

## CONTENTS

### SECTION 2 - BOARD GENERAL POLICIES

2.1	Assignment of Staff Members	Page 2-1
2.2	Length of School Day and Term	Page 2-1
2.3	Classification and Accreditation	Page 2-1
2.4	Naming of School Buildings	Pages 2-1 & 2-2
2.5	Complimentary Activity Passes	Page 2-2
2.6	Voter Lists or Survey Data	Page 2-2
2.7	Safety and Security	Pages 2-2 - 2-5
2.8	Sexual Harassment	Pages 2-5 - 2-8
2.9	Civility	Pages 2-8 & 2-9
2.10	District Wellness Program	Pages 2-9 - 2-11
2.11	Officer Commissioning	Page 2-11
2.12	Discrimination Grievance Procedures	Pages 2-11 - 2-13
2.13	Class Size	Page 2-14
2.14	Media Permission for Outside People	Page 2-14

Appendix 2(1)

## SECTION 2 - BOARD GENERAL POLICIES

### 2.1 Assignment of Staff Members (October, 2001)

Organization and assignment of staff members shall be under the direction of the superintendent, subject to the approval of the board of education.

Assignment of teachers to teaching duties, extra curricular duties and arrival and departure for the school day shall be made by the building principal.

### 2.2 Length of School Day and Term (May, 1990)

The length of the school day shall be a minimum of six (6) hours and the term shall provide for a minimum of one hundred seventy-four (174) days and one thousand forty-four (1044) hours of actual pupil attendance for students in grades one through twelve and one hundred seventy-four (174) days and five hundred twenty-two (522) hours of actual pupil attendance for kindergarten students in a term scheduled by the board pursuant to state law. (RSMo 163.021)

### 2.3 Classification and Accreditation (January, 1997)

Operation of the Blue Springs Schools shall be such that the district will meet sufficient requirements to maintain a rating of accredited by the Missouri Department of Elementary & Secondary Education and also remain accredited by the North Central Association, finances permitting.

### 2.4 Naming of School Buildings (March, 1996)

Upon determination by the board of education of the necessity for selecting a name for a school building in the R-IV School District, the procedure for naming the school shall be as follows:

New schools in the R-IV School District shall be named in relationship to the geographical location of the school; for persons engaged in furthering education in the R-IV School District; one of the ten rural school districts reorganized into the Blue Springs School District; or whatever name is deemed appropriate by the board of education.

The board of education may appoint a Name the School Committee to solicit and review nominations. Nominations may be submitted by the public and should be accompanied by a statement in support of the nomination. The committee shall consist of the following members:

- a. two board of education members appointed by the president of the board of education,

## 2.4 (continued)

- b. two members appointed by the Community Educators Association,
- c. three members appointed by the parent-teacher association council,
- d. the superintendent of schools, or his/her designee, shall serve, as an ex-officio member of the committee to render such assistance as is necessary or desired.

The committee shall fulfill the charge of the board of education by recommending names for specified schools and then shall be dissolved.

## 2.5 Complimentary Activity Passes (January, 1997)

Complimentary passes shall be provided, upon request, annually for all employees of the R-IV School District which shall allow admission into all locally sponsored extra curricular activities. Employee's immediate family members will be admitted also when accompanied by the employee.

The superintendent of schools shall be authorized to distribute complimentary passes to individuals other than district employees when deemed appropriate.

Complimentary passes shall be provided, upon request, annually for senior citizens (over 65 years of age) who are residents of the Blue Springs School District.

All employees of the R-IV School District, who retire after five years of service to the district, shall be issued a lifetime pass in appreciation of their faithful service.

## 2.6 Voter Lists or Survey Data (August, 1991)

Any voter lists or survey data compiled by the school district for bond or levy elections, or for any other stated purpose, shall be used exclusively for that purpose.

## 2.7 Safety and Security (December, 2003)

The Board of Education and the superintendent of schools shall take whatever measures are necessary to ensure the safety and security of all district students and staff. The district has broad authority and discretion to supervise, regulate, and restrict access by individuals to school property.

1. The following definitions apply to this section only:

## 2.7 (continued)

- a. School property: includes the public school campuses or school grounds upon which any public school building is located, any grounds or buildings used by the district for assemblies or other school-sponsored activities, and any buses or other forms of transportation maintained by the district.
  - b. Public property: includes any street, highway, alley, public park, or sidewalk.
  - c. School official: any member of the district staff found on school property, including but not limited to teachers, administrators, counselors, coaches, security or law enforcement officers, bus drivers, cafeteria employees and maintenance or custodial staff.
2. All staff members of the district and all individuals who are providing services within the district shall wear the prescribed identification badges at all times while on school property.
  3. All staff members of the district shall participate in all security and safety meetings and procedures deemed appropriate by the Board of Education and/or district administration.
  4. Visitors' Policy:
    - a. Only students, staff, parents with child custody rights, and other individuals furthering lawful district business or lawfully attending school district events are allowed on school property.
    - b. It is prohibited for any individual to enter or remain on school property in violation of:
      1. Any directive by a school official to vacate the property;
      2. Any directive by a school official that the individual's privilege to visit the school property is revoked; or
      3. Any posted notice containing information regarding vacation of school property, posted in a place where it may reasonably be seen.
    - c. All visitors during regular school hours, including parents with child custody rights, shall provide district officials identification upon request, and sign in at the building administration offices or as directed upon arrival at school property.

2.7 (continued)

- d. All visitors shall leave the school property once their district business is completed.
- e. The district may remove any person from a District event and revoke any visitor's privilege to visit school property should the district determine that the individual's conduct threatens to disrupt the academic processes or poses a risk to the safety and security of the students or staff. Such unacceptable conduct of visitors includes, but is not limited to, the following:
  - 1. Enticement or attempted enticement of students away from classes or other school activities on school property;
  - 2. Emissions by any means of noise of an intensity which prevents or hinders the academic or activity processes;
  - 3. Entrance into a classroom or other restricted area on school property without consent of the proper district official;
  - 4. Use of loud, inappropriate, or profane language on school property or at a school activity;
  - 5. Failing to obey the instructions of an outreach officer, security officer, school district employee or official;
  - 6. Acting in an unsportsmanlike manner during any athletic or co-curricular district event.
- f. Unacceptable conduct which will lead to immediate removal of visitors includes, but is not limited to, the following:
  - 1. Possession or presence of any weapon, including but not limited to a firearm or knife, on school property or in a private vehicle or school vehicle;
  - 2. Possession of or being under the influence of any intoxicating beverage or controlled substance on school property;
  - 3. Obstruction or restraint of the passage of persons in an exit, entrance, or hallway of any building or on the grounds of school property;
  - 4. Damage, destruction or vandalism, attempted or otherwise, of property owned by the district, students, or staff;

## 2.7 (continued)

5. Behavior that places a student or staff member in fear or apprehension of their personal safety or that otherwise rises to the level of stalking, harassment, or intimidation;
  6. Fighting or otherwise striking, verbally assaulting or threatening another person;
  7. Engaging in any illegal activity as defined by State statute and/or school district policy;
- g. School staff may notify the appropriate law enforcement officials of any actions by visitors to school property that threaten to disrupt the school district academic or activity processes or poses a risk to the safety and security of the students or staff and also upon learning of the presence of a banned individual on school grounds or property or at school events.
- h. Any school staff member who finds a visitor's conduct threatens to disrupt the academic or activity processes or poses a risk to the safety and security of the students or staff shall complete a Suspicious or Threatening Individual Report **See Appendix 2(1)** and provide a copy to the administrative office of that school building, Office of Public Safety, as well as a copy to the district superintendent's office.
5. This policy shall be construed in accordance with and not in conflict with the rights of individuals or groups to use school buildings, grounds, and equipment pursuant to the regulations and requirements set forth in Section 4 of the Policies of the Board of Education.

### Cross-references:

Mo. Rev. Stat. 171.011      Mo. Rev. Stat. 8.170  
Mo. Rev. Stat. 167.117      Mo. Rev. Stat. 569.155

## 2.8 Sexual Harassment (October, 2007)

The Blue Springs School District is committed to a positive and productive working and learning environment free from discrimination. Because sexual harassment is a form of sexual discrimination and compromises the attainment of education and work excellence, the Blue Springs School District strictly prohibits sexual harassment of its employees or students. Such behavior may occur between members of the same or opposite sex and may be cause for disciplinary action up to

## 2.8 (continued)

and including expulsion for students and termination for employees.

This policy applies to all acts of sexual harassment at any event on district property, and at any event or location when the behavior involves district employee(s) or students, including but not limited to: (a) those acts by school district employee(s) directed toward and affecting other district employee(s), (b) those acts by school district employee(s) directed toward and affecting district student(s), (c) those acts by school district students(s) toward other student(s), (d) those acts by district student(s) directed toward and affecting district employee(s), and (e) those acts by non-district employees or students directed toward district employees or students.

### **Definitions of Sexual Harassment**

Sexual harassment is generally defined as any unwelcome sexual advance(s), request for favors and/or other verbal, physical and/or visual contact of a sexual nature when:

1. submission is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. the conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or of creating an intimidating, hostile or offensive employment or educational environment.

### **Definitions of a Hostile Environment**

Any "intimidating, hostile or offensive employment or educational environment" means an environment in which:

1. Unwelcome sexually-oriented jokes, innuendoes, obscenities, pictures/posters, leering, or any action with sexual connotation makes a student or employee feel uncomfortable, or
2. Any aggressive, harassing behavior in the work place or school that affects working or learning, whether or not sexual in connotation, and is directed toward an individual because of their sex.

## 2.8 (continued)

3. Any action with sexual connotation which makes a student or employee feel uncomfortable.
4. Any behavior that adversely affects work or learning that is directed toward an individual because of their sex.

### **Sexual Harassment Includes, But is Not Limited To**

Persistent request for dates or other social activity when such requests are refused.

Grabbing, touching or brushing another person when that person verbally or physically objects, or grabbing, touching, or brushing another who may not be mature enough to voice objection to the harasser, when the conduct is directed toward an individual because of their sex.

Displaying sexually suggestive objects, pictures, cartoons, or posters where others may see them.

Circulating sexually suggestive letters, electronic messages, notes, or other such written material.

Offering or implying special treatment in employment or school, in hope of, or in exchange for sexual favors.

Physical conduct such as pushing, impeding or blocking movement because of the sex of the victim.

Hazing, or daring to perform unsafe work or learning tasks because of the sex of the victim.

Unwelcome, persistent leering or staring at another person because of their sex.

Making lewd or offensive sexually oriented comments or suggestions.

Uninvited and repeated sexual flirtations, advances, or propositions.

Uninvited and repeated comments of a sexual nature.

The effect of the behavior on the victim regardless of the intent of the accused, determines whether or not harassment has occurred.



## 2.8 (continued)

### **Prevention of Sexual Harassment**

It is the practice of the district to provide annual in-service education and/or training about sexual harassment for employees and students.

### **Students Reporting Incidents of Sexual Harassment**

Students who believe they have been or are being sexually harassed should immediately after the harassment incident discuss the situation with their parent(s), and/or contact a trusted teacher, counselor, or other school employee, or their principal, or the district Title IX coordinator or the Assistant Superintendent of Human Resources.

### **Employees**

Employees who believe they have been or are being sexually harassed should inform the individual that his/her behavior is unwelcome, offensive or inappropriate. Should the behavior continue, the employee should report the incident(s) to their immediate supervisor, or the Assistant Superintendent of Human Resources.

Any person who receives a report of sexual harassment or witnesses sexual harassment behavior being inflicted upon another must report it to their immediate supervisor, or the Assistant Superintendent of Human Resources.

### **Prohibition Against Retaliation**

The district strictly prohibits retaliation against any employee or student because he or she has made a report of alleged sexual harassment, or against any employee or student who has testified, assisted, or participated in the investigation of a report. Retaliation includes, but is not limited to, any form of reprisal or adverse action. Retaliation is itself a violation of federal and state laws prohibiting discrimination and may lead to separate disciplinary action against the offender.

### **Confidentiality**

A report of sexual harassment and the investigation are to be disclosed in accordance with this policy, or the Title IX grievance policy.

*Rev. 12/99, Rev. 4/04, Rev. 10/07*

## 2.9 **Civility** (December, 2013)

The board of education is committed to providing a safe, harassment-free environment for students and staff, which promotes mutual respect, civility and orderly conduct among

## 2.9 (continued)

district employees, parents and the public. The district discourages uncivil behavior. This policy is not intended to deprive any person of his or her freedom of expression, but rather to maintain a safe, orderly educational environment for our students.

Uncivil behavior shall be defined as any behavior that is (1) physically or verbally threatening, either overtly or implicitly, as well as behavior that is aggressive, hostile, volatile, coercive, intimidating, violent, harassing or bullying, and (2) directed toward employees, students, parents, patrons, visitors or anyone having business with the district. Examples of uncivil behavior include, but are not limited to, the use of profanity, disrupting or threatening to disrupt school or office operations, threatening the health or safety of others, willfully causing property damage, loud or offensive language that might provoke a violent reaction, personally insulting remarks, attacks regarding a person's race, gender, nationality, religion, disabling condition or any other personal characteristic, or behavior that is out of control. Uncivil behavior may be verbal or nonverbal and can occur during face-to-face or written communications, telephone conversations, voice mail messages and any other electronic means or medium of communication.

Any individual who engages in uncivil behavior will be advised by the employee to whom the remarks are directed to communicate in a civil manner. If the individual does not stop the uncivil behavior, the district employee will notify the individual that the meeting and/or communication is terminated, and the district employee shall notify his/her supervisor of such incident immediately. If the uncivil behavior occurs on school district property or during a school district activity, the individual will be directed to leave promptly. The supervisor shall make a determination on the method of any future communication which may include advising the individual that they are not allowed on school district property or at school district activities until further notice and that any future communication be directed only to the supervisor.

*Rev. 9/01, Rev. 2/06, Rev. 12/13*

## 2.10 **District Wellness Program** (May 2006)

The Board recognizes the relationship between student well-being and student achievement as well as the importance of a

## 2.10 (continued)

comprehensive district wellness program. Therefore, the district will provide developmentally appropriate and sequential nutrition and physical education as well as opportunities for physical activity. The wellness program will be implemented in a multidisciplinary fashion and will be evidence based.

### Wellness Committee

The district will establish a wellness committee that consists of at least one (1): parent, student, nurse, school food service representative, Board member, school administrator, member of the public, and other community members as appropriate. If available, a qualified, credentialed nutrition professional will be a member of the wellness committee. The superintendent will designate a wellness program coordinator. Only employees of the district who are members of the wellness committee may serve as a wellness program coordinator. The wellness coordinator, in consultation with the wellness committee, will be in charge of implementation and evaluation of this policy. Meetings, records and votes of the wellness committee will adhere to the requirements of the Missouri Sunshine Law.

### Nutrition Guidelines

It is the policy of the Blue Springs School District that foods and beverages made available on campus during the school day will meet or exceed the guidelines set forth by the USDA governing the National School Breakfast and Lunch program and the Missouri Eat Smart guidelines. Guidelines for reimbursable school meals will not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to law.

### Nutrition and Physical Education

The district will provide nutrition and physical education aligned with the Show-Me Standards and Missouri's Frameworks for Curriculum Development in Health/Physical Education in all grades. The wellness program coordinator, in consultation with the wellness committee, will develop procedures that address nutrition and physical education.

### Other School-Based Activities

The wellness program coordinator, in consultation with the wellness committee, is charged with developing procedures addressing other school-based activities to promote wellness.

### Evaluation

The wellness committee will assess all education curricula and materials pertaining to wellness for accuracy, completeness,

## 2.10 (continued)

balance and consistency with the state and district's educational goals and standards. The wellness program coordinator shall be responsible for devising a plan for implementation and evaluation of the district wellness policy and is charged with operational responsibility for ensuring that schools meet the goals of the district wellness policy. The wellness program coordinator will report to the Board annually.

## 2.11 Officer Commissioning (December, 2009)

The Blue Springs School District Department of Public Safety (DPS) Officers are commissioned by the Board of Education as certified police officers pursuant to 162.215 RSMo. The Board of Education will execute a memorandum of understanding with each municipal law enforcement agency which has law enforcement jurisdiction over the school district's premises. The DPS officers' primary jurisdiction is Blue Springs School District school property, defined as the following: property utilized, supervised, rented, leased or controlled by the school district including but not limited to playgrounds, parking lots and school buses, and any property on which any school activity takes place. DPS officers shall be licensed peace officers, as defined in 590.010 RSMo. The powers and duties of a DPS officer shall continue throughout the employee's tenure as a DPS officer.

## 2.12 Discrimination Grievance Procedures (April 2012)

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

- (1) As used herein, the term "grievant" means the individual student, parent/legal guardian, or employee filing a grievance under this policy; the term "days" shall mean days when school is in session except that when a grievance is filed on or after May 16, "days" shall refer to Mondays through Fridays, excepting legal holidays.

## 2.12 (continued)

- (2) At each step of the grievance process, the grievant shall be entitled to identify witnesses and present other relevant information. The District will take necessary steps to correct any conduct which was proven to be discriminatory or harassing and the effects caused by the conduct and to prevent recurrence.
- (3) The inclusion of time limits in this policy is for the purpose of insuring prompt action. However, a specified time limit may be extended by mutual agreement. Any grievance or appeal not filed within the time limits set forth in this policy, unless there is a mutually agreed extension of time, shall be deemed denied.

### Procedures

#### Level One

A grievant may, within ten (10) days after the occurrence of the event which is the subject of the grievance, make an appointment with and discuss the matter with the appropriate principal. The name and contact information for the principal is located on the district website. Every effort will be made to resolve the grievance informally at this level. The principal shall conduct any necessary investigation. The principal shall provide a written response to the grievant within ten (10) working days after the initial discussion. While the grievant is encouraged to use the informal process, Level One is optional and may be bypassed by the grievant.

#### Level Two

In the event the grievant proceeds with Level One and is not satisfied with the disposition of the grievance at Level One, the grievant shall reduce the grievance to writing, sign it, and submit it to the appropriate compliance coordinator within ten (10) days after receiving the response at Level One. See Board Policy 5.18 for the identity of the appropriate compliance coordinator.

If the grievant does not pursue the grievance through Level One, the grievant shall, within ten (10) days of the occurrence of the event which is the subject of the grievance, reduce the grievance to writing, sign it, and submit it to the

## 2.12 (continued)

appropriate compliance coordinator. See Board Policy 5.18 for the identity of the appropriate compliance coordinator.

A written grievance shall contain a detailed description of the factual circumstances upon which the grievance is based and an explanation of how such facts result in discrimination. The compliance coordinator may designate another appropriate administrator to conduct any necessary investigation. The compliance coordinator or the compliance coordinator's designee will issue a written response to the grievant no later than thirty (30) working days after receipt of the written grievance.

### Level Three

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

### Level Four

Within five (5) days after receiving the Level Three decision, the grievant may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The Board shall hear the grievance at the next regularly scheduled board of education meeting after the notice of appeal is received or at such other time as determined by the board. The Board shall hear evidence from the grievant. The Board will consider all relevant evidence presented in connection with the grievance and may request individuals to testify before the Board. Within thirty (30) days after the hearing of the grievance, the Board of Education shall determine what action, if any, should be taken to resolve the grievance. The decision of the Board of Education shall be final and the grievant shall be informed of the decision in writing.

**2.13 Class Size** (January, 2014)

The Board will adopt target class sizes for the various grade levels after considering the recommendations of the superintendent or designee. The superintendent or designee will annually review these target class sizes and recommend changes when necessary. The Board understands that achieving these targets is dependent upon the financial, physical and staffing resources available to the district and that the district might be required to exceed its target class sizes in some instances in order to educate its resident students. However, the Board will not admit a nonresident student if the admission would cause the district to exceed the target class sizes or student-to-teacher ratios unless required by law to do so.

The superintendent or designee may modify the target class size in situations where the classroom is substantially smaller than the average classroom or when other staffing or physical limitations exist. The superintendent or designee may also modify the target class size when necessary for specialized instruction or in situations where equipment is limited.

Desirable Class Size for the Blue Springs School District:

<u>Grade Level</u>	<u>Students Per Class</u>
K-2	17
3-4	20
5-6	22
7-12	25

**2.14 Media Permission for Outside People** (September, 2016)

The district prohibits the use of video or audio recording equipment or taking photographs by any means on district property or at district activities by outside persons or entities without permission from the superintendent or designee. This prohibition shall not apply to performances or activities to which the general public is invited such as athletic competitions, concerts and plays; open meetings of the Board of Education or committees appointed by or at the direction of the Board; and outside persons or entities, including student-initiated groups, using or renting district facilities in accordance with Board policies and established administrative procedures.

BLUE SPRINGS SCHOOL DISTRICT  
**SUSPICIOUS OR THREATENING INDIVIDUAL REPORT**

Name of Individual: \_\_\_\_\_

Individual's Contact Information (if known):

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone(s): \_\_\_\_\_

Date of Occurrence: \_\_\_\_\_

Location: \_\_\_\_\_

Reported by:

\_\_\_\_\_

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

\_\_\_\_\_

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

Please describe incident: \_\_\_\_\_

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Copy to: Building Administrative Office Office of Asst. Superintendent-Operations Department of Public Safety
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