

# Springfield Public Schools

*Springfield, Missouri*

**2018-2019**

## **School Handbook**

*For Students, Parents and Staff Members*



<http://www.sps.org/>

**Main District Switchboard: 417-523-0000**

# Springfield Public Schools 2018-2019

## WELCOME

**Superintendent of Schools:** Dr. John Jungmann

**Board of Education:** Mrs. Jill Patterson, **President**  
Mr. Tim Rosenbury, **Vice-President**

**Members:**

Dr. Denise Fredrick  
Dr. Alina Lehnert  
Mr. Bruce Renner  
Mr. Gerry Lee  
Dr. Charles Taylor

**Board Secretary:**

Kathy Looten



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.

For School Board minutes, complete Board policies, school links and other information such as calendars, organizational changes, events and many other functions of the District, please visit our website at:

**<http://www.sps.org/>**

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# **SPRINGFIELD PUBLIC SCHOOLS**

**Engaging – Relevant – Personal  
Every Learner – Every Day**

## **OUR MISSION**

Prepare all students for tomorrow by providing engaging, relevant and personalize educational experiences today.

## **OUR COMMITMENTS**

We believe all individuals have potential and we must commit to the following behaviors:

- Embrace the needs of the whole child.
- Create, communicate and demonstrate high expectations.
- Inspire and instill a passion for learning.
- Demonstrate flexibility, agility and adaptability.
- Foster a culture that supports and engages high quality teachers and leaders.
- Cultivate community ownership.
- Maintain a safe and secure learning environment.
- Engage all staff to positively impact student success.

## **OUR VISION**

To serve as a catalyst for lifelong learning, equipping students for their futures.

### **Focus 1: Student success and learning support.**

- Promote, create and maintain a safe and secure environment that supports the physical and emotional well-being of all students.
- Each student will have equitable access to engaging, relevant and personalized learning experiences that positively impact academic achievement and personal growth.
- Each student will be equipped to solve problems through critical thinking, creativity, communication and collaboration.

### **Focus 2: Empowered and effective teachers, leaders and support personnel.**

- Create a culture that empowers employees and provides each student access to a qualified and effective teacher in every classroom, an effective principal in every school and an effective employee in every position.

### **Focus 3: Financial sustainability and operational efficiency.**

- Seek, align, manage and optimize resources for improved student success while remaining financially sustainable.

# Springfield Public Schools 2018-2019 Calendar

August 2018

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## Student Holidays

Labor Day: Sept. 3 (School System Closed)  
Thanksgiving Vacation: Nov. 21-23  
(School System Closed)  
Winter Break: Dec. 24-Jan. 2  
(School System Closed Dec. 24, 25, 31 & Jan. 1)  
MLK Jr. Day: Jan. 21 (School System Closed)  
Presidents Day: Feb. 18 (School System Closed)  
Spring Break: Mar. 11-15

(School System Closed Mar. 15)  
Memorial Day: May 27 (School System Closed)

## Staff Work Days/Students Out All Day

Aug. 2-7: New Teachers  
Aug. 9-14: Professional Days  
Oct. 15: Professional Day  
Nov. 5: P/T Conference Day (starts week of Oct. 22)  
Nov. 6: Professional Day  
Dec. 21: Professional Day  
Mar. 8: Professional Day  
Apr. 19: Professional Day  
NOTE: Nov. 5 may be trade-out day if conferences complete

## Begin/End Quarters

Aug. 15 - Oct. 12 (42 days)  
Oct. 16 - Dec. 20 (43 days)  
Jan. 3 - Mar. 7 (44 days)  
Mar. 18 - May 24\*\*\* (43 days)

## Mid Quarters

Sept. 14  
Nov. 16  
Feb. 1  
Apr. 18

\*\*\*Last day could be as early as May 16, dependent on weather

172 Student Contract Days

185 Teacher Contract Days

- First/Last/Quarter
- Professional Day
- Students Out & Staff Out (unless Professional Day)
- District Closed
- Athletic No Contact Day Jul. 29-Aug. 5
- Graduation May 9-10
- Explore 2019 Window
- New Teacher Contract Day

## GENERAL INFORMATION

### **Cancellations**

The district makes every effort to decide whether to cancel school by 5 a.m. so that parents can be alerted as soon as possible. The decision is announced immediately via the SPS Twitter and Facebook accounts, website, mySPS app, email, and local news media. Automated phone messages will be sent at 6 a.m. to parents who have completed and returned the [Blackboard Connect Student Information Form](#). Parents may also opt-in to receive text message alerts on the same form. Information can also be obtained by calling the School Closing Line at 523-0110.

### **Earthquake Safety for Missouri's Schools**

**The New Madrid Seismic Zone (NMSZ) Extends 120 Miles Southward** from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and on down to Marked Tree, Arkansas. The NMSZ consists of a series of large, ancient faults that are buried beneath thick, soft sediments. These faults cross five state lines and cross the Mississippi River in three places and the Ohio River in two places.

**The New Madrid Seismic Zone and surrounding region is Active, Averaging More than 200 Measured Events per Year** (Magnitude 1.0 or greater), about 20 per month. Tremors large enough to be felt (Magnitude 2.5 – 3.0) are noted every year. The fault releases a shock of 4.0 or more, capable of local minor damage, about every 18 months. Magnitudes of 5.0 or greater occur about once per decade. They can cause significant damage and be felt in several states.

**What Can We Do to Protect Ourselves?** Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths, and injuries.

#### **Know What to Do When the Shaking BEGINS:**

- DROP, COVER AND HOLD ON! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows.
- In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.
- If you are in bed, hold on and stay there, protecting your head with a pillow.
- If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.
- If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

#### **Know What to Do AFTER the Shaking Stops:**

- Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.
- Check others for injuries. Give first aid for serious injuries.
- Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it's leaking. (Remember, only a professional should turn it back on.)
- Listen to the radio for instructions.
- Expect aftershocks. Each time you feel one, DROP, COVER, AND HOLD ON!
- Inspect your home for damage. Get everyone out if your home is unsafe.
- Use the telephone only to report life-threatening emergencies.

*The information contained was extracted from the American Red Cross website [http://www.redcross.org/services/prepare/0,1082,0\\_241\\_00.html](http://www.redcross.org/services/prepare/0,1082,0_241_00.html), Missouri State Emergency Management Agency website (<http://sema.dps.mo.gov/EQ.htm>) and the Federal Emergency Management Agency website (<http://www.fema.gov/hazard/earthquake>). This flier could be distributed by School Districts to each student annually to satisfy the requirements of RSMo 160.455.*

## **Insurance**

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

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

Detailed information and application forms are made available to students and their parents at the time of enrollment or the first day of school.

## **No Child Left Behind Act**

**Complaint Procedure:** This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB) and is being communicated to all families within the Springfield Public Schools’ attendance area.

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

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

No Child Left Behind Requirement – Parents have the right to request information regarding the professional qualifications of their student’s classroom teachers. To request information on teacher certification, please contact Human Resources.

**Teacher Certification:** Our District is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know. Upon your request, our District is required to provide to you, in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

To request this information, please contact Human Resources.

## **Notice of Nondiscrimination**

The School District of Springfield R-XII Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The School District of Springfield R-XII is an equal opportunity employer. Inquiries regarding compliance with applicable statutes related to may be directed to the Chief Human Resources Officer at Springfield Public Schools, 1359 E. St. Louis Street, Springfield, MO 65802 or by telephone at 417-523-4647.

All inquiries regarding compliance with applicable statutes regarding Section 504 of the Rehabilitation Act, the Individuals with Disabilities Education Act, and the Americans with Disabilities Act may be directed to the 504 Compliance Coordinator at Springfield Public Schools, 1610 E. Sunshine St., Springfield, MO 65804 or by telephone at 417-523-7527. Interested persons, including those with impaired vision or hearing, can also obtain information as to the existence and location of services, activities and facilities that are accessible to and usable by disabled persons by calling the 504 Compliance Coordinator.

## **Office Hours**

School office hours are from one-half hour before school starts to one-half hour after school is dismissed.

## **Open House**

Each school schedules an evening open house, parents are invited to visit their child's school, view student work and meet the teachers. Parent/teacher conferences may be scheduled at this time. Open house dates vary from building to building but will be scheduled prior to the first day of school or during the first quarter.

## **Parent-Teacher Conferences**

At the end of the first quarter, parents are encouraged to attend a conference with their child's teacher(s) during Parent-Teacher Conference Week. Every attempt is made to provide a time when a parent can attend a conference. Contact your child's school for a schedule of conference times. Students are dismissed on the final Monday of conference week.

Other conferences may be held during the year to communicate information about a child's progress and behavior. These conferences can be initiated by either the parent or the teacher. Parents who wish to schedule a conference with their child's teacher should call the school to make an appointment. Conferences may be scheduled before school, after school, or during the teacher's planning time.

## **PTA/PTSA**

The Parent-Teacher Association provides liaison services between the home and the school and serves as an advocate for children. All the units are united through the Springfield Council of Parents and Teachers. Both the individual units and the PTA Council sponsor a number of activities to improve education in their schools and for all children.

The PTA operates the Clothing Bank which provides quality used clothing for children in need. Shoes are available through a Shoe Bank sponsored by the Ozark Empire Kiwanis Club. Parents who desire to make use of these services may contact their Principal or school nurse for additional information.

The organization is involved in many programs devoted to fighting drug abuse and crime affecting children. The PTA has long supported those things needed for quality education in Springfield.

All parents are urged to join the PTA in their child's school. Patrons do not need to have a child in school to join. All people interested in children and education are welcome. For more information go to [sptamo.com](http://sptamo.com).

## **Public Notices:**

### **NOTICES**

1. NOTICE OF NON-DISCRIMINATION, NOTICE OF PUBLIC NOTICE:  
PUBLIC EDUCATION FOR STUDENTS WITH DISABILITIES SPECIAL EDUCATION AND SECTION 504
2. COMMITMENT TO COMPLIANCE UNDER THE AMERICANS WITH DISABILITIES ACT
3. NOTIFICATION DIRECT SERVICE CLAIMING – MEDICAID
4. FERPA – NOTIFICATION UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
5. PROTECTION OF PUPIL RIGHTS AMENDMENT NOTICE

1. **NOTICE OF NON-DISCRIMINATION, NOTICE OF PUBLIC NOTICE:**  
**PUBLIC EDUCATION FOR STUDENTS WITH DISABILITIES SPECIAL EDUCATION AND SECTION 504**

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the School District of Springfield, R-12 ("District") are hereby notified that the District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 ("Title VI"), Title IX of the Education Amendments of 1972 ("Title IX"), the Age Discrimination in Employment Act, Section 504 of the Rehabilitation Act of 1973 ("Section 504"), Title II of the Americans with Disabilities Act of 1990 ("ADA") or the Boy Scouts of America Equal Access Act, is directed to the



Compliance Coordinator listed below, who oversees the District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The District has established grievance procedures for persons unable to resolve problems arising under the listed statutes above. The District's Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office of Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

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

The District provides the following assurance that it will provide information and referral services necessary to assist the State of Missouri in the implementation of early intervention services of infants and toddlers eligible for the Missouri First Steps program.

The District provides the following assurance that personally identifiable information collected, used, or maintained by the agency for the purposes of the identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the District to meet the requirements of the Family Education Rights and Privacy Act ("FERPA").

The District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act ("IDEA"). This plan contains the District's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the District's assurance that services are provided in compliance with the General Education Provision Act ("GEPA"). This plan may be reviewed during business hours by contacting Amy Phipps, the Director of Special Services at 1610 East Sunshine Avenue, Springfield, Missouri 65804, (417) 523-7500.

Under Section 504, the District, as a recipient of federal financial assistance from the United States Department of Education and as an operator of a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The District assures that it will, pursuant to Section 504, provide a free appropriate public education to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of non-disabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of Section 504 federal regulations.

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.

Diann Barth, 504 Compliance Coordinator  
1359 East Saint Louis Street  
Springfield, Missouri 65802  
(417) 523-7527

This notice will be provided in native languages or alternative formats, e.g. large print, Braille, as needed.

## **2. Commitment to Compliance under the Americans with Disabilities Act**

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”), the School District of Springfield, R-12 (“District”) does not discriminate on the basis of disability against qualified individuals with a disability with respect to the School District’s services, programs or activities.

**Employment:** The District does not discriminate on the basis of disability in its hiring or employment practices. The District complies with the federal regulations under Title I of the ADA (which governs the application of the ADA in the hiring and employment setting).

**Effective Communication:** The District will comply with the ADA with respect to providing auxiliary aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in District programs, services, and activities. These aids and services are designed to make information and communications accessible to people who have impairments, in areas such as speech, hearing, and vision. The District will not place a surcharge on a qualified individual with a disability, or any group of qualified individuals with disabilities, to cover the cost of providing auxiliary aids/services or reasonable modifications of policy (for example, retrieving items from locations that are open to the public but inaccessible to users of wheelchairs).

Anyone who requires an auxiliary aid or service for effective communications, or a modification of policies or procedures to participate in a service, program, or activity of the District should contact the respective Compliance Coordinator, whose contact information is listed below. Such contact should be made as soon as possible, but not later than 48 hours before the scheduled event (and, preferably, at least five (5) business days before the event).

**Modifications to Policies and Procedures:** The District will make reasonable modifications to policies and programs to ensure that qualified individuals with disabilities have an equal opportunity to enjoy its services, programs and activities.

The ADA does not require the District to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a District service, program, or activity is not accessible to persons with a disability may be directed to the Compliance Coordinator below. In addition, as stated in the District’s Notice of Nondiscrimination, a person who is unable to resolve a problem or grievance arising under Title II of the ADA may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri, 64114; telephone (816) 268-0550.

### **COMPLIANCE COORDINATOR**

1610 E. Sunshine  
Springfield, Missouri 65804  
Phone: 417-523-7527  
Fax: 417-523-0194

## **3. Notification Direct Service Claiming – Medicaid**

### **Insurance - Individual with Disabilities Education Act (IDEA)**

For a number of years Missouri has participated in a Federal program called, Medicaid School-Based Services. This program helps school districts by providing partial reimbursement for some medically-related services listed on a student’s Individualized Educational Program (IEP). Under the Individual with Disabilities Education Act (IDEA), school districts are permitted to seek payment from public insurance programs such as Medicaid (MO HealthNet in Missouri) for some IEP related services provided at school.

In 2013 the requirements under the Individuals with Disabilities Education Act (IDEA) have changed and now school districts are required to provide parents with written notification before they access public insurance for the first time

and then every year thereafter. This notification is to inform you of the requirements under IDEA, regarding written notification and consent to access public insurance, such as MO HealthNet.

**Do I need to do anything?**

You will be asked to provide a one-time written parental consent to release information from your child's educational records or information about the services your child receives through his or her IEP. This information is needed for the purpose of billing MO HealthNet and seeking partial reimbursement for some medically-related IEP services.

**What type of information will be in the consent form?**

The consent form must inform you of the personally identifiable information that may be disclosed (including your child's name, birth date, Medicaid number or other ID, disability, IEP and evaluations, type of service, times and dates of service and progress notes), the purpose of the disclosure (e.g., payment from MO HealthNet) and the agency that will be receiving the information.

**What does it mean if I give my consent?**

By consenting, you state that you understand and agree that MO HealthNet insurance will be billed to partially pay the cost of IEP related services and that the necessary information about your child and his or her IEP services may be shared with MO HealthNet Division, a contracted billing agent, and/or a physician to obtain necessary supporting documentation (e.g. physician scripts, referrals) in order for the billing to be done. There will be no cost to you for the services.

**Am I required to enroll with MO HealthNet Division (MHD) for public insurance?**

You are not required to sign up for or enroll in public insurance for your child to receive a free appropriate public education, including IEP services.

**Will my consent affect my family's MO HealthNet benefits?**

No. Reimbursed services provided by your school district do not limit or reduce lifetime coverage or benefits, change eligibility, affect benefits, count against visit or funding limits in MO HealthNet programs or increase costs to you.

**What if I change my mind?**

You have the right to withdraw consent to disclose your child's personally identifiable information to MO HealthNet Division for billing purposes at any time.

**Will my consent or refusal to give consent affect my child's IEP services?**

No. Your school district must provide all required IEP services to your child at no cost to you, whether you give consent or refuse to give consent for purposes of the school accessing your MO HealthNet benefits.

**What if I have a question?**

Please call your school district's Special Education Department with any questions or concerns. Our School District of Springfield, R-12, and ("District") receives funding from the Medicaid Direct Service Claiming (DSC) program for IEP covered services to eligible children through the Missouri's Medicaid agency – MO HealthNet. This is a state-approved program that allows our District to receive reimbursement from federal funds for providing some health-related covered services to eligible children in the District. Examples of covered services include speech therapy, assistance with daily living skills, physical therapy, and nursing services. We are required to notify you of our participation and the IDEA regulations stated below.

The District, working with the MO HealthNet, will need to determine if your child is eligible or should become eligible in the school-based Medicaid program. Your written consent indicates that you understand and agree that the District will submit your child's information to MO HealthNet and their authorized agencies to verify eligibility and submit claims for the DSC program. The District may use Medicaid benefits in which a child participates to provide or pay for services documented in the child's Individualized Education Program ("IEP"). Parents are not required to sign up for or enroll in Medicaid to receive IEP services or a free appropriate public education from the District, nor are they responsible for any out-of-pocket expenses for these IEP services. Also, the District's access to these benefits is not allowed if it would have a negative impact on your public insurance.

We will provide the required special education or related services to your child at no cost to you whether or not you grant your written consent. Your consent is voluntary and may be revoked at any time. The District's use of this

reimbursement program does not in any way affect or impact other Medicaid benefits to which the child is entitled, including any otherwise eligible services out of the school.

#### **4. FERPA - Notification Under Family Educational Rights And Privacy Act**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the School District of Springfield, R-12, (“District”), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, the District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The District complies fully with FERPA, which affords parents/guardians (“parents”) and students who are at least age 18 (“eligible students”) the following rights:

**Right to Inspect:** Parents or eligible students have the right to inspect and review the student’s “educational records,” as that term is defined under FERPA, within 45 days of the date upon which the District receives a request for access. The District is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible student to review the records. The District may charge a fee for copies.

**Right to Prevent Disclosure:** Parents or eligible students have the right to prevent disclosure of educational records to third parties with certain limited exceptions. The District will attempt to limit the disclosure of information contained in educational records to those instances when prior written consent has been given for the disclosure. However, upon request, the District may also disclose information under the provisions of FERPA that allow disclosure without prior written consent, as well as directory information (unless you have refused to permit such disclosure of directory information), in accordance with FERPA regulations. The District will disclose educational records to school officials who have a legitimate educational interest in the records. Officials include those persons employed by the District, whether paid or unpaid, as an administrator, supervisor, instructor, or support staff member, including health or medical staff; persons retained by or under contract to the District to perform a special task, such as an attorney, auditor, etc. School officials have a legitimate educational interest if the officials are: performing a task related to a student’s education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student’s family, such as health care, counseling, job placement, or financial aid; or maintaining the safety and security of the campus.

**Designation of Directory Information:** The District has designated certain information contained in the educational records of its students as directory information for purposes of FERPA. The District considers the following to be directory information:

Student’s name; date and place of birth; parents’ names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

*Limited Directory Information* – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: school officials with a legitimate education interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children’s Division (CD) of the Department of Social Services:

The student’s address, telephone number and e-mail address and the parents’ addresses, telephone numbers and e-mail addresses.

The District may disclose such directory information for any purpose in its discretion without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, the information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA. Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect

with the principal of the school which the student attends. In the event a notification of refusal is not filed, the District assumes that neither a parent of a student or an eligible student objects to the release of the directory information designated.

**Military Recruiter Access/Student Recruiting Information:** Upon request of military recruiters, the District is required by law to provide access to secondary students' names, addresses, and telephone listings. However, any secondary student or parent of a secondary student may request that the student's name, address, and telephone listing not be released without prior written consent of the parent. Requests that a student's name, address, and telephone listing not be released to military recruiters must be submitted, in writing, to the Assistant Superintendent, School District of Springfield, R-12, 1359 East St. Louis Street, Springfield, Missouri 65802.

**Right to Request Amendment:** Parents or eligible students have the right to request that the District correct any parts of an education record believed to be inaccurate, misleading or otherwise in violation of their rights. A parent or eligible student must submit the request to the Director of Special Services, School District of Springfield R-12, 1359 East St. Louis Street, Springfield, Missouri 65802. The request must identify, in writing, the part of the record sought to be corrected and specify why it is inaccurate/misleading. If the District decides not to amend the record, it will notify the parents or eligible student and provide information on the right to a hearing to present evidence that the record should be changed.

**Right to Complain to FERPA Office:** Parents or eligible students have the right to file an external complaint regarding the District's implementation of FERPA, and such complaint may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington D.C. 20202.

## **5. Protection of Pupil Rights Amendment Notice**

The federal Protection of Pupil Rights Amendment ("PPRA") affords parents certain rights regarding a school district's initiation of certain federally funded surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

*Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education: Political affiliations or beliefs of the student or student's parent; Mental or psychological problems of the student or student's family; Sex behavior or attitudes; Illegal, anti-social, self-incriminating, or demeaning behavior; Critical appraisals of others with whom respondents have close family relationships; Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; Religious practices, affiliations, or beliefs of the student or parents; or Income, other than as required by law to determine program eligibility.

*Receive notice and an opportunity to opt a student out of:* any other protected information survey, regardless of funding; any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the District or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

*Inspect,* upon request and before administration or use: Protected information surveys or students; Instruments used to collect personal information from students of r any of the above marketing, sales or other distribution purposes; and Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. The District has adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

The District will notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate

dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement: Collection, disclosure, or use of personal information for marketing, sales or other distribution; Administration of any protected information survey not examination or screening as described above. Individuals who believe their rights under the PPRA have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington D.C. 20202-5920.

### **Release of Student Information**

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

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

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 by 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.

Board Policy JO-1 includes the complete copy of the record policy, review, and hearing procedures.

### **School Police Services**

Springfield Public Schools employs state licensed School Police Officers. The officers are interactive daily in schools across the District. School Police Officers are also trained in the School Resource Officer (SRO) program. Goals of the SRO program include bridging the gap between the officers and students, increasing positive attitudes toward law enforcement, and in a proactive effort to reduce crime. The officers strive to build a rapport between officers, student, and staff to work toward providing a safer learning environment.

### **Site Council**

Each Principal in the School District reserves the right to develop a School Site Council. The Site Council may be composed of a variety of people including staff members, parents, and non-parent patrons.

The School Site Council provides input on the operation of the school and suggestions for creative change that supports the school's action plan.

### **SPS Choice Programs**

Springfield Public Schools (SPS) establishes high expectations for students' academic achievement and provides necessary support to achieve those expectations including access to a variety of innovative learning opportunities to meet a range of learning styles. SPS Choice and Innovation describes programs and strategies developed based on stakeholder input to meet the needs of SPS students. For more information on Choice and Innovation opportunities within Springfield Public Schools visit [http://www.sps.org/pages/SPSMO/About/Services/N-Z/SPS\\_Choice\\_Programs](http://www.sps.org/pages/SPSMO/About/Services/N-Z/SPS_Choice_Programs)

## **Staff and Student Harassment (Policy AC)**

The School District of Springfield R-XII Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The School District of Springfield R-XII is an equal opportunity employer.

**Definition:** Harassment is a form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational 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 Chief Human Resources Officer. Complaints concerning alleged harassment by a student should be made to the student's building Principal. Unresolved complaints of discrimination or harassment can be escalated in accordance with Policy AC.

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

The complaint files containing allegations of harassment shall be separately maintained and shall be confidential to the extent possible under law.

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

## **Visitors to the Building**

Parents and other interested citizens of the community are welcome to visit the school but they must first report to the school office. A pass may then be issued to visit a particular class or room in the building. Visits to classrooms should be by appointment with the teacher. A guide will be provided to a visitor when necessary.

No visitor should go into a classroom, study hall, or library before signing in at the Principal's office and obtaining a visitor's pass.

*Children not enrolled in the school are not permitted to visit.*

## **Volunteers**

The Springfield School Volunteer Program has grown rapidly in the past 20 years. Today over 2500 individuals in the community provide a variety of services to students and teachers in the School District.

The volunteers provide a variety of services including such activities as reading to children, assisting in libraries, working with children on a one-to-one basis, playing the piano, assisting with the District music festival, and other activities where extra hands and minds can help in the instructional process. All volunteer positions require a background check.

To become a school volunteer, visit the SPS Volunteer link which can be found under the Community heading on the Springfield Public School main webpage. If you have further questions, call the SPS Volunteer Program Office at 523-0230.

## **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 mission of the wellness program is to support our students by providing

personal, relevant and engaging Wellness programs; promoting good nutrition, healthy choices, physical education and activity. 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 USDA Nutrition Guidelines and Standards as well as those that have been developed by the SPS Wellness Policy committee.

*For a complete document of information concerning Wellness Policy and Guidelines, visit:*  
<http://www.sps.org/pages/SPSMO> choose "Programs and Services" then "Health and Wellness".

## **STUDENT INFORMATION**

### **Arrival at School**

Students should arrive at school in the morning no earlier than 30 minutes prior to the start of school and report to assigned areas. All students should be in class by the school's designated start time.

### **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.

### **Attendance and Absences**

**Attendance and Attendance Services:** 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 Springfield Public Schools requires that students attend classes regularly. This expectation is also reinforced by the compulsory attendance statute of the State of Missouri. Independent study courses and correspondence courses are not offered by our schools.

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. 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.
  - 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 (unless the student attends an alternative school during his/her suspension). Students are responsible to find out (preferably by contacting their teachers) 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.

**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 and fine arts classes. 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.

**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, 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 their schools in a variety of athletic and academic activities. When a student serves as an authorized representative of his/her school, the student is not considered absent (except during the Explore Program). Students who choose to participate in extra-curricular activities resulting in classes missed are to make-up all assignments missed. Students must attend school on the day of an extracurricular activity in order to be eligible for participation.

**Suspension:** A student will be suspended from school/class 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/class if he/she is delayed in getting to school/class on time. The student should report to the office for a tardy pass to his/her first class. Pupils who are frequently tardy, either at the beginning of the day or to classes during the day, may be subject to disciplinary measures. 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.

**Truancy:** A student is truant if he/she has 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.

**Attendance Areas and Transfers:** Students are expected to attend the school in the attendance area in which they reside unless assigned to some other school by the Superintendent of Schools. If a parent wishes to transfer a student to another school, a request must be submitted and approved by the Principal of the transfer school.

Schools may be considered closed to transfers due to various reasons. Please refer to *Transfer Guidelines* for more information.

Attendance area boundaries may be changed from time to time to allow the District to make the best use of present facilities when enrollment changes make it necessary.

### **Bicycles**

Students in grades 3 and up may be permitted to ride a bicycle to school. A bicycle rider must obey the same rules as a motorist and a safety helmet should be worn. A bicycle should be in sound mechanical condition and the child instructed in the proper care and use of it. The Principal may advise a child not to ride a bicycle because of a hazard around the school or for disciplinary action. A child who rides a bicycle to school is not permitted to remove it from the parking area during the lunch period. Students should dismount and walk their bicycles to the approved school site for bicycle parking.

### **Building Practices**

Principals have the responsibility to establish rules and practices to address specific needs at each site which are necessary for the safe and/or orderly operation of the school.

### **Care of School Property**

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

### **Character/Civility Education**

Character/Civility education is the INTENTIONAL, PROACTIVE effort by school staff to instill in their students important core, ethical values such as respect for self and others, responsibility, integrity, and self-discipline. It provides long-term solutions that address moral, ethical, and academic issues. Character/Civility education may address such critical concerns as student absenteeism, discipline problems, substance abuse prevention, violence prevention, and poor academic performance. At its best, character/civility education integrates positive values into every aspect of the school day.

### **Closed Lunch Period**

The schools are considered one-session schools with a lunch period of no more than 30 minutes. No student is permitted to leave the school grounds between the officially designated time of opening and closing of the school day except as necessitated by scheduled class activities or when a parent/guardian requests the absence of the student. A student may be permitted to walk home for lunch if such request is made in writing by the parent and if the round-trip can be made during the student's lunch period.

### **Counseling Services**

The District provides comprehensive counseling services for all students in grades K through 12. Each District school is served by one or more counselors who are trained to provide prevention and intervention services to students by addressing their academic, personal, social and career development needs. Counselors help students discover talents and abilities, understand and cope with feelings, learn skills for managing their use of time, and develop positive relationships with adults and peers.

The program is considered an integral part of each school's total educational program. The counselor may work with students individually or in groups. It is important that each student know his/her counselor well and should not hesitate to ask for assistance or support. Counselors place a high value on the contribution parents make to their student's progress in school. Parents are encouraged to contact the school counselor at any time.

## **Directory Information**

Directory information may be prepared for mass release (school yearbook, school directory, athletic programs, summer camps, PTA directory, businesses, churches, etc.) unless parents, guardians, or eligible students indicate they do not wish the information to be disclosed (see back of handbook for disclosure form). Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: name of student; present address; electronic mail address; telephone number; name of parent and/or guardian; step-parent; sex; photograph; date and place of birth; dates of attendance; grade level; enrollment status (e.g., elementary, secondary); present school or most recent educational agency or institution attended.

## **Dismissal Procedures**

Safe dismissal procedures will be established at the building site. Students should be picked up at dismissal time. If a student is not picked up and the parent cannot be contacted, school security and the police department may be called.

## **Dress Code Guidelines (Policy JFCA)**

Responsibility for the appearance of students enrolled in the District rests with the parents/guardians and the students themselves. They have 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.

The district may require a student to modify his or her dress or hair for safety purposes.

If apparel displays or promotes the use or possession of anything that is in violation of any Board Policy (e.g. tobacco, alcohol and drugs) 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.

Examples include, but are not limited to:

- Hats, including beanies, are not to be worn in the school building unless approved by building administration. Head covers deemed inappropriate and/or distracting by administration will be required to be removed and no longer worn. Religious exemptions allowing head coverings should be directed to the building administration.
- Shoes must be worn at all times. Slippers (bedroom or house slippers) are not appropriate footwear.
- Coats or jackets shall not be worn/used in a disruptive manner by students.
- T-shirts and/or other apparel will not contain profanity, obscenities, suggestive, or provocative statements, statements that cause disruption and uncivil conduct in school, drug, alcohol symbols, advertisements, or gang dress symbols are not to be worn.
- Clothing that promotes disruptive behavior of other students are not allowed.
- 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.
- Strapless, backless, and revealing tops, or clothing that is revealing are not to be worn in the school building.
- Visibly showing your underwear and/or 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 or activities believed to involve intimidation, violence, or other illegal activities will not be permitted at school or school activities due to their disruptive nature on the school climate and educational process.
- Pants should be worn at the waist and not allowed to sag.

## **Early Dismissal**

If it becomes necessary to dismiss school early, students will be sent home by their normal transportation routine unless otherwise indicated on the emergency form. Phone numbers and procedures should be kept up-to-date.

### **Electronic Devices**

The possession of laser pointers and other unsafe electronic items are 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 disruptive to the educational process or in violation of site use procedures. The School District will not be responsible for lost or stolen items.

### **Email Accounts**

Every student in grades K-12 will be issued a Google Apps for Education account. All students in grades 3-12 will be issued a student email account. This account will be used for peer and teacher collaboration and use with various software. Springfield Public Schools will provide specific training on safe and ethical use of email prior to issuing the accounts and if you wish to have your student opt out of having an email account, please contact one of your children's building administrators.

### **Emergency Forms**

Student emergency forms need to be kept up-to-date throughout the year. Call the school office when changes occur.

### **English Language Learners**

Any student who is classified as an English Language Learner (ELL) may attend a school that provides regular English language support services. Students will attend classes with peers as well as improve their English skills by working with an English teacher at the school. The District will provide transportation to any of the ELL sites. The current ELL sites are Elementary schools – Bissett, Cowden, Harrison, Hickory Hills, Holland, Jeffries, McGregor, Sherwood, Twain, Weller and Wilder; Middle schools – Hickory Hills, Carver; High school – Central. For more information go to <http://www.sps.org/pages/SPSMO/About/Services/E-M/ELL>

### **Entrance Requirements**

All students entering Springfield schools for the first time must have:

- A birth certificate.
- Proof that they have been immunized according to Missouri state immunization law requirements.

### **Enrollment Information**

The public schools of Springfield are open to all children between five and twenty-one years of age whose parent(s) or guardian(s) resides within the boundaries of the School District.

### **eSchoolPlus Home Access Center**

eSchoolPLUS Home Access Center is a service that provides parents and students with a means of accessing school information via the Internet. This information includes:

- Student Schedule
- Student Demographics
- Attendance Record
- Classwork Information/Student Grades (if applicable) in Individual Classes
- Grade Appropriate Standardized Test Scores

To find out more information about eSchoolPLUS Home Access Center, please contact your child's school.

### **Explore Program**

Explore is a Springfield Public Schools summer learning experience. Explore is available to K-12<sup>th</sup> grade area students, at no cost, throughout 44 days across June and July. Explore offers an exciting, eight-week journey including a project based curriculum and a variety of field experiences. All Explorers will be empowered to reach their personalized destinations by mapping individual paths to learning that is relevant to their unique interests and passions. Breakfast and lunch are provided during Explore. Transportation is available for bus eligible students.

### **Field Trips**

Field and activity trips often enhance the program of instruction and add much to the education of a student. Trips may be authorized by the Principal when the activities contribute substantially to the achievement of desirable educational goals. All field trips should be planned with an educational purpose, and in regard to a unit of study.

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.

**Each student who goes on a field trip must have prior written parental consent.** Parent/guardian should notify the school nurse or health services of any health/medical condition(s) requiring management on the field trip.

### **Flowers/Balloons, Etc.**

The practice of sending flowers, balloons, and other such remembrances to friends and family at school have grown to the point of disruption. Therefore, such deliveries at school are discouraged and banned at some sites.

In the event that such remembrances are delivered at school, they will be held in the office until the end of the school day. Students may claim their delivery at the close of school. If you have a question concerning these items, contact your student's school.

### **Free and Reduced Priced Meals**

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

Information relative to eligibility and application forms are mailed to each household during the summer or are provided at the time of enrollment. Information and forms are always available at each school.

### **Unpaid Meal Charge Procedure**

*For more specific information, please refer to Administrative Procedure EF-API on the Nutrition Services Website*

Nutrition Services Meal Charge Policy (abridged version)

- Springfield Public School District recognizes adequate nutrition is essential to student's mental, physical and academic growth. All children (grades K-12) participating in the national school breakfast program and the national school lunch program, whether free, reduced or paid rate will receive a full reimbursable breakfast and/or lunch meal that meets USDA requirements regardless if they do not have adequate money in their student accounts or in hand to cover the cost of the meal at the time of service. If a student doesn't have adequate money to cover the cost of a meal after they have reached the charge limit for their grade level, the student will be provided an alternate reimbursable meal. Students and parents will be notified of the deficit balance of their account in person, by phone or email. You can access a full copy of the Meal Charge Policy on the Nutrition Service website.

[http://www.sps.org/pages/SPSMO/About/Departments/Nutrition\\_Services](http://www.sps.org/pages/SPSMO/About/Departments/Nutrition_Services).

### **Fundraising Activities**

Fundraising projects must be approved by the Principal and must have a designated purpose prior to the beginning of sales. The projects must be planned and carried out in cooperation with the Principal.

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.

### **Health Services**

A professional, licensed nurse is assigned to each school and is knowledgeable in providing first aid, medication administration, appropriate screenings, illness and disease assessment, medical and dental referrals and more.

**Health Condition(s) Information:** The following guidelines should be followed concerning any students with special health conditions/concerns:

A "Student Health Inventory" form should be completed by parent/guardian at time of enrollment and updated annually or as needed.

- Parent/guardian should notify the school nurse or principal of any health concern that could require emergency services, interfere with the student's education process or require interventions throughout the school day.

- Students requiring medical accommodations throughout the school day (including, but not limited to: physical education, dietary conditions, physical limitations, and/or medical interventions) must have on file a statement from their licensed medical provider stating such each school year.
- It is strongly encouraged that parent(s)/guardian(s) follow a pattern of having regular medical and dental screenings for their child.

**Enrollment:** Missouri State Statute requires all students to have on file evidence of compliance in relation to immunizations prior to attending school (See Policy JHCB). Parents/guardians should bring immunization records or proof of exemption at time of enrollment and additional immunizations as required by state law.

**Illness and Injury:** A student should not be in attendance and will be sent home with any of the following:

- Temperature (orally) 100 degrees or more, nausea, vomiting, or diarrhea.
- If sent home from school with any of these symptoms, student must remain at home for the full school day following day dismissed. In addition, student must be free of above symptom(s) without administration of any fever reducing medications or other medication to relieve symptom(s) for at least 24 hours before returning to school.
- Symptoms related to possible communicable diseases (skin rashes, redness of eyes, swollen glands, etc.)
- Excessive drainage from eyes, ears, persistent earache, constant cough; or painful sore throat accompanied by enlarged lymph nodes.
- Students with (or having the potential to transmit) an acute infectious disease or parasite.
- Head lice and/or nits.

Students excluded from school for health reasons may return based on the exclusion specification. Any questions regarding when to return to school should be discussed with the school nurse and/or health services. Students returning to school after injury, including concussion and/or surgery with crutches, casts or slings should present physician release to return to school along with any modifications or accommodations that need to be made.

Students becoming ill or injured at school should ask the staff in charge to send them to the school nurse or designee. Parents/guardians (or emergency contact individuals) of students who become seriously ill or injured during the school day will be notified. Emergency telephone numbers must be available and kept current. In the event of a serious accident or illness where the parent/guardian or other emergency contact individual(s) cannot be reached, an ambulance will be called and the student will be transported to the nearest hospital emergency room. When it seems advisable, the student will be accompanied by a staff member. Additional staff will continue to attempt to reach the student's parent/guardian. Parent(s)/guardian(s) are held responsible for any costs involved.

**Medication Policy:** The district is not legally obligated to administer medication to students unless specifically included in a Section 504 plan or an individualized education plan (IEP). Parents/Guardians are encouraged to submit any relevant information regarding the medications their student needs, including a diabetes medical management plan or other information the district may use to develop an IEP, Section 504 Plan or individualized health plan (IHP). The district will review all information submitted by the parents/guardians and work with them to create a plan to meet the student's medical needs while at school or school activities. The district retains the right to reject requests for administering medication unless required by law to do so. The parent/guardian must assume responsibility for informing district personnel of any change in the student's health or change in medication.

District personnel will not knowingly administer the first dose of any medication except for the medications that are only used in an emergency situation. The student should be under the care of the parent/guardian for a minimum of two hours after the first dose of any new medication prior to the student attending school.

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

1. Communication to parents/guardians regarding the medication policy.
2. Provision of safe, locked storage of medication to prevent misuse or accidental ingestion.
3. 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 medications and/or syringes.

In accordance with law, any trained or qualified employee will be held harmless and immune from civil liability for administering medication in good faith and according to standard medical practices. A qualified employee is one who has been trained annually by the school nurse to administer medication according to standard medical practices.

**Exception for Potentially Harmful Administration**

The district shall not knowingly administer medications in an amount exceeding the recommended daily dosage listed in the *Physician's Desk Reference (PDR)* or other recognized medical or pharmaceutical text or administer medications that are not FDA approved. In some cases, the district may receive a request from an authorized prescriber that is outside the aforementioned parameters. Such cases may include, but are not limited to, situations in which the district is being asked to administer a medication in a dosage that exceeds the highest recommended dosage listed in the current edition of the PDR or other recognized medical or pharmaceutical text. When a nurse receives a medication order believed to be excessive, the director of health services will be notified and the parent/guardian will be informed of process. The director of health services will contact members of the medical advisory committee by written or oral communication. Members of the medical advisory committee shall include, but are not limited to, the district physician, health services coordinator and school nurse. When a decision is made to administer or not administer medication, the parent/guardian will receive written notification within seven days of the decision. Alternative arrangements may be made by the parent/guardian for administration of medication to their child.

**Early Childhood, Elementary and Middle School Prescription Medication Guidelines**

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 the student, name of the medication, date prescribed, diagnosis, dosage, frequency of administration, route of administration, termination date for administering the medication and the authorized prescriber's name. When possible, the authorized prescriber should state any adverse effects and any applicable emergency instructions.

In lieu of the authorized 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 the medication, date, dosage, frequency of administration, route of administration and authorized prescriber's name.

Unless otherwise authorized in this policy, the parent/guardian will provide a written request that the district comply with the authorized prescriber's request to give medication.

The medication must be in the original container and be a current prescription with a proper label. A parent/guardian or responsible adult shall deliver the medication to the school in the current prescription bottle or original container.

**Early Childhood, Elementary and Middle School Over-the-Counter Medication Guidelines**

Students are not to bring any over-the-counter medication to school. Over-the-counter medications must be delivered by a parent/guardian or responsible adult in the original container and will be administered according to the affixed instructions on the label unless an authorized prescriber requests in writing that the medication be administered differently.

Three doses of over-the-counter medications may be given at school with written permission obtained from the parent/guardian. Administration of over-the-counter medications beyond three doses shall require a written order from the student's authorized prescriber. Administration of over-the-counter medications may be delegated to a qualified person following the nurse's assessment that the medication is appropriate and indicated in each instance.

The written order for medication must include the name of the medication, time interval, dosage, route of administration, specific indications for administration of the medication and any contraindication for giving the medication.

Unless otherwise authorized in this policy, written permission must be obtained from a parent/guardian to administer medications that have been ordered by the authorized prescriber. This permission must be renewed at least annually.

The parent/guardian will be notified, in advance when possible, when over-the-counter medications are administered. District personnel do not provide any personal medications to students at any time.

**High School Prescription Medication Guidelines**

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 the student, name of the medication, date prescribed, diagnosis, dosage, frequency of administration, route of administration, termination date for administering the medication and the authorized prescriber's name. When possible, the authorized prescriber should state any adverse effects and any applicable emergency instructions.

In lieu of the authorized 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 the medication, date, dosage, frequency of administration, route of administration and authorized prescriber's name.

Unless otherwise authorized in this policy, the parent/guardian will provide a written request that the district comply with the authorized prescriber's request to give medication.

Prescription medication that is to be taken for two weeks or less may be carried and self-administered by the student after receipt of written permission by a parent/guardian. Only a daily dose may be carried, and it must be in the prescription bottle or original container. However, controlled substances may not be carried or self-administered during school hours, on district grounds, while on district transportation or during district-sponsored activities. A parent/guardian must bring these medications to the school nurse.

Secondary students taking prescription medication on a daily basis for longer than two weeks must have a written request from the authorized prescriber, and the medication must be kept in a locked cabinet in the nurse's office.

### **High School Over-the-Counter Medication Guidelines**

High School students may carry and self-administer a daily dose of over-the-counter medication if a parent's/guardian's written request 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 if more than three doses are to be given during the school year. The medication must be in the original container. District personnel do not provide any non-prescription medications at any time to students.

### **Possession and Self-Administration of Medication (K-12)**

The district will permit a student to possess and self-administer medications in accordance with an IEP or Section 504 plan or in accordance with state law allowing students to possess and self-administer medications for a chronic health condition. Permission to possess and self-administer medications may be revisited if there is evidence that the student is not handling or administering the medication appropriately or that the student's actions may be harming his or her own health or the health and safety of other persons. Such permission is required for students to possess and self-administer medications while at school, at a district-sponsored activity and on district-sponsored transportation. Such permission shall be effective only for the same school and school year for which it is granted.

### **Medication by Injection (Pre-K-12)**

An individual healthcare plan (IHP) and emergency action plan (EAP) will be developed for all students with a known health condition such as allergies or diabetes that requires medication by injection (e.g., epinephrine, glucagon or insulin). The IHP and EAP will include the authorized prescriber's orders and parent/guardian authorization and

### **Consequences**

Students who possess or consume medications in violation of this policy while on district grounds, on district transportation or during a district activity may be disciplined up to and including suspension or expulsion. Employees who violate this policy may be disciplined up to and including termination.

For complete Board Policy see Policy JHCD, *Administering Medications to Students at School*.

**Screenings:** Vision, hearing, dental, height, and weight screenings are provided for students in kindergarten, first, third and fifth grade and for any student referred by a teacher or parent. Scoliosis screenings are done annually by parental consent for sixth grade girls, eighth grade boys and others as requested by parent and medical provider. Parent/guardian should notify the school nurse of Health Services if choosing not to allow child/ren to participate in screenings.

### **Homebound Education**

Tutoring may be provided in the home, community setting or hospital for any student who cannot attend regular classes for an extended period of time due to illness or injury (grades K-12). Contact Health Services for further information.

### **Homeless Student Education**

This program ensures that homeless children and youth have access to the education and other District services to meet student performance standards to which all students have the opportunity to receive.

### **Leaving School Early**

If a student must leave during the school day, a parent or guardian must contact a staff member in the office. Parents MUST come into the front office to check students out of school, unless prior arrangements have been made.



## **Library Media Center**

Each school has a library of print and digital media staffed by a school librarian. Fiction and reference materials are carefully selected by the librarian with input from staff and students. New resources are purchased every year to keep the collection up-to-date and to provide sufficient resource materials for all curricular areas and reading levels. Students are encouraged to check out books from the library for two weeks at a time. Students are expected to pay for lost books or books that are unduly damaged.

All school libraries have student computers to access the online library catalog and conduct research. Since information literacy is an essential 21st century skill, both the librarian and classroom teachers teach students how to locate, use, and apply information.

## **Lost And Found**

The lost and found department is maintained through the general office. Students who either find or lose articles should report to the office. The loss of property may be minimized by placing the owner's name on every article. Unclaimed items are periodically collected and donated to the PTA Clothing Bank.

## **Migrant Student Education**

This program focuses on helping migratory children overcome the educational barriers that result from repeated moves, allowing them the opportunity to succeed in regular school programs, attain grade-level proficiency, and achieve the Show-Me Standards established for all children in the state.

## **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.*

## **Procedure for Photos and Interviewing Students**

1. The news media should notify the Communications Office prior to contacting a school. If the media contacts a school directly, the Principal or Principal's designee will inquire about the topic of the story and the reporter's deadline. The Principal or designee will then inform the Communications Office about the request, at which time a determination will be made about who will conduct the interview regarding the requested topic.
2. Upon arrival at a school, reporters and photographers will report to the Principal's office to obtain a visitor's pass and for further directions or instructions.
3. At the beginning of the school year, Principals will distribute to each student a Student Exclusion Form. This form must be signed by a parent/guardian and be returned to the school office if a parent does not want his or her child to be interviewed or photographed by the news media.
4. All students who appear in student directories, yearbooks or other school publications may be photographed, videotaped, interviewed or recorded by school and commercial broadcast and print media unless parents have signed a statement prohibiting such coverage.
5. All student athletes, participants in music, debate and other school-related extracurricular activities consent to being photographed, videotaped, interviewed and/or recorded by the news media as a part of their participation as stated on their citizenship card.
6. When a media request involves a sensitive issue, the Communications Office may request explicit parental permission before allowing students to be interviewed or photographed. These instances will be determined in consultation with the school Principal.

*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.*

## **Rights and Responsibilities**

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

### **Students have the right to:**

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

### **Students have the responsibility to:**

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

### **Parents have the right to:**

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

### **Parents have the responsibility to:**

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

### **Teachers have the right to:**

- 1.1 determine appropriate teaching methods, activities and materials to accomplish District curriculum objectives.
- 2.1 be treated with respect by students, parents and school personnel without bias, prejudice or inappropriate discrimination.
- 3.1 expect students to maintain self-discipline and control.
- 4.1 expect actions to be taken that reduce disruptions detrimental to the learning atmosphere, including student removal when necessary.
- 5.1 work in an atmosphere and environment that are safe and secure.

- 6.1 influence the formation of District policy either as an individual or as part of the teacher organization of his or her choice.
- 7.1 be evaluated in a fair and consistent manner in accordance with District policy.

**Teachers have the responsibility to:**

- 1.2 select and implement teaching strategies that maximize opportunities for all children to learn.
- 2.2 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.

Corporal punishment is the use of physical force as a method of correcting student behavior. No person employed by or volunteering on behalf of the School District of Springfield R-XII shall administer corporal punishment or cause corporal punishment to be administered upon a student attending district schools.

A staff member may, however, use reasonable physical force against a student for the protection of the student or other persons or to protect property. Restraint of students in accordance with the district's policy on student seclusion, isolation and restraint is not a violation of this policy

**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 “heelies”) and scooters should not be operated at school or on school property at any time.

**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 30 minutes after dismissal. If it is necessary for students to occasionally wait for a ride home, students are to wait near the front entrance. Thirty minutes after dismissal, students who are not in a supervised activity (sports, club meetings, working with a specific teacher, etc.) are to be out of the building. Students should have transportation available within 30 minutes after all student activities.

**Student Assistance**

Some help with school supplies, transportation, clothing, shoes and/or medical or dental services may also be available by contacting the District Health Services office at 523-1630.

**Substance Abuse Prevention Education**

All students will receive comprehensive substance abuse prevention education in grades K-12 through the District Health curriculum. Substance abuse prevention is more than factual and pharmaceutical information. The development of wholesome, positive self-concepts and decision-making skills is an important deterrent to drug or alcohol experimentation. Students and/or parents may obtain a list of local resources for substance abuse counseling and treatment from the school counselor or nurse.

**Supplies**

To guide parents, each school has compiled a suggested list of items that a student might need for various levels of school work. These lists are available from the nearest school.

**Telephones**

Telephones are placed in the school for school business. A student may use the telephone in the office with teacher or Principal approval. Students may be expected to give the reason for their call and should make the call as brief as possible.

Important telephone messages are placed in teachers' mailboxes or delivered to the class, but students and teachers are interrupted only in cases of emergency.

Parents can help prevent excessive telephone use for forgotten items by having their child gather textbooks, musical instruments, lunch money, etc., and place them in a regular place before retiring for the night.

### **Textbooks/Instructional Materials**

Textbooks are furnished free of charge by the Board of Education. 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.

### **Title I Programs**

Title I is a program funded by the federal government to provide special help to those students whose achievement indicates a need and who attend schools that qualify according to federal guidelines. During the regular school year, supplemental programs in the basic skills of reading and/or math are provided at the schools which qualify. Segments of the program include:

- Supplemental staffing to provide professional development for teachers or interventions for students (Literacy Coach, Math Coach, Reading Specialist, Math Specialist, Title I Paraprofessional, Preschool Paraprofessional).
- Funding for supplemental site professional development and materials addressing the needs of the school.
- Quarterly parent involvement meetings.

### **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 3<sup>rd</sup> through 5<sup>th</sup>, the level or class is closed at 25 students.
    - For 1<sup>st</sup> and 2<sup>nd</sup> 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 Administrative Services Liaison, current transfers may be revoked when:
  - Class size requires an additional staff member (i.e., teacher aide, additional teacher).
  - Results in a combination class.
  - 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. Grades are not part of the revocation process.
  - District and/or school rules are not met (i.e., punctuality, arrival and pick-up times, and provision of a street address).
3. 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 (check with your Associate Superintendent).
4. 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.
5. Transfer requests will not be accepted during the 4<sup>th</sup> 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.

11. Springfield Public Schools reserves the right to close a school to new transfers at any time due to extenuating circumstances.
12. Springfield Public Schools provides the opportunity for eligible employees to request to enroll/transfer their children as a student within SPS, regardless of where the student resides. See Employee Handbook for additional information.

### **Transportation**

The convenience of riding a school bus is extended to students who meet School District mileage guidelines and conduct themselves in a safe and orderly manner while on the school bus. Regular education students will not be assigned to more than one AM/PM bus stop. The assignment of that bus stop is based upon the primary address for the student listed in the District's Student Database. 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 request in writing to the school in advance. **Only bus eligible students are allowed to ride the bus.**

Authority and control of student groups transported in school buses is vested in the licensed driver. The driver 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 safe and efficient transportation for public school students. Safety comes first in pupil transportation. Students who disrupt or otherwise distract the driver will be issued a Report of Bus Conduct filled out by the driver and delivered to the school for action. The level of action taken will be decided by school officials and may include denial of bus transportation for a specific period of time depending on the severity and frequency of the incident. Policy JFCC

### **Transportation Rules and Regulations:**

1. The driver is in charge of the students and the bus. Students must obey the driver promptly. He/she has a great responsibility and deserves the cooperation of the students and parents.
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. Moving about while the bus is loading, unloading, or in motion is forbidden.
6. The use of alcohol, drugs or 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 beverages 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 a bus by a student 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 given proper authorization in advance, in writing, from the parent and the Principal of the school.
12. All school discipline policies apply while students are riding the school bus.
13. **Students who are not eligible to ride the bus are not allowed to ride.**

**Pay to Ride: (Policy EEAA)** 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.

If you have a letter of approval for free and reduced priced meals from the School Food Service Department, you are eligible for reduced pay to ride fees for each child if your application for the Pay-To-Ride program is approved by the District's Transportation Department. (A letter of approval must be provided at the time of payment. **Do NOT send an approval letter with the Pay-To-Ride application.**)

If you are interested in participating in the District's Pay-to-Ride program, please visit [www.sps.org](http://www.sps.org) under Transportation and fill out the Pay-to-Ride Application. **(Please note: The fees will not be pro-rated nor will they be refundable.)**

For more information please contact:

Transportation Department – Springfield Public Schools  
2945 E. Pythian Street  
Springfield, Missouri 65802  
417-523-0500

### **Withdrawals from School**

Parents of children who are leaving the District or are moving to another school attendance area within the Springfield District should notify the school a few days prior to the last day of attendance. Library materials, texts and other school property must be returned before transfer is complete. Failure to follow these procedures may make it difficult for a student to be enrolled and classified properly in another school. He/she will also be required to pay for books or other equipment that is lost or damaged.

## ELEMENTARY SCHOOL INFORMATION

### After School Care/Programs

Various after school care and/or programs are offered at many elementary sites. Contact your child's school to inquire about programs available at his/her building.

### Curriculum

In the elementary school, basic skills are taught in the following core subject areas:

- **English Language Arts:** Reading instruction is a significant part of the communication arts curriculum. There are seven strands of reading, which incorporate a part of all the language arts skills. The reading strands are decoding, vocabulary, comprehension, writing, study skills, language, and literature. Students at the primary levels receive instruction in phonics, language, spelling, and handwriting which are incorporated into the writing process. Students sharpen their skills through various forms of writing including the writing of sentences, paragraphs, short stories, informal letters, and simple reports. These skills are also enhanced through the reading process.
- **Mathematics:** The elementary mathematics program uses concrete objects to develop understanding of the mathematics concepts as well as teaching the basic computational skills. The understanding of the concepts and the computational skills enhance the teaching of problem-solving and thinking skills. This means that students will be able to apply basic mathematics to real life situations.
- **Science:** Science is an integration of concepts, processes, and attitudes. This integration is developed through a combination of "hands on" experiences, reading, discussions, and demonstrations. Students receive these experiences as individuals, in small groups, and in total class activities.
- **Social Studies:** Social Studies draws ideas from several areas of study including history, geography, the humanities, and citizenship education.

In addition, students receive instruction in the following areas:

- **Art:** Imagination, originality, and resourcefulness are higher forms of human thought. Art education addresses those concepts. Weekly art instruction is provided by a subject area specialist. This instruction establishes the base upon which children develop an appreciation of their own work, the work of their peers, and the work of other artists.
- **Family Life and Sex Education:** A program of family life education is provided by school nurses in grades four and five. Parents are given the opportunity to preview materials used in family life education. Parents who do not want their children to participate in this program must notify the Principal or school nurse in writing.
- **Health:** The classroom health education is a sequential curriculum for the elementary grades. The overall goal is for students to learn how their actions affect their health and, thus, begin to take more responsibility in caring for their health. Areas covered are personal/dental health, physical fitness, mental and social health, growth and development, safety/first aid, nutrition, consumer health, substance abuse, diseases and disorders, and community and environmental health.
- **Library:** Students learn information literacy skills to be able to locate, evaluate and use information in the Library Media Center. Both print and digital sources of information are emphasized.
- **Music, Vocal:** Students receive weekly instruction in vocal music from a music specialist. In addition to developing skills necessary to sing, students learn to appreciate music in general as one of the arts.
- **Music, Instrumental:** Starting in the fifth grade, students have the option of receiving instruction on string instruments. Instrumental classes meet twice a week.
- **Physical Education:** Students receive complete and coordinated physical education instruction from a certified physical education teacher on a weekly basis. The classes provide students with growth in the development of motor skills and physical fitness. The units involved include rope jumping, movement education, locomotor and non-locomotor skills, gymnastics, rhythms, low-organized and organized games, and physical fitness activities. Soft-soled shoes and proper attire are required for physical education class. Students are expected to participate in physical education activities unless properly excused. A note from a parent or guardian will excuse a student for one day. To be excused for more than one day, a note from a doctor is required.

### Elementary Enrollment Procedures

Pre-registration is held in each of the elementary schools during the spring. Dates for the pre-registration are announced through the schools and local news media. At this time, parents registering kindergarten students for the next year are also encouraged to make an appointment for screening for their child.

Enrollment for elementary students who did not attend a Springfield school the preceding year is held in each of the elementary schools during August. At enrollment, parents will receive a student supply list, school lunch information forms, enrollment forms, bus regulations if applicable, letters of information, insurance forms, and other valuable information. It is the parent/guardian responsibility to provide the school with emergency contact numbers for the protection of the students. Parents/guardians need to provide proof of residency when registering students.

Enrollment may take place at any time at the school the child will attend although most elementary schools are closed during the months of June and July. Parents need not worry about the child's records if moving into the District. Those records will be requested by the enrolling school.

**Entrance Age:** A student must be five years old before August 1 to enter kindergarten and six years old before August 1 to enter first grade. This is a state requirement.

### **Homework**

Homework is necessary for the development of initiative, responsibility, and self-reliance. The amount of time spent on homework and the type of homework will vary with individuals depending upon their needs and interest. Not all students will have homework every day. It should, however, be reasonably expected on the part of students that homework assignments will be given weekly.

Assigned homework at the elementary level should not require more than 30 minutes on any given day for students in grades K-3. No more than 60 minutes should be spent on homework for students in grades four and five. Types of homework include:

- practice or drill to improve skills;
- work assigned to increase student understanding;
- experiments, viewing TV programs, doing research;
- creative model building, trips to museums, writing, reading, visiting libraries, and completion of assignments.

### **Parties**

The Board of Education believes that social events are an integral part of school life and should be planned to help students develop and mature socially. Events shall be planned according to the maturity and age level of the students who participate. All social events shall be sponsored and chaperoned by the school staff. Principals are responsible for determining when special events, parties or special activities are to occur.

### **Playgrounds**

Students are expected to go out for playtime. Appropriate clothing and shoes should be worn for outside activities.

Activity on the playground is organized and supervised to provide safe recreation. The school will provide all playground equipment needed. Equipment allowed on the playground will be determined by the building Principal. Parents are allowed on the playground during school hours only with building Principal permission.

### **Progress Reports**

Progress Reports are sent to elementary parents at the end of each quarter with the teacher's evaluation of a child's academic and behavioral progress. At the end of each of the first three quarters, parents are to sign the grade report envelopes and return them to school.

Some typical criteria used in determining a student's progress are:

- performance on tests given in the class
- quality of written work
- participation in and contribution to class activities
- promptness and thoroughness in completing assignments
- general grasp of knowledge and skills in a particular subject

Both teachers and parents should emphasize a variety of factors. These include such things as regular attendance, cooperation in the group, attentiveness, accuracy in following directions, habits of effective study, initiative of work with self-direction in worthwhile activities, and other traits listed on the student's report card.



Careful attention should be given by parents to a student's report card. However, no marking system can replace the need for parent-teacher conferences.

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

Parents can access their student's information including current grades and attendance through the District's electronic portal. Access to the portal can be obtained through a registration process. Contact your student's school for more information. See *eSchoolPLUS Home Access Center* in the **Student Information** section of this handbook.

### **School Walking Route Maps**

The City of Springfield's Traffic Engineering Division has developed and is responsible for maintaining the "Recommended School Walking Route Maps" for all schools with students in the 5<sup>th</sup> grade and below, in the R-12 School District, and make them available for viewing and copying on the City of Springfield Traffic Engineering web page (<http://www.springfieldmo.gov/traffic/school.html>); they may also be accessed by link from the Springfield R-12 School District web page ([www.sps.org](http://www.sps.org)).

The Principal of each elementary school will also have paper copies of the School Walking Route Maps available upon request.

## MIDDLE SCHOOL INFORMATION

### Activities/Athletics

Extracurricular activities/athletics 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/athletics. Students must endeavor to be good citizens and do the type of work in their classes commensurate with their abilities. Regular attendance is also important, and certain activities/athletics require specific competencies and skills. All students should be aware of *Citizenship Standards for Participation in Student Activities Program*. (See copy of form in back of handbook)

**Adult Athletic Events Ticket:** An adult athletic events 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. The athletic participation card fee will be waived upon the request of a parent for those middle school students eligible for free and reduced lunch.

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

**Eligibility Guidelines:** A student in grades 6 – 8 will be considered eligible so long as they are not failing more than one course at the end of the Springfield Public School District designated eligibility. The student may regain immediate eligibility during the following eligibility period 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.

**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:

- Middle school students will not participate in a game or activity on the day of an ISS or OSS suspension. Students may participate in practice that occurs on the day of an ISS suspension. ISS or OSS suspensions are considered completed at the end of the day on the last day of the suspension or within guidance of the *Citizenship Standards for Participation in Student Activities Program*.

- 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 unless the student received OSS. An alternative assignment will be prepared for these students.
- During the duration of the activity suspension, 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; he/she may not sit in the bleachers as a spectator.
- Clubs, teams, student council, pep club, cheerleaders, National Junior Society and other activity groups may also have additional consequences written into their operational guidelines.

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

### **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.

### **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 the end of each quarter in preparing the students' report cards.

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 quarter 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.

Each student is encouraged to attain the highest level of achievement of which he/she is capable. Competition against his/her own record for self-improvement and the satisfaction that comes from performing each task well is an important goal for each student. Scholarship marks are given in comparison with the standards of achievement expected of a student in the grade level of his/her classification and in comparison with others in the class.

### **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*.

### **Lockers and Locks**

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

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.

**Physical Education**

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. Parent requests for not participating in PE activity due to illness and/or injury should be sent directly to the school nurse.

**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 the Explore Program may be required for promotion.

## HIGH SCHOOL INFORMATION

### **Activities/Athletics**

Springfield high schools are members of the Missouri State High School Activities Association (MSHSAA) and are guided by the regulations adopted by this association. The rules of eligibility, limitations on participation, length and number of trips, and other elements of participation are determined in a large measure by regulations of the MSHSAA and elements of the Citizenship Standards for Participation in Student Activities Program.

**Activities Participation Fee:** In order to participate, fees may be required for some student activities. These fees may be required for clubs, music activities and class labs. A total refund of fees will be made if the student chooses not to participate prior to the first event.

**Athletic Participation Fee:** The \$50.00 participation fee is required before a student can participate on an athletic team and an icon will be printed on the student's school ID. The fee not only allows participation but also will admit the holder to any contest conducted by the R-12 School District (excluding tournaments and MSHSAA sponsored events) during the year. The athletic participation card fee will be reduced to \$25.00 upon the request of a parent for those high school students eligible for free and reduced lunch.

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

**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.

### **Changing Schedules**

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

### **Classification of Students**

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

Grade	# of Units
10 <sup>th</sup>	Minimum of 5
11 <sup>th</sup>	Minimum of 11
12 <sup>th</sup>	Minimum of 17

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

## **College Visits**

Juniors and seniors wishing to apply for a college visit will be allowed up to two days his/her junior year, and up to two days his/her senior year for college visit(s). This absence (if verified) will not count against student attendance. The visit and subsequent absence(s) must be pre-approved by an administrator.

## **Course Syllabus**

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

## **Grading System**

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

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

**The Grading System is as follows:**

<b>A</b>		<b>B</b>		<b>C</b>		<b>D</b> <b>Below</b> <b>Average</b>		<b>F</b>		<b>I</b>	
<b>Excellent</b>		<b>Superior</b>		<b>Average</b>				<b>Failure</b>		<b>Incomplete</b>	
A	4.00	B+	3.33	C+	2.33	D+	1.33	F	0.00		
A-	3.66	B	3.00	C	2.00	D	1.00				
		B-	2.66	C-	1.66	D-	0.66				

Incomplete grades will remain as "I"s until two weeks after the grading period ends when an incomplete grade will be changed to an "F" unless work is completed to teacher satisfaction and the student is awarded a letter grade.

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

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

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

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

Final examinations or other appropriate evaluative activities are to be administered in all high school classes at the close of each term. The final examination should be comprehensive in nature and should account for 10% to 25% of the total grade. Each Principal will develop a Final Examination Schedule. Eighth semester seniors may opt out of

all finals if they have an "A" in the course prior to final examinations. Reports of student progress in scholarship, in social conduct, and in study and work habits are made at each marking period.

### **Weighted Grades Computation**

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

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

#### **Glendale, Hillcrest and Kickapoo**

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

10% student completes 2 weighted units; 1 weighted unit for semester.

15% student completes 3 weighted units; 1 1/2 weighted units for semester.

20% student completes 4 weighted units; 2 weighted units for semester.

25% student completes 5 or more weighted units; 2 1/2 or more weighted units for semester.

*Full Load: 3 or more units per semester, 6 units per year*

#### **Central and Parkview**

1 weighted credit adds 5% of base points for year.

2 weighted credits add 12.5% for year.

3 weighted credits add 17.5% for year.

4 weighted credits add 25% for year.

**Base points + weighted points = total points for year.**

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

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

*Full Load: 2.5 or more units per semester, 5 units per year*

### **Graduation Requirements (Board Policy IKF)**

Graduation requirements for The School District of Springfield R-12 shall be a minimum of 25 units of credit completed during grades nine and above. The School District participates in the College Preparatory Studies Certificate Program sponsored by the Missouri State Department of Elementary and Secondary Education.

<b>Courses</b>	<b>Graduation Requirements</b>	<b>College Preparatory Certificate Requirements</b>
<b>Communication Arts*</b>	4 units	4 units
<b>Social Studies**</b>	3 units	3 units
<b>Math</b>	3 units	3 units
<b>Science</b>	3 units	3 units
<b>Physical Education</b>	1 1/2 units	1/2 unit
<b>Health</b>	1/2 unit	1/2 unit
<b>Practical Arts</b>	1 1/2 unit	1 unit
<b>Fine Arts</b>	1 unit	1 unit
<b>Electives</b>	7 1/2 units	6 units
<b>Advanced Electives</b>	0 units	3 units
<b>Total****</b>	<b>25 units</b>	<b>25 units</b>

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

\*\* **Students are required to complete three units of Social Studies** as follows:

U.S. History in the Twentieth Century (Gr. 9) 1 unit

World History (Gr. 10, 11, 12) 1 unit

Liberty and Law (Gr. 11, 12) 1/2 unit

Any additional Social Studies ½ unit

**Students are required to complete 1 ½ units of Practical Arts as follows:**

Personal Finance (Gr. 10, 11, 12) ½ unit

Any additional Practical Art 1 unit

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

### **Graduation Attendance Requirements**

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

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

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

### **Graduation Exercises (Policy IKFB)**

When a student completes all graduation requirements, it is an achievement of not only the student but also the community. The Board will recognize the student in a public graduation ceremony to celebrate this accomplishment. The Superintendent or designee will plan an appropriate ceremony on the date approved by the Board, with input from the students graduating. If appropriate, the District may hold more than one (1) ceremony or recognition celebration.

Unless otherwise stated in this policy, students may only participate in graduation ceremonies if they have successfully completed all graduation in accordance with Board policy. Students seeking to apply credits earned through other accredited schools, as defined in policy IKF, toward graduation requirements must provide the District with verified documentation of the completion of these courses ten (10) working days prior to the graduation ceremony in order to participate in the ceremony. Any student who has otherwise met all requirements for graduation will be granted a diploma, regardless of whether he or she participates in graduation exercises.

Participation in the graduation ceremony is a privilege and not a right. A student must be in good standing in order to participate in graduation exercises.

Elementary, intermediate, and middle schools may hold promotion exercises, but formal graduation programs will be reserved for students successfully exiting the District's educational program.

Students eligible for services under the Individuals with Disabilities Education Act (IDEA) who will have completed four (4) years of high school at the end of a school year may participate in the graduation ceremony and all related activities of the student's graduating class if:

1. The student's Individualized Education Program (IEP) prescribes special education, transition planning, transition services or related services beyond the student's four (4) years of high school.
2. The student's IEP team determines the student is making progress toward the completion of the IEP and that participation in the graduation ceremony is appropriate.



The student and the student's parent/guardian will be provided written notice of this policy at the annual IEP meeting prior to or during the student's fourth year of high school.

### **Honor Roll**

The Principal of each school compiles honor rolls at the end of each semester on the basis of grades earned during the preceding semester. A high school student must be enrolled in a full load of courses for the semester as listed below.

- 3.0 units of credit per semester (Glendale, Hillcrest & Kickapoo)
- 2.5 units of credit per semester (Central & Parkview)

A student who earns a weighted Grade Point Average (GPA) of 3.0 will be placed on the *Honor Roll*.

A student who earns a weighted Grade Point Average (GPA) of 3.75 and have no grade below "C-" will be placed on the *Principal's Honor Roll*.

### **Id Badges**

All staff and high school students are required to properly display a visible ID badge during school hours. Students are financially responsible for replacing the ID badge. An ID badge may be affixed using an approved lanyard, clip or magnet.

### **Lockers and Locks**

Lockers are the property of the school and are provided, if available, to students as a convenience for the storage of school supplies. Some sites do not have enough lockers for each student, therefore lockers are provided upon student request. Lockers require a combination lock which the student will be required to return in good condition at the end of the year. If enrolled in physical education, a student will be assigned a gymnasium storage basket or locker.

### **Planning A High School Program of Studies**

The following information is found in the "New Horizons" Program of Studies Booklet:

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

### **Repeated Courses: Assignment of Grades**

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

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

### **Use of Motor Vehicles**

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

## **DISCIPLINE**

### **Safe Schools Act**

In compliance with RSMo, 160.261, school administrators are required to report, as soon as reasonably practical, to the appropriate law enforcement agency any of the following crimes, or any act which if committed by an adult would be one of the following crimes:

#### **Safe Schools Act Reportable Offenses:**

*For more specific information, please refer to Board Policy JG*

1. First degree murder under section 565.020;
2. Second degree murder under section 565.021;
3. Kidnapping under section 565.110 as it existed prior to January 1, 2017, or kidnapping in the first degree under section 565.110;
4. First degree assault under section 565.050;
5. Rape in the first degree under section 566.030;
6. Sodomy in the first degree under section 566.060;
7. Burglary in the first degree under section 569.160;
8. Burglary in the second degree under section 569.170;
9. Robbery in the first degree under section 569.020 as is existed prior to January 1, 2017, or robbery in the first degree under section 523.023;
10. Distribution of drugs under section 195.211 as it existed prior to January 1, 2017, or manufacture of a controlled substance under section 579.055;
11. Distribution of drugs to a minor under section 195.212 as it existed prior to January 1, 2017, or delivery of a controlled substance under section 579.020;
12. Arson in the first degree under section 569.040;
13. Voluntary manslaughter under section 565.023;
14. Involuntary manslaughter under section 565.024 as it existed prior to January 1, 2017, involuntary manslaughter in the first degree under section 565.024, or involuntary manslaughter in the second degree under section 565.027;
15. Second degree assault under section 565.060 as it existed prior to January 1, 2017, or second degree assault under section 565.052;
16. Rape in the second degree under section 566.031;
17. Felonious restraint under section 565.120 as it existed prior to January 1, 2017, or kidnapping in the second degree under section 565.120;
18. Property damage in the first degree under section 569.100;
19. The possession of a weapon under chapter 571;
20. Child molestation in the first degree pursuant to section 566.067 as it existed prior to January 1, 2017, or child molestation in the first, second, or third degree pursuant to section 566.067, 566.068, or 566.069;
21. Sodomy in the second degree pursuant to section 566.061;
22. Sexual misconduct involving a child pursuant to section 566.083;
23. Sexual abuse in the first degree pursuant to section 566.100;
24. Harassment under section 565.090 as it existed prior to January 1, 2017, or harassment in the first degree under section 565.090; or
25. Stalking under section 565.225 as it existed prior to January 1, 2017, or stalking in the first degree under section 565.225

### **Student Referral Procedures Administrative Guidelines**

#### **I. Purpose of the Procedures**

The purpose of these Administrative Guidelines 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 these Administrative Guidelines, 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. Inquiries regarding compliance with applicable civil rights statutes may be directed to the Director of Human Resources at Springfield Public Schools, 1359 E. St. Louis Street, Springfield, MO 65802 or by telephone at 417-523-4647.

All inquiries regarding compliance with applicable statutes regarding Section 504 of the Rehabilitation Act, the Individuals with Disabilities Education Act, and the Americans with Disabilities Act may be directed to the 504 Compliance Coordinator at Springfield Public Schools, 1423 W. Atlantic St., Springfield, MO 65802 or by telephone at 417-523-7527.

### **IV. Referral of Students with Disabilities**

Students with disabilities shall be treated in a manner consistent with their Individual Educational Program (IEP) 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/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 Guidelines 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 student discipline referrals to ensure referrals follow the 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 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;
- while the student is present at or engaged in a school-sponsored or school-directed activity; or,

- in the immediate vicinity of School District property immediately before or after, or during the school day.

### **Suspension Appeals**

- Out-of-school suspensions of more than ten (10) school days may be appealed. In-school suspensions and out-of-school suspensions of ten (10) school days or less are not appealable.
- Board of Education Policy ACC, *Grievance Procedure for Resolution of Discrimination Complaints*, may be used if the student believes the disciplinary action is based on the student's race, national origin, ancestry, religion, age, gender or disabling condition.

### **III. Non-Discrimination in Application of Policies**

The School District of Springfield R-12 prohibits discrimination on the basis of race, color, national origin, sex, age, disability or military status in its programs and activities as required by: Title IX of the Education Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1975, 42 U.S.C. Section 6101, the Americans with Disabilities Act, the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, the Uniformed Services Employment and Reemployment Rights Act and Missouri law. Inquiries regarding compliance with applicable civil rights statutes related to ethnicity, gender, or age discrimination may be directed to the Director of Human Resources at Springfield Public Schools, 1359 E. St. Louis Street, Springfield, MO 65802 or by telephone at 417-523-4647.

All inquiries regarding compliance with applicable statutes regarding Section 504 of the Rehabilitation Act, the Individuals with Disabilities Education Act, and the Americans with Disabilities Act may be directed to the 504 Compliance Coordinator at Springfield Public Schools, 1423 W. Atlantic St., Springfield, MO 65802 or by telephone at 417-523-7527. Interested persons, including those with impaired vision or hearing, can also obtain information as to the existence and location of services, activities and facilities that are accessible to and usable by disabled persons by calling the 504 Compliance Coordinator.

### **IV. Application to Students with Disabilities**

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

### **V. Use of Disciplinary Reports**

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

### **VI. Student Expectation Meeting (SEM) Process**

Student Expectation Meeting (SEM) is a collaborative effort between student, parent/guardian, and school personnel to positively impact student behavior. Upon implementation of the SEM, the plan will remain in place for all subsequent discipline offenses for the remainder of the school year and will be subject for review as needed. It is the student's responsibility to comply with all of the school's practices and/or procedures as well as all of SPS R-12's policies and procedures.

- Student Expectation Meeting (SEM) process
  1. Contact parents
  2. Inform other team members if necessary
  3. Gather data and information needed for form
  4. Have meeting (Face to face, phone call or email)
  5. Input form information into eSchool
  6. Document communication
  7. Parents sign SEM form (If meeting conducted other than face to face)
  8. Place signed SEM form in discipline file

*Only ONE SEM is required per student, per year.*
- Level II Review Meetings
  1. Offense results in 5+ days OSS while student is on Maximum Scope and Sequence

2. Must set up and attend a Level II Review Meeting
  3. Possible Outcomes:
    - i. SOLUTIONS (Up to 180 Days)
    - ii. OSS (Up to 180 Days)
    - iii. ACE/ESP: Wait List
- Maximum Scope and Sequence
    1. Agreement signed at Review Meeting
    2. Student returns to school, but *IS NOT* suspended
    3. Minor offenses *MAY* carry harsher consequences
    4. Major offenses result in Level II Review Meeting
  - Maximum Scope and Sequence (MINOR OFFENSE)
    - i. *Offenses not resulting in an immediate 5 or more Days of OSS and*
    - ii. *Not the same offense resulting in Review Meeting*
    - iii. Following the student's current Scope and Sequence, student will be suspended the MAXIMUM\* AMOUNT OF DAYS under the District Handbook Scope and Sequence for the offense.
  - Maximum Scope and Sequence (MAJOR OFFENSE)
    - i. *Offenses resulting in an immediate 5 or more days of OSS or*
    - ii. *The same offense resulting in Review Meeting*
    - iii. Student will be suspended and a Level II Review Meeting will be made by Superintendent Designee to determine an alternative **placement other than current building.**
    - iv. Possible outcomes for Level II Review Meeting:
    - v. ESP, ACE, SOLUTIONS, OSS (up to 180 days)

## VII. Student Discipline Guidelines

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 a long term 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. Long term suspensions can be up to 180 school days.

## STUDENT DISCIPLINE GUIDELINES

1. **Alcohol/Drugs:** See Board of Education Policy JFCH. Offenses in categories 1A, 1B, 8A, and 8B are cumulative.

**A. Possession or Use: School Police Report Required.**

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	Conference – 10 Days OSS* with assessment upon discretion	10 Days OSS* or 7 Days OSS with Assessment	10 Days OSS* or 7 Days OSS with Assessment
2 <sup>nd</sup>	5 – 10 Days OSS*	10 Days OSS + Review Meeting (Up to 180 Days OSS)	10 Days OSS + Review Meeting (Up to 180 Days OSS)

- B. Sale or Distribution: School Police Report Required.** This offense (must have been a physical transaction of distribution and not an intent to distribute) may qualify as a Safe Schools Violation and require Administration to notify staff members on a need-to-know basis.

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	10 Days OSS + Review Meeting (Up to 180 Days OSS)	10 Days OSS + Review Meeting (Min. 30 up to 180 Days OSS) See page 66 for additional guidelines/consequences.	10 Days OSS + Review Meeting (Min. 30 up to 180 Days OSS) See page 66 for additional guidelines/consequences.

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:

- A. Class I Arson Offense: School Police Report Required.** Characterized by arson which causes no appreciable property damage, injury to persons or interruptions to the educational or extra-curricular process; or, an attempt to commit arson.

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	Conference – 1 Day OSS	1 – 5 Days OSS	1 – 5 Days OSS
2 <sup>nd</sup>	3 Days ISS – 5 Days OSS	6 – 10 Days OSS*	6 – 10 Days OSS*
3 <sup>rd</sup>	3 – 10 Days OSS*	10 Days OSS*	10 Days OSS*

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

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	1 – 10 Days OSS*	4 – 10 Days OSS*	4 – 10 Days OSS*
2 <sup>nd</sup>	10 Days OSS + Review Meeting (Up to 180 Days OSS)	10 Days OSS + Review Meeting (Up to 180 Days OSS)	10 Days OSS + Review Meeting (Up to 180 Days OSS)

3. **Assaultive Behavior:** Assaultive behavior is generally defined as intentionally or recklessly causing physical injury to another. Assaultive behavior is divided into six categories. Offenses in categories 3A, 3B, 3C, and 3D are cumulative.

- A. Class I Assaultive Behavior/Class I Fighting Offense: School Police Notification Required. School Police Report at Officer Discretion.** 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. This offense may require Administration to notify staff members on a need-to-know basis.

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	Conference – 3 Days OSS	1 – 5 Days OSS	1 – 5 Days OSS
2 <sup>nd</sup>	1 Day ISS – 5 Days OSS	6 – 10 Days OSS*	6 – 10 Days OSS*
3 <sup>rd</sup>	3 Days ISS – 10 Days OSS*	10 Days OSS + Review Meeting (Up to 180 Days OSS)	10 Days OSS + Review Meeting (Up to 180 Days OSS)

- B. Class II Assaultive Behavior/Class II Fighting Offense: School Police Report Required.** 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 (e.g., stitches, broken bones, unconsciousness or where an ambulance must be called to care for any person). This offense may qualify as a Safe Schools Violation and require Administration to notify staff members on a need-to-know basis.

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	1 Day OSS – 5 Days OSS	5-10 Days OSS*	5-10 Days OSS*
2 <sup>nd</sup>	3 – 10 Days OSS*	10 Days OSS + Review Meeting (Up to 180 Days OSS)	10 Days OSS + Review Meeting (Up to 180 Days OSS)

- C. Class I Fighting/Class I Assaultive Behavior: School Police Report at Officer Discretion.** Defined as physical conflict involving two or more participants which does not cause significant physical injury (i.e., stitches, broken bones, unconsciousness or where an ambulance must be called to care for any person) to any person engaged in the physical conflict. This offense may require Administration to notify staff members on a need-to-know basis.

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	Conference – 3 Days OSS	1 – 5 Days OSS	1 – 5 Days OSS
2 <sup>nd</sup>	1 Day ISS – 5 Days OSS	6 – 10 Days OSS*	6 – 10 Days OSS*
3 <sup>rd</sup>	3 Days ISS – 10 Days OSS*	10 Days OSS + Review Meeting (Up to 180 Days OSS)	10 Days OSS + Review Meeting (Up to 180 Days OSS)

- D. Class II Fighting/Class II Assaultive Behavior: School Police Report Required.** Defined as physical conflict involving two or more participants which causes significant physical injury, as defined above, to any person engaged in the physical conflict. This offense may qualify as a Safe Schools Violation and require Administration to notify staff members on a need-to-know basis.

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	1 Day OSS – 5 Days OSS	5 – 10 Days OSS*	5 – 10 Days OSS*
2 <sup>nd</sup>	3 – 10 Days OSS*	10 Days OSS + Review Meeting (Up to 180 Days OSS)	10 Days OSS + Review Meeting (Up to 180 Days OSS)

- E. Threatening to Fight: School Police Report at Officer Discretion.** Defined as expression of the intent to engage in assaultive behavior toward another, including intimidating behavior or language characterized as threatening. This offense may require Administration to notify staff members on a need-to-know basis.

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	Conference – 3 Days ISS	Conference, Peer Mediation – 3 Days ISS	Conference, Peer Mediation – 3 Days OSS
2 <sup>nd</sup>	1 Day ISS – 3 Days OSS	1 – 3 Days OSS	3 – 5 Days OSS
3 <sup>rd</sup>	1 Day OSS – 5 Days OSS	5 – 7 Days OSS + SEM	5 – 7 Days OSS
4 <sup>th</sup>	3 Days OSS – 10 Days OSS*	7 – 10 Days OSS*	7 – 10 Days OSS*

- F. Assaultive Behavior Toward School Personnel: School Police Notification Required. School Police Report at Officer Discretion.** 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 verbal or physical intimidating conduct toward a School District employee whether the conduct occurs on or off School District property. This

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

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	1 Day ISS – 5 Days OSS	10 Days OSS + Review Meeting (Up to 180 Days OSS)	10 Days OSS + Review Meeting (Up to 180 Days OSS)
2 <sup>nd</sup>	3 Days ISS– 10 Days OSS*		
3 <sup>rd</sup>	10 Days OSS*		

- G. Assaultive Behavior Toward Non-Students: School Police Notification Required. School Police Report at Officer Discretion.** Defined as assaultive behavior toward non-students, including but not limited to student teachers, visitors, voters, volunteers, law enforcement personnel; or threatening to engage in assaultive behavior toward non-students; or verbally or physically intimidating conduct toward non-students on District property or at school sponsored events. This offense may qualify as a Safe Schools Violation and require Administration to notify staff members on a need-to-know basis.

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	3 – 10 Days OSS*	10 Days OSS + Review Meeting (Up to 180 Days OSS)	10 Days OSS + Review Meeting (Up to 180 Days OSS)
2 <sup>nd</sup>	10 Days OSS*		

- H. Threats of Violence Toward a Person (See Threats of Violence): School Police Notification Required. School Police Report at Officer Discretion.** Defined as the verbal, written or physical communication of a threat. This offense may qualify as a Safe Schools Violation and require Administration to notify staff members on a need-to-know basis.

- 1) To inflict serious physical injury or death upon any person; or,
- 2) To bring a Class III Weapon (as defined in Board of Education Policy JFCJ) or Class II Explosive Device onto School District property or the immediate vicinity thereof; or,
- 3) To possess a Class III Weapon or Class II Explosive Device while traveling to or from school; or,
- 4) To bring a Class III Weapon or a Class II Explosive Device onto a vehicle operated by or for the School District for the transportation of students; 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.

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	1 – 10 Days OSS*	10 Days OSS + Option A or B (Administrator Decision) Option A: SEM Option B: Review Meeting	10 Days OSS + Review Meeting (Up to 180 Days OSS)
2 <sup>nd</sup>	10 Days OSS*	10 Days OSS + Review Meeting (Up to 180 Days OSS)	

- I. Threats of Violence Involving Property (See Threats of Violence): School Police Report Required.** Defined as the verbal, written or physical communication of a threat to inflict serious property damage upon the School District 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. This offense may qualify as a Safe Schools Violation and require Administration to notify staff members on a need-to-know basis.

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	1 – 10 Days OSS*	10 Days OSS + Option A or B (Administrator Decision) Option A: SEM Option B: Review Meeting	10 Days OSS + Review Meeting (Up to 180 Days OSS)
2 <sup>nd</sup>	10 Days OSS*	10 Days OSS + Review Meeting (Up to 180 Days OSS)	



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

**A. Unauthorized Use of a Computer: School Police Report at Officer Discretion.** Defined as:

- 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 on School District property, school bus, or at a school-related event, 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 of a School District computer, personal computer, hand-held device or any computer system to do, or attempt to do, any of the following:
  - a. Bypass a District web filter (CIPA filter)
  - b. Install any executable file on a District server or computer
  - c. Access unauthorized files from District servers
  - d. Access a proxy server (anonymizer)
  - e. Obtain and/or store images that, in the opinion of the District, are pornographic (whether or not they are blocked by web filters)
  - f. Download and/or store music and/or movie files on District servers without authorization
  - g. Engage in other activity that is prohibited by the District or the administration of the school.

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
<b>1<sup>st</sup></b>	Conference – 5 Days ISS	Conference – 5 Days OSS	Conference – 5 Days OSS
<b>2<sup>nd</sup></b>	3 Days ISS – 10 Days OSS*	3 – 10 Days OSS*	3 – 10 Days OSS*
<b>3<sup>rd</sup></b>	10 Days OSS + Review Meeting (Up to 180 Days OSS)	10 Days OSS + Review Meeting (Up to 180 Days OSS)	10 Days OSS + Review Meeting (Up to 180 Days OSS)

**B. Tampering with Computer Equipment or Data: School Police Notification Required. School Police Report at Officer Discretion.** Defined as:

- 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:
  - a. Using tools to gain access (e.g., Nwperak, Legion)
  - b. Privilege escalation and back door tools (e.g., Getadmin, Trojans, Netcat)
  - c. Enumeration tools to identify hosts and users (e.g., Smurf, Teardrop, Syndrop)
  - d. Countermeasure tools (e.g., BlackICE, Realsure)
  - e. Scanning tools (e.g., nmap, udpscan)
  - f. Any other tools that could be used to bypass District computer or other security systems, in the opinion of the District.

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
<b>1<sup>st</sup></b>	5 – 10 Days OSS*	5 – 10 Days OSS*	5 – 10 Days OSS*
<b>2<sup>nd</sup></b>	10 Days OSS + Review Meeting (Up to 180 Days OSS)	10 Days OSS + Review Meeting (Up to 180 Days OSS)	10 Days OSS + Review Meeting (Up to 180 Days OSS)

**C. Class I Inappropriate Use of Electronic Devices: School Police Report at Officer Discretion.** Defined as the act of using an electronic device to record, publish or display audio or visual images of events involving faculty, staff or other students in or around school premises, without approval of school personnel, and the event that is recorded, published or displayed is **not “confidential.”** The prohibited conduct includes such things as audio or visual recording of faculty or staff in the classroom; acts of violence; disruptions to the school environment; or, other acts prohibited by the District’s Disciplinary Guidelines. The term "confidential" includes, but is not limited to an audio, video or photographic recording of faculty, staff, students or other persons which is recorded without

the advance knowledge of all persons who are recorded and/or which is recorded: (1) in a location where any person who is recorded has a reasonable expectation of privacy, such as a restroom, locker room or other location in or around school premises; and/or, (2) during or in conjunction with an extra-curricular or school activity; and/or (3) on a District school bus or other vehicle which transports District students; and/or, (4) which contains an image of a portion of a person's body over which a reasonable person would have an expectation of privacy, even if the person consented to the recording.

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	Conference – 3 Days ISS	3 Days ISS – 3 Days OSS	3 Days ISS – 3 Days OSS
2 <sup>nd</sup>	1 Days ISS – 5 Days OSS	3 – 7 Days OSS	3 – 7 Days OSS
3 <sup>rd</sup>	5 Days OSS – 10 Days OSS*	10 Days OSS*	10 Days OSS*

- D. Class II Inappropriate Use of Electronic Devices: *School Police Report at Officer Discretion.*** Meets the definition for Class I Inappropriate Use of Electronic Devices, and the event that is recorded, published or displayed is "confidential." The term "confidential" includes, but is not limited to an audio, video or photographic recording of faculty, staff, students or other persons which is recorded without the advance knowledge of all persons who are recorded and/or which is recorded: (1) in a location where any person who is recorded has a reasonable expectation of privacy, such as a restroom, locker room or other location in or around school premises; and/or, (2) during or in conjunction with an extra-curricular or school activity; and/or (3) on a District school bus or other vehicle which transports District students; and/or, (4) which contains an image of a portion of a person's body over which a reasonable person would have an expectation of privacy, even if the person consented to the recording.

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	1 – 10 Days OSS*	1 – 10 Days OSS*	1 – 10 Days OSS*
2 <sup>nd</sup>	10 Days OSS + Review Meeting (Up to 180 Days OSS)	10 Days OSS + Review Meeting (Up to 180 Days OSS)	10 Days OSS + Review Meeting (Up to 180 Days OSS)

- E. Inappropriate Cell Phone Use: *School Police Notification Required. School Police Report at Officer Discretion.*** The use of an electronic communication device such as a cell phone, or a similar device is prohibited during the school day. This policy will be violated if the device is turned on or used during the school day, unless authorized by a site-specific procedure. The "use" of a device will occur if the device is in the "on" position and/or if voice, text, photo or video messaging takes place during the school day. The District is not responsible for lost, damaged or stolen devices.

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	Conference to 1 Day ISS	Conference to 1 Day ISS	Conference to 1 Day ISS
2 <sup>nd</sup>	Conference to 2 Days ISS	Conference to 2 Days ISS	Conference to 2 Days ISS
3 <sup>rd</sup>	1 – 4 Days ISS	1 – 4 Days ISS	2 – 4 Days ISS
4 <sup>th</sup>	4 Days ISS – 1 Day OSS	4 Days ISS – 1 Day OSS	4 Days ISS – 1 Day 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: *School Police Report Not Required.*** 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.

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	Conference – 1 Day ISS	Conference – 2 Days ISS	Conference – 2 Days OSS
2 <sup>nd</sup>	Conference – 3 Days ISS	2 Days ISS – 1 Day OSS	2 Days ISS – 3 Days OSS
3 <sup>rd</sup>	1 Day ISS – 2 Days OSS	3 Days ISS – 3 Days OSS	3 Days ISS – 4 Days OSS
4 <sup>th</sup>	3 Days ISS – 3 Days OSS	3 – 5 Days OSS + SEM	3 – 5 Days OSS
5 <sup>th</sup>	4 Days ISS – 10 Days OSS*	5 – 10 Days OSS*	5 – 10 Days OSS*

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

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	Conference – 1 Day ISS	1 Day ISS – 3 Days OSS	1 Day ISS – 5 Days OSS
2 <sup>nd</sup>	Conference – 3 Days ISS	3 Days ISS – 5 Days OSS + Optional SEM	1 – 10 Days OSS
3 <sup>rd</sup>	1 Day ISS – 2 Days OSS	3 – 10 Days OSS* + SEM (Could have Review Meeting if SEM was completed on Offense 2)	5 – 10 Days OSS*
4 <sup>th</sup>	3 Days ISS – 3 Days OSS	10 Days OSS*	10 Days OSS + Review Meeting (Up to 180 Days OSS)
5 <sup>th</sup>	4 – 10 Days OSS*	10 Days OSS + Review Meeting (Up to 180 Days OSS)	

**6. Destruction Of Property/Vandalism:** Destruction of Property/Vandalism is defined as 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: School Police Report Not Required.** Defined as conduct which involves destruction of property/vandalism where the property destroyed/vandalized has a market value, replacement, clean-up, or repair cost of less than one hundred dollars (\$100.00) in the opinion of the building Administrator.

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	Conference – 1 Day ISS	1 Day ISS – 3 Days OSS	1 Day ISS – 3 Days OSS
2 <sup>nd</sup>	1 – 5 Days OSS	4 – 10 Days OSS*	4 – 10 Days OSS*
3 <sup>rd</sup>	6 – 10 Days OSS*		

**B. Class II Destruction of Property/Vandalism Offense: School Police Report Required.** Defined as conduct which involves destruction of property/vandalism where the property destroyed/vandalized has a market value, replacement, clean-up, or repair cost of one hundred dollars (\$100.00) or more in the opinion of the building Administrator.

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	1 – 5 Days OSS	3 – 10 Days OSS*	3 – 10 Days OSS*
2 <sup>nd</sup>	5 – 10 Days OSS*	10 Days OSS + Review Meeting (Up to 180 Days OSS)	10 Days OSS + Review Meeting (Up to 180 Days OSS)

**7. Disorderly Conduct:** Disorderly Conduct is divided into the following categories:

**A. Disorderly Conduct: School Police Report Not Required.** 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, offensive/inappropriate language, or physical contact that does not meet the definition of a fight or assault. This offense may require Administration to notify staff members on a need-to-know basis.

Note: Elementary School: Disorderly Conduct could include conduct such as mooning or depanting. Middle School/High School: For mooning see Sexual Misconduct I. For depanting see Inappropriate Physical Harassment.

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	Conference – 1 Day ISS	Conference – 1 Day ISS	Conference – 2 Days ISS
2 <sup>nd</sup>	Conference – 3 Days ISS	1 – 3 Days ISS	1 – 3 Days ISS
3 <sup>rd</sup>	1 Day ISS – 1 Day OSS	2 – 5 Days ISS	2 Days ISS – 1 Day OSS
4 <sup>th</sup>	3 Days ISS – 3 Days OSS	1 – 3 Days OSS + SEM	1 – 3 Days OSS
5 <sup>th</sup>	4 – 10 Days OSS*	4 – 10 Days OSS*	4 – 10 Days OSS*

**B. Disorderly Conduct in the Classroom: School Police Report Not Required.** Defined as riotous, intimidating, rowdy, disruptive or unruly conduct which breaks up the order or progress of the educational process in the classroom, the general use of non-directed profanity in the classroom, or physical contact that does not meet the

definition of a fight or assault. This offense may require Administration to notify staff members on a need-to-know basis.

Note: In Elementary School, Disorderly Conduct could include conduct such as mooning or depanting. Middle School/High School: For mooning see Sexual Misconduct I. For depanting see Inappropriate Physical Harassment.

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	Conference – 1 Day ISS	Conference – 1 Day ISS	Conference – 2 Days ISS
2 <sup>nd</sup>	Conference – 3 Days ISS	1 – 3 Days ISS	1 – 3 Days ISS
3 <sup>rd</sup>	1 Day ISS – 1 Day OSS	2 – 5 Days ISS	2 Days ISS – 1 Day OSS
4 <sup>th</sup>	3 Days ISS – 3 Days OSS	1 – 3 Days OSS + SEM	1 – 3 Days OSS
5 <sup>th</sup>	4 – 10 Days OSS*	4 – 10 Days OSS*	4 – 10 Days OSS*

**C. Group Disorderly Conduct: School Police Notification Required. School Police Report at Officer Discretion.**

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 including gang related behavior or attire (see Board of Education Policy JFCE). This offense may qualify as a Safe Schools Violation and require Administration to notify staff members on a need-to-know basis.

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	Conference – 10 Days OSS*	3 – 10 Days OSS*	3 – 10 Days OSS*

**D. Promotion of a Fight: School Police Report at Officer Discretion.** Defined as non-physical acts that instigate, encourage or perpetuate, or attempt to instigate, encourage or perpetuate, any of the following acts of Assaultive Behavior: Class I Assaultive Behavior/Class I Fighting Offense (3A); Class II Assaultive Behavior/Class I Fighting Offense (3B); Class I Fighting/Class I Assaultive Behavior (3C); Class II Fighting/Class II Assaultive Behavior (3D); Assaultive Behavior Toward School Personnel (3F); or, Assaultive Behavior Toward Non Students (3G). This offense may require Administration to notify staff members on a need-to-know basis.

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	Conference – 3 Days ISS	Conference – 3 Days ISS	Conference, Peer Mediation – 3 Days OSS
2 <sup>nd</sup>	Conference – 3 Days OSS	1 – 3 Days OSS	3 – 5 Days OSS
3 <sup>rd</sup>	Conference – 5 Days OSS	5 – 7 Days OSS + SEM	5 – 7 Days OSS
4 <sup>th</sup>		7 – 10 Days OSS*	7 – 10 Days OSS*

**8. Drugs/Alcohol:** See Board of Education Policy JFCH. Offenses in categories 1A, 1B, 8A, and 8B are cumulative.

**A. Possession or Use: School Police Report Required.**

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	Refer to Alcohol/Drugs	Refer to Alcohol/Drugs	Refer to Alcohol/Drugs
2 <sup>nd</sup>	Refer to Alcohol/Drugs	Refer to Alcohol/Drugs	Refer to Alcohol/Drugs

**B. Sale or Distribution: School Police Report Required.** This offense may qualify as a Safe Schools Violation and require Administration to notify staff members on a need-to-know basis.

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	Refer to Alcohol/Drugs	Refer to Alcohol/Drugs	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: School Police Report Required.** Defined as the possession or use of fireworks which are otherwise legal to possess.

**Class I Explosive Devices Possession:**

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	Conference – 3 Days OSS	Conference – 5 Day OSS	Conference – 5 Days OSS
2 <sup>nd</sup>	2 – 5 Days OSS	5-10 Days OSS	5 – 10 Days OSS*
3 <sup>rd</sup>	6 – 10 Days OSS*		

**Class I Explosive Devices Use or Attempted Use:**

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	Conference – 10 Days OSS*	5 – 10 Days OSS*	5 – 10 Days OSS*
2 <sup>nd</sup>		10 Days OSS + Review Meeting (Up to 180 Days OSS)	10 Days OSS + Review Meeting (Up to 180 Days OSS)

- B. Class II Explosive Devices: School Police Report Required.** Defined as the possession or use of explosives, incendiary devices, bombs or similar devices; or, possession of materials to manufacture such devices in whole or in part; or, possession of instructions or directions for the manufacture of such devices or other explosive devices. This offense may qualify as a Safe Schools Violation and require Administration to notify staff members on a need-to-know basis.

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	Conference – 10 Days OSS*	10 Days OSS + Review Meeting (Up to 180 Days OSS)	10 Days OSS + Review Meeting (Up to 180 Days OSS)

- 10. Extortion: School Police Report Required.** Defined as gaining or attempting to gain something of value from another by compulsion, intimidation, actual force, or threats, written, verbal, or non-verbal; which places the person in fear.

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	Conference – 3 Days OSS	Conference – 3 Days OSS	5 – 10 Days OSS*
2 <sup>nd</sup>	1 Day ISS – 10 Days OSS*	4 – 10 Days OSS*	10 Days OSS + Review Meeting (Up to 180 Days OSS)

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

- A. Giving False Information/Falsifying School Records: School Police Report Not Required.** 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.

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	Conference – 2 Days ISS	Conference – 2 Days ISS	Conference – 2 Days ISS
2 <sup>nd</sup>	2 – 5 Days ISS	2 – 5 Days ISS	2 – 5 Days ISS
3 <sup>rd</sup>	1 Day OSS – 3 Days OSS	1 Day OSS – 3 Days OSS	1 Day OSS - 3 Days OSS
4 <sup>th</sup>	4 – 10 Days OSS*	4 – 10 Days OSS*	4 – 10 Days OSS*

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

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	Conference – 2 Days ISS	Conference – 2 Days ISS	Conference – 2 Days ISS
2 <sup>nd</sup>	2 – 5 Days ISS	2 – 5 Days ISS	2 – 5 Days ISS
3 <sup>rd</sup>	1 Day OSS – 3 Days OSS	1 Day OSS – 3 Days OSS	1 Day OSS – 3 Days OSS
4 <sup>th</sup>	4 – 10 Days OSS*	4 – 10 Days OSS*	4 – 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, school police 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: School Police Report Required.** 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.

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	Conference – 5 Days OSS, Charges Filed	3 Days ISS – 5 Days OSS, Charges Filed	5 – 10 Days OSS*, Charges Filed
2 <sup>nd</sup>	3 – 10 Days OSS*, Charges Filed	6 – 10 Days OSS*, Charges Filed	10 Days OSS + Review Meeting (Up to 180 Days OSS), Charges Filed

- B. Class II Filing a False Emergency Report Offense: School Police Report Required.** Defined as Filing a False Emergency Report that disrupts an education or extra-curricular activity or the school environment like pulling a fire alarm or making a bomb threat.

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	Conference – 10 Days OSS*, Charges Filed	10 Days OSS + Review Meeting (Up to 180 Days OSS), Charges Filed	10 Days OSS + Review Meeting (Up to 180 Days OSS), Charges Filed

- 13. Gambling: School Police Report Required (Promoting Gambling, 1<sup>st</sup> Degree).** 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.

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	Conference – 3 Days ISS	Conference – 3 Days ISS	Conference – 3 Days ISS
2 <sup>nd</sup>	3 Days ISS – 3 Days OSS	3 Days ISS – 3 Days OSS + SEM	3 Days ISS – 3 Days OSS
3 <sup>rd</sup>	3 – 10 Days OSS*	3 – 10 Days OSS*	3 – 10 Days OSS*

- 14. Harassment:** See Board of Education Policies AC. Harassment is generally defined as conduct which violates Board of Education Policy AC, Staff and Student Harassment; or violates Board of Education Policy ACAB, Sexual Harassment (Students) and is divided into four categories:

- A. Inappropriate Non-Physical Harassment: School Police Report Not Required.** 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.

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	Conference – 3 Days ISS	Conference – 3 Days OSS	Conference – 3 Days OSS
2 <sup>nd</sup>	3 Days ISS – 3 Days OSS	3 Days ISS – 5 Days OSS + Optional SEM	3 Days ISS – 5 Days OSS
3 <sup>rd</sup>	3 – 10 Days OSS*	3 – 10 Days OSS* + SEM (Could have Review Meeting if SEM was completed on Offense 2)	3 – 10 Days OSS*

- B. Inappropriate Physical Harassment: *School Police Report Not Required.*** Defined as harassment which is physical in nature including hazing or physical tormenting of a person because of the person's race, color, religion, sex, national origin or disability; or, conduct such as depanting or sexual advances or other physical conduct of a sexual nature which does not constitute sexual misconduct. This offense may require Administration to notify staff members on a need-to-know basis.

**Note:** Elementary School: Disorderly Conduct or Disorderly Conduct in the Classroom could include conduct such as depanting.

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	Conference – 1 Day OSS	2 Days ISS – 3 Days OSS	2 Days ISS – 3 Days OSS
2 <sup>nd</sup>	1 Day ISS – 5 Days OSS	6 – 10 Days OSS*	6 – 10 Days OSS*
3 <sup>rd</sup>	3 – 10 Days OSS*	10 Days OSS + Review Meeting (Up to 180 Days OSS)	10 Days OSS + Review Meeting (Up to 180 Days OSS)

- C. Bullying: *School Police Report Not Required.*** Defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Bullying may also include cyberbullying or cyber threats. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior. See Board of Education Policy JFCF.

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	Conference – 2 Days ISS	Conference – 2 Days OSS	Conference – 2 Days OSS
2 <sup>nd</sup>	2 Days ISS – 3 Days OSS	3 Days ISS – 5 Days OSS + Optional SEM	3 Days ISS – 5 Days OSS
3 <sup>rd</sup>	3 – 10 Days OSS*	3 – 10 Days OSS* + SEM (Could have Review Meeting if SEM was completed on Offense 2)	3 – 10 Days OSS*

- D. Hazing: *School Police Notification Required. School Police Report at Officer Discretion.*** 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 district-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 inhalation or consumption of any food, liquor, drug, or tobacco product, or other substance; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing can 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. See Board of Education Policy JFCG.

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	Conference – 3 Days OSS	Conference – 3 Days OSS	Conference – 3 Days OSS
2 <sup>nd</sup>	4 – 10 Days OSS*	4 – 10 Days OSS*	4 – 10 Days OSS*
3 <sup>rd</sup>	10 Days OSS + Review Meeting (Up to 180 Days OSS)	10 Days OSS + Review Meeting (Up to 180 Days OSS)	10 Days OSS + Review Meeting (Up to 180 Days OSS)

**15. Sexual Misconduct:** Sexual Misconduct is divided into three categories:

- A. Class I Sexual Misconduct: School Police Report Required.** Defined as the exhibitionist, video, digital, or print display of a person's genitals, buttocks or the female breasts. Mooning is considered Class I Sexual Misconduct. This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis.

**Note:** Elementary School: Disorderly Conduct or Disorderly Conduct in the Classroom could include conduct such as mooning.

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	Conference – 3 Days OSS	Conference – 3 Days OSS	1 – 3 Days OSS
2 <sup>nd</sup>	3 Days ISS – 5 Days OSS	3 Days ISS – 5 Days OSS	3 – 5 Days OSS
3 <sup>rd</sup>	6 – 10 Days OSS*	6 – 10 Days OSS*	6 – 10 Days OSS*

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

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	3 Days ISS – 5 Days OSS	3 Days ISS – 5 Days OSS	1 – 5 Days OSS
2 <sup>nd</sup>	6 – 10 Days OSS*	6 – 10 Days OSS*	6 – 10 Days OSS*

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

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	10 Days OSS + Review Meeting (Up to 180 Days OSS)	10 Days OSS + Review Meeting (Up to 180 Days OSS)	10 Days OSS + Review Meeting (Up to 180 Days OSS)

**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: School Police Report Not Required.** Defined as conduct which involves a theft of property which has a market value of replacement cost of less than one hundred dollars (\$100.00) in the opinion of the building Administration. This offense may require Administration to notify staff members on a need-to-know basis.

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	Conference – 3 Days ISS	Conference – 3 Days ISS	Conference – 3 Days OSS
2 <sup>nd</sup>	1 Day ISS – 5 Days ISS	2 – 5 Days ISS	2 – 5 Days OSS
3 <sup>rd</sup>	1 – 5 Days OSS	1 – 5 Days OSS + SEM	6 – 10 Days OSS*
4 <sup>th</sup>	6 – 10 Days OSS*	6 – 10 Days OSS*	



- B. Class II Theft Offense: School Police Report Required.** Defined as conduct which involves a theft of property which has a market value of replacement cost of one hundred dollars (\$100.00) or more in the opinion of the building Administration. This offense may require Administration to notify staff members on a need-to-know basis.

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	1 Day ISS – 3 Days OSS	3 – 5 Days OSS	3 – 5 Days OSS
2 <sup>nd</sup>	3 – 5 Days OSS	4 – 10 Days OSS*	5 – 10 Days OSS*
3 <sup>rd</sup>	6 – 10 Days OSS*		

- C. Receiving Stolen Property: School Police Report Required.** 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.

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	1 Day ISS – 3 Days OSS	1 Day ISS – 3 Days OSS	1 Day ISS – 3 Days OSS
2 <sup>nd</sup>	3 – 5 Days OSS	3 – 5 Days OSS	3 – 5 Days OSS
3 <sup>rd</sup>	6 – 10 Days OSS*	6 – 10 Days OSS*	6 – 10 Days OSS*

- 17. Tobacco: School Police Report at Officer Discretion.** The term “tobacco” includes, but is not limited to, the use of cigarettes, cigars, snuff, chewing tobacco, e-cigarettes, nicotine vaporizers and other similar products. See Board of Education Policy AH.

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	3 Days OSS	3 Days OSS	3 Days OSS
2 <sup>nd</sup>	3 – 5 Days OSS	4 – 10 Days OSS	4 – 10 Days OSS
3 <sup>rd</sup>	10 Days OSS*	10 Days OSS + Review Meeting (Up to 180 Days OSS)	10 Days OSS + Review Meeting (Up to 180 Days OSS)

- 18. Truancy: School Police Report Not Required.** 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.

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	Conference – 1 Day ISS	Conference – 1 Day ISS	Conference – 1 Day ISS
2 <sup>nd</sup>	Conference – 2 Days ISS	Detention – 2 Days ISS	Detention – 2 Days ISS
3 <sup>rd</sup>	Conference – 3 Days ISS	1 – 3 Days ISS	1 – 3 Days ISS
4 <sup>th</sup>	Conference – 4 Days ISS	3 – 5 Days ISS	3 – 5 Days ISS
5 <sup>th</sup>	Conference – 5 Days ISS	Excessive Truancy will result in further disciplinary action	Excessive Truancy will result in further disciplinary action

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

**Possession:**

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
Class II or III	10 Days OSS + Review Meeting (Up to 180 Days OSS)	10 Days OSS + Review Meeting (Up to 180 Days OSS)	10 Days OSS + Review Meeting (Up to 180 Days OSS)

**Use:**

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
<b>Class I, II or III</b>	10 Days OSS + Review Meeting (Up to 180 Days OSS)	10 Days OSS + Review Meeting (Up to 180 Days OSS)	10 Days OSS + Review Meeting (Up to 180 Days OSS)

**20. ID Badge Violations (High School Only):** ID Badge Violations are divided into the following categories:

**A. Failure to Arrive at School With ID Badge:** *School Police Report Not Required.*

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
<b>1<sup>st</sup></b>	N/A	N/A	Receive or Purchase ID Badge according to site Scope and Sequence

**B. Failure to Return Temporary ID Badge:** *School Police Report Not Required.*

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
<b>1<sup>st</sup></b>	N/A	N/A	Conference – 1 Day ISS

**C. Failure to Properly Display ID Badge:** *School Police Report Not Required.*

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
<b>1<sup>st</sup></b>	N/A	N/A	Conference – 1 Day ISS

**D. Defacing/Destruction of ID Badge or Lanyard:** *School Police Report Not Required.*

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
<b>1<sup>st</sup></b>	N/A	N/A	Conference – 1 Day OSS and purchase new ID badge and/or lanyard

**21. Students Charged With A Crime:** See Board of Education Policy JG. This offense may qualify as a Safe Schools Violation and require Administration to notify staff members on a need-to-know basis.

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
<b>1<sup>st</sup></b>	See Board of Education Policy JG for procedure	See Board of Education Policy JG for procedure	See Board of Education Policy JG for procedure

**22. Unsportsmanlike/Disruptive Behavior At Athletic Contest Or School Related Activity:** Unsportsmanlike/Disruptive Behavior is divided into three categories. The following discipline guidelines are in addition to other appropriate disciplinary action for assault, disorderly conduct, etc.

**A. Inappropriate Language and Disorderly Conduct:** *School Police Report Not Required.*

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
<b>1<sup>st</sup></b>	7 calendar day suspension from participating or attending athletic events or School District sponsored activities to suspension for remainder of the school year from participating or	7 calendar day suspension from participating or attending athletic events or School District sponsored activities to suspension for remainder of the school year from participating or	7 calendar day suspension from participating or attending athletic events or School District sponsored activities to suspension for remainder of the school year from participating or

	attending any School District activity	attending any School District activity	attending any School District activity
<b>2<sup>nd</sup></b>	Suspended for remainder of school year from participating or attending any School District activity	Suspended for remainder of school year from participating or attending any School District activity	Suspended for remainder of school year from participating or attending any School District activity

**B. Fighting, Assaultive Behavior, Throwing Objects or Possession of Inappropriate Objects at Any Activity: School Police Notification Required. A report may be done at the discretion of School Police**

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
<b>1<sup>st</sup></b>	14 calendar day suspension from participating or attending athletic events or School District sponsored activities to suspension for remainder of the school year from participating or attending any School District activity	14 calendar day suspension from participating or attending athletic events or School District sponsored activities to suspension for remainder of the school year from participating or attending any School District activity	14 calendar day suspension from participating or attending athletic events or School District sponsored activities to suspension for remainder of the school year from participating or attending any School District activity
<b>2<sup>nd</sup></b>	Suspended for remainder of school year from participating or attending any School District activity	Suspended for remainder of school year from participating or attending any School District activity	Suspended for remainder of school year from participating or attending any School District activity

**C. Drugs/Alcohol Possession or Use: School Police Notification Required. School Police Report at Officer Discretion.**

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
<b>1<sup>st</sup></b>	28 calendar day suspension from participating or attending athletic events or School District sponsored activities to suspension for remainder of the school year from participating or attending any School District activity	28 calendar day suspension from participating or attending athletic events or School District sponsored activities to suspension for remainder of the school year from participating or attending any School District activity	28 calendar day suspension from participating or attending athletic events or School District sponsored activities to suspension for remainder of the school year from participating or attending any School District activity
<b>2<sup>nd</sup></b>	Review Meeting + 10 – 180 Days OSS and Expulsion Suspended for remainder of school year from participating or attending any School District activity	Review Meeting + 10 – 180 Days OSS and Expulsion Suspended for remainder of school year from participating or attending any School District activity	Review Meeting + 10 – 180 Days OSS and Expulsion Suspended for remainder of school year from participating or attending any School District activity

**40. Bus Safety Violations: School Police Report Not Required.** 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. If an offense committed on the bus results in additional disciplinary consequences at school, student may be removed from the bus for the duration of the disciplinary consequences.

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
<b>1<sup>st</sup></b>	Conference – Removal from the bus for 1 Day	Conference – Removal from the bus for 1 Day plus Hand Copy Bus Rules	Conference – Removal from the bus for 1 Day
<b>2<sup>nd</sup></b>	Removal from the bus for 1 – 3 Days	Removal from the bus for 1 – 3 Days	Removal from the bus for 1 – 3 Days
<b>3<sup>rd</sup></b>	Removal from the bus for 3 – 5 Days	Removal from the bus for 3 – 5 Days	Removal from the bus for 3 – 5 Days

<b>4<sup>th</sup></b>	Removal from the bus for 5 – 7 Days	Removal from the bus for 5 – 7 Days	Removal from the bus for 5 – 7 Days
<b>5<sup>th</sup></b>	Removal from the bus for 10 Days to Permanent Removal	Removal from the bus for 10 Days to Permanent Removal	Removal from the bus for 10 Days to Permanent Removal

**Auto Violations (High School Only): School Police Report Not Required.**

<b>Discipline Guidelines</b>			
<b>Offense</b>	<b>Elementary School</b>	<b>Middle School</b>	<b>High School</b>
<b>All</b>	N/A	N/A	Consequences determined by Site Scope and Sequence

**50. Tardies: School Police Report Not Required.**

<b>Discipline Guidelines</b>			
<b>Offense</b>	<b>Elementary School</b>	<b>Middle School</b>	<b>High School</b>
<b>All</b>	Consequences determined by Site Scope and Sequence	Consequences determined by Site Scope and Sequence	Consequences determined by Site Scope and Sequence

**51. Cheating: School Police Report Not Required.**

<b>Discipline Guidelines</b>			
<b>Offense</b>	<b>Elementary School</b>	<b>Middle School</b>	<b>High School</b>
<b>All</b>	Consequences determined by Site Scope and Sequence	Consequences determined by Site Scope and Sequence	Consequences determined by Site Scope and Sequence

**Cheating ELearning/Online Classes Only: School Police Report Not Required.** Note: Any plagiarism, cheating, or forgery/falsifying of documents in an eLearning/online learning class will follow these discipline guidelines:

<b>Discipline Guidelines</b>			
<b>Offense</b>	<b>Elementary School</b>	<b>Middle School</b>	<b>High School</b>
<b>1<sup>st</sup></b>	N/A	Students will be allowed to redo the assignment for half credit	Students will be allowed to redo the assignment for half credit
<b>2<sup>nd</sup></b>	N/A	Student will receive a zero for the assignment	Student will receive a zero for the assignment
<b>3<sup>rd</sup></b>	N/A	Student referred to the online principal for further disciplinary action	Student referred to the online principal for further disciplinary action

**52. Out-Of-Assigned Area: School Police Report Not Required.**

<b>Discipline Guidelines</b>			
<b>Offense</b>	<b>Elementary School</b>	<b>Middle School</b>	<b>High School</b>
<b>1<sup>st</sup></b>	Consequences determined by Site Scope and Sequence	Consequences determined by Site Scope and Sequence	Consequences determined by Site Scope and Sequence

**53. Bringing/Using Inappropriate Materials: School Police Report Not Required.**

<b>Discipline Guidelines</b>			
<b>Offense</b>	<b>Elementary School</b>	<b>Middle School</b>	<b>High School</b>
<b>1<sup>st</sup></b>	Consequences determined by Site Scope and Sequence	Consequences determined by Site Scope and Sequence	Consequences determined by Site Scope and Sequence

**54. Inappropriate Apparel: School Police Report Not Required.**

<b>Discipline Guidelines</b>			
<b>Offense</b>	<b>Elementary School</b>	<b>Middle School</b>	<b>High School</b>
<b>1<sup>st</sup></b>	Consequences determined by Site Scope and Sequence	Consequences determined by Site Scope and Sequence	Consequences determined by Site Scope and Sequence

**Inappropriate Language: School Police Report Not Required.**

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	Consequences determined by Site Scope and Sequence	Consequences determined by Site Scope and Sequence	Consequences determined by Site Scope and Sequence

**55. Failure To Follow Attendance Procedures: School Police Report Not Required.**

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
All	Consequences determined by Site Scope and Sequence	Consequences determined by Site Scope and Sequence	Consequences determined by Site Scope and Sequence

**56. Failure To Serve Detention/ISS: School Police Report Not Required.**

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
All	Consequences determined by Site Scope and Sequence	Consequences determined by Site Scope and Sequence	Consequences determined by Site Scope and Sequence

**57. Gang/Secret Organizations Related Behavior/Attire: School Police Report at Officer Discretion.** See Board of Education Policy JFCA and Board of Education Policy JFCE.

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	Conference – 3 Days OSS	Conference – 3 Days OSS	Conference – 3 Days OSS
2 <sup>nd</sup>	3 – 10 Days OSS*	3 – 10 Days OSS*	3 – 10 Days OSS*
3 <sup>rd</sup>	10 Days OSS*	10 Days OSS*	10 Days OSS*

**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.

**Disciplinary Actions**

**Buddy Room:** (Primarily Elementary School) A student may be sent to a buddy room to serve as a way for the student to calm him/herself or to reflect on the prior decision that caused the student to get in trouble. The buddy room is normally used before a behavioral referral is written to the Principal. The buddy room is always a classroom with a staff member present for supervision. This provides the student an opportunity to examine his/her action, reflect on how the bad choice impacted self or others, and to self-reflect on what a good choice would be in the future.

**Timeout:** Timeouts are disciplinary options that remove the student from the environment where the problem has occurred to another area of the school, such as the office or another classroom. A timeout may or may not result in a disciplinary referral to the office.

**Detention:** Detentions may be assigned before school, during lunch or after school. If it is necessary to keep a child after school, every effort will be made to notify the parent/guardian and/or childcare provider by telephone or by note. Students will not be expected to stay beyond the time the teacher is on duty. A parent/guardian will be required to provide a way home for students at the designated time or it may be necessary to contact the Police Department if the parent/guardian or childcare provider cannot be contacted.

**In-School Suspension:** An alternative to suspension which allows students to remain in a detention room at school rather than being sent home. In-School Suspension carries with it closure from activities/programs similar to out-of-school suspension.

**Out-of-School Suspension:** 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 parent/guardian 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 parent/guardian 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.

**Expulsion:** 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 a 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.

#### **Interrogations, Interviews and Searches (Policy JFG)**

*Board of Education policy states –*

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.

The student search policy set forth herein 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.

### **Definitions**

*District Administration* – The superintendent or designee(s), including the principal and assistant principals at each school building.

*School Police Officers* – Commissioned law enforcement officers employed by the district.

*Law Enforcement Officers* – 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.

*Reasonable Suspicion* – A determination made by a district employee that reasonable grounds exist for suspecting a search will turn up evidence that the student has violated or is violating the law or the rules of the school.

### **Searches by School Personnel**

School lockers, desks, textbooks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice.

Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Student property that may be searched includes but is not limited to backpacks, book bags, athletic bags, instrument cases and purses. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless exigent circumstances exist.

It is a privilege, not a right, to park on school grounds. The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy.

The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.

School employees and volunteers, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available. If a student is strip searched, as defined in state law, by a school employee or a commissioned law enforcement officer, the district will attempt to notify the student's parents/guardians as soon as possible.

With reasonable suspicion, as allowed by law, students may be "patted down" by a school police officer at the direction of the 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 police officer may, on his or 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 Board policies or procedures or state or federal law.

During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose underwear. Employees may also remove student clothing to investigate the potential abuse or neglect of a student, give medical attention to a student, provide health services to a student or screen a student for medical conditions.

#### **Interview with Law Enforcement Officers**

Law enforcement officials may wish to interview students regarding their knowledge of suspected criminal activity and may wish to interrogate students who are themselves suspected of engaging in criminal activity. Such interviews and interrogations are discouraged during class time, except when law enforcement officials have a warrant or other court order or when an emergency or other exigent circumstances exist. It is the responsibility of the principal or designee to take reasonable steps to prevent disruption of school operations while at the same time cooperating with law enforcement efforts.

When law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private. The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians unless the interviewer raises a valid objection to the notification.

#### **Removal of Students from School by Law Enforcement Officials**

Before a student at school is arrested or taken into custody by a law enforcement official or other legally authorized person, the principal will verify the official's identity. To the best of his or her ability, the principal will verify the official's authority to take custody of the student. The school principal will attempt to notify the student's parents/guardians that the student is being removed from school.

#### **Interview with the Children's Division**

Representatives of the Children's Division (CD) of the Department of Social Services may meet with students on campus. The district liaison will work with CD to arrange such meetings so they are minimally disruptive to the student's schedule. If the student is an alleged victim of abuse or neglect, CD may not meet with the student in any school building or child care facility where the abuse of the student allegedly occurred. The principal will verify and record the identity of any CD representatives who request to meet with or take custody of a student. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians unless the interviewer raises a valid objection to the notification.

#### **Contacts by Guardian Ad Litem and Court-Appointed Special Advocate**

When a court-appointed guardian ad litem or special advocate finds it necessary to interview a student during the school day or during periods of extracurricular activities, the school principal or designee must be notified. The principal will verify and record the identity of the individual through the court order that appoints him or her. The interview must be conducted in a private setting and with the least disruption to the student's schedule. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians unless the interviewer raises a valid objection to the notification.

#### **Notification to Parent/Guardian**

District administration will make a reasonable effort to notify the parent/guardian of any student who is subjected to a search by a law enforcement officer on district property or who is subjected to a search pursuant to the section "Searches by School Personnel" above, after the search has occurred.

#### **Prohibition against Discrimination, Harassment and Retaliation (Policy AC)**

*Board of Education policy states – (The full scope of the policy is available from the District) Sexual Harassment – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.*



Behaviors that could constitute sexual harassment include, but are not limited to:

- 1) Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
- 2) Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
- 3) Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
- 4) Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
- 5) Physical contact or touching of a sexual nature, including touching of intimate parts of the body and sexually motivated or inappropriate patting, pinching or rubbing.
- 6) Comments about an individual's body, sexual activity or sexual attractiveness.
- 7) Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.
- 8) Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

### **Additional Prohibited Behavior**

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics.

### **Student Alcohol/Drug Abuse (Policy JFCH)**

*Board of Education policy states –*

The School District of Springfield R-XII is concerned with the health, welfare and safety of its students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any district property, in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

### **Definitions**

The following definitions are provided to help parents/guardians and students better understand and interpret this policy.

*Alcoholic Beverages* – A liquid or combination of liquids containing ethanol that has not been denatured in any quantity. This includes over-the-counter or other medication that contains non-denatured alcohol.

*Anabolic Steroid* – Any one of several compounds derived from testosterone or prepared synthetically to promote general body growth.

*Controlled Substance* – Any substance listed in Section 195.010 and Schedules I through V of Chapter 195, RSMo., and including but not limited to, any drug, substance or immediate precursor in Schedules I through V listed in Sections 195.005 to 195.425, RSMo. Examples of such substances include, but are not limited to, marijuana, hashish, cocaine, crack, amphetamines (speed, uppers, pep pills), methamphetamine (crank, crystal), barbiturates (downers, nembutal, seconal), methaqualone, tranquilizers (valium, librium), hallucinogens (PCP, LSD, mescaline, peyote, psilocybin), heroin, morphine and opium.

*Controlled Substance Analogue* – Any substance listed or defined in Section 195.010, RSMo., 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:

1. That 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
2. That an 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 and analogues of fentanyl (synthetic heroin, china white), meperidine (synthetic heroin, MPTP), amphetamines or methamphetamine (ecstasy, XTC, Adam, MDM) and phencyclidine (PCPy, PCE, TCP).

*Counterfeit Substance* – Any substance listed or defined in Section 195.010, RSMo., and including but not limited to, a controlled substance or the container or labeling of which, that without authorization, bears the trademark, trade name or other identifying mark, imprint, number or device or any likeness thereof, of a manufacturer, distributor or dispenser other than the person who in fact manufactured, distributed or dispensed the substance.

*Drug Paraphernalia* – Any item listed or defined in Section 195.010, RSMo., including but not limited to, all equipment and materials of any kind that 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.

*Imitation Drug* – Any substance listed or defined as an imitation controlled substance in Section 195.010, RSMo., and/or including but not limited to, any substance that is not a controlled substance, which, by dosage unit appearance or by representations made, would lead a reasonable person to believe that the substance is a controlled substance.

*Intoxicating Liquor* – Any substance listed in Section 311.020, RSMo., including but not limited to, any alcohol used for beverage purposes; alcoholic, spiritous, vinous, fermented, malt or other liquors, or combinations of liquors, a part of which is spiritous, vinous or fermented; and all preparations or mixtures for beverage purposes containing in excess of 3.2 percent alcohol by weight.

*Simulated Drugs or Simulated Controlled Substances* – Any substance listed or defined in Section 26-140 of the Ordinances of the City of Springfield, Missouri, including but not limited to, any product that 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.

*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 that, when inhaled, would cause or induce symptoms of intoxication, elation, euphoria, dizziness, irrational behavior, stupefaction or dulling of the senses.

*Substance Purported or Believed to Be* – Any substance that 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.

### **Consequences**

Any student who uses, possesses, has ingested, has under his or her control, sells, manufactures, administers, dispenses, distributes or compounds any of the following shall be subject to an administrative investigation:

1. Alcohol, intoxicating liquor as defined in Chapter 311, RSMo, or alcoholic beverages.
2. Controlled substance, counterfeit substance or imitation drug as defined in Chapter 195, RSMo.
3. Solvent or toluol as defined in Chapter 578, RSMo.
4. Substance purported or believed to be a controlled substance, a solvent or toluol; alcohol, intoxicating liquor or any alcoholic beverage; simulated drugs or controlled substances; controlled substance analogues; or anabolic steroids, as defined in this policy.
5. Simulated drugs or simulated controlled substances as defined in 26-140 of the Ordinances of the City of Springfield.
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.
7. Anabolic steroid or other similar compound which is derived from testosterone or prepared synthetically.
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).
10. Prescription medications which are not prescribed to the student.

11. Prescription medications which are prescribed to the student, but only if the student sells, administers, dispenses or distributes the medications to others.

After 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 policy. Any student who has violated this policy shall be disciplined in accordance with the district's student discipline guidelines.

<b>Penalties for Distribution of Alcohol or Drugs</b>
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Middle School:

- A. 1<sup>st</sup> offence distribution of alcohol or drugs: The student will receive a 10-day summary suspension from his/her Principal and a 30-day *minimum* extended summary suspension. The summary suspension may be extended more than 30-days based on factors including, but not limited to the following:
- Type of drug/alcohol that was distributed.
  - Whether a person was injured due to the distribution of the alcohol/drug.
  - Number of students who were involved in the incident.
  - Whether the student had a previous possession of alcohol/drugs violation during the same school year.
- B. 2<sup>nd</sup> offense distribution of alcohol or drugs: The student will receive a 10-day summary suspension from his/her Principal and a 90-day *minimum* extended summary suspension. Expulsion may be recommended based on factors including, but not limited to the following:
- Type of drug/alcohol that was distributed.
  - Whether a person was injured due to the distribution of the alcohol/drug.
  - Whether the student received money or something of value in exchange for the drug/alcohol.

High School:

- A. 1<sup>st</sup> offence distribution of alcohol or drugs: The student will receive a 10-day summary suspension from his/her Principal and a 30-day *minimum* extended summary suspension. The summary suspension may be extended more than 30-days based on factors including, but not limited to the following::
- Type of drug/alcohol that was distributed.
  - Whether a person was injured due to the distribution of the alcohol/.
  - Number of students who were involved in the incident.
  - Whether the student had a previous possession of alcohol/drug during the same school year.

The student may be given the opportunity to attend Solutions, but can also continue his/her education through SPS online courses or by use of a Chromebook from home.

- B. 2<sup>nd</sup> offense distribution of alcohol or drugs: The student will receive a 10-day summary suspension from his/her Principal and a 90-day *minimum* extended summary suspension. Expulsion may be recommended based on factors including, but not limited to the following:
- Type of drug/alcohol that was distributed.
  - Whether a person was injured due to the distribution of the alcohol/drug.
  - Whether the student received money or something of value in exchange for the drug/alcohol.
  -

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 test shall not constitute evidence of guilt or innocence.

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

**Suspension of Students Charged With a Crime (See Policy JG – Student Discipline)**

*Board of Education policy states –*

**Students Charged with or Convicted of a Crime, Generally**

In addition to the prohibited conduct specified in the student discipline guidelines, a student may be suspended or expelled from the district after notice to the student's parents/guardians or others having custodial care of the student,

or notice to the student if the student is 18 years of age or older, and a hearing upon the matter, upon a finding that the student has been charged, convicted or pled guilty in a court of general jurisdiction for the commission of a felony criminal violation of state or federal law. At a hearing required by this provision, the Board shall consider statements that the parties present. The hearing procedure used for violations of the student discipline guidelines shall be used.

### **Students Charged with or Convicted of Specific Crimes**

Notwithstanding any provision of this policy to the contrary, no student shall be readmitted or enrolled in a regular program of instruction if:

1. The student has been convicted of; or,
2. An indictment or information has been filed alleging that the student has committed one of the acts enumerated in number 4 below, to which there has been no final judgment; or,
3. A petition has been filed pursuant to section 211.091, RSMo that alleges that the student has committed one of the actions enumerated in number 4 below, to which there has been no final judgment; or,
4. The student has been adjudicated to have committed an act which, if committed by an adult, would be one of the following:
  - A. First-degree murder under § 565.020 RSMo;
  - B. Second-degree murder under § 565.021 RSMo;
  - C. First-degree assault under § 565.050 RSMo;
  - D. Forcible rape under § 566.030 RSMo, as it existed prior to August 28, 2013, or rape in the first degree under § 566.030 RSMo;
  - E. Forcible sodomy under § 566.060 RSM, as it existed prior to August 28, 2013, or Sodomy in the first degree under § 566.060 RSMo;
  - F. Statutory rape under § 566.032 RSMo;
  - G. Statutory sodomy under § 566.062 RSMo;
  - H. Robbery in the first degree under § 569.020, RSMo;
  - I. Distribution of drugs to a minor under § 195.212 RSMo;
  - J. Arson in the first degree under § 569.040, RSMo;
  - K. Kidnapping, when classified as a class A felony under § 565.110 RSMo;
  - L. Any other criminal statute specified in § 167.171.3 RSMo.

### **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. With the request from the Greene County Juvenile Office, 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.

### **Tobacco and Tobacco Derivatives Use by Students (Refer to Policy AH)**

Smoking and the use of tobacco in any form, as well as possession or use of a smoking device or smoking paraphernalia 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.

The term “tobacco in any form” includes but is not limited to the use of cigarettes, cigars, snuff, chewing tobacco, e-cigarettes, nicotine vaporizers and other similar products. The term “smoking device or smoking paraphernalia” includes but is not limited to any device which allows a person to smoke or use tobacco, nicotine or non-nicotine based substances, including but not limited to smoking pipes and all smoking/vaporizing paraphernalia.

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

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 shall be considered basis for suspension up to 10 days by the school Administration.

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

### **Weapons (Policy JFCJ)**

*Board of Education policy states –*

The Board recognizes the importance of preserving a safe educational environment for students, employees and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons by students.

The possession or use of a weapon by any student is prohibited, on or in the vicinity of school property, while on a school bus or other school transportation, in student vehicles operated or parked on or adjacent to school property, or at any time the student is attending or participating in a school sponsored activity on or away from school property. The use of a weapon by a student while off school property may also be prohibited, as defined below.

### **Definitions**

The following definitions are applicable to this policy.

*Weapon – One or more of the following:*

1. A firearm as defined in 18 U.S.C. § 921.
2. A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun or switchblade knife, as these terms are defined in § 571.010, RSMo.
3. A dangerous weapon as defined in 18 U.S.C. § 930(g) (2).
4. All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack, defense, to inflict bodily harm or to intimidate other persons.
5. Any object designed to look like or imitate a device as described in 1-4.
6. Articles designed for other purposes but by inappropriate use could easily be used to inflict bodily harm and/or intimidate others may be classified as weapons when so used. Examples are belts, combs, pencils, files, compasses, scissors, etc.
7. Any instrument or device commonly used for attack, defense, to inflict bodily harm and/or to intimidate other persons.

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.

*Class I Weapon –* 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.

*Class II Weapon – One or more of the following:*

1. Any knife, butterfly knife, dagger, dirk, stiletto or bladed hand instrument that is readily capable of inflicting serious physical injury or death by cutting or stabbing a person.

2. Any knuckles, including any instrument that consists of finger rings or guards made of a hard substance that is designed or adapted for the purpose of inflicting serious physical injury or death by striking a person with a fist enclosed in the knuckles.
3. Any blackjack, including any instrument that is designed or adapted for the purpose of stunning or inflicting physical injury by striking a person.
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.
5. Any throwing stars or other similar instruments or devices.

*Class III Weapon* – One or more of the following:

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, shotguns and spring guns.
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.
3. Any gas gun, such as a gas ejection device, weapon, cartridge, container or contrivance other than a gas bomb, that is designed or adapted for the purpose of ejecting any poison gas that will cause death or serious physical injury, but not any device that ejects a repellant or temporary incapacitating substance.
4. Any projectile weapon, such as any bow, crossbow, pellet gun, paint gun, slingshot or other weapon that is not a firearm, but 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 1-4 above.

### **Penalties**

Violation of this policy shall result in the following penalties.

#### ***Possession of a Weapon***

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, the weapon is in the student's vehicle which is operated or parked on or adjacent to school property, or at any time the student is attending or participating in a school-sponsored activity on or away from school property:

1. The principal shall suspend the student for ten school days with a recommendation that the superintendent extend the student's summary suspension and/or recommend to the Board that the student be expelled from the district.
2. The superintendent shall extend the student's summary suspension for up to 180 school days if the superintendent finds no mitigating circumstances.

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, the weapon is in the student's vehicle which is operated or parked on or adjacent to school property, or at any time the student is attending or participating in a school-sponsored activity on or away from school property:

1. The principal shall suspend the student for ten school days with a recommendation that the superintendent extend the student's summary suspension and/or recommend to the Board that the student be expelled from the district.
2. The superintendent shall extend the student's summary suspension for up to 180 school days and shall recommend to the board that the student be expelled from school if the superintendent finds no mitigating circumstances.

#### ***Use of a Weapon***

If the student displays, flourishes or uses a Class I weapon on or in the vicinity of school property, while on a school bus or in other school transportation, at any time the student is attending or participating in a school-sponsored activity on or away from school property:

1. The principal shall suspend the student for ten 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 that the student be expelled from the district.
2. The superintendent shall extend the student's summary suspension for up to 180 school days depending upon the circumstances of the conduct.

If the student displays, flourishes or uses a Class II weapon on or in the vicinity of school property, while on a school bus or in other school transportation, at any time the student is attending or participating in a school-sponsored activity on or away from school property:

1. The principal shall suspend the student for ten school days with a recommendation that the superintendent extend the student's summary suspension and/or recommend to the Board that the student be expelled from the district.
2. The superintendent shall extend the student's summary suspension for up to 180 school days and shall recommend to the Board that the student be expelled from school.

If the student displays, flourishes or uses a Class II weapon away from school property, 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:

1. The principal shall suspend the student for ten school days.
2. 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.
3. If the superintendent or designee determines that the student or the student's presence in school constitutes a continued threat to the good order and discipline of the school, the student shall be suspended for up to 180 days with a recommendation to the Board that the student be expelled from school.

If the student displays, flourishes or uses a Class III weapon on or in the vicinity of school property, while on a school bus or in other school transportation, at any time the student is attending or participating in a school-sponsored activity on or away from school property:

1. The principal shall suspend the student for ten school days with a recommendation that the superintendent extend the student's summary suspension and/or recommend to the Board that the student be expelled from the district.
2. The superintendent shall extend the student's summary suspension for up to 180 school days and shall recommend to the Board that the student be expelled from school.

If the student displays, flourishes or uses a Class III weapon away from school property, 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:

1. The principal shall suspend the student for ten school days.
2. 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.
3. If the superintendent or designee determines that the student or the student's presence in school constitutes a continued threat to the good order and discipline of the school, the student shall be suspended for up to 180 days with a recommendation to the Board that the student be expelled from school.

If the student assists, aids or abets a student or non-student in any act described in the Use of a Weapon subsection 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:

1. The principal shall suspend the student for ten school days.
2. 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.
3. If the superintendent or designee determines that the student or the student's presence in school constitutes a continued threat to the good order and discipline of the school, the student shall be suspended for up to 180 days with a recommendation to the Board that the student be expelled from school.

## BOARD OF EDUCATION POLICIES

### Policies Referenced In Handbook

<b>Policy</b>	<b>Name of Policy</b>
<a href="#"><u>AC</u></a>	Staff and Student Harassment
<a href="#"><u>AC</u></a>	Sexual Harassment (Students)
<a href="#"><u>AC</u></a>	Grievance Procedure for Resolution of Discrimination Complaints
<a href="#"><u>EEA</u></a>	Walkers and Riders
<a href="#"><u>JFCA</u></a>	Student Dress Code
<a href="#"><u>JFCC</u></a>	Student Conduct on School Transportation
<a href="#"><u>JFCE</u></a>	Secret Organizations
<a href="#"><u>JFCG</u></a>	Hazing and Bullying
<a href="#"><u>AH</u></a>	Use of Tobacco Products and Imitation Tobacco Products
<a href="#"><u>JFCH</u></a>	Student Alcohol/Drug Abuse
<a href="#"><u>JFCJ</u></a>	Student Use or Possession of Weapons
<a href="#"><u>JFG</u></a>	Interrogations, Interviews and Searches
<a href="#"><u>JGD</u></a>	Student Suspension and Expulsion
<a href="#"><u>JG</u></a>	Suspension of Students Charged with a Crime – Student Discipline
<a href="#"><u>JGF</u></a>	Discipline Reporting and Records
<a href="#"><u>JHCB</u></a>	Immunization of Students
<a href="#"><u>JHCD</u></a>	Administration of Medications To Students
<a href="#"><u>JHCF</u></a>	Student Allergy Prevention and Response
<a href="#"><u>JO-1</u></a>	Student Records
<a href="#"><u>IGBC</u></a>	Programs for Title I Students
<a href="#"><u>IKF</u></a>	Graduation Requirements
<a href="#"><u>IKFB</u></a>	Graduation Exercises



**Policies of Interest**

<b>Policy</b>	<b>Name of Policy</b>
<a href="#"><u>IGDBA</u></a>	Distribution of Non-Curricular Student Publications
<a href="#"><u>IL</u></a>	Assessment Program
<a href="#"><u>JECA-2</u></a>	Admission of Students
<a href="#"><u>JED</u></a>	Student Absences and Excuses
<a href="#"><u>JG</u></a>	Student Discipline

## DIRECTORY INFORMATION OPT-OUT

The *Family Educational Rights and Privacy Act* (FERPA) requires the district to obtain written consent prior to the disclosure of personally identifiable information from a student's education record. SPS may disclose appropriately designated directory information without written consent, unless a parent, guardian or eligible student (defined as a student 18 years of age or older or legally emancipated) advises SPS to the contrary in writing. The primary purpose of directory information is to allow SPS to include information from a student's education records in certain school publications such as yearbooks, graduation programs, sports activity sheets, drama playbills, etc. Directory information is generally not considered harmful or an invasion of privacy if released.

SPS has designated the following information as directory information: student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

*Limited Directory Information* – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services: student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

**There is no need to return this form if you wish to allow the District to release your child's directory information as described above.**

If you **do not** want SPS to disclose directory information from your child's education records without your prior written consent, you must notify SPS by indicating your preference below and submitting this form to the student's school **within the first two weeks of the new school year or within 10 days of the student's enrollment.**

- ☐ 1. Do not release to any persons, groups, or entities. (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. Do not release to any solicitor, commercial interest, or business.
- ☐ 3. Do not release to any military recruiters.
- ☐ 4. Do not release to any college or university.
- ☐ 5. Do not release to the U.S. Department of Education (Free Application for Federal Student Aid)

School Year \_\_\_\_\_ Student's Name \_\_\_\_\_

\_\_\_\_\_  
Parent, Guardian, or Eligible Student's Signature

\_\_\_\_\_  
Date

Revised 6/18



## **Acceptable Technology Use Agreement**

### **Agreement Contents**

- **Intent of district provided technology**
- **District provided internet access**
- **Student and parental device responsibilities**
- **Optional device damage waiver for district issued computing devices**
- **Student behavior guidelines**

### **Intent of district provided technology**

The School District of Springfield R-12 (“District”) provides students grades 3rd-12th a district issued computing device and students grades kindergarten-2nd access to classroom computing devices. The intent of providing this technology is to provide students modern learning tools to enhance the learning opportunities and environment. Students will have access to additional technology opportunities as part of the educational programming offered.

### **District provided internet access**

The District will provide students access to the Internet in two ways. The District educational network will provide filtered internet access while on school premises. The District will make available filtered Internet hotspots to under-resourced students as part of the Access for All program.

The District uses Children’s Internet Protection Act (CIPA) compliant filtering technology to provide a safe and secure learning environment. To provide opportunities for students to explore personal learning opportunities offered by complete access to the Internet, it is impossible to filter all inappropriate content. 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.

### **Student and parental device responsibilities**

A district issued computing device will be provided to students in grades 3rd-12th and through other district programming. Students and parents are responsible for the care of this device upon issuance until collection. Damage to this device will result in charges to the student in accordance with Board approved student fees.

District issued computing devices may be taken home at the discretion of the student’s building staff. Devices taken home are expected to be returned to school fully charged and ready to be used in the learning environment. Parents have the option of requesting their student’s district issued computing device remain at the school building.

District issued computing devices are district property. As such, use of district issued computing devices, even off school premises, still fall under the acceptable technology usage agreement. District issued computing devices are filtered and internet activity tracked using CIPA compliant filtering software. Inappropriate use of a district issued computing device off school premises may result in disciplinary action as specified in the Springfield School District Student Handbook.

### **Optional device damage waiver for personal devices**

Parents and students are offered an optional device damage waiver through a partnership with One2One Risk. The damage waiver reduces the cost of repairs or loss of district issued computing devices. Parents and students may opt into the damage waiver at [www.one2onerisk.com](http://www.one2onerisk.com). The damage waiver is not required and has no impact on the use of a district issued computing device.

### **Student behavior guidelines**

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 login;
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 enter into non-educational chat rooms on the Internet;
12. Users shall act as good digital citizens and comply with district expectations;

### **Internet Access Waiver**

- ☐ I am the parent or legal guardian the student named below ("Student"). Permission is NOT granted for my student to have **complete** access to the internet. The waiver excludes district online curriculum, related district approved curriculum tools, required state online assessments and required district online assessments. These exclusions include; ALEKS, App Inventor, BrainPop, Clever, Canvas, Cengage, Dreambox, DESE, EbscoHost, Edline, i-Ready, Khan Academy, Lexia, LiveRail, Math Train, McGrawHill, MSBA, NoRedInk, Ooyala, PebbleGo, PLTW, ProdigyGame, QuantServe, Quizizz, Quizlet, Raz-Kids, ReadingA-Z, Reading Plus, Scholastic, SchoolTube, SPS Home Access, StudySync, TeacherTube, TremorMedia, VerticalResponse and VisibleMeasures. Additional resources may be added as district curricular resources and mandated assessments change.

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Parent or Legal Guardian Signature

Date

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Name of student (print)

Grade level of student



# STUDENT MEDIA EXCLUSION FORM

Sign and return this form to your child's teacher **ONLY** if you **DO NOT** want your child to be interviewed or have their image captured through photography or videography by the media.

At this time, I do not want the student listed below to be interviewed or their image recorded by the media without my prior permission.

Student ID#	Student Last Name	Student First Name	School
_____	_____	_____	_____

By signing below, I acknowledge the following:

- This waiver is only valid for the time period of August 1, 2018 – July 31, 2019.
- This waiver does not apply to photographs or video images taken at public events (*athletic events, graduation ceremonies, and other school activities open to the public*).
- This waiver does not apply to interviews, photographs or video images taken by Springfield Public Schools as part of normal school activities for public relations use by the district or by official SPS partners in promotion of their organization and its partnership with the district.

Signature (parent/guardian)

Date

\_\_\_\_\_

\_\_\_\_\_

**Springfield Public Schools  
Communications Department  
Kraft Administrative Center  
1359 E. St. Louis St.  
Springfield, MO 65802**



## Blackboard Connect Notification System

### Student Information Sheet

The Blackboard Connect Notification System enables Springfield Public Schools to contact parents via telephone and text with important announcements about emergencies or important school events. The success of Blackboard Connect is dependent upon accurate contact information for each student. Parents must complete this form for each student and return it to their child's school to receive messages annually.

#### Telephone Messages

1. Caller ID will display the school's main number or a district number (417-523-0110) when messages are delivered.
2. Be sure to say "Hello" when you answer the phone. The technology must hear a voice to deliver a message. Blackboard Connect will leave a message on any answering machine or voicemail.
3. Calls with information about school cancellations will be made to the primary and secondary contact phone numbers only. When inclement weather occurs overnight causing school to be canceled, calls will be made between 6-6:30 a.m. Announcements of weather cancellations will also be made via District website, text, MySPS app, Facebook, Twitter and local news media.
4. Students who divide their time between two different residences (ex. divorced parents) must list one residence as the primary and the other as the secondary for both sets of parents to receive general announcement information.

#### Text Messages

1. After your text enabled phone number is uploaded into the system, you will receive a confirmation text.
2. Text enabled phone numbers listed as the Primary Contact below will automatically receive text messages. Instructions to opt out will be included in the first text you receive.
3. Text messages will come from 23177 or 63079. Please save these numbers as Springfield Public Schools in your contacts so you can quickly recognize our messages.
4. Text messages will be used for school cancellations/emergency notifications.

### Please PRINT information

Student ID Number	Last Name <i>(Student)</i>	First Name <i>(Student)</i>	Grade

	Name	Phone Number	Opt-In for Text
<b>Primary Contact</b> <i>This person will receive informational and priority phone messages <u>and</u> text messages.</i>		( _ _ _ ) _ _ _ - _ _ _ _	<i>Text enabled numbers listed as the <u>primary number</u> will automatically receive text messages.</i>
<b>Secondary Contact</b> <i>This person will receive both informational and priority phone messages.</i>		( _ _ _ ) _ _ _ - _ _ _ _	
<b>Emergency Contact #1</b>		( _ _ _ ) _ _ _ - _ _ _ _	
<b>Emergency Contact #2</b>		( _ _ _ ) _ _ _ - _ _ _ _	
<b>Emergency Contact #3</b>		( _ _ _ ) _ _ _ - _ _ _ _	





**THE SCHOOL DISTRICT OF SPRINGFIELD, R-12  
TRANSCRIPT/RECORDS REQUEST (Current Student)**

**Important Information for Parents:**

Students under the age of 18 must have parent/guardian approval to request that a transcript be sent from the school to a post-secondary institution, scholarship agency or employer. A parent/guardian may sign each individual request, or may complete this form which will authorize their student to make all requests during the school year.

Please consider the following information regarding transcript requests before signing the attached authorization.

*Since the ACT and SAT are voluntary tests, the scores will not automatically be included with the student's*

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Print)

I give permission for my student to authorize all transcript requests during the 2018-19 school year.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(PLEASE RETURN THIS FORM TO THE COUNSELING OFFICE AT YOUR HIGH SCHOOL)**

**EXAMPLE:**

*An official transcript will be mailed to the Institution(s)/Organization(s) listed below.*

**Name and Address of Institution/Organization**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Check all that apply**

- ☐ *Transcript with ACT/SAT scores*
- ☐ *Transcript without ACT/SAT scores*
- ☐ *Online application completed*
- ☐ *Paper application attached*



# SPRINGFIELD PUBLIC SCHOOLS

## 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.

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. (MSHSAA Official Handbook, By-Law 2.2.1)

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. (MSHSAA Official Handbook, By-Laws 2.2.3 & 2.2.4)

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

### CITIZENSHIP STANDARDS FOR PARTICIPATION IN STUDENT ACTIVITIES PROGRAM

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:

- 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;
- A minimum twenty-eight (28) calendar day suspension from participation in the activities program will be assessed for a violation 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 these Board-approved regulations. Springfield Public School District Policies Cross Referenced: IGD, District Sponsored Extracurricular Activities & Groups; IGAEA Teaching About Drugs, Alcohol, Tobacco; IGDA, Student-Initiated Group Use of District Facilities; IGDF, Student Fund Raising Activities; AH, Use of Tobacco Products and Imitation Tobacco Products; JEC, Student Admission; JFCH, Student Alcohol/Drug Abuse; JG, Student Discipline; JGD, Student Suspension & Expulsion; JGE, Discipline of Students with Disabilities.

The School Board also believes that consistent administration 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/her 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.

(Over)

1. A student who misses a class on the date of a contest, without being excused by his/her principal, shall not be considered eligible to represent his/her 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 3.0 units of credit or have earned credit in 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, GHS, HHS, KHS – 3.5 units of credit**, or a student must be enrolled in a full course at his/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/her 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.

**Dual Enrollment in College Classes:**

- For High School Credit: A student who is dual enrolled in high school and college classes being taken off campus with credit being placed on the high school transcript, may only count up to two full credits earned from the college classes toward academic eligibility and must be enrolled in and regularly attending the remainder of classes at the high school.
  - No High School Credit: 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 hour college credit class: 1 unit of high school credit for a 5 hour college credit class.
- 3b. A student in grades 7-8 who failed more than one scheduled subject, or failed to make standard progress in special education, shall be ineligible the following grading period regardless of promotion to the higher grade. Additionally, a student shall be currently enrolled in and regularly attending the normal course for that grade or must have enrolled in a full course at his or her level in any public school special education program for the handicapped approved by the Missouri State Department of Education which, though ungraded, enrolls pupils of equivalent chronological age. A beginning 7th grade student shall have been promoted from the 6th grade to the 7th grade for first semester eligibility. A student must be making satisfactory progress as determined by local school policies.
  4. A beginning seventh or ninth grade student shall have been promoted from the sixth or eighth grade to the seventh or ninth grade for first quarter/semester eligibility.
  - 5a. A junior high or senior high 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:
    - The student is promoted from the sixth grade to the seventh grade.
    - 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.
    - 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 non-school 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/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 file in the office.

The student's legal address is the following:

Street address \_\_\_\_\_

City \_\_\_\_\_ MO Zip \_\_\_\_\_

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent's Signature)

\_\_\_\_\_  
(Date)

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