumstances, including the context in which the alleged incidents occurred. The complaint files containing allegations of sexual harassment shall be separately maintained and shall be confidential to the extent possible by law.

STAFF AND STUDENT HARASSMENT (POLICY ABC)

Board of Education policy states that--

Policy Statement

The Board of Education declares that it is the policy of the school district to maintain a working and learning environment that is free from harassment based on an individual's race, color, religion, sex, national origin, or disability. As a result, it shall be a violation of this policy for any employee of the school district to harass students or other employees of the school district because of their race, color, religion, sex, national origin, or disability. It shall also be a violation of this policy for students to harass employees or other students of the school district based on their race, color, religion, sex, national origin, or disability. In order to constitute a violation of this policy, the harassment must occur on or in school district property, including school vehicles; or, during or in conjunction with a school-sponsored activity; or, directly in connection with the educational process of the school district.

Definition

Harassment is defined as unwelcome or inappropriate verbal, written, or physical conduct toward an employee or student of the school district because of that individual's race, color, religion, sex, national origin, or disability. Harassment occurs when such conduct has the effect of unreasonably interfering with an individual's work, academic or extracurricular performance, or has the effect of creating an intimidating, hostile, or offensive work or learning environment.

Subsequent Action

All allegations of harassment shall be fully and confidentially investigated and immediate and appropriate corrective or disciplinary action shall be taken. Complaints concerning alleged harassment by an employee of the school district should be made to the Human Resources Director. Complaints concerning alleged harassment by a student should be made to the student's building principal or the appropriate Associate Superintendent.

An employee, supervisor or student who is aware of any harassment directed toward a student or employee of the school district shall immediately report such conduct to the appropriate school official, set forth above. When a complaint alleging harassment is received, an investigation will be conducted by the school district during which every effort shall be made to preserve the confidentiality of the person making the complaint. In determining whether the alleged conduct constitutes harassment, consideration shall be given to the record of the incident as a whole and to the totality of the circumstances, including the context in which the alleged incidents occurred. The complaint files containing allegations of harassment shall be separately maintained and shall be confidential to the extent possible under law.

Grievance Procedure

Employees who believe that their complaint has not been satisfactorily resolved may utilize the appropriate School District grievance procedure. A student who believes that his or her complaint has not been satisfactorily resolved may utilize the School District's grievance procedure, Board of Education Policy, ACC.

STAFF AND STUDENT HARASSMENT ADMINISTRATIVE GUIDELINES (Policy ABC)

Policy Statement

It is the policy of the Board of Education that the learning and working environments within the District shall be free from harassment based upon an individual's race, color, religion, sex, national origin or disability. Violations of the policy may occur when:

- any employee of the District engages in harassment of students or other employees of the District because of that individual's race, color, religion, sex, national origin or disability while the employee or student is on or in District property or while engaged in a school sponsored activity;
- any student of the District engages in harassment of students or employees of the District because of that individual's race, color, religion, sex, national origin or disability while the employee or student is on or in District property or while engaged in a school sponsored activity;
- any employee or student of the District engages in harassment of other persons because of the person's race, color, religion, sex, national origin or disability while the employee or student is on or in District property or while engaged in a school-sponsored activity.

Definition

- "Harassment"--Whenever the term "harassment" is used in the policy or these guidelines it shall mean any unwelcome or inappropriate verbal, written, or physical conduct toward another because of that individual's race, color, religion, sex, national origin or disability which has the direct or indirect purpose or effect of unreasonably interfering with an individual's work, academic performance, extracurricular performance or use of school district facilities, or conduct which has the effect of creating an intimidating, hostile, or offensive work or learning environment.
- "Hostile environment"--Whenever the term "hostile environment" is used in the policy or these guidelines it shall mean an environment: (a) where harassment conduct is sufficiently severe, pervasive or persistent so as to interfere with or limit the ability of an employee or student of the District or other persons, to participate in or benefit from the services, activities or privileges provided by the District; or, (b) where there is a pattern or practice of harassment.
- "On or in School District Property"--Whenever the term "on or in School District Property" is used in the policy or these guidelines, it shall mean: (a) any real property owned, leased, rented or controlled by the School District; or (b) any motor vehicles owned, leased, rented or controlled by the School District.
- "School sponsored activity"--Whenever the term "School sponsored activity" is used in the policy or these guidelines, it shall mean any curricular or extra-curricular activity sponsored in whole or in part by the school district wherever located.
- "Severe, Pervasive or Persistent"--Whenever the term "severe, pervasive or persistent" is used in the policy or these guidelines, it shall mean conduct which generally consists of sustained and non-trivial conduct which constitutes more than casual or isolated incidents which are severe or harmful to the employee, student or individual. Generally, the severity of the incidents which are needed to establish a hostile environment vary inversely with their pervasiveness or persistence.

Reporting Procedure

An employee, supervisor, student, parent or other person who is aware of any harassment shall immediately report such conduct as follows:

- Student complaints - complaints concerning alleged harassment toward a student should be made to the student's building principal or assistant principal. If the individual does not feel comfortable discussing the complaint with the building administration, the complaint should be made to the appropriate Associate Superintendent.
- Employee complaints concerning alleged harassment toward an employee of the school district by a student of the school district should be made to the employee's building principal or supervisor. Complaints concerning alleged harassment toward an employee of the school district by a fellow employee should be made to the Building Administrator or the Human Resources Director.
- Other complaints concerning alleged harassment toward parents, visitors to school district buildings or events or other persons should be made to a principal, assistant principal or supervisor in the building where the alleged harassment occurred or to the appropriate Associate Superintendent.

Investigation Procedure

When a complaint alleging harassment is received by any administrator in the school district, the following procedure should be followed:

- The administrator who receives the complaint shall immediately contact the appropriate Associate Superintendent and/or the Human Resources Director;
- An appropriate investigation will be initiated by the school district during which every effort shall be made to preserve the confidentiality of the person making the complaint.
- In determining whether the alleged conduct constitutes harassment, consideration shall be given to the record of the incident as a whole and to the totality of the circumstances, including the context in which the alleged incident occurred.
- The complaint files containing allegations of harassment shall be separately maintained and shall be confidential to the extent possible under law.

When it appears from the investigation that harassment has occurred, the school district shall make an immediate and appropriate response which is reasonably calculated to prevent recurrence and ensure that individuals are not restricted in their participation or benefits as a result of conduct which violates Board of Education Policy, Federal or State law.

Grievance Procedure

Any employee or student of the school district may, at any time, file a grievance alleging that harassment in violation of Board of Education Policy ABC, Federal or State law has occurred. The following grievance procedures are available:

- Student grievances--student grievances may be brought through Board of Education Policy ACC, Resolution of Discrimination Complaints.
- Employee grievances--employee grievances may be brought through Board of Education Policy GBM, Staff Complaints and Grievances.

No employee or student shall be subjected to reprisals or retaliation as a result of the good-faith filing or processing of an allegation or grievance alleging harassment in violation of Board of Education Policy ABC, Federal or State law. Likewise, no employee or student who participates in good faith in any investigation of alleged harassment by the school district shall be subjected to reprisals or retaliation by any person because of such participation. Allegations of reprisals or retaliation by employees or students of the school district should be immediately reported pursuant to the above-described procedure.

Disciplinary Sanctions

Any employee or student of the school district who is found to have engaged in harassment in violation of Board of Education Policy ABC shall be subject to disciplinary sanctions as follows:

- Student conduct--Students who engage in conduct which constitutes a violation of Board of Education Policy ABC shall be subject to a disciplinary sanctions as defined in the School District's Administrative Guidelines regarding Student Discipline.
- Employee conduct--Employees who engage in conduct which constitutes a violation of Board of Education Policy ABC shall be subject to discipline up to and including discharge from employment as defined in Board of Education Policy GBCB, Employee Conduct. Any employee who engages in harassment which creates a hostile environment for any student or other employee shall be considered to have engaged in a willful or persistent violation of, or failure to obey the published regulations of the Board of Education.

STUDENT ABSENCES AND EXCUSES (POLICY JED)

Board of Education policy states that—

Regular and punctual attendance is required of each student enrolled in the school district. Students are required to maintain a good attendance record, because there is a direct relationship between school attendance and achievement, citizenship and success in school.

Each student is required to attend school every school day except when illness, injury, or some other condition beyond the student's control prevents attendance. Student and their parents/guardians should make every effort to keep student absences and tardies to a minimum. After returning to school, students are expected to make up work missed because of absence.

A student who is truant from school or absent from school without a satisfactory excuse shall be subject to the Student Disciplinary Guidelines of the school district. In addition, absences which are considered to be in violation of Missouri's compulsory attendance law shall be referred to the Greene County Prosecutor's Office for enforcement. For purposes of the Missouri compulsory attendance law, the term "attend on a regular basis" shall mean that the student has not been absent from school without a satisfactory excuse or truant from school more than eight (8) school days or partial school days during the school year.

A comprehensive system of attendance records will be maintained for each student. Each teacher is responsible for the accurate reporting of daily attendance in the classroom. The building principal is responsible for supplying information to parents in regard to student absences, and for submitting attendance information to the Superintendent's office.

Attendance Procedures

The purpose of the instructional process in this community is to assure all students an opportunity to receive the best possible education governed only by their ability and interest. The instructional format for courses offered in the secondary schools of the Springfield Public Schools requires that students attend classes regularly. This expectation is also reinforced by the compulsory attendance statute of the State of Missouri. Independent study of courses and correspondence courses are not offered by our secondary schools.

TRUANCY - An elective absence which was not approved in advance by parents or by school officials.

Truancy is a violation of state statutes as well as school regulations and may result in suspension or other disciplinary action.

SUSPENSION - An absence required by school authorities as disciplinary action for inappropriate student behavior. One of the consequences of suspension from school is the lost opportunity for learning. Students are not allowed to receive credit for make-up work missed due to suspension unless they attend an approved alternative site. Assignments such as major term projects, major exams, final exams, etc., which generally exceed the time reference of the suspension, should be accepted by a teacher for credit.

SCHOOL ACTIVITIES -Students represent their schools in a variety of athletic and academic activities. When a student serves as an authorized representative of his/her school, the student is not considered absent. Students who choose to participate in extra-curricular activities resulting in classes missed are to make up all assignments missed.

ALL OTHER ABSENCES -All absences, including those approved in advance by parents or school officials, except those for school-sponsored activities, will count against a student's days absent. The student should be careful in the use of absences because excessive absences may affect a student's class participation grade.

MAKE-UP WORK -Students are responsible for obtaining and completing make-up work. Students should contact classmates for updates of class assignments.

CLASS PARTICIPATION FACTOR -Up to 10% of the semester grade in any class may be determined by class participation. Class participation may include such factors as attendance, punctuality, student preparation and contributions to the class learning environment, and cooperative attitude. The exceptions to this 10% maximum class participation factor are physical education and fine arts classes. These classes, due to their nature, use a greater class participation factor previously approved.

INCENTIVES - Schools may use attendance incentives such as arena scheduling preference.

Attendance Guidelines

1. Daily Absence Reporting
 - a. Parents should notify the attendance office each day a student is absent. Students not excused from school by parents may be considered truant.
 - b. If the parent, for some reason, fails to notify the school, the school may contact the parent.
 - c. Students who return to school without a parent's excuse may be considered truant until the parent can be contacted to verify the absence.
 - d. All absences, including those approved in advance by parents or school officials, except those for school-sponsored activities, will count against a student's days absent. The student should be careful in the use of absences because excessive absences may affect a student's class participation grade.
 - e. The school encourages doctor and dental appointments after school hours whenever possible to reduce the number of classes missed for medical reasons.
 - f. Students who leave school during the school day without prior parental consent and without checking out through the appropriate attendance office WILL be considered truant. Students must have parental consent and check out of school through the attendance office to be properly excused.
2. From time to time, events or activities of a specific or peculiar nature may arise that provide great opportunity to students and require extended and/or unusual absences from school. Should student and parents find themselves faced with such opportunity and desirous of participation, the school staff will cooperate to the extent possible to assure the opportunity for these activities. When such absences are being planned, the student and/or parent should, well in advance of the absence, contact the school. The purpose of such contact should be to plan a schedule for make-up work.
3. Make-up work is permitted and is graded for full credit for all absences with the exception of truancy and suspension. Students are responsible to find out (preferably by contacting other students) what class assignments or homework assignments they missed and then complete the work. When absences are anticipated, the student is to contact his/her teacher(s) to determine what assignments are to be completed during the absence. It is the student's responsibility to check with his/her teacher(s) as to work missed during the absence and the procedure to follow. Should the student choose not to contact the teacher(s) within five school days and make arrangements for work missed, the teacher is absolved of any responsibility for the student's negligence in this matter and will record a grade of "F/O" for each of the assignments missed during the absence. All make-up assignments and alternative assignments will be completed within a reasonable time frame to be determined by each teacher.

Student Alcohol and Drug Abuse Board Policy (JFCH)

Any student who uses, possesses, has ingested, has under his or her control, sells, manufactures, administers, dispenses, distributes, or compounds any:

1. Alcohol, intoxicating liquor as defined in Chapter 311, RSMo., or alcoholic beverages;
or
2. Controlled substance, counterfeit substance or imitation drug as defined in Chapter 195, RSMo.; **or**
3. Solvent or toluol as defined in Chapter 578, RSMo.; **or**
4. Substance purported or believed to be a controlled substance, a solvent or toluol, **or** alcohol, intoxicating liquor, or any alcoholic beverages; or simulated drugs or controlled substances, or controlled substance analogues, or anabolic steroids, as defined in this Policy; **or**
5. Simulated drugs or simulated controlled substances as defined in 26-140 of the Ordinances of the City of Springfield; **or**
6. Controlled substance analogue as defined in Chapter 195, RSMo., and any substance

- which has a chemical makeup similar to any controlled substance, as defined above, and which when ingested or otherwise used causes a condition such as intoxication, euphoria, dizziness, irrational behavior, stupefaction or hallucination; **or**
7. Anabolic steroid or other similar compound which is derived from testosterone or prepared synthetically; **or**
 8. Drug paraphernalia as defined in Chapter 195, RSMo.; **or**
 9. Substance, pill, medication, or over-the-counter compound (other than food or beverages) which contains caffeine, phenylpropanolamine, or ephedrine, (but only when such substance is sold, dispensed or distributed, or received); **or**
 10. prescription medications which are not prescribed to the student; **or**
 11. prescription medications which are prescribed to the student, but only if the student sells, administers, dispenses or distributes the medications to others

When the conduct described above occurs on or in school district property; or to or from school, on any school-owned vehicle or on any other school-approved vehicle used to transport students to and from school or school activities; or in the vicinity of a school; or off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; that student shall be suspended or expelled.

After an appropriate administrative investigation, a student charged with any violation of this policy shall then bear the burden to prove he or she is lawfully in possession of the substance and has not violated the policy.

When a student is suspected of having consumed alcohol, and when confronted, denies the accusation, the administrator may offer the student the opportunity to demonstrate innocence by use of a breathalyzer test if available. A student's refusal to submit to this breathalyzer shall not constitute evidence of guilt or innocence.

The test will be administered in an area away from public view, with school employees present.

Violation of this policy shall be considered basis for a suspension of 10 days by the principal; and/or for a period up to 180 days according to state statutes by the superintendent; and/or a recommendation of expulsion to the Board of Education.

DEFINITIONS

The following definitions are provided to help parents and students better understand and interpret Policy JFCH on Student Alcohol/Drug Abuse:

1. **"alcoholic beverages"** - a liquid or combination of liquids containing ethanol, which has not been denatured, in any quantity, and includes over-the-counter or other medication which contains non-denatured alcohol.
2. **"anabolic steroid"** - any one of several compounds derived from testosterone or prepared synthetically to promote general body growth.
3. **"controlled substance"** - any substance listed in Section 195.010, and Schedules I through V of Chapter 195, RSMo., and including, but not limited to, any drug, substance or immediate precursor in Schedules I through V listed in Sections 195.005 to 195.425, RSMo. Examples of such substances include, but are not limited to, marijuana, hashish, cocaine, crack, amphetamines (speed, uppers, pep pills), methamphetamine (crank, crystal), barbiturates (downers, nembutal, seconal), methaqualone, tranquilizers (valium, librium), hallucinogens (PCP, LSD, mescaline, peyote, psilocybin), heroin, morphine, and opium.
4. **"controlled substance analogue"** - any substance listed or defined in Section 195.010, RSMo., and including, but not limited to, any substance the chemical structure of which is substantially similar to the chemical structure of a controlled substance in Schedule I or II, and:
 - (a) which has a stimulant, depressant or hallucinogenic effect on the central nervous system substantially similar to the stimulant, depressant or hallucinogenic effect on the central nervous system of a controlled substance included in Schedule I or II; **or**
 - (b) with respect to a particular individual, which that individual represents or intends to have a stimulant, depressant or hallucinogenic effect on the central nervous system substantially similar to the stimulant, depressant or hallucinogenic effect on the central nervous system of a controlled substance included in Schedule I or II.

Examples of such substances include, but are not limited to, designer drugs, analogues of fentanyl (synthetic heroin, china white), analogues of meperidine (synthetic heroin, MPTP), analogues of amphetamines or methamphetamine (ecstasy, XTC, Adam, MDM), analogues of phenycyclidine (PCPy, PCE, TCP).

5. **"counterfeit substance"** - any substance listed or defined in Section 195.010, RSMo., and including, but not limited to, a controlled substance which, or the container or labeling of which, without authorization, bears the trademark, trade name, or

other identifying mark, imprint, number or device, or any likeness thereof of a manufacturer, distributor, or dispenser other than the person who in fact manufactured, distributed, or dispensed the substance.

6. **"drug paraphernalia"** - any item listed or defined in Section 195.010, RSMo., and including, but not limited to, all equipment, materials of any kind which are used, intended for use or designed for use, in cultivating, compounding, producing, storing, containing, concealing, injecting,, ingesting, inhaling or otherwise introducing into the human body a controlled substance or an imitation controlled substance including scales, containers, syringes, pipes, carburetion tubes, roach clips, and cocaine vials.
7. **"imitation drug"** - any substance listed or defined as an imitation controlled substance in Section 195.010, RSMo., and/or including, but not limited to, any substance that is not a controlled substance, which by dosage unit appearance, or by representations made, would lead a reasonable person to believe that the substance is a controlled substance.
8. **"intoxicating liquor"** - any substance listed in Section 311.020, RSMo., and including, but not limited to, any alcohol used for beverage purposes, alcoholic, spiritous, vinous, fermented, malt or other liquors, or combinations of liquors, a part of which is spiritous, vinous or fermented, and all preparations or mixtures for beverage purposes containing in excess of 3-2/10 percent of alcohol by weight.
9. **"simulated drugs" or "simulated controlled substances"** - any substance listed or defined in Section 26-140 of the Ordinances of the City of Springfield, Missouri, and including, but not limited to, any product which is identified, or identifies itself by using a common name or slang term, similar name, similar term or mark, imprint, brand, stamp, or impression associated with a controlled substance which is not, in fact, a controlled substance.
10. **"solvent" or "toluol"** - any substance listed in Sections 578.250 through 578.265, RSMo., and including, but not limited to, colorless petroleum based toluene, solvents, other substances containing toluol, airplane glue or any like substance which when inhaled would cause or induce symptoms of intoxication, elation, euphoria, dizziness, irrational behavior, stupefaction or dulling of the senses.
11. **"substance purported or believed to be"** - any substance which is stated, presented, intended, characterized, understood, believed, thought or perceived to be a controlled substance, solvent or toluol, alcohol, intoxicating liquor, alcoholic beverage or anabolic steroid.

Adopted: August 23, 1995

Cross Refs: JFG, Interrogations and Searches

JG, Student Discipline

JG-1, Discipline of Students with Disabilities

JGD, Student Suspensions and Expulsions

JHCD, Administering Medicines to Students

Legal Refs: Chapter 195; Chapter 311; Chapter 578, RSMo.

167.161, 167.171, 195.010, 574.075, RSMo.

26-140, Ordinances of the City of Springfield

The School District of Springfield R-XII, Springfield, Missouri

STUDENT ATTIRE AND HEALTH AND SAFETY STANDARDS (POLICY JFCA)

Board of Education policy states that—

Responsibility for the appearance of students enrolled in the district rests with the parents/guardians and the students themselves. They have the right to determine the manner of dress for their son or daughter, providing that such attire complies with public health standards, meets community decency standards, is not destructive to school property, and does not disrupt the educational process.

This right must not be restricted even by a dress code arrived at by a majority of students.

A student may be restricted in the manner of dress or length of hair in keeping with the safety regulations required for the activity in which the student is engaged or when it pertains to the health and/or safety of the student who is enrolled in a specific class or supervised activity that requires such restriction.

If apparel displays or promotes the use or possession of anything that is in violation of any Board Policy, it is prohibited. When, in the judgment of the principal, a student's appearance violates this policy, the student may be required to make modifications. To give guidance to students and parents/guardian, the high school principals have provided the following guidelines:

- Hats, bandannas or other forms of head covers are not to be worn in the school building.
- Shoes must be worn at all times. Slippers are not appropriate footwear.
- Coats or jackets should be left in lockers.
- T-shirts and/or other apparel should not contain profanity, obscenities, suggestive, derogatory, or provocative statements, drug or alcohol symbols or advertisements, or gang dress symbols or graffiti are not to be worn.

- Any item of clothing that has holes and is revealing in a manner that is offensive to the viewer is prohibited. Examples include, but are not limited to, holes above the knees and/or around the groin area.
- Sunglasses are not to be worn in the school building.
- Chains attached to wallets or used as a fashion accessory are not to be worn in the school building or on school grounds.
- Backpacks/Bags: Students are encouraged to use clear or mesh backpacks/bags
- ID BADGES - All students and staff are required to properly display ID Badge during the school hours. Students are financially responsible for replacing the ID badge.
- Strapless tops, backless tops, and tops with revealing necklines are not to be worn in the school building.
- Visibly showing your underwear is not allowed in the building.
- Wearing tops that show the bare midriff are not to be worn in the school building.
- Overly bulky or overly loose clothing including coats that may conceal a weapon or have been used to establish affiliation with groups or gangs whose activities or activities believed to involve intimidation, violence, or other illegal activities will not be permitted at school or school activities due to their disruptive nature on the school climate and educational process.
- Pants should be worn at the waist and not allowed to sag.

STUDENT RECORDS/DIRECTORY INFORMATION (POLICY JO)

Board of Education policy states that--

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student’s parents or legal guardians or the student, in accordance with law, and yet be treated as confidential information.

The Board of Education shall, upon the recommendation of the Superintendent, adopt a plan whereby all pertinent student information shall be recorded and adequately safeguarded.

It will be the responsibility of the Superintendent to provide for the proper administration of student records in keeping with the state law and federal requirements, and to standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The building principal shall assist the Superintendent in developing the student records system, ensuring the maintenance and security of the records in his or her building, and formulate a plan for recording the school activities of all students.

Student Directory Information (Military Opt Out Form)

Directory information may be prepared for mass release (school yearbooks, school directory, athletic programs, summer camps, PTA directory, businesses, churches, military recruiters, etc.) unless parents/guardians or eligible students indicate in writing to the principal (within a reasonable time after notice of intent to disclose is given) they do not wish the information to be disclosed. Directory information consists of the following:

| | | |
|--|------------------------|---|
| <i>Name of Student</i> | <i>Present Address</i> | <i>Electronic Mail Address</i> |
| <i>Telephone Number</i> | <i>Sex</i> | <i>Date and Place of Birth</i> |
| <i>Names of Parent, Step-parent, and/or Guardian</i> | <i>Photograph</i> | <i>Major Field of Study</i> |
| <i>Dates of Attendance</i> | <i>Grade Level</i> | <i>Degrees, Honors, and Awards Received</i> |
| <i>Enrollment Status (e.g., undergraduate or graduate; full-time or part-time)</i> | | |
| <i>Weight and Height of Members of Athletic Teams</i> | | |
| <i>Present School or Most Recent Educational Agency or Institution Attended</i> | | |
| <i>Participation in Officially Recognized Activities and Sports</i> | | |

All student athletes, debate and music contest participants may be photographed, video taped, interviewed and/or recorded by the media as a part of their participation.

Please see form to be returned to school office if parents do not wish for any directory information to be released. This form is located in back of directory.

SUSPENSION OF STUDENTS CHARGED WITH A CRIME (POLICY JGDA)

Board of Education policy states that—

Purpose of the Policy:

The purpose of this policy is to provide a procedure by which a student who is charged with, or who has been convicted or pled guilty to the commission of a felony criminal violation of state or federal law, may be suspended or expelled from the School District.

Policy Statement:

A student may be suspended or expelled from the School District if it is determined that:

- A. The student has been convicted of, or pled guilty to the commission of a felony criminal offense under federal or state law; or,
- B. An indictment or information has been filed, or the student has been charged with having committed a felony criminal offense under federal or state law; or,

- C. A petition has been filed pursuant to Section 211.091, RSMo. (or comparable juvenile statutes in other states), alleging that the student has committed an act, which if committed by an adult would constitute a felony criminal offense under federal or state law; or,
- D. The student has been adjudicated to have committed an act, which if committed by an adult would constitute a felony criminal offense under federal or state law.

Procedure:

The following procedure will be used:

- A. Action by the Principal--Upon confirmation satisfactory to the Principal that a student has violated this policy, the student shall be suspended for up to ten (10) school days. If the student is suspended the Principal shall recommend to the Superintendent that the student's suspension be extended.
- B. Action by the Superintendent--After a Review Meeting held in compliance with Board of Education policies JFAA and JGD, the Superintendent shall determine that the student's summary suspension be extended if the Superintendent determines that:
 - 1. the student's continued presence in the school is prejudicial to the good order and discipline in the schools of the School District; or,
 - 2. the student poses a threat of harm to the student or others, as evidenced by prior conduct of the student; or,
 - 3. the student's conduct would have constituted a violation of the Board of Education policies or the Administrative Guidelines on Student Discipline, if the conduct had occurred while the student was enrolled in the School District.

If the student's summary suspension is extended by the Superintendent, the Superintendent may recommend to the Board of Education that the student be expelled from the School District.

- C. Action by the Board of Education--After appropriate due process consistent with Board of Education policies JFAA and JGD, the student's summary suspension may be extended and/or the student may be expelled from the School District. In the event that the indictment, information or charges against the student are dropped, or the student is not found guilty or adjudicated to have committed the act, the student or the student's parents or guardian may request that the Board of Education reconsider its decision regarding the student's extended summary suspension and/or expulsion from the School District.

TESTING PROGRAM (POLICY IL)

Education policy states that –

The Board supports the establishment of a district-wide educational testing program as one indication of the success and quality of the total education program the school district. In the case of individual students, standardized tests, in combination with other criteria, can provide an indication of student achievement.

The purposes of the district-wide testing program are to facilitate and provide information for the following:

- 1. Student Achievement -- To produce information about relative student achievement so that parents/guardians, students, and teachers have a baseline against which to monitor academic progress. Within the limitations of group testing instruments, the information should be useful to serve as a validation device for other measures of student progress.
- 2. Student Counseling -- To serve as a tool in the counseling and guidance of students for further direction and for specific academic placement.
- 3. Instructional Change -- To provide data which will assist in the preparation of recommendations for instructional program changes to:
 - A. Help teachers with instructional decisions, plans and changes regarding classroom objectives and program implementation;
 - B. Help the professional staff formulate and recommend instructional policy; and
 - C. Help the Board of Education adopt instructional policies.
- 4. School District Assessment -- To provide indicators of the progress of the district toward established goals. The testing program is considered to be an integral part of the district's needs assessment and the evaluation programs of the district. The program should be developed primarily for furnishing needed information to decision makers, including the Board, administrators, teachers, parents/guardians and students.

The needs of these various groups shall be clearly identified, and the testing program shall be limited to obtaining that information which is needed and useful.

There shall be broad-based involvement in the development of the testing program and its implementation. In planning, every effort will be made to see that testing contributes to the learning process rather than detracts from it. Efforts shall also be made to incorporate culture-free and culture-fair tests to assure that measurements are reasonably accurate.

The district will administer assessments in subject areas and/or grade levels as required by the Department of Elementary and Secondary Education. Along with the required state assessments, the district will administer other norm-referenced and criterion-referenced assessments.

Confidentiality will be maintained with regard to the individual test scores and other information derived from the district's testing program. Individual student scores will be discussed with parents/guardians upon request. Tabulated results of

standardized test will be made available to authorized school personnel as interpreted by a trained professional staff. These tabulated results may only be released as required by law.

The District will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973.

Student Participation in Statewide Assessments

The district must evaluate student progress after the statewide assessment and report the progress in the aggregate at the building level as part of the annual report issued to patrons of the district. The district is required to report only the scores of students meeting the district’s attendance policy, and no report shall disclose student achievement data in such a manner that would personally identify any student. The district may establish a system of rewards and punishments designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment established by law.

This policy shall be provided at the beginning of the school year to each student and the parent, guardian or other person responsible for every student under 18 years of age. The policy will also be kept in the district office and be available for viewing by the public during business hours of the district office.

TOBACCO AND TOBACCO DERIVATIVES USE BY STUDENTS POLICY (JFCG)

Board of Education policy states that –

Smoking and the use of tobacco in any form by students is prohibited when it occurs on school district property, on any school-owned vehicle used to transport students to and from school or school activities; or in the vicinity of a school or school district property; or off school district property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

Since students are not to use tobacco on or in the vicinity of school property, there is no need for a student to possess tobacco. Evidence of possession of tobacco will constitute violation of this policy.

Professional personnel should carry on intensive programs of education designed to fully inform students about the hazards of using tobacco. Such programs shall be planned and conducted in cooperation with various health officials and appropriate public agencies.

Violation of this policy shall be considered basis for suspension up to 10 days by the school administration.

If and when a student has been suspended during a school year for violating this policy, the student may, after notice and hearing in which such student is found to have committed the third such offense during the school year, be suspended by the Superintendent for a period up to 180 days according to state statutes. A repeated violation on return to school may result in such student's expulsion.

Administrative guidelines for violations of the Tobacco Policy are as follows:

First Offense - The student will be suspended for three (3) days (out-of-school).

Second Offense - The student will be suspended for ten (10) days (out-of-school). The student is required to complete eight hours of approved activity related to tobacco use before seeing the appropriate administrator for readmission to school. The student must present the Community Service/Educational Certificate of Completion at the time of return.

Third Offense - When it has been determined that a student has violated the Tobacco Policy JFCG for the third time, the student would receive a ten (10) day Out-of-School Suspension (maximum allowed by the building principal) with a recommendation for a long-term suspension (up to 180 days).

YTEP – Green County Youth Tobacco Education Pilot Program

The SPS Officers will be participating in a joint effort between the Springfield Police Department, Greene County Sheriff’s Office, Greene County Prosecutor’s Office and the Greene County Health Department to cite people under the age of 18 who are in possession of or using tobacco products into a tobacco cessation program through the prosecutor’s office. Violators who do not wish to participate in the program will have to appear in court and pay a fine. School District Officers will only be citing individuals who the officer observes is in violation of the tobacco law. When principals and other district staff are the sole witness, citations will not occur. SPS officers will only cite students who are on or immediately adjacent to school property.

WEAPONS (POLICY JFCJ)

1. POLICY STATEMENT

Board of Education policy states that—

The possession or use of a weapon, concealed or otherwise, by any student, shall be prohibited, upon or in the vicinity of school premises, while on a school bus or in other school transportation or at any time the student is engaged in any school sponsored activity. The use of a weapon away from school premises may also be prohibited, as more clearly defined below:

2. Definitions -- The following definitions are applicable to this policy:

- A. Whenever the term “Weapon” is used in this policy it shall mean any one of the following:
 - 1) Any instrument or device commonly used for attack, defense, to inflict bodily harm and/or to intimidate other persons.

- 2) Other weapons defined in 571.010 RSMo. including the following weapons: blackjacks, concealable firearms, explosive weapons, firearms, firearm silencers, gas guns, knives, knuckles, machine guns, projectile weapons, rifles, shotguns, spring guns or switchblade knives.
- 3) Articles designed for other purposes but by inappropriate use could easily be used to inflict bodily harm and/or intimidate may be classified as weapons when so used. Examples are belts, combs, pencils, files, compasses, scissors, etc.

The term “weapon” shall not mean weapons brought onto School District property with permission of the Superintendent or the Principal and which do not otherwise violate this policy, such as firearms used during a Conservation Commission hunter safety course, or antique or display firearms used solely for educational purposes.

- B. Whenever the term “Class I Weapon” is used in this policy, it shall mean articles designed for other purposes but by inappropriate use could easily be used to inflict bodily harm and/or intimidate others, when such items are so used. Examples of these items are belts, combs, pencils, files, compasses, scissors, chains, cafeteria trays, etc.
- C. Whenever the term “Class II Weapon” is used in this policy it shall mean:
 - 1) Any knife, butterfly knife, dagger, dirk, stiletto or bladed hand instrument that is readily capable of inflicting serious physical injury or death by cutting or stabbing a person.
 - 2) Any knuckles, including any instrument that consists of finger rings or guards made of a hard substance that is designed or adapted for the purpose of inflicting serious physical injury or death by striking a person with a fist enclosed in the knuckles; or,
 - 3) Any blackjack, including any instrument that is designed or adapted for the purpose of stunning or inflicting physical injury by striking a person; or,
 - 4) Any switchblade knife, of whatever length that opens automatically with a button or other device or opens by force of gravity or application of centrifugal force; or
 - 5) Any throwing stars or other similar instruments or devices.
- D. Whenever the term “Class III Weapon” is used in this policy it shall mean:
 - 1) Any firearm or other weapon that is designed or adapted to expel a projectile by the action of an explosive, including but not limited to: firearms, concealable firearms, machine guns, rifles, shot guns and spring guns; or,
 - 2) Any explosive weapon, such as an explosive, incendiary or poison gas bomb or similar device designed or device designed or adapted for the purpose of inflicting death, serious physical injury, or substantial property damage; or a device designed or adapted for delivering or shooting such a weapon; or,
 - 3) Any gas gun, such as a gas ejection device, weapon, cartridge, container or contrivance other than a gas bomb, that is designed or adapted for the purpose of ejecting any poison gas that will cause death or serious physical injury, but not any device that ejects a repellent or temporary incapacitating substance; or
 - 4) Any projectile weapon, such as any bow, crossbow, pellet gun, paint gun, slingshot or other weapon that is not a firearm, which is capable of expelling a projectile that could inflict serious physical injury or death by striking or piercing a person.
 - 5) Any item or device purported to be any of the weapons defined in paragraph 1 D 1 through 4 above.

3. Penalties--Violation of this policy shall result in the following penalties

- A. Possession of a Weapon
 - 1) If the student is in possession of a Class II weapon upon or in the vicinity of school premises, while on a school bus or in other school transportation, or at any time the student is engaged in any school sponsored activity:
 - The principal shall suspend the student for ten (10) school days with a recommendation that the Superintendent extend the student’s summary suspension and/or recommend to the Board of Education that the student be expelled from the School District.
 - The Superintendent shall extend the student’s summary suspension for up to one hundred eighty (180) school days if the Superintendent finds no mitigating circumstances.
 - 2) If the student is in possession of a Class III weapon upon or in the vicinity of school premises; while on a school bus or in other school transportation, or at any time the student is engaged in any school sponsored activity:
 - The principal shall suspend the student for ten (10) school days with a recommendation that the Superintendent extend the student’s summary suspension and/or recommend to the Board of Education that the student be expelled from the School District.
 - The Superintendent shall extend the student’s summary suspension for up to one hundred eighty (180) school days and shall recommend to the Board that the student be expelled from school.
- B. Use of a Class I Weapon
If the student displays, flourishes, or uses a Class I weapon upon or in the vicinity of school premises, while on a school bus or in other school transportation, or at any time the student is engaged in any school sponsored activity;

- The principal shall suspend the student for up to ten (10) school days and, depending upon the circumstances of the conduct, may recommend that the Superintendent extend the student's summary suspension and/or recommend to the Board of Education that the student be expelled from the School District.
- The Superintendent shall extend the student's summary suspension for up to one hundred eighty (180) school days depending upon the circumstances of the conduct.

C. Use of a Class II Weapon

If the student displays, flourishes, or uses a Class II weapon upon or in the vicinity of school premises, while on a school bus or in other school transportation, or at any time the student is engaged in any school sponsored activity;

- The principal shall suspend the student for ten (10) school days with a recommendation that the Superintendent extend the student's summary suspension and/or recommend to the Board of Education that the student be expelled from the School District.
- The Superintendent shall extend the student's summary suspension for up to one hundred eighty (180) school days and shall recommend to the Board that the student be expelled from school.

If the student displays, flourishes or uses a Class II weapon away from school premises which results in a summons being issued to the student, charges being filed in court against the student, or conduct which can otherwise be verified to the satisfaction of the principal:

- The principal shall suspend the student for ten (10) school days.
- During that period of time, the Superintendent (or designee) shall determine whether the student or the student's presence in school constitutes a continued threat to the good order and discipline of the school.
- In that event, the Superintendent (or designee) shall suspend the student for up to one hundred eighty (180) days with a recommendation to the Board of Education that the student be expelled from school.

If the student assists, aids or abets a student or non-student in any act described in paragraph 2 C 1 or 2 of this Policy, which results in a summons being issued to the student, charges being filed in Court against the student, or conduct which can otherwise be verified to the satisfaction of the Principal:

- The Principal shall suspend the student for ten (10) school days.
- During that period of time, the Superintendent (or designee) shall determine whether the student or the student's presence in school constitutes a continued threat to the good order and discipline of the school.
- In that event, the Superintendent (or designee) shall suspend the student for up to one hundred eighty (180) days with a recommendation to the Board of Education that the student be expelled from school.

D. Use of Class III Weapon

If the student displays, flourishes, or uses a Class III weapon upon or in the vicinity of school premises, while on a school bus or in other school transportation, or at any time the student is engaged in any school sponsored activity:

- The principal shall suspend the student for ten (10) school days with a recommendation that the Superintendent extend the student's summary suspension and/or recommend to the Board of Education that the student be expelled from the School District.
- The Superintendent shall extend the student's summary suspension for up to one hundred eighty (180) school days and shall recommend to the Board that the student be expelled from school.

If the student displays, flourishes or uses a Class III Weapon away from school premises which results in a summons being issued to the student, charges being filed in court against the student, or conduct which can otherwise be verified to the satisfaction of the principal:

- The principal shall suspend the student for ten (10) school days.
- During that period of time, the Superintendent (or designee) shall determine whether the student or the student's presence in school constitutes a continued threat to the good order and discipline of the school.
- In that event, the Superintendent (or designee) shall suspend the student for up to one hundred eighty (180) days with a recommendation to the Board of Education that the student be expelled from school.

If the student assists, aids or abets a student or non-student in any act described in paragraph 2 D 1 or of this Policy, which results in a summons being issued to the student, charges being filed in Court against the student, or conduct which can otherwise be verified to the satisfaction of the Principal:

- The Principal shall suspend the student for ten (10) school days.
- During that period of time, the Superintendent (or designee) shall determine whether the student or the student's presence in school constitutes a continued threat to the good order and discipline of the school.
- In that event, the Superintendent (or designee) shall suspend the student for up to one hundred eighty (180) days with a recommendation to the Board of Education that the student be expelled from school.

(Please Do Not Remove from Student Handbook)

**DIRECTORY INFORMATION
OPT-OUT FORM**

The Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (“FERPA”) allows the District to disclose “directory information” concerning District students to entities that make a request pursuant to the Missouri Sunshine Statute, Section 610.010 *et seq.* RSMo. Board of Education Policy JO defines directory information as:

Directory Information – the student’s name; name of parents/guardian; address; electronic mail address; telephone numbers; date of birth; grade level; enrollment status; participation in school activities and sports; weight and height of members of athletic teams; dates of attendance, degrees, honors, awards received; artwork or course work displayed by the District; most recent school attended; photographs, videotapes, digital images and recorded sound.

Parents or an eligible student may request the District to withhold the release of Directory Information (**eligible student** is defined as a student (18) eighteen years of age or older or legally recognized as emancipated). The District recognizes four options for non-disclosure of Directory Information:

Directory Information and other educational records of any District student may always be released by the District with the written consent of the Parent, Guardian, or an Eligible Student.

There is no need to return this form if you wish to allow the District to release the student’s Directory Information as described above.



In order to be effective, this request must be returned to the school by the end of the second week of classes during the Fall Semester or within ten (10) school days following the student’s enrollment.

Select any of the following boxes if you wish Directory Information:

- 1) **NOT** be released to ***any*** persons, groups, or entities. (Please Note: This ***would exclude*** the student’s name and photo from lists and school publications such as newspaper articles, honor roll, athletic lists, yearbook, etc.)
- 2) **NOT** be released to any solicitor, commercial interest, or business.
- 3) **NOT** be released to military recruiters.
- 4) **NOT** be released to any college or university.

School Year _____ Student’s Name _____

Parent/Guardian/or Eligible Student’s Signature Date

CITIZENSHIP STANDARDS FOR ELIGIBILITY

NAME _____ GRADE _____
(Print Last First)

Student activities in the Springfield Public Schools provide a program for students to pursue special interests in addition to the more formal class activities. Student activities help develop leadership abilities, promote school spirit and loyalty, establish habits of good citizenship, and provide opportunities to learn to work as a part of a group. Although student activities are important for the all-around development for students they must necessarily be of secondary importance. Regular classroom work must come first.

The Springfield Public Schools Activity Program has traditionally been represented by excellent students who are outstanding citizens. Only a few students make errors in judgment which makes necessary a review of their citizenship.

The MSHSAA Official Handbook contains the following statement:

By-Law 212.0

Students who represent a school in interscholastic activities must be creditable citizens and judged so by the proper school authority certifying a list of students for competition. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered "creditable citizens." Conduct shall be satisfactory in accord with the standards of good discipline.

A student should not be considered eligible while under suspension. The student who is expelled or who withdraws from school because of disciplinary measures shall not be considered eligible for 365 days from the date of expulsion or withdrawal.

The following citizenship standards for eligibility have been approved by the Board of Education as school policy for the Springfield Public Schools and are applicable to any student who represents their school.

CITIZENSHIP STANDARDS FOR PARTICIPATION IN STUDENT ACTIVITIES PROGRAM, POLICY JGF

Participation in student activities is a privilege and not a right. Creditable citizenship shall be one of the criteria for participation in school activities. Creditable citizenship includes such things as regular and punctual attendance and a quality of conduct which promotes the best interests of school. Therefore, students shall exhibit standards of behavior which will bring credit to the student, the activities, the school and the community.

The Board insists that the student behavior shall be in compliance with School Board policy, Student/Parent Handbook Discipline Code and Regulations and with public laws. Repeated referrals of a student to the office of assistant principal or to the principal, (or any other person having general responsibility for discipline in the school) for misbehavior may be sufficient reason to declare a student ineligible. A single serious breach of good conduct, either in or out of school may also be sufficient cause for declaring a student ineligible to participate in a school activity. Behavior not in compliance may result in suspension or expulsion from all extracurricular activities. While it is not possible to cite every example of behavior that violates policies, regulations, or public laws, there are certain behaviors that are more frequently a problem for school systems than others and will be addressed herein, as follows:

3. A minimum fourteen (14) calendar day suspension from participation in the activities program will be assessed for a violation of district discipline standards which result in an out-of-school suspension; and/or for a serious breach of good conduct away from school which is verified to the satisfaction of the Administration;
4. A minimum twenty-eight (28) calendar day suspension from participation in the activities program will be assessed for a violation of the of the Student Alcohol/Drug Abuse Policy, JFCH, and/or for conduct similar to that prohibited in Policy JFCH that occurs away from school and results in a summons being issued to the student, or charges being filed in court against the student or conduct which is verified to the satisfaction of the Administration.

A second violation of the citizenship standard will result in expulsion from the activities program for the remainder of the school year.

The board will monitor the district's extracurricular activities program, through the authority it extends to the Superintendent and principals, to authorize and administer it in keeping with this policy and Board-approved regulations.

Adopted June 24, 1992; Revised June 19, 2007

Cross Refs: IGDA, Student Organizations

IGDF, Student Fund Raising Activities

IGDG, Student Activities Funds Activities

IGDJ, Interscholastic Athletics

JB, Equal Education Opportunities

JFA, Student Due Process Rights

JFCG, Tobacco and Tobacco Derivative Use By Students

JFCH, Student Alcohol/Drug Abuse

The School District of Springfield R-XII, Springfield, Missouri

(Over)

The School Board also believes that consistent administration of this policy is important from school to school, and from activity to activity, and that appropriate due process procedures must be followed before any student is suspended from participation.

Each individual coach or sponsor, after consulting with the principal or his designee, has the authority to decide whether or not a student will be allowed to practice with a team or school sponsored group while that student's eligibility is suspended.

In addition to these standards, students must abide by the rules and regulations of the Missouri State High School Activities Association. The following rules are included in the rules to the MSHSAA official handbook, and are listed here to help students and parents understand state requirements and to help avoid a misunderstanding which could lead to violations of eligibility standards.

3. A student who misses a class on the date of a contest without being excused by his principal shall not be considered eligible to represent his school on that date.
4. Any student who withdraws from school because of disciplinary measures shall not be eligible for any interscholastic activity for one full year from the date of withdrawal.
- 3a. A student in grades 9-12 must have earned, the preceding semester of attendance, a minimum of 2.50 units of credit or have earned credit in 70% of the maximum allowable classes in which a student can be enrolled in the semester, whichever is greater, and shall currently be enrolled in and regularly attending courses that offer 2.5 units of credit or 70% of the maximum allowable credits which may be earned, whichever is greater, i.e. **CHS, PHS – 2.5 units, GHS, HHS, KHS – 3 units of credit**, or a student must be enrolled in a full course at his or her level in a special education program for the handicapped approved by the Missouri State Department of Education which, though ungraded, enrolls pupils of equivalent age, and that student must have made standard progress for his or her level the preceding semester. A beginning 9th grade student shall have been promoted from the 8th grade to the 9th grade for first semester eligibility. A student must be making satisfactory progress towards graduation as determined by local school policies. A student who is dually enrolled in college and high school classes but who does not receive high school credit on his/her high school transcript for the college work, may have college hours earned during a regular semester count up to a maximum of 1 unit of credit toward determining high school eligibility as follows. 1/2 unit of high school credit for a 3 credit hour class: 1 unit of high school credit for a 5 hour college credit class.
- 3b. Effective July of 2009, a student in grade 9-12 must have earned , the preceding semester of attendance , a minimum of 3.0 units of credit or 80% of the maximum allowable classes in which a student can be enrolled in the semester, whichever is greater, and shall currently be enrolled in and regularly attending courses that offer 3.0 units of credit or 80% of the maximum allowable credits which may be earned, whichever is greater, i.e. **CHS, PHS – 3.0 units of credit, GHS, KHS, HHS – 3.5 units of credit. Students will need to adhere to this by-law change in the spring of 2009 for eligibility in the 2009-10 school year.**
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- 5a. A senior high school student may be eligible at the public or nonpublic school located in the district in which the student's parents reside. In the case of a public school district with multiple high schools, a student may be eligible only at the school in which the parents' address corresponds to the geographical attendance area for that school. If a student attends a school outside of their attendance district the student shall have sub-varsity eligibility for 365 days. If enrollment is continuous in this school for 365 days the student shall be granted unrestricted eligibility.
- 5b. Transfer at Promotion: A student may be eligible immediately at the school of his/her choice upon first entering when:
 - D. The student is promoted from the sixth grade to the seventh grade
 - E. The student is promoted from eighth grade (or the highest grade of a junior high school administered as a separate unit within a school system), provided the student is eligible in all other respects.
 - F. The student completes the highest grade in an elementary school that is not a part of the system supporting high school (K-8), provided the student is eligible in all other respects.
7. Nonschool competition: Before competing in any nonschool competition check with your coach or member of the administration.
- 7a. The school shall require of each student before the student is allowed to practice or participate, a physician's certificate stating that he or she is physically able to participate in athletic contests of his or her school.
- 7b. A student shall not be permitted to practice or compete for a school until it has verification that he or she has basic athletic insurance coverage.

Please sign and return to your coach or activity sponsor. No student will be allowed to participate in any interscholastic activity or school related activities before the public, until this form is signed and on the file in the office.

8. The student's legal address is the following:

Street address _____

City _____ MO Zip _____

(Student's Signature) (Date)

(Parent's Signature) (Date)

(Please Do Not Remove from Student Handbook)

CITIZENSHIP STANDARDS FOR ELIGIBILITY

NAME _____ GRADE _____
(Print Last First)

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The School District of Springfield R-XII, Springfield, Missouri

(Over)

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- 7a. The school shall require of each student before the student is allowed to practice or participate, a physician's certificate stating that he or she is physically able to participate in athletic contests of his or her school.
- 7b. A student shall not be permitted to practice or compete for a school until it has verification that he or she has basic athletic insurance coverage.

Please sign and return to your coach or activity sponsor. No student will be allowed to participate in any interscholastic activity or school related activities before the public, until this form is signed and on the file in the office.

9. The student's legal address is the following:

Street address _____

City _____ MO Zip _____

(Student's Signature) (Date)

(Parent's Signature) (Date)

Springfield Public Schools
OFFICE OF COMMUNITY RELATIONS
Kraft Administrative Center
940 N. Jefferson Ave.
Springfield, MO, 65802
417/523-4636

(Please sign and return this form to your child's teacher ONLY if you DO NOT want your child to be interviewed or photographed by the media.)

2008-2009 Student Exclusion Form
(Denies news media contact for interviews/photos)

At this time, I do **not** want my student,

_____, at _____ School, to be interviewed or photographed by the media without my prior permission.

I understand this waiver applies only for the current school year, 2008-2009, and must be renewed annually. I also understand this **does not** apply to photographs or video images taken at public events (*such as athletic events, graduation ceremonies, and other school activities open to the public*). Neither does it apply to normal school activities where photographs or other video images may be taken by the Springfield Public Schools as a part of normal school activities for public relations use by the district.

Signature (parent or guardian):

Date _____

Notes from parent:

(Please Do Not Remove from Student Handbook)

Springfield Public Schools
OFFICE OF COMMUNITY RELATIONS
Kraft Administrative Center
940 N. Jefferson Ave.
Springfield, MO, 65802
417/523-4636

(Please sign and return this form to your child's teacher ONLY if you DO NOT want your child to be interviewed or photographed by the media.)

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Signature (parent or guardian):

Date _____

Notes from parent:

COMPUTER/INTERNET USE AGREEMENT, WAIVER, AND RELEASE

- *Please Check (✓) one of the boxes below.*
- *Please include your signature.*

The Internet

The School District of Springfield R-12 ("District") is pleased to offer its students access to the Internet through the District's computer system. The Internet is a worldwide communications network through which students may communicate with other Internet users through textual, graphic, and audio transmission. To gain access to the Internet through the District's computer system, a student must sign and submit this Internet User Agreement, Waiver, and Release. All students under the age of 18 must also obtain the signature of a parent or legal guardian.

In addition to enabling direct communication between users, access to the Internet enables students to explore thousands of libraries, databases, and bulletin boards which exist on computer servers around the world. The District's sole intent in providing access to the Internet is to further educational goals and objectives. **Students and parents are warned that users may, either intentionally or unintentionally, access textual, graphic, and/or auditory information which is pornographic, sexually explicit, illegal, defamatory, and otherwise offensive to the user or others.** Access to the above material is strictly prohibited by this Agreement. The District is taking action to prevent students and staff access to the above-mentioned material, including the use of blocking software. However, because of the changing nature of information on the Internet, it is impossible for the District to completely prevent access to such material. It is therefore the responsibility of students and parents to set appropriate standards concerning the access and use of material contained on the Internet. The District respects the right of each student and parent to decide whether or not the student will be permitted to access the Internet. In order for the student to use the Internet access provided by the District, the parents and student must sign this Internet Use Agreement, Waiver, and Release (herein "Agreement"). This agreement will be valid as long as the student is enrolled at this school.

Conditions and Rules of Use

Access to the Internet through the District's computer system is not a right, it is a privilege. Accordingly, all users must comply with the following conditions and rules of use:

1. Users shall not access, view, transfer, or store any material in any form which is pornographic, sexually explicit, illegal, defamatory, or potentially offensive to others;
2. Users who unintentionally access such material shall immediately terminate such access;
3. Users shall not harass, insult, or attack others;
4. Users shall not damage computers, computer systems, computer networks, or computer data;
5. Users shall not use another user's password;
6. Users shall not trespass in the folders, work, files, or data of others;
7. Users shall not intentionally waste user time and resources;
8. Users shall not use Internet access for any commercial activity;
9. Users shall not use Internet access for political lobbying;
10. Users shall abide by all federal, state, or local laws;
11. Users shall not use Internet access for non-academic activities when other users require the system for academic purposes.
12. Users shall not enter into non-educational chat rooms on the Internet.
13. Additional information regarding computer usage by students including discipline consequences can be found in the Springfield School District Student Handbook.

Violation of any of the foregoing conditions and rules of use shall be grounds for immediate termination of Internet access privileges and may result in disciplinary action.

The District reserves the right to review all data stored on the District's computer system in order to enforce the above conditions and rules of use. Users should not expect that files stored on District servers will be private or confidential.

WAIVER AND RELEASE

I hereby consent to the above conditions and rules of use. **I understand that the Internet contains material, which is pornographic, sexually explicit, illegal, defamatory, and otherwise offensive to some people.** I understand that it is impossible for the District to completely prevent access to such material. By signing this Agreement, I agree I will take no legal action, now or in the future, against the District, its Board of Education, officers, administrators, teachers, employees, agents, and volunteers ("District") caused by, or resulting from my access to the Internet. I hereby release the District from any liability, whatsoever which may arise as a direct or indirect result of my access to the Internet. I understand that I am responsible for any updating of status from my original status and for informing the school of any changes of parental/guardian Internet permission.

Student Signature

Date

Check One:

- I am the parent or legal guardian of the above-named student ("Student"). I hereby grant permission for Student to access the school computers and Internet. **I understand that the Internet contains material, which is pornographic, sexually explicit, illegal, defamatory, and otherwise offensive to some people.** I understand that it is impossible for the District to completely prevent access to such material. By signing this Agreement, I agree I will take no legal action, now or in the future, against the District, its Board of Education, officers, administrators, teachers, employees, agents, and volunteers ("District") caused by, or resulting from Student's access to the Internet. I hereby release the District from any liability, whatsoever which may arise as a direct or indirect result of Student's access to the Internet.

- I am the parent or legal guardian of the above-named student ("Student"). Permission is NOT granted for my student to access the Internet

Parent or Legal Guardian Signature

DATE

Name of Student (Print)

GRADE LEVEL of STUDENT

COMPUTER/INTERNET USE AGREEMENT, WAIVER, AND RELEASE

- *Please Check (✓) one of the boxes below.*
- *Please include your signature.*

The Internet

The School District of Springfield R-12 ("District") is pleased to offer its students access to the Internet through the District's computer system. The Internet is a worldwide communications network through which students may communicate with other Internet users through textual, graphic, and audio transmission. To gain access to the Internet through the District's computer system, a student must sign and submit this Internet User Agreement, Waiver, and Release. All students under the age of 18 must also obtain the signature of a parent or legal guardian.

In addition to enabling direct communication between users, access to the Internet enables students to explore thousands of libraries, databases, and bulletin boards which exist on computer servers around the world. The District's sole intent in providing access to the Internet is to further educational goals and objectives. **Students and parents are warned that users may, either intentionally or unintentionally, access textual, graphic, and/or auditory information which is pornographic, sexually explicit, illegal, defamatory, and otherwise offensive to the user or others.** Access to the above material is strictly prohibited by this Agreement. The District is taking action to prevent students and staff access to the above-mentioned material, including the use of blocking software. However, because of the changing nature of information on the Internet, it is impossible for the District to completely prevent access to such material. It is therefore the responsibility of students and parents to set appropriate standards concerning the access and use of material contained on the Internet. The District respects the right of each student and parent to decide whether or not the student will be permitted to access the Internet. In order for the student to use the Internet access provided by the District, the parents and student must sign this Internet Use Agreement, Waiver, and Release (herein "Agreement"). This agreement will be valid as long as the student is enrolled at this school.

Conditions and Rules of Use

Access to the Internet through the District's computer system is not a right, it is a privilege. Accordingly, all users must comply with the following conditions and rules of use:

1. Users shall not access, view, transfer, or store any material in any form which is pornographic, sexually explicit, illegal, defamatory, or potentially offensive to others;
2. Users who unintentionally access such material shall immediately terminate such access;
3. Users shall not harass, insult, or attack others;
4. Users shall not damage computers, computer systems, computer networks, or computer data;
5. Users shall not use another user's password;
6. Users shall not trespass in the folders, work, files, or data of others;
7. Users shall not intentionally waste user time and resources;
8. Users shall not use Internet access for any commercial activity;
9. Users shall not use Internet access for political lobbying;
10. Users shall abide by all federal, state, or local laws;
11. Users shall not use Internet access for non-academic activities when other users require the system for academic purposes.
12. Users shall not enter into non-educational chat rooms on the Internet.
13. Additional information regarding computer usage by students including discipline consequences can be found in the Springfield School District Student Handbook.

Violation of any of the foregoing conditions and rules of use shall be grounds for immediate termination of Internet access privileges and may result in disciplinary action.

The District reserves the right to review all data stored on the District's computer system in order to enforce the above conditions and rules of use. Users should not expect that files stored on District servers will be private or confidential.

WAIVER AND RELEASE

I hereby consent to the above conditions and rules of use. **I understand that the Internet contains material, which is pornographic, sexually explicit, illegal, defamatory, and otherwise offensive to some people.** I understand that it is impossible for the District to completely prevent access to such material. By signing this Agreement, I agree I will take no legal action, now or in the future, against the District, its Board of Education, officers, administrators, teachers, employees, agents, and volunteers ("District") caused by, or resulting from my access to the Internet. I hereby release the District from any liability, whatsoever which may arise as a direct or indirect result of my access to the Internet. I understand that I am responsible for any updating of status from my original status and for informing the school of any changes of parental/guardian Internet permission.

Student Signature

Date

Check One:

- I am the parent or legal guardian of the above-named student ("Student"). I hereby grant permission for Student to access the school computers and Internet. **I understand that the Internet contains material, which is pornographic, sexually explicit, illegal, defamatory, and otherwise offensive to some people.** I understand that it is impossible for the District to completely prevent access to such material. By signing this Agreement, I agree I will take no legal action, now or in the future, against the District, its Board of Education, officers, administrators, teachers, employees, agents, and volunteers ("District") caused by, or resulting from Student's access to the Internet. I hereby release the District from any liability, whatsoever which may arise as a direct or indirect result of Student's access to the Internet.

- I am the parent or legal guardian of the above-named student ("Student"). Permission is NOT granted for my student to access the Internet

Parent or Legal Guardian Signature

DATE

Name of Student (Print)

GRADE LEVEL of STUDENT

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