

# Springfield Public Schools

*Springfield, Missouri*

**2014-2015**

## **School Handbook**

*For Students, Parents and Staff Members*



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

Main District Switchboard: 417-523-0000

WELCOME

Dr. John Jungmann                      **Superintendent of Schools**

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Secondary**

Dr. Ben Hackenwerth                      **Associate Superintendent  
Elementary**

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**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.springfieldpublicschools.org/>**

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SPRINGFIELD PUBLIC SCHOOLS  
EDUCATING FOR THE 21<sup>ST</sup> CENTURY

**OUR MISSION**

Springfield Public Schools Exists for the Academic Excellence of All Students

**OUR BELIEFS**

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

**To accomplish this, we believe that:**

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

**OUR VISION**

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

**Student Preparation** – Students will be well prepared to be successful in the academic and/or career pursuit of their choosing.

- Student Engagement
- Academic Achievement
- Academic Rigor and Expectations
- Post-Graduate Readiness

**Effective Use of Resources** – The district will practice fiscally responsible management which clearly supports effective classroom instruction.

- Market Competitiveness
- Resources Support Classrooms
- Safe and Healthy School Environment
- Learning Environment

**Teacher Support** – Teachers are provided the essential tools and support necessary to engage students and promote academic achievement.

- Professional Development
- Administrative Support
- Instructional Time
- Community Support

## SPRINGFIELD PUBLIC SCHOOLS 2014-2015 Calendar

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

	S	M	T	W	T	F	S					
JULY			1	2	3	4	5	July	4, 2014	Fourth of July Holiday (School System Closed)	13	
	6	7	8	9	10	11	12	July	26-31, 2014	Athletic No Contact Week		
	13	14	15	16	17	18	19					
	20	21	22	23	24	25	26					
	27	28	29	30	31							
AUGUST					1	2	August	1-3, 2014	Athletic No Contact Week Continues			
	3	4	5	6	7	8	9	August	7 & 11, 2014	Genesis Days		
	10	11	12	13	14	15	16	August	8, 2014	District Curriculum 1/2 Day /Site Professional Learning/Work 1/2 Day		
	17	18	19	20	21	22	23	August	12, 2014	First Day for Students		
	24	25	26	27	28	29	30	August	29, 2014	Professional Learning/Work Day (Students Out All Day)	13	
31												
SEPTEMBER		1	2	3	4	5	6	September	1, 2014	Labor Day (School System Closed)		
	7	8	9	10	11	12	13	September	10, 2014	Mid First Quarter		
	14	15	16	17	18	19	20					
	21	22	23	24	25	26	27					
	28	29	30								21	
OCTOBER				1	2	3	4	October	10, 2014	End of First Quarter (42 Days)		
	5	6	7	8	9	10	11	October	13, 2014	Professional Learning/Work Day (Students Out All Day)		
	12	13	14	15	16	17	18	October	14, 2014	Second Quarter Begins		
	19	20	21	22	23	24	25	October	31, 2014	Parent-Teacher Conference Day (Students Out All Day)		
	26	27	28	29	30	31					21	
NOVEMBER							1	November	3, 2014	District Curriculum 1/2 Day /Site Professional Learning/Work 1/2 Day		
	2	3	4	5	6	7	8	November	14, 2014	Mid Second Quarter		
	9	10	11	12	13	14	15					
	16	17	18	19	20	21	22	November	26-28, 2014	Thanksgiving Vacation		
	23	24	25	26	27	28	29				16	
30												
DECEMBER		1	2	3	4	5	6	December	18, 2014	End of Second Quarter (43 Days)		
	7	8	9	10	11	12	13	December	18, 2014	End of First Semester (85 Days)		
	14	15	16	17	18	19	20	December	19, 2014	Professional Learning/Work Day (Students Out All Day)		
	21	22	23	24	25	26	27	December	22-31, 2014	Winter Vacation		
	28	29	30	31							14	
JANUARY					1	2	3	January	1-2, 2015	Winter Vacation Continues		
	4	5	6	7	8	9	10	January	5, 2015	Classes Resume		
	11	12	13	14	15	16	17	January	5, 2015	Third Quarter Begins		
	18	19	20	21	22	23	24	January	19, 2015	Martin Luther King Jr. Day (School System Closed)		
	25	26	27	28	29	30	31				19	
FEBRUARY		1	2	3	4	5	6	7	February	4, 2015	Mid Third Quarter	
	8	9	10	11	12	13	14	February	13, 2015	Professional Learning/Work Day (Students Out All Day)		
	15	16	17	18	19	20	21	February	16, 2015	Presidents Day (School System Closed)		
	22	23	24	25	26	27	28					
											18	
MARCH		1	2	3	4	5	6	7	March	6, 2015	End of Third Quarter (42 Days)	
	8	9	10	11	12	13	14	March	9-13, 2015	Spring Break		
	15	16	17	18	19	20	21	March	13, 2015	School System Closed		
	22	23	24	25	26	27	28	March	16, 2015	Professional Learning/Work Day (Students Out All Day)		
	29	30	31					March	17, 2015	Fourth Quarter Begins	16	
APRIL				1	2	3	4	April	14, 2015	Mid Fourth Quarter		
	5	6	7	8	9	10	11	April	17, 2015	Professional Learning/Work Day (Students Out All Day)		
	12	13	14	15	16	17	18	April	17, 2015	Possible Inclement Weather Make Up Day		
	19	20	21	22	23	24	25					
	26	27	28	29	30						21	
MAY						1	2	May	25, 2015	Memorial Day (School System Closed)		
	3	4	5	6	7	8	9	May	26, 2015	End of Fourth Quarter (43 Days)		
	10	11	12	13	14	15	16	May	26, 2015	End of Second Semester (85 Days)		
	17	18	19	20	21	22	23	May	26, 2015	Last Day of School (2 Hour Early Release for Students)		
	24	25	26	27	28	29	30	May	27, 2015	Professional Learning/Work Day*		
31									Professional Learning/Work Day could be as early as May 18	11		
JUNE		1	2	3	4	5	6					
	7	8	9	10	11	12	13					
	14	15	16	17	18	19	20					
	21	22	23	24	25	26	27					
	28	29	30									

Student Contact Days 170

## SCHOOL CALENDAR 2014 - 2015

### Teacher Contract Days

Teaching Days	170
Holidays (11/26, 12/25, 1/01)	3
Teacher Work Days	
Genesis Days	2
Professional Learning Days (1 District; 4 Site)	5
Parent-Teacher Conference Day	1
Principal-Teacher Work Days	4
<b>TOTAL RETURNING TEACHER CONTRACT DAYS</b>	<b>185</b>

New Teacher Orientation Days (TBD)

<b>TOTAL NEW TEACHER CONTRACT DAYS</b>	<b>4</b>
	<b>189</b>

### Semester and Quarter Ending Dates

First Semester Begins	August	12,	2014	
First Semester Ends	December	18,	2014	85
Second Semester Begins	January	5,	2015	
Second Semester Ends	May	15,	2015	85
				<b>170</b>
First Quarter Begins	August	12,	2014	
Mid First Quarter	September	10,	2014	
First Quarter Ends	October	13,	2014	42
Second Quarter Begins	October	14,	2014	
Mid Second Quarter	November	14,	2014	
Second Quarter Ends	December	18,	2014	43
Third Quarter Begins	January	5,	2015	
Mid Third Quarter	February	4,	2015	
Third Quarter Ends	March	6,	2015	42
Fourth Quarter Begins	March	17,	2015	
Mid Fourth Quarter	April	14,	2015	
Fourth Quarter Ends	May	15,	2015	43
				<b>170 (Includes Partial Days)</b>

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

<b>Emergency Make-Up Days</b>	Friday,	April	17,	2015 (Possible Inclement Weather Make Up Day)
	Monday,	May	18,	2015
	Tuesday,	May	19,	2015
	Wednesday	May	20,	2015
	Thursday	May	21,	2015
	Friday	May	22,	2015
	Monday,	May	26,	2015

Last day for students may occur as early as May 15 or as late as May 26, depending on number of emergency closings.

### Dates to Remember:

Rosh Hashanah	September	25,	2014 (begins at sunset Sept. 24)
Yom Kippur	October	4,	2014 (begins at sunset Oct. 3)
College Fair	October	10,	2014
Christmas	December	25,	2014
Passover	April	4,	2015 (begins at sunset April 3)
Good Friday	April	3,	2015
Easter	April	5,	2015

### Faculty Meetings

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

## 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 and local news media. Parents will also receive an email alert. Parents who have signed up for AlertNow will be directly notified via telephone message at 6 a.m. If they did not complete the AlertNow Student Information Form at the beginning of the school year, parents may [obtain one online](#) and return it to their child's school. Individuals may also call 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.

**The Highest Earthquake Risk in the United States** outside the West Coast is in the New Madrid Seismic Zone. Damaging tremblers are not as frequent as in California, but when they do occur, the destruction covers over more than 20 times the area due to the nature of geologic materials in the region. The 1968 5.5 magnitude Dale, Illinois earthquake toppled chimneys and caused damage to unreinforced masonry in the St. Louis area, more than 100 miles from the epicenter. A 5.2 magnitude earthquake in April 2008 in southeast Illinois, did not cause damage in Missouri, but was felt across much of the state.

**A Damaging Earthquake in this Area**, which experts say is about a 6.0 magnitude event, occurs about once every 80 years (the last one in 1895 was centered near Charleston, Missouri). There is estimated to be a 25-40% chance for a magnitude 6.0 – 7.5 or greater earthquake along the New Madrid Seismic Zone in a 50-year period according to the U.S. Geological Survey reports. The results would be serious damage to un-reinforced masonry buildings and other structures from Memphis to St. Louis. We are certainly overdue for this type of earthquake!

**A Major Earthquake in this Area - the Great New Madrid Earthquake of 1811-12** was actually a series of over 2000 shocks in five months, with several quakes believed to be a 7.0 Magnitude or higher. Eighteen of these rang church bells on the Eastern seaboard. The very land itself was destroyed in the Missouri Bootheel, making it unfit even for farming for many years. It was the largest release of seismic energy east of the Rocky Mountains in the history of the U.S. and was several times larger than the San Francisco quake of 1906.

**When Will Another Great Earthquake the Size of Those in 1811-12 Happen?** Several lines of research suggest that the catastrophic upheavals like those in 1811-12 visit the New Madrid region every 500-600 years. Hence, emergency planners, engineers, and seismologists do not expect a repeat of the intensity of the 1811-12 series for at least 100 years or more. However, even though the chance is remote, experts estimate the chances for a repeat earthquake of similar magnitude to the 1811-1812 New Madrid earthquakes over a 50-year period to be a 7 - 10% probability.

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

#### **Prepare a Home Earthquake Plan:**

- Choose a safe place in every room--under a sturdy table or desk or against an inside wall where nothing can fall on you.
- Practice DROP, COVER AND HOLD ON at least twice a year. Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there's no table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you and protect the back of your head with one hand and your face with the other arm.

- Choose an out-of-town family contact.
- Take a first aid class from your local Red Cross chapter. Keep your training current.
- Get training in how to use a fire extinguisher from your local fire department.
- Inform babysitters and caregivers of your plan.

#### **Eliminate Hazards:**

- Consult a professional to find out additional ways you can protect your home, such as bolting the house to its foundation and other structural mitigation techniques.
- Bolt bookcases, china cabinets and other tall furniture to wall studs.
- Install strong latches on cupboards.
- Strap the water heater to wall studs.

#### **Prepare a Disaster Supplies Kit for Home and Car:**

- First aid kit and essential medications
- Canned food and can opener
- At least three gallons of water per person
- Protective clothing, rainwear, and bedding or sleeping bags
- Battery-powered radio, flashlight, and extra batteries
- Special items for infant, elderly, or disabled family members
- Written instructions for how to turn off gas, electricity, and water if authorities advise you to do so (Remember, you'll need a professional to turn natural gas service back on)
- Keeping essentials, such as a flashlight and sturdy shoes, by your bedside

#### **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.

### **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.

### **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. Board Policy IGBC, Sections D and E outline the grievance procedure that will be followed by Springfield Public Schools for handling any NCLB complaints.

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-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.

#### **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 during the first quarter. 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.

#### **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 Friday 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 [scptamo.com](http://scptamo.com).

### **PUBLIC NOTICE: PUBLIC EDUCATION FOR STUDENTS WITH DISABILITIES SPECIAL EDUCATION**

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. Springfield Public Schools assures it will provide a Free, Appropriate Public Education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/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.

Springfield Public Schools assures that it will provide information and referral services necessary to assist the State of Missouri in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

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

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

This notice will be provided in native languages as appropriate.

### **PUBLIC NOTICE—PUBLIC EDUCATION FOR STUDENTS WITH DISABILITIES SECTION 504**

Local School Districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the District. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services

provided to the child. If you have a child with a disability or know of a child with a disability who is not attending public school, please contact this District at 523-7500.

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

Under Section 504 of the Rehabilitation Act of 1973, The School District of Springfield R-12, 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 School District of Springfield R-12 assures that it will, pursuant to Section 504 of the Rehabilitation Act of 1973, 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 of the Rehabilitation Act of 1973, 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  
1423 W. Atlantic  
Springfield, MO 65803  
(417) 523-7527  
8:00 a.m. – 4:30 p.m.

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

#### **RELEASE OF STUDENT INFORMATION**

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

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

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 includes the complete copy of the record policy, review, and hearing procedures.

### **SCHOOL POLICE SERVICES**

Springfield Public Schools employs 21 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 has the responsibility to develop a School Site Council. The Site Council is 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 improvement 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.springfieldpublicschools.org/pages/SPSMO/About/Services/N-Z/SPS\\_Choice\\_Programs](http://www.springfieldpublicschools.org/pages/SPSMO/About/Services/N-Z/SPS_Choice_Programs)

### **STAFF AND STUDENT HARASSMENT (Policy ABC)**

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

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

**Subsequent Action:** All allegations of harassment shall be fully and confidentially investigated and immediate and appropriate corrective or disciplinary action shall be taken. Complaints concerning alleged harassment by an employee of the School District should be made to the Personnel Operations Officer. Complaints concerning alleged harassment by a student should be made to the student's building Principal or the appropriate education officer.

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 obtaining a visitor's pass from the Principal's office.

*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 1000 men and women 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, call the Office of Diversity and Inclusion, 523-0251.

### **WELLNESS PROGRAM**

The District recognizes the relationship between student well-being and improving student achievement. The District will provide developmentally appropriate nutrition, physical education, physical activities, and other areas of the curriculum to promote wellness. The primary goals of the wellness program are to promote student health, reduce student overweight/obesity, facilitate student learning of lifelong healthy habits and increase student achievement. It is the policy of the School District that staff will provide foods and beverages made available on campus by the District during the school day to be consistent with the 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.springfieldpublicschools.org/pages/SPSMO> choose "About SPS" then "Programs and Services" then "Health and Wellness"; for the School District Of Springfield R-12, District Wellness Program Procedural Guidelines.

## 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 other students) what class assignments or homework assignments they missed and then complete the work. When absences are anticipated, the student is to contact his/her teacher(s) to determine what assignments are to be completed during the absence. It is the student's responsibility to check with his/her teacher(s) as to work missed during the absence and the procedure to follow. Should the student choose not to contact the teacher(s) within five school days and make arrangements for work missed, the teacher is absolved of any responsibility for the student's negligence in this matter and will record a grade of "F/O" for each of the assignments missed during the absence. All make-up assignments and alternative assignments will be completed within a reasonable time frame to be determined by each teacher.

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

**Tardies:** A student is tardy to school/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:** 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**

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. A bicycle rider must obey the same rules as a motorist and it is recommended a safety helmet be worn. 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 (Policy JEFA)**

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 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.

### **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,

Twain, and Weller. Intermediate school – Wilson’s Creek; Middle schools – Hickory Hills, Carver; High school – Central. For more information go to <http://www.springfieldpublicschools.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.

### **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.

### **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.

### **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.

Pending legislation, students enrolling in kindergarten for the first time and students entering first grade that have never attended public kindergarten may be required to have a comprehensive vision exam or parent exempt form to be on file. (Contact the school nurse for further information.)

**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.  
Student may return to school when free of above symptom(s) for 24 hours without any fever reducing medication or other medication to relieve symptom(s).
- 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 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:** If under exceptional circumstances a student is required to take medication during school hours and the parent/guardian cannot be at school to administer the medication; the school nurse will determine the safest, most effective administration of that medication. The parent/guardian is responsible for providing medication (prescription or over-the-counter), completion of Medication Administration Record form, and making arrangements

for medication to be delivered/picked up from school. Elementary and/or Middle School students are not allowed to transport medication (prescription or over-the-counter) to or from school. All prescription medication requires a licensed prescriber order (see details under **Prescription Medication**). The School District will not knowingly

administer any medication not deemed safe by District reference guidelines. District personnel will NOT administer the first dose of any medication.

- **Exception for Potentially Harmful Administration** – The District shall not knowingly administer medication that exceeds the recommended daily dosage as indicated by 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 authorized prescriber that is outside the aforementioned parameter. 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 Health Services Coordinator will be notified and parent/guardian informed of process. The Health Services Coordinator 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, District Physician, Health Services Coordinator, and school nurse. When a decision is made to administer or not administer medication, parent/guardian will receive written notification, within 7 days of decision. Alternative arrangements may be made by parent/guardian for administration of medication to their child.
- **Medication by Injection** – If a student has a known health condition, such as allergies or diabetes that requires medication by injection (e.g. epinephrine, glucagon or insulin), an Individual Healthcare Plan (IHP) and Emergency Action Plan (EAP) will be developed that includes the authorized prescriber’s orders, parent authorization and identifies the designated school personnel who are trained to administer the medication. When any student exhibits symptoms of anaphylactic shock, EMS shall be called. Epinephrine will be administered as indicated on the Emergency Action Plan (EAP) or per District policy/procedure.
- **Over-the-Counter Medication – Elementary/Middle School Students:** 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 label unless authorized prescriber requests in writing to 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.
  1. The written order for medication must include:
    - a. Name of the medication, time interval, dosage, route of administration
    - b. Specific indications for administration of the medication
    - c. Any contraindication for giving the medication
  2. Written permission must be obtained from a parent/guardian to administer medications which have been ordered by the authorized prescriber. This permission must be renewed at least annually.
  3. The parent/guardian will be notified, in advance when possible, when over-the-counter medications are administered.
  4. District personnel do not provide any non-prescription medications at any time to any student.
- **Over-the-Counter Medication – High School Students:** High school students may carry and self-administer a daily dose of over-the-counter Medication if parent/guardian 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 over three does 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.
- **Prescription Medication** - In addition to information provided under **Health: Medication Policy**, prescription medication also requires:
  1. The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of student, name of medication, date prescribed, 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. The medication must be in original container and current prescription with proper label.

2. 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 medication, date, and dosage.
  3. The parent/guardian will provide a written request that the District comply with the authorized prescriber's request to give medication. District personnel will NOT knowingly administer the first dose of any medication.
- **Self-Administration of Medication** - An authorized prescriber may recommend that an individual student with a chronic health condition assume responsibility for self-medication as part of learning self-care (i.e., inhalers used for asthma). Self-administration of medication may be allowed if, after assessment of the student's needs and understanding of medication, the school nurse determines that the safest procedure is for the student to take responsibility for self medication and that the following requirements are met:
    1. The student, the school nurse and the parent agree to the conditions under which the medication is to be self-administered.
    2. The authorized prescriber request, parent/guardian request, and completed Health Care Plan are on file.
    3. The student's health status and abilities have been evaluated by the nurse who deems self-administration safe and appropriate. The school nurse shall observe the initial self-administration of the medication.
    4. The school nurse is reasonably assured the student is able to identify the appropriate medication, knows the reason for administration, the frequency, method of administration and time of day for which the medication is ordered and is able to follow appropriate safety guidelines. The decision to allow students to carry their own "rescue" medication and to self-medicate shall be at the discretion of the nurse's professional judgment, based on student's developmental age, knowledge base of medication and ability to demonstrate proper use of the self-administered medication.
    5. The school nurse establishes a procedure for storage of the medication in a safe location, providing accessibility for student when needed. In the case of an inhaler, or other emergency medication, a back-up supply shall be kept in the health room.
    6. The school nurse will monitor the student's manner of taking medication. This may include observing the student taking medication, reviewing student documentation, reminding the student to take the medication, communicating with the authorized prescriber regarding any side effects, and notifying the parent/guardian of any problems including student's refusal or failure to take the medication in an appropriate or safe manner.

**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.

#### **HOMEBOUND EDUCATION**

Tutoring is provided in the home or hospital for any student who cannot attend regular classes for an extended period of time due to illness or injury (grades K-12).

#### **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 (Policy JF)**

*Board of Education policy states that—*

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

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

- 1.1 have the opportunity for a free public education in the most appropriate learning environment at all levels.

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

**Students have the responsibility to:**

- 1.1 attend school regularly and to strive for academic growth by participating to their utmost ability.
- 2.1 respect the rights, dignity, and worth of every individual and contribute toward a positive school climate.
- 3.1 express themselves in a manner that respects the rights of others.
- 4.1 be informed of and seek changes in the District practices, policies, and regulations in an orderly, responsible manner and through District-approved channels.
- 5.1 be aware of all rules, regulations and standards for student behavior and conduct themselves accordingly so as to promote the educational process.
- 6.1 refrain from conduct that endangers property, safety, or health of others or is disruptive.
- 7.1 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 not a discipline alternative in The School District of Springfield R-12. However, a staff member may use physical force, including restraint, on a student when it is essential for the protection of the student, self or others, or the safe-guarding of property under the control of the public schools.

### **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 through the Underprivileged School Children’s Fund. Information can be obtained from the school nurse or by contacting the Student District Health Services office.

### **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.

### **SUMMER SCHOOL**

The Fifth Quarter, a Summer School program, is available to resident students, at no cost, during the month of June. Nonresident students may also attend. The Fifth Quarter offers course selections for students in grades kindergarten through 12 including enrichment, extended-year remediation and Individual Education Plan (IEP) follow-up for Special Education. The classes are held at designated school locations during the morning hours. Transportation to the Summer School program is generally the responsibility of the parents. The District does provide transportation for Special Education students whose IEP’s specify extended year services.

### **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.

## **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. Students are assigned to ride only one bus. The assignment of that bus 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 use the contact information below to inquire about the fees PER CHILD for the school year and to request an 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

Donna Hale – Business Services Administrative Assistant  
523-0159

**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 one through five with a selection of appropriate materials used for each grade level. 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 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.

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 unless a note is sent from the home. 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.springfieldpublicschools.org](http://www.springfieldpublicschools.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 School Board Policy JGF - *Citizenship Standards for Participation in Student Activities Program*.

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

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

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

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

**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.
- 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.

### **HOMEWORK**

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

### **HONOR ROLL**

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

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

A student who earns a Grade Point Average (GPA) of 3.7 will be placed on the *Principal's Honor Roll*.

### **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. Students must pay a \$3.50 fee to replace lost or stolen locks.

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

**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.

**PROMOTION OF STUDENTS**

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

## 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 Board of Education Policy JGF - *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>F</b>		<b>I</b>	
<b>Excellent</b>		<b>Superior</b>		<b>Average</b>		<b>Below 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 Summer School or on personal arrangements with teachers, these "F"s and "P"s can be changed on an individual basis. The official rank for that semester, however, will not be adjusted.

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

Final examinations or other appropriate evaluative activities are to be administered in all high school classes at the close of each term. The final examination should be comprehensive in nature and should account for between 10% 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 ½ units	½ unit
<b>Health</b>	½ unit	½ unit
<b>Practical Arts</b>	1 ½ unit	1 unit
<b>Fine Arts</b>	1 unit	1 unit
<b>Electives</b>	7 ½ 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) ½ 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

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

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

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

1. First degree murder under section 565.020, RSMo;
2. Second degree murder under section 565.021, RSMo;
3. Kidnapping under section 565.110, RSMo;
4. First degree assault under section 565.050, RSMo;
5. Forcible rape under section 566.030, RSMo;
6. Forcible sodomy under section 566.060, RSMo;
7. Burglary in the first degree under section 569.160, RSMo;
8. Burglary in the second degree under section 569.170, RSMo;
9. Robbery in the first degree under section 569.020, RSMo;
10. Distribution of drugs under section 195.211, RSMo;
11. Distribution of drugs to a minor under section 195.212, RSMo;
12. Arson in the first degree under section 569.040, RSMo;
13. Voluntary manslaughter under section 565.023, RSMo;
14. Involuntary manslaughter under section 565.024, RSMo;
15. Second degree assault under section 565.060, RSMo;
16. Sexual assault under section 566.040, RSMo;
17. Felonious restraint under section 565.120, RSMo;
18. Property damage in the first degree under section 569.100, RSMo;
19. The possession of a weapon under chapter 571, RSMo;
20. Third degree assault under Section 565.050, RSMo;
21. Possession of Controlled Substance;
22. First degree Child Molestation under section 566.067, RSMo;
23. Deviate Sexual Assault under section 566.070, RSMo;
24. Sexual Misconduct with a child under section 566.083, RSMo;
25. Sexual Abuse under section 566.100, RSMo;
26. Statutory Rape section 566.032, RSMo;
27. Statutory Sodomy Section 566.062, RSMo.

### 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 to set up meeting
  2. Inform other team members if necessary
  3. Gather data and information needed for form
  4. Input form information into eSchool
  5. Have meeting
  6. Parents sign SEM form
  7. 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 an 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.**

<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>	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
<b>2<sup>nd</sup></b>	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 may qualify as a Safe Schools Violation and require Administration to notify staff members on a need-to-know basis.

<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>	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)

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.

<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>	Conference – 1 Day OSS	1 – 5 Days OSS	1 – 5 Days OSS
<b>2<sup>nd</sup></b>	3 Days ISS – 5 Days OSS	6 – 10 Days OSS*	6 – 10 Days OSS*
<b>3<sup>rd</sup></b>	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.

<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>	1 – 10 Days OSS*	4 – 10 Days OSS*	4 – 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)

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 Report Required.** 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	3 – 7 Days OSS	3 – 7 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 ISS – 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	3 – 7 Days OSS	3 – 7 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 ISS – 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 bullying. 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>	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 + SEM
4 <sup>th</sup>		7 – 10 Days OSS*	7 – 10 Days OSS*

- F. **Assaultive Behavior Toward School Personnel: School Police Report Required.** 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>	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*		

- G. **Assaultive Behavior Toward Non-Students: School Police Report Required.** 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 Report Required.** 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
1 <sup>st</sup>	Conference – 5 Days ISS	Conference – 5 Days OSS	Conference – 5 Days OSS
2 <sup>nd</sup>	3 Days ISS – 10 Days OSS*	3 – 10 Days OSS*	3 – 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)

**B. Tampering with Computer Equipment or Data: *School Police Report Required.* 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
1 <sup>st</sup>	5 – 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)	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 prior 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. A “confidential” recording includes, but is not limited to a recording of faculty, staff, students or other persons which is taken in a location where the person has a reasonable expectation of privacy, such as a restroom, locker room or other location in or around school premises, during or in conjunction with an extra-curricular or school activity or on a District school bus and/or which is an image a portion of the person’s body over which the person has a reasonable expectation of privacy.**

Discipline Guidelines			
Offense	Elementary School	Middle School	High School
1 <sup>st</sup>	3 Days ISS – 3 Days OSS	3 Days ISS – 3 Days OSS	3 Days ISS – 3 Days OSS
2 <sup>nd</sup>	3 – 7 Days OSS	3 – 7 Days OSS	3 – 7 Days OSS
3 <sup>rd</sup>	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.”** A “confidential” recording includes, but is not limited to a recording of faculty, staff, students or other persons which is taken in a location where the person has a reasonable expectation of privacy, such as a restroom, locker room or other location in or around school premises, during or in conjunction with an extra-curricular or school activity or on a District school bus and/or which is an image of a portion of the person’s body over which the person has a reasonable expectation of privacy.**

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)



- E. **Inappropriate Cell Phone Use: School Police Report Not Required.** The use of an electronic communication device such as a cell phone, pager 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/Detention to 1 Day ISS	Conference/Detention to 1 Day ISS	Conference/Detention to 1 Day ISS
2 <sup>nd</sup>	Detention/1 Day ISS to 2 Days ISS	Detention/1 Day ISS to 2 Days ISS	Detention/1 Day ISS 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 + SEM	3 – 5 Days OSS + SEM	3 – 5 Days OSS + SEM
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 + Optional SEM
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* + Optional SEM
4 <sup>th</sup>	3 Days ISS – 3 Days OSS + SEM	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 + SEM	1 – 3 Days OSS + SEM	1 – 3 Days OSS + SEM
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 departing. Middle School/High School: For mooning see Sexual Misconduct I. For departing 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 + SEM	1 – 3 Days OSS + SEM	1 – 3 Days OSS + SEM
5 <sup>th</sup>	4 – 10 Days OSS*	4 – 10 Days OSS*	4 – 10 Days OSS*

**C. Group Disorderly Conduct: *School Police Report Required.*** 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, Peer Mediation – 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 + SEM
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 ISS	Conference – 1 Day OSS	Conference – 3 Days OSS
2 <sup>nd</sup>	2 – 5 Days OSS	2 – 5 Days OSS	3 – 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 place 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>	3 Days OSS	3 Days OSS	3 Days OSS
4 <sup>th</sup>	3 – 10 Days OSS*	3 – 10 Days OSS*	3 – 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.

<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>	Conference – 2 Days ISS	Conference – 2 Days ISS	Conference – 2 Days ISS
<b>2<sup>nd</sup></b>	2 – 5 Days ISS	2 – 5 Days ISS	2 – 5 Days ISS
<b>3<sup>rd</sup></b>	3 Days OSS	3 Days OSS	3 Days OSS
<b>4<sup>th</sup></b>	3 – 10 Days OSS*	3 – 10 Days OSS*	3 – 10 Days OSS*

**12. FILING A FALSE EMERGENCY REPORT:** Filing a False Emergency Report is defined as knowingly giving false information to any law enforcement officer, 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.

<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>	Conference – 5 Days OSS, Charges Filed	3 Days ISS – 5 Days OSS, Charges Filed	5 – 10 Days OSS*, Charges Filed
<b>2<sup>nd</sup></b>	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.

<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>	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.

<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>	Conference – 3 Days ISS	Conference – 3 Days ISS	Conference – 3 Days ISS
<b>2<sup>nd</sup></b>	3 Days ISS – 3 Days OSS + SEM	3 Days ISS – 3 Days OSS + SEM	3 Days ISS – 3 Days OSS + SEM
<b>3<sup>rd</sup></b>	3 – 10 Days OSS*	3 – 10 Days OSS*	3 – 10 Days OSS*

14. **HARASSMENT:** See Board of Education Policies ACAB and ABC. Harassment is generally defined as conduct which violates Board of Education Policy ABC, Staff and Student Harassment; or violates Board of Education Policy ACAB, Sexual Harassment (Students) and is divided into 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 + Optional SEM	3 Days ISS – 5 Days OSS + Optional SEM	3 Days ISS – 5 Days OSS + SEM
3 <sup>rd</sup>	3 – 10 Days OSS* + SEM <i>(Could have Review Meeting if SEM was completed on Offense 2)</i>	3 – 10 Days OSS* + SEM <i>(Could have Review Meeting if SEM was completed on Offense 2)</i>	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 departing 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 departing.

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 or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyberthreats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm. 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 + Optional SEM	3 Days ISS – 5 Days OSS + Optional SEM	3 Days ISS – 5 Days OSS + SEM
3 <sup>rd</sup>	3 – 10 Days OSS* + SEM <i>(Could have Review Meeting if SEM was completed on Offense 2)</i>	3 – 10 Days OSS* + SEM <i>(Could have Review Meeting if SEM was completed on Offense 2)</i>	5 – 10 Days OSS*

D. **Hazing: School Police Report Not Required.** Defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity.

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

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

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 + SEM	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 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.** See Board of Education Policy JFCG.

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 plus 8 hours approved community service	4 – 10 Days OSS plus 8 hours approved community service
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
<b>Class 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)

**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 JGDA. 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 JGDA for procedure	See Board of Education Policy JGDA for procedure	See Board of Education Policy JGDA 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.**

<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>	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	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	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
<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 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>	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 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>	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.

<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>	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

**50. 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

**51. 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

**52. 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

**53. OUT-OF-ASSIGNED AREA: 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

**54. BRINGING/USING INAPPROPRIATE MATERIALS: 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. INAPPROPRIATE APPAREL: 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

**56. 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

**57. 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

**58. FAILURE TO SERVE DETENTION: 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

**59. 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.

### **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 Associate Superintendent or Coordinator for protocol approval.
4. The School Police Officer or the law enforcement agency having jurisdiction will transport the juvenile to the Green County Juvenile Office. The School Police Officer will ensure that the parents of the juvenile have been notified and requested to appear at the juvenile office.
5. The School Police Officer shall complete an interim report for the juvenile office to use in assessing the nature and circumstances of the threat. A detailed report will be completed and forwarded to the juvenile office using current procedures. Copies of both reports shall be forwarded to the Principal and appropriate Associate Superintendent or Coordinator.
6. The juvenile officer assigned to the referral will conduct a juvenile interview and investigate the concern.

### **SEARCHES OF STUDENTS (Policy JFG)**

*Board of Education policy states –*

1. **Policy Statement:** The Board of Education has the responsibility to provide students and staff with a safe and secure learning environment. The Board recognizes that there are circumstances that will justify the search of students and their possessions. This policy is designed to balance each student's right to privacy and the need to maintain an appropriate learning environment.
2. **Scope of the Policy:** The student search policy set forth herein, and in the Administrative Guidelines adopted in accordance with this policy, is applicable to students and/or their property while on School District property; traveling in a vehicle controlled by the District; present at or engaged in a school-sponsored or school-directed activity; or, in the immediate vicinity of School District property or a school bus stop immediately before, after or during the school day or a school-sponsored or school-directed activity.
3. **Definitions:** The following definitions are applicable to this policy:
  - A. **District Administration** – When used in this policy, the term "District Administration" shall mean the Superintendent or his/her designees and shall include the Principal and Assistant Principals at each District school building.
  - B. **School Police Officers** – When used in this policy, the term "School Police Officers" shall mean the commissioned law enforcement officers employed by the District.
  - C. **Law Enforcement Officers** – When used in this policy, the term "law enforcement officers" shall mean law enforcement officers who are not employed by the District, including but not limited to law enforcement officers employed by the Springfield Police Department, the Greene County Sheriff's Office, the Greene County Juvenile office, the Missouri Highway Patrol and other local, state and federal law enforcement agencies.

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

### **SEXUAL HARASSMENT (STUDENTS) (Policy ACAB)**

*Board of Education policy states –*

- 1. Policy Statement:** The Board of Education declares that it is the policy of the District to maintain a learning environment that is free from sexual harassment. As a result, it shall be a violation of this policy for any District employee to sexually harass a student. It shall also be a violation of this policy for a student to sexually harass another student or an employee of the District. Retaliation against any individual who files a complaint of harassment or participates in an investigation of alleged harassment is strictly prohibited.
- 2. Definition of Sexual Harassment:** Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, written or physical conduct of a sexual nature when:
- Submission to such conduct is made, explicitly or implicitly, a term or condition of an individual’s employment, instruction or participation in any educational or extra-curricular activity; or,
  - Submission to or rejection of such conduct by an individual is used by the offender as the basis for making personnel or academic decisions which have a demonstrable effect upon the individual subjected to the conduct; or,

- Such conduct has the purpose or effect of unreasonably interfering with the individual's work, academic or extra-curricular performance or of creating an intimidating, hostile or offensive work or educational environment.
3. **Reporting:** All allegations of sexual harassment shall be fully and confidentially investigated and immediate and appropriate corrective or disciplinary action shall be taken. Complaints concerning alleged sexual harassment by a student, a District employee or a third party should be immediately made to the Safety and Security Director. The Safety and Security Director shall refer all complaints concerning alleged sexual harassment by a student to the building Principal, the Superintendent or the Superintendent's designee. Any District employee or supervisor who is aware of any sexual harassment directed toward a student or employee of the District shall immediately report such conduct to the Superintendent.
  4. **Investigation:** When the District receives a complaint alleging sexual harassment, it shall conduct a reasonable and impartial investigation. The District will make reasonable efforts to initiate the investigation within three (3) school days after receiving the complaint. The first step to be taken upon receiving a complaint or report shall be a meeting with the alleged victim of the harassment. The purpose of this meeting is to gather information regarding the alleged conduct and to determine whether the alleged victim believes that sexual harassment has taken place.

In determining whether the alleged conduct constitutes sexual harassment, consideration shall be given to the record of the incident as a whole and to the totality of the circumstances, including the context in which the alleged incidents occurred.

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

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

5. **No Retaliation:** Retaliation toward any person who files a complaint alleging sexual harassment or participates in the investigation of the complaint is prohibited. Acts alleged to be retaliation should be reported as described above.
6. **Education:** The District shall make reasonable efforts to educate all students and employees regarding the District's prohibition of sexual harassment and the procedure to be used for reporting alleged violations of this policy.

#### **STUDENT ALCOHOL/DRUG ABUSE (Policy JFCH)**

*Board of Education policy states –*

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

- 1 alcohol, intoxicating liquor as defined in Chapter 311, RSMo, or alcoholic beverages; or
2. controlled substance, counterfeit substance or imitation drug as defined in Chapter 195, RSMo; or
3. solvent or toluol as defined in Chapter 578, RSMo;
4. substance purported or believed to be a controlled substance, as defined above, or any alcoholic beverages; or
5. simulated drugs or simulated controlled substances as defined in 26-140 of the Ordinances of the City of Springfield; or
6. controlled substance analogue as defined in Chapter 195, RSMo, and any substance which has a chemical make-up similar to any controlled substance, as defined above, and which when ingested or otherwise used causes a condition such as intoxication, euphoria, dizziness, irrational behavior, stupefaction, or hallucination; or
7. anabolic steroid or other similar compound which is derived from testosterone or prepared synthetically; or
8. drug paraphernalia as defined in Chapter 195, RSMo;
- 9 substance, pill, medication, or over-the-counter compound (other than food or beverages) which contains caffeine, phenylpropanolamine, or ephedrine, but only when such substance is sold, dispensed or distributed, or received; or



10. prescription medications which are not prescribed to the student; or
11. prescription medications which are prescribed to the student, but only if the student sells, administers, dispenses or distributes the medications to others.

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

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

When a student is suspected of having consumed alcohol, and when confronted, denies the accusation, the Administrator may offer the student the opportunity to demonstrate innocence by use of a breathalyzer test if available. A student's refusal to submit to this breathalyzer shall not constitute evidence of guilt or innocence. The test will be administered in an area away from public view, with school employees present.

Violation of this policy shall be considered basis for suspension up to ten (10) days by the Principal; and/or for a period up to one hundred-eighty (180) days according to state statutes or a recommendation of expulsion to the Board of Education.

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

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

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

5. "counterfeit substance" – any substance listed or defined in Section 195.010, RSMo, and including, but not limited to a controlled substance which, or the container or labeling of which, without authorization, bears the trademark, trade name, or other identifying mark, imprint, number or device, or any likeness thereof of a manufacturer, distributed, or dispensed the substance.
6. "drug paraphernalia" – any item listed or defined in Section 195.010, RSMo, and including, but not limited to, all equipment, materials of any kind which are used, intended for use or designed for use, in cultivating, compounding, producing, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance or an imitation controlled substance including scales, containers, syringes, pipes, carburetion tubes, roach clips, and cocaine vials.
7. "imitation drug" – any substance listed or defined as a imitation controlled substance in Section 195.010, RSMo, and/or including, but not limited to, any substance that is not a controlled substance, which by dosage unit

- appearance, or by representations made, would lead a reasonable person to believe that the substance is a controlled substance.
8. "intoxicating liquor" – any substance listed in Section 311.020, RSMo, and including, but not limited to, any alcohol used for beverage purposes, alcoholic, spirituous, vinous, fermented, malt or other liquors, or combinations of liquors, a part of which is spirituous, vinous or fermented, and all preparations or mixtures for beverage purposes containing in excess of 3-2/10 percent of alcohol by weight.
  9. "simulated drugs" or "simulated controlled substances" – any substance listed or defined in Section 26-140 of the Ordinances of the City of Springfield, Missouri, and including, but not limited to, any product which is identified, or identifies itself by using a common name or slang term, similar name, similar term or mark, imprint, brand, stamp, or impression associated with a controlled substance which is not, in fact a controlled substance.
  10. "solvent" or "toluol" – any substance listed in Sections 578.250 through 578.265, RSMo, and including, but not limited to colorless petroleum based toluene, solvents, other substances containing toluol, airplane glue or any like substance which when inhaled would cause or induce symptoms of intoxication, elation, euphoria, dizziness, irrational behavior, stupefaction or dulling of the senses.
  11. "substance purported or believed to be" – any substance which is stated, represented, intended, characterized, understood, believed, thought or perceived to be a controlled substance, solvent, or toluol, alcohol, intoxicating liquor, alcoholic beverage or anabolic steroid.

### **SUSPENSION OF STUDENTS CHARGED WITH A CRIME (Policy JGDA)**

*Board of Education policy states –*

1. **Purpose of the Policy:** The purpose of this policy is to provide a procedure by which a student who is charged with, or who has been convicted of or pled guilty to the commission of a felony criminal violation of state or federal law, may be suspended or expelled from the District.
2. **Policy Statement:** A student may be suspended or expelled from the School District if it is determined that:
  1. The student has been convicted of, or pled guilty to the commission of a felony criminal offense under federal or state law; or,
  2. An indictment or information has been filed, or the student has been charged with having committed a felony criminal offense under federal or state law; or,
  3. A petition has been filed pursuant to section 211.091, RSMo (or comparable juvenile statutes in other states), alleging that the student has committed an act, which if committed by an adult would constitute a felony criminal offense under federal or state law; or,
  4. The student has been adjudicated to have committed an act, which if committed by an adult would constitute a felony criminal offense under federal or state law.
3. **Procedure:** The following procedure will be used:
  1. **Action by the Principal** – Upon confirmation satisfactory to the Principal that a student has violated this policy, the student shall be suspended for up to ten (10) school days. If the student is suspended, the Principal shall recommend to the Superintendent that the student's suspension be extended.
  2. **Action by the Superintendent** – After a Review Meeting held in compliance with Board of Education policies JFAA and JGD, the Superintendent shall determine that the student's summary suspension be extended if the Superintendent determines that:
    - A. the student's continued presence in the school is prejudicial to the good order and discipline in the schools of the School District; or,
    - B. the student poses a threat of harm to himself/herself or others, as evidenced by prior conduct of the student, in or out of school; or,
    - C. the student's conduct would have constituted a violation of the Board of Education policies or the Administrative Guidelines on Student Discipline, if the conduct had occurred while the student was enrolled in the School District.

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

## **TOBACCO AND TOBACCO DERIVATIVES USE BY STUDENTS (Policy JFCG)**

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 violation of this policy.

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

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

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

## **WEAPONS (Policy JFCJ)**

*Board of Education policy states –*

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

### **2. Definitions:**

A. Whenever the term “Weapon” is used in this policy it shall mean any one of the following:

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

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

B. Whenever the term “Class I Weapon” is used in this policy it shall mean articles designed for other purposes but by inappropriate use could easily be used to inflict bodily harm and/or intimidate others, when such items are so used. Examples of these items are belts, combs, pencils, files, compasses, scissors, chains, cafeteria trays, etc.

C. Whenever the term "Class II Weapon" is used in this policy it shall mean:

- 1) Any knife, butterfly knife, dagger, dirk, stiletto or bladed hand instrument that is readily capable of inflicting serious physical injury or death by cutting or stabbing a person; or,
- 2) Any knuckles, including any instrument that consists of finger rings or guards made of a hard substance that is designed or adapted for the purpose of inflicting serious physical injury or death by striking a person with a fist enclosed in the knuckles; or,

- 3) Any blackjack, including any instrument that is designed or adapted for the purpose of stunning or inflicting physical injury by striking a person; or,
  - 4) Any switchblade knife, of whatever length that opens automatically with a button or other device or opens by force of gravity or application of centrifugal force; or,
  - 5) Any throwing stars or other similar instruments or devices.
- D. Whenever the term “Class III Weapon” is used in this policy it shall mean:
- 1) Any firearm or other weapon that is designed or adapted to expel a projectile by the action of an explosive, including but not limited to: firearms, concealable firearms, machine guns, rifles, shot guns and spring guns; or,
  - 2) Any explosive weapon, such as an explosive, incendiary or poison gas bomb or similar device designed or adapted for the purpose of inflicting death, serious physical injury, or substantial property damage; or a device designed or adapted for delivering or shooting such a weapon; or,
  - 3) Any gas gun, such as a gas ejection device, weapon, cartridge, container or contrivance other than a gas bomb, that is designed or adapted for the purpose of ejecting any poison gas that will cause death or serious physical injury, but not any device that ejects a repellent or temporary incapacitating substance; or,
  - 4) Any projectile weapon, such as any bow, crossbow, pellet gun, paint gun, slingshot or other weapon that is not a firearm, which is capable of expelling a projectile that could inflict serious physical injury or death by striking or piercing a person.
  - 5) Any item or device purported to be any of the weapons defined in paragraph 1 D 1 through 4.

### 3. Penalties:

Violation of this policy shall result in the following penalties:

#### A. Possession of a Weapon

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

#### B. Use of a Class I Weapon

- 1) If the student displays, flourishes or uses a Class I Weapon upon or in the vicinity of school premises, while on a school bus or in other school transportation, or at any time the student is engaged in any school sponsored activity:
  - A. The Principal shall suspend the student for up to ten (10) school days and, depending upon the circumstances of the conduct, may recommend that the Superintendent extend the student's summary suspension and/or recommend to the Board of Education that the student be expelled from the School District.
  - B. The Superintendent shall extend the student's summary suspension for up to one hundred eighty (180) school days depending upon the circumstances of the conduct.

#### C. Use of a Class II Weapon

- 1) If the student displays, flourishes or uses a Class II Weapon upon or in the vicinity of school premises, while on a school bus or in other school transportation, or at any time the student is engaged in any school sponsored activity:
  - A. The Principal shall suspend the student for ten (10) school days with a recommendation that the Superintendent extend the student's summary suspension and/or recommend to the Board of Education that the student be expelled from the School District.

- B. The Superintendent shall extend the student's summary suspension for up to one hundred eighty (180) school days and shall recommend to the Board that the student be expelled from school.
- 2) If the student displays, flourishes or uses a Class II Weapon away from school premises which results in a summons being issued to the student, charges being filed in court against the student, or conduct which can otherwise be verified to the satisfaction of the Principal:
  - A. The Principal shall suspend the student for ten (10) school days.
  - B. 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.
  - C. In that event, the Superintendent (or designee) shall suspend the student for up to one hundred eighty (180) days with a recommendation to the Board of Education that the student be expelled from school.
- 3) If the student assists, aids or abets a student or non-student in any act described in paragraph 3 C 1 or 2 of this policy, which results in a summons being issued to the student, charges being filed in court against the student, or conduct which can otherwise be verified to the satisfaction of the Principal:
  - A. The Principal shall suspend the student for ten (10) school days.
  - B. 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.
  - C. In that event, the Superintendent (or designee) shall suspend the student for up to one hundred eighty (180) days with a recommendation to the Board of Education that the student be expelled from school.

**D. Use of a Class III Weapon**

- 1) If the student displays, flourishes or uses a Class III Weapon upon or in the vicinity of school premises, while on a school bus or in other school transportation, or at any time the student is engaged in any school sponsored activity:
  - A. The Principal shall suspend the student for ten (10) school days with a recommendation that the Superintendent extend the student's summary suspension and/or recommend to the Board of Education that the student be expelled from the School District.
  - B. The Superintendent shall extend the student's summary suspension for up to one hundred eighty (180) school days and shall recommend to the Board that the student be expelled from school.
- 2) If the student displays, flourishes or uses a Class III Weapon away from school premises which results in a summons being issued to the student, charges being filed in court against the student, or conduct which can otherwise be verified to the satisfaction of the Principal:
  - A. The Principal shall suspend the student for ten (10) school days.
  - B. During that period of time, the Superintendent (or designee) shall determine whether the student or student's presence in school constitutes a continued threat to the good order and discipline of the school.
  - C. In that event, the Superintendent (or designee) shall suspend the student for up to one hundred eighty (180) days with a recommendation to the Board of Education that the student be expelled from school.
- 3) If the student assists, aids or abets a student or non-student in any act described in paragraph 3 D 1 or 2 of this policy, which results in a summons being issued to the student, charges being filed in court against the student, or conduct which can otherwise be verified to the satisfaction of the Principal:
  - A. The Principal shall suspend the student for ten (10) school days.
  - B. 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.
  - C. In that event, the Superintendent (or designee) shall suspend the student for up to one hundred eighty (180) days with a recommendation to the Board of Education that the student be expelled from school.

**BOARD OF EDUCATION POLICIES**

**POLICIES REFERENCED IN HANDBOOK**

<b>Policy</b>	<b>Name of Policy</b>	<b>Link to Policy</b>
ABC	Staff and Student Harassment	<a href="https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyA/FileABC.pdf">https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyA/FileABC.pdf</a>
ACAB	Sexual Harassment (Students)	<a href="https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyA/FileACAB.pdf">https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyA/FileACAB.pdf</a>
ACC	Grievance Procedure for Resolution of Discrimination Complaints	<a href="https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyA/FileACC.pdf">https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyA/FileACC.pdf</a>
EEAA	Walkers and Riders	<a href="https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyE/FileEEAA.pdf">https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyE/FileEEAA.pdf</a>
JEFA	Closed Lunch Period	<a href="https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyJ/FileJEFA.pdf">https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyJ/FileJEFA.pdf</a>
JF	Rights & Responsibilities	<a href="https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyJ/FileJF.pdf">https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyJ/FileJF.pdf</a>
JFAA	Student Discipline Hearings	<a href="https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyJ/FileJFAA.pdf">https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyJ/FileJFAA.pdf</a>
JFCA	Student Attire and Health and Safety Standards	<a href="https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyJ/FileJFCA.pdf">https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyJ/FileJFCA.pdf</a>
JFCC	Student Conduct on School Buses	<a href="https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyJ/FileJFCC.pdf">https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyJ/FileJFCC.pdf</a>
JFCE	Secret Organizations	<a href="https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyJ/FileJFCE.pdf">https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyJ/FileJFCE.pdf</a>
JFCF	Hazing and Bullying	<a href="https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyJ/FileJFCF.pdf">https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyJ/FileJFCF.pdf</a>
JFCG	Tobacco and Tobacco Derivatives Use by Students	<a href="https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyJ/FileJFCG.pdf">https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyJ/FileJFCG.pdf</a>
JFCH	Student Alcohol/Drug Abuse	<a href="https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyJ/FileJFCH.pdf">https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyJ/FileJFCH.pdf</a>
JFCJ	Weapons	<a href="https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyJ/FileJFCJ.pdf">https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyJ/FileJFCJ.pdf</a>
JFG	Searches of Students	<a href="https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyJ/FileJFG.pdf">https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyJ/FileJFG.pdf</a>
JGD	Student Suspension and Expulsion Procedures	<a href="https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyJ/FileJGD.pdf">https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyJ/FileJGD.pdf</a>
JGDA	Suspension of Students Charged with a Crime	<a href="https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyJ/FileJGDA.pdf">https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyJ/FileJGDA.pdf</a>
JGDB	Reporting and Retention of Student Discipline Records	<a href="https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyJ/FileJGDB.pdf">https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyJ/FileJGDB.pdf</a>

JGF	Citizenship Standards for Participation in Student Activities Program	<a href="https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyJ/FileJGF.pdf">https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyJ/FileJGF.pdf</a>
JHCB	Immunization of Students	<a href="https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyJ/FileJHCB.pdf">https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyJ/FileJHCB.pdf</a>
JHCD	Administering Medications to Students at School	<a href="https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyJ/FileJHCD.pdf">https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyJ/FileJHCD.pdf</a>
JHCF	Student Allergy Prevention and Response	<a href="https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyJ/JHCF%20-%20Adopted%2006%2028%2011.pdf">https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyJ/JHCF%20-%20Adopted%2006%2028%2011.pdf</a>
JO	Student Records/Directory Information	<a href="https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyJ/FileJO.pdf">https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyJ/FileJO.pdf</a>
IGBC	Programs for Title I Students	<a href="https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyI/FileIGBC.pdf">https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyI/FileIGBC.pdf</a>
IKF	Graduation Requirements	<a href="https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyI/PolicyIKF-Adopted121112.pdf">https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyI/PolicyIKF-Adopted121112.pdf</a>
IKFB	Graduation Exercises	<a href="https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyI/FileIKFB.pdf">https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyI/FileIKFB.pdf</a>

### **POLICIES OF INTEREST**

<b>Policy</b>	<b>Name of Policy</b>	<b>Link to Policy</b>
GBCC	Use of Mechanical Recording Devices	<a href="https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyG/FileGBCC.pdf">https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyG/FileGBCC.pdf</a>
IGDBA	Distribution of Non-Curricular Student Publications	<a href="https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyI/FileIGDBA.pdf">https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyI/FileIGDBA.pdf</a>
IL	Assessment Program	<a href="https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyI/FileIL.pdf">https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyI/FileIL.pdf</a>
JECA	Admission of Students	<a href="https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyJ/FileJECA.pdf">https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyJ/FileJECA.pdf</a>
JED	Student Absences and Excuses	<a href="https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyJ/FileJED.pdf">https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyJ/FileJED.pdf</a>
JG	Student Discipline	<a href="https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyJ/FileJG.pdf">https://isharesps.org/websitedoc/CommunityRelations/Board/PolicyJ/FileJG.pdf</a>

# DIRECTORY INFORMATION OPT-OUT FORM

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

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

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

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

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



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

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

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





# COMPUTER/INTERNET USE WAIVER

## The Internet

The School District of Springfield R-12 ("District") is pleased to offer our students access to the Internet through the District's computer system. The Internet is a worldwide communications network through which students may communicate with other Internet users through textual, graphic, and audio transmission. Students will be granted access to the Internet through the District's computer systems unless this waiver is signed and submitted to the school district.

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

## **Conditions and Rules of Use**

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

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

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

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

## **WAIVER AND RELEASE**

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

I am the parent or legal guardian of the student named below ("Student"). Permission is NOT granted for my student to access the Internet. This waiver excludes any state or district required online assessments.

\_\_\_\_\_  
**Parent or Legal Guardian Signature**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**Name of Student (Print)**

\_\_\_\_\_  
**GRADE LEVEL of STUDENT**

Revised July 2014



Springfield Public Schools  
COMMUNICATIONS OFFICE  
Kraft Administrative Center  
1359 E. St. Louis St.  
Springfield, MO 65802  
417-523-INFO (4636)



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

### **2014-2015 Student Exclusion Form**

**(Denies news media contact for interviews/photos)**

At this time, I **do not** want my student, \_\_\_\_\_, at \_\_\_\_\_ School, to be interviewed or photographed by the media without my prior permission.

I understand this waiver applies only for the current school year, 2014-2015, and must be renewed annually. I also understand this does not apply to photographs or video images taken at public events (*such as athletic events, graduation ceremonies, and other school activities open to the public*). Neither does it apply to normal school activities where photographs or other video images may be taken by Springfield Public Schools as a part of normal school activities for public relations use by the District.

Signature (parent /guardian):

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Date: \_\_\_\_\_

Notes from parent/guardian:



## ALERTNOW Student Information Sheet

AlertNow telephone notification system enables Springfield Public Schools to contact parents and staff via telephone with important announcements about emergencies or important school events. The success of AlertNow 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 these messages.

1. Caller ID will display the school’s main number when Informational Messages are delivered.
2. Caller ID will display **411** for Priority Messages indicating an **emergency situation**.
3. Be sure to say “Hello” when you answer the phone. The technology must hear a voice to deliver. ALERTNOW will leave a message on any answering machine or voicemail.
4. 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 6:00-6:30 a.m. Announcements will also be made via Facebook, Twitter and local news media.
5. **Students who divide their time between two different residences** (ex. divorced parents)—Please list one residence as Primary and the other as Secondary so both sets of parents receive general announcement information.

\*\*Please PRINT information\*\*

<b>Student Last Name</b>	<b>Student First Name</b>	<b>Home Language</b> (if other than English)	<b>Grade</b>

	Name	Relationship	Number
<b>Primary Phone Number</b> <i>This number will receive both Informational and Priority messages.</i>			( __ ) ___ - ____
<b>Secondary Phone Number</b> <i>If a phone number is entered, this contact will also receive both Informational and Priority messages.</i>			( __ ) ___ - ____
<b>Emergency Phone 1</b>			( __ ) ___ - ____
<b>Emergency Phone 2</b>			( __ ) ___ - ____
<b>Emergency Phone 3</b>			( __ ) ___ - ____

❖ Annually, the Springfield Public School District will conduct two tests of the AlertNow notification system with both tests occurring in early to mid-October. Parents/Guardians will be notified of the specific dates prior to the actual test being administered. Please inform the emergency contacts, listed above, of these test dates.



**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 transcript when sent to post secondary institutions or scholarship agencies. In addition, many colleges do not accept the scores unless they are sent directly from the testing company. In the past, we have provided this service to students. Students and parents still have the option to send the scores with the transcript, but ONLY if requested in writing. The revised form reflects the change in process and allows the student/parent to designate whether to include the scores with the transcript. (See example below)*

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

I give permission for my student to authorize all transcript requests during the 2014-15 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*





## NOTES

## NOTES

# Your School Your News

Sign up for **mySPS** to have essential news and information from your child's school and the entire district delivered directly to your inbox.

mySPS, Springfield Public Schools e-mail newsletter, gives you accurate, up-to-the-minute information about:

- School and event cancellations
- Services available to students and parents
- News about how your tax dollars are being spent
- Events and highlights from your neighborhood school and others
- School board decisions
- Messages from the superintendent

To sign up, just visit our website at:

[www.springfieldpublicschools.org](http://www.springfieldpublicschools.org)

Stay connected with SPS on Facebook and Twitter and you can:

- Get instant access to news, announcements, photos and videos from schools.
- Connect with other SPS parents.
- Provide feedback about issues impacting your school and the district.

[www.facebook.com/springfieldpublicschools](https://www.facebook.com/springfieldpublicschools)

[www.twitter.com/officialSPS](https://www.twitter.com/officialSPS)

