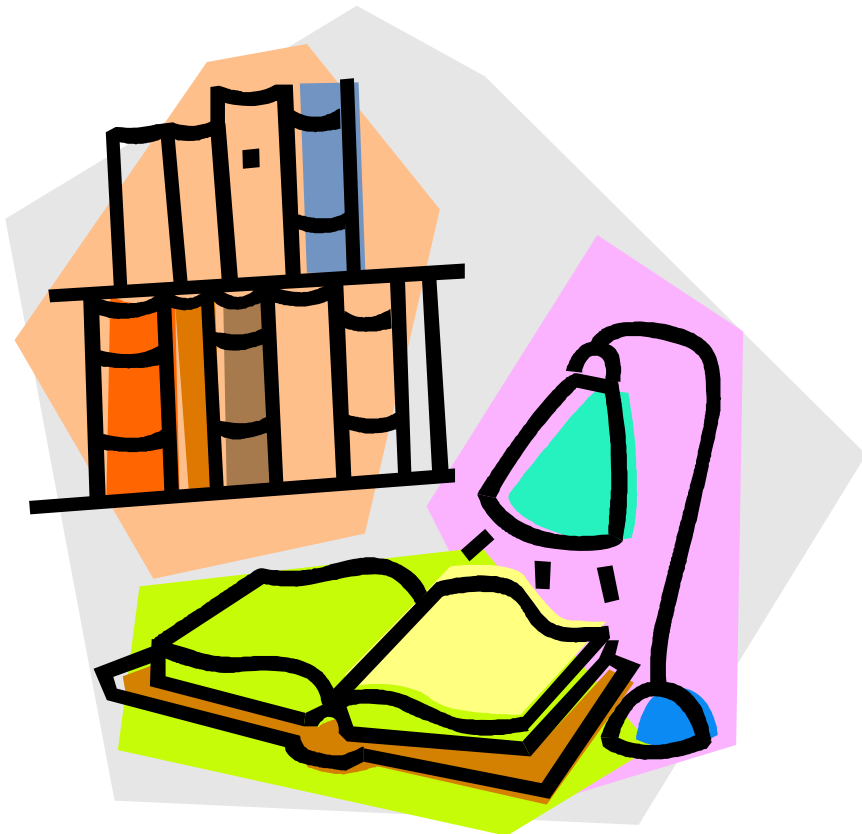


SPRINGFIELD PUBLIC SCHOOLS

Middle School / Intermediate School
Handbook



Springfield, Missouri
2008-2009

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.

<i>School</i>	<i>Address</i>	<i>Zip Code</i>	<i>Phone</i>	<i>Fax</i>
Carver	3325 W. Battlefield	65807	523-6800	523-6895
Cherokee	420 E. Farm Rd. 182	65810	523-7200	523-7295
Hickory Hills	3429 E. Trafficway	65802	523-7100	523-7195
Jarrett	840 S. Jefferson	65806	523-6600	523-6695
Pershing	2120 Ventura	65804	523-2400	523-2495
Pipkin	1215 Boonville	65802	523-6000	523-6195
Pleasant View	2210 E. State Highway AA	65803	523-2100	523-2395
Reed	2000 N. Lyon	65803	523-6300	523-6395
Study	2343 W. Olive	65802	523-6400	523-6595
Wilson's Creek	4035 W. Weaver Rd. Battlefield, MO	65619	523-7800	523-7995

SPRINGFIELD PUBLIC SCHOOLS
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 to learning

TABLE OF CONTENTS

ACTIVITIES & ATHLETICS

	PAGE
Adult Athletic Events Ticket	02
Athletic Participation Fee	02
Eligibility Guidelines.....	02
Exclusion from Activities Guidelines.....	01
Required Physical Exam.....	02
Student Athletic Events Ticket.....	02

ATTENDANCE

Attendance and Attendance Services.....	02
Attendance Guidelines	03
Attendance Procedures	03
Class Participation Factor	03
Leaving the School Grounds.....	03
Make-Up Work.....	03
Requests to Leave School.....	04
School Activities.....	04
Suspension.....	04
Tardies	04
Truancy	04

DISCIPLINE

Student Discipline Administrative Guidelines.....	18
Purpose of Guidelines	18
Scope of Guidelines.....	18
Non-Discrimination in Application of Policies	18
Application to Students with Disabilities	18
Peer Mediation and Anger Management.....	18
Use of Disciplinary Reports.....	19
Student Discipline Guidelines	19
Middle School Scope and Sequence.....	17-28
Assaultive Behavior	19
Corporal Punishment.....	30
Drug Education.....	48
Due Process	31
In-School Suspension	31
Student Alcohol/Drug Abuse (Policy JFCH).....	46
Student Referral Procedures for Student Offenses	17
Student Suspension and Expulsion	31
Suspensions	31
Suspensions for More than 180 Days and Expulsions.....	32
Threats of Violence at School Sites	28
Tobacco Policy (JFCG)	53
Weapons Policy (JFCJ).....	54

GENERAL INFORMATION

Arrival at School.....	02
Bicycles	04
Buses	04
Dances/Socials.....	04
Hall Passes.....	04
Leaving School Early	05

Locks and Lockers.....	05
Lost and Found.....	05
Mid-Semester Report to Parents.....	05
No Child Left Behind Act	10
Notice of Nondiscrimination.....	10
Parent/Teacher Conferences	06
Pay to Ride	06
Personal Property	06
Public Notice—Public Education for Students with Disabilities.....	10
Release of Information	10
School Attire	06
School Fees and Materials	07
School Sponsored Trips	07
Selling and Trading at School	07
Special Reports to Parents.....	07
Staying Late After School.....	07
STI Home+	08
Student Assignment Book and Handbook	01
Tardies	08
Transfer Guidelines.....	08
Use of Buildings and Facilities.....	10
Visitors to the Building	11
Wellness Program.....	09

STUDENT INFORMATION

Administrative Procedures for Photos & Interviewing Students.....	11
Admission Requirements	11
Assemblies	11
Character Education.....	11
Directory Information.....	12
Electronic Communication Devices	12
Free & Reduced Price Meals	12
Grading System	12
Guidance Services.....	13
Health Information.....	13
Home Study	13
Honor Roll.....	13
Insurance.....	13
Library Services	14
Make up Work.....	14
Physical Education Equipment	14
President’s Award for Educational Excellence.....	14
Promotion of Students.....	14
Pupils’ Consolidated Fund.....	14
Reading and Study Skills	15
Record Accessibility	15
Registration and Enrollment	15
Skateboards, Skates and Scooters.....	15
Student Records/Directory Information Definition	15
Telephones.....	15
Tests & Examinations	16
Textbooks/Other Instructional Materials	16
Withdrawal from School.....	16

BOARD POLICIES and ADMINISTRATIVE GUIDELINES

Administering Medications to Students at School (Policy JHCD).....	29
Assaultive Behavior.....	19
Citizenship Standards for Participation in Student Activities Program (Policy JGF).....	32
Distribution of Non-Curricular Student Publications (Policy IGDBA).....	34
Grievance Procedure for Resolution of Discrimination Complaints (Policy ACC).....	35
Immunization of Students (Policy JHCB).....	38
Lunch Permit/Closed Campus Closed Lunch Period (Policy JEFA).....	38
Reporting and Retention of Student Discipline Records (Policy JGDB).....	38
Rights and Responsibilities (Policy JF).....	41
Safe Schools Act Reportable Offenses.....	16
Secret Organizations (Policy JFCE).....	42
Sexual Harassment (Students) (Policy ACAB).....	43
Staff and Student Harassment Administrative Guidelines.....	44
Staff and Student Harassment (Policy ABC).....	43
Student Absences and Excuses (Policy JED).....	46
Student Alcohol and Drug (Policy JFCH).....	46
Student Attire and Health and Safety Standards (Policy JFCA).....	49
Student Records/Directory Information (Policy JO).....	50
Student Search (Policy JFG).....	50
Suspension of Students Charged with a Crime (Policy JGDA).....	51
Testing Program (Policy IL).....	52
Tobacco/Use by Students (Policy JFCG).....	53
Use of Mechanical Recording Devices (Policy GBCC).....	53
Weapons (Policy JFCJ).....	54

TRANSPORTATION

School Transportation Services.....	09
Transportation Rules and Regulations.....	09

FORMS TO SIGN AND RETURN TO SCHOOL

(Located in back of book)

Directory Information
Citizenship Standards for Eligibility
Student Exclusion Form
Internet Use Agreement

INDEX

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.

August 25-29, 2008

Monday 25

Tuesday 26

Wednesday 27

Communication Arts:	Communication Arts:	Communication Arts:
Mathematics:	Mathematics:	Mathematics:
Science:	Science:	Science:
Social Studies:	Social Studies:	Social Studies:
Subject:	Subject:	Subject:
SEMESTER BEGINS		

X _____ X _____ X _____

Thursday 28

Friday 29

Communication Arts:	Communication Arts:
Mathematics:	Mathematics:
Science:	Science:
Social Studies:	Social Studies:
Subject:	Subject:

X _____ X _____

September 1-5, 2008

Monday 1

Tuesday 2

Wednesday 3

NO SCHOOL	Communication Arts:	Communication Arts:
	Mathematics:	Mathematics:
LABOR DAY		
	Science:	Science:
	Social Studies:	Social Studies:
	Subject:	Subject:
X	X	X

Thursday 4

Friday 5

Communication Arts:	Communication Arts:
Mathematics:	Mathematics:
Science:	Science:
Social Studies:	Social Studies:
Subject:	Subject:

X _____ X _____

September 8-12, 2008

Monday 8

Tuesday 9

Wednesday 10

Communication Arts:	Communication Arts:	Communication Arts:
Mathematics:	Mathematics:	Mathematics:
Science:	Science:	Science:
Social Studies:	Social Studies:	Social Studies:
Subject:	Subject:	Subject:

X _____ X _____ X _____

Thursday 11

Friday 12

Communication Arts:	Communication Arts:
Mathematics:	Mathematics:
Science:	Science:
Social Studies:	Social Studies:
Subject:	Subject:

X _____ X _____

September 15-19, 2008

Monday 15

Tuesday 16

Wednesday 17

Communication Arts:	Communication Arts:	Communication Arts:
Mathematics:	Mathematics:	Mathematics:
Science:	Science:	Science:
Social Studies:	Social Studies:	Social Studies:
Subject:	Subject:	Subject:

X _____ X _____ X _____

Thursday 18

Friday 19

Communication Arts:	Communication Arts:
Mathematics:	Mathematics:
Science:	Science:
Social Studies:	Social Studies:
Subject:	Subject:

X _____ X _____

September 22-26, 2008

Monday 22

Tuesday 23

Wednesday 24

Communication Arts:	Communication Arts:	Communication Arts:
Mathematics:	Mathematics:	Mathematics:
Science:	Science:	Science:
Social Studies:	Social Studies:	Social Studies:
Subject:	Subject:	Subject:
	MID FIRST QUARTER	

X _____ X _____ X _____

Thursday 25

Friday 26

Communication Arts:	Communication Arts:
Mathematics:	Mathematics:
Science:	Science:
Social Studies:	Social Studies:
Subject:	Subject:

X _____ X _____

Sept. 29—Oct. 3, 2008

Monday 29

Tuesday 30

Wednesday 1

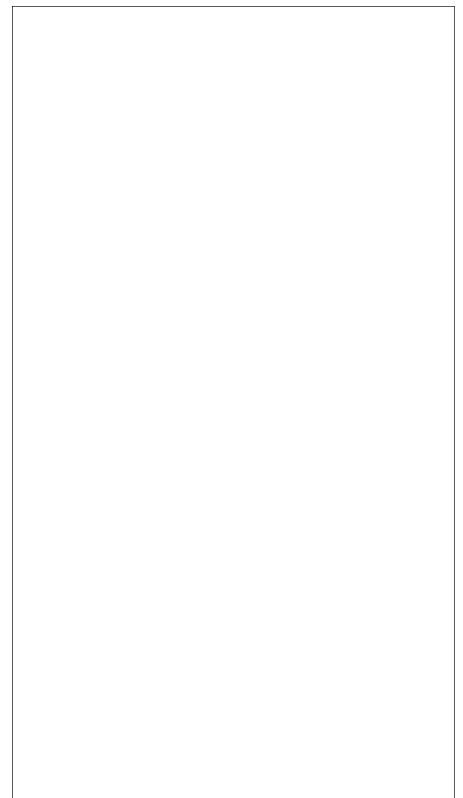
Communication Arts:	Communication Arts:	Communication Arts:
Mathematics:	Mathematics:	Mathematics:
Science:	Science:	Science:
Social Studies:	Social Studies:	Social Studies:
Subject:	Subject:	Subject:
	MID FIRST QUARTER	

X _____ X _____ X _____

Thursday 2

Friday 3

Communication Arts:	NO SCHOOL
Mathematics:	
	PRINCIPAL/TEACHER
Science:	WORKDAY
Social Studies:	
Subject:	



X _____ X _____

October 6-10, 2008

Monday 6

Tuesday 7

Wednesday 8

Communication Arts:	Communication Arts:	Communication Arts:
Mathematics:	Mathematics:	Mathematics:
Science:	Science:	Science:
Social Studies:	Social Studies:	Social Studies:
Subject:	Subject:	Subject:

X _____ X _____ X _____

Thursday 9

Friday 10

Communication Arts:	Communication Arts:
Mathematics:	Mathematics:
Science:	Science:
Social Studies:	Social Studies:
Subject:	Subject:

X _____ X _____

October 13-17, 2008

Monday 13

Tuesday 14

Wednesday 15

Communication Arts:	Communication Arts:	Communication Arts:
Mathematics:	Mathematics:	Mathematics:
Science:	Science:	Science:
Social Studies:	Social Studies:	Social Studies:
Subject:	Subject:	Subject:

X _____ X _____ X _____

Thursday 16

Friday 17

Communication Arts:	Communication Arts:
Mathematics:	Mathematics:
Science:	Science:
Social Studies:	Social Studies:
Subject:	Subject:

X _____ X _____

October 20-24, 2008

Monday 20

Tuesday 21

Wednesday 22

Communication Arts:	Communication Arts:	Communication Arts:
Mathematics:	Mathematics:	Mathematics:
Science:	Science:	Science:
Social Studies:	Social Studies:	Social Studies:
Subject:	Subject:	Subject:

X _____ X _____ X _____

Thursday 23

Friday 24

Communication Arts:	Communication Arts:
Mathematics:	Mathematics:
Science:	Science:
Social Studies:	Social Studies:
Subject:	Subject:
	END OF FIRST QUARTER
	2 HOUR EARLY RELEASE

X _____ X _____

October 27-31, 2008

Monday 27

Tuesday 28

Wednesday 29

Communication Arts:	Communication Arts:	Communication Arts:
Mathematics:	Mathematics:	Mathematics:
Science:	Science:	Science:
Social Studies:	Social Studies:	Social Studies:
Subject:	Subject:	Subject:
SECOND QUARTER BEGINS		

X _____ X _____ X _____

Thursday 30

Friday 31

Communication Arts:	Communication Arts:
Mathematics:	Mathematics:
Science:	Science:
Social Studies:	Social Studies:
Subject:	Subject:

X _____ X _____

November 3-7, 2008

Monday 3

Tuesday 4

Wednesday 5

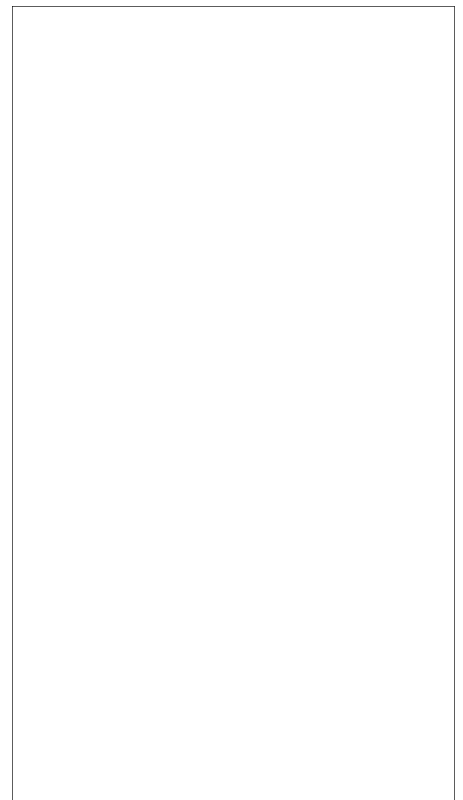
Communication Arts:	Communication Arts:	Communication Arts:
Mathematics:	Mathematics:	Mathematics:
Science:	Science:	Science:
Social Studies:	Social Studies:	Social Studies:
Subject:	Subject:	Subject:

X _____ X _____ X _____

Thursday 6

Friday 7

Communication Arts:	NO SCHOOL
Mathematics:	
	PARENT/TEACHER
Science:	CONFERENCE DAY
Social Studies:	
Subject:	



X _____ X _____

November 10-14, 2008

Monday 10

Tuesday 11

Wednesday 12

Communication Arts:	Communication Arts:	Communication Arts:
Mathematics:	Mathematics:	Mathematics:
Science:	Science:	Science:
Social Studies:	Social Studies:	Social Studies:
Subject:	Subject:	Subject:

X _____ X _____ X _____

Thursday 13

Friday 14

Communication Arts:	Communication Arts:
Mathematics:	Mathematics:
Science:	Science:
Social Studies:	Social Studies:
Subject:	Subject:

X _____ X _____

November 17-21, 2008

Monday 17

Tuesday 18

Wednesday 19

Communication Arts:	Communication Arts:	Communication Arts:
Mathematics:	Mathematics:	Mathematics:
Science:	Science:	Science:
Social Studies:	Social Studies:	Social Studies:
Subject:	Subject:	Subject:

X _____ X _____ X _____

Thursday 20

Friday 21

Communication Arts:	Communication Arts:
Mathematics:	Mathematics:
Science:	Science:
Social Studies:	Social Studies:
Subject:	Subject:

X _____ X _____

November 24-28, 2008

Monday 24

Tuesday 25

Wednesday 26

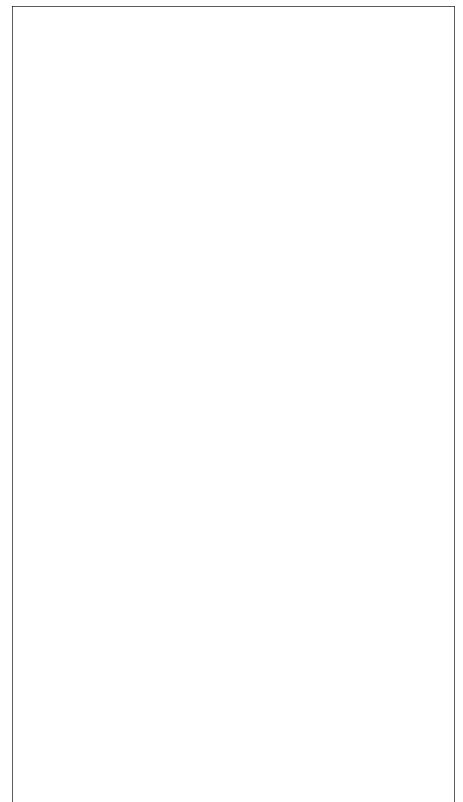
Communication Arts:	Communication Arts:	NO SCHOOL
Mathematics:	Mathematics:	
		PRINCIPAL/TEACHER
Science:	Science:	WORKDAY
Social Studies:	Social Studies:	
Subject:	Subject:	
	MID 2ND QUARTER	

X _____ X _____ X _____

Thursday 27

Friday 28

NO SCHOOL	NO SCHOOL
THANKSGIVING	THANKSGIVING
HOLIDAY	HOLIDAY



X _____ X _____

December 1-5, 2008

Monday 1

Tuesday 2

Wednesday 3

Communication Arts:	Communication Arts:	Communication Arts:
Mathematics:	Mathematics:	Mathematics:
Science:	Science:	Science:
Social Studies:	Social Studies:	Social Studies:
Subject:	Subject:	Subject:

X _____ X _____ X _____

Thursday 4

Friday 5

Communication Arts:	Communication Arts:
Mathematics:	Mathematics:
Science:	Science:
Social Studies:	Social Studies:
Subject:	Subject:

X _____ X _____

December 8-12, 2008

Monday 8

Tuesday 9

Wednesday 10

Communication Arts:	Communication Arts:	Communication Arts:
Mathematics:	Mathematics:	Mathematics:
Science:	Science:	Science:
Social Studies:	Social Studies:	Social Studies:
Subject:	Subject:	Subject:
	TWO HOUR EARLY RELEASE	

X _____ X _____ X _____

Thursday 11

Friday 12

Communication Arts:	Communication Arts:
Mathematics:	Mathematics:
Science:	Science:
Social Studies:	Social Studies:
Subject:	Subject:

X _____ X _____

December 15-19, 2008

Monday 15

Tuesday 16

Wednesday 17

Communication Arts:	Communication Arts:	Communication Arts:
Mathematics:	Mathematics:	Mathematics:
Science:	Science:	Science:
Social Studies:	Social Studies:	Social Studies:
Subject:	Subject:	Subject:

X _____

X _____

X _____

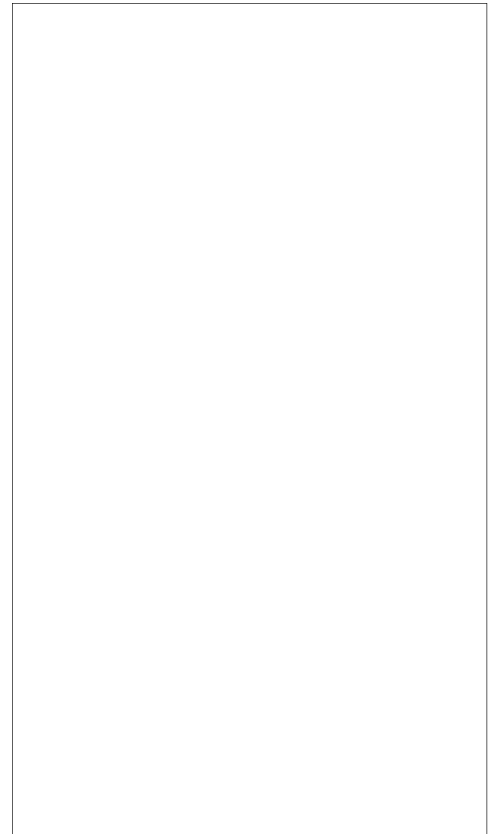
Thursday 18

Friday 19

Communication Arts:	Communication Arts:
Mathematics:	Mathematics:
Science:	Science:
Social Studies:	Social Studies:
Subject:	Subject:

X _____

X _____



December 22-26, 2008

Monday 22

Tuesday 23

Wednesday 24

Communication Arts:	Communication Arts:	
Mathematics:	Mathematics:	
		NO SCHOOL
Science:	Science:	WINTER VACATION
Social Studies:	Social Studies:	
Subject:	Subject:	

X _____ X _____ X _____

Thursday 25

Friday 26

NO SCHOOL	NO SCHOOL
WINTER VACATION	WINTER VACATION

X _____ X _____

December 29-January 2, 2008

Monday 29

Tuesday 30

Wednesday 31

NO SCHOOL	NO SCHOOL	NO SCHOOL
WINTER VACATION	WINTER VACATION	WINTER VACATION

X _____ X _____ X _____

Thursday 1

Friday 2

NO SCHOOL	NO SCHOOL	
WINTER VACATION	WINTER VACATION	

X _____ X _____

January 5-9, 2009

Monday 5

Tuesday 6

Wednesday 7

Communication Arts:	Communication Arts:	Communication Arts:
Mathematics:	Mathematics:	Mathematics:
Science:	Science:	Science:
Social Studies:	Social Studies:	Social Studies:
Subject:	Subject:	Subject:
CLASSES RESUME		
X _____	X _____	X _____

Thursday 8

Friday 9

Communication Arts:	Communication Arts:	
Mathematics:	Mathematics:	
Science:	Science:	
Social Studies:	Social Studies:	
Subject:	Subject:	

X _____ X _____

January 12-16, 2009

Monday 12

Tuesday 13

Wednesday 14

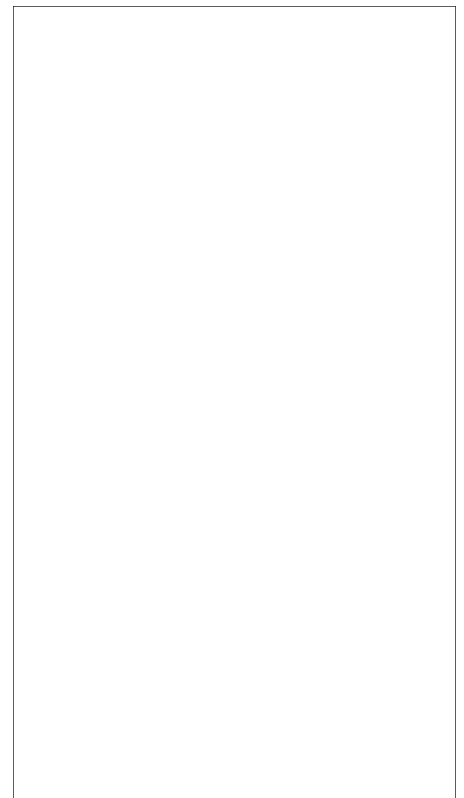
Communication Arts:	Communication Arts:	Communication Arts:
Mathematics:	Mathematics:	Mathematics:
Science:	Science:	Science:
Social Studies:	Social Studies:	Social Studies:
Subject:	Subject:	Subject:

X _____ X _____ X _____

Thursday 15

Friday 16

Communication Arts:	NO SCHOOL
Mathematics:	
	PRINCIPAL/TEACHER
Science:	WORKDAY
Social Studies:	
Subject:	
END OF SECOND QUARTER	
END OF FIRST SEMESTER	



X _____ X _____

January 19-23, 2009

Monday 19

Tuesday 20

Wednesday 21

NO SCHOOL	Communication Arts:	Communication Arts:
	Mathematics:	Mathematics:
MARTIN LUTHER KING HOLIDAY		
	Science:	Science:
	Social Studies:	Social Studies:
	Subject:	Subject:
	3RD QUARTER BEGINS	

X _____

X _____

X _____

Thursday 22

Friday 23

Communication Arts:	Communication Arts:
Mathematics:	Mathematics:
Science:	Science:
Social Studies:	Social Studies:
Subject:	Subject:

X _____

X _____

January 26-30, 2009

Monday 26

Tuesday 27

Wednesday 28

Communication Arts:	Communication Arts:	Communication Arts:
Mathematics:	Mathematics:	Mathematics:
Science:	Science:	Science:
Social Studies:	Social Studies:	Social Studies:
Subject:	Subject:	Subject:

X _____ X _____ X _____

Thursday 29

Friday 30

Communication Arts:	Communication Arts:
Mathematics:	Mathematics:
Science:	Science:
Social Studies:	Social Studies:
Subject:	Subject:

X _____ X _____

February 2-6, 2009

Monday 2

Tuesday 3

Wednesday 4

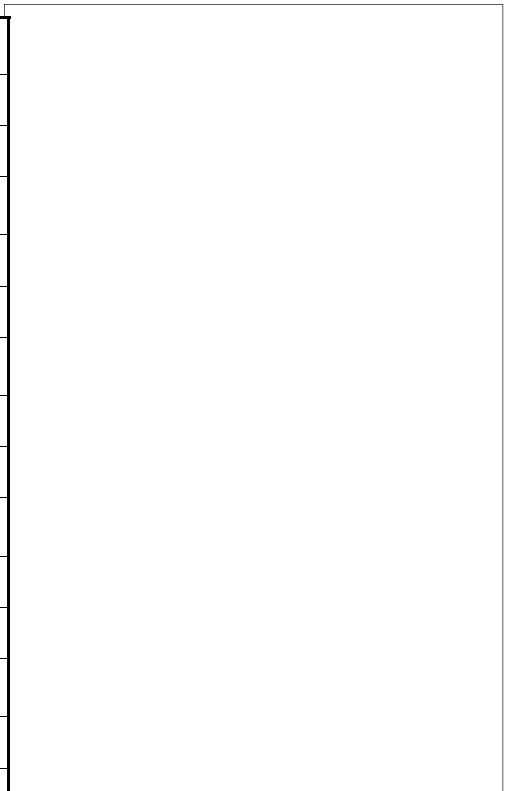
Communication Arts:	Communication Arts:	Communication Arts:
Mathematics:	Mathematics:	Mathematics:
Science:	Science:	Science:
Social Studies:	Social Studies:	Social Studies:
Subject:	Subject:	Subject:
	TWO HOUR EARLY RELEASE	

X _____ X _____ X _____

Thursday 5

Friday 6

Communication Arts:	Communication Arts:
Mathematics:	Mathematics:
Science:	Science:
Social Studies:	Social Studies:
Subject:	Subject:



X _____ X _____

February 9-13, 2009

Monday 9

Tuesday 10

Wednesday 11

Communication Arts:	Communication Arts:	Communication Arts:
Mathematics:	Mathematics:	Mathematics:
Science:	Science:	Science:
Social Studies:	Social Studies:	Social Studies:
Subject:	Subject:	Subject:

X _____ X _____ X _____

Thursday 12

Friday 13

Communication Arts:	Communication Arts:	
Mathematics:	Mathematics:	
Science:	Science:	
Social Studies:	Social Studies:	
Subject:	Subject:	

X _____ X _____

February 16-20, 2009

Monday 16

Tuesday 17

Wednesday 18

	Communication Arts:	Communication Arts:
	Mathematics:	Mathematics:
NO SCHOOL		
	Science:	Science:
PRESIDENT'S DAY		
	Social Studies:	Social Studies:
	Subject:	Subject:

X _____ X _____ X _____

Thursday 19

Friday 20

Communication Arts:	Communication Arts:
Mathematics:	Mathematics:
Science:	Science:
Social Studies:	Social Studies:
Subject:	Subject:
MID 3RD QUARTER	

X _____ X _____

February 23-27, 2009

Monday 23

Tuesday 24

Wednesday 25

Communication Arts:	Communication Arts:	Communication Arts:
Mathematics:	Mathematics:	Mathematics:
Science:	Science:	Science:
Social Studies:	Social Studies:	Social Studies:
Subject:	Subject:	Subject:

X _____ X _____ X _____

Thursday 26

Friday 27

Communication Arts:	Communication Arts:
Mathematics:	Mathematics:
Science:	Science:
Social Studies:	Social Studies:
Subject:	Subject:

X _____ X _____

March 2-6, 2009

Monday 2

Tuesday 3

Wednesday 4

Communication Arts:	Communication Arts:	Communication Arts:
Mathematics:	Mathematics:	Mathematics:
Science:	Science:	Science:
Social Studies:	Social Studies:	Social Studies:
Subject:	Subject:	Subject:
	TWO HOUR EARLY RELEASE	

X _____ X _____ X _____

Thursday 5

Friday 6

Communication Arts:	Communication Arts:
Mathematics:	Mathematics:
Science:	Science:
Social Studies:	Social Studies:
Subject:	Subject:

X _____ X _____

March 9-13, 2009

Monday 9

Tuesday 10

Wednesday 11

Communication Arts:	Communication Arts:	Communication Arts:
Mathematics:	Mathematics:	Mathematics:
Science:	Science:	Science:
Social Studies:	Social Studies:	Social Studies:
Subject:	Subject:	Subject:

X _____ X _____ X _____

Thursday 12

Friday 13

Communication Arts:	Communication Arts:
Mathematics:	Mathematics:
Science:	Science:
Social Studies:	Social Studies:
Subject:	Subject:

X _____ X _____

March 16-20, 2009

Monday 16

Tuesday 17

Wednesday 18

Communication Arts:	Communication Arts:	Communication Arts:
Mathematics:	Mathematics:	Mathematics:
Science:	Science:	Science:
Social Studies:	Social Studies:	Social Studies:
Subject:	Subject:	Subject:

X _____ X _____ X _____

Thursday 19

Friday 20

Communication Arts:	Communication Arts:
Mathematics:	Mathematics:
Science:	Science:
Social Studies:	Social Studies:
Subject:	Subject:
	END OF 3RD QUARTER

X _____ X _____

March 23-27, 2009

Monday 23

Tuesday 24

Wednesday 25

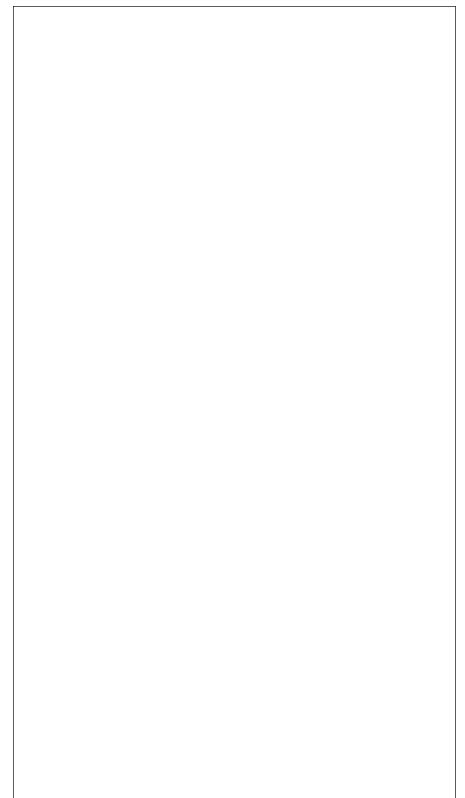
NO SCHOOL	NO SCHOOL	NO SCHOOL
SPRING BREAK	SPRING BREAK	SPRING BREAK

X _____ X _____ X _____

Thursday 26

Friday 27

NO SCHOOL	NO SCHOOL
SPRING BREAK	SPRING BREAK
	SCHOOL SYSTEM CLOSED



X _____ X _____

March 30-April 3, 2009

Monday 30

Tuesday 31

Wednesday 1

Communication Arts:	Communication Arts:	Communication Arts:
Mathematics:	Mathematics:	Mathematics:
Science:	Science:	Science:
Social Studies:	Social Studies:	Social Studies:
Subject:	Subject:	Subject:
FOURTH QUARTER BEGINS		

X _____ X _____ X _____

Thursday 2

Friday 3

Communication Arts:	Communication Arts:
Mathematics:	Mathematics:
Science:	Science:
Social Studies:	Social Studies:
Subject:	Subject:

X _____ X _____

April 6-10, 2009

Monday 6

Tuesday 7

Wednesday 8

Communication Arts:	Communication Arts:	Communication Arts:
Mathematics:	Mathematics:	Mathematics:
Science:	Science:	Science:
Social Studies:	Social Studies:	Social Studies:
Subject:	Subject:	Subject:

X _____ X _____ X _____

Thursday 9

Friday 10

Communication Arts:	Communication Arts:
Mathematics:	Mathematics:
Science:	Science:
Social Studies:	Social Studies:
Subject:	Subject:

X _____ X _____

April 13-17, 2009

Monday 13

Tuesday 14

Wednesday 15

Communication Arts:	Communication Arts:	Communication Arts:
Mathematics:	Mathematics:	Mathematics:
Science:	Science:	Science:
Social Studies:	Social Studies:	Social Studies:
Subject:	Subject:	Subject:

X _____ X _____ X _____

Thursday 16

Friday 17

Communication Arts:	Communication Arts:
Mathematics:	Mathematics:
Science:	Science:
Social Studies:	Social Studies:
Subject:	Subject:

X _____ X _____

April 20-24, 2009

Monday 20

Tuesday 21

Wednesday 22

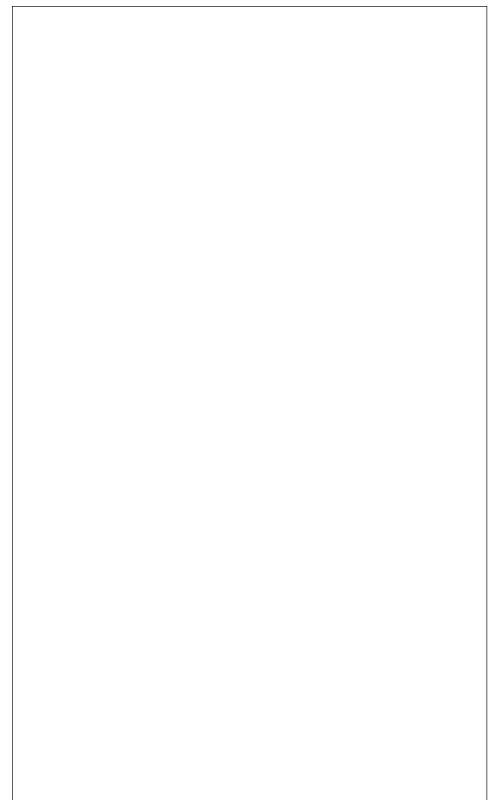
Communication Arts:	Communication Arts:	Communication Arts:
Mathematics:	Mathematics:	Mathematics:
Science:	Science:	Science:
Social Studies:	Social Studies:	Social Studies:
Subject:	Subject:	Subject:

X _____ X _____ X _____

Thursday 23

Friday 24

Communication Arts:	NO SCHOOL
Mathematics:	
	PRINCIPAL/TEACHER
Science:	WORKDAY
Social Studies:	
	INCLEMENT WEATHER
	MAKE-UP DAY
Subject:	



X _____ X _____

April 27-May 1, 2009

Monday 27

Tuesday 28

Wednesday 29

Communication Arts:	Communication Arts:	Communication Arts:
Mathematics:	Mathematics:	Mathematics:
Science:	Science:	Science:
Social Studies:	Social Studies:	Social Studies:
Subject:	Subject:	Subject:
	MID 4TH QUARTER	

X _____ X _____ X _____

Thursday 30

Friday 1

Communication Arts:	Communication Arts:
Mathematics:	Mathematics:
Science:	Science:
Social Studies:	Social Studies:
Subject:	Subject:

X _____ X _____

May 4-8, 2009

Monday 4

Tuesday 5

Wednesday 6

Communication Arts:	Communication Arts:	Communication Arts:
Mathematics:	Mathematics:	Mathematics:
Science:	Science:	Science:
Social Studies:	Social Studies:	Social Studies:
Subject:	Subject:	Subject:

X _____ X _____ X _____

Thursday 7

Friday 8

Communication Arts:	Communication Arts:
Mathematics:	Mathematics:
Science:	Science:
Social Studies:	Social Studies:
Subject:	Subject:

X _____ X _____

May 11-15, 2009

Monday 11

Tuesday 12

Wednesday 13

Communication Arts:	Communication Arts:	Communication Arts:
Mathematics:	Mathematics:	Mathematics:
Science:	Science:	Science:
Social Studies:	Social Studies:	Social Studies:
Subject:	Subject:	Subject:

X _____ X _____ X _____

Thursday 14

Friday 15

Communication Arts:	Communication Arts:
Mathematics:	Mathematics:
Science:	Science:
Social Studies:	Social Studies:
Subject:	Subject:

X _____ X _____

May 18-22, 2009

Monday 18

Tuesday 19

Wednesday 20

Communication Arts:	Communication Arts:	Communication Arts:
Mathematics:	Mathematics:	Mathematics:
Science:	Science:	Science:
Social Studies:	Social Studies:	Social Studies:
Subject:	Subject:	Subject:

X _____ X _____ X _____

Thursday 21

Friday 22

Communication Arts:	Communication Arts:
Mathematics:	Mathematics:
Science:	Science:
Social Studies:	Social Studies:
Subject:	Subject:

X _____ X _____

May 25-29, 2009

Monday 25

Tuesday 26

Wednesday 27

NO SCHOOL	Communication Arts:	Communication Arts:
	Mathematics:	Mathematics:
MEMORIAL DAY HOLIDAY		
	Science:	Science:
	Social Studies:	Social Studies:
	Subject:	Subject:

X _____ X _____ X _____

Thursday 28

Friday 29

Communication Arts:	Communication Arts:
Mathematics:	Mathematics:
Science:	Science:
Social Studies:	Social Studies:
Subject:	Subject:

X _____ X _____

June 1-5, 2009

Monday 1

Tuesday 2

Wednesday 3

Communication Arts:	Communication Arts:	Communication Arts:
Mathematics:	Mathematics:	Mathematics:
Science:	Science:	Science:
Social Studies:	Social Studies:	Social Studies:
Subject:	Subject:	Subject:

X_____ X_____ X_____

Thursday 4

Friday 5

Communication Arts:	
Mathematics:	
Science:	
Social Studies:	
Subject:	TWO HOUR EARLY RELEASE
	END OF 4TH QUARTER
	END OF 2ND SEMESTER
	LAST DAY OF SCHOOL

X_____ X_____

Subject:	Subject:	Subject:
Subject:	Subject:	Subject:
Subject	Subject:	Subject:

X _____ X _____ X _____

Thu

Subject:	
Subject:	
Subject:	

X _____ X _____

Subject:	Subject:	Subject:
Subject:	Subject:	Subject:
Subject	Subject:	Subject:

X _____ X _____ X _____

Subject:	Subject
Subject:	
Subject:	

X _____ X _____

GENERAL INFORMATION

MIDDLE SCHOOL / INTERMEDIATE SCHOOL HANDBOOK

This *Middle School / Intermediate School Handbook* has been designed to provide students and parents with easy access to information regarding the day-to-day operation as well as to provide students with a systematic way to keep track of daily assignments.

- All Middle School / Intermediate School students will be issued a copy of this *Middle School / Intermediate School Handbook* at the beginning of the school year free of charge.
- Each student is responsible for taking his/her *Middle School / Intermediate School Handbook* to each class. At some point in every class, the teacher will direct students to write the assignment for that particular class in the *Middle School / Intermediate School Handbook*. Other information, such as work completed in class, due dates, test dates and handout sheets may be included.
- Parents are encouraged to monitor the *Middle School / Intermediate School Handbook* by checking it frequently. Therefore, students need to take the *Middle School / Intermediate School Handbook* home each day.
- If a student loses his or her *Middle School / Intermediate School Handbook* there will be a replacement charge.

The *Middle School / Intermediate School Handbook* provides parents a means to monitor and get involved with their student's academic progress, improves communication between parents and teachers as well as helps students develop life long organizational, planning and time management skills.

ACTIVITIES

Extra class activities in the Springfield middle schools /intermediate school provide opportunity for students to engage in special interests in addition to the more formal class activities.

Such activities help to develop in students the abilities necessary for leadership as well as those necessary for working as part of a group. Those who have special talents in some particular field are given an opportunity to improve their skills to an extent not usually afforded in the average classroom. A good program of student activities also provides opportunity for students to discover latent capacities and to develop interests in new fields.

Qualifications for participation vary for different activities, but a general rule is that students must endeavor to be good citizens and to be doing the type of work in their classes commensurate with their abilities. Regular attendance is also important, and certain activities require specific competencies and skills. All will do well to check with their teachers and counselors for general information concerning the activity program. All students should be aware of School Board Policy JGF - Student Activities Program page 32. (See Policy JGF "Citizenship Standards for Participation in Student Activities Program" in this handbook.)

Exclusion from Activities Guidelines

Participation in the activities program in middle school is a privilege. When a student's conduct in school results in a suspension of any type, the student will be excluded from the activities program for a specific length of time.

The following points will provide the details of this policy:

- On the day the decision is made to suspend and on the day(s) serving the assigned suspension, the student may not attend games or meetings for any club or group held after or before school. Suspension will end at the end of the school day of the last day of suspension.
- During the duration of the activity exclusion, students may not attend field trips, dances, banquets, or any other non-graded event. The exception is participation in a music concert, a play, or any event that requires participation of the student for a class grade.

During the duration of the activity exclusion, students may not be a participant in an interscholastic athletic event sponsored by the school. Any event away from the student's home school may not be attended in any capacity. When the event is at the student's home school, it is the decision of the coach as to whether or not the student may sit on the team bench in street clothes during the game. The bench alternative is the only way a student may attend a home game during the activity exclusion.

- Clubs, teams, student council, pep club, cheerleaders, National Junior Society and other activity groups may also have additional consequences written into their operational guidelines.
- If the above guidelines are not followed, students may expect to repeat the suspension.

It is the hope that the foregoing procedures will rarely be employed, but will be applied in a consistent manner when necessary.

ARRIVAL AT SCHOOL

Students should arrive at school in the morning no earlier than 7:30 a.m. and report to assigned areas. Students must have a pass from a teacher in order to be allowed in the hallways prior to 7:50 a.m. All students should be in class by 8:00 a.m.

ATHLETICS

Adult Athletic Events Ticket

An adult activity ticket may be purchased for \$15.00 and entitles the adult admission to all athletic events in which his/her student's school is involved.

Athletic Participation Fee

Athletic Participation cards sell for \$50.00. The participation fee card is required before a student can participate on an athletic team or be a member of a cheerleading squad. The fee is paid by each student. The fee not only allows participation but also will admit the holder in free to any contest conducted by the R-12 School District (excluding MSHSAA-sponsored events) during the year.

Eligibility Guidelines

A middle school student will be considered ineligible for athletic contests if they are failing two or more courses at the end of the first, second, or third quarters. The student may regain immediate eligibility during the following quarter if they are failing no more than one class.

- A middle school student will be considered eligible at the beginning of each school year.
- The student may continue to practice with the team during the time of ineligibility with the permission of the coach.

Required Physical Exam

All athletes are required to have a completed physical exam on file before any tryouts begin. Cheerleaders are required to have a completed physical exam on file after tryouts have concluded but before practices begin. Physicals are good for the school year in which they are given unless they are given after February 1, in which case they are good for the remainder of that year and the following school year. All athletes, including cheerleaders, are required to have proof of insurance on file before any tryout or practice.

Student Athletic Events Ticket

An athletic ticket may be purchased and used as an admission ticket to all middle school athletic contests in which the student's home school is participating.

ATTENDANCE

Attendance and Attendance Services

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.

Unreported absences or excessive tardies will be brought to the attention of the home-school counselor who serves each building on an itinerant basis and/or the attendance services supervisor for the district. That person will make the necessary contact with the family and take whatever actions are felt to be appropriate in attempting to correct the problem.

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 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 an 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.

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 abilities and interests. The instructional format for courses offered in the middle schools / intermediate school of the Springfield Public Schools requires that student attend classes regularly. This expectation is also reinforced by the compulsory attendance statute of the State of Missouri. Independent study courses and correspondence courses are not offered by our secondary schools.

If it is necessary for a student to be absent from school, a parent/guardian should notify the office between 7:30 a.m. and 9:00 a.m. An answering machine is available for parents to leave a message regarding their student's absence when the office is closed. If the parent/guardian is unable to contact the office, the student should bring a dated, written note signed by a parent/guardian giving the reason for the absence upon return to school. An absence slip will be issued to the student by the office. All absences, except school activities, will count against the student's attendance record. Students must attend school on the day of an extracurricular activity in order to be eligible for participation.

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. Exceptions to this 10% maximum class participation factor are physical education. These classes, due to their nature, use a greater class participation factor previously approved.

Leaving the School Grounds – Students are not permitted to leave the school grounds during the school day except with the approval of parents and school officials and then only within policies approved by the administration and Board of Education.

Make-Up Work – Students are responsible for obtaining and completing make-up work. Make-up work due to trancies may not be completed for credit. Make-up work due to suspensions may not be allowed for credit.

Requests to Leave School – Requests by parents for a student to be excused from school during the day should be made only when absolutely necessary. When such a request is necessary, however, the student should bring to the principal's office a written statement from his/her parents explaining the reason for the request. When absences in such cases begin to interfere seriously with a student's work in school, it may be deemed necessary to confer with parents. When it is known in advance by a student and the parents that it will be necessary to leave school during the day, a written request should be presented to the office in the morning, and in such case the student must have the approval of the principal or his/her designee before leaving school.

School Activities – Students represent 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.

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. Assignments such as major term projects, major exams, final exams, etc., which generally exceed the time reference to the suspension, should be accepted by a teacher for credit.

Tardies – A student is tardy to school if he/she is not in the class by 8:00 a.m. When a student is delayed in getting to school on time, the student should report to the office for a Tardy Pass to his/her first class. This pass is presented to the teacher who returns it to the office with the attendance report. Pupils who are frequently tardy, either at the beginning of the day or to classes during the day, may be subject to disciplinary measures.

Truancy – An elective absence which was not approved in advance by parents or by school officials. Work missed because of truancy may not be completed for credit. Truancy is a violation of state statutes as well as school regulations and may result in suspension or other disciplinary action.

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.

BICYCLES

For students who choose to ride a bicycle, bicycle safety is a part of their responsibility. It is recommended that students who ride bicycles to school wear a helmet. Students should dismount and walk their bicycles to the approved school site for bicycle parking.

For additional information on transportation, refer to page 9.

BUSES

The convenience of riding a school bus is extended to students who meet school district mileage guidelines as well as conduct themselves in a safe and orderly manner while on the school bus. Drivers are responsible for determining appropriate behavior and communicating expectations to student riders. Students who disrupt or otherwise distract the driver will be issued a safety violation and may be denied bus transportation for a specific period of time depending on the severity and frequency of the incident. Typically, students are not allowed to ride buses other than the bus they are assigned. If there is a situation which requires that a student ride a different bus than he/she normally rides. The parent/guardian should send a signed note to the school.

DANCES/SOCIALS

Dances/social activities are planned by approved groups within the school to provide an opportunity for positive social interaction between students. Dances are open only to currently enrolled students at the school. Students must be in attendance at school on the day of the dance/social in order to be eligible to participate. Students who have received a suspension are ineligible to attend dances/socials during the duration of the suspension.

HALL PASSES

Students are dismissed from class by the teacher. No student will be allowed out of the classroom unless a teacher issues a pass to the student. This pass must be complete with a date, time and signature of the teacher.

LEAVING SCHOOL EARLY

If a student must leave during the school day, he/she must bring written permission from a parent/guardian to the office before school. Parents MUST come into the front office to check students out of school, unless prior arrangements have been made.

LOCKS AND LOCKERS

Each student is assigned a lock and locker. Students should use the locker assigned to them, and only that locker, to store personal property which must be brought to school during the school day. Students should not share their lock combination with any other student. If a student believes their lock combination is known to another student they should request a new lock from their teacher. Students must pay a \$3.50 fee to replace lost or stolen locks.

To Unlock:

1. Turn the dial to the **RIGHT** two or more whole turns and stop at first number
2. Turn the dial **LEFT** one whole turn past the first number and stop at the second number
3. Turn the dial to the **RIGHT** and stop at the third number
4. Pull the shackle open

To lock:

1. Push the shackle all the way in and turn dial.

Each student may be assigned the use of a corridor locker and a gymnasium storage basket. Each of these requires a combination lock, which is provided, and which the student is required to return in good condition at the end of the year or upon withdrawal from school.

One or two students may be assigned to each corridor locker. Lockers are provided in the physical education dressing room in which regular clothing is stored while the student is taking physical education and a storage basket for the gym clothing at other times. All lockers should be locked while in use for storage purposes. The school is not responsible for lost or stolen locks.

Proper use of the locker needs to be planned on a time schedule. A student should not expect to go to his/her locker after each class, but should generally plan to carry books and materials for at least a half-day session. More specific information is provided in each school.

The following general regulations govern the use of corridor lockers:

1. Every student should use the locker assigned to him/her.
2. Students will be held responsible for the lock provided by the school and will be expected to pay for it if it is lost or damaged.
3. Combinations of the lock should be kept secret.
4. Lockers should be kept clean and their contents should be arranged in an orderly manner at all times.

LOST AND FOUND

When an item of value is lost, students should check in the school Lost and Found. Items of clothing which remain in the Lost and Found unclaimed will be donated to the PTA Clothing Bank.

MID-SEMESTER REPORTS TO PARENTS

Written reports of unsatisfactory student progress in achievement, in conduct and in work and study habits are made to parents at mid-semester and at semester.

Parents are requested to study these reports. They are also urged to become acquainted with the student's teachers and to confer with them as frequently as necessary.

PARENT/TEACHER CONFERENCES

Teachers are available to conference with parents throughout the school year regarding their student. Parents are encouraged to call the school for a telephone conference or to schedule a time to come to school to visit with teachers regarding their student.

PAY TO RIDE

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 2008-09 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

PERSONAL PROPERTY

Students are strongly discouraged from bringing personal property to school except when absolutely necessary. Students should not bring large amounts of money or other items of value to school. Personal property which must be brought to school should be locked in the student's locker or with them at all times. Personal property including purses should not be left unattended or unsecured at any time.

NOTE: The school is not responsible for items that are lost or stolen.

SCHOOL ATTIRE

The responsibility for the appearance of students enrolled in the R-12 School District rests with the parents and with the students themselves. When student dress is considered disruptive to the educational process, the student may be required to modify his/her dress or be removed from the school program. Examples include, but are not limited to:

- 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, gang dress symbols or graffiti and 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
- Strapless tops, backless tops, and tops with revealing necklines are not to be worn in the school building.
- Visibly showing your undergarments 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 are 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.

SCHOOL FEES AND MATERIALS

There is no charge for books or locks issued to students. It is the responsibility of the student to care for school property so that it is not lost, damaged or stolen. Students and parents are responsible for paying for lost, damaged or stolen school property. Student schedules may be held until arrangements for payment have been made. If payment is made for a lost item which is ultimately found, a refund will be issued.

SCHOOL SPONSORED TRIPS

Trips away from school to visit educational, interesting, or entertaining places are encouraged as part of the middle school program. These trips are defined as student activities under the Discipline Code. Trips may have announced qualifications attached to determine who may participate. If a student has not demonstrated positive citizenship, they will be denied the privilege to participate. Students denied the opportunity to participate in trips during the school day must remain at school and complete alternative assignments. Trips are a privilege to be enjoyed by ALL students who choose to be responsible school citizens.

All trips require that a signed parent/guardian permission slip be returned by the announced date. If the signed permission slip is not returned, the student will not be allowed to go on the field trip.

Students are expected to use school district transportation for trips unless they are riding with their own parent/guardian. Students should not plan to ride with other student's parents.

Parents are encouraged to participate in field trips if transportation is available. Parents interested in participating in a field trip should contact the teacher/sponsor as early as possible.

SELLING AND TRADING AT SCHOOL

Except for fundraisers sponsored by a school organization and approved by the administration, no items may be sold or traded on the school premises or on the buses.

SPECIAL REPORTS TO PARENTS

Special reports may be made to parents in writing, by telephone, or by teachers in person when a student's work falls below an acceptable standard, or when he/she fails to conform to school regulations. The full cooperation of parents is necessary for the correction of such problems.

STAYING LATE AFTER SCHOOL

After school, students should only be in the building for staff supervised activities. Teachers are available to work with students and conference with parents until 3:15 p.m. If it is necessary for students to occasionally wait for a ride home, students are to wait near the front entrance. Students who are not in a supervised activity (sports, club meetings, working with a specific teacher, etc.) are to be out of the building by 3:15 p.m. Students should have transportation available within 30 minutes after all student activities.

STI HOME+

STI Home+ is a new service in the Middle Schools / Intermediate School that provides parents and students with a means of accessing school information from a remote computer, via the Internet. This information includes:

- Student Schedule
- Student Demographics
- Attendance Record
- Student Grades in individual classes
- Grade Appropriate Standardized Test Scores

To find out more information about STI Home+, please contact your child's school.

TARDIES

Students who are late to school should obtain an admit slip from the office before going to their first class. In order to be excused, students must present a signed note from his/her parent/guardian with the date and time the student should be admitted.

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.

TRANSPORTATION

School Transportation Services

Authority and control of student groups transported in school buses is vested in the licensed driver. He/She is an appointed member of the school staff and has the same authority and responsibility for the safety and conduct of the students on the bus as is vested in the classroom teacher. It is important that both students and parents understand this basic statement.

The driver is responsible to the school administration for seeing that the following regulations are enforced. Regulations covering public school transportation have been carefully worked out by the State of Missouri and constitute the basis for the safe and efficient transportation for public school students. Safety comes first in pupil transportation.

Transportation Rules and Regulations

1. The driver is in charge of the students and the bus. Students must obey the driver promptly.
2. Students must be on time. The bus cannot wait beyond its regular schedule for those who are tardy.
3. Students should never stand in the roadway while waiting for the bus. Loading points will be designated by the school in terms of safety and efficiency.
4. Classroom conduct is to be observed by students while riding the bus. An attitude of cooperation and consideration for other students, the driver and community members observing students on the bus is expected.
5. Students must remain seated while the bus is in motion.
6. The use of tobacco on the school bus or at the bus stop is forbidden.
7. Students are expected to do their part in keeping the bus neat and clean. The consumption of food or soda on the bus is not allowed.
8. Students must not at any time extend arms, head or objects out of the bus windows. Spitting out the bus windows is prohibited.
9. Safety Regulations demand that students observe directions of the driver when boarding and leaving the bus. When unloading, students need to cross the roadway in front of the bus at the signal of the driver.
10. Any damage to bus by students must be paid for by the student or his or her parents.
11. The driver will not discharge riders at places other than the regular bus stop near the home, or at school, unless by proper authorization in writing, from parent and principal of the school.
12. All school discipline policies and guidelines apply while students are riding the school bus.

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.

SPRINGFIELD PUBLIC SCHOOLS POLICIES AND PROCEDURES

No Child Left Behind Act

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 at 523-0052.

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 (or 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.

Release of Information

The District complies with the federal law Family Educational Rights and Privacy Act (FERPA) 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.

Public Notice—Public Education for Students with Disabilities

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 at 523-7500.

Use of Buildings and Facilities

Use of buildings and other facilities must be scheduled with permission of the principal who will approve such use in accordance with Board of Education policies.

Athletic practices, intramurals, rehearsals, and other school activities scheduled for after school must have teacher sponsors and should not last later than 5:30 p.m. Parents must be informed by the school when students are participating in a school-sponsored activity at this time of day.

All uses of buildings for activities not sponsored by the school must be scheduled through the school district's Building Services Department, 1458 E. Chestnut Expressway.

Visitors to the Building

Parents and other interested citizens of the community are welcome to visit the school but they should first report to the principal's office. A permit may then be issued by the principal to visit a particular class or room in the building. A guide will be provided to a visitor when necessary.

No visitor should go into a classroom, study hall, or library before obtaining a visitor's pass from the principal's office.

STUDENT INFORMATION

Administrative Procedure for Photos and Interviewing Students

1. The media will contact the school prior to their arrival at the school.
2. The media will report to the principal's office for directions and instructions.
3. All students who appear in the student directories, yearbook, or other school publications may be photographed, videotaped, interviewed or recorded by school and commercial broadcast and print media unless parents have signed an exclusion waiver. Principals and/or the media may elect to secure parent permission prior to student interview when the specific story reflects a need for direct parent notification.
4. Additionally, all student athletes, debate and music contest participants will have a statement on their citizenship card that they may be photographed, videotaped, interviewed and/or recorded by the media as a part of their participation.

NOTE: A parent's exclusion waiver does not protect a student from being photographed, videotaped, interviewed or recorded at public school activities such as sporting events, graduation, theater productions, music, and debate competitions.

Admission Requirements

Any student who is promoted from fifth grade of an accredited school may be admitted to the sixth grade in a Springfield middle school. Other students who have not completed the fifth grade, but who have attained the age of typical sixth grade students, may be admitted to middle school on the basis of standardized test results and/or the approval of counselors and principals.

Birth certificates, immunization records, and social security cards are required for all students new to the Springfield schools and should be presented when they appear for admission. The birth certificate is returned to the parents or guardian after necessary data are recorded on the student's education record.

Assemblies

Assemblies are an important part of the educational program. While some assemblies may be entertaining, their primary aim is to provide educational experiences that cannot normally be provided in a classroom. Since assemblies represent a part of the educational program, attendance is required of all students. Students will be supervised by teachers at assemblies. Students are expected to conduct themselves in a manner which will not disturb others who wish to enjoy the program. The development of attitudes of proper audience behavior is one of the aims of the school assembly.

Character Education

While it is not the function of the school to teach religion, it is 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.

Directory Information

Directory information may be prepared for mass release (school directory, athletic programs, etc.) unless parents, guardians, or eligible students indicate they do not wish the information to be disclosed. Directory information consists of the following:

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

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, PDA's, 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. Dept. of Agriculture.

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

Grading System

Academic achievement is recognized in Springfield's secondary schools by the letters A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F. Continuous records of achievement are kept in the teacher's class book to be used at mid-semester and at the close of the semester in preparing the students' report card.

Characteristics relating to a student's work are of vital importance, since they contribute to both academic and personal development. Both teachers and parents should emphasize such factors as regular attendance, cooperation in the group, attentiveness, ability to follow directions, ability to assume leadership roles, habits of effective study, willingness to work with self-direction in worthwhile activities, and other traits listed on the student's report card.

The mark shown on a student's report card indicates the teacher's evaluation of work in a particular subject. Some typical criteria used in determining a student's mark for the mid-semester or semester are (1) performance on tests given in the class, (2) quality of written work, (3) participation in and contribution to class activities, (4) promptness and thoroughness in completing assignments, and (5) a general grasp of knowledge and skills in a particular subject.

In some groups, there may be students whose work does not merit credit. They are usually the ones who do not expend a sufficient amount of effort in study and whose attendance is poor. In the secondary schools, failure to receive credit is designated by "F."

In the middle schools, an additional mark (I) is used to denote “incomplete” work when the quality of work may otherwise justify a passing grade. When this is true, the students should inquire of his/her teacher at once as to the specific work to be completed. Failure to remove the “incomplete” mark within a reasonable time may result in a failing grade.

It is important that students be able to compete and that they be evaluated in the class within which they are grouped. Marks in a special group may not necessarily be compared with those in groups of different levels of achievement. Students in special education classes will, therefore, receive the typical marks of A, B, C, and D to indicate relative achievement within their own groups by these letter grades, but may have the letter “M” placed after them to indicate the class is in a modified curriculum area.

Guidance Services

A comprehensive guidance plan is provided by Springfield’s middle schools / intermediate school.

It is important that each student know his/her counselor well and should not hesitate to ask for assistance when help is needed. Each student needs to think carefully about his/her own interests, aptitudes, and abilities, and to make certain that the counselor has this information. Counselors stand ready at all times to help students with study difficulties, career planning, the planning of a high school program, and with health, personal, social, and other problems. The student’s school record of grades, tests, interests, activity participation, health, and attendance provide important information for the counselor.

Health Information

The following guidelines should be followed concerning any health problems:

1. Notify the principal, teacher, and the school nurse of any health problem that could require emergency services or interfere with the educational process. A physical form to be completed by your physician is available at school. A Student Health Inventory form should be completed at enrollment.
2. A student who has an ailment or disability which necessitates a limited physical education program must have on file a doctor’s statement to that effect.
3. In addition to written permission from a parent, parents, guardian, or other custodian, any student who participates in competitive athletics must have a physical examination each year prior to participation. He/she should talk with the coach about this matter.
4. Students should postpone school attendance when they are obviously ill or have a fever of 100 degrees Fahrenheit or higher. Parents should notify school personnel of the reason for the absence.
5. When a student becomes ill at school, he/she should report to the counselor, assistant principal, principal, or school nurse who will see that proper care is provided. If a student is so seriously ill or so seriously injured as to constitute an emergency, parents will be called. If a parent cannot be reached at once, the student will be sent to the emergency room of a hospital and parents called as soon as possible. When it seems advisable, the student will be accompanied by a teacher, nurse, or a counselor. If parents cannot be located in an emergency case, an ambulance will be called to take the student to the emergency room of a hospital, but a parent, parents, guardian, or other custodian must assume responsibility for payment.

Home Study

Most students should expect to spend sixty minutes or more each day in additional study outside of class. The amount of time needed varies by students and with the different types of classes and increases as a student moves from one grade to another. It is highly important that students in the middle school develop regular habits of study and that effective techniques of study be learned as well as possible. Each student should have a place where he/she can study at home without interruption by other members of the family, radio, and television.

Honor Roll

The principal of each school compiles honor rolls at the end of each semester.

A student who earns a Grade Point Average (GPA) of 3.0 will be placed on the HONOR ROLL.

A student who earns a Grade Point Average (GPA) of 3.7 will be placed on the PRINCIPAL’S HONOR ROLL.

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 that 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 or the first day of school.

Library Services

In addition to a number of supplementary books and instructional materials in the classrooms, building libraries are established in the middle schools. Trained librarians are provided in all the secondary schools.

Fiction and reference material, including encyclopedias, dictionaries, etc., are carefully selected and kept up-to-date to provide sufficient resource materials for the several areas of the curriculum. Since effective use of the library is an important study skill, both the librarian and classroom teachers instruct students in the use of the library. In addition, classes move to the library to work on specific projects.

Students are permitted and encouraged to check books out of the library for a limited period of time. Students are expected to pay for lost books or books that are unduly damaged.

Make Up Work

Regular attendance is extremely important. Absenteeism makes it hard for students to keep up with course work and may result in grade reductions. Parents of a student who is absent may phone their student's core team teachers and request homework assignments. Assignments may be collected in the main office. It is the obligation of the parent to collect the assignment, and it is the obligation of the student to complete all listed assignments.

Physical Education Equipment

Students are expected to change into appropriate/decent attire for physical education classes and participate. Athletic shoes (tennis shoes) are required as a matter of safety.

All students are expected to keep their gymnasium clothing, including tennis shoes, neat and clean.

President's Award for Educational Excellence and President's Award for Educational Improvement

The President's Education Awards Program, established by the U.S. Department of Education, recognizes and honors outstanding educational achievement. The Program consists of two awards, the President's Award for Educational Excellence and the President's Award for Educational Improvement. Students qualifying for these honors will receive certificates signed by the President, the Secretary of Education, and the school principal. Selection is based on GPA, standardized test scores, and school criteria/standards. Complete guidelines are available at each school.

Promotion of Students

Students are promoted in the middle school / intermediate school on the basis of general achievement in all subjects carried during the year. A major consideration in deciding whether a student should be promoted will be to serve the best interests of the student. In addition, successful completion of summer school may be required for promotion.

Pupils' Consolidated Fund

The Pupil's Consolidated Fund Campaign is designed to raise funds for public philanthropic organizations to be designated by a committee of school administrators and students.

The Pupil's Consolidated Fund drive is the only such fund raising endorsed for all schools and should serve to teach students the importance of civic giving at a level appropriate to recognized needs of youth.

Reading and Study Skills

Effective reading and study skills are indispensable to success in school at any grade level. It is highly important, therefore, that a student recognize any difficulty he/she may be having with reading or study in any subject and then call upon his/her teacher for immediate help. Such help is one of the greatest responsibilities of each teacher.

Failure to correct a difficulty can only result in increasingly greater learning problems as one moves along through school. On the other hand, a mastery of reading and study skills is conducive to success in almost any curricular area at any level.

Record Accessibility

Student Education Records are accessible to:

- School officials, including teachers of the district who have legitimate educational interest in the records
- Parents and/or legal guardians
- Parents and/or legal guardians of students eighteen (18) years of age or older who are dependent upon their parents as defined by Internal Revenue Code
- Officials of schools in which the student seeks or intends to enroll
- Other agencies, institutions, or individuals upon receipt of written release from parent, guardian, or eligible student
- Other State and Federal offices and agencies as prescribed in the law

A record access log is kept as part of the Student Education Record indicating all who have had access except professional staff members of the District.

Student record maintenance is the responsibility of the building principal. Records are maintained in the school the student attends.

A complete copy of the record policy, review, and hearing procedures is included as part of board of education policies. These may be seen in the principal's office or the library.

Registration and Enrollment

Registration forms for students entering the sixth grade from a Springfield elementary school are completed by their fifth grade teachers and the elementary principal during the last quarter of the school year. In addition to the name and address of the student and his/her parents, the form provides for such personal information as test results, special competencies, and special interests. This information is helpful to the counselor and principal in placing the student in the most advantageous learning situation.

Skateboards, Skates and Scooters

In order to minimize the potential for student accidents and insurance risks, skateboards, skates (including shoes with rolling wheels such as "heelines") and scooters should not be brought to school nor operated on school property at any time.

Student Records/Directory Information

Student Education Records are defined as records which are directly related to a student and are maintained by the School District of Springfield R-12. This does not include records maintained by individual staff members for their personal use. Every effort is made to keep information placed in the Student Education Records factual and objective.

Telephones

Telephones are placed in the school for school business. No telephones are available in the middle school / intermediate school which may be used by students for visiting purposes. If a call is really necessary, the student may use the telephone in the office. Permission should be obtained from an administrator or secretary in the office for such a call. A student may be expected to give the reason for his/her call and should make the call as brief as possible.

Important telephone messages are delivered, but students and teachers are called out of class only in cases of emergency.

Tests and Examinations

Students in the middle school / intermediate school are required to take standardized tests of achievement as part of the overall testing program in the School District of Springfield R-12. Results of these tests are used for guidance purposes to place students in the most desirable classes for them and to plan educational experiences best suited to their particular levels of ability and achievement.

Teacher-made examinations are given periodically during each quarter to determine progress in achievement. These examinations are of various types and serve to facilitate organization and review of learning expected in a particular period of time.

Results of these examinations are recorded in teacher's class records and serve as part of the criteria for determining mid-semester and semester marks.

Textbooks/Other Instructional Materials

Textbooks are recommended by committees of teachers (working with the Director of Instructional Improvement) who are trained and experienced in the respective fields for which books are to be selected. They are changed as often as necessary to keep classroom materials up-to-date.

Textbooks are furnished free of charge by the Board of Education to be used by middle school / intermediate school students in their regular class work. In most classes, textbooks are provided on the basis of one per student and are assigned to the student at the beginning of the year. The student must return them at the end of the year or upon withdrawal from school. If a book is lost or unduly damaged, the student is expected to pay for it.

In addition to textbooks, a variety of supplementary books are selected for several courses in the middle schools. These books are placed in the classrooms or in the library, depending upon the frequency with which they are needed by students.

Withdrawal from School

Students who transfer to another school in the district, or who withdraw to move to another community, must fill out a withdrawal card in the principal's office. All school-owned books, locks, and other equipment must be returned. Failure to follow these procedures may make it difficult for a student to be enrolled and classified properly in another school. He/she will be required to pay for books or other equipment that is lost or damaged.

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 JGDB that follows for more specific information on page 38.

- 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

STUDENT REFERRAL PROCEDURES FOR STUDENT DISCIPLINE OFFENSES

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 Human Resources Director. 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:

1. Students may be referred for discipline for any violation of the School District's student discipline policies, as defined in the Administrative Guideline on Student Discipline.
2. Minor disciplinary infractions should be handled as described above.

3. 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.
4. 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.
5. No student should be referred for discipline for conduct which does not violate, or appear to violate the student discipline policies of the School District.
6. No student will be referred for discipline because of the student's race, color, religion, ancestry, national origin, sex, age or disability.

VII. District Review of Student Referrals

The School District will review all student discipline referrals on at least a quarterly basis to insure that all referrals follow these guidelines.

STUDENT DISCIPLINE ADMINISTRATIVE GUIDELINES

I. Purpose of 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. 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 suspension of more than ten (10) school days may be appealed. In-school suspensions and out-of-school suspension of ten (10) school days or less are not appealable;
- Board of Education policy ACC (page 35), "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.

III. 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 Director of 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. Application to Students with Disabilities

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

V. Peer Mediation and Anger Management

Administrators, Teachers, Staff and Students are encouraged to make full use of the Peer Mediation and Anger Management programs in each building.

VI. Use of Disciplinary Reports

Reports prepared by the School District's Police Services, 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 and the Order of the Circuit Court of Greene County, Missouri.

VII. Student Discipline 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 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. The school district's student discipline guidelines and the recommended elementary scope and sequence of the school district's student discipline policies are as follows:**

1. **Alcohol/Drugs** – See Board of Education Policy JFCH (page 46). **(School Police Report Required)**

Alcohol/Drugs:

A. Possession or Use:

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

B. Sale or Distribution:

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

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.

Class I Arson:

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

- 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.

B.

Class II Arson:

- 1st 4-10 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 six categories:

- A. **Class I Assaultive Behavior/Class I Fighting Offense** – Is defined as assaultive behavior that does not meet the definition of a Class II Assaultive Behavior Offense toward a person who does not indicate a desire to fight and thereafter does not engage in such conduct. **(School Police Report Required)**

Class I Assaultive Behavior/Class I Fighting:

- 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** – 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). **(School Police Report Required)**

Class II Assaultive Behavior/Class II Fighting:

- 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** – 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. **(School Police Report Not Required)**

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** – 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. **(School Police Report Required)**

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** -- Is defined as expression of the intent to engage in assaultive behavior toward another. **(School Police Report Not Required)**

Threatening to Fight:

- 1st Conference, peer mediation to 3 days ISS
2nd 1-3 days OSS
3rd 5 days OSS

- F. Assaultive Behavior Toward School Personnel** – 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. **(School Police Report Required)**

Assaultive Behavior towards School Personnel:

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

- G. Assaultive Behavior toward Non-Students** – Is defined as assaultive behavior toward non-students, including but not limited to student teachers, visitors, voter 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 events. **(School Police Report Required)**

Assaultive Behavior toward Non-Student:

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

- H. Threats of Violence Toward A Person** – Is defined by 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;
- (2) to bring a Class III Weapon (as defined in Board of Education Policy JFCJ page 54) 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 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.

Threats of Violence toward a Person:

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

- I. **Threats of Violence Involving Property** – 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)**

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 two 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.

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** – 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)

Tampering with Computer Data or Equipment:

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** – (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.

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** – (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.

Class II Inappropriate Use of Electronic Devices

1st 10 days OSS*

5. **Defiance of Authority or Disrespect for Authority** – Defiance of Authority or Disrespect for Authority 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)**

Defiance of Authority/Insubordination:

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

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, discourteous-ness 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 district property. **(School Police Report Not Required)**

Disrespect for Authority:

1st 1 day ISS to 3 days OSS
2nd 3-5 days OSS
3rd 5-10 days OSS*
4th 10 days OSS* with recommendation for extended suspension and/or expulsion.

6. **Destruction of Property/Vandalism** – 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)**

Class I Destruction of Property/Vandalism:

1st 1 day ISS to 3 days OSS
2nd 4-10 days OSS*

- 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. Must exceed \$750 in value. **(School Police Report Required)**

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, intimidating, rowdy, disruptive or unruly, including but not limited to the use of non-directed profanity; or offensive language. **(School Police Report Not Required)**

Disorderly Conduct:

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

- B. Disorderly Conduct in the Classroom** – Is defined as riotous, intimidating, 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. **(School Police Report Not Required)**

Disorderly Conduct in the Classroom:

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

- C. Group Disorderly Conduct** – Is defined as riotous, intimidating, 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. **(School Police Report Required)**

Group Disorderly Conduct:

- 1st 3-10 days OSS*

8. **Drugs/Alcohol** – See Board of Education Policy JFCH (page 46). **(School Police Report Required)**

- A. Possession or Use:**

- 1st Refer to Alcohol/Drugs
2nd Refer to Alcohol/Drugs

- B. Sale or Distribution:**

- 1st Refer to Alcohol/Drugs

9. **Explosive Devices, Use or Possession of** – Possession or use of Explosive Devices is divided into two categories:

- A. Class I Explosive Devices** -- Is defined as the possession or use of fireworks which are otherwise legal to possess. **(School Police Report Required)**

Class I Explosive Devices Possession:

- 1st Conference to 1 day OSS
2nd 2-5 days OSS

Class I Explosive Devices 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** – 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 instruction or directions for the manufacture of such devices or other explosive devices. **(School Police Report Required)**

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)**

Extortion:

1st Conference to 3 days OSS

2nd 4-10 days OSS*

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)**

Giving False Information/Falsifying School Records:

1st Conference to 2 days ISS

2nd 3-5 days ISS

3rd 3 days OSS

4th 3-10 days OSS*

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

Forgery:

1st Conference to 2 days ISS

2nd 3-5 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)**

Class I Filing a False Emergency Report:

1st 3 days ISS to 5 days OSS, charges filed

2nd 6-10 days OSS*, charges filed

- 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 like pulling a fire alarm or making a bomb threat. **(School Police Report Required)**.

Class II Filing a False Emergency Report:

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**)

Gambling:

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

14. **Harassment** -- Harassment is generally defined as conduct which violates Board of Education Policy ABC (page 43), Staff and Student Harassment; or violates Board of Education Policy ACAB (page 43), Sexual Harassment (Students) and is divided into two 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, but not limited to, 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.

Inappropriate Non-Physical Harassment:

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

- B. **Inappropriate Physical Harassment** – Is defined as harassment which is physical in nature including, but not limited to, 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.

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.

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.

- C. **Bullying:**

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

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.

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 to others of a person’s genitals, buttocks or the female breasts. Mooning is considered a Class I Sexual Misconduct.

Class I Sexual Misconduct:

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

- B. Class II Sexual Misconduct** – is defined as conduct which is of a sexual nature by or between students which involves the intentional contact with a person’s clothed or unclothed genitals, buttocks, or the breasts of a female.

Class II Sexual Misconduct:

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

- C. Class III Sexual Misconduct** – is defined as conduct which is of a sexual nature by or between students such as oral sex, sexual intercourse or masturbation.

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. **(School Police Report Not Required)**

Class I Theft Offense:

- 1st 1-3 days ISS
- 2nd 3-5 days ISS
- 3rd 1-5 days OSS
- 4th 6-10 days OSS*

- 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. **(School Police Report Required)**. Theft must exceed \$500 in value.

Class II Theft Offense:

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

- 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)**

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 53). **(School Police Report Required)**

Tobacco:

- 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 removing oneself from attending class or other scheduled school activities where attendance is mandatory including cutting class and leaving campus without permission. **(School Police Report Not Required)**

Truancy:

- 1st Conference to 1 day ISS
- 2nd Detention to 2 days ISS
- 3rd 3 days ISS or extended session
- 4th 4 days ISS
- 5th 5 days ISS

19. **Weapons** – See Board of Education Policy JFCJ (page 54). **(School Police Report Required)**

Possession:

- Class I 1-10* days OSS
- Class II 10 days OSS* with recommendation for extended suspension and/or expulsion
- Class III 10 days OSS* with recommendation for extended suspension and/or expulsion

20. **Students Charged With A Crime** -- (See Board of Education JGDA page 51). This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis

21. **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 46).

22. **Bus Safety Violations** **(School Police Report Not Required)**

Discipline:

- 1st Warning (Hand Copy Bus Rules)
- 2nd Removal from the bus for 1-3 Days
- 3rd Removal from the bus for 3-5 Days
- 4th Removal from the bus for 5-7 Days
- 5th Removal from the bus for 10 Days to Permanent Removal

NOTE: Failure to comply with the bus rules and regulations may result in the removal of a student for the remainder of the school year.

23. **Gang Related Behavior/Attire** – See Board of Education Policy JFCA page 48 and Board of Education Policy JFCE page 42. (School Police Report Officer Discretion)

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.**

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 Greene 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.

BOARD POLICIES AND ADMINISTRATIVE GUIDELINES

ADMINISTERING MEDICATIONS TO STUDENTS AT SCHOOL (Policy JHCD)

Board of Education policy states –

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 licensed prescriber 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 (Elementary and Middle School (K-8))

1. 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.
2. 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.
3. 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.
4. For elementary and middle school students, a parent/guardian or responsible adult shall deliver the medication to the school in the current prescription bottle or the original container.

Over-the-counter Medication (Elementary and Middle School K-8)

Over-the-counter medications may be given at school for a period of three days with written permission obtained from the parent/guardian. Administration of over-the-counter medications beyond three days shall require a written order from an authorized prescriber for individual students. The use of a written standing order or written protocol applies only to registered nurses and licensed practical nurses that will assess the student's need for the medication. Administration of over-the counter medications may be delegated to a qualified person following the nurse's assessment that the medication as an intervention is appropriate and indicated in each instance.

1. The written protocol or standing orders should describe a specific sequence of orders, steps, or procedures to be followed in providing care to the child in specified situations.
2. The written order for medication must include:
 - a. name of the drug, time interval, dosage, route of administration
 - b. specific indications for administration of the medication
 - c. any contraindication for giving the medication
3. The written protocol or written standing orders will be reviewed and renewed annually by the authorized prescriber.
4. Written permission must be obtained from a parent/guardian to administer medications which have been ordered by the licensed prescriber. This permission must be renewed at least annually.
5. The parent/guardian will be notified, in advance when possible, when over-the-counter medications are administered.

Prescription Medication (Secondary 9-12)

1. 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.
2. 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.
3. 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.
4. 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.

5. 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:

1. The student, the school nurse and the parent agree to the conditions under which the medication is to be self-administered.
2. The authorized prescriber request and parent request are on file.
3. 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.
4. The school nurse is reasonably assured the student is able to identify the appropriate medication, knows the reason for administration, the frequency and time of day for which the medication is ordered.
5. The student follows a procedure for documentation of self-administration of medication.
6. 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.
7. 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. Adrenalin, 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. Adrenalin 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 Adrenalin 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:

1. Notify parents of the medication policy at enrollment and periodically as needed.
2. Provide for safe, locked storage of medication.
3. Keep a record of the medication administered.
4. 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.

Corporal Punishment

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.

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

In-school suspension is 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.

Out-Of-School Suspensions

In Missouri, a principal may suspend a student for up to ten (10) school days. A Superintendent may suspend a student for up to one hundred-eighty 180 school days. Procedures for suspending a student are outlined below.

1. Before suspending a student, a principal or Superintendent must (a) inform the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension; and (c) give the student an opportunity to present his or her version of the incident.
2. If the principal or Superintendent concludes that the student has engaged in misconduct punishable by suspension, the procedures described below apply unless the student has a disability. (If the student has a disability, the procedures described in the policy dealing with the discipline of students with disabilities apply).
3. The principal or Superintendent should determine whether the student should be suspended or alternative measures would be appropriate.
4. If suspension is imposed, the student's parents or guardians must be promptly notified of the suspension and the reasons for the action.
5. Any suspension by a principal must be reported, immediately and in writing. The Superintendent may revoke the suspension, either in part or in full, at any time.
6. Students, while under suspension, are prohibited from participation in, or attendance at, any school-sponsored activities or programs.
7. If a suspension is for more than ten (10) school days, the following rules also apply:
 - a. The student, his or her parents, guardians or others having custodial care have a right to appeal the Superintendent's decision to the Board or a committee of the Board appointed by the Board president.
 - b. If the student gives notice that he or she wishes to appeal the suspension to the Board, the suspension shall stay until the Board renders its decision, unless in the Superintendent's judgment, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, in which case the student may be immediately removed from school and the notice and hearing shall follow as soon as practicable.
 - c. All notices of appeal shall be submitted to the Superintendent, in writing.
 - d. The Superintendent, when notified of an appeal, shall promptly transmit to the Board a full written report of the facts relating to the suspension, the action taken by the Superintendent, and the reasons for the action.
 - e. Upon receipt of a notice of appeal, the Board will schedule a hearing and within a reasonable time in advance of the scheduled date, will notify, by hand delivery or by certified mail to the last known address of the appealing party, of the date, time and place of the hearing and of the right to an attorney licensed to practice law in the State of Missouri, to call witnesses, and to present evidence at the hearing.
 - f. Hearings of appealed suspensions will be conducted as described in the policy dealing with student disciplinary hearings.

Student Suspension and Expulsion

NOTE: The following procedures apply to all students, except those who are defined as students with disabilities, by Board Policy. Procedures applicable to students with disabilities are described in Board policies dealing with the discipline of students with disabilities.

The Board of Education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules and regulations of the school district. This observance of school policies, rules and regulations is essential for permitting others to learn at school.

Therefore, the administrative prerogative to exclude a student from school is permitted because of a violation of school rules and regulations, willful conduct which materially or substantially disrupts the rights of others to an education, or willful

conduct which endangers self, others or the property of the school. Such action will be taken in accordance with due process and with due regard for the welfare of both the student and the school.

When a student commits an act which is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of the pupils in the opinion of the superintendent, the principal may suspend the student for ten (10) days, with a recommendation for an extension up to one hundred-eighty (180) days by the superintendent, who in time may recommend expulsion to the Board of Education.

The term “suspension” refers to an exclusion from school that will not exceed a specific period of time. The term “expulsion” refers to exclusion for an indefinite period. Procedures that should be followed to suspend a student differ from those that are required to expel a student.

Suspensions for More than 180 Days and Expulsions

Only the Board may expel a student or suspend a student for more than one hundred-eighty (180) school days. The applicable procedures are outlined below.

1. Before recommending to the Board that student be expelled, the Superintendent must (a) inform the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension/expulsion; and (c) give the student an opportunity to present his or her version of the incident.
2. If the Superintendent concludes that the student has engaged in misconduct and should be expelled, the procedures described below apply unless the student has a disability. (In the case of a student with a disability, the procedures described in the policy dealing with the discipline of students with disabilities shall apply).
 - a. The Superintendent will recommend to the Board that the student be expelled. The Superintendent may also immediately suspend the student for up to ten days or for a longer period if the Superintendent believes that the student’s presence would pose a continuing danger to persons or property, or an ongoing threat of disrupting the academic process.
 - b. Upon receipt of the Superintendent’s recommendation, the Board will follow the procedures described in the policy dealing with student disciplinary hearings.
3. If the student is expelled, he or she may later apply to the Board for readmission. Only the Board can readmit an expelled student.

CITIZENSHIP STANDARDS FOR PARTICIPATION IN STUDENT ACTIVITIES PROGRAM (Policy JGF)

Board of Education policy states –

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.

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:
 1. The student is promoted from the sixth grade to the seventh grade
 2. 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.
 3. 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.

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 categories (1) through (4) to any student is prohibited. Distribution on school premises of material in categories (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 this 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 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 eighteen (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.

GRIEVANCE PROCEDURE FOR RESOLUTION OF DISCRIMINATION COMPLAINTS (Policy ACC)

Summary of Board of Education Policy –

Introduction: This is a summary of Board of Education Policy ACC. The official Board of Education Policy shall rule if there are any differences between the summary and the official policy.

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.

HAZING AND BULLYING (POLICY JFCF)

Board of Education policy states –

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 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.

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 –

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

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.

LUNCH PERMIT / CLOSED CAMPUS CLOSED LUNCH PERIOD (Policy JEFA)

Board of Education policy states –

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.

REPORTING AND RETENTION OF STUDENT DISCIPLINE RECORDS (Policy JGDB)

Board of Education Policy States –

- 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:
 1. Class II Arson Offense
 2. Class I and Class II Assaultive Behavior Offense
 3. Class I and Class II Fighting

4. Assaultive Behavior Toward School Personnel
 5. Class II Explosive Devices
 6. Extortion
 7. Harassment (Inappropriate Non-Physical or Physical Harassment)
 8. Sexual Misconduct
 9. 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, Weapons
- The 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; or,
19. The possession of a weapon under chapter 571, RSMo.
20. Child molestation in the first degree under section 566.067, RSMo;
21. Deviate sexual assault under section 556.070, RSMo;
22. Sexual misconduct involving a child under section 566.083, RSMo;
23. Sexual abuse pursuant to section 566.100, RSMo;
24. Possession of a controlled substance as defined in section 195.010, RSMo;
25. Statutory rape under section 566.032, RSMo.
26. Statutory Sodomy under section 566.062, RSMo.

VI. 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; or,
 19. The possession of a weapon under chapter 571, RSMo.
 20. Child molestation in the first degree under section 566.067, RSMo;
 21. Deviate sexual assault under section 556.070, RSMo;
 22. Sexual misconduct involving a child under section 566.083, RSMo;
 23. Sexual abuse pursuant to section 566.100, RSMo;
 24. Possession of a controlled substance as defined in section 195.010, RSMo;
 25. Statutory rape under section 566.032, RSMo.
 26. Statutory Sodomy under section 566.062, RSMo.

- 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.

VIII. REPORTING REQUIREMENTS—ACTS OF PERSONS ON SCHOOL PROPERTY: In addition to any other reporting requirement in this policy, when any person is believed to have committed an act which if committed by an adult would be assault in the first, second or third degree, sexual assault, or deviate sexual assault against a pupil or school employee, on District Property, the Principal shall immediately report such incident to the appropriate local law enforcement agency and to the Superintendent.

IX. STUDENT SUSPENSIONS FOR REPORTABLE OFFENSES: Any student who is suspended or expelled by the District for committing a reportable offense, any act of violence, or a violation of Class II, possession or use of drugs, Class I or Class II sale or distribution of drugs shall have as a condition of suspension, the requirement that such student not be allowed, while on suspension, to be within one thousand feet of any public school in the District where such student attended unless:

1. The student is under the direct supervision of the student's parent, legal guardian or custodian; or,
2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian, in advance, in writing, to the principal of the school which suspended the student; or,
3. The student is in an alternative school that is located within one thousand feet of a public school in the District where the student attended school; or,
4. The student resides within one thousand feet of any public school in the District where the student attended school in which case such student may be on the property of his or her residence without direct adult supervision.

RIGHTS & RESPONSIBILITIES (Policy JF)

Realizing that 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 to 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.
- 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.
- 7.2 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.

SECRET ORGANIZATIONS (Policy JFCE)

Board of Education Policy states –

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 –

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/ 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.

Reporting: 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 a student, a District employee or a third party should be immediately made to the Safety and Security Director. The Safety and Security Director shall refer all complaints concerning alleged sexual harassment by a student to the building principal, the Superintendent or the Superintendent's designee. Any District employee or supervisor who is aware of any sexual harassment directed toward a student or employee of the District shall immediately report such conduct to the Superintendent.

Investigation: When the District receives a complaint alleging sexual harassment, it shall conduct a reasonable and impartial investigation. The District will make reasonable efforts to initiate the investigation within three (3) school days after receiving the complaint. The first step to be taken upon receiving a complaint or report shall be a meeting with the alleged victim of the harassment. The purpose of this meeting is to gather information regarding the alleged conduct and to determine whether the alleged victim believes that sexual harassment has taken place.

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 District will make reasonable efforts to finalize the investigation within ten (10) school days after the investigation is initiated by the District. The District will provide notice to the parties of the outcome of the complaint, as permitted by law. The District will take immediate and appropriate action based on the outcome of the investigation. The District will take steps to prevent the recurrence of any harassment that occurs.

All investigations initiated under this policy shall be thoroughly documented by the person responsible for the investigation. The complaint files containing allegations of sexual harassment shall be separately maintained and shall be confidential to the extent possible by law.

No Retaliation: Retaliation toward any person who files a complaint alleging sexual harassment or participates in the investigation of the complaint is prohibited. Acts alleged to be retaliation should be reported as described above.

Education: The District shall make reasonable efforts to educate all students and employees regarding the District's prohibition of sexual harassment and the procedure to be used for reporting alleged violations of this policy.

STAFF AND STUDENT HARASSMENT (Policy ABC)

Board of Education policy states –

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 Director of Human Resources. 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 incident 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

I. 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.

II. Definitions

- "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 where ever 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.

III. 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's administration, the complaint should be made to the appropriate Associate Superintendent.
- Employee complaints – 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 Director of Human Resources.
- Other complaints – 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.

IV. 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 Director of Human Resources;
- 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.

V. 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.

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.

VI. 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 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 –

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. Students 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 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.

STUDENT ALCOHOL/DRUG ABUSE (Policy JFCH)

Board of Education policy states –

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;
4. substance purported or believed to be a controlled substance, as defined above, or any alcoholic beverages; 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;
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 suspension up to ten (10) days by the principal; and/or for a period up to one hundred-eighty (180) days according to state statutes or a recommendation of expulsion to the Board of Education.

Administrative guidelines for Policy JFCH are as follows:

First Offense – A student found to be in violation of Board Policy JFCH Student Alcohol/Drug Abuse by use or possession of alcohol or drugs shall receive a ten (10) day out-of-school suspension. This suspension may be reduced to a seven-day out-of-school suspension if the student takes advantage of an assessment conducted by a chemical dependency evaluator contracted by the Springfield Public Schools. On return from suspension, the student will have a readmission conference with a school counselor and discuss measures that will assist the student in avoiding future problems with alcohol or other drugs.

If the first offense of Policy JFCH involves the sale, distribution, or manufacture of alcohol or drugs, or if the quantity or nature of the substance could, in the opinion of the administrator, constitute a felony or comparable violation, the student shall be suspended for ten (10) school days (out-of-school) without the option of a reduction in this suspension for a chemical dependency evaluation, with recommendation to the appropriate Associate Superintendent which may be for either a long-term suspension (up to one hundred-eighty school days) or a recommendation for expulsion. Following the appropriate due process procedures, the decision for a long-term suspension or a recommendation to the Board of Education for expulsion would be made.

In order to help ensure that all schools are drug free, drug detection dogs will be used at middle schools on a random basis.

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), methamphetamines (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 methamphetamines (ecstasy, XTC, Adam, MDM), analogues of phenylcyclidine (PCP, 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, 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 a 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, spirituous, vinous, fermented, malt or other liquors, or combinations of liquors, a part of which is spirituous, 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, represented, intended, characterized, understood, believed, thought or perceived to be a controlled substance, solvent, or toluol, alcohol, intoxicating liquor, alcoholic beverage or anabolic steroid.

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.

STUDENT ATTIRE AND HEALTH AND SAFETY STANDARDS (Policy JFCA)

Board of Education policy states –

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.

- 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.
- 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.
- 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 are 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 –

In order to provide students with an appropriate instruction and educational services, it is necessary for the District to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to District personnel who need the records to effectively serve District students.

The Superintendent will provide for the proper administration of student records in accordance with law, will develop appropriate procedures for maintaining student records and will standardize procedures for the collection and transmittal of necessary information about individual students throughout the District. The building principals shall assist the Superintendent in developing the student records system, maintaining and protecting the records in his or her building and developing protocols for releasing student education records. The Superintendent will make arrangements so that all District employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

Health Information – Student health information is particularly sensitive and protected by numerous state and federal laws. Student health information shall be protected from unauthorized, illegal or inappropriate disclosure by universal adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing or electronically and regardless of the type of record or method of storage.

Directory Information – Directory information is information contained in a student’s education record that generally would not be considered harmful or an invasion of privacy if disclosed. The District designates the following items as directory information:

Directory information for Students in kindergarten through eighth grade: student’s name; parent’s name; date of birth; grade level; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; honors and awards received; artwork or course work displayed by the District; most recent school attended; and photographs, videotapes, digital images and recorded sound.

**Please see form to be returned to school office if parents do not wish for any directory information to be released.*

Parent and Eligible Student Access – All parents will have the right to inspect their child’s education records as allowed by law. As used in this policy, a “parent” includes a natural parent, a guardian or an individual acting as a parent in the absence of a natural parent or guardian. The District will extend the same rights to either parent, regardless of divorce, custody or visitation rights, unless the District is provided with evidence that the parent’s rights to inspect records have been legally revoked. The rights of the parent transfer to the student once the student turns eighteen years of age, or attends an institution of post secondary education, in accordance with law.

If a parent or eligible student believes the education records related to the student contain information that is inaccurate, misleading or in violation of the student’s privacy, he or she may ask the District to amend the record by following the appeals procedures created by the Superintendent or designee.

The District will annually notify parents and eligible students of their rights in accordance with law.

Law Enforcement Access – The District may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement/juvenile justice authorities’ ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in 20 U.S.C. _1232g (b)(1)(E).

If the District reports a crime committed by a student with a disability as defined in the Individuals with Disabilities Education Act (IDEA), the District will transmit copies of the special education and disciplinary records to the authorities to whom the District reported the crime.

Law enforcement officials also have the right to obtain directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

Children's Division Access – The District may disclose education records to representatives of the Children's Division (CD) when reporting child abuse and neglect in accordance with law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance with the law. CD representatives may also have access to directory information and may obtain access to student education records in emergency situations, as allowed by law.

SEARCHES OF STUDENTS (Policy JFG)

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

SUSPENSION OF STUDENTS CHARGED WITH A CRIME (Policy JGDA)

Board of Education policy states –

- I. **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 of or pled guilty to the commission of a felony criminal violation of state or federal law, may be suspended or expelled from the District.
- II. **POLICY STATEMENT:** A student may be suspended or expelled from the School District if it is determined that:
 - 1. The student has been convicted of, or pled guilty to the commission of a felony criminal offense under federal or state law; or,
 - 2. 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,
 - 3. 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,
 - 4. 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.
- III. **PROCEDURE:** The following procedure will be used:
 - 1. 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.

2. 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:
 - A. the student's continued presence in the school is prejudicial to the good order and discipline in the schools of the School District; or,
 - B. the student poses a threat of harm to the student or others, as evidenced by prior conduct of the student; or,
 - C. 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.
3. 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, the student, when adjudicated, is found not to have committed the act, the student or the student's parents or guardian may request that the board reconsider its decision regarding the student's extended summary suspension and/or expulsion from the 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 if 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 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.

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 –

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 a 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 ten (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 one hundred eighty (180) days according to state statutes. A repeated violation on return to school may result in such student's expulsion.

- **YTEP – Greene 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.

USE OF MECHANICAL RECORDING DEVICES (Policy GBCC)

Board of Education Policy states –

Providing a successful and effective educational program for students requires the efforts of employees and others to contribute positively to school climate, employee and student morale, and ethical practices that avoid jeopardizing the welfare of students and other staff members. Because there are occasions when students and employees may wish to supplement or enrich learning by mechanical audio and/or video recording of persons or events at school, the following shall be used as a guide for such conduct:

1. The undisclosed use of mechanical audio or visual recording devices by anyone on school premises, at school activities or while on school business is prohibited except as otherwise set forth in 3.a. below.
2. The undisclosed use of any electronic device to intercept oral communications of others for the purpose or with the intent of recording such communication on school premises, at school activities or while on school business is prohibited except as otherwise set forth in 3.a. below.
3. Mechanical audio or visual recording devices or other electronic devices noted above may be used to record oral communications, physical conduct, and/or school events if:
 - A. The recording or use of an electronic device as noted above is approved in advance by the Superintendent for purposes of determining violations of statutes; or
 - B. All parties to the oral communication consent in advance to the recording and such consent is contained at the beginning and at the end on the recording; or,

- C. The recording as noted above is under the direct supervision of the classroom teacher or building administrator and is for the purposes of supplementing or enriching student learning in the classroom or for preserving the safety of students, staff, and school facilities.

WEAPONS (Policy JFCJ)

Board of Education policy states –

1. POLICY STATEMENT

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

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, firearms silences, 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 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; or,
- 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 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 serious physical injury, but not any device that ejects a repellant 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.

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

- 1) 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

- 1) 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.
- 2) 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.
- 3) 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 a Class III Weapon

- 1) 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.
- 2) 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 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.
- 3) If the student assists, aids or abets a student or non-student in any act described in paragraph 2 D 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.

Index

A

Absences and Excuses	46
Administering Medications to Students at School	29
Admission Requirements	11
Alcohol/Drugs	19, 23, 33, 46
Arrival at School.....	2
Arson	19
Assaultive Behavior.....	19
Assemblies.....	11
Athletics.....	2
Attendance.....	2
Attendance Procedures	3

B

Behavior, Citizenship Standards.....	32
Bicycles	4
Buildings and Facilities, Use of.....	10
Bullying.....	25, 37
Bus rules and Regulations.....	9
Bus Safety Violations	127
Buses.....	4

C

Cellular Phones.....	12
Character Education.....	11
Citizenship Standards for Participation in Student Activities Program Policy.....	32
Class Participation Factor	3
Closed Campus Lunch Period Policy.....	38
Computers/Electronic Devices, Inappropriate Use	21
Computers, Tampering	21
Computers, Unauthorized Use	21
Corporal Punishment Policy	30
Crime, Students Charged	27, 51

D

Dances/Socials.....	4
Defiance of Authority	22
Destruction of Property/Vandalism	22
Directory Information	12, 49
Discipline.....	17
Discipline Guidelines.....	18
Discipline Records.....	38
Discipline Referral Procedures	17
Discipline Scope and Sequence	17-28
Discrimination Complaints	36
Disorderly Conduct.....	23
Disrespect for Authority	22
Distribution of Non-Curricular Student Publications Policy.....	34
Dress Code.....	6, 48
Drug Education.....	48
Drugs/Alcohol	19, 23, 33, 46
Due Process	31

E

Electronic Communication Devices	12
Eligibility Guidelines, Athletics	2
Enrollment.....	15
Exclusion From Activities Guidelines.....	1
Explosive Devices	23
Expulsions	31
Extortion.....	24

F

Failure Notices (Mid-Sem. To Parents).....	5
Filing a False Emergency Report	24
Falsification of Information.....	24
Fees and Materials.....	7
Fighting	20
Forgery	24
Free and Reduced Price Meals	12

G

Gambling.....	25
Gang Related Behavior/Attire	6, 23, 28, 48
Grading System	12
Grievance Procedure for Resolution of Discrimination Complaints.....	35
Guidance Services	13

H

Hall Passes	4
Harassment, Non-Physical	25
Harassment, Physical.....	25
Hazing	25
Health Information	13
Homework/Home Study.....	13
Honor Roll.....	13

I

Immunization of Students.....	38
In-School Suspension	31
Insurance	13
Interviewing Students.....	11

L

Leaving the School Grounds	3
Leaving School Early	5
Library Services	14
Locks & Lockers	5
Lost and Found.....	5
Lunch Permit/Closed Campus Policy	38

M

Make-up Work	3, 14
Medications at School	29
Mid-Semester Reports to Parents	5

N

No Child Left Behind Act.....	10
Nondiscrimination	10

P

Pagers	12
Parent/Teacher Conferences	6
Passes.....	5
Pay to Ride.....	6
Peer Mediation and Anger Management.....	18
Personal Property.....	6
Photos and Interviewing Students.....	11
Physical Education Equipment	14
Policies	
Administering Medications to Students at School (Policy JHCD)	29
Citizenship Standards for Participation in Student Activities Program (Policy JGF).....	32
Distribution of Non-Curricular Student Publications (Policy IGDBA).....	34
Grievance Procedure for Resolution of Discrimination Complaints (Policy ACC).....	35
Immunization of Students (Policy JHCB)	38
Lunch Permit/Closed Campus Closed Lunch Period (Policy JEFA).....	38
Reporting and Retention of Student Discipline Records (Policy JGDB)	38
Rights and Responsibilities (Policy JF).....	41
Secret Organizations (Policy JFCE).....	42
Sexual Harassment (Students) (Policy ACAB)	43
Staff and Student Harassment Administrative Guidelines.....	44
Staff and Student Harassment (Policy ABC).....	43
Student Absences and Excuses (Policy JED)	46
Student Alcohol and Drug (Policy JFCH).....	46
Student Attire and Health and Safety Standards (Policy JFCA).....	48
Student Records/Directory Information (Policy JO).....	49
Suspension of Students Charged with a Crime (Policy JGDA)	51
Testing Program (Policy IL).....	52
Tobacco/Use by Students (Policy JFCG)	53
Use of Mechanical Recording Devices (Policy GBCC).....	53
Weapons (Policy JFCJ)	54
President's Awards	14
Promotion of Students	14
Public Education for Students with Disabilities.....	10
Publications Distribution	34
Pupils' Consolidated Fund.....	14

R

Reading and Study Skills.....	15
Record Accessibility.....	15
Recording Devices.....	53
Referral Procedures, Discipline	17
Registration and Enrollment	15
Release of Student Information	10
Reporting and Retention of Student Discipline Records.....	38
Requests to Leave School.....	4
Rights and Responsibilities.....	41

S

Safe Schools Act Reportable Offenses	16
School Attire	6
School Fees and Materials.....	7
School Sponsored Trips.....	7
Secret Organizations Policy	42
Selling and Trading at School	7
Sexual Harassment (Student) Policy	43
Sexual Misconduct	26
Skateboards, Skates and Scooters.....	15
Special Reports to Parents	4
Sports (Athletics).....	2
Staff and Student Harassment Policy	43
Staff and Student Harassment Administrative Guidelines	44
Staying Late After School	7
STI Home+.....	8
Student Activities	1
Student Alcohol/Drug Abuse Policy	46
Student Attire and Health and Safety Standards.....	48
Student Records/Directory Information Policy	49
Student Search Policy.....	50
Students Charged With A Crime.....	27
Study Skills	15
Suspension of Students Charged With A Crime Policy.....	51
Suspensions	4, 31

T

Tardies.....	4, 8
Telephones	15
Testing Program	52
Tests and Examinations.....	16
Textbooks/Other Instructional Materials	16
Theft	26
Threats of Violence	20, 28
Tobacco	27
Tobacco and Tobacco Derivatives Use by Students Policy.....	53
Transfer Guidelines	8
Transportation	9
Transportation Rules and Regulations.....	9
Truancy	4, 27

U

Use of Buildings and Facilities.....	10
Use of Mechanical Recording Devices.....	53

V

Vandalism	22
Visitors to the Building	11

W

Weapons.....	27
Weapons Policy.....	54
Wellness Program	9
Withdrawal from School	16

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

(Please Do Not Remove from Student Handbook)

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- 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.**
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:
 4. The student is promoted from the sixth grade to the seventh grade
 5. 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.
 6. 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)

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:

5. 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;
6. 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.

5. 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.
6. 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.
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- 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)

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940 N. Jefferson Ave.
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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

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- 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