

BROOKFIELD ELEMENTARY SCHOOL

THE BROOKFIELD R-III MOTTO

Teach, Learn, Grow...Every Day

“BLUE PRIDE”

Dr. Eric Hoyt – Superintendent

258-7443

Mrs. Kensie Daleske – K-4 Principal

258-2241

Ms. Denise Carlson – PreK-12 Special Services Director

258-2159

Mrs. Brooklyn Stevens – K-4 Counselor

258-2241

This Student Planner belongs to:

Name _____

Teacher _____ Grade _____

TABLE OF CONTENTS

<u>Topic</u>	<u>Page</u>
School Calendar.....	4
Vision Statement	5
Mission Statement	5
Introduction.....	5
Continuity of Services Plan.....	5
Elementary School Building Procedures.....	6
Classroom Procedures and General Conduct	6
Schoolwide Positive Behavior.....	6
Schoolwide Social Behavior Matrix.....	7
Procedures for Encouraging Expected Behavior & Bulldog Pledge.....	8
Student Attendance	9
Attendance Procedures.....	9
Items to Note Regarding Attendance Procedures.....	9
Excessive Absences.....	9
Students Arriving Late/Leaving Early.....	10
Time Schedule.....	10
Parents Transporting Children to School.....	10
Unloading Students at the Curb.....	10
Procedures for Picking Up Students After School.....	10
Student Conduct on School Transportation.....	11
Bus Expectations.....	11
Items Carried on Bus.....	11
Riding a Different Bus After School.....	11
Emergency Dismissal/Cancellation Procedures.....	12
Building Access Control (Visitor Procedures).....	12
Communication Plan: Color-Coding for Written Communications.....	12
Special Education Services.....	13
Title I Programs.....	13
Brookfield PreK-4 Parent Involvement Plan.....	13
“Parents Right to Know” Notification	14
Counseling Services.....	14
School-Based Social Worker.....	14
School Health Services.....	15
Personal Care Policy	15
Immunizations.....	15
Communicable Disease.....	15
General Exclusion Guidelines	17
Special Health Concerns.....	17
Student Emergencies/Illness.....	17
Administration of Medications.....	17
Prescription Medication.....	19
Non-Prescription Medication.....	19
Possession and Self-Administration of Medications.....	19
Allergen Policy.....	20
MO HealthNet for Kids.....	21
Student Planner/Handbook.....	21
School Breakfast/Lunch Information	21
Free and Reduced Lunch Program.....	22
Building Breakfast/Lunch Procedures	22
Parents Eating Lunch With Students.....	22
Outside Food and Drink.....	22

Wellness Program.....	22
Recess Guidelines.....	23
Dress Expectations.....	23
Cell Phones and Smartwatches.....	24
Use of Backpacks.....	24
Use of the Phone.....	24
Student Guests.....	24
Classroom Parties.....	24
Personal Party Invitations.....	24
Advertisements/Notices/Solicitations.....	24
Homework.....	24
Academic Dishonesty/Plagiarism.....	25
Grading System and Student Progress Reports.....	25
Assemblies.....	26
Library/Media Center.....	26
District Policies, Procedures and Notices.....	26
School Admissions.....	26
Assignments of Students to Grade Levels/Classes.....	28
Student Withdrawal Procedures.....	28
Discipline Policies/Procedures.....	29
Student Rights and Responsibilities.....	29
Expression.....	29
Use of Tobacco Products & Vaping Products.....	29
Student Alcohol/Drug Abuse.....	29
Searches by School Personnel.....	30
Seizure of Illegal Materials.....	31
Corporal Punishment.....	32
Weapons in School.....	32
Discipline Policy Administration.....	32
Student Code of Conduct.....	33
Appendix of Notes and Discipline Definitions.....	35
Removal of Threatening Students.....	35
Student Suspension and Expulsion.....	35
Discipline Reporting and Records.....	37
Bullying.....	40
Prohibition Against Discrimination/Harassment/Retaliation.....	42
Title IX.....	48
Section 504.....	49
Out of District Medical and Psychological Evaluations.....	50
Virtual Courses.....	50
ESSA Complaint Procedures.....	50
Concerns and Complaints Regarding Federal Programs.....	51
Family Educational Rights and Privacy Act (FERPA).....	52
Student Records.....	53
Audio and Visual Recording.....	55
Free Appropriate Public Education (FAPE) Public Notice.....	56
Notification of Rights (PPRA).....	56
Assessment Program.....	57
Educational Needs of Diverse Student Populations.....	58
Programs for Homeless Students.....	58
Programs for English Learners.....	59
Programs for Migratory Students.....	59
Sportsmanship.....	60

2024-2025 Early Outs & No School Days

Date	Day	Type	Dismissal	Explanation
08/21/24	Wednesday	-----	-----	First Student Day
09/02/24	Monday	No School	-----	Labor Day
09/20/24	Friday	Early Out	12:30 p.m.	Homecoming
09/27/24	Friday	Early Out	2:15 p.m.	Professional Development --- 1 st Quarter Progress Reports
10/04/24	Friday	Early Out	2:15 p.m.	Professional Development
10/07/24	Monday	No School	-----	No School
10/11/24	Friday	Early Out	2:15 p.m.	Professional Development
10/18/24	Friday	Early Out	2:15 p.m.	Professional Development --- End of 1 st Quarter
10/24/24	Thursday	-----	-----	1 st Quarter Grade Cards
10/25/24	Friday	Early Out	2:15 p.m.	Bell Game Activities
11/01/24	Friday	Early Out	2:15 p.m.	Professional Development
11/07/24	Thursday	No School	-----	Parent/Teacher Conferences
11/08/24	Friday	No School	-----	No School
11/15/24	Friday	Early Out	2:15 p.m.	Professional Development
11/22/24	Friday	Early Out	2:15 p.m.	Professional Development
11/26/24	Tuesday	-----	-----	2 nd Quarter Progress Reports
11/27/24	Wednesday	No School	-----	Thanksgiving Break
11/28/24	Thursday	No School	-----	Thanksgiving Break
11/29/24	Friday	No School	-----	Thanksgiving Break
12/06/24	Friday	Early Out	2:15 p.m.	Professional Development
12/13/24	Friday	Early Out	2:15 p.m.	Professional Development
12/20/24	Friday	Early Out	2:15 p.m.	Holiday Break Begins --- End of 2 nd Quarter
12/23/24	Monday	No School	-----	Holiday Break
12/24/24	Tuesday	No School	-----	Holiday Break
12/25/24	Wednesday	No School	-----	Holiday Break
12/26/24	Thursday	No School	-----	Holiday Break
12/27/24	Friday	No School	-----	Holiday Break
12/30/24	Monday	No School	-----	Holiday Break
12/31/24	Tuesday	No School	-----	Holiday Break
01/01/25	Wednesday	No School	-----	Holiday Break
01/02/25	Thursday	No School	-----	Holiday Break
01/03/25	Friday	No School	-----	Holiday Break
01/06/25	Monday	No School	-----	Teacher Inservice
01/07/25	Tuesday	-----	-----	Students Return
01/10/25	Friday	Early Out	2:15 p.m.	Professional Development --- 2 nd Quarter Grade Cards
01/17/25	Friday	Early Out	2:15 p.m.	Professional Development
01/20/25	Monday	No School	-----	Martin Luther King, Jr. Day
01/24/25	Friday	Early Out	2:15 p.m.	Professional Development
01/31/25	Friday	Early Out	2:15 p.m.	Professional Development
02/07/25	Friday	Early Out	2:15 p.m.	Professional Development --- 3 rd Quarter Progress Reports
02/14/25	Friday	Early Out	2:15 p.m.	Professional Development
02/17/25	Monday	No School	-----	Presidents' Day
02/21/25	Friday	Early Out	2:15 p.m.	Professional Development
02/28/25	Friday	Early Out	2:15 p.m.	Professional Development
03/07/25	Friday	Early Out	2:15 p.m.	Professional Development --- End of 3 rd Quarter
03/13/25	Thursday	-----	-----	3 rd Quarter Grade Cards
03/14/25	Friday	No School	-----	No School
03/17/25	Monday	No School	-----	No School
03/21/25	Friday	Early Out	2:15 p.m.	Professional Development
03/28/25	Friday	Early Out	2:15 p.m.	Professional Development
04/04/25	Friday	Early Out	2:15 p.m.	Professional Development
04/11/25	Friday	Early Out	2:15 p.m.	Professional Development --- 4 th Quarter Progress Reports
04/18/25	Friday	No School	-----	Spring Break
04/21/25	Monday	No School	-----	Spring Break
04/25/25	Friday	No School	-----	Gary Ewing Relays
05/02/25	Friday	Early Out	2:15 p.m.	Professional Development
05/09/25	Friday	Early Out	2:15 p.m.	Professional Development
05/14/25	Wednesday	Early Out	11:00 a.m.	Students' Last Day --- End of 4 th Quarter
05/15/25	Thursday	No School	-----	K-12 Grade Cards Distributed the Following Week Teacher Inservice

BROOKFIELD R-III VISION

To empower students and families to value knowledge and develop skills to thrive

BROOKFIELD R-III MISSION

To prepare students to become productive citizens through academic excellence, relationships, and community partnerships

INTRODUCTION

At the Brookfield R-III School District we “Teach, Learn, Grow...Every Day”. The District believes that all students can learn, and that there is inherent worth and potential in all individuals. Education is the responsibility of the student, teacher, family, and community. We must all work together toward preparing students to be productive and contributing members of society.

The policies and procedures discussed in this handbook are the results of a concerted effort on the part of the faculty, administration, and Board of Education. This information is prepared and presented so that it will be of value in helping students and parents adjust to our school, and become an integral part of the educational process.

Attention Student/Parents: The ultimate purpose of education is to help you to become an effective citizen in a democracy. Developing and accepting the responsibilities and obligations of good citizenship will help you participate successfully in the world of tomorrow. We hope that you will participate in our varied activities and thus find those things within our school, which will prepare you to live a better life and finally take your place in this complex society. Remember that your success in this school will be directly proportional to your efforts. Attending school, getting to class on time, completing your assignments on time, and to the best of your ability are all factors that you control. How far you grow academically depends upon how willing you are to accept the fact that you must be an active participant in your learning.

CONTINUITY OF SERVICES PLAN

(during any interruptions to in-person instruction)

Brookfield R-III will continue to provide instructional content on days when students are unable to physically attend classes on campus due to circumstances such as inclement weather, a natural disaster, and/or health and safety concerns such as pandemic virus situations. The district will utilize multiple methods to effectively facilitate teaching and support learning, including but not limited to: electronic/web-based instruction, textbooks, packets/worksheets, manipulatives, learning games, and teacher created materials. Completion of lessons and activities will be considered part of the required course content and will include review and reinforcement of previously taught skills as well as introduction to new concepts.

The need to implement the district’s Continuity of Services Plan, using Alternative Methods of Instruction (AMI), will be communicated to parents and students by district established procedures, such as email, text, and social media. Building specific procedures and expectations for student participation will be shared with parents and students at the beginning of the school year, with quarterly reminders. Policies and procedures will be reviewed and updated at a minimum of two times a year to reflect current state guidelines and effective practices. It is the district’s intent to sustain and accomplish our mission, regardless of the circumstances.

ELEMENTARY BUILDING PROCEDURES

Classroom Procedures and General Conduct

Students are expected to behave at all times in a manner that will bring credit to themselves, their school, family and community. It is important for students to recognize that they are responsible for their behavior on the way to and from school, during school hours, on the bus and at all school events. We want students to develop habits of mind that reinforce respect, responsibility, and safety.

Schoolwide Positive Behavior Intervention Support

SW-PBiS Mission Statement for Brookfield K-4

At Brookfield Elementary School we will build a positive climate of cooperation, academic excellence, respect, and safety with a proactive approach to improving behavior and establishing school-wide expectations.

What is Schoolwide Positive Behavior Support (SW-PBiS)?

Schoolwide Positive Behavior Support is a process for actively teaching and recognizing appropriate social skills and behavior so the focus can be on teaching and learning. Students learn appropriate behaviors in the same way a child learns to read – through instruction, practice, feedback, and encouragement.

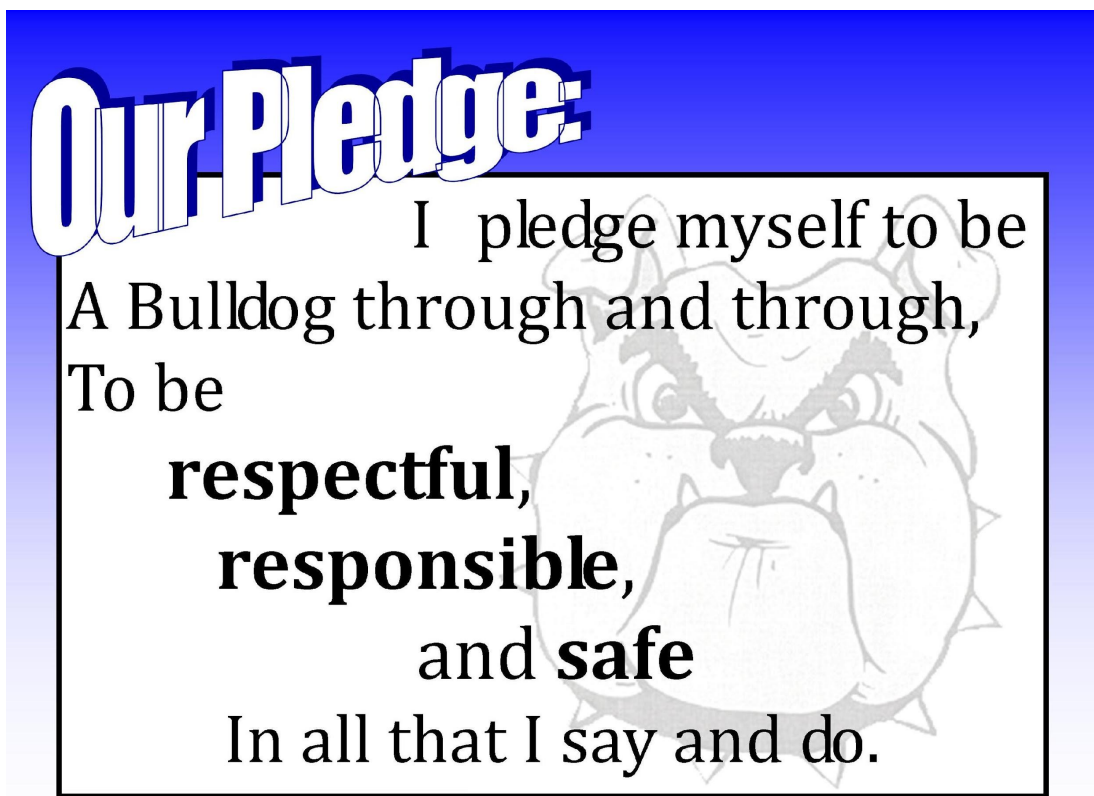
During the 2011-2012 school year, a list of expected behaviors for students and staff at Brookfield PreK-4 was collaboratively developed for all school settings. Throughout the year, staff will demonstrate, explain and practice these skills with students. Students and staff who exhibit appropriate behaviors will be recognized through established procedures. Staff will also use a systematic approach, which will include a re-teaching focus for responding when students fail to demonstrate expected behaviors.



Brookfield R-III Elementary School SCHOOLWIDE SOCIAL BEHAVIOR MATRIX “Be a Bulldog!”	Setting	Be Respectful	Be Responsible	Be Safe
	B-Bus	Listen to adults Use inside voices Raise your hand	Stay in your spot Take all your belongings	Sit facing forward Feet under the table Dismiss by bus number
	Outdoors	Include others Take turns	Line up quickly at signal	Use equipment as instructed Stay in approved areas
	Restroom	Give others privacy	Follow restroom procedures Return to class promptly	Walk Wash hands with soap and water
	Bus	Follow the bus driver’s directions	Take all your belongings Get off at your scheduled stop	Remain seated Keep aisle clear Face forward Follow the exit procedures
	Cafeteria	Use your table manners	Clean up after yourself	Walk Face forward Only eat your food
	Hallway	Be quiet	Return to class promptly	Walk in line Face forward
	Classroom	Be a good listener Maintain personal space	Complete and turn in assignments Actively participate Stay on task	Push in chairs Walk Sit correctly
	All Settings	Follow directions Use manners and kind words Use appropriate voice levels	Use materials correctly Keep school neat and clean Be where you’re supposed to be	Keep hands, feet, and objects to yourself Solve problems nicely

Brookfield R-III Elementary School Procedures for Encouraging Expected Behavior

	Name	When and Where Presented	Goals and Celebrations
Free and Frequent	Bulldog Tickets	Bulldog Tickets will be given out to students following expectations and rules in any location.	When the designated number of tickets has been earned by a student, he/she will receive individual coupons to be redeemed for privileges.
Short Term	Tail Wagger Tickets	Classes will earn a ticket from their activity teacher for the whole class following expectations at the end of each activity class period. Staff can also award tickets to classes other than their own for following expectations. Tickets will be displayed outside the classroom around the door.	When the designated number of tickets has been reached, your class will earn a celebration to be decided by a class vote from a list of possible rewards. Recognition will be given during the morning announcements.
	Kennel Club Celebration	A school-wide celebration will be held once a quarter for students with no office referrals during that time period.	TBA
Strong and Long Term	Be a Bulldog!	School-wide celebration of PBS success will be held at the end of the year.	TBA



Student Attendance

The following procedures were established to support Board Policy JED: Student Absences and Excuses, which can be located on the district website.

The importance of regular school attendance is a well-established principle of education which underlies and gives purpose to the requirement of compulsory schooling in this and every other state in the nation. **The Brookfield R-III School District defines “regular attendance” as 95%.** Teachers cannot teach pupils who are not present. The regular contact of the pupils with one another in the classroom and their participation in daily class work activities under the direction of a competent teacher are vital to this purpose. Frequent absences of pupils from regular classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be entirely regained, even in extra after-school instruction. In addition, the attendance patterns established in the pupils' educational years are critical to the development of a strong work ethic. Consequently, pupils who miss school frequently experience great difficulty in obtaining the maximum benefits of schooling.

An absence is defined as any period of time for which the child is not in attendance during the regular school day. School related events (i.e. field trips, extracurricular activities, pre-approved college visitations, etc.) will not be regarded as absences. **It is the responsibility of the student to make up for all missed work in a timely manner.** Generally, students are given two days for every day they are absent to complete work assigned at the time of their absence. Work assigned prior to the student's absence is due upon their return to school.

State law requires that all children between the ages of 7 and 16 years of age attend some type of formal schooling. Regular attendance has a direct effect on a child's achievement. When it is necessary that a student be absent from school, the parent or guardian of the student is required to notify the school office prior to or the morning of the absence, letting office personnel know that the student will be absent and the reason for the absence. If the Middle School Office does not have verification before 9:00 a.m. of a child's absence, school personnel may call the home. In cases where the reason has not been provided, the administration is directed to secure the information. ***Students may only attend school activities if they are in attendance the entire school day. The only exception to this is a funeral or a medical excuse.***

- **The Circuit Judge of the 9th Judicial Circuit has stated, “When a child is absent, for any reason, five (5) days in any quarter, or ten (10) days total for the year, the school district shall notify the local Juvenile Office.” If any additional information is required, the Juvenile Officer will request it or make their own investigation.**

Attendance Procedures

The following general procedures will be implemented for absences occurring during a one-semester period:

- When a student has missed 4 days in a semester, a letter from the Elementary Office will be mailed to the home.
- When a student has missed 5 days in a semester, a referral to the Juvenile Office will be made, regardless of the reason for the absence.
- When a student has missed 7 days in a semester, a second referral to the Juvenile Office will be made, regardless of the reason for the absence.

Items to Note Regarding Attendance Procedures

- Absences having written verification from the proper medical authorities will be given special consideration.
- Attendance procedures may be modified at the discretion of the building administrator in cases of extenuating circumstances.
- When absent, it is the responsibility of the parent to verify the absence and it is the responsibility of the students to make up all missing assignments in a timely manner.
- Four or more questionable absences will be referred to the Linn County Juvenile Office, the Linn County Children's Division (Child Abuse/Neglect Unit), and/or the local prosecuting attorney.

Excessive Absences

As a result of excessive absences a student may receive an incomplete grade for a particular class or classes. This incomplete grade will remain in the permanent file of the student until make-up work is complete. The established length of time that the student has to complete missing work due to absences is 2 days for each day of absence.

Students Arriving Late / Leaving Early

Students arriving after 8:00 a.m. must check in at the Elementary Office. When a student is late for school four times, a letter will be sent home. On the fifth late arrival, the Brookfield R-III School District will make a referral to the Linn County Juvenile Office, the Linn County Children's Division, and/or the 9th Circuit Court for legal assistance. Students needing to leave the school early for any reason during the school day must also be signed out in the office by a parent or guardian.

Time Schedule

The Elementary/Middle School building will be unlocked at 7:15 am each morning, Monday through Friday. Staff members are not asked to be here for the purpose of supervising students until 7:15 am. Students should not be left at the building before 7:15 am unless they are scheduled to be at a school meeting. The district is not responsible for supervising students outside of 7:15 am to 3:30 pm.

Parents Transporting Children to School

Children who do not ride the bus to school in the morning need to be at school no later than 7:45 a.m. This allows children ample time to prepare for the day. In the morning, students in grades K-4 sit in the Elementary/Middle School gym until 7:40. Students who arrive in class or on campus after 8:00 a.m. will be counted tardy.

Unloading Students at the Curb

The safety of students is our foremost concern. We do not want children crossing or unloading in driveways or traffic areas. We want children unloaded at the curb as close to the Elementary/Middle School entrance as possible in order not to impede buses unloading in the morning. The following precautions should be followed when bringing your children to school.

1. When unloading parents should pull as close to the curb as possible. Students should not be dropped off in the driveway or parking lot. Children should step out on the curb, if possible.
2. Parents should unload at the Elementary/Middle School entrance, not at the cafeteria entrance. This will minimize the car traffic interference with the bus, allowing bus drivers to unload students at the cafeteria doors. Children can enter the building at the main entrance and walk to the gym, cafeteria, or classroom (if it is after 7:40 a.m.).
3. Parents should not park by the curb at any time during the school day when coming into the building, especially in the morning. Parking by the curb impedes traffic.
4. If parents are accompanying their children into the building and park in one of the parking areas, children should be escorted as they cross the drive. Students should not be allowed to run across the drive or traffic area.
5. High school students who bring elementary students to school must follow the same procedure, dropping the elementary students at the Elementary/Middle School entrance prior to proceeding to the designated high school student parking area. If high school students elect to park prior to dropping their elementary siblings off at the main entrance, they are required to escort them to the main entrance. Elementary students are not allowed to walk unescorted from the high school parking lot to the main entrance.

Procedures for Picking Up Students After School

Students who are being picked up by their parents after school will be available for pickup at 3:15 p.m. at the Elementary/Middle School entrance located on the north side of the ES/MS building. Parents who chose to pick up their child will be asked to enter school property using Pershing Road following established district procedures. Vehicles will not be allowed to begin the on-campus line up process until after school buses have arrived at their designated pick-up zone, at approximately 3:05 p.m. Parents will be asked to wait in a loading zone, pulling forward to fill gaps as other cars leave the loading area. Parents need to remain in their vehicles at all times. Parents will be issued identification cards (hang tags) by the school to be displayed visibly in their vehicles to assist staff in the efficient dismissal of students to their parents. As vehicles move into the loading zone, staff members will utilize the school-issued identification cards to verify which student(s) are being picked up and will accompany students to the vehicle displaying proper identification. Once students have been picked up, vehicles may pull out and exit the loading zone. Cars will leave the pickup area and exit campus on Pershing Road.

Student Conduct on School Transportation

Students, parents/guardians, bus drivers and school officials must work together to provide for the safe transportation of students. The school buses, bus stops, and all other forms of transportation provided by the district or provided incidental to a school activity are considered school property. Students are subject to district authority and discipline while waiting for, entering and riding district transportation. The superintendent or designee will create and enforce administrative procedures detailing the conduct expected of students and will make that information available to students and parents.

Students who fail to observe district rules or fail to contribute to a safe transportation environment will be subject to disciplinary action including, but not limited to, suspension of the privilege of riding the bus. Students with disabilities will be disciplined in accordance with their Individualized Education Program (IEP) or applicable law. The bus driver or other authorized personnel shall report all misbehavior or dangerous situations to the principal as soon as possible. Concerns regarding student transportation should be directed to the Director of Transportation at 660-258-5135.

The following procedures were established to support Board Policy JFCC: Student Conduct on School Transportation, which can be located on the district website.

Bus Expectations

The riding of a school bus is a free service provided by the District to the students and **is a privilege, not a right**. All rules and regulations of the Brookfield R-III School District apply to all students riding on a school bus. Behavior on school buses that violates school policy may result in a student being suspended from riding on the bus or having other disciplinary action taken. All students are to respect the driver's authority and follow his/her directions.

- The driver is in charge of the pupils and the bus at all times. Students must obey and respect the directives of the driver on duty.
- Students must be on time. Students should be at the bus stop 5 minutes before the scheduled bus arrival. The bus cannot wait beyond its regular schedule for those who are tardy.
- Students should not stand in the roadway while waiting for the bus. Students should line up in a single file line on the designated sidewalk or yard area.
- Students are not allowed to eat or drink on the bus.
- The use of profanity is prohibited.
- The driver may assign a seat for any student.
- Students must be seated before the bus is in motion. Students should remain seated until the bus has come to a complete stop.
- Students will be picked up and dropped off only at scheduled bus stops. The driver will not drop students off at places other than their regular bus stop near the home or at school, unless by proper authorization from the Director of Transportation or the building principal.
- Classroom conduct is to be observed by students while riding on the bus. Horseplay, loud unnecessary noise, and shouting are prohibited. In addition, students are expected to keep hands, feet, and all other objects to themselves.
- Students must not throw waste or trash on the floor or out the windows of the bus. Throwing items of any nature is prohibited.
- Any damage to the bus should be reported to the driver. Damage to the bus by a student must be paid for by the student/parent responsible for the damage

Items Carried On Bus

Parents should monitor the items that students take on the bus. Items that would endanger the safety of a child or others should not be brought on the bus. Students should not bring objects on the bus that cannot fit in their backpack or duffel bag. Glass items or containers, sharp objects or tools, and items of unusual size or length should not be brought on the bus. Students will not be allowed to ride the bus while carrying large items that hinder proper seating. Children needing to bring such items to school for class activities should gain administrative approval and must be transported to school by a parent.

Riding a Different Bus After School

Once bus assignments have been established and confirmed following initial enrollment for the year, changes will not be made. If there are extenuating circumstances, such as a change in the student's primary residence, the parent/guardian should contact the

building administrator regarding the request for a permanent bus assignment change for the remainder of the year. Requests for changes on a day-to-day basis will not be accepted to prevent overcrowding of the buses. Buses are at or near full capacity, so changes due to after-school activities such as non-school sponsored practices, personal parties, child-care conflicts, etc. will not be allowed. If a conflict arises requiring parents to pick students up who typically ride a bus, a note should be sent with the student that day informing office personnel of the change in after-school routine. Phone calls are discouraged as office personnel are sometimes away from their workstations. Only in emergency situations, will a change from bussing to parent pickup be made after 2:00 p.m.

Emergency Dismissal/Cancellation Procedures

Unplanned dismissals are considered “emergency dismissals.” For example, when school is dismissed early for weather conditions, we would consider this an emergency dismissal because it’s unplanned. Making the decision to cancel or dismiss school is difficult in that it involves predicting the weather several hours in advance. Every effort will be made to have school, if possible, without jeopardizing the safety of the students and faculty. When school is dismissed early due to bad weather, the decision will be made around 11:00 a.m. Except in extreme cases, the dismissal time will not be before 1:00 p.m. In the case of an early dismissal, information will be communicated by text, email, and the parent portal through Infinite Campus. Notification will also be put on the district website and local radio stations will be contacted.

- If school is canceled in the morning before school starts, a text alert/email will be sent out, in addition to notification on local radio stations. Teachers or administrators should not be contacted as the district has provided other means for communicating this information.
- The school should not be called at any time during an emergency dismissal. When unnecessary phone calls flood our building during an emergency dismissal, our ability to take care of the students’ immediate needs is hindered.

In the event that school is dismissed early due to bad weather, all after-school tutoring, events, practices, and activities are automatically canceled. Students participating in those activities will be sent home following their normal dismissal routine.

Building Access Control (Visitor Procedures)

The exterior doors to the Elementary/Middle School building will be secure until 7:15 a.m. each morning, Monday-Friday. The interior doors will be locked at all times, and individuals will not be allowed to enter the building unless an appointment has previously been scheduled or school officials deem it necessary. Any parent, visitor, guest or community patron requesting to enter the building will be required to notify office personnel of their presence by utilizing the access control device located in the Elementary/Middle School vestibule near the interior doors. All access to the building, during school hours (7:15 a.m. – 4:15 p.m.), will be through the Elementary/Middle School vestibule where all visitors must check in with Elementary Office staff. Non-school personnel who have business inside the building must wear a “visitor” name badge at all times, in addition to complying with all district health guidelines that are in place at that time. All other doors to the building will be locked at all times to restrict access from outside of the building.

No one, other than school personnel, will be allowed in the classroom areas unless there is a scheduled conference or activity coordinated with staff members. Parents will not be allowed to go to the classroom area to transact business with their child. Parents needing to talk with their child will do so in the office area. Office personnel will summon students from the classroom area who need to leave the building or talk with parents. Middle school or high school siblings are not to go to the classroom areas to talk with students. They need to transact any business or communication through the Elementary School Office. School staff members have advised students not to talk with anyone who does not have proper reason or identification to be in the classroom areas.

Communication Plan: Color-Coding for Written Communications

In accordance with the District's Communication Plan, and to foster ongoing, positive connections between parents and the school, communications (permission slips, letters from the offices, etc.) are color-coded. The color-coding system is designed to assist parents in knowing what to look for when students are bringing multiple papers home daily/weekly. Light gray paper will be used for all communication being sent from the building or district level. This will include building-level newsletters from the Elementary Office as well as disciplinary correspondence. In addition, light gray paper will be used for communication which requires a parent signature, such as field trip permission slips and planned participation in special occasions.

Special Education Services

Parents or teachers may refer to the Director of Special Education those students who demonstrate learning and other problems. Alternative intervention strategies should be implemented in the regular classroom prior to a referral for a special education evaluation. Placement in special education programs is based on evaluation results which document the need for special education services based on Missouri eligibility criteria. An Individual Education Program (IEP) is developed to address the areas of concern identified through the special education evaluation process, and written parental consent is required before services can be provided. The student's parent or guardian has access to the results of the evaluation and may participate in the development of the IEP. Parents and guardians maintain the right to inspect education records and to appeal the accuracy of such information, as allowed by law or policy. Questions regarding services for disabled students may be directed to the district's Director of Special Services at 660-258-2159. Additional information regarding special education and related services can be found in Board Policy IGBA-1: Special Education, located on the district website.

Title I Programs

Brookfield PreK-4 Parent Involvement Plan (Title I)

Brookfield R-III Elementary believes that parent involvement is an integral part of any child's success in school. Schools and teachers must make every effort to keep parents informed about and involved in their child's learning. Brookfield R-III Elementary staff will follow the guidelines of the Brookfield R-III School District Title I Parent Involvement Policy as described below:

1. Annual parent meetings will be held for the purpose of informing parents of their school's participation in Title I and providing an explanation of Title I requirements as well as the right of parents to be involved. These meetings will be held in conjunction with Back-to-School Night, Family Activity Nights and/or building level Parent Advisory Meetings. In addition, information regarding the Title I preschool program, including eligibility requirements, will be shared with parents of prospective Title I preschool students during the Enrollment Open House in March. An explanation of the Title I program and services provided will also be shared with incoming kindergarten students at their enrollment meeting, held in April.
2. Parents will be invited to attend Family Literacy/Activity Nights at least twice each year. Family activity nights will consist of parent education along with opportunities for parent and child to participate in activities similar to those done in the classroom. Preschool parents will have a minimum of four family contacts per school year.
3. Parent education activities will provide information about Title I programs as well as an explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet (grade level expectations.)
4. Parents will be provided information throughout the year regarding tips to work with their children in the area of English Language Arts. Preschool newsletters will be sent home weekly which will also contain suggestions for helping their child practice essential readiness skills.
5. Parents of students receiving small group instruction by a Title I teacher will be provided with at least one report each quarter informing them of their child's progress. Title I teachers will attend regularly scheduled parent-teacher conferences along with the classroom teacher.
6. Title I personnel will be available to schedule individual conferences with parents to answer questions regarding their child's assessments and participation in instructional opportunities facilitated by Title I staff. Preschool parents will have an end-of-the year conference with a preschool teacher to have pre-kindergarten screening results explained to them individually, as well as to discuss progress achieved during the year and readiness for kindergarten demonstrated daily within the school environment.
7. A school-parent compact will be developed and maintained by the district to encourage shared responsibilities for high student academic achievement. The compact will be reviewed and revised annually based on input provided by all stakeholders – parents, school staff, and students. The compact will describe the responsibility of the school to provide a high-quality curriculum and instruction in a supportive and effective learning environment as well as how parents will be responsible for supporting their child's learning. The school-parent compact will be shared with the parents of all PreK-4 children.
8. Brookfield R-III will provide support and assistance to parents in the form of training and/or materials necessary to understand state standards and assessments as well as to improve the performance of their child's achievement. The district will also work with parents to educate all school personnel in valuing parent contributions, improving

communication with parents, implementing and coordinating parent programs, and building ties between home and school.

9. Brookfield R-III will coordinate Title I parent involvement activities with other existing parent involvement programs, such as Head Start and Parents as Teachers.
10. Brookfield R-III will provide support and assistance to parents for maintaining academic progress during distance learning opportunities as a consequence of any extended emergency closures. Parent input will be considered with identifying priorities for students during closures (technology, instructional materials, instructional supports available in the home, experiences from previous closures, training needed for parents in order to support distance learning at home, etc.)
11. Brookfield R-III will ensure that all information related to school and parent programs/activities is presented in a format and language that parents can understand. Parent resources and opportunities to learn about child development will be provided as appropriate.

The Brookfield PreK-4 Parent Involvement Plan will be developed with the assistance of parents of participating children. The plan will be updated periodically to meet the changing needs of parents and the school. Copies of the Parent Involvement Plan will be distributed to all parents of PreK-4 students at the beginning of school each year.

“Parents Right to Know” Notification (Title I)

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether your student’s teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student’s teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student’s teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Counseling Services

The counseling program serves the educational, developmental and emotional needs of the individual student. The Brookfield R-III School District is fortunate to have school counselors available to provide services to students and parents. To speak with the Elementary School counselor regarding questions about their child's progress and achievement, parents are encouraged to contact the Elementary Office at 660-258-2241.

School-Based Social Worker

In association with the Linn County Schools Consortium, the Brookfield R-III School District contracts for school-based social work services for children and families within the district. Through this service free to families, the social worker provides direct services individually to the children and supportive services for families. The licensed clinical social worker provides part-time consultative services to students who attend the Brookfield R-III School District. Parents who feel it would be beneficial for their child to receive services from the social worker should contact the building administrator.

School Health Services

The Brookfield R-III School District has one Registered Professional Nurse, assisted by a Licensed Practical Nurse, to administer to the health needs of approximately 900 students and 120 employees. The school nurse is educated to address the wide range of health concerns that impact children and interfere with their ability to learn. The nurse identifies vision, hearing, and other health issues in students that impede school performance, making it possible for students to receive needed referrals, treatments, and enabling them to achieve. The nurse provides health services that both prevent and treat illnesses so students stay healthy and in school; healthy students have better attendance and academic achievement. Parents needing assistance with health or immunization concerns are encouraged to contact the lead school nurse at 660-258-7467. The lead school nurse's office is located near the Elementary Office, with an additional nurse's office in the High School. Parents needing to visit the nurse's office for any reason are required to schedule an appointment in advance.

Personal Care Policy

This policy is to provide guidance for the toileting needs of students in the Brookfield R-III School District, including issues such as toilet training, incontinence, and toilet accidents. However, personal care also includes helping a student, for reasons of age, illness, or disability, with or in connection with toileting, personal hygiene and dressing.

It is strongly encouraged that all incoming kindergarten students be toilet trained unless it has been determined that the student has an ongoing and/or specific physical or medical issue. If this is the case, please contact the school nurse at (660) 258-7467. An outline of the Personal Care Policy will be given to every kindergarten and 1st grade student, along with being available upon request in the Elementary School Office.

Immunizations

The following information is an excerpt of the complete Board Policy JHCB: Immunization of Students, which can be located on the district website. The district will not allow a student to attend school until the district has satisfactory evidence on file demonstrating that the student has been immunized, that the immunization process has begun and satisfactory progress is being accomplished or that the student is exempted from obtaining immunizations in accordance with law.

A student is exempted from obtaining immunizations if the district has the completed forms from the Missouri Department of Health and Senior Services (DHSS) necessary to prove that the student will not be immunized for religious or medical reasons. An exemption for medical reasons requires certification by a licensed doctor of medicine or doctor of osteopathy that either the immunization would seriously endanger the child's health or life or that the child has documentation of laboratory evidence of immunity to the disease. An exemption for religious reasons requires written certification from one parent/guardian that immunization of the student violates his or her religious beliefs.

The school must be kept up-to-date on student's immunizations. The school nurse coordinates with the Linn County Health Department to conduct immunization clinics during the year. If your child's record is not complete, please contact the school nurse at 660-258-7467 for assistance. Information provided by the district regarding influenza, influenza vaccination, and/or other immunizations is identical or similar to that produced by the Centers for Disease Control and Prevention (CDC).

The district will notify parents/guardians at the time of initial enrollment of their student in district-sponsored preschools, daycare centers or nursery schools that they may request notice from the district as to whether any students currently enrolled in or attending the facility have an immunization exemption on file with the district.

Communicable Disease

The Brookfield R-III School District School Board recognizes its responsibility to protect the health of students and employees from the risks posed by communicable diseases. The Board also has a responsibility to protect individual privacy, educate all students regardless of medical condition and treat students and employees in a nondiscriminatory manner. **The following procedures were established to support Board Policy EBB: Communicable Diseases, which can be located on the district website.**

Immunization

In accordance with law, students cannot attend school without providing satisfactory evidence of immunization, unless they are exempted from immunization.

Universal Precautions

The district requires all staff to routinely employ universal precautions to prevent exposure to disease-causing organisms. The district will provide the necessary equipment and supplies to implement universal precautions.

Categories of Potential Risk

Students or employees with communicable diseases that pose a risk of transmission in school or at school activities (such as, but not limited to, chicken pox, influenza, and conjunctivitis) will be managed as required by law and in accordance with guidelines provided by the Department of Health and Senior Services (DHSS) and local county or city health departments. Such management may include, but is not limited to, exclusion from school or reassignment as needed for the health and safety of students and staff.

Students or employees infected with chronic communicable diseases that do *not* pose a risk of transmission in school or at school activities (such as, but not limited to, hepatitis B virus or HIV) shall be allowed to attend school or continue to work without any restrictions based solely on the infection. The district will not require any medical evaluations or tests for such diseases.

Exceptional Situations

There are certain specific types of conditions, such as frequent bleeding episodes or uncoverable, oozing, skin lesions that could potentially be associated with transmission of both bloodborne and non bloodborne pathogens. In the case of students, certain types of behaviors, such as biting or scratching, may also be associated with transmission of pathogens.

Students who exhibit such behaviors or conditions may be educated in an alternative educational setting or, if appropriate, disciplined in accordance with the discipline code. In the case of a student with a disability, the Individualized Education Program (IEP) team or 504 team will make any change of placement decisions.

Employees who exhibit such conditions will not be allowed to work until the condition is resolved or appropriately controlled in a way that minimizes exposure.

Confidentiality

The superintendent or designee shall ensure that confidential student and employee information is protected in accordance with law. Medical information about an individual, including an individual with HIV, will only be shared with district employees who have a reasonable need to know the identity of the individual in order to provide proper health care or educational services. Examples of people who may need to know a student's medical information are the school nurse and the IEP or 504 team if applicable. An example of an individual who may need to know an employee's medical information is the employee's immediate supervisor, if accommodations are necessary.

All medical records will be maintained in accordance with law and Board policy. Breach of confidentiality may result in disciplinary action, including termination.

Reporting and Disease Outbreak Control

Reporting and disease outbreak control measures will be implemented in accordance with state and local law, DHSS rules governing the control of communicable diseases and other diseases dangerous to public health, and any applicable rules distributed by the appropriate county or city health department.

Notification

Missouri state law provides that superintendents who supply a copy of this policy, adopted by the district Board of Education, to DHSS shall be entitled to confidential notice of the identity of any district student reported to DHSS as HIV-infected and known to be enrolled in the district. Missouri law also requires the parent or guardian to provide such notice to the superintendent.

General Exclusion Guidelines for All Children

Brookfield R-III School District follows the recommendations of the Department of Health and Senior Services, Bureau of Communicable Disease Control and Prevention regarding when it is appropriate for a student exhibiting signs of illness to attend school. "Prevention and Control of Communicable Diseases", a document located at https://health.mo.gov/living/families/schoolhealth/pdf/Communicable_Disease.pdf, provides guidance followed by the district. A summary of this document is also available on the district website or from the school nurse. **Students with a fever of 100.4 degrees or higher should stay home until they are fever free for 24 hours without fever-reducing medicine. Students with illnesses that include symptoms of vomiting and/or diarrhea should also remain at home until symptom-free for 24 hours.**

Special Health Concerns

If a child has a special health concern, (such as, but not limited to, Asthma, Diabetes, Seizures, Life Threatening Allergies such as food, bees, or latex, or other health concerns), the school nurse should be contacted so that school personnel are aware of the condition. In order for the school to make special accommodations or considerations for a child's medical or health condition, documentation from a physician is required.

Individualized Health Care Plans may be developed by the school nurse for students with significant health concerns. These plans will be developed in consultation with a student's parent/guardian and appropriate medical professionals. The Individualized Health Care Plan will address procedural guidelines and specific directions for particular emergency situations, and will be updated at the beginning of the year or as needed. Notice of the individualized Health Care Plan will be given to any/all school employees that may interact with the student.

Student Emergencies/Illness

In the event of an illness, injury or emergency, it is crucial that the school office and/or nurse be able to contact someone if the parents cannot be reached. **It is the parents' responsibility to ensure that the school has the phone number of someone who can be reached in the event of such circumstances.**

Administration of Medications to Students **Board JHCD**

Definitions

Authorized Prescriber – Includes a healthcare provider licensed or otherwise authorized by state law to prescribe medication.

Diabetes Medical Management Plan – A document developed by the student's personal healthcare team that sets out the health services needed by the student at school and that is signed by the student's personal healthcare team and parent/guardian.

Medications – For the purposes of this policy, medications include prescription drugs and over-the-counter drugs, including herbal preparations and vitamins. Medications also include substances that claim or purport to be medicinal or performance enhancing, including essential oils, cannabidiol (CBD) products, and CBD derivatives.

General

The district prohibits students from possessing or self-administering medications while on district grounds, on district transportation, or during district activities unless explicitly authorized in accordance with this policy. However, the board recognizes that some students may require medication for chronic or short-term illnesses to enable them to remain in school and participate in the district's education services. The board directs the superintendent or designee to employ, contract with, and train the necessary personnel to administer medications to students. Medications will be administered at school only when it is not possible or effective for the student to receive the medication at home.

Parents/Guardians are encouraged to submit any relevant information regarding the medications their student needs and other information the district may use to develop an individualized education program (IEP), Section 504 Plan, or individualized health plan (IHP). The district will review all information parents/guardians submit and work with them to create a plan to meet their student's medical needs while at school or school activities.

The superintendent, in collaboration with the district nursing staff, will establish administrative procedures for implementing this policy.

Nurses and Other Personnel

The administration of medications is a nursing activity that must be performed by or under the supervision of a registered professional nurse (RN). Other district personnel may be required to administer medications to a student as long as they have been appropriately trained and are supervised by an RN.

District employees who administer medications must maintain documentation of all medications provided to students and stored on district property.

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

Over-the-Counter Medications

The district may administer over-the-counter medication to a student if the district has received permission to do so from the parent/guardian. Over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packaging and will be administered only in accordance with the manufacturer's label.

Prescription Medications

The district may administer prescription medication to a student if the district has received permission to do so from the parent/guardian and appropriate direction on how the medication is to be administered. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed.

Medications District Personnel Will Not Administer

Unless required by law to administer a medication to accommodate a disability, nurses who question the necessity of administering a particular medication during the school day may, after consultation with the superintendent or designee, require a written directive by the student's healthcare provider that states why the medication must be administered at school. The district may also refuse to administer any medication for other reasons listed in this policy. The district will not administer any medication that is not regulated by the U.S. Food and Drug Administration.

The district may refuse to administer medications in an amount exceeding the recommended daily dosage listed in the *Physician's Desk Reference (PDR)* or other recognized medical or pharmaceutical text unless the district has verified the dosage with the prescriber. Except for the medications that are used only in an emergency situation, the district will not knowingly administer the first dose of any medication. The district expects parents/guardians to administer medications at home. The principal or designee may arrange for the parent/guardian to administer medications to their child at school.

Staff, students and all other individuals are prohibited from possessing or administering any medication that is illegal pursuant to state or federal law on district grounds, on district transportation, or during district activities. The superintendent or designee is authorized to obtain a legal opinion from the district's attorney when there is a question regarding the legality of administering any medication.

Medical Marijuana

The district does not permit the possession, use, or administration of marijuana or marijuana-infused products for medicinal or other purposes on district property or at district events since these products are prohibited under federal law. This prohibition applies even if the student has a valid, Missouri-issued, medical marijuana card.

Student Possession and Self-Administration of Medications

The district prohibits students from possessing or self-administering medications unless the student is allowed by law to do so and has been given permission in accordance with district procedures. Students with an IEP or Section 504 plan may possess and self-administer medications in accordance with their plan.

Permission to possess and self-administer medications may be revisited if there is evidence that a student is not handling or administering medication appropriately or that the student's actions may be harming the student's health or the health and safety of others.

Emergency Medications

All student-occupied buildings in this district are equipped with prefilled epinephrine auto syringes, asthma-related rescue medications, and naloxone. The school nurse or another employee trained and supervised by the school nurse may administer these medications when they believe, based on training, that a student is having a serious or life-threatening reaction or episode.

A prescription or written permission from a parent/guardian is not necessary to administer these medications in an emergency situation.

Epinephrine, naloxone, and asthma-related rescue medications will be administered only in accordance with written protocols provided by an authorized prescriber. Naloxone (brand name Narcan) will be administered by nurses and other trained employees to students suspected of having an opioid-related drug overdose. The board will purchase an adequate supply of prefilled epinephrine auto syringes, asthma-related rescue medications, and naloxone based on the recommendation of the school nurse, who will be responsible for maintaining adequate supplies based on previous use levels and replacing expired syringes and medications.

The school principal or designee will maintain a list of students who cannot, according to their parents/guardians, receive epinephrine, naloxone, or asthma-related rescue medications. A current copy of the list will be kept with the medications at all times.

Consequences

Students who possess or consume medications in violation of this policy while on district grounds, on district transportation, or during a district activity may be disciplined up to and including suspension or expulsion. Employees who violate this policy may be disciplined up to and including termination. District administrators will notify law enforcement when they believe a crime has occurred.

Prescription Medication

The parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student. The prescription label will be considered the equivalent of a prescriber's written direction. Medication must come to school in a container with the pharmaceutical label. The medication will be given as the label reads. When medication is dispensed from the pharmacy, ask the pharmacist for a second labeled bottle: Medication must be brought to school by the parent or guardian, at which time a face-to-face conversation with the nurse must occur. The following information must be included on the pharmaceutical label:

1. Student's Name
2. Date medication was dispensed
3. Name of medication
4. Specific instructions for giving the medication: time of day and amount of medication to be given
5. Name of doctor prescribing medication

Non-Prescription Medication

Over-the-counter medications for pain, allergies, minor injuries, allergic reactions or fevers may be dispensed by the school nurse or designee with parental permission per the School Health Summary, which must be updated annually. The medication must be brought to school in the original container with written instructions for administration. Per the policy, both prescription medications and non-prescription medications will not be given unless properly labeled.

Administration of non-prescription medication will be given on a limited basis for acute symptoms. Chronic conditions must be diagnosed by a physician in order for medication to be given over a lengthy period of time. Multiple requests for medication (either several requests during one day or frequent requests over a period of time) will be evaluated. Parents will be notified if their child/student is frequently visiting the nurse/health services room.

Possession and Self-Administration of Medications

Board Policy JHCD-AP(2)

The district prohibits students from possessing or self-administering medications unless the student is allowed by law to do so and has been given permission in accordance with this procedure. Students may not possess or self-administer marijuana or marijuana products even if the student has a valid, Missouri-issued medical marijuana card.

Students with individualized education programs (IEPs) or Section 504 plans may possess and self-administer medications in accordance with their IEP or Section 504 plan. Students who do not have an IEP or Section 504 plan may possess and self-administer medications in accordance with the following:

1. **Students with Diabetes:** Upon written request from a parent/guardian and upon authorization by a student's diabetes medical management plan, the district will permit a student with diabetes to perform blood glucose checks, administer insulin through the student's insulin delivery systems, treat hypoglycemia and hyperglycemia, and otherwise attend to the care and management of the student's diabetes. The district will permit the student to possess all necessary supplies and equipment to perform these monitoring and treatment functions. The student shall have access to a private area for performing diabetes care tasks should the parent/guardian or student request such access. Students with diabetes who wish to possess and self-administer medications are subject to the same requirements (below) as students with other chronic health conditions.

Diabetes Medical Management Plan – A document developed by the student's personal healthcare team that sets out the health services needed by the student at school and that is signed by the student's personal healthcare team and parent/guardian.

2. **Students with Other Chronic Health Conditions:** Students may possess and self-administer medications for the treatment of asthma, anaphylaxis, and other chronic health conditions in accordance with this policy and law. The district will not permit students to possess and self-administer medications unless all of the following requirements are met:
 - The medication was prescribed or ordered by the student's physician.
 - The physician has provided a written treatment plan for the condition for which the medication was prescribed or authorized. The treatment plan must include a certification that the student is capable of and has been instructed in the correct and responsible use of the medication and has demonstrated to the physician or the physician's designee the skill level necessary to use the medication.
 - The student has demonstrated proper self-administration technique to the school nurse.
 - The student's parent/guardian has signed a statement authorizing self-administration and acknowledging that the district and its employees or agents will incur no liability as a result of any injury arising from the self-administration of such medication unless such injury is a result of negligence on the part of the district or its employees or agents.

Permission to possess and self-administer medications may be revisited if there is evidence that the student is not handling or administering the medication appropriately or that the student's actions may be harming the student's health or the health and safety of others.

Allergen Policy

On July 1, 2011, Missouri House Bill 922 “Allergy Prevention and Response in Schools” went into effect and required that all school districts in the state of Missouri implement a policy addressing how to prevent potentially deadly food-borne allergies. **In response to that requirement, the Brookfield R-III School District Board of Education approved Policy JHCF: Student Allergy Prevention and Response, which can be found on the district website.** The purpose of this policy is to create an organized system for preventing and responding to allergic reactions. This policy is not a guarantee of an allergen-free environment; instead, it is designed to increase awareness, provide education and training, reduce the chance of exposure and outline responses to allergic reactions. The best form of prevention for life-threatening allergies is avoidance of the allergen. The policy requires that all food items brought into and served in our schools have the ingredient label and nutritional information readily accessible. This policy does not pertain to the food a child brings in his/her own lunch or snack; however, sharing of food and/or utensils will not be allowed.

In keeping with the law and board policy, the Brookfield R-III District requires that all foods brought in for snacks, parties, or other recognition events to be **PREPACKAGED** with a visible nutritional label. **The District will not allow any homemade items to be served to students.**

There are several students enrolled in the District with food allergies and many who have allergies to peanuts and peanut products. Parents/guardians can help staff and the school by taking advantage of opportunities to learn more about food allergies and by helping children understand the foods they freely enjoy can be dangerous to others. Equally important, however, is to let them know they can support their classmates by eating and handling food responsibly.

Here are a few suggestions for parents:

- Take food allergies seriously; they can be life-threatening.

- Tell your child/student not to share food.
- Encourage frequent hand washing as it reduces the spread of viruses during the school year and helps protect food allergic students.
- Tell your child to get help from an adult immediately if they or a classmate has a reaction.

At enrollment, the person enrolling the student will be asked to provide information on the Health Summary of any allergies the student may have and visit with the school nurse. Students with allergies that rise to the level of a disability as defined by law will be accommodated in accordance with district policies and procedures pertaining to the identification and accommodation of students with disabilities. An individualized health plan (IHP), including an emergency action plan (EAP), may be developed for students with allergies that do not rise to the level of a disability. **Students with food allergies require a physician statement.**

Education and Training

All staff members will be regularly trained on the causes and symptoms of and responses to allergic reactions. Training will include instruction on the use of prefilled epinephrine auto syringes and the administration of asthma-related rescue medications.

In accordance with law, qualified employees will be held harmless and immune from civil liability for administering epinephrine or asthma-related rescue medications in good faith and according to standard medical practices. A qualified employee is one who has been trained to administer medication, including epinephrine, in accordance with standard medical practice.

Age-appropriate education on allergies and allergic reactions will be provided to students as such education aligns with state Grade-Level Expectations (GLEs) for health education. Education will include potential causes, signs and symptoms of allergic reactions; information on avoiding allergens; and simple steps students can take to keep classmates safe.

The full Board Policy JHCF: Student Allergy Prevention and Response can be located on the district website.

MO HealthNet for Kids

Missouri's Children's Health Insurance Program (CHIP), part of the MO HealthNet program (Medicaid in Missouri), is a health insurance program for uninsured children of low-income families who do not have access to affordable health insurance. Program goals include ensuring all children have appropriate access to care, as well as the promotion of prevention and wellness. MO HealthNet is available to children under the age of 19 and their parents/guardians who meet eligibility guidelines.

Additional information regarding the program and annual household income eligibility guidelines is available at myDSS.mo.gov/healthcare or by phone at 855-373-4636.

Student Planner/Handbook

All students in grades 2-4 will be issued a student planner/handbook upon enrolling. For grade 2, the primary purpose of the planner is to inform parents of school policies and procedures in addition to improving communication between the school and home. In grades 3 and 4, the planners will also help students organize assignments and develop good time management skills. Parents of students in grades 2-4 will be required to sign the agenda every night to verify that all homework has been completed. If the initial agenda provided at the beginning of the year is lost, the student/parent will be required to purchase a new planner for \$6.00. New planners can be purchased in the Elementary Office.

School Breakfast/Lunch Information

When a student purchases breakfast or lunch, he/she will use their school issued ID to deduct money from his/her account. The student ID number/ID card should not be shared with any other student. Parents can deposit money into their child's account online using a credit card or, if they choose, send cash or a check to school with their child to be turned into the building office.

The district's official cost for breakfast and lunch for the 2024-2025 school year is as follows:

EL/MS: Breakfast	\$1.80	Lunch	\$2.10
HS: Breakfast	\$1.80	Lunch	\$2.25
Adults: Breakfast	\$2.05	Lunch	\$2.65

The district expects students and employees to pay for meals prior to or at the time of receipt. The ability to charge meals is a privilege, not a right, and is subject to the following:

- A student may not accumulate more than 10 unpaid meal charges.
- Students may not charge a la carte items.
- A student with money in hand will not be denied a meal even if the student has past due charges.
- Students will not be identified, singled out, shamed, or punished by the district for the failure of their parents/guardians to pay for or provide meals, and the district will not withhold records in violation of law.

The district will provide timely notification to parents/guardians when students have a negative balance. Notifications will be provided by phone, text, and/or email. The district will encourage the parents/guardians of students who frequently accumulate unpaid balances to submit an application for free and reduced-price meals if an application has not been recently submitted. Parents/guardians should contact Scott Stevens at 660-258-7242 to resolve situations involving unpaid meal charges. Additional information regarding food service management can be found in **Board Policy EF-AP(1): Food Service Management – (Meal Charges)**, located on the district website.

Free and Reduced Lunch Program

Students from a family whose income is at or below the Federal Income Guidelines for Free and Reduced Price lunch may be eligible to receive meals free or at a reduced cost. All parents are encouraged to complete the Application for Free and Reduced Price School Meals. The use of this federal program is 100% confidential and provides a sensible way to help families with monthly expenses. Applications will be available at fall registration/ enrollment. In addition, the application is available on the district website www.brookfieldr3.org or can be picked up at the Elementary School Office.

Building Breakfast/Lunch Procedures

School breakfast is served from 7:15 a.m. to 7:55 a.m. each morning. Students leaving the buses are to go directly to the cafeteria if they wish to eat breakfast. Students being dropped off by parents should enter the building through the Elementary/Middle School entrance and should report directly to the cafeteria.

All students in grades K-4 are required to bring a nutritional lunch from home or to purchase a school lunch every day. Pop, chips, candy bars, etc. do not constitute a nutritional lunch. Skipping meals or eating an excessive amount of “junk” food can be detrimental to a child’s growth and proper development. This can also create health issues for children later in life. Students who do not comply with this policy will be asked to report to the office during the lunch period and parents will be contacted.

Parents Eating Lunch With Students

Parents will not be allowed to enter the building to eat lunch with their children, nor may they bring in fast food or drink for student consumption during their lunch shift.

Outside Food and Drink

Students are allowed to bring their lunch; however, other than water in a clear container, students are not permitted to bring in outside food and drink. Students who chose not to comply with this expectation may be required to discard their food/beverage.

Brookfield R-III Wellness Program

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 provides nutrition and physical education that is developmentally appropriate and sequential. In addition, the district offers additional opportunities for physical activity. The wellness program makes effective use of school and community resources, equitably serves the needs and interests of all students, and is implemented in a multidisciplinary fashion.

The primary goals of the Brookfield R-III School District’s wellness program are to promote student health, reduce student obesity, facilitate student learning of lifelong healthy habits and increase student achievement. Therefore, it is the policy of the Brookfield R-III School District that:

- The school district will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.

- All students in grades PreK through 12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutritional recommendations of the U.S.D.A.'s Smart Snacks in Schools guidelines.
- Children will be provided access to a variety of affordable, nutritious, and appealing foods that meet their health and nutrition needs; religious, ethnic, and cultural diversity accommodations will be made in meal planning; a clean, safe, and pleasant environment and adequate time to eat will be provided.
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.

Additional information regarding the district's wellness program can be found in full Board Policies ADF: District Wellness Program and ADF-1-AP(1): District Wellness Program – (K-12 Districts), which can be located on the district website.

Recess Guidelines

All students, grades K-4, are expected to participate in recess. Time spent outside is an integral part of the school day for students in grades K-4. Students need fresh air and exercise and time spent outside affords students a break from the structure of the classroom and allows time for social development. However, there are times when it is not safe for children to be outdoors. The safety of our students is our top priority.

It is the District's policy that during cold weather, the decision for outside activities will be made considering such factors as temperature, wind chill, rain, snow, etc. Outdoor recess will not occur when the temperature and/or wind chill ("feels like") temperature is below 20 degrees Fahrenheit. Instead, students will be kept inside for indoor recess. In addition, there may be times where modifications are necessary such as the length of time of recess when the temperature is below freezing, 32 degrees Fahrenheit.

Extremely cold weather can be very dangerous. Parents and guardians should ensure that children/students are appropriately clothed with warm coats, hats, and gloves to ensure a more positive recess experience. Even in cases where your child does not go outside for recess, most students are outside for a period of time coming to and from school. Children reporting to school without proper winter attire will not be permitted to participate in outdoor recess. Students who need to stay in from outdoor recess will need to have a doctor's note, or they will be expected to go out. Generally, if a child is too sick to go outside for recess, the child is too sick to be at school. There may be occasional exceptions to this rule, but it is a reasonable guideline.

Brookfield Elementary School Dress Expectations

The main concern in regard to student dress at the elementary school level is to encourage cleanliness and neatness in personal appearance and hygiene. It is not the school's intention to infringe on the individual student's right to freedom of expression, but rather to encourage students to come to school properly prepared to participate in the learning process. We hope that parents will use good judgment and taste and will dress students appropriately for the school setting. The list below details items that are not appropriate for the school setting. **However, teachers and administrators reserve the right to determine that other items not listed are causing interference to the educational process and therefore will not be allowed.**

1. Hats, sunglasses, handkerchief head scarves, headbands and sweatbands are prohibited while in the building unless approved by the administration for special occasions.
2. No midriffs are allowed. The mid-section must always be covered.
3. Appropriate shorts may be worn. They will not be allowed if they are too tight or too short. (Mid-thigh is the appropriate length for school.) To be worn to school, dresses and skirts with a slit in the side must meet the same standard as shorts.
4. Halter tops and spaghetti strap tops may not be worn. Tank tops may not be worn in such a way as to expose an inappropriate amount of body or the undergarments.
5. No clothing with inappropriate language, phrases, pictures, or innuendos will be allowed. Clothing that advertises illegal drugs or paraphernalia, alcohol, bars, or tobacco is also prohibited.
6. All students must wear shoes, boots, or some type of footwear, unless approved by the administration for special occasions.
7. Students should not wear pajamas to school unless approved by the administration for special occasions.

Cell Phones and Smartwatches

The use of cell phones is prohibited during school hours (7:30 am - 4:15 pm). This also includes all cell phone features such as text messaging, camera, video, etc. as well as other devices that have the capability of connecting to the internet (smartwatches). It is never permissible for individuals (students, staff, and parents) to take photos or videos of others without their permission. The district is not responsible for lost, stolen, or confiscated cell phones, computers, headphones, or other technological devices brought to school, regardless of the reason why the device was at school.

Use of Backpacks

Backpacks are allowed; however, backpacks with wheels are not permitted. Backpacks must remain in designated areas until the end of the day. The safety of our students is of utmost importance.

Use of the Phone

Due to the time and difficulty in relaying information to teachers and students in the classroom areas, personal calls and messages to students will not be relayed unless it is an emergency. Students will not be allowed to make calls using school phones unless it is a special circumstance. Phone calls will NOT be sent down to the classrooms during school hours. The building secretaries will take a message and the teacher/staff member will return the call within 24 hours.

Student Guests

Students may not have out-of-school or out-of-town visitors at school at any time.

Classroom Parties

Three classroom parties are held during the school year: Halloween, Christmas, and Valentine's Day. Room parents will provide treats for the Halloween and Valentine Day parties. Teaching and administrative staff will provide treats for the Christmas party. Parental attendance will be decided closer to the event date as the school district will be complying with all district health guidelines that are in place at that time.

Personal Party Invitations

Personal party invitations are not to be given out at school unless the invitations are extended to all members within a student's homeroom, and should not be distributed to students in other classrooms/grades as this disrupts the learning environment. In addition, gifts are not to be exchanged between students at school. This type of personal business needs to be taken care of outside of school.

Advertisements, Notices, Solicitations - Posting

No notices or advertisements are to be posted on or within the building without the permission of the building principal. Poster advertisements or flyer solicitations related to the purchasing of products or services of profit making organizations or concerns will not be allowed. Only items of a public service or not-for-profit nature will be considered. The soliciting of students or teachers during school hours is not permitted.

Homework

Homework has value in the educational setting as practice or reinforcement for work done in school. Some homework is assigned to challenge the student's creativity or higher level thinking skills. Homework should be purposeful and not assigned as "busy" work. Homework is assigned in moderation. If a student uses time wisely during the school day he/ she should be able to complete most assigned work at school during the school day. Some special assignments will take some time to complete. Part of the value of homework for the student is learning responsibility for getting tasks done on time.

It is the student's responsibility, with the support of his/her parent(s) to complete homework assignments and to also study for tests. In Elementary School, students/parents should plan to spend between 15-30 minutes each night reading or completing homework assignments. All homework assignments should be completed and turned in on time. Anything less than a student's

best work is not acceptable. If a student is absent, a parent may request that work be sent home. In this case, if desired, the parent should request missed assignments prior to 8:00 a.m. on the day of absence and every effort will be made to have the work available for pickup between 3:00 and 3:30 p.m. that day. Unless otherwise agreed to by all other parties, the deadline for submitting incomplete work will be two weeks after the end of the quarter. After such time, the student will receive a failing grade.

Failure to complete or turn in homework is detrimental to students' success. In grades 3rd and 4th, if a student frequently fails to complete and hand in homework assignments, consequences will be issued, including, but not limited to, after-school detentions referred to as Extra Learning Opportunities (ELO). Students will earn this on the mornings of in-completed work and will call home to inform their parent/guardian of the detention till 4:00 Monday-Thursday. Friday's late work will result in a Monday detention.

Academic Dishonesty/Plagiarism

Plagiarism (intentionally and unintentionally) is a growing problem in the academic world today. It is so easy to look items up on the internet, copy, and then paste them into an assignment. To do so, even minimally, without citing the source is plagiarism. To do so repeatedly, even though credit is given, is plagiarism. Students must author their own work in every aspect. Incidents of academic dishonesty and/or plagiarism will result in a grade reduction for that assignment/test, and a discipline referral. Repeated violations will result in increased grade reductions and additional disciplinary consequences.

Academic dishonesty includes, but is not limited to, the following:

- Giving or receiving test questions/answers to a member of an earlier or later class
- Permitting another student to copy one's homework assignment, paper, project, report, or take-home test
- Stealing or accepting stolen copies of tests and/or answer keys
- Stealing or copying another student's written assignment, paper, project, report, or take-home test
- Submitting another student's work as one's own
- Using hidden notes, copying from another student or helping another student during an examination
- Copying (hand written, computer copy/paste, image copying, or any other method) more than three consecutive words authored by someone else

Grading System and Student Progress Reports

Student progress cards will be distributed at mid-quarter and report cards will be distributed to the students each quarter as indicated on the official school calendar. Grade cards and progress reports lack the personal touch of a conference and do not relay the personal concern we may have for each child's progress. If there are any questions about your student's grades or progress, please contact the teacher and then the administrator.

Grading scale for kindergarten and 1st grade students:

Grade:

E	Exceeds standard
M	Meets standard
P	Partially meets standard
N	Needs improvement

Grading scale for 2nd through 4th grade students:

Grade:

A	100-96%	C	76-73%
A-	95-90%	C-	72-70%
B+	89-87%	D+	69-67%
B	86-83%	D	66-63%
B-	82-80%	D-	62-60%
C+	79-77%	F	59% and below

Grading scale for activities classes (kindergarten-4th grade):

Grade:

S	Satisfactory
N	Needs improvement
U	Unsatisfactory

Assemblies

School assemblies are considered an integral part of the school program. Assemblies may be used to encourage student performances, disseminate information to the student body, or to bring in guest speakers. ALL students are to attend the assemblies unless otherwise determined by the administration.

Unless otherwise indicated, all assemblies will be held in the gymnasium. Students are expected to pass to the assembly quietly and orderly, take their seats, and sit quietly or speak in low conversational tones until the program begins, at which time all conversation should cease. Students who choose not to comply with these expectations may be assigned a seat or be prohibited from attending.

Library/Media Center

The Elementary/Middle School Library/Media Center is open from 7:35 a.m. to 3:10 p.m. Students, under adult supervision, may use the library for research, reference materials, classwork, or for leisure reading. Students may work in the library beyond 3:00 p.m. with prior approval of the librarian. Elementary Students will be issued a library bag with an ID barcode which they must use to check out library materials. Students will pay the replacement cost of the book when lost.

DISTRICT POLICIES, PROCEDURES, AND NOTICES

School Admissions

Board Policy JEC-1

Persons seeking admission to the district and its instructional programs must satisfactorily meet all legal requirements to be enrolled. In addition, the district requests additional information from parents/guardians so that the district may better serve the student.

The district encourages parents/guardians to pre-register their children in the spring prior to initial enrollment or register their children prior to the beginning of school so that the district can hire the appropriate staff and adequately prepare for the school year. In accordance with law, students enrolling in the district whose parents/guardians are transferring to Missouri under military orders will be allowed to register remotely without the parent/guardian or student being physically present.

Students who are homeless, in foster care or are otherwise entitled to admission will be admitted in accordance with Board policy and law.

Immunizations

Unless otherwise required by law or Board policy, the district will not allow a student to attend school, including a district-sponsored preschool, daycare or nursery school, until the district has satisfactory evidence on file demonstrating that the student has been immunized, that the immunization process has begun and satisfactory progress is being accomplished, or that the student is exempted from obtaining immunizations in accordance with law.

Residency or Eligibility to Enroll

For admission into the district, students must reside in the district or otherwise be entitled to enrollment in accordance with law and policy JECA.

Proof of Age

During the admission process, the district may require the parent/guardian to provide documentation of the student's age for the purpose of determining whether the student satisfies state entrance age requirements. Such documentation may include, but is not limited to, a birth certificate, immunization records, a baptism certificate, any government-issued identification or an affidavit sworn by the parent/guardian in the presence of a district official.

Entrance Ages

In general, students between the ages of 5 and 21 years old who do not have a high school diploma may attend the district's K–12 program. Any senior qualifying for graduation at the end of the school semester and attaining age 21 during the course of the semester may complete that particular semester tuition free.

In accordance with law, a student is eligible for admission to attend the Brookfield R-III School District, and is eligible for admission to summer school the summer prior to entering kindergarten, if the student:

1. Reaches the age of five before August 1 of the school year in which he or she plans to enroll;
2. Has attended school, or the summer school prior to a kindergarten school term, in the St. Louis City School District or the Kansas City 33 School District, regardless of the age of the student; or
3. Is a child in the household of an active duty member of the military, including some veterans who are deceased or injured as defined by law, who has successfully completed an accredited prekindergarten program or has attended an accredited kindergarten in another state, regardless of the age of the student.

A student who meets one of the entrance age requirements in this subsection and has previously attended a kindergarten program or otherwise demonstrates to the district's satisfaction that he or she is socially and academically ready to progress may be placed in a class, grade or program that would best meet the student's educational needs, after consultation with the student's parent/guardian. Likewise, a student who demonstrates that he or she is not socially or academically ready to enter kindergarten or the grade in which he or she would otherwise be placed may be placed in a preschool or other appropriate class or program offered by the district, after consultation with the student's parent/guardian.

Preschool and Prekindergarten Entrance Ages

In accordance with law, if the district maintains a preschool or prekindergarten program for which state aid is collected, a child is eligible for admission to attend the preschool or pre-kindergarten program if the child reaches the age of three before August 1 of the school year in which he or she plans to enroll.

Special Education Entrance Ages

Federal law requires the district to provide special education services to qualifying resident students as well as qualifying nonresident students attending private schools located in the district who are between the ages of 3 and 21.

Requests for Student Records

Within two business days of enrolling a student, the school official enrolling the student shall request those records required by district policy for student transfer, including discipline records, from all schools previously attended by the student within the last 12 months.

Within 48 hours of enrolling a nonresident student placed in the district via foster homes, residential care facilities or child-placing agencies pursuant to law, the school official enrolling the student shall request those records required by district policy for student transfer, including discipline records, from all schools and facilities previously attended by the student; the Department of Social Services; the Department of Mental Health; the Department of Elementary and Secondary Education; and any entity involved with the placement of the student within the last 24 months.

The district will accept hand-carried or unofficial records for the purpose of enrolling a student transferring from another state who is in the household of an active duty member of the military, including some veterans who are deceased or injured as defined by law, but will request official records in accordance with this policy.

Statement of Prior Suspension, Expulsion or Criminal Offense

The Board of Education requires the parent, guardian or other person having control or charge of a child of school age to provide upon enrollment a signed statement indicating whether the student has been suspended or expelled from a public or private school in this state or any other state for an offense in violation of Board policies. In addition, the person enrolling the student

must affirm that the student has not been convicted of or charged with an act listed in the "Admission Restrictions" section of this policy. This registration document shall be maintained as a part of the student's scholastic record.

Students Suspended or Expelled from Another District

Without the superintendent's or designee's permission, no student may enroll in a school in the district during a suspension or expulsion from another in-state or out-of-state school district, including a private, charter or parochial school or school district, if it is determined upon attempt to enroll that the student's conduct would have resulted in a suspension or expulsion in this district. The parent/guardian or student may request a conference with the superintendent or designee to consider whether the conduct of the student would have resulted in a suspension or expulsion in this district. The superintendent or designee may make such suspension or expulsion from another district effective if it is determined that such conduct would have resulted in a suspension or expulsion in this district. If it is determined that such conduct would not have resulted in a suspension or expulsion in this district, the superintendent or designee shall not make such suspension or expulsion from another school or district effective. The superintendent or designee will consider whether the student has received the due process required by law before making any decision.

A remedial conference will be held in accordance with Board policy prior to the enrollment of any student following a suspension or expulsion from another school for an act of school violence as defined in § 160.261.2, RSMo. The remedial conference will be held regardless of whether such an act was committed at a public or private school in this state, provided that such act shall have resulted in the suspension or expulsion of such student in the case of a private school.

Admission Restrictions

In accordance with § 167.171, RSMo., no student may be readmitted or enrolled to a regular program of instruction in the school district if he or she has been convicted of or charged with an act that if committed by an adult would be one of the following:

1. First-degree murder under § 565.020, RSMo.
2. Second-degree murder under § 565.021, RSMo.
3. First-degree assault under § 565.050, RSMo.
4. Forcible rape, as it existed prior to August 28, 2013, or rape in the first degree under § 566.030, RSMo.
5. Forcible sodomy, as it existed prior to August 28, 2013, or sodomy in the first degree under § 566.060, RSMo.
6. Statutory rape under § 566.032, RSMo.
7. Statutory sodomy under § 566.062, RSMo.
8. Robbery in the first degree under § 569.020, RSMo., as it existed prior to January 1, 2017, or robbery in the first degree under § 570.023, RSMo.
9. Distribution of drugs to a minor under § 195.212, RSMo., as it existed prior to January 1, 2017, or delivery of a controlled substance under § 579.020, RSMo.
10. Arson in the first degree under § 569.040, RSMo.
11. Kidnapping, or kidnapping in the first degree, when classified as a class A felony under § 565.110, RSMo.

Assignment of Students to Grade Levels/Classes

The Board believes that a student should be placed in the grade level and classes that best meet the student's academic needs, after consultation with the student's parent/guardian. A student's social and emotional needs will also be considered, to the extent that they affect academic progress. Although the district will first consider placing students in grade levels or classes with students of similar age, age will not necessarily be the determining factor. Further, any student's placement may be adjusted by the principal or designee as needed, after consultation with the student's parent/guardian. The district's administrative staff will make the final decision regarding assignment of students to grade levels or classes. Students receiving special education services will be placed in accordance with law. **The full Board Policy JECC-1: Assignment of Students to Grade Levels/Classes can be located on the district website.**

Student Withdrawal Procedures

When a student moves from the district or leaves school for any reason, the school office should be notified two or three days in advance if a parent anticipates withdrawal of the student from school. This gives the school time to update records and to complete withdrawal forms. The information should be presented at the student's new school. A copy of the permanent record will be sent to the new school upon receipt of a written request from the school.

Students must clear themselves of all obligations to the school before the school can complete and forward official school records and transcripts.

Discipline

The information that follows discusses your legal rights as a student in the Brookfield R-3 School District, as well as your accompanying responsibilities. In order for you to enjoy each right, it is necessary that you accept a comparable responsibility so that a proper balance is struck between the rights of an individual and the rights of society.

It is hoped that this information will help you to achieve the needed balance between your rights and responsibilities. In order that such balance is assured, you must be aware of your rights, and the conditions accompanying those rights. Just as a player should know the rules of the game, a pupil should know the laws of the organization. In this way you can be assured of consistent treatment, fairness of due process, have clearly understood rules for self-discipline, and strive for behavior that will enable both school staff and you to develop to your fullest potential.

Student Rights and Responsibilities

It is important that all students, grades K-12, attending the Brookfield R-3 School District recognize that the schools are built and operated for their benefit, providing them with the most appropriate and useful educational opportunities. An integral part of this concept is that the student shares the responsibility for the maintenance of a sound, enjoyable educational climate within the schools. Every student has the right to an opportunity to learn in an environment, which is safe, clean, peaceful, and well organized. Each student must also recognize that he/she has a responsibility to ensure that their actions do not deprive others of the same opportunity. It is hoped that the guidelines provided herein will help all students in understanding and protecting their rights.

Expression

Students have the right to express themselves in speech, writing, or symbolism. Students must accept the responsibility that the activity of distribution of materials must not conflict or interfere with school functions and must meet standards of responsible journalism. Students involved with publications and/or distribution are responsible for knowledge of and for conformity with school policy on time, place, and manner of distribution. Students have the responsibility to ensure that such expression is not obscene or disrespectful and does not disrupt the educational process, present health or safety hazards, or damage public property. Freedom of student expression also applies to student dress and appearance so long as it is within school system and community standards. Students have the responsibility to adhere to the policy of dress as adopted by the School Board. (*Refer to Dress Code*)

Use of Tobacco Products and Vaping Products

Board Policy AH

To promote the health and safety of all students and staff, set a good example for students and promote the cleanliness of district property, 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 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.

Students and employees who violate this policy will be disciplined in accordance with applicable Board policies and may be offered referrals to smoking cessation programs. Employees may be terminated for repeated violations. Visitors may be excluded from district property.

Student Alcohol/Drug Abuse

Board Policy JFCH

Definitions

Controlled Substances – Substances listed in schedules I, II, III, IV, and V of the federal Controlled Substances Act, 21 U.S.C. § 812. For the purposes of this policy, a controlled substance shall also include any controlled substance, counterfeit substance, or

imitation controlled substance as defined in § 195.010, RSMo., and any chemical substances structurally similar to and treated as controlled substances under state law.

District Activity – Any activity, event, or function that is sponsored or approved by the district and where students are under district supervision, such as field trips or athletic events.

District Property – Any property owned or leased by the district, including any vehicle owned, leased, or used for district purposes, and any location where a district-sponsored or district-approved activity takes place.

Prohibited Substances – For the purposes of this policy, a prohibited substance shall include:

1. Alcohol.
2. Controlled substances for which the student does not have a valid prescription.
3. Unauthorized inhalants.
4. Counterfeit or imitation controlled substances.
5. Marijuana or marijuana-infused products.
6. Any other illegal drug.
7. Any drug or medicine prohibited on district property by law or policy.
8. Substances intended to create a false negative on a drug test.

Prohibited Substances

The district is concerned with the health, welfare, and safety of its students. Therefore, the district prohibits individuals from manufacturing, using, selling, transferring, distributing, possessing, or being under the influence of prohibited substances on district property, at district activities, and in any district-owned or district-approved vehicle used to transport students to or from district activities. The use, sale, transfer, or possession of drug-related paraphernalia is also prohibited.

Marijuana

Because marijuana and marijuana-infused products are prohibited under federal law, the district does not permit their possession, use, or administration for medicinal or other purposes on district property or at district events even with a valid, Missouri-issued medical marijuana card.

Under the Influence

If there is evidence that a student is under the influence of a substance prohibited by this policy, the student may be removed from school or activities and may be disciplined depending on the circumstances. The student will be given an opportunity to explain the apparent impairment prior to being removed. The district may conduct student drug testing in accordance with policy JFCI.

Consequences

Students who violate this policy will be disciplined in accordance with the district's code of student conduct. In accordance with law, the district is required to immediately notify law enforcement when a student is in possession of a controlled substance and will also notify law enforcement when a student is in possession of any other illegal substance or illegal drug paraphernalia.

The board encourages the superintendent or designee to consider alternative discipline for students who are willing to seek treatment or counseling options

Searches by School Personnel

To maintain a safe learning environment and properly investigate potential misconduct, district personnel may search student property and district property used by students. In some limited situations, the district may require students to undergo drug and/or alcohol testing. All searches will be conducted professionally and in accordance with law. The superintendent or designee is directed to provide staff with appropriate training and is authorized to contact the district's attorney for advice prior to conducting any search.

Searches by District Personnel

Searches of District Property

Students do not have an expectation of privacy in district-provided property. Lockers, desks, technology, and other district property are provided for the convenience of students and are subject to periodic inspection in accordance with law.

Searches of Student Property

Student property, including vehicles parked on district property, may be searched based on reasonable suspicion of a violation of law, district policy, or other rules applicable to students. Reasonable suspicion must be based on facts known to the administration, credible information, or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification for the search and shall be carried out in the presence of adult witnesses when possible. Students' privacy and dignity shall be respected.

Searches of Students

If reasonable under the circumstances, district administrators performing a search may require students to empty pockets or remove jackets, coats, shoes, and other articles of exterior clothing that when removed do not expose undergarments not otherwise observable.

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

District employees, administrators, and volunteers, other than commissioned law enforcement officials, shall not strip search students, as defined in state law, except that an administrator may conduct such a search if a commissioned law enforcement officer is not immediately available and the administrator has reason to believe that the student possesses a weapon, explosive, or substance that poses an imminent threat of physical harm to the student or others.

If a student is strip searched, as defined in state law, by an administrator or a commissioned law enforcement officer, the district will attempt to notify the student's parents/guardians as soon as possible. For the purposes of this section, the term "strip search" shall not include the removal of clothing in order to investigate the potential abuse or neglect of a student, give medical attention to a student, or screen a student for medical conditions.

Drug-Detection Dogs

The district may arrange for law enforcement officials to use professionally trained dogs to detect the presence of drugs on district property. A drug-detection dog alerting to the presence of drugs will constitute reasonable suspicion for district administrators to conduct a search. Drug-detection dogs will not come into direct contact with students. The superintendent or designee shall develop procedures for the use of drug-detection dogs.

Student Drug and Alcohol Testing

If district personnel have reasonable suspicion that a student is under the influence of drugs or alcohol, the district may require the student to take a drug or alcohol test. Students who refuse to participate in drug or alcohol testing may be disciplined as if they tested positive for the substance. Drug and alcohol testing are not a necessary or exclusive means of determining from the available evidence that a violation of district policy has occurred.

In accordance with law, the district may implement a random student drug-testing program for students in extracurricular activities.

School Resource Officers

If a school resource officer (SRO) is an employee of the district, the SRO may accompany district officials executing a search or may perform searches under the direction of district officials based on the reasonable suspicion standard. However, the SRO may choose not to participate in the search if the SRO believes that such participation might interfere with the successful future criminal prosecution of the student.

Seizure of Illegal Materials

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

Corporal Punishment

Board Policy JGA-2

For the purposes of this policy, corporal punishment is the use of physical force as a method of correcting student behavior. No person employed by or volunteering on behalf of the Brookfield R-III School District shall administer corporal punishment or cause corporal punishment to be administered upon a student attending district schools per board policy. For the purposes of this policy, corporal punishment is the use of physical force as a method of correcting student behavior.

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

Weapons in School

Board Policy JFCJ

The Board recognizes the importance of preserving a safe educational environment for students, employees and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school property. No student may possess a weapon on school property at any time, except as specifically authorized during a school-sponsored or school-sanctioned activity permitting weapons. The school district will provide secured storage of student firearms if necessary.

School property is defined as: Property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds, parking lots and school buses, and any property on which any school activity takes place.

A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S.C. § 921.
2. A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in § 571.010, RSMo.
3. A dangerous weapon as defined in 18 U.S.C. § 930(g)(2).
4. All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
5. Any object designed to look like or imitate a device as described in 1-4.

Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in #1 or #2 above on school property will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. Students who bring or possess weapons as defined in #3, #4 and #5 and not otherwise included in #1 and #2, will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE.

Discipline Policy Administration

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or board of education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law. **The School Code of Conduct is an abbreviated version of Brookfield R-III School Policy JG-R1.** Board policy can be found on the district website at www.brookfieldr3.org. Board Policy JG-R1, EHB, and KKB include definitions of individual offenses listed below.

NOTE: It should be understood that repeated offenses by students will result in increasingly severe disciplinary action, which may range from detention, Friday/Saturday detention, In-School Suspension, Out-of-School Suspension, and finally, expulsion.

Student School Code of Conduct

Category I Offenses	Violation Consequence Range of Action
Academic Dishonesty Plagiarism Cheating Forgery Beepers/Cell Phones Bus/Transportation Misconduct Disrespectful Conduct/Speech Disruptive Conduct/Speech Dress Code Failure to Care For/Return District Property Gambling Lack of Academic Effort Nuisance Items Out of Assigned Area Physical Aggression/Horseplay Public Display of Affection	1st Violation Student-Administrator conference with parent contact; Before or after school detentions; Friday or Saturday detentions; 1-3 days of in-school suspension (ISS) (Electronic device-confiscated and returned to ES/MS parent / HS student end of day) 2nd Violation Student-Administrator conference with parent contact; Friday or Saturday detentions; 1-3 days of in-school suspension (ISS) or 1-3 days out-of-school suspension (OSS) (Electronic device-confiscated and returned to parent end of day) 3rd Violation Student-Administrator-Parent conference; 3-5 days of in-school suspension (ISS) or 3-5 days of out-of-school suspension (OSS) (Electronic device-confiscated and returned to parent end of day) 4th & Subsequent Violations Student-Administrator-Parent conference; 5-10 days of in-school suspension (ISS) or out-of-school suspension (OSS) (Electronic device-confiscated and returned to parent end of day. In addition, 3-5 days of ISS or 1-3 of OSS)

Category II Offenses	Violation Consequence Range of Action
Bullying/Cyberbullying Hazing Insubordination Profanity/Obscene Behavior Toward Peers Profanity/Obscene Behavior Toward Faculty/Staff Reckless/Improper Use of Vehicles Theft Tobacco Products / Use or Possession of Trespassing Truancy Unauthorized Entry Vandalism	1st Violation Student-Administrator conference with parent contact; Before or after school detentions; Friday or Saturday detentions; 1-3 days of in-school suspension (ISS); 1-3 days of out-of-school suspension (OSS); Return and/or restitution for property; Possible law enforcement contact 2nd Violation Student-Administrator-Parent conference; Friday or Saturday detentions; 3-5 days of in-school Suspension (ISS); 3-5 Days of Out-Of-School Suspension (OSS); Return and/or restitution for property; Possible law enforcement contact 3rd Violation Student-Administrator-Parent conference; 5-10 days of out-of-school suspension (OSS); Return and/or restitution for property; Possible law enforcement contact Serious or repeated violations of Category II offenses may become grounds for administrative recommendation for long-term suspension and/or recommendation for expulsion.

Category III Offenses	Violation Consequence
------------------------------	------------------------------

	Range of Action
Assault Extortion False Alarms Fighting Incendiary Devices/Fireworks Possession/Use of Alcohol Possession/Use of Controlled Drugs Possession of Paraphernalia Threats or Verbal Assault	1st Violation Student-Administrator-Parent conference; 3-10 days of suspension (ISS/OSS); Suspension of all extra-curricular activities for 30 school days; Possible law enforcement contact 2nd Violation Student-Administrator-Parent conference; 10-20 days of in-school suspension (ISS) or 5-10 days of out-of-school suspension (OSS); with possible recommendation for 180-day suspension and loss of all extra-curricular privileges; Possible law enforcement contact Serious or repeated violations of Category III offenses may become grounds for administrative recommendation for long-term suspension and/or recommendation for expulsion.

Category IV Offenses	Violation Consequence Range of Action
Aggravated Assault Arson Bomb Threats Distribution or Intent to Distribute Alcohol or Controlled Drugs Distribution of OTC Drugs, Herbal Preparations, or Imitation Drugs Harassment Sexual Harassment Sexting/Possession of Sexually Explicit, Vulgar or Violent Material Sexual Activity	All Violations: Student-Administrator-Parent conference; 5-10 days of out-of-school suspension (OSS); Initiation or recommendation of legal action and immediate suspension with a recommendation for expulsion
Technology Misconduct (excerpt of complete Board policies EHB and KKB and procedure EHB-AP1)	District Technology/Software • First Offense: Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension. • Subsequent Offenses: Restitution. Loss of user privileges, 1-180 days out of school suspension or expulsion. Personal Electronic Devices • First Offense: Restitution. Principal/Student conference, detention, or in-school suspension. • Subsequent Offense: Restitution. Loss of user privileges, in-school suspension, 1-180 days out-of-school suspension or expulsion. Audio/Visual Recording Equipment • First Offense: Confiscation. Principal/Student conference, detention, or in-school suspension. • Subsequent Offense: Confiscation. Principal/student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Category V Offenses	Violation Consequence Range of Action
----------------------------	--

<i>The Brookfield R-3 School District shall cooperate fully and share all information with legal authorities if a student commits an act that would be a felony if committed by an adult, or any act of violence.</i>	
Possession/Brandishing/Use of a Firearm, or Weapon Possession of a Weapon Other Than a Firearm Possession or Use of Ammunition or a Component of a Weapon	All Violations: Suspension for not less than one (1) year or expulsion. The superintendent may modify the suspension on a case-by-case basis.

Appendix of Notes and Definitions

After School Detentions: The student is required to be at school for an assigned amount of time after school, typically from 3:15 p.m. – 4:15 p.m. Students must arrive promptly and will adhere to all teacher/administrator directions. Students failing to attend the detention, who are late, or who do not adhere to the rules of the detention may be put in ISS or suspended from school.

Friday Detentions: The student is required to be at school from 2:15 p.m.-5:00 p.m. on Friday afternoon.

Saturday Detentions: The student is required to be at school from 8:00 a.m.-11:00 a.m. on Saturday morning.

In-School Suspensions (ISS): The student will be placed in a designated classroom/area. ISS students will be required to complete all work and behave in a cooperative manner or they will be suspended from school. Students assigned to ISS are eligible to attend practice (discretion of coach/sponsor), participate in activities or attend extra-curricular activities during the ISS placement period.

Out-of-School Suspension (OSS): Students assigned an out-of-school suspension will not be allowed on school premises. Students assigned to OSS are not eligible to attend practice, participate in activities or attend extra-curricular activities. They are allowed to make up all work during their suspension. Assignments will be provided upon the student/parental request.

Removal of Threatening Students

The Board of Education may authorize the immediate removal of a student upon a finding by the principal, superintendent, or school board that the student poses a threat of harm to self or others, as evidenced by prior conduct. Prior disciplinary actions shall not be used as the sole basis for removal, suspension, or expulsion.

Student Suspension and Expulsion **Board Policy JGD**

The following procedures apply to all students. However, additional procedures for discipline for students with disabilities are sometimes required, as discussed in policy JGE, Discipline of Students with Disabilities.

The Board of Education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules and procedures of the school district. This observance of school policies, rules and procedures is essential for permitting others to learn at school.

Therefore, the administration may exclude a student from school because of violation of school rules and procedures, conduct which materially or substantially disrupts the rights of others to an education, or conduct which endangers the student, other students or the property of the school. Furthermore, if a student poses a threat to self or others, as evidenced by the prior conduct of such student, the administration may immediately remove the student from school. Such actions will be taken in accordance with due process and with due regard for the welfare of both the student and the school.

The terms "suspension" and "removal" refer to an exclusion from school that will not exceed a specific period of time and shall be subject to the due process procedures set forth for "suspensions" in this policy. The term "expulsion" refers to exclusion for an indefinite period.

The district may honor suspensions and expulsions from another in-state or out-of-state school district including a private, charter or parochial school or school district pursuant to law and policy JEC, Student Admissions. Before making any decision

to honor such suspensions or expulsions, the superintendent or designee will consider whether the student has received the due process required by law.

Suspensions

In Missouri, a principal may suspend a student for up to ten (10) school days. A superintendent may suspend a student for up to 180 school days. Procedures for suspending a student are outlined below.

1. Before suspending a student, a principal or superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension; and (c) give the student an opportunity to present his or her version of the incident.
2. If the principal or superintendent concludes that the student has engaged in misconduct punishable by suspension, the procedures described below apply. If the student has a disability as defined in the Individuals with Disabilities Education Act (IDEA) as amended or Section 504 of the Rehabilitation Act, additional procedural safeguards described in the policy dealing with the discipline of students with disabilities apply.
3. The principal or superintendent should determine whether the student should be suspended or whether less drastic alternative measures would be appropriate. In many cases, the principal or superintendent may decide not to suspend a student unless conferences (between the teacher, student and principal and/or between the parent, student and principal) have been held and have failed to change the student's behavior.
4. If suspension is imposed, the student's parents or guardians must be promptly notified of the suspension and the reasons for the action.
5. Any suspension by a principal must be reported, immediately and in writing, to the superintendent, who may revoke the suspension, either part or in full, at any time.
6. If a student is suspended for more than ten (10) school days, the following rules also apply:
 - a. The student, his or her parents, guardians or others having custodial care have a right to appeal the superintendent's decision to the Board or a committee of the Board appointed by the Board president.
 - b. If the student gives notice that he or she wishes to appeal the suspension to the Board, the suspension shall be stayed until the Board renders its decision, unless in the superintendent's judgment, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.
 - c. All notices of appeal shall be transmitted, either by the appealing party or by the superintendent, to the secretary of the Board. Oral notices, if made to the superintendent, shall be reduced to writing and communicated to the secretary of the Board.
 - d. The superintendent, when notified of an appeal, shall promptly transmit to the Board a full written report of the facts relating to the suspension, the action taken by the superintendent, and the reasons for the action.
 - e. Upon receipt of a notice of appeal, the Board will schedule a hearing and within a reasonable time in advance of the scheduled date, will notify, by certified mail, the appealing party of the date, time and place of the hearing and of the right to counsel, to call witnesses, and to present evidence at the hearing.
 - f. Hearings of appealed suspensions will be conducted as described in the section of this policy dealing with student disciplinary hearings.

Suspensions for More Than 180 School Days and Expulsions

Only the Board may expel a student or suspend a student for more than 180 school days. The applicable procedures are outlined below.

1. Before recommending to the Board that a student be expelled or suspended for more than 180 school days, the superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension/expulsion; and (c) give the student an opportunity to present his or her version of the incident.
2. If the superintendent concludes that the student has engaged in misconduct and should be expelled or suspended for more than 180 school days, the procedures described below apply unless the student has a disability. (In the case of a student with a disability, the procedures described in the policy dealing with the discipline of students with disabilities shall apply.)
 - a. The superintendent will recommend to the Board that the student be expelled or suspended for more than 180 school days. The superintendent may also immediately suspend the student for up to 180 school days.

- b. Upon receipt of the superintendent's recommendation, the Board will follow the procedures described in the section of this policy dealing with student disciplinary hearings.
3. If the student is expelled, he or she may later apply to the Board for readmission. Only the Board can readmit an expelled student.

Student Discipline Hearings

The Board of Education may originate student discipline hearings upon recommendation of the superintendent. In such cases, the Board of Education will review the superintendent's report and determine whether to conduct a discipline hearing. In addition, student discipline hearings also will be held upon written request of the student or the student's parents, to consider appeals from student suspensions in excess of ten (10) school days. A discipline hearing will always be held in cases of suspensions in excess of 180 school days or expulsions, unless after meeting with the superintendent or designee, the parent or guardian waives, in writing, the right to an expulsion hearing.

In all hearings, whether initiated by the Board of Education or by appeal, the following procedures will be adhered to:

1. The student and the parents/guardians will be advised of the charges against the student; their right to a Board hearing; the date, time and place of the hearing; their right to counsel; and their procedural rights to call witnesses, enter exhibits and cross-examine adverse witnesses. All such notifications will be made by certified mail, addressed to the student's parents or guardians. The Board shall make a good-faith effort to have the parents or guardians present at the hearing.
2. Prior to the Board hearing, the student and the student's parents/guardians will be advised of the identity of the witnesses to be called by the administration and advised of the nature of their testimony. In addition, the student and the student's parents/guardians will be provided with copies of the documents to be introduced at the hearing by the administration.
3. The hearing will be closed unless the Board decides otherwise. The hearing will only be open with parental consent. At the hearing, the administration or their counsel will present the charges and such testimony and evidence to support such charges. The student, his or her parents/guardians or their counsel shall have the right to present witnesses, introduce exhibits, and to cross-examine witnesses called in support of the charges.
4. At the conclusion of the hearing, the Board of Education shall deliberate in executive session and shall render a decision to dismiss the charges; to suspend the student for a specified period of time; or to expel the student from the schools of the district. The administration or its counsel, by direction of the Board of Education, shall promptly prepare and transmit to the parents/guardians written notice of the decision.

Remedial Conference

Prior to the readmission or enrollment of any student who has been suspended out of school or expelled in accordance with this policy for any "act of school violence" as defined in § 160.261.2, RSMo., and Board policy JGF, a conference must be held to review the student's conduct that resulted in the suspension or expulsion and any remedial actions needed to prevent future occurrences of such conduct or related conduct. The conference shall include the appropriate school officials including any teacher directly involved with the conduct that resulted in the suspension or expulsion, the student, and the parent or guardian of the student or any agency having legal jurisdiction, care, custody or control of the student. The Board of Education shall notify, in writing, the parents or guardians and all other parties of the time, place and agenda of any such conference. Failure of any party to attend this conference shall not preclude holding the conference. This requirement applies to enrolling students transferring from another school as well, regardless of whether the "act of school violence" was committed at a public school or at a private school in Missouri, provided that such act shall have resulted in the suspension or expulsion of such student in the case of a private school.

Discipline Reporting and Records **Board Policy JGF**

In compliance with state law, the Board of Education establishes clear channels of communication between teachers, administrators, law enforcement officials and other schools concerning acts of school violence and other behaviors that endanger the welfare or safety of students, staff or patrons of the district. The purpose of this policy is to designate specific actions committed by students that must be reported to teachers, administrators and/or law enforcement officials as well as those actions that must be documented in a student's discipline record.

Definitions

The following definitions and terms apply to this policy:

Act of School Violence/Violent Behavior – The exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including while on school transportation in service on behalf of the district or while involved in school activities.

Need to Know – Relates to school personnel who are directly responsible for the student's education or who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

School or District Property – Property utilized, supervised, owned, rented, leased or controlled by the school district including, but not limited to, school playgrounds, parking lots, school transportation and any property on which any school activity takes place.

Serious Physical Injury – Physical injury that creates a substantial risk of death or that causes serious disfigurement or protracted loss or impairment of any part of the body.

Serious Violation of District's Discipline Policy – One or more of the following acts if committed by a student enrolled in the district:

1. Any act of school violence/violent behavior.
2. Any offense that occurs on district property, on district transportation or at any district activity and that is required by law to be reported to law enforcement officials.
3. Any offense that results in an out-of-school suspension for more than ten school days.

Reporting to School Staff

School administrators shall report acts of school violence to all teachers at the attendance areas in which the involved students are educated and to other school district employees with a need to know the information to adequately supervise the students and to protect themselves or others. In addition, any portion of a student's individualized education program (IEP) that is related to demonstrated or potentially violent behavior shall be provided to any teachers and other district employees with a need to know the information.

The superintendent or designee will inform district employees with a need to know of any criminal act committed or allegedly committed by a student in the district that is reported to the district by a juvenile officer or an employee of the Children's Division (CD) of the Department of Social Services, sheriff, chief of police or other appropriate law enforcement entity in accordance with state law. Such reports shall not be used as the sole basis for denying educational services to a student.

Reporting to Law Enforcement Officials

School administrators are required by law to report certain crimes to law enforcement. In an effort to support timely and accurate reporting, the Board encourages all employees who have information about any criminal act to share that information with their supervisors. The Board expects employees to share information regarding serious criminal acts, and employees must report criminal acts when required by law and Board policy.

Any crime listed in this section, or any act that if committed by an adult would be a crime listed in this section, that is committed on school property, on any school transportation or at any school activity must be reported immediately by the appropriate school administrator to the appropriate law enforcement entity. The following criminal acts are subject to this reporting requirement:

1. First- or second-degree murder under §§ 565.020, .021, RSMo.
2. Voluntary manslaughter under § 565.023, RSMo.
3. Involuntary manslaughter in the first or second degree under §§ 565.024, .027, RSMo.
4. First- or second-degree kidnapping under §§ 565.110, .120, RSMo.
5. First-, second- or third-degree assault under §§ 565.050, .052, .054, RSMo.*
6. Rape in the first or second degree under §§ 566.030, .031, RSMo.
7. Sodomy in the first or second degree under §§ 566.060, .061, RSMo.
8. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
9. Robbery in the first degree under § 570.023, RSMo.
10. Possession of a weapon under chapter 571, RSMo., 18 U.S.C. § 921
11. Manufacture of a controlled substance under § 579.055, RSMo.
12. Delivery of a controlled substance under § 579.020, RSMo.
13. Arson in the first degree under § 569.040, RSMo.

14. Property damage in the first degree under § 569.100, RSMo.
15. First-, second- or third-degree child molestation under §§ 566.067, .068, .069, RSMo.
16. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
17. Sexual abuse in the first degree pursuant to § 566.100, RSMo.
18. First-degree harassment under § 565.090, RSMo.
19. First-degree stalking under § 565.225, RSMo.

* Immediate reporting of third-degree assault under § 565.054, RSMo., may not be required if an agreement with law enforcement exists.

If the district is aware that a student who is suspended for more than ten days or expelled is under court jurisdiction, the superintendent shall notify the appropriate division of the juvenile or family court of the suspension or expulsion.

All employees shall immediately report to the principal any incident that constitutes a crime, including any incident in which a person is believed to have committed an act that if committed by an adult would be first-, second- or third-degree assault, rape in the second degree or sodomy in the second degree against a student or school employee, while on school property, school transportation or at school activities. Employees shall also inform the principal if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. The principal shall immediately report these listed offenses to the appropriate law enforcement entity and the superintendent. However, if the district has entered into an agreement with law enforcement regarding the reporting of third-degree assaults, the district will report third-degree assaults to law enforcement in accordance with that agreement.

School districts may report or disclose education records to law enforcement entities and juvenile justice authorities if the disclosure concerns the law enforcement entities or juvenile justice authority's ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in state and federal law.

Reporting Third-Degree Assault

The superintendent and the appropriate local law enforcement entity may develop a written agreement outlining the procedure for reporting any incident in which a student is believed to have committed an act that if committed by an adult would be third-degree assault. If such an agreement exists in the district, the principal shall report third-degree assaults to the appropriate local law enforcement entity in accordance with the agreement.

Student Discipline Records

The Board of Education directs the superintendent or designee to compile and maintain records of any serious violation of the district's discipline policy for each student enrolled in the district. Such records shall be made available to all district employees with a need to know and shall be provided to any school district in which the student subsequently attempts to enroll within five business days of receiving the request, in accordance with state law. If a student is placed in another school by the CD, the records will be transferred to the new school within two business days after notification by the CD. Personally identifiable student records will only be released or destroyed in accordance with state and federal law. Pursuant to Department of Secondary and Elementary Education (DESE) data reporting requirements, the district shall report rates and durations of, and reasons for, student suspensions of ten days or longer and expulsions.

Confidentiality

Any information received by a school district employee relating to the conduct of a student shall be received in confidence and used for the limited purpose of assuring that good order and discipline are maintained in the schools.

Liability

Teachers and authorized district personnel, including volunteers selected with reasonable care by the district, shall not be civilly liable when acting in accordance with the Board's policies, including the Board's discipline policies, or when reporting acts of school violence or threatened acts of school violence to the appropriate supervisor or other person, pursuant to law and district policy.

Bullying

Board Policy JFCF

In order to promote a safe learning environment for all students, the Brookfield R-III School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

Definitions

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

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

School Day – A day on the school calendar when students are required to attend school.

Designated Officials

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in policy AC will serve as the district wide anti bullying coordinator. The anti-bullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and anti-bullying education and training programs. In addition, the anti-bullying coordinator will assist in making any relevant reports as required by state and federal law.

Reporting Bullying

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

Investigation

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building

involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's anti bullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

Consequences

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

Policy Publication

The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

Training and Education

The district's anti-bullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him- or herself assertively and effectively without violence.
3. Helping the student develop social skills.
4. Encouraging the student to develop an internal locus of control.

Additional School Programs and Resources

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

Prohibition Against Discrimination, Harassment and Retaliation

BOARD POLICY AC

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

The Board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
 - a. Make complaints of illegal discrimination or harassment.
 - b. Report illegal discrimination or harassment.
 - c. Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning illegal discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing illegal discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy and law.

As used in this policy, "discrimination, harassment or retaliation" has the same meaning as "illegal discrimination, harassment or retaliation" and is limited to acts prohibited by law. All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law.

Sexual Harassment Reporting and District Response

Sexual harassment is prohibited under this policy and policy ACA, but policy ACA applies only to a narrower category of sexual harassment under Title IX, as defined in the federal regulations. All sexual harassment reports must be made to the Title IX coordinator identified in policy ACA and evaluated for policy ACA applicability. If a sexual harassment report is made

to any other district employee, the report must be promptly referred to the Title IX coordinator for intake. Incidents of alleged sexual harassment that are not investigated under policy ACA may be referred for processing under this policy.

Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. The district encourages students, employees and the public to report such behavior so that it can be promptly addressed, but the grievance process in this policy is reserved for allegations of illegal discrimination, harassment and retaliation.

Boy Scouts of America Equal Access Act

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

School Nutrition Programs

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices and employees, and institutions participating in or administering USDA programs (including the district), are prohibited 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.

Any person or representative alleging discrimination based on a prohibited basis has the right to file a complaint within 180 days of the alleged discriminatory action with the USDA Office of the Assistant Secretary for Civil Rights or the district's compliance officer using the process outlined in policy EF.

Interim Measures

When a report is made or the district otherwise learns of potential discrimination, harassment or retaliation, the district will take immediate action to protect the alleged victim, including implementing interim measures. Such interim measures may include, but are not limited to, altering a class seating arrangement, providing additional supervision or suspending an employee pending an investigation. The district will also take immediate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

Consequences and Remedies

If the district determines that discrimination, harassment or retaliation have occurred, the district will take prompt, effective and appropriate action to address the behavior, prevent its recurrence and remedy its effects.

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from district property or otherwise restricted while on district property. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

Students, employees and others will not be disciplined for speech in circumstances where it is protected by law.

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported immediately to the CD.

Definitions

Compliance Officer – The individual responsible for implementing this policy, including the acting compliance officer when performing duties of the compliance officer.

Discrimination – Conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists.

Grievance – A verbal or written report (also known as a complaint) of discrimination, harassment or retaliation made to the compliance officer.

Harassment – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law or based on a belief that such a characteristic exists: graffiti; display of written material, pictures or electronic images; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property.

Sexual Harassment – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance. "Sexual Harassment under Title IX" is a subset of this definition, and the district's response to qualifying allegations is set forth in policy ACA.

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

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

Working Days – Days on which the district's business offices are open.

Compliance Officer

The Board designates the following individual to act as the district's compliance officer:

Director of Special Services
Brookfield R-III School District
124A Pershing Rd., Brookfield, MO 64628-9300
Phone: 660-258-2159; Fax: 660-258-2243
E-mail: dcarlson@brookfieldr3.org

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Middle School Principal
Brookfield R-III School District
124A Pershing Rd, Brookfield, MO 64628-9300
Phone: 660-258-2241; Fax: 660-258-2243
E-mail: mwilbeck@brookfieldr3.org

For matters within the scope of this policy, the compliance officer or acting compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination, harassment and retaliation in the Brookfield R-III School District except as provided in policy ACA.
3. Serve as the district's designated Title VI, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Forward reports of sexual harassment and otherwise assist in Title IX compliance as directed in policy ACA.
5. Investigate or assign persons to investigate grievances; monitor the status of grievances to ensure that additional discrimination, harassment and retaliation do not occur; and recommend consequences.
6. Review all evidence brought in disciplinary matters to determine whether additional remedies are available, such as separating students in the school environment.
7. Determine whether district employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.
8. Communicate regularly with the district's law enforcement unit to determine whether any reported crimes constitute potential discrimination, harassment or retaliation.
9. Oversee discrimination, harassment or retaliation grievances, including identifying and addressing any patterns or systemic problems and reporting such problems and patterns to the superintendent or the Board.
10. Seek legal advice when necessary to enforce this policy.
11. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
12. Make recommendations regarding changing this policy or the implementation of this policy.
13. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination, harassment and retaliation.
14. Periodically review student discipline records to determine whether disciplinary consequences are applied uniformly.
15. Perform other duties as assigned by the superintendent.

Public Notice

The superintendent or designee will continuously publicize the district's policy prohibiting discrimination, harassment and retaliation and disseminate information on how to report discrimination, harassment and retaliation. Notification of the district's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees. District bulletins, catalogs, application forms, recruitment material and the district's website will include a statement that the Brookfield R-III School District does not discriminate in its programs, services, activities, facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

Reporting

Students, employees and others may attempt to resolve minor issues by addressing concerns directly to the person alleged to have violated this policy, but they are not expected or required to do so. Any attempts to voluntarily resolve a grievance will not delay the investigation once a report has been made to the district.

Reports Involving Sexual Harassment

In cases involving sexual harassment, all persons must report incidents directly to the Title IX coordinator for evaluation under policy ACA. All district employees will instruct all persons seeking to make a report or complaint to communicate directly with the Title IX coordinator. Even if the suspected victim of discrimination, harassment or retaliation does not report on their own

behalf, district employees are required to report to the Title IX coordinator any observations, rumors or other information about actions prohibited by this policy and policy ACA.

All Other Reports

Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment or retaliation directly to the compliance officer or acting compliance officer. All district employees will instruct all persons seeking to file a grievance to communicate directly with the compliance officer. Even if the suspected victim of discrimination, harassment or retaliation does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information about actions prohibited by this policy. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to act upon finding a violation of law, district policy or district expectations.

Even if a grievance under this policy is not directly filed, if the compliance officer otherwise learns about possible discrimination, harassment or retaliation, including violence, the district will conduct a prompt, impartial, adequate, reliable and thorough investigation to determine whether unlawful conduct occurred and will implement the appropriate interim measures if necessary.

Student-on-Student Harassment

Building-level administrators are in a unique position to identify and address discrimination, harassment and retaliation between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. In general, administrators can immediately discipline a student for prohibited behavior in accordance with the district's discipline policy. However, if sexual harassment is observed or alleged, the administrator must consult the Title IX coordinator to determine policy ACA's applicability to the reported facts or allegations prior to imposing discipline. Administrators will report all incidents as directed in the "Reporting" section of this policy and will direct the parent/guardian and student to the compliance officer for further assistance. In cases not being handled under policy ACA, the compliance officer may determine that the incident has been appropriately addressed or recommend additional action.

Investigation

The district will use the investigation process outlined in this section for any grievance filed under this policy (AC).

The district will immediately investigate all grievances submitted under this policy. All persons are required to cooperate fully in the investigation. The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation and/or serve in other roles and capacities under the procedures for grievance processing.

The district does not assume responsibility or liability for actions that are unrelated to the district's programs or activities. However, the district may investigate any behavior that occurs on or off district property to the extent that such an investigation is necessary for the district to meet its legal obligations to address discrimination, harassment and retaliation that negatively impact the education or work environment. The district will address such behavior only to the extent that the district has the legal authority to do so.

In determining whether alleged conduct constitutes discrimination, harassment or retaliation, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not (the preponderance of the evidence standard) that discrimination, harassment or other prohibited behavior has occurred, the district will take prompt and effective corrective action in accordance with law.

Collaboration with Outside Enforcement Agencies

In the event an outside enforcement agency is investigating the same allegation of discrimination, harassment or retaliation or a similar allegation, the district will make a preliminary inquiry, then follow the outside enforcement agency's investigation and response procedures instead of the formal district grievance process. During the inquiry, if the district determines that a

reasonable basis for concluding this policy was violated exists, it will enforce appropriate interim measures while ensuring due process to the alleged perpetrator when required. When requested by law enforcement, the district may reasonably delay its own investigation to permit law enforcement to conduct the criminal investigation process.

Grievance Process Overview

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the compliance officer may designate an alternative person to hear the grievance, or the next highest step in the grievance process will be used. For example, if the grievance involves the superintendent, the compliance officer may designate someone outside the district to hear the grievance in lieu of the superintendent, or the grievance may be heard directly by the Board.
2. An extension of the investigation and reporting deadlines may be warranted if extenuating circumstances exist as determined by the district's compliance officer. The person filing the complaint will be notified when deadlines are extended. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.
4. To the extent permitted by law, the district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.
5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will implement interim measures as described in this policy if necessary to prevent further potential discrimination, harassment or retaliation during the pending investigation.

Grievance Process

1. Level I – A grievance is filed with the district's compliance officer. The compliance officer may conduct the Level I investigation or assign an administrator or other qualified individual to conduct the investigation. If the compliance officer determines that the grievance allegations involve sexual harassment under policy ACA, the report will be routed accordingly.

An investigation will commence no later than five working days after the compliance officer receives the grievance. The investigator shall conduct a prompt, impartial, adequate, reliable and thorough investigation, including the opportunity for the person filing the grievance and other parties involved to identify witnesses and provide information and other evidence. The investigator will evaluate all relevant information and documentation relating to the grievance.

Within 30 working days of receiving the grievance, the investigator will complete a written report that summarizes the investigation and makes determinations as to the facts and whether the facts constitute a violation of this policy based on the appropriate legal standards. If someone other than the compliance officer conducted the investigation, the compliance officer will receive the report and either adopt the report as submitted or modify and complete the report upon further investigation and/or review of applicable policy and law. If a violation of this policy is found, the compliance officer will recommend corrective action to the superintendent to address the discrimination, harassment or retaliation; prevent recurrence; and remedy its effects. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the completion of the report, in accordance with law and district policy, regarding whether the district's compliance officer or designee determined that district policy was violated.

2. Level II – Within five working days after receiving the Level I decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate.

Within ten working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the

superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who initially filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the superintendent's decision, regarding whether the superintendent or designee determined that district policy was violated.

3. Level III – Within five working days after receiving the Level II decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the grievance and the alleged perpetrator will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and the alleged perpetrator will be notified in writing, within five working days of the Board's decision, in accordance with law and district policy, regarding whether the Board determined that district policy was violated. The decision of the Board is final.

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 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.

Training

The district will provide training to employees on identifying and reporting acts that may constitute discrimination, harassment or retaliation. The district will instruct employees to make all complaints to the district's compliance officer or acting compliance officer and will provide current contact information for these persons. The district will inform employees of the consequences of violating this policy and the remedies the district may use to rectify policy violations. All employees will have access to the district's current policy, required notices and complaint forms. The district will provide additional training to any person responsible for investigating potential discrimination, harassment or retaliation.

The district will provide information to parents/guardians and students regarding this policy and will provide age-appropriate instruction to students.

Title IX **Board Policy ACA**

The Brookfield R-III School 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). All forms of sex-based discrimination are prohibited in the district, but this policy focuses exclusively on sexual harassment as defined in Title IX that occurs within the education programs and activities of the district. However, the district will respond promptly to investigate and address any report or complaint of sexual harassment.

"Sexual harassment under Title IX" is conduct on the basis of sex within the scope of the district's education programs or activities (as defined in this policy) 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).

In creating this policy, the district does not relieve any person under the district's jurisdiction from the consequences for violations of other policies and rules of the district meant to establish an environment conducive to teaching, learning, support services, work and the social and emotional well-being and development of the students entrusted to the district.

If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law and district policy. Moreover, nothing in the policy precludes the mandatory or voluntary reporting of any suspected criminal activity to the appropriate law enforcement agency at any time.

Reporting Sexual Harassment or Title IX Retaliation

Any person may report sexual harassment regardless of whether the person is the alleged victim (complainant). However, Board members and employees must immediately report to the Title IX coordinator any incident or behavior that could constitute sexual harassment or retaliation in accordance with this policy. Reports may be made at any time, including during nonbusiness hours, by using the telephone number, email address or office address listed below.

The Board authorizes the following individual(s) to serve as the Title IX coordinator(s) for the Brookfield R-III School District and coordinate and implement the district's efforts to comply with the requirements of Title IX.

Director of Special Services
124A Pershing Road
Brookfield, MO 64628
660-258-2159 (Phone)/660-258-2190 (Fax)
dcarlson@brookfieldr3.org

In the event the Title IX coordinator is unavailable or is the respondent to a complaint, reports should instead be directed to the compliance officer or alternate compliance officer listed in policy AC.

Training

Title IX coordinators, investigators, decision-makers and any person designated to facilitate an informal resolution process, should the district offer one, will receive training on the following:

1. The definition of sexual harassment under Title IX as used in this policy.
2. The scope of the district's education programs and activities.
3. How to conduct the investigation and grievance process, including determination of responsibility for sexual harassment, appeals, and informal resolution processes, as applicable.
4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
5. Issues of relevance necessary to create an investigative report that fairly summarizes the relevant evidence.
6. Issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.

The district will not use training materials that rely on sex stereotypes. All training materials used by the district will promote impartial investigations and adjudications of formal complaints of sexual harassment under Title IX. These training materials will be publicly available on the district's website or available upon request for inspection by members of the public.

The previous information is only an excerpt of the complete Board Policy ACA, which can be located on the district website.

Section 504

The district seeks to identify, evaluate and provide free and appropriate educational services in the least restrictive environment to all qualified students with disabilities within the definitions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). No qualified student with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any district program, including nonacademic services and extracurricular activities.

Students with disabilities may be eligible for accommodation under this policy even though they are not eligible for services pursuant to the IDEA. The district will initiate a referral if a student requiring accommodation is also believed to be a student with a disability under the IDEA. Implementation of an IEP in accordance with the IDEA satisfies the district's obligation to provide a free and appropriate education under Section 504.

The Board of Education has designated the following individual to act as the district's compliance officer regarding Section 504 and American with Disabilities Act (ADA):

Denise Carlson, Director of Special Services
Brookfield R-III School District
128 Pershing Road, Brookfield, MO 64628
660-258-2159 or dcarlson@brookfieldr3.org

Out of District Medical and Psychological Evaluations

Occasionally parents seek evaluations that require information from school district employees. The school district will partner with other professionals in order to provide accurate information. It is the district's procedure to obtain a written release of information from the parent that will allow us to share information with the requesting agency. Subsequently, all rating scales, narratives, and other requested information will be forwarded directly from the school to the agency itself.

Virtual Courses

Definitions

Virtual Course – A class that is offered by or provided through the district that results in a district-issued grade and/or academic credit and that is designed to deliver all or most of the curriculum electronically. Students may be separated from their instructor or teacher of record by time, location or both.

General

Virtual instruction can be an effective education option for some students, and the district may offer virtual courses to students through district staff or by contracting for those services as part of the district-sponsored curriculum. Eligible students may also enroll in Missouri Course Access and Virtual School Program (MOCAP) courses in accordance with policy IGCDA. The district will accept all grades and credits earned through district-sponsored virtual instruction and MOCAP.

Before a student independently enrolls in and pays for virtual courses not otherwise accessible through the district, the district recommends that the student meet with district staff to ensure that the course aligns with the student's education goals and that the district will accept the course credit.

Additional information regarding eligibility for virtual courses can be located in Board Policy IBCD, which can be located on the district website, and/or by contacting the building administrator.

Public Concerns and Complaints

Board Policy KL

The Brookfield R-III School District is interested in resolving concerns and hearing complaints from the public regarding district programs and services so that they may be improved and better meet the needs of the students and the community.

The district encourages parents/guardians, students and other members of the public to first discuss concerns with the appropriate district staff prior to bringing the issue to the Board so that the issue may be thoroughly investigated and addressed in a timely fashion. The Board will not act on an issue without input from the appropriate district staff and may require a parent/guardian, patron or student to meet with or discuss an issue with district staff prior to hearing a complaint or making a decision on the matter.

All district employees are expected to answer questions, receive input and professionally address concerns and complaints of parents/guardians, students and other members of the public. If an employee is unable to answer a question or resolve an issue, the employee must direct the person or the question to the appropriate district employee.

Complaint Process

Complaints regarding district compliance with nondiscrimination laws will be processed according to policy AC. Employee grievances will be processed in accordance with the established employee grievance procedure or as otherwise required by law. Complaints involving federal programs will be processed in accordance with policy KLA. Other grievances or complaints for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure. If no other policy or procedure applies, the complaint may be brought as described below.

Process for Resolving a Concern or Complaint

The following steps are to be followed by parents/guardians, students or the public when concerns or complaints arise regarding the operation of the school district that cannot be addressed through other established policies or procedures.

1. Concerns or complaints should first be addressed to the teacher or employee directly involved.
2. Unsettled matters from (1) above or concerns or complaints regarding individual schools should be presented in writing to the principal of the school. The principal will provide a written response to the individual raising the concern ("complainant") within five business days of receiving the complaint or concern unless additional time is necessary to investigate or extenuating circumstances exist.
3. Unsettled matters from (2) above or concerns or complaints regarding the school district in general should be presented to the superintendent or designee in writing. The superintendent or designee will provide a written response to the complainant within five business days of receiving the concern or complaint, unless additional time is necessary to investigate or extenuating circumstances exist.
4. If the matter cannot be settled satisfactorily by the superintendent or designee, a member of the public may request that the issue be put on the Board agenda, using the process outlined in Board policy. In addition, written comments submitted to the superintendent or the secretary of the Board that are directed to the Board will be provided to the entire Board. The Board is not obligated to address a complaint. If the Board decides to hear the issue, the Board's decision is final. Otherwise, the superintendent's decision on the issue is final.

Prohibition against Retaliation

The Board strictly prohibits discrimination or retaliation against any person for bringing a concern to the attention of the district or participating in the complaint process. This prohibition extends to relatives and others associated with the person who brought the concern or complaint. The Board directs all district employees to cooperate in investigations of complaints.

Concerns and Complaints Regarding Federal Programs

Board Policy KLA

The Brookfield R-III School District receives funds under the federal Elementary and Secondary Education Act (ESEA) and is required to follow federal statutes and regulations regarding the programs governed by the ESEA. If any individual or organization (person) has a complaint or is concerned that the district may be violating these laws, the Board wants the superintendent or designee to immediately investigate and address the issue. For that reason, the Board has adopted this policy to address specific allegations of violations of federal statutes and regulations governing Title I, Parts A, B, C, D; Title II; Title III; Title IV, Part A; or Title V of the ESEA.

Process

The district will use the following process to address specific allegations that the district has violated a federal statute or regulation regarding a program under the ESEA:

1. The person with the complaint ("complainant") must present a written complaint to the superintendent or designee that specifies the federal law or regulation alleged to have been violated and the facts supporting the allegation. Alternatively, the Department of Elementary and Secondary Education (DESE) will forward a complaint from a complainant to the district for resolution.

The superintendent or designee will investigate and provide a written response to the complainant within five business days of receiving the complaint unless additional time is necessary to investigate or extenuating circumstances exist. The superintendent or designee is authorized to contact the district's private attorney for assistance in determining whether a violation has occurred.

2. If the complainant is not satisfied, he or she may request that the issue be placed on the Board agenda at the next Board meeting, using the process outlined in Board policy.

The superintendent or designee will notify the complainant of the Board's decision and will provide the complainant a copy of DESE's Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures.

3. If the Board does not hear the issue or if the complainant is not satisfied with the Board's response, the complainant may appeal the issue to DESE in accordance with DESE's complaint procedures.

Documentation and Release of Information

The district will maintain a copy of the complaint, a written record of the investigation and documentation of any written resolution, when applicable, in accordance with law. The superintendent or designee will complete a written summary of the investigation and, if a violation has occurred, a description of how the matter was resolved. If the complaint was first filed with DESE, the written summary must be completed within 35 calendar days of the complaint being filed with DESE and must be submitted to DESE.

The summary will be released upon request when required by law. The superintendent or designee will have the district's attorney review the documents before they are released to DESE, the complainant or any other person to protect the confidentiality of legal advice.

Prohibition against Retaliation

The Board strictly prohibits discrimination or retaliation against any person for bringing a concern to the attention of the district or participating in the complaint process. This prohibition extends to relatives and others associated with the person who brought the concern or complaint. The Board directs all district employees to cooperate in investigations of complaints

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTO bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Student Records

Board Policy JO-1

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students.

The superintendent or designee will provide for the proper administration of student records in accordance with law, develop appropriate procedures for maintaining student records, and standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The superintendent and building principals will develop a student records system that includes protocols for releasing student education records. Principals are responsible for maintaining and protecting student education records in each school. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

Definitions

Eligible Student – A student or former student who has reached age 18 or is attending a postsecondary school.

Parent – A biological or adoptive parent of a student, a guardian of a student, or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

Student – Any person who attends or has attended a school in the school district and for whom the district maintains education records.

Health Information

Student health information is a type of student record that is particularly sensitive and protected by numerous state and federal laws. Student health information shall be protected from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing or electronically and regardless of the type of record or method of storage.

Parent and Eligible Student Access

All parents may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law unless a court order, statute or legally binding document prohibits such access. These rights transfer from the parent to the student once the student becomes an eligible student; however, under the Missouri Sunshine Law, parents maintain some rights to inspect student records even after a student turns 18. The district will extend the same access to records to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally modified.

If a parent or eligible student believes an education record related to the student contains information that is inaccurate, misleading or in violation of the student's privacy, the parent or eligible student may use the appeals procedures created by the superintendent or designee to request that the district amend the record.

The district will annually notify parents and eligible students of their rights in accordance with law.

Directory Information

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed. Parents and eligible students will be notified annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released.

Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district email addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information.

The school district designates the following items as directory information.

General Directory Information – The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:

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

Limited Directory Information – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities for the purposes of encouraging membership or participation in the group or club; parents of other students enrolled in the same school as the student whose information is released when the release is for the purpose of facilitating communication between parents; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services for official governmental purposes:

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

The district may require a person or entity that requests limited directory information to certify in writing that the information will not be redisclosed without the prior written consent of the parent or eligible student.

Law Enforcement Access

The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in federal law.

If the district reports a crime committed by a student with a disability as defined in the Individuals with Disabilities Education Act (IDEA), the district will transmit copies of the special education and disciplinary records to the authorities to whom the district reported the crime as allowed by law.

Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

Children's Division Access

The district may disclose education records to representatives of the CD when reporting child abuse and neglect in accordance with law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance

with law. CD representatives may also have access to directory information and may obtain access to student education records in emergency situations, as allowed by law.

Military and Higher Education Access

The district will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent, or a secondary school student who is at least 18, submits a written request, the district will not release the information without first obtaining written consent from the parent or the student. The district will notify parents, and secondary school students who are at least 18, that they may opt out of these disclosures.

Volunteer Access

District staff will not allow volunteers to access student records unless the volunteer has completed a criminal background check and the district has determined that the volunteer should have access. A volunteer who has completed a criminal background check may access student education records only under the supervision of staff members and when necessary to assist the district.

Records Retention

The district shall retain all student records in accordance with applicable federal and state law, as well as the current version of the Missouri Secretary of State's Public School Records Retention Schedule and General Records Retention Schedule.

Audio and Visual Recording

Definitions

Audio Recording – Registering sounds on tape, digitally or by other mechanical or electronic means

Recording – For the purposes of this policy, “recording” means audio and visual recording

Audio Recording – Registering visual images on film, tape, digitally or by other mechanical or electronic means

General Rule

The district may create audio and visual recordings on district property, on district transportation or at district activities for:

1. Providing security;
2. Maintaining order;
3. Professional staff development;
4. Educational purposes; and
5. Other purposes related to furthering the educational mission of the district.

Recording Meetings

In general, the district prohibits the recording of employee meetings and meetings between employees and parents/guardians unless authorized by the superintendent or designee.

Recording Meetings under the IDEA or Section 504

A student's parent or legal guardian may audio record any meeting about the student held under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, including individualized education program (IEP) and Section 504 meetings. The parent or legal guardian seeking to record must notify the district at least 24 hours prior to the time the meeting is scheduled to occur. Recordings made by the parent/guardian will remain the property of the parent/guardian, but the district may make its own recording. Everyone present during a recorded meeting must be notified that the meeting is being recorded unless the recording is done in such a manner that it is obvious to those present that the meeting is being recorded.

Undisclosed Recording or Transmitting

The district prohibits undisclosed recordings where persons involved do not consent to the recording and it is not otherwise obvious that recording equipment is present or being used, unless the superintendent or designee determines rare circumstances that such recordings are necessary for security reasons. The district prohibits the simultaneous electronic transmission of any conversation by any person to a third party without the consent of all involved in the conversation even if the conversation is not recorded.

The previous information is only an excerpt of the complete Board Policy KKB, which can be located on the district website.

Free Appropriate Public Education (FAPE) Public Notice

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Brookfield R-III School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay. The Brookfield R-III School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

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

The Brookfield R-III School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed in either the office of the Superintendent of the Special Services Office between the hours of 8:00 A.M. and 4:00 P.M. Monday through Friday.

This notice will be provided in native languages as appropriate.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

· *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income, other than as required by law to determine program eligibility.

· *Receive notice and an opportunity to opt a student out of—*

1. Any other protected information survey, regardless of funding;

2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

Inspect, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Brookfield R-III School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Brookfield R-III School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Brookfield R-III School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Brookfield R-III School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

Assessment Program

The district will use high-quality academic assessments as one indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The Board directs the superintendent or designee to create procedures governing assessments consistent with law and Board policy.

In cooperation with the administrative and instructional staff, the Board will regularly review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary.

The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

Participation

In order to achieve the purposes of the student assessment program and comply with state and federal law, the district requires all enrolled students to participate in all applicable aspects of the district assessment program, including statewide assessments.

District Assessment Plan

The district has a written assessment plan that will test competency in the subject areas of English, reading, language arts, science, mathematics, social studies and civics, as required by law. The Assessment Plan provides information regarding the following assessments: required reading assessments, English Proficiency assessments, statewide assessments (grade-level and end-of-course), National Assessment of Educational Progress, and assessments in preparation for postsecondary education and work opportunities.

Parental Notice

At the beginning of each school year, the district shall notify the parents/guardians of each student that the district will provide, upon request and in a timely manner, information regarding any state or district policy regarding student participation in any assessments. Such notice shall include information about state or local policies that would allow students to opt out of assessments. Missouri has no opt-out policy, and the district expects all students to participate in all district or statewide assessments.

The district shall post on the district's website and, where practicable, on the website of each school in the district for each grade level in the district, information on any assessments required by state or federal law, including any assessments required by the district. The information shall include the subject matter being assessed, the purpose for the assessment, the source of the requirement for the assessment, and where the information on the assessment is available. The information shall also include the amount of time students will spend taking the assessments, the schedule for the assessments, and the time and format for disseminating the results, when available.

If the district does not operate a website, the district shall determine how to make the information widely available, including dissemination through the media, public agencies or directly to the parents/guardians.

The district will provide parents/guardians information, if available, on the level of achievement and academic growth of the student on each of the statewide assessments in which the student participates. The district will provide the information in an understandable and uniform format and, to the extent possible, the information will be written in a language the parent/guardian can understand. If it is not practical to provide written translations to parents/guardians, the information shall be orally translated for them. Upon request by a parent/guardian with a disability, the district will provide the information in an alternate format that is accessible to the parent/guardian.

The previous information is only an excerpt of the complete Board Policy IL-1, which can be located on the district website.

Educational Needs of Diverse Student Populations

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. The Brookfield R-III School District has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migratory workers.

Programs for Homeless Students

The Brookfield R-III School District Board of Education recognizes that homeless students are particularly vulnerable and need special assistance to access and benefit from the education environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the district are promptly identified and have access to a free and appropriate public education and related support services.

Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals.

2. Children and youths who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory children who meet one of the above-described circumstances.

The Board designates the following individual to act as the district's liaison for homeless children and youths (district liaison):

Director of Special Services
128 Pershing Rd.
Brookfield, MO 64628-9300
Phone (660) 258-2159, Fax (660) 258-2190
dcarlson@brookfieldr3.org

Homeless Services

Each homeless student shall be provided services comparable to the services offered to other students in the district including, but not limited to, transportation services; education services for which the student meets the eligibility criteria, such as education programs for disadvantaged students, students with disabilities and gifted students; programs in career and technical education; school nutrition programs; preschool programs; before- and after-school care programs; and programs for English learners. Homeless students will not be segregated in a separate school or program within a school based on the students' status as homeless.

The district will coordinate services for homeless students with local social service agencies and other agencies or entities providing services to homeless students and their families, including services and programs funded under the Runaway and Homeless Youth Act. The district will also coordinate transportation, transfer of school records and other interdistrict activities with other school districts.

The previous information is only an excerpt of the complete Board Policy IGBCA, which can be located on the district website.

Programs for English Learners

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs.

Additional information regarding programs for English Learners can be located in Board Policy IGBH, which can be located on the district website.

Programs for Migratory Students

The Board of Education of the Brookfield R-III School District recognizes that migratory students face many educational challenges that may interfere with their ability to succeed in the regular education program and meet the same challenging state achievement standards as other students. The district is committed to creating and supporting a migrant education program (MEP) designed to help migratory students and their families overcome these challenges.

Additional information regarding programs for Migratory Students can be located in Board Policy IGBCB, which can be located on the district website.

Sportsmanship

Students are the most important factors in school sportsmanship. Their habits and reactions quite largely determine its quality. The better schools are those in which the students and administration join with the faculty and community in establishing and maintaining good school practices. The suggestions listed below will serve as a guide for our students in carrying out our responsibility at athletic contests.

1. We will consider athletic opponents and officials guests and should treat them as such.
2. We will respect the rights of students from the opposing school.
3. We will respect the rights of all spectators.
4. We will not 'boo' or use any form of profanity at any athletic events.
5. We will cheer for both teams as they come on the field of play.
6. We will commend or cheer for good plays made by either team.
7. We will cheer for an injured player when removed from the game.
8. We will support our teams and cheerleaders wholeheartedly.
9. We will accept the official's decision as final.
10. We will show self-control at all times during the game and after.
11. We will be modest in victory and gracious in defeat.