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Brunswick Junior and Senior High School  
1008 County Road  
Brunswick, MO 65236  
Phone: (660)548-3771  
Fax: (660)548-3072

Superintendent: Cara Engelbrecht  
High School Principal: Scott Singleton  
School Counselor: Anna Blunk  
Athletic Director: Colton Byrd

### **HOME OF THE WILDCATS—SCHOOL SONG**

Faithful and true-hearted  
Let us boost our Brunswick High.  
We revere her and defend her  
As her colors proudly fly.  
We will stand for her united,  
Of her deeds we gladly tell,  
Her colors streaming—  
Glad faces beaming—so here's  
A cheer for her that we all love so well.

### **CHORUS**

Joyous and ever loyal,  
Let us boost our Brunswick High,  
Let every Heart sing, Let every voice ring,  
There's no time to grieve or sigh.  
It's ever onward our course pursuing;  
May defeat ne'er our ardor cool,  
But united we will boost for our  
Brunswick High School.

Honors she has taken on the track  
And with the ball,  
May she always rank the highest;  
May her colors never fall.  
There's no other that can match her,  
When her team is on the field  
Her boys the fleetest, her girls the sweetest—Then  
Here's a cheer for her that we all love so well.

### **REPEAT CHORUS**

**Brunswick R-II  
School Calendar  
2022-2023**

**2022**

August..... 22..... Teacher Workshop Day  
August..... 22..... Open House @ 5:30-7:00PM  
August..... 23..... Teacher Workshop Day  
August..... 24..... First Day of School  
Dismiss @ 12:20PM  
September ..... 5..... Labor Day – NO SCHOOL  
September ..... 16..... Dismiss at 12:20 PM – In-Service  
September ..... 30..... Dismiss at 12:20 PM  
October..... 14..... End of 1st Quarter  
October..... 27..... Dismiss at 12:20 PM –  
Parent Teacher Conferences  
1:00 – 7:00 PM  
October..... 28..... NO SCHOOL  
November .....23-25 ..... Thanksgiving Break – NO SCHOOL  
December ..... 20..... Dismiss at 11:00 AM – Christmas Break  
End of 2<sup>nd</sup> Quarter

**2023**

January..... 4..... Classes Resume  
January..... 16..... Martin Luther King Day – NO SCHOOL  
February ..... 2..... Dismiss at 12:20 PM – In-Service  
February ..... 20..... President's Day – NO SCHOOL  
March..... 2..... End of 3rd Quarter  
March..... 3..... Vo Ag Field Day – NO SCHOOL  
March..... 16..... Dismiss at 12:20 PM – In-Service  
April..... 6..... Dismiss at 12:20 PM- Easter Break  
April..... 7-10 ..... Easter Break – NO SCHOOL  
April..... 30..... Commencement – 2:00 PM  
May ..... 11 ..... Dismiss at 12:20 PM  
May ..... 12..... Dismiss at 11:00 AM – Summer Break

## HIGH SCHOOL PERSONNEL DIRECTORY

Cara Engelbrecht .....	Superintendent
Kim Speichinger .....	Bookkeeper
Scott Singleton .....	Principal
Karen Fox.....	Secretary
Anna Blunk.....	School Counselor
Colton Byrd .....	Athletic Director
Colton Byrd .....	Physical Education
Carla Fitzgerald.....	Jr. High Mathematics
Lauren Leimkuehler.....	Vocational Business
AJ Hoskam.....	Special Education
Breann Jenkins .....	7-12 Social Studies
Kendra Krapfl .....	Vocational Agriculture
Kristy Locke.....	Mathematics
Nichole Reigelsberger .....	Art
Dena Reische.....	Communications Arts
Kelly Richards .....	Science/Human Anatomy
Piper Barry .....	Band/Music
Stephany Russell .....	Communication Arts
Michelle Sanders.....	Librarian/STEM
Amy Sims .....	Family and Consumer Sciences/At-Risk
Kaleb Wheeler.....	Special Education
Megan Yung.....	Special Education
Nyle Bowyer .....	Technology
Travis Dobbins .....	Bus Driver
Gene Gooch.....	Bus Driver
Duane Gunn.....	Bus Driver/Mechanic
Steve Harmon .....	Bus Driver
Stephanie Reische .....	Head Cook
Melissa Montgomery .....	Cook
Twila Ervin.....	Cook
Marsha Leimkuehler.....	Custodian
Jack Garvin .....	Custodian
Kathy Naylor.....	Nurse

## BOARD OF EDUCATION

Reggie Sims, President  
Tom Zeilstra, Vice President  
Tyler Barnett, Treasurer  
Kim Speichinger, Secretary  
Schuyler Manson, Member  
Shawn Meyer, Member  
Tim Rice, Member  
Derek Schuchmann, Member

## 2022-2023 CLASS SPONSORS/COACHES

12th Grade .....	Breann Jenkins/Nichole Reigelsberger
11th Grade .....	Lauren Leimkuehler/Kristy Locke
10th Grade .....	Michelle Sanders/Megan Yung
9th Grade .....	Carla Fitzgerald/Kelly Richards
8th Grade .....	Kendra Krapfl/Stephany Russell
7th Grade .....	Dena Reische/Amy Sims
Student Council .....	Breann Jenkins/Michelle Sanders
FBLA .....	Lauren Leimkuehler
FCCLA .....	Amy Sims
FFA .....	Kendra Krapfl
NHS.....	Kristy Locke
Scholar's Bowl	
Jr. High .....	Carla Fitzgerald
High School .....	Kristy Locke
Athletic Director .....	Colton Byrd
Football	
Varsity .....	Kevin Gundy
Assistant Coach .....	Nathan Yung
Assistant Coach .....	Eric Hoyt
Assistant Coach .....	Dan Kruse
Varsity Cheerleading .....	Delinda Meyer
Assistant Coach .....	Maegan Maag
Jr. High .....	Novy Foland
Jr. High Assistant .....	Jason Hayward
Jr. High Assistant .....	AJ Hoskam
Cross Country .....	Dena Reische
Softball	
Head Coach .....	Morgan Byrd
Assistant Softball.....	Kerri Zeilstra
Junior High Softball .....	Shelby Meyer
Baseball	
Head Coach .....	_____
Jr. High	
Girls Basketball .....	A.J. Hoskam
Assistant Girls .....	Kaleb Wheeler
Boys Basketball.....	Colton Byrd
Assistant Boys.....	Jason Hayward
Assistant Boys.....	Kaleb Wheeler
Varsity Basketball	
Girls.....	A.J. Hoskam
Assistant Girls .....	Kaleb Wheeler
Boys .....	Colton Byrd
Assistant Boys.....	Jason Hayward
Cheerleading	
Jr. High .....	Breann Jenkins
Varsity.....	Tara Britton
Track	
Jr. High .....	Breann Jenkins
Varsity.....	Colton Byrd

## District Contacts

504 Coordinator	
Elementary .....	Heather Sims
Jr. High/High School.....	Scott Singleton
A+ Coordinator .....	Anna Blunk
Athletic Director .....	Colton Byrd
Compliance Coordinator.....	Cara Engelbrecht
Curriculum Director .....	Heather Sims
English Language Learners (ELL).....	Heather Sims
Federal Program Coordinator.....	Heather Sims
Foster Care Educational Liaison .....	Anna Blunk
Library Media Specialist .....	Michelle Sanders
Migrant/Homeless Coordinator.....	Heather Sims
Parents as Teachers .....	Kim Gunn
Professional Development Committee Chair.....	Tara Britton
SAC Director .....	Heather Sims
Special Education Director .....	Cara Engelbrecht
Technology Director .....	Nyle Bowyer
Title IX Coordinator .....	Scott Singleton
Transportation Director.....	Cara Engelbrecht



## **BRUNSWICK R-II K-12 WRITING CHECKLIST**

Beginning with the 2018-2019 school year Brunswick R-II Students K-12 implemented this checklist as a focus toward our writing improvement goals.

Each teacher will incorporate this checklist in their classroom.

Does my writing. . .

- ✓ Have capital letters?
- ✓ Have complete sentences?
- ✓ Make sense?
- ✓ Have proper nouns capitalized?
- ✓ Have correct punctuation?
- ✓ Have "I" capitalized?
- ✓ Have space between words?
- ✓ Have paragraphs indented?
- ✓ Have words spelled correctly?



# **BRUNSWICK R-II SCHOOL DISTRICT**

## **MISSION STATEMENT**

Brunswick R-II Schools provide the student opportunities to learn, be successful, and grow with proper encouragement and instruction in a safe, orderly environment under the guidance of a caring, professional, well-educated faculty and administration which will lead to the procurement of necessary skills to become productive citizens and society members. Our mission: Brunswick R-II Schools... **“The Future is in Our Hands; The Power is in Our Mind.”**

## **PHILOSOPHY STATEMENT**

It is the philosophy of Brunswick R-II Schools, students of all ability levels and backgrounds will be provided with maximum opportunities for intellectual and personal growth, the maintenance of good health, and the development of a strong independent character by encouraging, teaching, and demonstrating:

- curiosity and the joy of learning
- critical thinking and decision making
- understanding of the world in which we live and empathy and respect for people of other backgrounds and cultures
- practices of clear, honest, effective communication
- a sense of personal honor, responsibility, and community membership
- knowledge of good personal health habits
- good work ethics, skills, and practices
- appreciation for and knowledge of science and application of technology
- all aspects of a rich personal life and career, and
- by providing an attractive, safe, orderly, nurturing environment with an enthusiastic, well-educated faculty, administration, and staff dedicated to the educational process and united by a common mission.

## **GOALS AND OBJECTIVES**

The Board of Education is charged on behalf of the patrons of the district with the responsibility of determining the goals for the school district. In discharging this responsibility, the board has addressed four primary areas: education, professional personnel, school environment and operations. It is the commitment of the board to develop policies, rules and regulations to implement the goals within each area. In the event of a discrepancy between this handbook and adopted Board of Education policy, Board policies and administrative procedures will take precedence.

## TELEPHONE NUMBERS

(660) 548-3771

(660) 548-3777

Elementary	Option 1
High School	Option 2
Superintendent	Option 3
Vo-Ag Shop	Option 4
Fax	(660) 431-4034
E-mail	First initial, last name @brunswick.k12.mo.us

## SCHEDULE OF SCHOOL HOURS

7:45 AM	Students may enter building
7:45 AM	Breakfast is served
8:06 AM	1 <sup>st</sup> Bell
8:09-9:03 AM	1 <sup>st</sup> Hour
9:06-10:00 AM	2 <sup>nd</sup> Hour
10:03-10:57 AM	3 <sup>rd</sup> Hour
11:00 AM-12:14 PM	4 <sup>th</sup> Hour
12:17-1:11 PM	5 <sup>th</sup> Hour
1:14-2:08 PM	6 <sup>th</sup> Hour
2:11-3:05 PM	7 <sup>th</sup> Hour

## LUNCH SCHEDULE

First shift	10:57-11:17
Second shift	11:54-12:14

## ARRIVAL

Students are not to arrive at school before 7:45 AM unless prior arrangements have been made.

## GOING HOME AFTER SCHOOL

The safety of each student enrolled in the high school is of utmost importance to both the family and school. There will be a certain method of getting home each afternoon that each child will normally follow. The school will expect each child to use the **normal method** of getting home each day, unless notified differently by the parent. If something unavoidable occurs and you need to get a message to your child during the school day, call the office and the secretary will notify your child.

## TRANSPORTING STUDENTS

School personnel **WILL NOT** be responsible for transporting individual students to or from school or school activities. Every effort will be made to contact parents when a student needs to be transported by vehicle.

## LOCKERS

Lockers are issued to students at the beginning of the year by the school counselor. Each student is responsible for keeping his/her assigned locker clean both inside and outside. Damages caused by misuse of tape, etc. will be charged to the student

responsible. Any locker malfunction should be reported to the high school office. Students are not to store food items or drink containers that have been opened. LOCKERS REMAIN THE PROPERTY OF THE SCHOOL AND MAY BE INSPECTED AT ANY TIME. THE BRUNSWICK R-II SCHOOL DISTRICT IS NOT RESPONSIBLE FOR THEFT, DAMAGE, OR LOST ITEMS.

## **ENROLLMENT REQUIREMENTS**

Unless an exception applies under state or federal law, a person seeking admission to the Brunswick Schools and its instructional programs must satisfactorily meet all residency, age, immunization, health, disciplinary and other eligibility prerequisites as established by Board policies, rules and regulations, and by state law.

In order to attend the Brunswick High School as a resident student, a student's legal residence **must be** in the Brunswick School District during the entire time of their attendance. Students living outside the district's boundaries who wish to attend school in the district as a tuition-paying student must be officially accepted as a tuition student before attending their first day.

Parents enrolling students for the first time in Brunswick R-II should present a copy of the child's birth certificate, immunization records and provide any previous school attended and proof of residency if the student is enrolling as a resident student. All children must meet age and attendance requirements as outlined in School Board Policy. Children enrolled in school are required to be immunized according to Missouri Department of Health Immunizations Requirements unless an exemption applies.

Upon enrollment a signed statement will be required indicating whether or not the student has been disciplined, suspended, or expelled from a school in this state or other states for an offense in violation of board policies. This registration document shall be maintained as a part of the student's permanent record.

## **RECORDS REQUEST**

Within two business days of enrolling a pupil, the school official enrolling a pupil, including any special education pupil, shall request those records required by district policy for student transfer and those discipline records required by subsection 9 of section 160.261 from all schools previously attended by the pupil within the last twelve months. Any school district that receives a request for such records from another school district enrolling a pupil that had previously attended a school in such district shall respond to such request within five business days of receiving the request. School districts 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 20 U.S.C. Section 1232g(b)(1)(E). Unless one parent has had their parental rights revoked by the court, they each have authority under FERPA to request their student's records and to distribute them to whomever they wish- including asking the District to send their students records to another school district.

## **ATTENDANCE POLICY**

Students are expected to be in school every day that the Brunswick R-II School District is in session. Attendance is the responsibility of each individual student and his/her parent/guardian.

### **Excused Absences:**

UPON RETURNING TO SCHOOL DOCUMENTATION MUST BE PRESENTED FOR THE ABSENCE TO BE EXCUSED.

- Seniors—two days for college visits
- Juniors—one day for college visit
- Military related absence
- Two half-days to take drivers test
- Court appearance
- Death in family (funeral)
- Signed doctor's excuse
- Other exceptions include serious personal or family problems as recognized by the administration

\*Students and parents are encouraged to schedule medical (dentist, eye doctor, family doctor, etc.) appointments AFTER school hours whenever possible.

If a student is going to be absent from school for any reason, the parent/guardian should notify the school as soon as possible. A student with an excused absence may make up all work missed and receive full credit. It is the student's responsibility to make arrangements for make-up work. One day after returning to school will be allowed for the first day missed, plus one day for each additional day missed. Students missing on the day of a previously scheduled test, project, or presentation should make up the assignment on the day of return and should take any test they were aware of prior to their absence upon their return to school.

Students who have an unexcused tardy to class will be assigned a 30-minute detention by their classroom teacher. A morning 8<sup>th</sup> hour will be assigned by the principal for every five times a student is late to school.

When a student arrives after the 8:09 AM bell or leaves before the 3:05 PM bell, he/she must sign in or out in the high school office. Failure to do so may result in disciplinary action. When a student must leave school before 3:05 PM., he/she must have prior consent from the parent/guardian either in the form of a note or a phone call to the school granting permission for the student to leave early. Students will not be allowed to leave school without prior communication with the parent/guardian.

To attend or participate in school activities, a student must be in attendance at school for at least half of the school day (must be at school by 11:40 AM) This includes home and away activities. Special circumstances may be allowed with prior approval from the principal. Students are to ride the bus to all school activities. If a student chooses to ride home with a parent/legal guardian or an adult previously designated through the principal by the parent/guardian, the parent/guardian or adult must sign the student out on the sign out sheet before leaving.

Irregular attendance is one of the greatest contributing causes of academic failure. Our educational curriculum is centered on classroom learning. Those who do not attend classes regularly are not receiving the main foundation of their education. After five unexcused or excessive excused absences a student will not be allowed to miss school for field trips, district/state/national contests or conventions that take place during the school day. This will be at the discretion of the student's teachers and/or the principal. If a student misses school, the day before a field trip they may not be allowed to attend the trip; this will be determined based on their attendance history.

Students who are absent from school should not be on school property while they are absent, unless they have prior approval from the principal. This includes the time after school hours. Such instances will be considered truancy and will be dealt with appropriately.

Students who miss no more than three days during the semester have the option to forgo taking finals and not attend school on the last day of the semester. However, the student may choose to attend and take the finals ONLY to improve their class grades. Students that are required to attend and arrive late will not be allowed to take the finals they missed.

After five absences throughout the semester from any class period, a letter containing the dates the student has been absent may be mailed home or the principal may call the parent/guardian to discuss absenteeism and the school attendance policy. The absences may be referred to the Chariton County/Carroll County Juvenile Office and/or the Missouri Children's Division.

Upon the sixth absence in a semester, school administration will review any documented and/or excused absences and will determine if the student will be required to make up the time missed. Students missing a full day (four hours or more) will have to make up four hours of seat time for each day missed over six days. Students may be placed in the 8th hour or Saturday School program to make-up time for the excessive absences. As a result of excessive absences, a student may receive an incomplete grade for a particular class or classes. Failure to make up the seat time will result in the loss of credits and therefore, will prohibit the student from receiving their diploma and/or participating in the graduation ceremony until the time is made up.

Truancy is when a student is absent from school without the knowledge and consent of parents/guardians and the school. Students who are found to be truant will be dealt with according to the school's discipline policy. The juvenile authorities may be notified.

There will be times when extenuating circumstances will make it necessary for the principal to deviate from this policy. Such circumstances would include, but are not limited to, hospitalization, serious illness, and an unforeseeable family emergency. Appropriate documentation will be required for such circumstances.

Formal appeals to this policy must conform to the following procedure: A written letter to the high school principal, who will provide a written decision. If a student has missed over three days in a quarter he/she may appeal the principal's decision to the

superintendent who will make a written decision. If the superintendent's decision is unsatisfactory, a further appeal may be made in writing to the Board of Education.

Students falling under the Compulsory Attendance Law due to continued lack of attendance may be referred to the Missouri Children's Division for educational neglect. Also, numerous and/or questionable absences may be referred to the Chariton County Juvenile Office/Carroll County Juvenile Office and/or the Missouri Children's Division. The Chariton County Circuit Judge has asked to be notified when a student has accumulated five absences in a semester.

## **ALTERNATIVE METHODS OF INSTRUCTION**

The Brunswick R-II School District has worked through a collaborative process to implement an Alternative Method of Instruction (AMI) plan to be utilized on days' school is closed due to inclement weather, illness, exceptional emergency circumstances, or other natural disasters. It will be the district's discretion on whether the school is considered "closed" or if an "AMI" day needs to be implemented.

The goal of the AMI plan is to embed curriculum with learning activities focused on reinforcement of critical learning standards, enrichment activities, or support for further skill development. Consistent practice and exposure to skills without interruption is the most effective way to ensure student understanding and mastery of content knowledge is achieved. AMI simply allows for the continuation of learning when student miss days of regular instruction. Important items to remember about AMI days:

- Students will NOT attend school on an AMI day. All students will have assigned work to be completed at home on these days.
- AMI days count as instructional days and do not have to be made up at the end of the school year if students and staff complete assigned work.
- Students who do not complete the work will be marked absent for the related AMI day **AND** will receive a zero for that assignment.

We will notify all guardians, as we have in the past, via text alert, social media postings, local television stations in the event of school closures and use of AMI days. In the event of school closing, teachers will be accessible for questions, clarification, and feedback thorough email or classroom communication platform.

As we implement this new method, we anticipate that we will learn lessons along the way and make necessary adjustments to improve our AMI plan to best meet the needs of our students. If you have further questions or concerns, please do not hesitate to contact the school.

## **HOMEWORK POLICY**

Students that do their homework to the best of their ability and in a timely fashion, do well academically in school and are less apt to drop out of high school. It is the policy of the Brunswick R-II School District that students in grades 7-12 will have to stay after school one hour for each assignment not turned in on time or is not of the quality of the student's capabilities. Assignments will be due the following day for 75% of the total grade. If the assignment is not completed by the following day a "0" will be assigned and the assignment will not be accepted at a later date. If issues arise when completing the

assignment arrangements need to be made prior to 8:09 a.m. by contacting your teacher or principal.

The 8<sup>th</sup> hour will be completed on the day it is assigned or within the next two school days, unless prior arrangements have been made with the administration. If the student fails to comply, in-school suspension will be assigned in addition to the 8<sup>th</sup> hour. Upon the second day of ISS with failure to serve the 8<sup>th</sup> hour, the student will be assigned one day of OSS and the 8<sup>th</sup> hour will be considered served.

Students receiving three 8<sup>th</sup> hours for assignments within a one-month period will be notified that if two more 8<sup>th</sup> hours are assigned; the student will attend school on a designated Saturday from 8:00 a.m. to 12:00 p.m. The administration will designate the Saturday for attendance.

## **EXTRA-CURRICULAR POLICY**

Students enrolled in the Brunswick R-II School District have the opportunity to participate in activities and organizations beyond the in-school curriculum. Certain activities come under the directions of MSHSAA (Missouri State High School Activities Association) while other organizations have their own governing rules and regulations. These activities and organizations include softball, baseball, basketball, cheerleading, track, Science Olympiad, FBLA, FCCLA, FFA, NHS, Scholars Bowl, and Student Council. Students participating in the above activities plus those of other school-sponsored organizations are covered by this citizenship policy. Eligibility to represent the Brunswick R-II School District in activities is a privilege to be attained by meeting standards of eligibility cooperatively set by the MSHSAA and the Brunswick School District. The District applies these expectations to all extracurricular activities and athletics. In addition to the specific citizenship requirements set forth in MSHSAA's handbook, certain activities come under the directions of other organization's governing rules and regulations, and to the extent that other governing rules and regulations apply to a specific extracurricular activity then those rules and regulations shall be in addition to those required by the District and MSHSAA.

The District has adopted specific penalty guidelines for violations related to alcohol, tobacco, and illegal drugs:

The use of or possession or distribution of alcohol, tobacco/nicotine products, unauthorized prescription drugs, controlled substances, imitation controlled substances, drug paraphernalia or items represented to be such will not be permitted by student participants. Therefore, consequences will be assessed to students who are in violation of this code of conduct in the event that the use, possession, or distribution of such substances:

- Occurs on school property
- Occurs at a school-sponsored event;
- Results in charges brought or pending by a law enforcement agency;
- Is confirmed after investigation by school personnel; or
- Is self-reported to school personnel.

The following consequences shall apply in the event that a student commits a violation:

- 1<sup>st</sup> offense: 2 weeks' suspension from games, activities, and competitions.

- 2<sup>nd</sup> offense: Suspended for the remainder of the academic school year from all extra-curricular activities.
- 3<sup>rd</sup> offense: 365-day suspension from all extracurricular activities at the District.
- (If a random drug sample is failed, the student will fall under the random sampling policy guidelines).

Suspension from all extra-curricular activities includes practices, games, contests, and meetings. If students and parents do not agree, that the student committed an offense, appeal may be made to the Principal, then the Superintendent and then to the Board of Education.

\* MSHSAA by-laws supersede all local guidelines (Brunswick R-II School District reserves the right to enforce higher standards).

## **SUBSTANCE ABUSE TESTING OF STUDENTS POLICY**

The Brunswick R-II School District Board of Education is committed to protecting the health and safety of its students. The use of illegal drugs or alcohol by students poses a threat to all students' health and safety and has a detrimental effect on the learning environment. The Brunswick R-II 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, extra-curricular activities, and on-campus parking is a privilege. Student participants have voluntarily 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 Brunswick R-II School District is committed to pro-actively protecting the health and safety of all students participating in inter-scholastic athletics, extra-curricular activities, and on-campus 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, extra-curricular activities, and on-campus parking. Eligible athletics and activities shall include but are not limited to 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 Brunswick R-II School District employee shall have the authority to waive the testing of any student selected in the random selection process. All students participating in inter-scholastic athletics, extra-curricular activities, and on-campus parking shall be eligible for random drug and alcohol testing.



Sanctions for positive drug and alcohol test results shall be limited to exclusion from participation in inter-scholastic athletics, extra-curricular activities, and on-campus 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**

Prior to participation in an inter-scholastic athletics, extra-curricular activities, or parking on campus each student must turn in a signed Substance Abuse Testing Consent Form, to the high school principal. The signed Substance Abuse Testing Consent Form shall be valid for all eligible activities and will remain effective for the school year unless revoked in writing by a parent or guardian. Consent forms will be renewed each school year.

### **Definition of Terms:**

**Alteration** - the process where an individual ingests large amounts of water, vitamins and/or other various chemicals in an attempt to interfere with testing results. In drugs-of-abuse screening, it is important to insure the integrity of samples. The test provides information on the possible alteration of urine samples submitted for DAU (Drugs-Of-Abuse Urine) testing. The object of tests for alteration is to discover deviations in urine samples, such as dilution, or the addition of drug-test interfering substances.

**Drug Use Test** - scientifically substantiated method to test for the presence of illegal drugs in a person's urine.

**Extracurricular Activities** - activities that take place outside the regular course of study in school.

**Illegal Drugs** - the use, possession, distribution, sale or solicitation of alcohol, drugs (their imitators), unauthorized prescription or non-prescription drugs, drug-related paraphernalia, narcotic substances, marijuana or other intoxicants and any other substances, which an individual may not sell, possess, use, distribute, or purchase under either federal or Missouri law.

**Positive Test Result** - when referring to a drug test administered under this policy, a toxicological test result which is considered to demonstrate the presence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

### **PROCEDURE FOR RANDOM DRUG AND ALCOHOL TESTING**

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

#### **Random Selection Process**

The district will test at the frequency and volume deemed appropriate to ensure the effectiveness of the program. The random selection process will ensure an equal probability that any eligible student in grades 7-12 could be selected. No Brunswick R-II 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.

## **Testing Procedure**

Upon receiving a notice from the building principal that the student has been selected for a random drug test, the student will go to the high school office. Appropriate steps will be taken to respect the privacy of students while, at the same time, preventing the falsification of testing. Upon entering the testing site, the student will be asked to provide the identification number given to him/her by the supervising administrator. The student will then be asked to remove the contents of his/her pockets and remove outer garments. Next, the student will be asked to wash his/her hands. The collection technician will secure the bathroom by putting blue dye in the stool, taping off water supplies, removing trash cans, etc. The collection technician will then open a collection container in the presence of the student, remove the contents and hand the collection cup to the student, explaining that the student is to provide a urine specimen in the collection cup and then place the cup on a pre-designated flat surface upon completion of the void. The student will also be reminded not to flush the toilet or to turn on the faucet until the collection is completed. The collection technician will step outside the bathroom and shut the door, allowing the student to provide a specimen in private.

Once the student has completed the void and opened the bathroom door, the collection technician will check the specimen for appropriate temperature, foreign color and odor. If the specimen does not show signs of tampering, the student will be allowed to wash his/her hands. Prior to performing an initial screening, the specimen collected will be poured into the specimen vials that came in the collection cup. The collection technician initiates a preliminary drug screen of the specimen. If the initial screening test indicates the presence of a tested drug, or if the collection technician is conducting an internal self-audit of a testing device, the technician, using a Custody and Control Form, that, when completed, will be sent (along with the specimen) to a SAMHSA-certified laboratory for a second screening test. If the second screening test is also non-negative, the laboratory will conduct a more in depth test by means of a gas chromatography/mass spectrometry (GC/MS) analysis. The collection technician will conduct all procedures in accordance with accepted industry practices.

If the GC/MS test is non-negative, the results will be forwarded to the Designated School Official (DSO). The DSO will contact the student's parent/legal guardian and ask for a meeting. At the meeting, the DSO will inform the parent/legal guardian of the non-negative result and ask for permission to forward the results to a Medical Review Officer (MRO). If permission is granted, the DSO will obtain the parent/legal guardian's name, ID # and contact phone # and forward that information to Employee Screening Services, who will then forward the information to the MRO. If permission is not granted, or the parent/legal guardian will not meet with the DSO, the lab results will be accepted as the final results.

When the MRO receives the above information, he/she will contact the parent/legal guardian, verify identification and then discuss the medications the student is taking. If

any of the medications being taken by the student could explain the non-negative result, the MRO will verify with the prescribing physician that there is a legitimate prescription in the student's name. Once all pertinent information has been obtained, the MRO will make a final determination of the test results. Those results will be forwarded to the professional drug selection company, who will then forward them to the DSO.

If the parent/legal guardian contests the MRO's decision, the parent/legal guardian may request, within 72 hours of the MRO's decision, to have the split specimen sent to the same or a different laboratory for a second-opinion analysis. The cost of the split specimen test will be at the parent/legal guardian's expense and may be required prior to the test being conducted.

Urine samples may be tested for the presence of the following specific substances:

- A. Opiates: morphine, codeine, hydrocodone (Vicodin, Hycodan, Panacet, Anexsia) and hydromorphone (Diluadid). One manufacturer also noted that high concentrations of oxycodone might cause a positive.
- B. Amphetamines: Adderal, Dexedrine, Benezedrine. **Methamphetamine will usually show up in an amphetamine panel.**
- C. Benzodiazepines: diazepam (Valium), chlordiazepoxide (Librium), oxazepam (Serax), alprazolam (Xanax) and others.
- D. Barbiturates: pentobarbital, butabital, amobarbital, secobarbital and Phenobarbital.
- E. Methadone: Dolophine.
- F. Oxycodone: Percodan, Percocet, Oxycontin, oxymorphone (Numorphan), hydrocodone (Vicodin) and codeine.
- G. Cocaine
- H. 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.
- I. Marijuana
- J. Phencyclidine (PCP): Venlafaxine (Effexor) may show up as PCP.
- K. MDMA (methylenedioxymethamphetamine): Ecstasy
- L. Propoxyphene (Darvon), a synthetic opiate.

In addition, urine samples may be tested for the presence of performance-enhancing drugs, (including anabolic steroids), designer drugs (K2/Spice; Bath Salts) and other substances the district deems appropriate to the preventative intent of this policy. Breath-alcohol testing may also be used to determine the presence of 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 within one hour when notified of the need to do so, or (2) engages in conduct that clearly obstructs the testing process. If a sufficient urine specimen is not provided within one hour, an oral fluid test will be administered. 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 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 Brunswick R-II 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:** The student shall be suspended from student parking privileges on school property as well as participation in all in-season or off-season extracurricular and/or co-curricular MSHSAA and school-sanctioned activities for 20 school days. This suspension can be reduced to 10 school days if the parent/guardian obtains, at the parent/guardian's expense, a substance abuse evaluation and/or educational counseling (certified by the Missouri Department of Mental Health, Division of Alcohol and Drug Abuse) for the student deemed appropriate by the evaluation.

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:

- Students enrolled in a class that involves co-curricular activities will remain in the class during the suspension period and participate in classroom activities.
- If the student/parent seek to reduce this consequence by scheduling a substance abuse evaluation, the parent or legal guardian must provide verification that the student has attended alcohol and drug abuse counseling.
- The student will be drug tested every time the district conducts random drug testing on other students for the rest of the school year.
- The student must 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.

**Second Offense:** The student shall be suspended from student parking privileges on school property as well as participation in all in-season or off-season extracurricular and/or co-curricular MSHSAA and school-sanctioned activities for 60 school days. This suspension can be reduced to 30 school days if the parent/guardian obtains, at the parent/guardian's expense, a substance abuse evaluation and/or educational counseling (certified by the Missouri Department of Mental Health, Division of Alcohol and Drug Abuse) for the student deemed appropriate by the evaluation.

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:

- Students enrolled in a class that involves co-curricular activities will remain in the class during the suspension period and participate in classroom activities.
- If the student/parent seek to reduce this consequence by scheduling a substance abuse evaluation, the parent or legal guardian must provide verification that the student has attended alcohol and drug abuse counseling.
- The student will be drug tested every time the district conducts random drug testing on other students for the rest of the school year.
- The student must 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.

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

## **FUNDRAISING**

### **ORGANIZATIONS**

1. All fundraising activities must be approved by the superintendent.
2. Organizations will be limited to two fundraisers.
3. Proceeds from the sale of crops grown on the school land will go to the Vocational Agriculture Department for shop and classroom improvements.
4. National Conventions will not be paid for through fundraising efforts. The Brunswick R-II School District will provide up to \$250.00 toward the cost of National Convention for students that have qualified to compete.

### **CLASSES**

1. All fundraising activities must be approved by the superintendent.
2. Students will have the option of one solicitation project per year (Grades 9-12) and one work project per quarter or as approved by the superintendent. The money must be used for the benefit of the entire student body (example: dance, assembly, equipment for school).
3. Grades 7 & 8 will be allowed one work project per year. Example (clean-up day, book fair)
  - 9<sup>th</sup> Grade—Raffle at Pecan Festival
  - 10<sup>th</sup> Grade—Fundraiser (class decision) and Trash Pickup at the Pecan Festival
  - 11<sup>th</sup> Grade—Junior Stand
  - 12<sup>th</sup> Grade—Fundraiser (if needed) (class decision)

## **ELIGIBILITY POLICY INTER-SCHOLASTIC, EXTRA-CURRICULAR, AND CO-CURRICULAR ACTIVITIES**

Participation in extra-curricular activities conducted by the Brunswick Public Schools is considered to be a privilege and not a right. Students who attend or participate in such

activities conducted by the Brunswick Public Schools will be expected to conduct themselves as good citizens and representatives of the school. When representing the Brunswick Public Schools at activities presented before public spectators or audiences, students will be expected to present a neat appearance and to dress in a manner appropriate to the activity in which they are engaged. This includes but is not limited to following the school dress code, and removal of facial piercings. Body tattoos that advertise, promote, or suggest drug, tobacco, alcohol, violence, sexual, gang-related, obscene or profane matters are prohibited. Failure to follow these requirements for responsible conduct and appropriate appearance will result in suspension of the student's rights to participate.

To be eligible to participate in basketball, baseball, softball, track, cheerleading, scholars bowl, FFA, FBLA, FCCLA, NHS, Student Council and band competition activities sponsored by the Brunswick R-II School District, and to compete in interscholastic competition activities, a student must meet the academic, and attendance requirements listed below:

A student must be a good citizen of his/her school and community as defined by the By-Laws of the Missouri State High School Activities Associations (MSHSAA) and local expectations.

All students shall maintain a C- grade point average (1.67) to be eligible to participate in basketball, all baseball, softball, track and cheerleading. Any student receiving more than (1) one failing grade in any subject shall become ineligible, regardless of grade point average at the grade period (mid-term or quarter) and shall be considered under **"ACADEMIC PROBATION"** for a period of four and one-half weeks. During this period the student is suspended from all extra-curricular activities which include practices, games, contests, and meetings, however they may still attend Homecoming (including the dance), Prom and end of the year banquets. They are also still required to work their junior stands and participate in band performances.

- At the end of the 4 ½ week probation, grades will be reviewed to determine reinstatement. The State Department of Education requires that students maintain 3.0 credits per semester.
- Students under an IEP shall be expected to maintain the same C- average, regardless of whether the grade is given in a regular classroom or resource room.
- Students who remain on academic probation for a second consecutive term shall not be allowed to attend any extra-curricular activities until they are no longer on academic probation.

**\* Senior Night—only athletes that participate in athletics (cross country, softball, basketball, cheerleading, track, spring baseball,) their senior year will be recognized at Senior Night.**

## **DISCIPLINE**

Each staff member at Brunswick High School accepts responsibility for the maintenance of discipline and for the promotion of a program for the development of wholesome human relations. A student's behavior should conform to acceptable standards of conduct as established by the administration and teachers.

**The staff requests parental support in helping maintain appropriate conduct in the school. Children’s behavior should reflect self-respect and consideration for the rights, feelings, and property of others.**

### **8th HOUR DISCIPLINE POLICY**

1. Students who display inappropriate or disruptive behavior and/or do not complete their classwork to the expectations of their teacher may be assigned an 8th hour detention.
2. Students are to be in the 8th hour room by 3:08 and are expected to stay until 4:00 p.m. The 8th hour study hall will be supervised. Students are expected to spend their time completing homework or reading.
3. The 8th hour will be completed on the day it is assigned or within the next 2 school days, unless prior arrangements have been made with the administration. If the student fails to comply, in-school suspension will be assigned in addition to the 8<sup>th</sup> hour. Upon the second day of ISS with failure to serve the 8<sup>th</sup> hour, the student will be assigned one day of OSS and the 8<sup>th</sup> hour will be considered served.
4. Upon receiving a fifth 8th hour in a month the student will be assigned one (1) day of Saturday detention in addition to the assigned 8th hour.

### **AT-RISK PROGRAM**

The Brunswick R-II At-Risk program will give additional educational supports to students to help them reach their academic potential. A safe, quiet, learning environment will be provided for students to utilize and offer additional support to the curriculum taught in the regular classroom. These supplemental supports include academic monitoring and planning, frequent grade checks and mentoring. This will help ensure that all educational areas are being addressed.

### **STUDENT CODE OF CONDUCT**

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list each and every offense, which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or any aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education.

School districts do not have the same type of evidentiary requirement or standard of proof that applies to the judiciary system. Generally, the standard of proof is whether something “more likely than not” occurred and the way this is determined is through the administrations investigation of an allegation.

Disciplinary Actions for Special Offenses:

**ALCOHOL**—Possession of or presence under the influence of alcohol regardless of whether the student is on school premises.

1<sup>st</sup> offence—1-10 days OSS

Subsequent offenses—1-180 days OSS

Sale, purchase, or distribution of alcohol

1<sup>st</sup> offense—expulsion

**ARSON**—Intentionally causing or attempting to cause a fire or explosion

1<sup>st</sup> offense 11 –180 days OSS or expulsion

Subsequent Offenses—expulsion

**ASSAULT**—Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury.

1<sup>st</sup> offense—ISS, 1-180 days OSS or expulsion

Attempting to kill or cause serious physical injury to another.

1<sup>st</sup> offense—expulsion

**ASSAULT OF A STAFF MEMBER**—Use of physical force with the intent to do bodily harm.

1<sup>st</sup> offense- 1-180 days OSS

Subsequent offenses—expulsion

**BULLYING**— the intentional action by an individual or group of individuals to inflict 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; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyber bullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

1<sup>st</sup> offense—principal/student conference, ISS, or 1-10 days OSS

Subsequent offense—ISS, 1-180 days OSS, or expulsion

**CYBERBULLYING**— means bullying as defined above through the 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 may prohibit and discipline for cyber bullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources.

1<sup>st</sup> offense—principal/student conference, ISS, or 1-10 days OSS

Subsequent offense—180 days' suspension or expulsion

**DEFIANCE OF AUTHORITY (INSUBORDINATION)**—Refusal to obey directions or defiance of staff authority.

1<sup>st</sup> offense—principal/student conference or ISS

Subsequent offenses—ISS or 1-180 days OSS

**DISPARAGING OR DEMEANING LANGUAGE**—Use of words or actions, verbal written or symbolic meant to harass or injure another person; i.e., threats of violence, defamation of a person 's race, religion, gender or ethnic origin (Constitutionally protected speech will not be punished).

1<sup>st</sup> offense—principal/student conference, ISS, 1-10days OSS

Subsequent offenses—ISS, 1-180 days OSS or expulsion



**DISRESPECTFUL CONDUCT OR SPEECH**—Disrespectful verbal, written, or symbolic language or jester, which is inappropriate to public setting.

1<sup>st</sup> offense—principal/student conference, ISS or 1-10 days OSS

Subsequent offenses—ISS, 1-180 days OSS or expulsion

**DISRUPTIVE SPEECH OR CONDUCT**—Conduct or verbal, written or symbolic actions/ language, which materially and substantially disrupts education, school activities or school functions

1<sup>st</sup> offense—principal/student conference, ISS or 1-10 days OSS

Subsequent offenses—ISS, 1-180 days OSS, or expulsion

**DRUGS**—possession or presence under the influence of a controlled substance or substance represented to be a controlled substance while at school, on the school playground, on the school parking lots, a school bus or at a school activity whether on or off of school property.

1<sup>st</sup> offense—1-180 days OSS

Subsequent offenses—expulsion

Sale of a controlled substance or substance represented to be a controlled substance while at school or at any of the locations described above, purchase or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs and/or drug related paraphernalia.

**EXTORTION**—Verbal threats or physical conduct designed to obtain money or other valuables.

1<sup>st</sup> offense—principal/student conference, ISS, or 1-10 days OSS

Subsequent offenses—ISS, 1-180 days OSS, or expulsion

**FIGHTING**—Physically striking another in a mutual contact as differentiated from an assault.

1<sup>st</sup> offense—principal/student conference, ISS, or 1-180 days OSS

Subsequent offenses—ISS, 1-180 days OSS, or expulsion

Law enforcement may be contacted upon the 1<sup>st</sup> offense and/or subsequent offenses.

**GANGS**—Gang activities, whether verbal, written or symbolic which substantially disrupt the educational environment may result in one of the following:

1<sup>st</sup> offense—Principal/student conference, or 1-10 days ISS

2<sup>nd</sup> offense—1-10 days OSS

3<sup>rd</sup> offense—10-180 days OSS

**HAZING**—Any activity on school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity.

1<sup>st</sup> offense—Principal/student conference, 1-10 days ISS

Subsequent offenses—11-180 days OSS or expulsion; restitution

**IMPROPER DISPLAY OF AFFECTION**— Physical contact which is inappropriate for the school setting (Consensual kissing, fondling, or embracing).

1<sup>st</sup> offense— principal/student conference, ISS, or 1-10 days OSS

Subsequent offenses—ISS, 1-180 days OSS, or expulsion

**IMPROPER LANGUAGE**—

- Threatening Language-Use of verbal, physical or written threats to do bodily harm to person or personal property.

First Offense: principal/student conference, ISS, 1-180 days OSS

Subsequent Offenses: ISS, 1-180 days OSS, or expulsion

- Use of Obscene or Vulgar Language- Language which depicts sexual acts, human waste, and blasphemous language  
First Offense: 8<sup>th</sup> hour, principal/student conference, ISS, 1-10 days OSS  
Subsequent Offenses: ISS, 1-10 days OSS
- Disruptive or Demeaning Language or Conduct - Use of hate language to demean other persons due to the race, gender, disability, natural origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech which materially and substantially disrupts class, school activities, transportation, or school functions.  
First Offense: principal/student conference, ISS, 1-10 days OSS  
Subsequent Offenses: ISS, 1-180 days OSS

**INAPPROPRIATE AGGRESSIVE CONDUCT**—Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury; inappropriate physical contact with another person.

1<sup>st</sup> offense— principal/student conference, ISS, or 1-10 days OSS

Subsequent offenses—ISS, 1-180 days OSS, or expulsion

**INAPPROPRIATE SEXUAL CONDUCT**—

- Physical touching of another student in the area of the breasts, buttock or genitals.  
First offense: principal/student conference, ISS, 1-180 days OSS  
Subsequent Offenses: ISS, 1-180 days OSS, or expulsion
- Use of sexually intimidating language, objects, or pictures.  
First offense: principal/student conference, ISS, 1-180 days OSS  
Subsequent Offenses: ISS, 1-180 days OSS, or expulsion
- Indecent Exposure includes the display of breasts, buttocks and genitals on school premises.  
First offense: principal/student conference, ISS, 1-180 days OSS  
Subsequent Offenses: ISS, 1-180 days OSS, or expulsion

**PLAGARISM/CHEATING**—Copying homework or test answers from another student or allowing another student to do the same; turning in another person’s work as your own.

ALL OFFENSES-Students will receive a failing grade on all assignments involved.

Additional disciplinary action may be taken if necessary.

**PRESCRIPTION MEDICATION**—Possession of a prescription medication without a valid prescription for such medication on school premises or on a school bus.

1<sup>st</sup> offense—principal/student conference, ISS or 1-10 days OSS

Subsequent offenses—1-180 days OSS, or expulsion

Distribution of prescription medication to any individual who does not have a valid prescription for such medication on school premises or on a school bus.

1<sup>st</sup> offense—1-180 days OSS

Subsequent offenses—Expulsion

**SEXTING AND/OR POSSESSION OF SEXUALLY EXPLICIT, VULGAR OR VIOLENT MATERIAL**—Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions

of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

1<sup>st</sup> offense—Confiscation. Principal/Student conference, 1-10 days ISS

2<sup>nd</sup> offense—Confiscation. ISS, 1-180 days OSS, or expulsion.

(The Internet Crimes Against Children Team and/or Local Law Enforcement will be contacted)

**SEXUAL HARASSMENT**— Use of verbal, written or symbolic language or conduct that is unwelcomed and based on sex.

1<sup>st</sup> offense—principal/student conference, ISS, 1-180 days OSS, or expulsion

Subsequent offenses—ISS, 1-180 days OSS, or expulsion

**SEXUAL HARASSMENT (continued)**

Physical contact that is sexually harassing

1<sup>st</sup> offense—ISS, 1-180 days OSS, or expulsion

Subsequent offenses—1-180 days OSS, or expulsion

**THEFT**—Nonconsensual taking or attempt to take the property of another.

1<sup>st</sup> offense—ISS, or 1-180 days OSS

Subsequent offenses—1-180 days of OSS or expulsion

**TOBACCO**— Use, sale, purchase, possession or distribution of tobacco, tobacco products or substances appearing to be tobacco products (i.e. includes imitation tobacco, vaping paraphernalia, e-cigarettes, juuls).

1<sup>st</sup> offense—principal/student conference or ISS

Subsequent offenses—ISS or 1-10 days OSS

Use of any tobacco products on school grounds, bus or at any school activity

1<sup>st</sup> offense—ISS or 1-3 days OSS

Subsequent offenses—ISS or 1-10 days OSS

**TRUANCY**— Truancy is the absence from school without the knowledge and consent of parents/guardians and/or the school administration. In the event of a group skip day, punishment will consist of at least (1) one Saturday school to be served at the administrations discretion. A student is also considered truant if they do not report to class, even if they remain on school grounds. Students are expected to be in the class they are assigned unless they have prior approval of the teacher of the assigned class or District administrator.

1<sup>st</sup> offense—principal/student conference or 1-3 days ISS

Subsequent offenses—3-10 days ISS

**VANDALISM**—Willful damage, or the attempt to cause damage to real or personal property belonging to the school, staff, or students

1<sup>st</sup> offense—ISS, 1-180 days OSS or expulsion, restitution

Subsequent offenses—1-180 days OSS or expulsion; restitution

**WEAPONS**—Possessions or use of any instrument or device, other than those defined in 18 U.S.C. 921 or 571.010.RSMo. which is customarily used for attack or defense against another person, any instrument or device used to inflict physical injury to another person

1<sup>st</sup> offense—ISS, 1-180 days OSS or expulsion

Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device as defined in 571.010.RSMo.

1<sup>st</sup> offense—one (1) calendar year suspension or expulsion

**CBD OILS AND RELATED SUBSTANCES**—possession or presence under the influence of CBD oil or a related substance while at school, on the school playground, on the school parking lots, a school bus or at a school activity whether on or off of school property.

1<sup>st</sup> offense—principal/student conference or ISS

Subsequent offenses—ISS or 1-10 days OSS

\* Due to the lack of consistency in labeling related to the potency of many CBD and similar products; due to the lack of research into the long-term effects of these products; and due to the overriding concern for the health and safety of District students, CBD

and similar products are prohibited on school premises and at school related activities. Penalties for violations of this policy will be consistent with the penalties for alcohol and drug possession.

Adherence to the aforementioned codes of conduct will be expectations of all students. It is ultimately the discretion of the administration as to what is deemed appropriate and necessary including codes of conduct not included in this handbook.

**THE ADMINISTRATION HAS AUTHORITY TO MAKE FINAL DECISION ON CONSEQUENCES DUE TO THE SEVERITY OF THE OFFENSE!**

Repeated offenses by a student may constitute insubordination and a student may be suspended for a greater length of time. Anytime a student is referred to the principal for misbehavior that will result in detention, ISS, or suspension, the student's parent/guardian shall be contacted.

### **IN/OUT-OF-SCHOOL SUSPENSION**

Students in OSS will not be allowed to make up any work, including tests missed. Students disciplined through ISS will be isolated from their regular classes and will be allowed to make up daily work. Tests missed due to ISS may be made up after regular school hours at the discretion of the teacher. Students who are in ISS or OSS may not attend or participate in any home or away school activities (including practices for extra-curricular activities) until their ISS or OSS is completed. If an ISS or OSS extends over a weekend, the student will not be able to attend or participate in any weekend activities. Students in OSS should not be on or near the school grounds during the time they are in OSS.

Students will turn their cell phones in to the office before reporting to ISS. If a student is caught with a cell phone in ISS they will serve their punishment according to the cell phone policy. In-school-suspension will last from 8:09 AM to 3:05 PM.

### **TEXTBOOKS AND SUPPLIES**

Textbooks and many supply items are furnished in the high school. Students are responsible for lost or damaged books. No student is to be penalized if the book is lost because of factors beyond his/her control. Students purchase their own pencils, tablets, crayons, scissors, paste, paper, and etc. Classroom teachers will let students know what supplies are needed.

### **SPECIAL SCHOOL CLOSING DUE TO BAD WEATHER, EQUIPMENT FAILURE, ETC.**

If for any reason it is deemed necessary to delay the opening of school, dismiss school early, or to cancel school for the day, announcements will be made over the radio stations, **KMMO – Marshall, FM 102.9, KMZU-Carrollton, FM 100.7, and KRES-Moberly, FM 104.7. Any announcements concerning the closing of school will also be made on KOMU, Channel 8 in Columbia, Brunswick R-II School District Facebook Page and text alerts.** It may be necessary to close school at a moment's notice, so it is important to know where your child is to be delivered if other than at home or the regular babysitter. ***PLEASE NOTE SPECIFIC INSTRUCTIONS ON HEALTH FORM WHERE INDICATED.***

The Board will annually adopt a school calendar that will provide for 1,044 hours of pupil attendance with no minimum number of school days. The beginning of the school year will not be earlier than fourteen (14) calendar days prior to the first Monday in September. The length of the school day will meet State Department of Elementary and Secondary Education requirements for six (6) clock hours of instruction. A school year and school day in excess of the state required minimum may be recommended by the Superintendent and approved by the Board. The planned calendar adopted prior to the beginning of the school year must be reported to DESE on Core Data Screen 10 by August 15 of each year, and cannot be changed after that date.

The District will only be required to make up the first thirty-six (36) hours of school lost or canceled due to inclement weather and half the number of hours lost or canceled in excess of thirty-six (36) hours up to twenty-four (24) hours of additional lost or canceled hours. Thus, the maximum number of hours that must be made up is sixty (60) hours. For purposes of this Policy, "inclement weather" shall mean ice, snow, extreme cold, flooding or a tornado, but not excessive heat. With the start of the 2020-2021 school year, "excessive heat" will be added to the definition of "inclement weather."

The District will not be required to make up any hours of school lost or cancelled due to exceptional or emergency circumstances during a school year, if DESE has approved an alternative method of instruction plan submitted by the District.

On days when school is not in session because of inclement weather, there will be no student-related activities in the school buildings, unless approved by the superintendent.

### ***FIRE/INTRUDER/DISASTER DRILLS***

The Brunswick R-II District will have fire, intruder and natural disaster drills throughout the school year. Classroom teachers will instruct their students in the appropriate procedures for each particular type of drill and practice with their students to assure everyone's safety.

### ***CRISIS PLAN***

The Brunswick R-II School District has a crisis plan to help district personnel to effectively manage emergency situations, by establishing procedures for dealing with a crisis until normal operations can be reestablished. Information will be shared with students and their roles discussed if an emergency situation arises. Copies of the Crisis Plan may be viewed in the principals' offices.

### ***SECURITY***

In order to enhance our school's security an alarm system has been installed. **ALL DOORS** to the outside will automatically **UNLOCK** at 7:45 AM each school day. At 8:06 A.M. **ALL DOORS** will automatically **LOCK**. Entrance into the building after 8:30 A.M. can only be accessed through the band room doors closest to the high school office. To gain entry into the building, **ALL** visitors **MUST** press the button on the south wall and the door will be unlocked for you to enter. Upon entering the building **visitors must go directly to the high school office to sign in and obtain a visitor's pass**. Visitors **MUST** also sign out at the high school office prior to their departure.

## **SCHOOL DANCES**

BHS Students will not be permitted to bring a date over the age of 20 to any school dance including prom unless approved by the administration in advance at the sole discretion of the administration. All school dances (excluding prom) will be for 7<sup>th</sup> – 12<sup>th</sup> grade students. Prom will be for 9<sup>th</sup> – 12<sup>th</sup> grade students. Dates other than Brunswick R-II students must be signed-up on the sign-up sheet and must be approved by administration prior to admittance to the dance. Parents/guardians, and/or community members are not permitted to attend school dances.

## **PARENT-TEACHER ORGANIZATION**

The PTO is a vital part of our school program and support and we encourage all parents to support PTO by becoming **ACTIVE** members. By working together, we can improve the educational experience for our students. Meeting dates will be available on the school website, [www.brunswick.k12.mo.us](http://www.brunswick.k12.mo.us) under the calendar events.

## **CONFERENCES**

Parent-teacher conferences will be scheduled at the end of the first quarter. Grade reports will be sent home at the end of the second, third, and fourth quarters. Teachers welcome the opportunity to talk with parents in regard to their child's progress in school. Conferences are encouraged and open communication is essential for the effective teamwork of maintaining a central focus on your child's education.

## **PROGRESS REPORTS**

Progress reports are sent home halfway through each quarter. Teachers are available to confer with you at a scheduled time.

## **LEAVING SCHOOL EARLY**

When leaving school during the day for any reason, the parent(s) or guardian **MUST** contact the school and give permission for their child(ren) to sign out through the office.

## **DISMISSAL**

Students are expected to promptly leave the building at dismissal time in order to board their bus, walk home or meet their parents if being picked up. Students are **NOT** permitted to remain after school unless they are serving an 8<sup>th</sup> hour or are involved in an activity **SUPERVISED** by a staff member.

## **TELEPHONE USE**

The office maintains phone lines for school business. Students may use the phone with permission from the office. **STUDENTS AND/OR TEACHERS WILL NOT BE TAKEN FROM CLASS TO RECEIVE PHONE CALLS UNLESS IT IS AN ABSOLUTE EMERGENCY.**

- A development in cell phone technology in recent years has resulted in enhanced communication opportunities. Cell phones are a great tool for safety and convenience; however, they are a distraction in the learning environment. Cell phones also compromise academic integrity and create an avenue for bullying, drama, and criminal activity. Student use of cell phones is limited upon entering the school building and during the school day. If the devices are present on campus, students must display responsible use of electronic devices at appropriate times. **Passing times between classes and at lunch will be considered appropriate**

**times of use.** Cell phones are banned in all restrooms as well as in dressing areas during extracurricular activities and the school day. Students must obtain permission from teachers or administration for use during non-designated times and locations. A student is considered “USING” a cell phone if the phone rings, vibrates, or the student is looking at and/or touching it. This policy includes the iPod Touch, iPad, iPod, MP3 player, smartwatches, pagers, and/or any technology with texting or picture-taking capabilities. Due to the tendency of these devices to be of high value, it is encouraged to keep them at home or locked securely during the school day. Brunswick R-II, the building administrators, the classroom teachers, and other staff members are not liable for any device stolen or damaged on campus.

Students will not be allowed to use cell phones, smartwatches, and similar electronic devices during class time, as well as, in dressing areas during extracurricular activities. Students, 7-12, caught “USING” a cell phone during class time will be in violation of this policy. Students are allowed to wear smartwatches, but notifications must be turned off. If a student uses a smartwatch to track medical issues such as blood pressure, heart rate, and blood sugar, all other notifications should be turned off. If students receive notifications on their watches during class time, it will be treated the same as a cell phone violation. Teachers may ask students to remove smartwatches at their discretion (i.e. when tests or quizzes are being given to ensure test/quiz validity).

Violation of this policy will result in the following consequences:

- Any student that refuses to give an electronic device to a teacher is subject to a suspension for insubordination.
- Please note that if a student is in possession of inappropriate or lewd pictures or texts on their electronic device(s), the district will discipline according to the Student Handbook and notify the proper authorities as deemed necessary.
- Emergency phone calls can always be made in the main office; so cell phones are not needed during school hours. If parents must contact their child, they should call the school office.

Consequences are as follows:

- 1<sup>st</sup> offense—Cell phone will be confiscated and given to the building administrator. The phone will be returned to the student at the end of the school day. The student will also serve (1) one day of detention.
- 2<sup>nd</sup> offense—Cell phone will be confiscated and given to the building administrator. The cell phone may only be picked up by the parent/guardian at the conclusion of the school day in the office. The student will also serve (1) one day of ISS.
- 3<sup>rd</sup> offense—Cell phone will be confiscated and given to the building administrator. The cell phone may be picked up by the parent/guardian after the parent conference and at the discretion of the principal. The student will also serve disciplinary measures deemed necessary by the building administrator.

\* If an individual student continuously abuses this privilege, they will be required to turn their phone into the high school office first thing in the morning and pick it up after school for a length of time determined by the principal.

## **CHANGE OF ADDRESS OR PHONE**

If your address or telephone number changes during the course of the school year, **PLEASE** notify the school office immediately. This will help keep our records accurate in case we need to contact you.

## **FOOD—POP—JUICE**

School is a place for learning and food, pop, and juice can be distracting, as well as damaging to the facilities. There should be no food, pop, or juice in the hallways, lockers, gym, or classrooms.

## **LIBRARY**

A central library is located at the west end of the building with a full time certified librarian in charge. Students and teachers are informed of materials available and are trained in selecting and using these library materials in their quest for knowledge.

***STUDENTS ARE RESPONSIBLE FOR BOOKS CHECKED OUT TO THEM AND MUST REPLACE LOST BOOKS.*** Grade reports will be held until library books are returned or lost books are replaced.

## **STUDENT DRESS CODE**

Students should not wear any style of clothing apparel which is not in accordance with propriety and decorum and is distracting to the educational environment of a classroom. Students are encouraged to dress comfortably but in a manner showing respect for themselves and others.

The following items are **NOT** to be worn to school: midriff tops, see-through shirts, short-shorts (Skirts and shorts must cover the buttocks and groin at all times. For all shorts, skirts, and pants, reasonable holes are permissible; however, holes should not expose the buttocks, groin or undergarments covering these areas.), short-miniskirts, shirts with low-cut armholes, crop tops, backless tops, spaghetti straps, pajama tops/bottoms, low-cut tops, any item which exposes the wearer's undergarments, clothing that has suggestive, profane, or vulgar remarks and any item advertising alcohol, tobacco, or drug use. Body tattoos that advertise, promote, or suggest drug, tobacco, alcohol, violence, sexual, gang-related, obscene, or profane matters are prohibited.

No hats, caps, bandannas, do-rags, or hoods will be allowed upon entering the building for school. The **ONLY** exception(s) will be if (1) SCHOOL SPONSORED SPIRIT WEEKS have been approved and are being held by clubs or organizations that might include cap/hat day, (2) Vo Ag Judging Day, and (3) School Dances. IF such apparel on spirit days is deemed a distraction in the classroom, the teacher reserves the right to address the issue. Hats/headgear will be allowed to be worn when students attend extra-curricular activities as a spectator (i.e. basketball games). Hats/headgear will not be allowed indoors while students are participating in extra-curricular activities and/or events (i.e. banquets, Scholars Bowl, Science Olympiad, basketball bench). Students will not be allowed to wear hats/headgear while attending banquets. The



administration/teacher/sponsor has the authority to make final decision on other extra-curricular activities that hats/headgear will be allowed or not allowed.

No items that are known to be gang related are to be worn. The dress code described above will apply to student dress during school hours as well as to when they attend/participate in an extra-curricular activity. Students are representing our school when they attend or participate in activities/contests at other schools or places in the community. For this reason, Brunswick R-II students are expected to follow our dress code at away activities, home activities, and at school during the day.

PENALTY: If a student wears an unacceptable item to school they will be required to call home and parents will be asked to bring appropriate clothing for the student. If parents are not available, there will be clothes in the office for the student to wear for the remainder of the day.

## **COMPUTER PROVISIONS**

The Brunswick R-II School Network is to provide appropriate up-to-date technologies that will offer vast, diverse, and unique resources to students, teachers and staff. We are pleased to offer access to the district computer network for project storage and the Internet. To gain individual access to the network the district's technology resources and the Internet, **ALL STUDENTS** must obtain parental permission and must sign and return a Student Acceptable Use Policy form (AUP). Use of District technology and network is monitored and subject to search. There is no expectation of privacy in use of District technology and/or network. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Individual users are responsible for their behavior and communications over the network. Users will comply with district standards and will honor the agreements they have signed. **If a user violates any of those provisions, his or her account may be terminated and future access could be denied.**

The Brunswick R-II School District is proud to be in the position where we can provide every student in 7<sup>th</sup> through 12<sup>th</sup> grade the opportunity to use a Chromebook on a daily basis. Teachers will incorporate this advanced technology into their lessons and the student's assignments.

The school offers a Computer Damage Cooperative Program (Insurance) that covers the computer equipment loaned to the student against all damage. This DOES NOT cover LOSS of loaned equipment. You will be fully responsible for the cost of the equipment if it is considered to be lost.

The technology department will send information regarding Chromebook usage and insurance at the beginning of the school year. For any questions regarding student technology, please contact Nyle Bowyer at (660) 548-3771 ext. 218.

## **LUNCHROOM SERVICES**

The lunchroom is maintained in the building and well-planned meals are served daily to the students and faculty. With the observance of a closed lunch period, students must either bring their lunch or buy their lunch in the school cafeteria. Students are not allowed to leave the building during their lunch shift. Lunch from an outside eating

establishment **MAY NOT** be delivered to any student at any time during the school day as this creates a disruption for students and staff.

The basic menu in the cafeteria is a standard plate lunch. The plate lunch program meets the National School Lunch Act Standards. Breakfast will be served from 7:45 AM-8:00 AM each day of the week.

Lunch and breakfast money may be paid by the day, week or the month. **LUNCHES MUST BE PAID WEEKLY OR MONTHLY.** Both breakfast and lunch menus will be posted on the school website and through a weekly post on the Brunswick R-II Facebook page and Remind app.

## **CAFETERIA RULES**

1. No food or drink is to leave the cafeteria.
2. No one may leave the cafeteria without permission.
3. No pop may be purchased or consumed during lunch, only juice drinks.
4. Students are expected to keep the tables and floors clean.
5. Noise should be kept at an acceptable level
6. Good manners should be used.

## **COUNSELING DEPARTMENT**

The school counselor's office is located down the hall to the Multipurpose Room.

1. The objective of the school counseling department is to help students with their educational, vocational, and personal problems. In the counseling situation, an attempt is made to help the student understand himself/herself and his/her problems and to make intelligent and realistic decisions regarding his/her academic, career, and social/emotional/personal development.
2. Some of the services of the counselor are to provide educational and vocational information and materials, provide aid in securing scholarships, plan student course schedules, interpret tests, and make referrals to outside agencies for mental health services.
3. State and local assessments will be given at different intervals during the students' academic years in the fields of scholastic ability, achievement, interests, and college ability. The test results will be interpreted and explained to the students when making plans for postsecondary opportunities. The counselor's office is open to all students. Students wishing to visit with the counselor should make an appointment.
4. Seniors are allowed (2) two days to make college visits and juniors are allowed (1) one day to make a college visit within the academic year. These days are meant to be used to decide upon a college/trade school to attend. Therefore, prior permission must be granted by the counselor to use a visitation day and the excused absence will be logged by the high school secretary. Students/families are allowed to set the visits up themselves or with the assistance of the school counselor. After the visitation day, the student must present proof of the visit to the facility in the form of a letter, campus tour schedule, or other document as deemed appropriate by the counselor to officially excuse the absence.
5. The school counselor works with students on a short-term individual basis in the solution of personal problems and is a liaison for additional resources for students/families to seek further assistance. When there are increased mental

health concerns, the school counselor does not act as a therapist and will consult and coordinate with in-district and/or outside community agencies and make referrals for further mental health services regarding the student. Once referrals have been provided, the student's parent/guardian is responsible for consenting to and establishing additional mental health services for their child within the school setting or outside of the district.

## **STUDENT SCHEDULES**

Students and parents are encouraged to take an active role in selecting classes for student's schedule. It will be, however under the discretion of teachers, counselor and administration to place the student in classes deemed appropriate for their achievement level and better prepare for their future. Course changes can only be made the first three days of each semester. This includes dual-credit enrollment and virtual education courses. If a student chooses to drop a dual-credit course, after the first three days of the semester, the student will receive an "F" on their high school transcript.

## **ILLNESS**

***CHILD WHO HAS A TEMPERATURE OF 100.4 OR ABOVE, IS ACTIVELY VOMITING, OR SHOWS SIGNS OF ILLNESS, WILL BE SENT HOME AND SHOULD NOT RETURN TO SCHOOL UNTIL THEY ARE FEVER FREE FOR 24 HOURS without the use of fever-reducing medication.***

## **MEDICATION - ADMINISTERING MEDICINES TO STUDENTS**

- **Prescription Medications** - Giving medicine to students during school hours shall be discouraged and restricted to necessary medication that cannot be given on an alternative schedule. Before a student can receive a prescription medication at school, there must be a doctor's order on file at the school. To receive medication at school, either the physician must complete and sign the medication order form (provided by the school), or the prescription label may serve as physician order. The medication must have a label affixed by the pharmacy, with date of filling, prescription number, the physician's name, student's name, and name and dosage of the prescribed medication. Any changes in the type of medication, dosage, time given, or procedure requires the physician to complete a new form and be on file at the school.
- **Non-Prescription Medications** – Over-the-counter (OTC) medication must be provided by the student. All OTC medication will be given when accompanied by a written request from a parent or guardian. The request will include the student's name, date, name of medication, dosage, time of administration, and signature of parent/guardian. All OTC medications must be in the original container and will not be dispensed in excess of the manufacturer's recommended dosage. If it is necessary for a child to take a daily non-prescription medication, a request from the parent/guardian and also a request from the physician must be provided. **Parents are not to send any medication in envelopes, plastic wrap, lunch boxes, etc.** Medications must be transported by the parent/guardian to the school unless other arrangements have been made with the school nurse or administration.

The administration of the medicine to a pupil, when all the above conditions have been met, shall be limited to the school nurse, secretary, or other designated persons. All

medicine shall be kept in a secure area. The school nurse will be responsible for keeping health records on each child and keeping staff informed of medical information.

## ASTHMA

If the school nurse determines it is safe and appropriate, students with asthma may be allowed to carry their rescue inhalers. Parents must complete an asthma health history and medication permit.

## MISSOURI SCHOOL IMMUNIZATION REQUIREMENTS

- All students must present documentation of up-to-date immunization status, including month, day, and year of each immunization before attending school.
- Required immunizations should be administered according to the current Advisory Committee on Immunization Practices Schedule, including all spacing, (<http://www.cdc.gov/vaccines/schedules/index.html>).
- To remain in school, students "in progress" must have an Immunization "In Progress" form (Imm.P.14) on file. In progress means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept and an updated record provided to the school. If the appointment is not kept, the child is no longer in progress and is noncompliant.
- Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed. The appropriate exemption card must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine-preventable diseases occur.

Vaccines Required for School Attendance	Dose Required by Grade												
	K	1	2	3	4	5	6	7	8	9	10	11	12
DTaP/DTP/DT <sup>1</sup>	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+
Tdap <sup>2</sup>									1	1	1	1	1
MCV <sup>3</sup> (Meningococcal Conjugate)									1	1	1	1	2
IPV (Polio) <sup>4</sup>	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
MMR <sup>5</sup>	2	2	2	2	2	2	2	2	2	2	2	2	2
Hepatitis B <sup>6</sup>	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
Varicella <sup>7</sup>	2	2	2	2	2	2	2	2	2	2	1	1	1

**In accordance with Section 210.003.7, the parent or guardian of a child enrolled in or attending Brunswick R-II School District may request notice of whether there are any children enrolled at our facility with an immunization exemption on file. If you would like to request this information, please contact Kathy Naylor, School Nurse, and the information will be provided to you. Please note, the name or names of individual children are confidential and will not be released. Our response will be limited to whether or not there are children enrolled at our facility with an immunization exemption.**

## **HEAD LICE**

In keeping with the Brunswick R-II School District's policy of avoiding the unnecessary exclusion of students from school, the district will not exclude otherwise healthy students from school due to nit infestations. Students with head lice infestations will be excluded from school only to the minimum extent necessary for treatment.

### ***The following procedure will be followed:***

- For a student found to have a lice infestation, the school nurse will instruct the parent/guardian concerning appropriate treatments that can be purchased to eliminate head lice or nits and will also give information concerning necessary procedures to be taken in the home to ensure that the head lice are eliminated.
- If the student was infected with live head lice, the student should return to school as soon as they have been provided effective treatment and no live lice are present.
- When a student who had a live head lice infestation returns to school, the student will be examined by the school nurse or designated staff. If live head lice are found, the parent/guardian will again be called and reinstructed concerning treatment.
- The parent/guardian of a student who is identified as having nits but not a live head lice infestation will be instructed on proper removal of nits. The student will be reexamined within five (5) calendar days of the initial identification.
- The school nurse will keep accurate and confidential records of students infected with head lice or nits.
- If it appears the parent/guardian of an infested student is failing to secure timely treatment for the infestation after having been given notice of the existence of head lice or nits in accordance with these procedures, the nurse will notify the school principal, who may report the matter to the Children's Division (CD) of the Department of Social Services if he/she deems it necessary.

## **RINGWORM**

Occasionally a student will develop ringworm. When this happens the child must obtain appropriate treatment before coming to school.

## **HEALTH SCREENINGS**

Students will be screened for height, weight, vision, and hearing by the district's school nurse at designated times throughout the year as determined by the nurse. Students/Special Education students may be referred for screening by the teacher, parent, or self.

## **STUDENTS WITH COMMUNICABLE DISEASES**

A student shall not attend classes or other school-sponsored activities, if the student (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is liable to transmit the contagious or infectious disease, unless the Board of Education or its designee has determined, based upon medical evidence, that the student:

1. No longer has the disease.
2. Is not in the contagious or infectious stage of an acute disease.
3. Has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

School officials may require any child suspected of having a contagious or infectious disease to be examined by a physician and may exclude the child from school, in accordance with the procedures authorized by this policy, so long as there is a substantial risk of transmission of the disease in the school environment.

A student who has a chronic infectious disease, and who is permitted to attend school, may be required to do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school. A student who has a chronic infectious disease and who is not permitted to attend school or participate in school activities will be provided instruction in an alternative educational setting in accordance with District policy.

Students with acute or chronic contagious or infectious diseases and their families have a right to privacy and confidentiality. Only staff members who have a medical reason to know the identity and condition of such students will be informed. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action.

The District will implement reporting and disease outbreak control measures in accordance with the provisions of Missouri Department of Health publication PACH-16, "Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers and Day Care Operators," a copy of which shall be on file in the nurse's office.

### **Life-Threatening Food Allergy**

Brunswick School District is committed to providing a safe school environment for all students. The school recognizes that food allergies, in some instances, may be severe and even occasionally life threatening. Information pertaining to the student's allergies will be shared with faculty and staff who have contact with the student, but otherwise will be kept as confidential as possible. Parents of students with life-threatening allergies must provide Brunswick School with emergency medications and a written statement from their medical provider outlining any special dietary restrictions or needs.

## **DRIVING REGULATIONS**

Driving to school is a privilege that high school students have. As such, the following procedures should be followed for a student to continue to have the privilege of driving to school.

1. Students will drive their vehicles slowly in the school parking lot and on the streets surrounding the school grounds.
2. Students will park their vehicles in the parking lot on the north side of the building. Students should never park their vehicles in any of the off-street parking around the school grounds. This includes times when students are leaving from school early for a field trip. At these times, their cars should be parked in the north parking lot.
3. Students will park in the parking lot in an orderly manner by forming rows. No one should block another person's vehicle from being able to move.
4. Students should not tamper with any vehicles in the parking lot which do not belong to them.
5. Students are NOT allowed to carry any kind of potential weapon (firearm, bow in arrow, knives, etc.) in their vehicles.
6. All students who drive will have to abide by the Brunswick Jr./Sr. High School Random Drug Testing Policy.

\*These regulations apply to ALL types of motorized vehicles.

Failure to follow these procedures will result in the students being suspended from the school parking lot. Continuous failure to comply could result in long-term suspension from the parking lot.

**\* The Missouri State Highway Patrol will be contacted and a ticket will be issued to any student that drives around or through the bus stop sign and/or safety arm.**

**STUDENT VEHICLES ON SCHOOL GROUNDS ARE SUBJECT TO SEARCH IF THERE IS REASONABLE CONCERN THAT IT CONTAINS CONTRABAND.**



## **BUS REGULATIONS**

The Brunswick R-II School District provides free transportation for all children in the district. Both the school and the parent/guardian have the responsibility of cooperation to teach our children good safety and conduct rules for bus riding.

As a guide the following safety regulations should be observed.

### ***STUDENTS ARE EXPECTED TO:***

1. Conduct themselves in an orderly and courteous manner similar to student classroom conduct.
2. Board and exit the bus in a single file and in an orderly manner.
3. Take their seats and remain seated *at all times until the bus comes to a complete stop.*
4. Keep heads, hands, and articles inside the bus.
5. Report any damage to the bus to the driver. Offender will be responsible for damages.
6. Do not eat or drink on the bus and help keep the bus clean.
7. Be on time as the bus cannot wait beyond the regular scheduled time for those who are not ready.
8. Wait for the bus in a safe place, well off the roadway or street.
9. Have no conversation with the bus driver unless to report issue.
10. Be particularly alert to all traffic when boarding and exiting the bus.
11. Obey the bus driver at all times.
12. Talk in an appropriate tone and volume level.
13. Use appropriate language, no profanity or name calling.
14. Keep the aisle clear at all times. (No feet or arms sticking out in the aisle).
15. *Keep your hands to yourself*; no verbal or physical fighting.
16. Do not throw objects of any type inside or outside of the bus.
17. Do not to smoke or use tobacco products.
18. Have no weapons of any kind on the bus. (guns, bows, brass knuckles, knives, etc.)

The bus driver has the responsibility and authority to request students to follow the regulations and to assign students to specific seats. The bus driver will report any student's misconduct to the student's principal. Students who do not obey the rules and conform to orderly behavior may be suspended from riding the bus for a specified length of time. Students may also be subject to additional consequences for conduct that violates the Student Code of Conduct. Parents will be notified of their child's misbehavior. In the event of suspension, parents will be notified in order that other means of transportation can be arranged by the parent.

**\*\*PRINCIPAL HAS AUTHORITY TO MAKE FINAL DECISION ON CONSEQUENCES DUE TO THE SEVERITY OF THE OFFENSE!**

Weapons on a bus or directed toward the bus will be referred to the proper authorities. Students are to board the bus at their assigned stops.

## STUDENT TESTING- 7<sup>TH</sup> -12<sup>TH</sup> GRADES

<b>7<sup>th</sup> Grade</b>	➤ MAP---English & Math
<b>8<sup>th</sup> Grade</b>	➤ MAP---English, Math, & Science
<b>9<sup>th</sup> Grade</b>	➤ Algebra I EOC*
<b>10<sup>th</sup> Grade</b>	➤ English II EOC* ➤ Biology EOC* ➤ Government EOC* ➤ Missouri* and US Constitution Tests* (given in 10 <sup>th</sup> Grade American Government class)
<b>11<sup>th</sup> Grade</b>	➤ ASVAB & ACT
<b>12<sup>th</sup> Grade</b>	➤ Optional ASVAB ➤ Accuplacer Exam

**NOTE:** The online End-of-Course Exam (EOC) ---is determined by course enrollment. Grade levels listed above are the typical grade level for testing. All EOC exams **must** be taken BEFORE a student can graduate.

\*Tests with (\*) are **REQUIRED** in order to graduate.

## GRADUATION

### CREDITS REQUIRED TO GRADUATE

Communication Arts	4.0
Social Studies	3.0
Mathematics	3.0
Science	3.0
Fine Arts	1.0
Practical Arts	1.0
Physical Education	1.0
Health Education	.5
Personal Finance	.5
<u>Electives</u>	<u>7.0</u>
<b>TOTAL</b>	<b>24.0</b>

The graduation ceremony marks 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 respect to the Brunswick Community which has supported all aspects of public education. To help insure Brunswick R-II Graduation is the best it can be, the following guideline will be observed by all involved:

1. Only seniors who have met ALL requirements for graduation will be permitted to participate in the graduation ceremony.
2. Attendance to rehearsal is mandatory.
3. All fees/fines/materials must be cleared and paid in full.
4. Graduation dress code: dress pants, dress shoes, nice shirt. Under NO circumstances will jeans be allowed.
5. Cap worn level on the head, tassel worn on left side.

### **Valedictorian/Salutatorian Requirements-**

The Valedictorian/Salutatorian of the graduating class must have been enrolled in Brunswick High School for 6 consecutive semesters.

\*Students must attend 8 consecutive semesters in an accredited high school to walk in the graduation ceremony. (i.e.-If a student chooses to sit out of school for a semester and then return, they will not be allowed to walk at graduation with their class.)

### **EARLY GRADUATION**

Students who wish to graduate early will be required to meet with the school counselor and submit written notification to the principal. The school counselor will notify the student's parents/guardians of the student's decision if the student is a dependent, and will be required to consult with the counselor to ensure that **ALL** requirements for graduation have been met. In order to receive early release, a student will complete an early release application signed by their parent/guardian and submit a letter of request to the high school principal by **November 1<sup>st</sup>**. The letter and request for early release will be presented to the Board of Education in November.

Early graduates will not be eligible for any honors (valedictorian/salutatorian) or scholarships awarded through Brunswick High School. Early graduates that reside in Chariton County may still be awarded Joe W. Ingram funding. They will not be allowed to participate in the prom in any way, including attending as a junior or senior date. Early graduates will not be permitted to attend the senior trip and will at no point receive a financial reimbursement for working toward the senior trip throughout Jr. High and High School. Students will also not be eligible to attend the Academic Banquet. The students who choose early graduation will be allowed to participate in the spring graduation ceremonies but will be considered alumni for all other activities. Early graduates will be eligible for the A+ Program as long as they have completed all of the requirements and meet the eligibility criteria prior to December graduation. If the student was a due-paying member of an extracurricular activity and/or participated in a fall sport, they may attend the spring banquet of that organization (i.e. FFA, Athletic Banquet).

## **SENIOR TRIP**

Brunswick High School seniors that are eligible for graduation have the privilege of taking a senior trip at the end of their senior year. The money for this trip comes from three money-raising efforts during sophomore, junior and senior years.

The senior class and/or the senior trip committee and their sponsors will plan the senior trip. The class sponsors, high school principal, and the superintendent will determine if the class is in the financial situation to pursue the trip they desire to take. The class must then present their trip agenda and financial plan to the Board of Education for approval. All trips are subject to board approval.

If at any point in a student's school career a student makes himself/herself seem like more of a liability than an asset to the class and/or school, then the class sponsors and administration will meet to determine whether or not the student will be allowed to attend the senior trip. Office referrals for discipline and/or involvement with the Criminal Justice System in or out of school will all be considerations for this determination.

A student must be enrolled before the beginning of the second semester of his/her junior year in order to be eligible to participate in senior trip. Any student enrolling after the beginning of the second semester of his/her junior year will be required to pay a prorated portion of the individual's cost to attend the senior trip. The student may also opt out of attending the trip and therefore, will not be expected to participate in any fundraisers or pay any portion of the class senior trip.

At the 4<sup>th</sup> quarter mid-term grade review if any student is in jeopardy of not graduating, it may be determined that the student will forgo the senior trip and attend school in an effort for them to become eligible to graduate with their class.

There will be a mandatory Senior Trip Parent Meeting. To be eligible to participate in the senior trip, the student and a parent or guardian must attend this meeting unless the student is not in the custody of a parent or guardian.

Any student participating in a "senior skip day" will **NOT** attend senior trip.

At no point in time will a student ever get a "financial reimbursement" for working toward senior trip if the student isn't allowed or chooses not to attend the senior trip.

## **VIRTUAL EDUCATION**

The District will participate in the Missouri Course Access and Virtual School Program ("Program"). The Program offers District students the opportunity to enroll in virtual school courses in a variety of grade level and content areas from kindergarten through grade 12. The District may elect to offer specific courses as part of the Program. In accordance with District enrollment policies, Virtual Education will also have the three-day open enrollment period at the beginning of each semester. Eligibility will be determined on a case-by-case basis. Virtual Education courses will receive a Pass/Fail academic mark, not a letter grade and will not count toward class rank (valedictorian/salutatorian). Enrollment in a MOCAP course, may impact a student's MSHSAA eligibility. Each building principal will serve as the virtual learning coordinator for their

building. DESE requires that requests for MOCAP courses must be acted upon within 10 days of the requests.

## **STUDENT EDUCATIONAL RECORDS**

A cumulative educational record shall be maintained for each student from his/her entrance into school through the last date of attendance or through graduation, whichever occurs first.

Each student's educational record will include information required by state and federal statutes, regulations or agencies and shall include other information considered necessary by school officials.

The District will comply with the mandates of the Family Educational Rights and Privacy Act (FERPA) and the Safe Schools Act regarding confidentiality of student records and disclosure of personally identifiable information.

The District has adopted procedures (Regulation 2400) for the granting of parental requests for access to the educational records of their students within a reasonable period of time, but in no case more than forty-five (45) days after the request is made.

Upon request by military recruiters or an institution of higher learning, the District will provide students' names, addresses and telephone listings. Parents will be notified annually of their right to individually request that such information not be released without prior parental consent. Military recruiters will be provided the same access to students as is given to institutions of higher learning.

## **STUDENT SUICIDE AWARENESS POLICY**

This policy and the accompanying regulation reflects the District's commitment to maintaining a safe environment to protect the health, safety and welfare of students. The corresponding regulation for this policy outlines key protocol and procedures for this District in educating employees and students on the actions and resources necessary to prevent suicide and to promote student well-being.

The district will address suicide awareness and prevention through the following policy components:

1. Crisis response team
2. Crisis response procedures
3. Procedures for parent involvement
4. Community resources available to students, parents, patrons and employees
5. Responding to suicidal behavior or death by suicide in the school community
6. Suicide prevention and response protocol education for staff
7. Suicide prevention education for students
8. Publication of policy

### **1. Crisis Response Team**

The district will include suicide awareness and prevention in already established district or building crisis response teams or will establish such team(s) if not already in existence. Crisis response team members will include administrators, counselors and the school nurse, and may also include school social workers, school resource officers, teachers and/or community resources as appropriate. The crisis response team will be responsible for implementation of crisis response procedures.

The district will adopt an evidence based/informed tool for assessing suicide risk. The crisis response team, the building administrator, or his/her designee will receive training and coaching in using this tool to collect and document student suicidal behaviors and safety planning strategies.

### **2. Crisis Response Procedures**

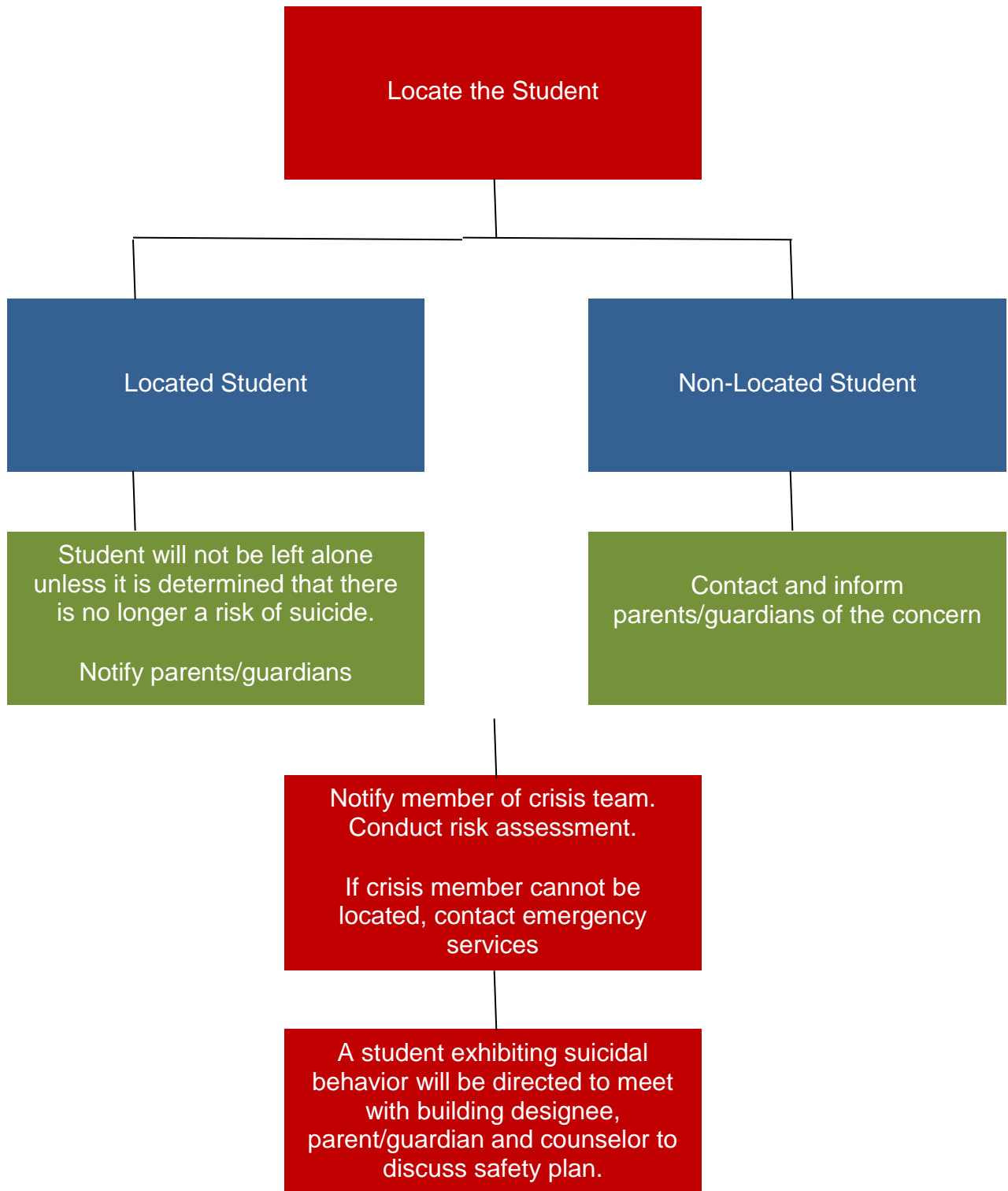
Student suicidal behaviors are not confidential and may be revealed to the student's parents, guardians, school personnel or other appropriate authority when the health, welfare or safety of the student is at risk.

Any school employee who has a reasonable belief that a student may be at risk for suicide or witnesses any attempt towards self-injury will notify a member of the crisis response team, the building administrator or his/her designee.

If a student suicide behavior is made known to any school employee and a member of the crisis response team, the building administrator or his/her designee is not available, the employee will notify the student's parent/guardian, the National Suicide Prevention Lifeline (800-273-8255) or local law enforcement in an emergency

situation. As soon as practical, the employee will notify the building designee or principal.

The following steps will be employed in response to any risk of student suicide:



### 3. Procedures for Parent Involvement

A member of the crisis response team, the building administrator or his/her designee shall reach out to the parents/guardians of a student identified as being at risk of suicide to consult with them about the risk assessment of their student, to make them aware of community resources, and to discuss how to best support the student's mental well-being and safety.

If the parent refuses to cooperate or if there is any doubt regarding the student's safety, local mental service providers and/or law enforcement may need to be engaged, and a report may need to be made to the Child Abuse and Neglect Hotline.

Contact with a parent concerning risk of suicide will be documented in writing.

### 4. School and Community Resources

A student exhibiting suicidal behavior will be directed to meet with the building designee, their parent/guardian and counselor to discuss support and safety systems, available resources, coping skills and a safety plan as necessary.

The district will, in collaboration with local organizations and the Missouri Department of Mental Health, identify local, state and national resources and organizations that can provide information or support to students and families. A basic list of resources can be found on the Department of Mental Health website and the district will strive to develop its own list of local resources to be made readily available.

<http://dmh.mo.gov/mentalillness/suicide/prevention.html>

### 5. Responding to Suicidal Behavior or Death by Suicide in the School Community

When the school community is impacted by suicidal behavior or a death by suicide, the district will confer with their crisis response teams and, when appropriate, confer with local community resources and professionals to identify and make available supports that may help the school community understand and process the behavior and/or death.

The crisis response team, the building administrator or his/her designee will determine appropriate procedures for informing the school community of a death by suicide and the supports that will be offered. Staff and students who need immediate attention following a death by suicide will be provided support and resources as determined necessary.

### 6. Suicide Prevention and Response Protocol Education for Staff

All district employees will receive information annually regarding this policy and the district's protocol for suicide awareness, prevention and response. The importance of suicide prevention, recognition of suicide protective and risk factors, strategies to strengthen school connectedness and building specific response procedures will be highlighted.



Such information shall include the following:

1. Current trends in youth mental health, wellbeing and suicide prevention and awareness
2. Strategies to encourage students to seek help for themselves and other students
3. Warning signs that indicate a student may be at risk of suicide
4. The impact of mental health issues and substance abuse
5. Communication to students regarding concerns about safety and that asking for help can save a life
6. Understanding limitations and boundaries for giving help and techniques to practice self-care
7. Identification of key school personnel who are comfortable, confident and competent to help students at risk of escalated distress and suicide

All district staff will participate in professional development regarding suicide awareness and prevention.

#### 7. Suicide Prevention Education for Students

Starting no later than fifth grade, students will receive age appropriate information and instruction on suicide awareness and prevention. Information and instruction may be offered in health education, by the counseling staff or in other curricula as may be appropriate.

Student education will include the following:

1. Information about mental health, well-being and suicide prevention and awareness
2. Promotion of a climate that encourages peer referral and which emphasizes school connectedness
3. Recognition of the signs that they or peers are at risk for suicide
4. Identification of issues that may lead to suicide including depression, anxiety, anger, and drug/alcohol dependency
5. Directive to not make promises of confidence when they are concerned about peer suicide
6. Identification of a trusted adult on campus with whom students can discuss concerns about suicide

## **NOTICE OF DESIGNATION OF DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Brunswick R-II School District receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the Brunswick R-II School District to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Brunswick R-II School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Brunswick R-II School District to include this type of information from your child's educational records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for basketball, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon

request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. Requests from higher education institutions may also obtain student information using the procedure above.

If you **do not** want Brunswick R-II School District to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing by **August 31, 2021**. Brunswick R-II School District has designated the following information as directory information:

- Student's name
- Grade Level
- Address
- Participation in officially recognized activities
- Telephone listing and sports
- Photograph
- Weight and height of members of athletic teams
- Date and place of birth
- Dates of attendance
- Degrees, honors and awards received

Another exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

## **ELEMENTARY AND SECONDARY EDUCATION ACT**

Our district is required to inform you of certain information that you, according to federal law have the right to know. Upon your request, our District is required to provide to you in a timely manner, the following information:

\*Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

\*Whether the teacher is teaching under emergency or other provisional status through which state qualification criteria have been waived.

\*Whether your child is provided services by paraprofessionals and, if so, their qualifications.

\*What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each Individual parent:

Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

**Missouri Department of Elementary and Secondary Education  
Every Student Succeeds Act of 2015 (ESSA)  
COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>.

<b>Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents</b>	
<b>General Information</b>	
<ol style="list-style-type: none"> <li>1. What is a complaint under ESSA?</li> <li>2. Who may file a complaint?</li> <li>3. How can a complaint be filed?</li> </ol>	
<b>Complaints filed with LEA</b> <ol style="list-style-type: none"> <li>4. How will a complaint filed with the LEA be investigated?</li> <li>5. What happens if a complaint is not resolved at the local level (LEA)?</li> </ol>	<b>Complaints filed with the Department</b> <ol style="list-style-type: none"> <li>6. How can a complaint be filed with the Department?</li> <li>7. How will a complaint filed with the Department be investigated?</li> <li>8. How are complaints related to equitable services to nonpublic school children handled differently?</li> </ol>
<b>Appeals</b>	
<ol style="list-style-type: none"> <li>9. How will appeals to the Department be investigated?</li> <li>10. What happens if the complaint is not resolved at the state level (the Department)?</li> </ol>	

**1. What is complaint?**

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

**2. Who may file a complaint?**

Any individual or organization may file a complaint.

**3. How can a complaint be filed?**

Complaints can be filed with the LEA or with the Department.

**4. How will a complaint filed with the LEA be investigated?**

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

**5. What happens if a complaint is not resolved at the local level (LEA)?**

A complaint not resolved at the local level may be appealed to the Department.

**6. How can a complaint be filed with the Department?**

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

**7. How will a complaint filed with the Department be investigated?**

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Reports by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complaint of the LEA may appeal the decision of the Department to the U.S. Department of Education.

**8. How are complaints related to equitable services to nonpublic school children handled differently?**

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

**9. How will appeals to the Department be investigated?**

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty-day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complaint and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

**10. What happens if a complaint is not resolved at the state level (the Department)?**

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

## **PUBLIC ANNOUNCEMENT SURROGATE PARENT PROGRAM**

Pursuant to the requirements of state law 162-997-999RSMo., the State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a parent acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment, parent is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, a stepparent, or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated.

The local school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the district is without a parent. The district must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the district.

If you are interested in volunteering to serve as a surrogate parent, more information can be obtained from the district's surrogate parent contact person, the person responsible for the district's special education program.

### **BRUNSWICK R-II SCHOOL DISTRICT'S POLICY CONCERNING ALL SCHOOL DISTRICT EMPLOYERS AND STUDENT'S GRIEVANCE OF EMPLOYEES AND STUDENTS ADMINISTRATIVE PROCEDURES INFORMAL DISCUSSION WITH PRINCIPAL OR IMMEDIATE SUPERIOR**

#### **STEP I**

If a problem is not resolved informally through discussion with the principal or the employee's immediate superior, then the employee or student may initiate a formal grievance procedure by requesting a Step I grievance form. This form is to be filled out and returned to the principal or immediate supervisor, who shall provide the aggrieved person a written reply within (3) three days after receipt of the Step I request. Copies of the above are to be sent to the superintendent.

#### **STEP II**

Should the grievance still not be resolved to the satisfaction of the aggrieved person, a written appeal of the decision of the alleged grievance is not resolved in Step I, then the aggrieved person or his/her representative, if any, may present the grievance in writing to the superintendent of schools within (6) six days following the receipt of the Step I answer. The superintendent shall arrange for a hearing with the aggrieved person and the representative, if any, to take place within (5) five days of the superintendent's receipt of such written grievance. Each party shall have the right to include in its presentation such witnesses and counselors as such party deems necessary, to develop facts pertinent to the grievance. Upon conclusion of the hearing, the superintendent will provide a written decision thereon to the aggrieved person and his/her representative, if any, within (4) four days thereafter.

### STEP III

An appeal may be made to the president of the Board of Education, with a copy of the appeal provided for the superintendent, within (15) fifteen days of the receipt of an appeal, the Board of Education shall grant the aggrieved person a hearing if a hearing is requested. However, if the aggrieved person does not request a hearing, the Board of Education shall review the decision relating to the subject of appeal. The Board of Education shall render a decision and shall inform the aggrieved person and his/her representative, if any, in writing of its determination within (15) fifteen days of the date of the hearing of the grievance. In the event that a hearing is not requested by the aggrieved person, the Board of Education shall review the case and render a decision within (30) thirty days of receipt of the appeal and will provide a written decision thereon to the aggrieved person and his/her representative, if any.

### **DRUG-FREE SCHOOLS**

Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the District shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students from early childhood level through grade twelve (12). (See also Policy 6130 - Drug Education.) Such programs will address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The District shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall annually be provided with a copy of this policy.

The District certifies that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The District conducts a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.



## **PROHIBITION AGAINST HARASSMENT, DISCRIMINATION AND RETALIATION**

The District is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service.

In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic protected by law and as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990, and state law. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

This Policy governs the District's compliance with the laws identified above, outside of Title IX. The following person is designated and authorized as the District's Compliance Officer to coordinate compliance with the laws identified above (outside of Title IX), including to handle inquiries or complaints regarding the District's non-discrimination policies:

Scott Singleton – Title IX Coordinator  
1008 County Road  
Brunswick, MO 65236  
660-548-3777  
ssingleton@brunswick.k12.mo.us

A complaint by students, employees, parents, and patrons of the District alleging harassment, discrimination, or related retaliation based on a protected classification under the laws identified above (outside of Title IX) should be filed in accordance with the procedures outlined in Regulation 1300. A complaint regarding sexual harassment or related retaliation of a student or employee under Title IX and that is alleged to have occurred on or after August 14, 2020, should be filed in accordance with the procedures outlined in Regulation 1301. A complaint regarding the identification, evaluation, educational program, or placement of a child with a disability under Section 504 should be filed in accordance with the procedures outlined in Regulation 2110.

## **PROHIBITION AGAINST SEXUAL HARASSMENT AND RETALIATION UNDER TITLE IX**

Sexual harassment as protected by law is prohibited in this District. The District also prohibits retaliation against a person who files a complaint of sexual harassment or who participates in an investigation of allegations of sexual harassment under this Regulation.

This Policy governs the District's compliance with Title IX of the Education Amendments of 1972. The following person is designated and authorized as the District's Title IX Coordinator, with the responsibility to identify, prevent, and remedy unlawful harassment and retaliation under Title IX in the District:

Scott Singleton - Title IX Coordinator  
1001 County Road  
Brunswick, MO 65236  
660-548-3777  
ssingleton@brunswick.k12.mo.us

A complaint regarding sexual harassment or related retaliation of a student or employee under Title IX and that is alleged to have occurred on or after August 14, 2020, should be filed in accordance with the procedures outlined in Regulation 1301. A complaint by students, employees, parents, and patrons of the District alleging harassment, discrimination, or related retaliation based on a protected classification under the laws identified above (outside of Title IX) should be filed in accordance with the procedures outlined in Regulation 1300. A complaint regarding the identification, evaluation, educational program, or placement of a child with a disability under Section 504 should be filed in accordance with the procedures outlined in Regulation 2110.

## **COMMITMENT TO COMPLIANCE UNDER THE AMERICANS WITH DISABILITIES ACT**

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the **Brunswick R-II School District** ("School District") does not discriminate on the basis of disability against qualified individuals with a disability with respect to the School District's services, programs or activities.

**Employment:** The School District does not discriminate on the basis of disability in its hiring or employment practices. The School District complies with the federal regulations under Title I of the ADA (which governs the application of the ADA in the hiring and employment setting).

**Effective Communication:** The School District will comply with the ADA with respect to providing auxiliary aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in School District programs, services, and activities. These aids and services are designed to make information and communications accessible to people who have impairments, in areas such as speech, hearing, and vision. The School District will not place a surcharge on a qualified individual with a disability, or any group of qualified individuals with disabilities, to cover the cost of providing auxiliary aids/services or reasonable modifications of policy (for example, retrieving items from locations that are open to the public but inaccessible to users of wheelchairs).

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a service, program or activity of the School District should contact the respective Compliance Coordinator, whose contact information is listed below. Such contact should be made as soon as possible, but not later than 48 hours before the scheduled event (and, preferably, at least five (5) business days before the event).

**Modifications to Policies and Procedures:** The School District will make reasonable modifications to policies and programs to ensure that qualified individuals with disabilities have an equal opportunity to enjoy its services, programs, and activities.

The ADA does not require the School District to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a School District service, program, or activity is not accessible to persons with a disability may be directed to the Compliance Coordinator below. In addition, as stated in the School District's Notice of Nondiscrimination, a person may contact the Office for Civil rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816)268-0550.

### **COMPLIANCE COORDINATOR**

Cara Engelbrecht, Superintendent  
1008 County Road  
Brunswick, Missouri 65236  
(660)548-3550

## **DISTRICT NONDISCRIMINATION AND ANTI-HARASSMENT**

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system and District officials, including administrators, teachers, and other staff members will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

The District prohibits retaliation against a person who files a complaint of discrimination or harassment, and further prohibits retaliation against persons who participate in related proceedings or investigations.

## **TRAUMA-INFORMED SCHOOLS INITIATIVE**

<http://dese.mo.gov/traumainformed>

## **BULLYING**

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict 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; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyber bullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyber bullying means bullying as defined above through the 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 may prohibit and discipline for cyber bullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in- school suspension, out-of-school suspension, expulsion and law enforcement contacted.

The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office.

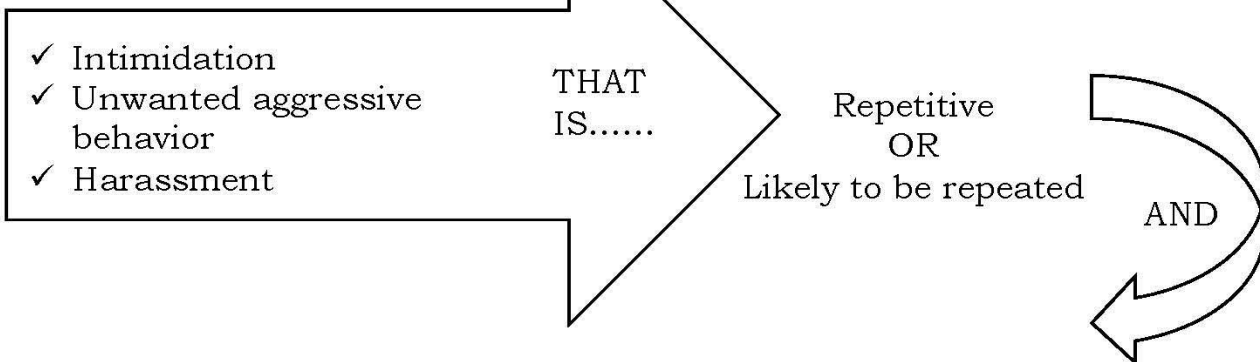
The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

# BULLYING

(according to Missouri Statute 160.775.1)

Bullying means:



- ✓ Causes a reasonable student to fear for his or her physical safety or property
- ✓ Substantially interferes with the educational performance, opportunities or benefits of any student without exception
- ✓ Substantially disrupts the orderly operation of the school

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**Bullying**  
may consist of...



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## Action Steps

1. Don't Ignore It

2. Report It

3. Investigation

4. Disciplinary Action

5. Possible Notification of Law Enforcement

## **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 Brunswick R-II 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 Brunswick R-II 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 Brunswick R-II 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 Brunswick R-II 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 the Office of the Director of Special Education, 1008 County Road, Brunswick MO 65236

This notice will be provided in native languages as appropriate.



## **VOLUNTEER POLICY**

In order to provide a safe environment for all of our students, a criminal background check that includes fingerprints is required for all volunteers of the Brunswick R-II School District beginning with the 2020-2021 school year. This process is required in order to comply with a revision to Missouri State Statute 168.133, effective February 17, 2020. The revision in HB 604 states that "The school district shall ensure that a criminal background check is conducted for all screened volunteers, who shall complete the criminal background check prior to being left alone with a student." The statute states that the background check must include submitting fingerprints to the Missouri State Highway Patrol and the Federal Bureau of Investigation for a search of criminal history files.

A volunteer is any individual who assists the district on an uncompensated basis and may be periodically unsupervised while with students. These individuals include, but are not limited to, those who volunteer to regularly assist the school, mentor or tutor students, assist with student activities, chaperone students on field trips, and coach.

Currently, the fee is \$41.75. That cost is not set by the District and is subject to change without notice. Renewals must be completed every six years to continue as an active and approved volunteer. You must be fingerprinted using our district volunteer code. The Brunswick R-II School District cannot accept fingerprints from another entity or employer. Only authorized personnel designated by the Superintendent will be able to view results.

\*Please note - a visitor does not require a background check. A visitor is defined as an individual that does not provide a service to the school or students. These individuals may be on school grounds to interact with their child(ren) or attend activities such as classroom parties, school performances, assemblies, book fairs, meetings, speakers, and other events.

# **BRUNSWICK R-II CHAIN OF COMMAND**

**Should a problem and/or concern arise, parents are urged to follow the Chain of Command as indicated below:**

