

BROOKFIELD HIGH SCHOOL
Teach, Learn, Grow...Everyday.

Superintendent	Dr. Eric Hoyt	258-7443
Principal	Nile Thudium	258-7242
Secretary – BHS	Julie Davis	258-7242
Asst. Prin/AD	Scott Stevens	258-7242
Guidance Counselor	Cathy Carlson	258-7242
Secretary – Guidance	Susan Almond	258-7242
Food Services	Scott Stevens	258-3049
School Nurse	Abby Sackrey	258-2243
School Nurse	Amber Przybylski	258-7242
Special Education	Denise Carlson	258-2159
Technology	Matt Anderson	258-5350
Transportation	Paul Frey	258-5135

LINN COUNTY AREA
CAREER & TECHNICAL CENTER

LCACTC Director	Carey Smith	258-2682
LCACTC Guidance	Tonia Montgomery	258-2682
Secretary - LCACTC	Lindsey Brinkley	258-2682
Dual Credit/Evening	Shane Thudium	258-2682

TABLE OF CONTENTS

BHS Building Information

BHS Fight Song “Loyalty”	3
BHS Alma Mater “Halls of Brookfield”	4
2022-23 Bell Schedule & Lunch Shift Schedule	5-6
BHS Faculty and Staff	7
Coaches/LCACTC Faculty and Staff	8
Organization Sponsors/Class Sponsors	9
22-23 Student Elected Officials	10

BHS Student Expectations

(A+) Mentoring/Tutoring Program	11-12
Academic Honesty	13
Academic Honors	14
Academic Intervention/ACT Test/Preparation Information	15
Admission/Withdrawal	16
Alternating Ten (10) Block Schedule Information	17
Assemblies/Assessment Information	18
Assignment of Grade Level	19
Athletic Eligibility and GPA	19-22
Attendance	21-26
Attendance-Tardies	26
Bullying	27-30
Bus Conduct	30
Cell Phones/Electronic Devices	31
Code of Conduct (Violations/Repercussions)	31-35
College Day / Career Visit Day	35
Discipline Procedures	35-37
Dress Code/Driving/Parking	38-39
Emergency Drills/FAPE	39
Field Trips	40
Food Service and Cafeteria Rules	40-41
Grading Information	42
Graduation Requirements & Information	42-43
Guests and Visitors	43
Health Services/Homeless Policy	43-48
Homework/Outside Food and Drink	49
Public Display of Affection	50
Random Drug Testing Policy/Search and Seizure	50
Scheduling/Student Incentive Program	51
Student Records	52-55
Title IX	55
Substance Abuse Policy	55-59

Brookfield High School Fight Song “Loyalty”

We’re loyal to you, **BROOKFIELD HIGH,**
We’re blue and white, **BROOKFIELD HIGH,**
We’ll back you to stand,
Against the best in the land

For we know you have sand **BROOKFIELD HIGH, RAH, RAH**

So smash out that line **BROOKFIELD HIGH,**
Go crashing ahead **BROOKFIELD HIGH,**
Our team is our fame protector,
Of boys, for we expect

A touchdown from you **BROOKFIELD HIGH.**
BLUE SPIRIT! BLUE PRIDE!

Fly.....out....that dear old flag of blue and white
Lead on you sons and daughters fighting for you
Like men of old or giants

Placing reliance, Shouting defiance, **OSKEEWAWA!**

Amid the broad green plains that nourish our land
For honest labor and for learning we stand,
And unto thee we pledge our heart and hand,
Dear Alma Mater **BROOKFIELD HIGH!**

The Halls of Brookfield

**Oh, we love the Halls of Brookfield,
That surround us here today.**

And we will not forget

Tho' we be far, far away.

To the hallow'd Halls of Brookfield

Ev'ry voice will bid farewell

And shimmer off in twilight

Like the old vesper bell.

One day a hush will fall,

The footsteps of us all...

Will echo down the hall and disappear

But as we sadly start

Our journeys far apart...

A part of ev'ry heart will linger here

In the sacred Halls of Brookfield

Where we've lived and learned to know

That through the years we'll see you in the sweet afterglow.

BELL SCHEDULE

2022-2023

MONDAY-THURSDAY

Advisory	8:00 – 8:15
1st Block	8:20 – 9:30
2nd Block	9:35 – 10:45
3rd Block/Lunch	10:50 – 12:30
4th Block	12:35 – 1:45
5th Block	1:50 – 3:00

LUNCH: 1st – 10:55 – 11:17 2nd – 11:33 – 11:55 3rd – 12:08 – 12:30

FRIDAY
Early Release

Advisory	8:00 – 8:05
1st Block	8:09 – 9:09
2nd Block	9:13-10:13
3rd Block	10:17 – 11:17
4th Block/Lunch	11:21 – 12:41
5th Block	12:45 – 1:45

LUNCH: 1st – 11:21 – 11:40 2nd – 11:50 – 12:09 3rd – 12:19 – 12:41

2023– 2024 BHS Faculty and Staff

Mrs. Susan Almond	Guidance Administrative Assistant
Mr. Bud Betz	High School Custodian
Mrs. Aerin Billingsley	Art
Mrs. Beth Black	Language Arts
Mr. Jeremiah Blaker	School Resource Officer
Mrs. Cathy Carlson	Guidance Counselor
Mrs. Paige Corf	Mathematics
Mrs. Maria Crespo	Spanish
Mr. David Davis	Science
Mrs. Julie Davis	High School Administrative Assistant
Mr. Dana Dill	Health & Physical Education
Mr. Bill Ehrich	Social Sciences
Ms. Anna Guerking	Vocal Music
Mrs. Amy Harmon	School Sponsored Social Worker
Mrs. Joni Hoover	Food Services Secretary
Mrs. Brenda Hueffmeier	Special Services Education
Mr. Cory Luke	Physical Education
Mr. Joel Magnuson	Mathematics
Mrs. Holly Matzen	Library Media Specialist
Mrs. Jennifer Pfeiff	Science
Mrs. Amber Przybylski	Nurse
Mrs. Julee Reese	Social Sciences
Mrs. Abbey Sackrey	Nurse
Mrs. Stacey Stanfield	Food Services Director
Mr. Ronnie Sharp	Mathematics
Mr. Scott Stevens	AD/AP/Food Services Finance
Mrs. Holly Switzer	Language Arts
Mrs. Louise Taylor	Science
Mr. Nile Thudium	Principal
Mr. Conner Sanchegeaw	Instrumental Music
Mrs. Susan Willis	Social Studies
Mrs. Amber Wood	Special Services Education
Mrs. Tammy Yaeger	Language Arts

BHS Athletic Coaches

Basketball (Boys)	Dray Starzl
Basketball (Girls)	Tim Thomason
Cheerleading	Holly Matzen
Coquettes	Candice Bagley
Cross Country	Holly Matzen
Football	Cory Luke
Golf (Boys)	Angie Downey
Golf (Girls)	Angie Downey
Softball	Paige Corf
Track & Field (Boys)	Clayton Wilson
Track & Field (Girls)	Holly Matzen
Volleyball	Jackie Burns
Wrestling	Drew Passley

Linn County Area Career & Technical Center

Director	Carey Smith
Guidance Counselor	Tonia Montgomery
Evening Coordinator	Shane Thudium
Administrative Assistant	Lindsey Brinkley

Program

Agriculture
At Risk
Auto Mechanics
Building Trades
Business
Business
Computer Networking
Early Childhood Professional
Graphic Arts
Health Occupations
Special Services/VRE
Welding

Instructor

Jessica Dobrzanski
Stephanie Berger
Andy Matzen
Chris Calvert
Jana Sprague
Robert Pauley
Dee Ann Nickell
Connie Rardon
Heather Fiala
Chelsea Wood
Brenda Hueffmeier
Drew Wilkerson

BHS & LCACTC Club/Organization Sponsors

Art Club	Aerin Billingsley
“Bark” - Yearbook	Tammy Yaeger
B-Club – Athletic Letterman’s Club	Cory Luke/Dana Dill
B-Liner – Journalism Class Paper	Tammy Yaeger
Blue Pride Leo Club	Scott Stevens
Endeavor – Student Recognition Program	Tammy Yaeger
FBLA – Business	Bobby Pauley
FCA – Athletic Fellowship	Joel Magnuson
FCCLA –	Connie Rardon
FFA – Agriculture	Jessica Dobrzenski
NHS – National Honor Society	Aerin Billingsley
Scholar Bowl – Academic Competition	Bill Ehrich
SkillsUSA	Jana Sprague
Student Council	Holly Switzer

Brookfield High School/LCACTC Academic & Class Advisors 2023-2024

(Bold indicates lead sponsors)

Class of 2024: Dana Dill, Anna Geurkink, Brenda Hueffmeier, Cory Luke, Dee Ann Nickell, Amber Wood, **Tammy Yaeger**

Class of 2025: Jessica Dobrzenski, Joel Magnuson, Andy Matzen, Bobby Pauley, Ronnie Sharp, Drew Wilkerson, Sarah Willis, **Chelsea Wood**

Class of 2026: Stephanie Berger, **Aerin Billingsley**, Chris Calvert, Dave Davis, Bill Ehrich, Jennifer Pfeiff, Julee Reese

Class of 2027: Beth Black, Paige Corf, Maria Crespo, Heather Fiala, **Jana Sprague**, Holly Switzer, Louise Taylor

2023 - 2024 BHS Student Leaders

BHS Student Council

President – Maddie Wilbeck Vice Pres. – Meghan Edwards
Secretary – Emma Sensenich Treasurer – Nessa Montgomery
Publicity- Braden Hedrick Sponsor- Holly Switzer

BHS Student Information & Expectations

A Plus (A+) School Grant Program

Brookfield High School, with its reputation of academic excellence, was one of the original thirty-eight (38) high schools in the state of Missouri to receive an A+ Schools Grant. The A+ School Initiative focuses on a total school effort to see that all students graduate from high school, that all students complete studies that are challenging and have clear learning expectations, and that all students go on to college, career/technical school, or employment with work place skill opportunities.

To be eligible for A+ money upon graduation from an A+ School, students must succeed in the following:

- Complete the standards for graduation
- Maintain a four (4)-year 95% attendance average
- Maintain a 2.5 grade point average
- Complete fifty (50) hours of tutoring/mentoring
- Maintain a record of good citizenship and avoid the unlawful use of drugs and/or alcohol.
- Students must attend at least six (6) semesters at an A+ School.
- ***Students must achieve a score of Proficient or Advanced on the Algebra 1 End-of-Course Exam.***

Students who meet the criteria listed above will be eligible for reimbursement of tuition while attending full time at Missouri recognized community colleges and/or career/technical schools. In addition, some four year universities are now offering scholarship money to those students who have met all the A+ requirements. Additional information may also be found online at <http://dhe.mo.gov/ppc/grants/aplusscholarship.php>

A+ Mentoring/Tutoring Program

Brookfield High School provides students pursuing A+ status with the opportunity to earn their fifty (50) hours of tutoring/mentoring. Students must complete and submit an application. These are available in the BHS Guidance Office. Once a student submits their completed application, the list is reviewed by the building principal for the following: Students must have demonstrated excellent attendance (95% or better); Academic Responsibility (2.5 GPA or Better), Self-Discipline (No Rule Infractions Beyond ISS) and, Timeliness To Class (Less than 5 tardies the previous semester). Students passing the initial screening will then have their applications sent to Mrs. Wilbeck (BES & BMS Principal). Based upon student needs and teacher availability, high school students will be placed where they will do the most good for younger student learner needs.

A+ Mentoring / Tutoring means working directly with students in an instructional capacity. Hours may not be counted for grading papers, cutting letters, making bulletin boards, running errands. Because the A+ Mentor/Tutor is being counted on by a young learner, it is mandatory that the following guidelines be met:

- Always sign in and sign out at your assigned buildings office.
- Students must display a Visitor Pass when traveling in the middle school/elementary school buildings.
- Attendance is a must. You will be dropped from the program on your 4th non-school related absence during you're A+ Mentoring assigned classroom/teacher, receive an "F" for the class, lose all your accumulated hours and report to ISS for that hour the rest of the semester. If your absence is school related, it is your responsibility to make sure your cooperating teacher knows your schedule. We expect you to do the job you applied for and were given.
- No cell phone use while in the middle school/elementary school buildings will be allowed.
- You may NOT bring outside food and/or drink into the middle school/elementary school buildings.
- Your assigned cooperating teacher is in full control. Their rules are your rules and the rules you will hold younger students to.
- Dress code expectations are very high. You will be expected to dress in complete compliance with the Elementary/MS dress code at all times when you are in their buildings. Failure to do so will result in removal from the program.
- Take ownership in helping your student learners grow.
- You may only be an A+ Mentor/Tutor one semester. Use your time wisely.

Academic Honesty

Academic honesty is one of the most important qualities influencing the character and vitality of an educational institution. Academic misconduct or dishonesty is inconsistent with membership in an academic community and cannot be accepted.

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 you give credit, is plagiarism. You must AUTHOR your own work in every aspect! Plagiarism will result in the work receiving zero points and a discipline referral. The following cite will help you learn more about how to use other person's authored work to support your own:
http://isites.harvard.edu/icb/icb.do?keyword=k70847&pageid=icb_page342054

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

- Changing grades in teacher's grade book.
- Falsely claiming illness to avoid taking an examination or turning in a paper, project, report or take-home test.
- 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 other than yourself (this means created by anyone other than yourself) is considered plagiarism. If someone else wrote it, you CANNOT claim it as your own and submit it for a grade.

Academic Honors

BHS Honor Roll

The following quarterly and semester honors are released to local news media:

“Principal’s Highest Honor Roll”	All A’s or A-’s
“Honor Roll with Distinction”	All A’s and One B
“B Honor Roll”	All A’s or B’s
“ACT Honor Roll”	ACT Composite 21 or higher

Valedictorian – Senior who has the highest GPA after 8-semesters of classes. They are presented with a Valedictorian Medal and give a speech at graduation.

Salutatorian - Senior who has the second highest GPA after 8-semesters of classes. They are presented with a Salutatorian Medal and give a speech at graduation.

Top 10% of Graduating Class – Seniors who represent the top 10% of their class according to GPA’s. Based on 8-semesters of classes. They are awarded Scholastic Honor Pins at graduation.

Culture Award – (Red Ribbon) 1000 Points Required

The Culture Award shall be presented to students who have earned the required number of points by the end of four years through membership in certain extra-curricular activities that offer improvement or development by study or training to refine the mind, manners, and values of the student. Culture awards points originate from the following areas: Vocal Music, Concert & Jazz Band, Art, Culinary Competition and Foreign Language. Culture points are awarded at the discretion of the individual sponsor. Points **MAY NOT** exceed the 200 point maximum per year for any organization as stated above. *(Foreign Language Culture points are dependent upon successful completion of Spanish 1 and 2)*

Service Award (Blue Ribbon) 1000 Points Required

The Service Award will be presented to students who have earned the required number of points by being a member of organization(s) and/or extra-curricular activities during their high school years. Points may be awarded as follows by BHS faculty sponsors/coaches, yet **may not** exceed 200 points per year, per organization:

Student Council President.....	200 Points
Junior or Senior Class President.....	150 Points
Other Class/Organization President.....	125 Points
Other Student Council Officers.....	125 Points
Other Class/Organization Officers.....	100 Points

Student Council Representatives.....	100 Points
District Contest “1-Superior” Rating.....	150 Points
District Contest “2” Rating.....	100 Points
District Contest Participation (No “1” or “2”)	50 Points
State Contest Participation	50 Points
Athletic Varsity	50 Points
Athletic Junior Varsity.....	25 Points
Additional Honors (i.e. Dream Team).....	50 Points

Scholarship Award – (White Ribbon)

The Scholarship Award shall be presented to students, who have earned an accumulated Grade Point Average (GPA) of 3.0/4.0 or better at the end of their seventh (7th) semester.

Academic Intervention – Bulldog Hour

Every BHS student has an assigned Academic Advisor. This assigned teacher will remain with them for their entire high school experience. As you review the bell schedule, you will see Monday through Thursday each week, there is a 15-minute block of time listed as Advisory. On Fridays this time is just 5 minutes. This period of time (also called Bulldog Hour) will provide many positive opportunities to help all BHS students.

During various times of the school year (Start of Semesters, Bell Game Week, Homecoming Week, EOC Week, etc.) students will report to their assigned advisor. They will work on group projects, class projects, campus projects, etc.

Their advisors will monitor their student’s grades daily. If a student falls below a C- in any class, the advisor will make certain the student and his/her teacher is aware. They will then be required to work on that particular class, sometimes with a specific teacher.

ACT Information

- Continuing your education after high school is important! At some point in your life you will pursue some type of career. Those that secure additional education or training beyond high school have done all they can to elevate opportunities.
- Education beyond high school gives you a lot of other benefits, including meeting new people, taking part in new opportunities to explore your interests, and experiencing success.
- The American College Test (ACT) is required for entrance or placement at most of the colleges in the state of Missouri.
- The ACT is given six (6) times per year on our high school campus. Forms for registering to take the ACT are available in BHS & LCACTC Guidance Departments.
- Studies show the more times you take the ACT test over your high school years, the better course selections you will make that will help raise your ACT test scores.

2023-2024 ACT Test Dates

Sept. 22 Oct. 28 Dec. 9 Feb. 10
April 13 June 8 July 13

Admissions

The Board of Education shall provide free public education to all students who are residents of the school district and who are between the ages of 5 and 21 years and who otherwise qualify for admission under Missouri law unless otherwise required by federal law. Persons seeking admission to the district and its instructional programs must satisfactorily meet all residency, academic, age, immunization, discipline and other eligibility prerequisites as established by Board policy and law. Students who are homeless, in foster care or are otherwise entitled to admission will be admitted in accordance with Board policy and law. 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. Students who transfer to the district from another district will be placed in accordance with Board policy.

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.

Without the superintendent 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.

Admission Restrictions

In accordance with § 167.171, RSMo., no student may be re-admitted 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.

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

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.

Alternating Ten (10) Block Schedule

BHS students have Six (6)-instructional blocks (classes) every day. Days are either Blue or White and alternate throughout the entire school year. At the "Four Corners" (main hallway crossing at BHS) is a flag representing the color of the day. On a student's schedule Blue Days are represented by a "B". White Days are represented by an "A" (*think Albatross...big WHITE bird*).

The Blue/White schedule will be set at the beginning of the year. When a snow day happens, that day is simply missed and that is the color day that will be made up later. It will take a while for you to figure out the schedule. If you have any questions or need any help, please contact the BHS Office.

Brookfield R-3 is a Professional Learning Community district. Every Friday, beginning **September 14, 2018**, students are released at 1:45PM. From 1:45PM to 3:30PM all faculty/staff are involved in Professional

Development. This time allows teachers to work together to help students achieve improved academic growth.

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. Pep assemblies will be scheduled when deemed advisable by mutual consent of the students, coaches, cheerleaders, cheerleader sponsor, and the administration. **ALL** students are to attend the assemblies. Unless otherwise indicated, all assemblies will be held in the gymnasium. Students who do not comply with these guidelines may be assigned a seat or prohibited from attending.

At BHS assemblies the following behavior is expected:

- The National Anthem or Pledge of Allegiance will start all assemblies. All students will stand in a respectful manner.
- Students are to sit appropriately in the bleachers during the assembly. At certain assemblies (Bell Game & Homecoming) seniors will be allowed to set on the floor in front of their section if they so choose (as long as respectful). All other students will be in the bleachers. All PDA rules apply.
- ***When presenters are talking, BHS students are listening. Absolutely NO CELL PHONES use during assemblies unless given permission.***
- Applaud only when applause is appropriate and refrain from drawing attention to individual students unless appropriate.
- At the close of each program, you will be given directions on what hour/block to report to and then you will be dismissed.
- ***BHS sits together! No student will sit in the very far corners or clear against the East/West walls.***
- ***If you are asked to step down/out of the bleachers for disrespectful behavior, you will not participate in another assembly the remainder of the year.***

Seating Assignments for Assemblies:

- | | |
|--------------|-------------------------------|
| • Seniors | South Bleachers – Center |
| • Juniors | South Bleachers – West Center |
| • Sophomores | South Bleachers – West End |
| • Freshmen | South Bleachers – East End |

Assessments

EOC – All Brookfield High School students will take nine (9) State Assessments called “End-of-Course” Exams during their four (4) years of high school. The exams are worth 10% of the student’s total grade in the class. A student’s “BEST EFFORT” on these exams is extremely important. “End-of-Course” Exams are given in Language Arts 1 (9th), Language Arts 2 (10th), American History (9th), American Government (11th), Biology, Algebra 1, Geometry, Algebra 2, and Physical Science. To be eligible for graduation, students enrolled in the previously listed classes must complete the EOC’s.

PSAT – The Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) is a program co-sponsored by the College Board and National Merit Scholarship Corporation. It's a standardized test that provides first hand practice for the SAT. It also gives you a chance to enter National Merit Scholarship Programs and gain access to college and career planning tools. This test is administered to the top 20% of the Junior class on Wednesday, October 19, 2016. It will also be given to any student who requests to take it. The PSAT measures 1) Critical Reading Skills; 2) Math Problem-Solving Skills; and 3) Writing Skills. There is no student cost for the PSAT test.

ASVAB – The **A**rmed **S**ervices **V**ocational **A**ptitude **B**attery is the most widely used multiple-aptitude test battery in the world. ASVAB is administered the 1st Tuesday of November. As an aptitude test, the ASVAB measures your strengths, weaknesses, and potential for future success. For more information regarding ASVAB and other Military Branch questions contact Mrs. Montgomery, LCACTC Guidance or go to: <http://www.baseops.net/militarybooks/asvab>

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.**

Athletics/Activity Eligibility and GPA

Representing Brookfield High School in any manner (athletic or activity) is an honor and a privilege that requires responsible choices and decisions. ***The first of those responsibilities is to be successful in the classroom. All BHS student/athletes must maintain a minimum 2.0 Quarterly GPA (Grade Point Average).*** Due to the multiple schedules used in our 10-Block Alternating schedule it is critical that student/athletes stay current in all classes.

The Grade Point Average Calculator is electronically available to parents on the Brookfield R-3 High School Web Site. Students may always ask advisors, office staff, guidance, and administration to help calculate their GPA's. Ask often!!

Athletics/ Extra Co-Curricular Information (MSHSAA)

The opportunity for participation in a variety of student selected activities is a vital part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, to the activity, to the student body, to the community, and to the student. Brookfield's student activities are

considered an integral part of the school's program of education which provides experiences that will help to develop young men and young women physically, mentally, socially, and emotionally. Brookfield High School is a member in good standing in the Missouri State High School Activities Association (MSHSAA) and the Clarence Cannon Conference (CCC).

Co-Curricular Activities are those that are directly associated with course offerings and part of a student's grade will be based upon their effort and participation in scheduled activities. These include the following: Agriculture, FCCLA, DECA, *Drama*, FBLA, *Music (Instrumental & Vocal)*, SkillsUSA, and Yearbook.

Extra-Curricular Activities are those that are based outside the academic arena and **MAY NOT** be linked to a student's grade. These include the following: All Athletics, Art Club, B-Club, Leo Club, FCA, NHS, Scholar Bowl, Science Olympiad, and Student Council.

Eligibility

Representing Brookfield High School through Co-Curricular and Extra Curricular Activities is a privilege, not a right! Once you choose to wear Blue Pride Bulldog Blue & White and accept the role of others viewing you and your actions as an extension of what BHS stands for, you also accept the responsibility of doing so in such a way that promotes **ONLY** positive perception. For that reason, BHS has adopted the following Eligibility Rules for all participants:

- All BHS Student Code of Conduct rules are in effect at all school-sponsored activities/events. This includes on or off campus, to and from sites, in the bleachers and in the hallways of hosting schools.
- Good attendance (95%) or better is required for students who wish to attend a club/organization extra-curricular field trip.
- Student must participate in the Brookfield R-3 Random Drug Testing Program. Student and parent must complete and sign the form and turn it in prior to the deadline.
- For all MSHSAA sanctioned programs/athletics/activities the following policies will enforced and upheld:

Citizenship Standard

Students who represent a school in interscholastic activities must be credible citizens and judged so by the proper authority. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered "credible citizens." Conduct shall be satisfactory in accordance with the standards of good discipline.

Law Enforcement

A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (i.e. jail time, fine, court costs, etc.) or special condition of probation (i.e. restitution, community service, counseling, etc.) has been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies. Moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol, or injuries to others. After a student has completed all court appearances and penalties, and has satisfied all

special conditions of probation and remains under general probation only, local school authorities shall determine eligibility.

Student Responsibility

Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under the above standards. If the student does not notify the school of the situation prior to the school's discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the Board of Directors.

Athletics/Activities Policies/Drug Testing Policy

Physical Exams and Insurance

The school shall require of each student participating in athletics a physician's certificate stating that he or she is physically able to participate in athletic contests sponsored by the school. ***A student will not be permitted to practice or compete until he/she has verification of athletic insurance coverage. Failure to try out and make a squad due to NOT having a completed physical the first day is up to the discretion of the head coach.***

Alcohol, Non-Prescription Drug and Tobacco Policy

This policy pertains to all students and athletes, cheerleaders, dance members and participants involved in school-sponsored, extra curricular and co-curricular activities during the school year at Brookfield R-III School in grades 7th -12th. However, if preparation for a school-sponsored activity begins prior to the first day of school, this policy will go into effect on that day. Additional consequences will be enforced for violations on school property, school trips, or activities in which students are representing the School District as outlined in the Board of Education policies and procedures.

Attendance Policy and Excuses (Grades 9-12)

As directed by the school board, the following procedures will be used to implement the district's attendance policy.

Definitions

Attendance: A student is considered to be in attendance if he/she is physically present in a class; participating in a district-sponsored or district-approved activity; participating in a class through alternative methods or media as allowed by Board policy; receiving homebound services at another location pursuant to law or by arrangement of the district.

Absence: Any period of time for which the student is not in attendance during the regular school day.

Late: Signing into school after the Eight O'Clock bell. This time does accrue towards total hours of absence, and would be considered unexcused without contact from a parent.

Parent: A parent, guardian, or a person acting as a parent in the absence of the parent or guardian if the student is under 18 years of age. If the student is 18 or otherwise emancipated, the student can serve as their own “parent” for purposes of this procedure.

Tardy: A student who is on campus, but not in his/her assigned area at the beginning of scheduled class time will be considered Tardy.

Truancy: A student is considered Truant if he/she is absent from class or school without the knowledge and consent of the parents and/or the administration. A student is also considered Truant if he/she leaves school without the consent of the principal or accumulates excessive, unjustifiable absences, even with parental consent.

Attendance Standards for AMI Students

An overview of the assignments will be posted at 8am on the first day of the school week. All assignments must be submitted by 3:30pm. If they are all complete, the student will be considered present for that school week. Any incomplete assignments will result in a prorated attendance percentage for the week.

Attendance Standards for In Seat Students

The following absences will be considered excused. **Parents must contact the office by phone or a hand-written note as indicated.**

1. Illness or injury of a student with written excuse from a parent. *In cases where a student’s medical condition will cause him/her to exceed the 6 allotted excused absences, a doctor’s note will be required.
2. Illness or injury of a member of the student’s immediate family when the student’s presence is necessary or expected, with written excuse from a parent.
3. Medical appointments, with written appointment confirmation by a medical provider.
4. Funeral, with written excuse from parent. The principal may require evidence of attendance as additional verification.
5. Religious observances, with written excuse from a parent.
6. Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with written excuse from a parent. *The principal may require additional documentation for verification of the absence.
7. Out of school suspension.
8. Visits with a parent or legal guardian who is an active duty member of the military if he/she has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.

School Sponsored Absences

Absences for school-sponsored activities will not be counted as absences when the student is under the direct supervision of a school staff member (field trips, athletic events, music events, academic competitions, and club/organization events).

Make-up assignments must be completed in advance or at the request of the teacher due to an absence for a school-sponsored activity.

College Visits are not counted as an absence when arranged through the Guidance Office. Students will be expected to make up all assignments from missed classes regardless of whether an absence is excused or unexcused.

Consequences for Violations

All absences not listed above, and any absence for which parent contact is required and is not received, will be considered **unexcused**.

Students will be expected to make up all assignments from missed classes regardless of whether the absence is deemed excused or unexcused. (See Homework Policy)

In all cases of an absence from school, it is the responsibility of the parent or guardian to contact the high school office. If your student is absent and you have not contacted us, we will attempt to call you before 9:00 am the day of the absence. You have **24 hours** to verify that the absence is excused **by phone or hand written note**.

If a student knows of an extenuating circumstance in advance that will require an absence, he/she should discuss it with the principal so necessary arrangements may be made in advance.

6.6 hours of absence will equal 1 total day.

6 excused absences or any unexcused absence during a semester will be assessed an academic penalty in the form of a grade reduction as follows:

Absence	Grade Reduction	Unexcused Absence	Grade Reduction
6 days=39.6 hours	2%	1 day=6.6 hours	4%
7 days=46.2 hours	4%	2 days=13.2 hours	8%
8 days=52.8 hours	8%	3 days=19.8 hours	16%
9 days=59.4 hours	16%	4 days=26.4 hours	32%
10 days=66 hours	32%	5 days=33 hours	50%

This academic penalty is intended as a deterrent to excessive absences. Academic consequences accumulate more quickly for unexcused absences, because they are avoidable. Penalties are cumulative so that a student with (6) excused absences and (1) unexcused absence would be penalized (6%). Unexcused absences will not count toward the excused absences total, so a student with (5) excused absences and (1) unexcused absence would only receive the penalty of (4%).

Any student may reduce accrued absences by attending make up study held on Saturday mornings. The student must notify the principal that he/she wishes to make up attendance days. At that time a Saturday make up session will be arranged. The student must meet certain stipulations during that time period in order for that "seat time" to count. An assignment will be given to the student. This assignment must be completed within the time served during a Saturday make up session. The student will be expected to behave in a cooperative manner during this time period, must be in the required classroom at the time stipulated, and remain in attendance the entire session. Make-up sessions do not match the educational value of actual class attendance. With this in mind no student will be allowed to make up more than (5) absences.

The district will contact the Children's Division of Department of Social Services and/or the prosecuting attorney in cases where the district has reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parents or that the parents are in violation of the compulsory attendance law.

Appeal Process

The student has the right to appeal any assigned academic consequences if the student and/or parents believe they can produce evidence that could prove that the penalty should not have been assessed against the student. In such a case an appeals committee would be formed consisting of at least one (1) administrator, one (1) counselor, and two (2) teachers. If the student and/or parents remain unsatisfied with the decision of the committee, the decision may be appealed to the Superintendent for review.

Attendance Codes

Various attendance codes are used to track student attendance. The more honest communication the school and parents share, the more accurate your child's attendance will be at all times.

Examples of Attendance Codes:

- **EXCUSED-** defined above

- **UNEXCUSED-** defined above
- **LATE-** a student will be coded as LATE when he/she fails to arrive in first block class prior to the 8am bell. This time will accrue as time a student is ABSENT from school. Therefore, it may accrue as UNEXCUSED time if the student doesn't have a valid reason for being late to first block class.
- **Tardy-** a student will be coded as TARDY if he/she has been counted as present for the day, but fails to arrive in class prior to the tardy bell 2nd-6th Blocks.

Attendance Times

BHS begins classes at **8:00AM**. Monday through Thursday classes are 70-minutes long. The day ends at **3:00PM**. Students are expected to be on campus early enough to make to their first hour on time. High school represents the final step of childhood lessons before entering the adult world.

Tardiness is a bad habit and one that isn't easily broken. The best way to avoid 1st hour LATES is to be at BHS by 7:50AM. Students arriving BHS prior to 7:45AM are to wait in the cafeteria. The hallways open at 7:45AM. Students found in the halls prior to 7:45AM will be considered **"Out of Assigned Area"** and dealt with according to the BHS Student Code of Conduct.

Attendance - Signing In and Signing Out

Any student arriving or leaving Brookfield R-3 School grounds (any building) after 8:00AM or before 3:00PM **MUST HAVE** proper parent/legal guardian permission. **This means every student from ages 5-years through 21-years may only "arrive late" or "leave early" after a verified communication with their parent/legal guardians. Parents/Guardians must either call the school or escort the student into or out of the office.** All students must sign in and out at their respective building offices once proper parent/legal guardian verification has taken place. There will be **NO EXCEPTIONS** to this rule.

Attendance & Attending SCHOOL EVENTS

To attend any school event (day or evening), a student must be present at school at least three (3) class hours of the day of the event. If the event falls on Saturday or Sunday, the student must have attended at least three (3) class hours on the previous Friday. Daily attendance sheets will always be monitored and checked at extra-curricular activities. Students will not be permitted to attend the event if they did not meet the attendance criteria.

In the case of extenuating circumstances (pre-set doctor's appointments, funerals, etc.) the parent will need to contact the high school principal ahead of time and make arrangements.

Attendance: College Day/Career Day Visits

Deciding where to obtain your post-secondary education/training is a huge step and one that should not be taken lightly. It is also one that students need to begin thinking about much earlier than their senior year in high school. For that reason, BHS students are entitled to the following College/Career Visits as long as all procedures and deadlines are met. A College/Career Visit absence (with proper procedures being met in a timely manner) will not be counted as an absence.

- o Seniors will be permitted three (3) College/Career Days (12th)

- o Juniors will be permitted two (2) College/Career Days (11th)
- o Sophomores will be permitted one (1) College/Career Day (10th)

College/Career days are not cumulative. A student **MAY NOT** wait until their senior year and be excused for six (6) days because they didn't use them their Sophomore or Junior year. Applications for College/Career days are located in the Guidance Department offices. ***Forms must be completed and submitted to a building administrator at least three (3) school days before the trip date. Failure to meet the deadline will result in the absence being counted against the student.***

Attendance: Tardy Policy

Brookfield High School believes that success in school is dependent upon punctual, regular attendance. Tardiness has a direct correlation to poor student performance and is detrimental to the total learning environment.

Tardy Definition: A student who is not inside his/her classroom doorway when the tardy bell rings.

All teachers remain in their respective doorways until the tardy bell rings. As soon as the tardy bell rings, teachers close their doors. Any student arriving to a classroom after the tardy bell and the door is closed is now tardy. The teacher **MAY NOT** admit the student at this point. The student must report immediately to the BHS office for a tardy pass.

Tardies and/or Lates #1-#5 are warnings and the student is given a Tardy Pass and sent to class. On the 6th Tardy and/or Late the student is issued an immediate 1-hour after school detention, given a Tardy Pass and sent to class. The detention must be served on the next available date. If the detention isn't served on the assigned day the penalty doubles to two (2) hours and all privileges to attend any/all school activities will be suspended until the detention is served. If a student reaches 12 Tardies and/or Lates, he/she is assigned a Saturday Detention. If the student fails to attend, the penalty doubles.

Un-served detentions for tardies are carried forward from semester to semester; and year to year. Students will at some point need to serve their time if they wish to participate in the graduation ceremony.

Once a detention is served, the student returns to good standing attendance wise and the process begins again. Students are limited to two (2) rounds of 6 tardies/lates each semester. Once a student exceeds their 12th tardy in a semester it will be considered as "Insubordination" and dealt with in the following manner:

Tardy # 13	Insubordination 2-Days OSS
Tardy #14	Insubordination 3-Days OSS
Tardy #15	Insubordination 5-Days OSS

Tardies are dealt with on a semester basis. Parents will receive notification when their child(ren) have been assigned a detention for a 6th tardy. When a student reaches the Insubordination level a conference will be held with the student, parents, attendance secretary, and the building administrator.

Building Entrance

Students – The Main BHS Entrance doors, on the East side of the building are open and supervised from 7:15AM to 8:00AM. At 8:00AM, the doors are secured and all entrance into the BHS building must happen through the South side entrance doors. Students must have their current year ID cards with them and show

them to Central Office staff before they will be admitted into the building. Failure to have your ID will result in the BHS Office being contacted and an office staff will have to walk over and let you in. Failure to have your card a 2nd time will result in disciplinary action. Always have your BHS ID card with you at school.

Parents – Please use the South entryway during instructional hours. Once inside the exterior doors, ring the airphone button and you will be met by a member of the Central Office staff. They will ask what your purpose is and then guide you to the next step. If you are picking up a student from BHS, they will contact the BHS office, who will notify your student and have the student report to you in the vestibule area. There are chairs for you to use while you wait on your student. If you need to speak to the BHS office, they will let whomever you are wishing to speak to know and open the door for you.

Bullying *(Linked to School Board Policy JFCF)*

Bullying Reports can be found in the High School Office, and on the High School Website.

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 districtwide antibullying coordinator. The antibullying 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 antibullying education and training programs. In addition, the antibullying 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 facts will be reviewed by 3 administrators who 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.

Bus Behavior

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 busses that violates school policy may result in a student being suspended from riding on the bus or having other disciplinary action taken.

Cell Phones/Electronic Devices

Cell Phones/Electronic Devices are **NOT** allowed in the classroom during instructional time. All students have access to a chromebook, which means there is no longer an educational purpose for using cell phones in the classroom.

Students will be required to place their cell phones in a holding device when they enter the classroom. They will have their phones returned to them at the end of instructional time.

Unless otherwise directed, Electronic Devices are NOT to be out during instructional time, assemblies, club/class meetings, Academic Intervention Classes, etc...

Electronic Devices may be used during passing time, privilege time and lunch time.

Failure to abide by the rules will result in the following repercussions:

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| 1st violation with administrator | Reported to administration, conversation |
| 2nd violation | Reported to administration, item confiscated and returned at the end of the School day, 1 Detention |
| 3rd violation | Reported to administration, item confiscated, parent notification, item Returned to parent, 2 Detentions |
| 4th violation | Reported to administration, item confiscated, parent notification, item Returned to parent, Incident handled as |

Insubordination.

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| 5th violation | Reported to administration, item confiscated, parent notification, item Returned to parent, Incident handled as |
|---------------|---|

Level 2 Insubordination.

***Refusal to surrender the device will be treated at Insubordination.**

Code of Conduct

Category I Offenses	Violation Consequence Range of Action
Academic Dishonesty Plagiarism Cheating Forgery Bus/Transportation Misconduct (Includes All Pick-Up and Drop-Off Areas) Disrespectful Conduct/Speech Disruptive Conduct/Speech Dress Code Electronic Devices (Cell Phone) Failure to care for/return district property Gambling Lack of Academic Effort Nuisance Items-possession or use Out of Assigned Area Physical Aggression/Horseplay Public Display of Affection	<p>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 student/parent end of day)</p> <p>2nd Violation Parent-Student-Administrator conference; 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)</p> <p>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)</p> <p>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)</p>

Category II Offenses	Violation Consequence Range of Action
Bullying/Cyberbullying - (board policy JFCF) Hazing - (board policy JFCG) Insubordination Profanity/Obscene Behavior Toward Peers Profanity/Obscene Behavior Toward Faculty/Staff Reckless/Improper Use of Vehicles Theft	<p>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</p> <p>2nd Violation</p>

<p>Tobacco (Use or possession of all tobacco products, e-cigarettes or other nicotine delivery products) Trespassing/Unauthorized Entry Truancy Unauthorized Entry Vandalism Vapes (regardless of nicotine content)</p>	<p>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</p> <p>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</p> <p>Serious or repeated violations of Category II offenses may become grounds for administrative recommendation for long-term suspension and/or recommendation for expulsion.</p>
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Category III Offenses	Violation Consequence Range of Action
<p>Assault Extortion False Alarms Fighting Incendiary Devices/Fireworks Possession/Use of Alcohol Possession/Use of Controlled Drugs Possession of Over-The-Counter (OTC) Drugs, Herbal Preparations or Imitation Drugs or Herbal Preparations Possession of Paraphernalia Threats or Verbal Assault</p>	<p>1st Violation Student-Administrator-Parent Conference; 3-10 Days of Out-Of-School Suspension (OSS); 1 to 30-Day Suspension of All Extra-Curricular Activities (administrator discretion); Possible Law Enforcement Contact</p> <p>2nd Violation Student-Administrator-Parent Conference; 10 Days of Out-Of-School Suspension (OSS) with Recommendation of Additional Days Up to 180 Days; Loss of All Extra-Curricular Activities; Possible Law Enforcement Contact</p> <p>Serious or repeated violations of Category III offenses may become grounds for administrative recommendation for long-term suspension and/or recommendation for expulsion.</p>

Category IV Offenses	Violation Consequence Range of Action
Aggravated Assault Arson Bomb Threats Distribution or intent to distribute alcohol or controlled drugs (linked to board policy JFCH) Harassment /Sexual Harassment (linked to board policy AC) Sexting/Possession of Sexually Explicit, Vulgar or Violent Material/Sexual Activity	All Violations: Initiation or recommendation of legal action and immediate suspension with a recommendation for expulsion.

Category V Offenses	Violation Consequence Range of Action
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.	
Board policy JFCJ Possession or Use of Ammunition or a Component of a Weapon Possession/Brandishing/Use of a Firearm, or Weapon Possession 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.

Technology (Linked to School Board Policy EHB)

Technology Misconduct	Violation Consequence Range of Action
<p>Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer “viruses,” “hacking” tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.</p>	<p>1st Violation Restitution; Student-Administrator-Parent Conference; Loss of User Privilege, Detention, or In-School-Suspension.</p> <p>2nd & Subsequent Violations Restitution; Student-Administrator-Parent Conference; Loss of User Privileges Remainder of Year and 1-180 Days Out-Of-School Suspension or Expulsion.</p> <p>Violations involving the use of audio or visual recording equipment will result in:</p> <p>1st Violation Confiscation; Student-Administrator Conference with Parent Contact; Before or After School Detentions; Friday or Saturday Detentions; In-School Suspension (ISS)</p> <p>2nd & Subsequent Violations Student-Administrator Conference with Parent Contact; Before or After School Detentions; Friday or Saturday Detentions; In-School Suspension (ISS); or 1-10 Days Out-Of-School Suspension (OSS)</p>

***It is impossible to to list all disciplinary issues with consequences in this handbook. Anything that is not listed in the code of conduct is left to the discretion of the building administrator.**

BHS Discipline Action & Definitions

BHS Detention: The student is required to be at school for an assigned amount of time before or after school or on Saturday. 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. It is the student's responsibility to secure transportation to and from school for detention.

Teacher Detention: Detention assigned and supervised by a teacher and served by the student in the instructional area assigned to the teacher. It is the student's responsibility to secure transportation to and from school.

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.

Suspension Procedures

According to the Policies of the Brookfield R-3 School District, a student may be suspended for sufficient cause by the school principal or his/her designee. A suspension shall not exceed ten (10) days unless a recommendation for expulsion is pending.

A student has the right to a hearing prior to suspension by the school principal or his/her designee. Best efforts to notify the student's parents or guardian by telephone must be made if action is taken to suspend the student.

Once a student is suspended, there are two options:

1. The student may remain silent and not contest the suspension.
2. The student/parent may appeal the suspension by meeting with the Principal. The Principal's decision may be appealed by filing a written request for a hearing before the Superintendent or his designee. This written request for a hearing must be delivered to the Superintendent, Brookfield R-3 School District, within five (5) days of the date of suspension.

The Superintendent shall decide whether to affirm, modify, or disapprove the suspension. The decision of the

Superintendent or his designee may be appealed to the School Board by filing a written request within seven (7) school days of the Notice of Superintendent's Decision.

A transcript of the minutes of the hearing with the Superintendent or his designee, copies of all supporting documentation and the parent or guardian letter of appeal will be forwarded to the

School Board for its review. Parents or guardians will be given written notification of the date that the documentation will be reviewed by the School Board.

While under suspension, any student found on the grounds of the Brookfield R-3 School District may be subject to a trespassing charge. Students may not attend any school activities occurring on campus, including athletic events, until reinstated.

Expulsion Procedures

Expulsion is defined as the removal of a student from school and the termination of that student's enrollment in school for any period of time as determined by the school board. Generally, the length of an expulsion will be dependent upon the nature of the offense and will be tied to a school semester or school year. The Board also has the authority to expel a student permanently. The student may petition the Board to request reentry into the school system; however, the student must show undue hardship or changed circumstances, and no petition should be submitted within a period of one calendar year from the date of the expulsion.

When a principal is considering a recommendation for expulsion of a student, the principal shall give written notice to the parent/guardian of a hearing to be held at the school for the presentation of evidence. If a principal decides to recommend expulsion of a student, the principal shall forward a written recommendation to the Superintendent or his designee and shall advise the parent or guardian of the recommendation. The Superintendent or his/her designee shall give the student and his / her parents or guardian written notice of a hearing at which time the Superintendent or his/her designee will determine whether or not to forward the recommended expulsion to the School Board. The student has the right to appear at the hearing, to present witnesses, to cross-examine the administration witnesses, and to be represented by an attorney. The Superintendent or his/her designee shall review the evidence presented at the hearing and shall determine whether to affirm, modify, or disapprove the principal's recommendation. The student and his / her parents or guardian shall be given written notice of the recommendation of the Superintendent or his/her designee. The student and his/her parents or guardian shall be notified in writing of the date when the School Board will meet and act on the recommendation. The student and his/her representative have the right to be heard at that meeting or to request a hearing on the Superintendent's recommendation. The request for the hearing shall be in writing.

In all cases, hearings will be private unless otherwise requested by the student or his / her parents or guardian.

Re-admittance/Enrollment of Suspended or Expelled Students

1. Mandatory Conference
 - a. Before readmitting or enrolling a student properly suspended/expelled, a conference must occur to review conduct that was the basis of the disciplinary action and to discuss medial/preventative measures.
 - b. Conference must include appropriate school officials including involved teacher, pupil, parent or guardian or agency.
 - c. School board must, in writing, notify the parents and other parties in writing of the conference, of a student who has been suspended for more than 10 days.
 - d. Failure of any party to attend the conference shall not preclude holding of the conference.
2. This conference also required before enrolling students on suspension/expulsion from other school districts.

Dress Code/Appearance

The Board of Education advocates a dress code for all students. The Board believes that proper etiquette, good grooming, and appropriate dress are an essential part of the educational process. Any extremes in clothes, hairstyles, cosmetics, jewelry or appearance that may disrupt the normal operation of the school or adversely affect the safety or personal hygiene of any student will not be acceptable.

The following rules regarding grooming and dress will be in effect for all students at Brookfield High School:

1. Hats, sunglasses, handkerchief head scarves, 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 tops with spaghetti straps 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. No bra straps should be showing.
5. Low-cut shirts and open-back shirts are prohibited. "Off the shoulder" tops/blouses are not permitted.
6. No clothing with inappropriate language, phrases, pictures, or innuendoes will be allowed. Clothing that advertises illegal drugs or paraphernalia, alcohol, bars, tobacco, or violence is also prohibited.
7. Jewelry and chains that are distracting or dangerous will not be allowed.
8. "Sagging" is not allowed. Boys' pants/jeans must cover the underwear or boxer shorts at all times. Girls' pants/jeans must cover the underwear at all times.
9. Boys' shirts must have sleeves that cover the armpits.
10. All students must wear shoes, boots, or some type of footwear.
11. Students must refrain from wearing oversized or bulky coats/jackets that may conceal items not appropriate or safe for school.
12. Students should not wear pajamas to school unless approved by the administration for special occasions.

Driving of Personal Vehicles

Driving and parking on campus is a **privilege**.

- All rules of the road apply, and safety is a top priority. No students should ever leave the parking lot without putting on their seat belts.
- In order to park a vehicle on school property, students must consent to participating in the school district's random drug testing program.
- Student's driving and parking motorized vehicles (of any kind) on Brookfield R-3 Campus must purchase and display a current year parking permit.
- Current year **SENIORS ONLY** may purchase specialized personalized parking spots. Senior parking curbs will be painted all **BLUE**.
- Faculty and staff parking curbs are painted **YELLOW**. Any student parking in a **YELLOW** parking area will be towed.
- Underclassmen (Juniors, Sophomores, Freshmen) parking is **UNASSIGNED** and will be designated by **WHITE** curb. All **WHITE** parking is on a first come, first served status.

- The circle drive located to the north of BHS is a Fire Zone and is a “No Parking” zone. The City of Brookfield has asked that we keep that circle drive clear at all times. Violator’s will be ticketed and towed according to school and city rules/laws.
- Student vehicles will be driven to school, parked, and not moved until the end of the school day or the student’s last class.
- Students are to enter the building as soon as they leave their vehicles.
- Once a vehicle has driven on Brookfield R-3 School grounds it is considered as having reported for classes. Students **MAY NOT under any circumstances**, drive on school grounds and then leave again. Once you turn onto either of the road entrances, you are to remain on campus.
- Students **MAY NOT** return to their vehicle during the school day without approval from the building principal.
- The speed limit is 10MPH.
- A student’s car may be searched at the discretion of the administration when there is suspicion that the contents or the driver may pose a threat to the safety and welfare of other students, staff members, or themselves.

Emergency Drills (Board Policy EBC)

Emergency preparedness drills (fire, severe weather, tornado, bus evacuation, bomb threat, lockdown, shelter-in-place and evacuation) will be developed by the superintendent or designee in cooperation with the building principals. A sufficient number of drills will be conducted in each building to give instruction and practice in proper actions by staff and students. Emergency exiting procedures will be posted near the door in each instructional area. Instruction in fire drills shall be given early in the school year, and drills shall be held regularly throughout the year.

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.

Field Trips

As part of your on-going educational experience from time-to-time you will have the opportunity to go on field trips. In all cases, when the field trip is leaving campus for any reason, every student must have parental permission to go. Your teacher will provide an "Academic Release" form for you to take around to all your teachers **ONE WEEK** prior to the trip date. In order to attend any field trip that involves loss of class time in other classes not involved in the field trip, you **MAY ONLY ATTEND** if you are a student of good academic standing. That means if you have an "F" in any class that might be missed, the teacher of that class has every right to refuse to sign your "Academic Release" form and you will remain at BHS, attend your classes and **NOT** go on the field trip. Students must attend school and all their assigned classes the **FULL** day prior to any field trip date to attend the field trip.

No verbal permission will be accepted. Parent must provide written permission by the deadline date and time.

Food Service & Cafeteria Rules

Meal Budget Planning: The district's official cost for breakfast and lunch for the 2022-2023 school year is as follows:

EL/MS: Breakfast \$1.60 Lunch \$1.90 HS: Breakfast \$1.60 Lunch \$2.05
Adults: Breakfast \$1.85 Lunch \$2.45

Alternative Meals: 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 \$20, or approximately ten unpaid meal charges.
- 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 of \$20.00 or more. 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.

Cafeteria Rules

OPAA and the BHS Custodial staff goes above and beyond the call of duty to make your dining experience enjoyable and healthy. In return for their care and concern, all BHS students are expected to conduct themselves in a responsible adult manner in the cafeteria.

BHS Expectations

- Waiting your fair turn in line. No cuts given or taken.
- Say ***“please”*** and ***“thank you”*** to the lunch ladies.
- ***After returning your empty tray to the kitchen window, students will return to their seats and remain seated until the dismissal bell rings for their lunch shift.***
- No food or trash is to be left on or under the tables.
- Keep your voices at an appropriate level.
- If you made a mess or spilled something, clean it up. Please don't leave it for the next person to deal with.
- ***When the bell rings, push in lunch chairs and pick up all trash.***

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 requested by contacting the appropriate building office.

Grading System and Student Academic Progress Reports

Brookfield High School teachers are to keep their SISK12 Grade Books current at all times. Grade Books are to be current the first day of each new instructional week. From time to time assignments are long-term projects and grades are not posted as often. Teachers will list the due date of such assignments in their grade book, but will not score the points until the due date is reached. Parents have full access to student information via the Parent Portal for SISK12.

Grading Scale

Brookfield High School has a grading policy across the curriculum. Letter grades from “A” to “D-” are passing. A grade of “F” indicates failure. The grade given at the end of the semester is a cumulative grade for that semester and is the grade recorded on the students’ permanent record. Permanent records are sent to colleges, schools and prospective employers looking for information about you. It is important that you establish a good record for yourself, as it will be with you the rest of your life.

96 to 100	A	Excellent	73 to 76	C
90 to 95	A-		70 to 72	C-
87 to 89	B+	Above Average	67 to 69	D+ Below Avg
83 to 86	B		63 to 66	D
80 to 82	B-		60 to 62	D-
77 to 79	C+	Average	59 or less	F Failing

Incomplete INC Possible No Credit

Incompletes must be made up within two (2) weeks after the end of the grading period (Quarter or Semester).

Graduate Information - Graduation Ceremony

This ceremony is the marking of the beginning of adult life after high school. It is a ceremony to commemorate a student’s successful completion of the elementary/secondary experiences. Commencement will be conducted with dignity and in a manner that shows the highest of respect to the Brookfield community which has supported all aspects of public education.

1. Only seniors who have met **ALL** requirements for graduation will be permitted to participate.
2. Attendance to **ALL** rehearsals is mandatory.
3. All fees/fines/materials must be cleared and paid in full.
4. Dress Code listed below will be enforced:
 - Boys Collared Shirts and Tie
Dress Slacks
Dress Shoes/Boots (Cleaned & Shined)
 - Girls Skirts/Dresses/Blouses
Dress Shoes
 - Cap Worn level on the head
Tassel worn on left side

Under NO circumstances will the following be allowed: Jeans, Tennis Shoes/Flip Flops, Sun Glasses, Buttons/Writing on Caps or Gowns, Chewing Gum or Chewing Tobacco, Electronic Devices During Ceremony

Graduate Information – Early Graduation

Information regarding applying for early graduation may be obtained from the BHS Guidance Department. Significant changes are being made in this policy and are not available at the time of print for this document.

Graduate Information - Graduation Requirements

Communication Arts	4.0 Credits
Mathematics	3.0 Credits
Science	3.0 Credits
Social Sciences	3.0 Credits
Fine Arts	1.5 Credits
Practical Arts	1.5 Credits
Physical Education	2.0 Credits
Health Education	0.5 Credits
Personal Finance	0.5 Credits
Electives	17.0 Credits
Total Required	36.0 Credits

In addition, every BHS student **MUST** pass the U.S. and Missouri Constitution Tests. For more specific information regarding BHS Graduation Requirements please refer to the BHS Course Catalog.

Guests/Visitors

Parents and patrons of the district are welcome to visit district schools and attend district events; however, all visitors during business hours, including Board members, shall sign or check in at the building office prior to proceeding elsewhere in the building. The district discourages parents or others from using the school as a site for visiting students and may refuse the use of the school for that purpose

Health Services

The Brookfield R-III School District has one Registered Professional 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 school nurse at 660-258-2241.

The lead nurse's office is located near the Elementary Office. Parents needing to visit the nurse's office for any reason are required to check in at the Elementary Office. The high school nurse is located next to the high school office.

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 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, original 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.

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 nonbloodborne 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.

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.

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.

Administration of Medications The Brookfield R-III School District is not legally obligated to administer medication to students unless specifically included in a Section 504 plan and/or Individualized Education Program (IEP). 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. Parent/Guardians are encouraged to submit any relevant information regarding the medications their student needs, including a diabetes medical management plan or other information the district may use to develop an IEP, Section 504 Plan or Individualized Health Plan (IHP). The district will review all information submitted by the parents/guardians and work with them to create a plan to meet the student's medical needs while at school or school activities.

The school nurse will dispense medications, when necessary. Medications will not be dispensed, however, unless appropriate documentation is on file. If at all possible, medications should be scheduled so they do not have to be dispensed at school. In the case where this is necessary, **parents/guardians are required to bring the medication to school. Students are not allowed, under any circumstance, to transport medication to and from school.** The nurse must use reasonable and prudent judgment to determine whether to administer particular medication to students while also working in collaboration with parents/guardians and the school administration. In carrying out their legal duty to protect the health, welfare and safety of students, nurses will, when necessary, clarify authorized prescriber orders and respond in accordance with such clarifications. The district shall not knowingly 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. Except for the medications that are only used in an emergency situation, the district will not knowingly administer the first dose of any medication. Parents/Guardians are encouraged to arrange to administer prescription medications themselves when possible. Staff, students and all other individuals are prohibited from possessing or administering any medication, while on district grounds, on district transportation or during district activities, that is illegal pursuant to state or federal law.

The district does not permit the possession or administration of marijuana-infused products for medicinal purposes on district property or at district events since these products are prohibited under federal law. Additional information regarding the use of medical marijuana and cannabidiol (CBD) oil can be found in Board Policy JHCD: Administration of Medications to Students, which can be found on the district website.

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 6 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 The district will permit a student to possess and self-administer medications as required by law, except for substances that are illegal under states or federal law, and as allowed in this section. 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 his or her own health or the health and safety of other persons. Such permission is required for students to possess and self-administer medication while at school, at a district-sponsored activity and on district-sponsored transportation. Such permission shall be effective only for the same school and school year for which is granted. A student with an IEP or Section 504 plan may possess and self-administer medications in accordance with 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 number 1 below:

1. Students with Diabetes and other Chronic Health Conditions: Students may possess and self-administer medications for the treatment of diabetes, 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 that includes 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 of such 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.

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 for his/her own lunch or snack, but 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:

- Never take food allergies lightly; they can be serious and life-threatening.
- Tell your child/student, “do not share food.”
- Frequent hand washing 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 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 food allergies require a physician statement.

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. This document, “Prevention and Control of Communicable Diseases”, https://health.mo.gov/living/families/schoolhealth/pdf/Communicable_Disease.pdf. A summary of this document is also available on the district website or from the school nurse.

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 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.

MO HealthNet for Kids The Federal Children’s Health Insurance Program (CHIP), part of the MO HealthNet for Kids program, is a health insurance program for uninsured children of low-income families who do not have access to affordable health insurance. To be eligible for this benefit program, you must be a resident of Missouri and meet all of the following: Either 18 years of age and under or a primary care giver with a child(ren) 18 years of age and under, and A U.S. Citizen, National, or a Non-Citizen legally admitted into the U.S., and Uninsured (and ineligible for Medicaid). Additional information regarding the program and annual household income eligibility guidelines is available at <https://www.benefits.gov/benefit/1606>.

Homeless Policy

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

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: Programs for Homeless Students, which can be located on the district website.

Homework

"Homework – Homework is an important part of our educational program and should be assigned on a regular basis. Homework assignments should be purposeful and continuations (or extensions) of the instructional program as an integral part of the total evaluation. Students are expected to turn in work on time.

Following An Absence – Students who have a “Verified Absence” (which means the parent has communicated with the school) and the absence is not considered as “Truancy” shall have one additional day for each day absent to complete any missed homework assigned during their absence. Assignments that were given prior to a student being absent are due the same day students return to school.

Late Homework Policy – Assignments turned in on time (the assigned due date) and completed perfectly have the possibility of a 100% value. Late assignments immediately depreciate in value – a *25% deduction*. It is important (especially in an Alternating Block Schedule) that students learn and use good homework completion and submission habits. All BHS teachers adhere to the following “Late Assignment” policy and procedures:

Example: Bruno’s math class meets every other day. He had an assignment due on Tuesday worth 50 points. He completes the

assignment and scores 45/50 points, which equals a 90% (A) for the assignment. *Following the above scenario, look what happens when Bruno turns his assignment in on time, again, and turns his assignment in upon the next class meeting day:*

- A. *Turns assignment in on time = not late = 00% deduction = 90% (A)*
- B. *Turns assignment in before or immediately upon the next class meeting day = 1 class meeting day late = 25% deduction = 67% (D)*

After the initial grade reduction, we will NOT accept late work!

*****NOTE** All assignment values are based upon the next class meeting days, not school days."***

Outside Food and Drink

Brookfield R-3 has a contract with OPAA Food Service that prohibits outside food and drink being brought into any building during their service hours. That means anything you pick up before school **MUST** be consumed before entering the building. The same is true if you had an appointment and on your way back to school you picked up something to eat. It **MUST** be eaten outside the buildings.

Public Displays of Affection

BHS students may hold hands. Anything beyond that is considered PDA. BHS tries to use common sense in this area. Students and teachers do not appreciate seeing students engaging in any more.

Random Drug Testing

The Brookfield R-3 School District and Board of Education are committed to protecting the health and safety of its students. The School District shall conduct random drug and alcohol testing of students grades 7th – 12th as a condition of participation for interscholastic athletics, competitive extra-curricular and on-campus parking. More information regarding the Random Drug Testing Program can be found later in the handbook.

Search and Seizure (linked to board policy JFG)

Interrogations, Interviews and Searches, which can be located on the district website. School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice. Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law.

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 of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless exigent circumstances exist. During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose underwear.

Employees may also remove student clothing to investigate the potential abuse or neglect of a student, give medical attention to a student, provide health services to a student or screen a student for medical conditions.

Personal Searches A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials or that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school.

Locker Searches Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. School authorities for any reason may conduct periodic general inspection of lockers at any time without notice, without student consent, and without a search warrant.

Drug Dog Searches School administrators may use dogs trained to detect contraband to conduct random searches for contraband in student lockers, other common areas of school buildings and student vehicles parked on school grounds. Drug detection dogs will not be used on individual students. A qualified and authorized trainer and school administrator shall accompany the dogs. If a dog indicates that contraband is present on school property, school administrators can conduct a further search.

Automobile Searches Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interior of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

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.*

Scheduling & Schedule Changes

A student's schedule will be changed (within the first three days of each semester) for the following reasons:

- COMPUTER ERROR or DUPLICATE CREDIT
- PREREQUISITES NOT MET
- INCREASED ACADEMIC RIGOR

Adding / Dropping Courses

Students should carefully consider course selections for the next school year. Student course requests provide input for creating the master schedule and determining teacher assignments. ***Students signing up for a year-long class will be expected to uphold their obligation of completing the class. Avoiding class overloads and maintaining class balances are of primary importance once the master schedule has been established.*** Therefore, course changes will be kept to an absolute minimum. The schedule change policy below will be strictly enforced.

Students are expected to adhere to courses requested. Request for class changes **WILL NOT** be considered for the following reasons:

- A change of student interest
- A negative effect of course grade on GPA
- A lack of need for the course for graduation.

If a schedule change is deemed necessary, a schedule change form must be submitted to the counseling office prior to the start of the term. Students requesting a change to a more difficult core area course will be readily accepted provided space is available.

Schedule Changes Deadlines

Monday, August 20, 2018 3:00PM or 2016 Fall Classes

Friday, December 7, 2018 3:00PM for 2017 Spring Classes

Student Incentive Programs

Endeavor Program – Throughout the school year teachers have the opportunity to recognize students for a variety of positive reasons. Students receiving Endeavor cards place them in a bucket and are then in the drawing for several prizes at the end of the year Endeavor Assembly. One (1) \$1,000.00 and one (1) \$500.00 cash prizes are awarded. In addition there are several other fun awards that are given out.

**Student Records
Board Policy JO**

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 the 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. 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 e-mail 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 and place 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 course work 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; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services:

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

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.

Title IX

Title IX of the Education Amendments of 1972 which prohibits sex discrimination in federally assisted education programs, specifically provides:

No person in the United States shall, on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education programs or activity receiving federal financial assistance.

It is the policy of the Brookfield R-3 School District to prohibit discrimination on the basis of sex in its educational programs and activities as required by Title IX. The Brookfield R-3 School District has adopted a grievance procedure applicable to Title IX complaints. Copies of this procedure may be obtained at the central office. The Board of Education has designated the following individual to act as the district's compliance officer regarding all Title IX complaints:

Denise Carlson, Director of Special Services
Brookfield R-III School District

128 Pershing Road, Brookfield, MO 64628
660-258-2159 or dcarlson@brookfieldr3.org

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.

SUBSTANCE ABUSE TESTING OF STUDENTS (Policy JFCI-AP)

The Brookfield R-III School District Board of Education is committed to protecting the health and safety of its students. The use of illegal drugs and alcohol by students poses a threat to all students' health and safety and has a detrimental effect on the learning environment. The Brookfield R-III School District strives to create a truly drug-free school district by implementing a program of deterrence and educating, preventing, and intervening in students' use or abuse of illegal drugs and alcohol. The rules and regulations of this Policy seek to (1) protect the health and safety of all students; (2) improve the learning environment by eliminating disruptive substance abuse-related influences; (3) encourage student substance-users and substance-abusers to participate in treatment programs; and (4) ensure that students have the opportunity to participate in extra-curricular activities in a fair and safe environment.

Participation in inter-scholastic athletics, competitive extra-curricular activities, and on-campus parking is a privilege. Student participants voluntarily have positioned themselves as school leaders and role models in the learning community. Student participants are responsible for adhering to high standards of conduct, including refraining from the use of illegal drugs and alcohol.

Random Drug and Alcohol Testing

The Brookfield R-III School District is committed to pro-actively protecting the health and safety of all students participating in inter-scholastic athletics, competitive extra-curricular activities, and oncampus parking. The School District shall conduct random drug and alcohol testing of students in grades 7-12 as a condition of participation in inter-scholastic athletics, competitive extra-curricular activities, and oncampus parking. Eligible athletics and activities shall include those activities regulated by the Missouri State High School Activities Association (MSHSAA), excluding all activities for which students receive an academic grade for participation. Random drug and alcohol testing shall be performed in accordance with the Policies and Procedures herein.

No Brookfield R-III School District employee shall have the authority to waive the testing of any student selected in the random selection process. All students participating in competitive inter-scholastic athletics, competitive extra-curricular activities, and oncampus parking shall be eligible for random drug and alcohol testing until graduation or completion of an "activity-drop" form.

Sanctions for positive drug and alcohol test results shall be limited to exclusion from participation in inter-scholastic athletics, competitive extra-curricular activities, and oncampus parking. A violation, without more, shall not result in suspension from school, academic sanctions, or reporting to municipal authorities. Documentation regarding drug and alcohol test results shall be maintained separately from all other student records.

Substance Abuse Testing Consent Form

Each student shall be required to sign a Substance Abuse Testing Consent Form, which shall be returned to the respective coach or activity sponsor prior to commencing participation. The signed Substance Abuse Testing Consent Form shall be valid for all eligible activities and will remain effective until revoked in writing by a parent or guardian. Students who fail to return the signed Substance Abuse Testing Consent Form shall be prohibited from participating in all eligible activities.

Procedure for Random Drug and Alcohol Testing

The following procedure shall govern the implementation of the Brookfield R-III School District's random substance abuse testing policy.

Random Selection Process

On a monthly basis or as deemed necessary by administration, at least 15 eligible students, grades 7-12, will be randomly selected for drug and alcohol testing. The random selection process will ensure an equal probability that any eligible student could be selected. No Brookfield R-III School District employee shall have the authority to waive the testing of any student selected in the random selection process.

Confidentiality

All aspects of sample collection and testing under this Policy shall be conducted so as to ensure the confidentiality of all personal information and/or privacy rights of students to the maximum extent possible. Information identifying a student as a drug or alcohol user may be disclosed only for purposes and under conditions permitted by federal and state law.

Substances Tested For In Urine Sample

Urine samples shall be tested for the presence of specific substances, including alcohol,

Opiates: morphine, codeine, hydrocodone (Vicodin, Hycodan, Panacet, Anexsia) and hydromorphone (Diluadid). One manufacturer also noted that high concentrations of oxycodone might cause a positive.

Amphetamines: Adderal, Dexedrine, Benezedrine. Methamphetamine will usually show up in an amphetamine panel.

Benzodiazepines: diazepam (Valium), chlordiazepoxide (Librium), oxazepam (Serax), alprazolam (Xanax) and others.

Barbiturates: pentobarbital, butabital, amobarbital, secobarbital and Phenobarbital.

Methadone: Dolophine.

Oxycodone: Percodan, Percocet, Oxycontin, oxymorphone (Numorphan), hydrocodone (Vicodin) and codeine.

Cocaine

Methamphetamine: though it usually shows up in the amphetamine panel, many manufacturers feel that a separate panel specifically for Meth is more beneficial. The material I have says that MDMA (Ecstasy) can show up as Meth. Some medications, taken in larger dosages, may show up as Meth. Those listed are: Pseudoephedrine, Selegiline (Atapryl, Dipryl, Eldepryl), Benzphetamine (Didrex), a Vicks inhaler and Ranitidine (Zantac). The lab confirmation can separate between legal and illegal Meth.

Marijuana

Phencyclidine (PCP): Venlafaxine (Effexor) may show up as PCP.

MDMA (methylenedioxyamphetamine): Ecstasy

Propoxyphene (Darvon): a synthetic opiate.

Synthetic Drugs

In addition, urine samples may be tested for the presence of performance-enhancing drugs, including anabolic steroids.

If an initial positive test result occurs, the result will be verified through additional testing on the same urine sample. Following a second, confirmed positive result, the student and his or her parent(s) or guardian(s) may submit additional information to the School District or laboratory. The School District shall defer to the opinion of the laboratory in determining whether the positive test result was caused by the consumption of illegal drugs or alcohol.

Refusal to Submit for Testing

An eligible student refuses to submit for drug and alcohol testing when he or she (1) fails to provide adequate urine for testing when notified of the need to do so, or (2) engages in conduct that clearly obstructs the testing process. An eligible student who refuses to submit for testing, or who acts to falsify testing results, shall be suspended from all eligible activities for the remainder of the school year and will forfeit all awards and honors related to participation in eligible activities.

Positive Test Results

Positive test results shall be reported to the Superintendent of Schools or his/her designee. The administrator shall notify only the student, the athletic coach or extra-curricular sponsor, and the parent or legal guardian of the student. All documentation regarding drug and alcohol test results shall be maintained separately from all other student records. Access to the confidential drug testing files shall be limited to school personnel on a need-to-know basis. No testing results will be used to initiate or substantiate any criminal charges against a student. The Brookfield R-III School District will not share students' test results with municipal authorities, unless required to do so by law.

Failure to abide by the consequences set forth below shall constitute ineligibility for all athletics, extra-curricular activities, and on-campus parking.

First Offense: Following a confirmed positive test result, the responsible school administrator shall schedule a conference with the student, his or her parent or legal guardian, and the athletic coach or extra-curricular sponsor. At the conference, the administrator will implement [one or more of] the following consequences:

1. The student shall be suspended from participating in all eligible activities for a period of 30 consecutive days. The student also shall have his or her parking permit revoked for a period of 30 consecutive days.
2. The student shall receive substance abuse counseling from an alcohol and drug abuse agency that is certified by the Missouri Department of Mental Health – Division of Alcohol and Drug Abuse. Fees associated with counseling and treatment are the responsibility of the parent or legal guardian. The parent or legal guardian shall provide verification that the student has attended alcohol and drug abuse counseling.
3. The student shall be evaluated by a physician before resuming participation in eligible activities to certify that substance use or abuse no longer interferes with the student's mental or physical ability to participate in eligible activities.
4. The student shall voluntarily submit to a second drug test administered within two weeks of the conference.

Second Offense: Following a second confirmed positive test result, the responsible school administrator shall schedule a second conference with the student, his or her parent or guardian, and the athletic coach or extra-curricular sponsor. At the second conference, the administrator will implement [one or more of] the following consequences:

1. The student shall be suspended from participating in all eligible activities for a period of 90 consecutive days. The student also shall have his or her parking permit revoked for a period of 90 consecutive days
2. The student shall receive additional substance abuse counseling from an alcohol and drug abuse agency that is certified by the Missouri Department of Mental Health – Division of Alcohol and Drug Abuse. Fees associated with counseling and treatment are the responsibility of the parent or legal guardian. The parent or legal guardian shall provide verification that the student has attended alcohol and drug abuse counseling.
3. The student shall be evaluated by a physician before resuming participation in eligible activities to certify that substance use or abuse no longer interferes with the student's mental or physical ability to participate in eligible activities.
4. The student shall voluntarily submit to alcohol and drug testing for the remainder of the school year.

Third Offense: Following a third confirmed positive test result; the student shall be prohibited from participating in all inter-scholastic athletics, competitive extra-curricular activities, public performances and oncampus parking for a minimum period of one calendar year.

Wellness Policy:

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 Pre-K 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. Dietary Guidelines for Americans.
- 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.