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Appendix 2(1)

Section Review, 02/2023

SECTION 2 - BOARD GENERAL POLICIES

2.1 School Calendar, Term, and Closure (February, 2023)

The district shall annually prepare a calendar specifying the opening date, days of planned attendance, and providing a minimum term of at least one thousand forty-four hours of actual attendance (five hundred twenty-two for kindergarten students) with no minimum number of school days, excluding summer school. The opening date each year shall be no earlier than 14 calendar days prior to the first Monday in September (171.031). The school day during a term shall mean any day in which, for any amount of time, pupils are under the guidance and direction of teachers in the teaching process.

In the event of closure due to inclement weather, the district shall be required to make up the first thirty-six hours of school lost or cancelled and half the number of hours lost or cancelled in excess of thirty-six if the makeup of the hours is necessary to ensure that the district's students attend a minimum of one thousand forty-four hours for the school year unless otherwise exempted from this requirement by law or waiver. In addition, the district is not be required to make up any hours of school lost or cancelled due to exceptional or emergency circumstances by providing alternative methods of instruction which will not negatively impact teaching and learning in the district. On any day of closure when the district uses alternative methods of instruction, the district shall ensure that each student receives assignments for that day in hard copy form or receives instruction through virtual learning or another method of instruction (171.033).

Rev. 05/1990, 2/2023

2.2 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.

2.2 (continued)

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 |

2.3 **Classification and Accreditation** (February, 2023)

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.

Rev. 01/1997, 2/2023

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,
- b. two members appointed by the Community Educators Association,
- c. three members appointed by the parent-teacher association council,

2.4 (continued)

- 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 **Media Permission for Outside People** (July, 2023)

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 parents, patrons, or other 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. Any person who violates this policy shall be subject to immediate removal from district property. In addition, the superintendent or designee shall be notified of the incident and may inform the individual that he or she is not allowed on district property or at district events indefinitely or for a specific period of time. If an individual violates this policy for a second time or more, the superintendent or designee may impose a permanent prohibition on the individual being at district events or on

2.6 (continued)

district property. If the individual refuses to comply with the district notice that they are to leave district property or that they are not allowed to come on school property, the district will notify law enforcement and file a report charging the individual with trespassing.

Rev. 9/16, 7/23

2.7 **Discrimination, Harassment, Retaliation Prohibited**

(February, 2023)

The District is committed to providing equal opportunity in all areas of admission, recruiting, hiring, retention, promotion, contracted services, and access to programs, services, activities, and facilities. The District further commits itself to the policy that there shall be no unlawful discrimination, harassment, or retaliation against any person because of race, color, religion, disability, age, sex, national origin, or any other characteristic protected by law. The District also prohibits retaliatory action, harassment, or discrimination against individuals who make complaints of, report, or otherwise participate in the investigation of any such unlawful discrimination, harassment, or retaliation. Persons who believe that they have been discriminated, harassed, and/or retaliated against in violation of this policy or any other district policy should report the alleged discrimination, harassment and/or retaliation to the appropriate district compliance coordinator as identified in this policy below. All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

For purposes of this policy, the following definitions shall apply:

Discrimination: Adverse conduct directed at an individual or group based on race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic that is protected by law. The encouragement, cooperation, coercing, or support of adverse conduct that is based on race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic that is protected by law is discrimination.

Harassment: Harassment is conduct, including but not limited to, intimidation, ridicule or insult, toward an individual or group because of race, color, national origin, ancestry,

2.7 (continued)

religion, sex, disability, age, genetic information, or any other characteristic that is protected by law and is so severe or pervasive that it:

- 1) Affects an individual's ability to work in, participate in, or benefit from an educational program or activity; and
- 2) Creates an intimidating, threatening, abusive hostile or offensive environment; or
- 3) Has the purpose or effect of substantially or unreasonably altering the work or educational environment.

Retaliation: Adverse conduct including, but not limited to, conduct of a coercive, intimidating, threatening, discriminatory, or harassing nature because of an individual's good faith complaint, participation in the investigation, testifying, or resolution of discriminatory or harassing conduct based on an individual's race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic that is protected by law.

Compliance Coordinators

To ensure that these obligations are met, the board designates the following individual to act as the district's non-discrimination laws compliance coordinators, who shall also be the appointee for all laws specifically mandating such an appointment:

Title IX Complaints:
Director of Compliance
1801 NW Vesper St.
Blue Springs, Missouri 64015
(816)874-3200
title9@bssd.net

Harassment, Discrimination, or Retaliation Complaints:
Assistant Superintendent of Human Resources
1801 NW Vesper St.
Blue Springs, Missouri 64015
(816)874-3200

Student Disability Related Inquiries:
Assistant Superintendent of Special Services
Blue Springs School District
1801 NW Vesper St.
Blue Springs, Missouri 64015
(816) 874-3200

2.7 (continued)

Facility Related Inquiries:
Assistant Superintendent of Operations
Blue Springs School District
1801 NW Vesper St.
Blue Springs, Missouri 64015
(816) 874-3200

Reporting and Complaint

Any employee of the district or member of the board of education who becomes apprised of a possible violation of this policy must report the matter to the appropriate compliance coordinator and/or building principal. Students must report any matter of alleged discrimination, harassment, or retaliation to the building principal. In the event the building principal is the subject of the report, reports should instead be directed to the appropriate compliance coordinator who will assume the building principal's duties for the purpose of that complaint.

Grievance Procedure and Resolution of Complaints

The administration will establish an effective grievance procedure and take any other actions necessary to carry out this policy, with due regard for the substantive and procedural rights of all parties concerned.

Confidentiality and Records

To the extent permitted by law and in accordance with board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal, or resolution of a grievance, or if necessary to carry out interim or disciplinary measures. The district will disclose information to the district's attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record. The district will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with the Missouri Secretary of State's retention manuals and as advised by the district's attorney.

Public Notice and Dissemination

A copy of this policy will be posted in a public area of each building used for instruction and/or administrative offices. A

2.7 (continued)

copy of this policy will also be distributed annually to employees, parents or guardians, and students. The administration is directed to further publicize this policy and provide for such training or instruction as necessary to ensure district wide compliance with anti-discrimination laws, including instruction in recognizing behavior indicative of a violation of this policy.

2.8 **Sexual Harassment** (February, 2023)

The Blue Springs School District is committed to a positive and productive working and learning environment free from discrimination and harassment. 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.

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.

2.8 (continued)

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.
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.

2.8 (continued)

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

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 contact a teacher, counselor, or other school employee, their principal, or the district Title IX coordinator. The district staff member receiving the report of sexual harassment shall immediately notify the appropriate individual/coordinator or commence an inquiry, if appropriate, under board of education policy.

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.

Violation

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined in accordance with board policy 5.64 which includes possible expulsion.

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, 4/04, 10/07, 02/23

2.9 Sexual Harassment Under Title IX (February, 2023)

Harassment Prohibited

The district does not discriminate on the basis of sex in its education programs and activities, including employment and admissions, as required by Title IX of the Education Amendments of 1972 (Title IX), as amended. Sexual harassment under Title IX is conduct on the basis of sex within the scope of the district's education programs or activities that satisfies one or more of the following:

1. An employee of the district conditioning the provision of an aid, benefit or service of the district on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the district's education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f) (6) (A) (v), "dating violence" as defined in 34 U.S.C. 12291(a) (10), "domestic violence" as defined in 34 U.S.C. 12291(a) (8) or "stalking" as defined in 34 U.S.C. 12291(a) (30).

Retaliation Prohibited

No person employed by or associated with the district will intimidate, threaten, coerce or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or because the individual has made a report or complaint, testified, assisted, participated or refused to participate in any manner in an investigation, proceeding or hearing under Title IX. Intimidation, threats, coercion or discrimination constitutes retaliation. Complaints alleging retaliation must be filed with the Title IX coordinator.

Title IX Coordinator

The district Title IX Coordinator shall have the responsibility to coordinate district efforts to receive and respond to complaints in accordance with Title IX, as amended, and regulations related to Title IX. The District's Title IX Coordinator is:

Title IX Complaints:
Director of Compliance
1801 NW Vesper Blue Springs, Missouri 64015
Phone: (816) 874-3200
Fax: (816) 224-1764
Email: title9@bssd.net

2.9 (continued)

The Coordinator's responsibility shall also include compliance with all requirements of the law or regulations including training of staff as required by 34 CFR Section 106.45, public notice, and record keeping.

Complaints of Sexual Harassment under Title IX

Any person who believes they have been or are being sexually harassed should immediately report to the Title IX coordinator or by any other means which will result in the Title IX coordinator receiving the complaint such as reporting the sexual harassment to a building principal. Any person who receives a report of sexual harassment or retaliation or witnesses sexual harassment or retaliation occurring shall report it to the Title IX coordinator. In the event the Title IX coordinator is unavailable or is the respondent to a complaint, reports should instead be directed to the Assistant Superintendent for Administration.

Response to Complaints

Upon being notified of a complaint, the Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures as provided for in Title IX, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. A recipient's response must treat complainants and respondents equitably by offering supportive measures as defined in 34 C.F.R. Section 106.30.

If the person makes a formal complaint by notifying the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information for the Title IX Coordinator of the complaint and requesting an investigation, the Coordinator must follow the grievance process in 34 C.F.R. Section 106.45. The grievance process must be followed before the imposition of any disciplinary sanctions or other actions that are not considered supportive measures against the respondent. At any time prior to reaching a determination regarding responsibility, the Coordinator may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication as provided for in Section 106.45.

Once a formal complaint is lodged with the Title IX Coordinator and deemed appropriate for investigation under Title IX, the complaint will be assigned to an unbiased investigator. The investigator shall follow the investigatory

2.9 (continued)

procedure established by 34 C.F.R. Section 106.45 and submit an investigative report to the decision-maker. The decision-maker will make a determination on the matter and issue a written decision based upon clear and convincing evidence.

The range of disciplinary sanctions and remedies may include, but may not be limited to, supportive measures, short-term suspension, long-term suspension, expulsion for students, and/or termination for employees. Complainants and respondents shall be treated equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made. The Title IX Coordinator is responsible for the effective implementation of any remedies. If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and Missouri law governing student suspension and expulsion will be followed. If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy and/or state law will be followed.

Confidentiality and Record Keeping

Except as required by law, as permitted by the FERPA statute or regulations or to carry out the purposes of Title IX, including the conduct of any investigation, hearing or judicial proceeding arising thereunder, the district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination. The district shall maintain records of Title IX complaints as required by Section 106.45.

2.10 **Discrimination Grievance Procedures** (February, 2023)

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

2.10 (continued)

employee filing a grievance under this policy and includes both the complainant and the accused; 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) 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) If a formal complaint under Title IX is received, the additional requirements of 34 CFR Section 106.45 shall be followed, are incorporated in this grievance procedure, and are controlling if there is a conflict between the federal regulations and this policy.
- (4) 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 or as determined by the investigating officer in the presence of extenuating circumstances. 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 notify the grievant of the outcome of the investigation 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.

2.10 (continued)

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 2.7 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 appropriate compliance coordinator. See Board Policy 2.7 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

2.10 (continued)

the Board secretary in writing. The grievant shall provide the original grievance, responses and appeals from previous levels, supporting documents, exhibits, any relevant new information, and a list of potential witnesses and/or their statements to the board members for their consideration. If the written grievance, as submitted, provides all the relevant information to render a decision, the board may decide the grievance without a formal hearing.

If the Board decides to hear the grievance, it will occur in closed executive session. The board may place the appeal on the agenda of the earliest practical closed executive meeting of the board following receipt of the grievance. 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.

Rev. 4/12, 11/18, 02/23

2.11 **Officer Commissioning** (February, 2023)

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. DPS officers' authority shall be limited to crimes committed on school premises, at school activities, and on school buses operating within the jurisdiction of the executed memorandum of understanding. All crimes involving any sexual offense or and felony involving the threat or use of force shall remain under the authority of the local jurisdiction where the crime occurred. DPS officers may conduct any justified stop on school property and enforce any local violation that occurs on school grounds. DPS officers shall have the authority to stop, detain, and arrest for crimes committed on school property, at school activities, and on school buses. School premises and property shall include, but not be limited to, property utilized, supervised, rented, leased or controlled by

2.11 (continued)

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.

Rev. 12/09, 2/23

2.12 **Safety and Security** (February, 2023)

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:
 - 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.

2.12 (continued)

- 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.
- 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 a district public safety officer, police officer, security officer, school district employee or official;
 - 6. Acting in an unsportsmanlike manner during any athletic or co-curricular district event.

2.12 (continued)

- 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;
 - 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.

2.12 (continued)

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

Rev. 12/03, 2/23

2.13 **Prohibition on Firearms and Weapons** (February, 2023)

Except for licensed police officers and district public safety officers, no person shall possess or carry any firearm, visible or concealed, or any other weapon on school property (including school buildings and grounds, athletic fields and parking lots), or on school buses, or at school-sponsored events. Weapon means a device, instrument, object, material, or substance that is used for, can be used for, or is readily capable of, causing injury or death. A weapon may also include any toy, replica, look alike or other item which might be perceived as a weapon or firearm. Firearms, visible or concealed, and weapons are likewise prohibited in vehicles, which are on school property or on the property of a school activity. No school official shall give consent under § 571.094.20(10), RSMo. for any person, other than a licensed police officer, to carry a concealed firearm into any school facility, property or activity. School district employees who hold concealed carry endorsements as described in § 571.094, RSMo. may NOT carry or bring any firearm, visible or concealed, on school property or at school activities. Law enforcement authorities will be notified and legal action taken against anyone who violates the policy.

Student participation in school sanctioned gun safety courses, student military or ROTC courses, or other school sponsored firearm related events does not constitute a violation of this policy, provided the student does not carry a firearm or other weapon into any school, school bus, or onto the premises of any other activity sponsored or sanctioned by school officials. In addition, persons passing through school district property for purposes of dropping off or picking up a student do not violate this policy if they possess a lawful permitted weapon in the vehicle during this time.

2.14 District Wellness Program (February, 2023)

The Board recognizes the relationship between student well-being and student achievement as well as the importance of a 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 oversee the implementation and evaluation of this policy. Committee meeting dates and agendas will be posted on the district's website in advance of each meeting and advertised in a manner designed to reach student's staff, and members of the community. 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 Smart Snack in School (Smart Snacks) nutrition standards. These nutrition standards apply to all food and beverages sold to students, including those in vending machines, school stores, and through district sponsored fundraisers, unless exemption applies. In addition, the Smart Snacks standards apply to all food and beverages provided, but not sold, to students outside reimbursable school meals programs during the school day. For the purposes of this policy, the school day is the time period from midnight to 30 minutes after the official school day ends. 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 Missouri Learning Standards and Grade Level

2.14 (continued)

Expectations (GLEs) in Health/Physical Education in all grades. In addition, the district will provide nutrition education and behavioral skills through the coordinated school health program. The wellness program coordinator, in consultation with the wellness committee, will develop procedures that address nutrition and physical education and promotion.

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 program will be assessed at least once every three years. The wellness committee will assess all education curricula and materials pertaining to wellness for accuracy, completeness, 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 on an as-needed basis regarding the content and implementation of the wellness program and make recommendations for modifications to this policy as appropriate. The result of each assessment will be made available to the public on the district's website and by other appropriate means.

Records

The wellness program coordinator will maintain records necessary to document compliance with the law, including a copy of the policy; documentation of community involvement, including sign-in sheets or other documentation of the names of those who provided input to the committee; documentation of triennial assessments; and documentation that assessment findings were shared with the public.

Nondiscrimination

The District is prohibited by law from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA. These programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

2.15 Lactation Accommodations (April, 2022)

Employees, teachers, and students shall be provided a reasonable time for a minimum of three opportunities during the school day at intervals agreed upon by the district and individual to accommodate an employee's, teacher's, or student's need to express breast milk, breastfeed a child, or address other needs related to breastfeeding. This accommodation shall be available to each lactating employee, teacher, or student for at least one year following the birth of the employee's, teacher's, or student's child, or longer than one year as determined by the board of education.

Each building in the district shall make available a room, other than a restroom, for the exclusive use of an employee, teacher, or student to express breast milk, breastfeed a child, or address other needs related to breastfeeding. This room shall be located in close proximity to a sink with running water and a refrigerator for breast milk storage and have, at a minimum, (1) ventilation and a door that may be locked for privacy; (2) a work surface and a chair; and (3) conveniently placed electrical outlets.

2.16 Prohibition on Smoking and Smoking Devices (February, 2023)

The district prohibits all employees, students and visitors from using, possessing, smoking, vaping, consuming, displaying, promoting or selling any tobacco products, imitation tobacco products, vaping devices or products or tobacco-related devices in all district facilities, on district transportation, on all district grounds at all times and at any district-sponsored event or activity while off campus. This prohibition extends to all facilities the district owns, contracts for or leases to provide educational services, routine healthcare, daycare or early childhood development services to children.

2.17 Civility (February, 2023)

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 district employees, parents and the public. The district prohibits 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 and staff.

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

2.17 (continued)

bullying, and (2) directed toward employees, students, parents, patrons, visitors or anyone having business with the district, on or off district property. 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.

If any individual engages in uncivil behavior, the district employee may notify the individual that the meeting and/or communication is terminated. If the uncivil behavior occurs on school district property or during a school district activity, the district employee may direct the individual to leave promptly. The district employee will notify their supervisor as soon as possible about the incident. 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 and/or at school district activities until further notice and that any future communication be directed only to the supervisor. In addition, the superintendent or designee shall be notified of the incident and may inform the individual that he or she is not allowed on district property or at district events indefinitely or for a specific period of time. If an individual violates this policy for a second time or more, the superintendent or designee may impose a permanent prohibition on the individual being at district events or on district property. If the individual refuses to comply with the district notice that they are not allowed to come on school property, the district will notify law enforcement and file a report charging the individual with trespass.

Rev. 9/01, 2/06, 12/13, 02/23

2.18 **Unauthorized Entry (Trespassing)** (November, 2023)

No person shall enter or assist any other person to enter upon District Property that is locked, fenced, posted (in accordance with the posting), or otherwise not open to the general public; enter or assist any other person to enter upon

2.18 (continued)

District Property through an unauthorized entrance; or enter if unauthorized or assist any unauthorized persons to enter upon District Property through any means of entrance.

District Property shall mean a district building, facility, real estate, vehicle, or other district area that is fenced, locked, posted, or not open to the general public.

- **Playgrounds:** No person other than appropriate students and district staff shall be allowed on playgrounds during the school day, during Prime Time, or after-hours during district activities. No one is allowed on the playgrounds after dark/sunset.
- **Athletic Fields:** District athletic fields are not for use for team or group activities without prior district approval.
- **Tracks:** District tracks may be used during the school day if not needed or being used for District activities, classes, or other district purposes.
- **Disc golf courses or holes on District Property** are for use only after 4:00pm at middle schools and 6:15 pm at elementary schools on weekdays and anytime on weekends and school holidays when no district activities are taking place.

District staff reserve the right to ask a person to leave District Property at any time. District reserves the right to close any or all District Property to the public when necessary due to safety concerns.

Any person who violates this policy shall be subject to immediate removal from district property. If the individual refuses to comply with the district notice that they are to leave district property or that they are not allowed to come on school property, the district will notify law enforcement and file a report charging the individual with trespassing. In addition, the superintendent or designee shall be notified of the incident and may inform the individual that they are not allowed on district property or at district events indefinitely or for a specific period of time. If an individual violates this policy for a second time or more, the superintendent or designee may impose a permanent prohibition on the individual being on district property.

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: _____

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