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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,
- b.    two members appointed by the Community Educators Association,

2.4 (continued)

- 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:

- 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.

2.7 (continued)

- 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.
  - 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

2.7 (continued)

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;
  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;

2.7 (continued)

- 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 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.

## 2.8 (continued)

### **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**

An "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.

## 2.8 (continued)

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.

### **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.

## 2.8 (continued)

### **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** (February 2006)

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 discourages volatile, hostile, or aggressive actions. 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. Provisions of this policy include:

1. Disruptive Individual - Any individual who disrupts or threatens to disrupt school or office operations, threatens the health and/or safety of others, willfully causes property damage, uses loud and/or offensive language that might provoke a violent reaction will be directed to leave school district property by the school's administrator(s) or a law enforcement officer.

2.9 (continued)

2. Unauthorized Individual - Any unauthorized person on school district property will be directed to leave the district property immediately by building administration or a law enforcement officer.
3. Abusive Individuals/Staff Directions - Any individual of the public who speaks loudly in a demeaning and/or insulting manner or uses obscenities will be calmly and politely advised by the employee to whom the remarks are directed to communicate in a civil manner. This also applies to any person who uses demeaning, insulting, or threatening language through written form, telephone, or other electronic communication. If the individual does not stop the abusive 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 meeting is on school district property, the individual will be directed to leave promptly. The supervisor shall make a determination on the method of further communication. This referral process also applies to situations involving any form of communication that becomes abusive, harassing, or excessively frequent.

Rev. 9/01, Rev. 2/06

**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 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.

## 2.10 (continued)

### Nutrition Guidelines

It is the policy of the Blue Springs School District that foods and beverages made available on campus during the school day are consistent with the Missouri Eat Smart nutrition 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, 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.

**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<br>Office of Assistant Superintendent - Administration<br>Department of Public Safety |
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