Brunswick Elementary School



Parent/Student Handbook

2022-2023

TABLE OF CONTENTS

Alternative Methods of Instruction 9-10
Americans with Disabilities Act 38
Appearance 15
Arrival 7
Asthma 16
At-Risk Program 20
Attendance 9
Band 12
Birthday Celebrations 14-15
Board of Education 4
Bullying 39-41
Bus Regulations 19
Cafeteria Rules 18
Candy, Gum, & Toys 13
Cell Phones 13
Chain of Command 45
Change of Address/Phone Number 9
Change in Transportation After School 7
Communicable Diseases 17-18
Computer Provisions 13
Conferences 12
Counseling Department 20
Crisis Plan 11
Detention 10
Determining Student Reading Levels 21
Discipline 10
Dismissal 7
District Contacts 4
Drug-Free Schools 36
Electronics 13
Elementary and Secondary Education Act 33
Every Student Succeeds Act of 2015 (ESSA) 34-35
Enrollment Requirements 8
Field Trips 14
Fire/Intruder/Disaster Drills 11
Food Allergies 18
Footwear 15
General Rules 23
Goals and Objectives 6
Grades 12
Head Lice 17
Health Screenings 17
Homework Policy 29
Honor Roll 12
Hours 7
How Parents Can Help 22-23
Illness 15
Immunization Requirements 16-17
In/Out-Of-School Suspension 11

K-12 Writing Checklist 5
Late Arrivals/Leaving School Early/Returning to School 8
Library 12
Loading/Unloading 7
Lunchroom Services 18
Medication 16
Mission Statement 6
Music, Art, P.E. Classes 12
Nondiscrimination and Anti-Harassment 39
Notice of Designation of Directory Information 31-33
Parent Involvement Policy 29
Parent-Teacher Organization 11-12
Personnel Directory 3
Phone Messages 8
Philosophy Statement 6
Preschool 7
Progress Reports 12
Prohibition Against Harassment, Discrimination, and Retaliation 37
Prohibition Against Sexual Harassment and Retaliation Under Title IX 37-38
Public Notice 44
Reading Intervention 21
Reading Policy 30-31
Records Request 8-9
Remedial Math 21
Ringworm 17
Room Parents/Class Parties 14
SAC 22
School Calendar 2
School Song 1
School Webpage 22
Security 11
Special School Closings 11
Special Education Programs 20-21
Special Services 19-20
Student Code of Conduct 23-28
Student Educational Records 31
Student Promotion and Retention Policy 30
Student Suicide Awareness Policy 41-44
Student Testing 21-22
Surrogate Parent Program 35-36
Telephone Use 13
Textbooks & Supplies 13
Title I Reading 21
Transporting Students 8
Trauma Informed Schools Initiative 39
Virtual Education 31
Visitors and Guests 8
Volunteers/Volunteer Policy 14
Water Bottles 14
Withdrawal from School 10

BRUNSWICK ELEMENTARY SCHOOL
1008 County Road
Brunswick, MO 65236

Phone: 660-548-3777
Fax: 660-431-4034

Superintendent: Cara Engelbrecht
Elementary Principal: Heather Sims
School Counselor: Anna Blunk

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	Staff Workshop Day
August	23	Staff Workshop Day
August	24	First Day of School - Dismiss at 12:20 p.m.
September	5	Labor Day – NO SCHOOL
September	16	Dismiss at 12:20 p.m. – Staff In-Service
September	30	Dismiss at 12:20 p.m.
October	14	End of 1st Quarter
October	27	Dismiss at 12:20 p.m. – Parent/Teacher Conferences 1:00-7:00 p.m.
October	28	NO SCHOOL
November	23-25	Thanksgiving Break – NO SCHOOL
December	20	Dismiss at 11:00 a.m. – Christmas Break End of 2nd Quarter

2023

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

ELEMENTARY SCHOOL PERSONNEL DIRECTORY

Cara Engelbrecht	Superintendent
Heather Sims	Principal
Kim Speichinger	Bookkeeper
Shayla Buie	Secretary
Amber See	Preschool
Gaye Garvin	Preschool Para
Tiffany Meyer	Kindergarten
Tennille Manson	Kindergarten Para
Lynette Mulch	First Grade
Tara Britton	Second Grade
Morgan Byrd	Third Grade
Abbey Hainline	Fourth Grade
Debi Campbell	Fifth Grade
Tiffany Bowyer	Sixth Grade
Kristina Dye	Special Education
Misty Edmundson	Special Education
AJ Hoskam	Special Education
Katie McClanahan	Special Education Para
Kerri Zeilstra	Title I Reading/Interventionist
Mary Lou Buie	Para
Stephany Russell	Remedial Math
Mari Don Kahn	Computer Lab/Para
Piper Barry	Music/Band
Colton Byrd	Physical Education
Nichole Reigelsberger	Art
Michelle Sanders	Library
Anna Blunk	Counselor
Nyle Bowyer	Technology
Denise Ewing	Speech Pathologist
Kathy Naylor	School Nurse
Marsha Leimkuehler	Custodian
Travis Dobbins	Bus Driver
Gene Gooch	Bus Driver
Duane Gunn	Bus Driver/Maintenance
Steve Harmon	Bus Driver
Melissa Montgomery	Cook
Stephanie Reische	Cook
Twila Ervin	Cook
Kim Gunn	PAT Educator
Stephanie Kuhler	SAC Educator

BOARD OF EDUCATION

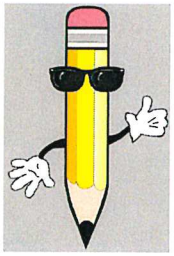
Reggie Sims, President
Tom Zeilstra, Vice President
Tyler Barnett, Treasurer
Kim Speichinger, Secretary
Schuyler Manson, Member
Shawn Meyer, Member
Tim Rice, Member
Derek Schuchmann, Member

BRUNSWICK R-II DISTRICT CONTACTS

504 Coordinator - Elementary	Heather Sims
504 Coordinator - 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
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

*Beginning with the 2018-2019 school year, Brunswick R-II students K-12 will be implementing this checklist as a focus toward our writing improvement goals.

Each teacher will incorporate this checklist in their classroom.



BRUNSWICK R-II K-12 WRITING CHECKLIST

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.

SCHEDULE OF SCHOOL HOURS

Kindergarten - Sixth Grade: 8:09 a.m. - 3:05 p.m. Monday – Friday
Elementary school office hours are from 7:45 a.m. until 4:00 p.m. Monday through Friday.

PRESCHOOL

The Brunswick R-II School offers a half-day preschool program for 3-and 4-year old students. 3-year-old preschoolers must turn 3 prior to August 1. 4-year old preschoolers must turn 4 prior to August 1. Screenings and enrollment will be held each spring prior to the upcoming school year. All preschool students must be potty trained prior to the first day of school.

Preschool classes follow the same calendar, procedures, and requirements of the elementary school. Any changes will be communicated to parents.

Morning preschool students may ride the bus to school, but will need to be picked up at 11:15 a.m. Afternoon preschool students will need to be dropped off at 12:00 p.m. and may ride the bus home.

Preschool sessions are as follows:

- Three year olds: 8:09 a.m. – 11:15 a.m.
  Group 3 – Monday and Wednesday
  Group 4 – Tuesday and Thursday
- Three year olds: 12:00 p.m. – 3:00 p.m.
  Group 5 – Monday and Wednesday
  Group 6 – Tuesday and Thursday
- Four year olds: 8:09 a.m. – 11:15 a.m.
  Group 1 - Monday, Tuesday, Wednesday and Thursday
- Four year olds: 12:00 p.m. – 3:00 p.m.
  Group 2 – Monday, Tuesday, Wednesday and Thursday

ARRIVAL

Students are not to arrive at school before 7:45 a.m. unless prior arrangements have been made. Many students come too early. Please do not drop your child off any earlier as there will not be staff here to supervise them and the doors will not be open.

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 a detention or are involved in an activity **SUPERVISED** by a staff member.

WHERE TO LOAD AND UNLOAD

Children are to be loaded and unloaded at the southwest end of the building at the new elementary office addition/circle drive. Students who are eating breakfast should go directly to the cafeteria upon arrival to school.

CHANGE IN TRANSPORTATION AFTER SCHOOL

The safety of each student enrolled in the elementary school is of utmost importance to both the family and school. If a child is to go home a way other than what is designated on the enrollment form, the classroom teacher and elementary office will expect to be notified by the parent. Therefore, A WRITTEN SIGNED NOTE or CALL will be necessary if there is any change in the method your child will use in getting home. Also, be sure to tell us who will be picking up the child. We will only allow a child to leave with the person who has permission from the parent. IF A SIGNED NOTE OR PHONE CALL IS NOT RECEIVED BEFORE 2:30 p.m., THE CHILD WILL BE PLACED ON HIS/HER REGULAR BUS.

TRANSPORTING STUDENTS

School personnel ***WILL NOT*** be responsible for transporting individual students to or from school during the day unless determined necessary by the school district. Every effort will be made to contact parents when a student needs to be transported by vehicle. School personnel will transport only in an emergency situation.

LATE ARRIVALS/LEAVING EARLY/RETURNING TO SCHOOL

At any time when you are bringing your child late, taking your child out early or bringing your child back to school, you **MUST** sign your child in or out of the office.

PHONE MESSAGES

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. Please try to limit your calls and call before 2:15 p.m. Please help us keep classroom interruptions to a minimum and only ask us to deliver messages when absolutely necessary.

VISITORS OR GUESTS

Brunswick faculty and staff are proud of their school and welcome visitors and guests. All visitors during school hours must enter the ***southwest doors*** and report to the elementary office to ***SIGN IN*** and obtain a visitor's pass before conferring with a student and/or instructor.

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 R-II School District 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.

All children who are five years of age before August 1st will be eligible to enroll in kindergarten that same year.

Parents enrolling students for the first time in Brunswick R-II should present a copy of the child's birth certificate, immunization records, social security card, 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 REQUESTS

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.

CHANGE OF ADDRESS OR PHONE

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

ATTENDANCE

Parents, please help us to have your child here every day. Good attendance is necessary for each student to succeed in school. The flow of the curriculum and the discourse within the classroom are vital to the daily learning process and it is very difficult for students to make up all that is lost for them in their absence. The importance of being in school everyday is emphasized by the compulsory attendance laws of the state of Missouri which require children of specified ages to attend school regularly. The district requires a written note or phone call from the parent explaining the absence or late arrival.

SCHOOL PERSONNEL ARE MANDATED BY LAW TO REPORT STUDENTS WHO MISS MORE THAN FIVE DAYS PER QUARTER OR HAVE TEN TARDIES FOR THE YEAR TO THE LOCAL JUVENILE OFFICE.

Parents will be contacted if a child misses excessive days of school. If a child misses ten or more days per semester without a medical excuse, **he/she may be in danger of not being promoted.** Upon reaching the following limits in a semester, the parents will be notified:

- 5th absence — Parents will be contacted by phone or letter if no phone.
- 7th absence — Parents will receive a letter and a conference will be arranged if the parent desires. Record of parental notification will be kept.
- 10th absence — Parents will be notified by letter and advised that a medical excuse will be required for each absence thereafter. A conference will be arranged if the parent desires. Record of parental notification will be kept.

If your child is going to be absent for any reason, the parent/guardian should notify the school as soon as possible and request homework which may be picked up in the office at the end of the school day.

- Elementary school students not present at least one-half of a morning or afternoon session are counted absent for that half day. Students not in their rooms at the ringing of the tardy bell are considered tardy unless they have reported previously and have been excused by the teacher.
- To attend or participate in school activities the child must be at school by 11:30 a.m. This includes home and away activities. Special circumstances may be allowed with prior approval from the principal.
- ***STUDENT ABSENCES WILL BE REPORTED TO CHARITON COUNTY/CARROLL COUNTY JUVENILE OFFICE AND/OR TO THE MISSOURI CHILDREN'S DIVISION AS MANDATED BY LAW!***

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 students 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 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.
- AMI is for a grade!

We will notify all guardians, as we have in the past, via text alert and social media postings, 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 through 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.

WITHDRAWAL FROM SCHOOL

Regretfully, the time may come when you find it necessary to withdraw your child from the Brunswick school system to attend another school. Please notify the office at least one week in advance so that records may be brought up-to-date and transfer slips prepared for your new school. It is also a requirement that the parent sign a release form so that your child's records can be forwarded to your new school, therefore, the sooner notice can be given it would be appreciated.

DISCIPLINE

A safe, orderly and positive learning environment is absolutely necessary to become a successful school. Every effort will be made to achieve a positive school climate where the needs of all individuals are recognized and where kindness, courtesy, and respect for one another prevail. Each staff member at Brunswick Elementary accepts responsibility for the maintenance of discipline that will allow your child to experience academic success in an environment where he/she feels safe. A student's behavior should conform to acceptable standards of conduct as established by the administration and teachers. Aggressive behavior will not be tolerated and there will be consequences for inappropriate conduct.

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.

DETENTION

After school detention will be served from 3:00-4:00 p.m. after school on assigned days. After school detention will be used for a behavior problem, consistently missing or incomplete assignments/homework. Parents will be notified by note or phone call when a detention is to be served.

IN-SCHOOL AND 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. 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.

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 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 Facebook page, and through 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 THE HEALTH FORM WHERE INDICATED.***

If school is dismissed due to inclement weather after school has been in session for four or more hours, that day shall count as a full day. If school has been in session for two hours or more and less than four hours, that session shall be counted as one-half day. When the total hours lost due to inclement weather exceeds 12 hours, the time must be made up in half day or full day additions to the school term, unless the school calendar was sufficient to provide the required days and hours after subtracting those lost. 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. Emergency instructions are posted in each classroom.

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. Staff will become familiar with this plan and will become aware of what role each person will play during a specific crisis. Information will be shared with students and their roles discussed if an emergency situation arises. Copies of the Crisis Plan are accessible in each classroom and may be viewed in the principals' offices.

SECURITY

In order to enhance our school's security and ensure the safety of our students, an alarm system has been installed. **ALL DOORS** to the outside will automatically **UNLOCK** at 7:45 a.m. each school day. At 8:09 a.m. **ALL DOORS** will automatically **LOCK**. Entrance into the building after 8:09 a.m. can only be accessed through the southwest doors of the elementary office. To gain entry into the building, **ALL** visitors **MUST** enter the vestibule area at the elementary office addition. Upon entering the building ***visitors must go directly to the window to sign in and obtain a visitor's pass***. Visitors **MUST** also sign out at the elementary office prior to their departure.

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, under the calendar events.

HONOR ROLL

Students, in grades 4-6, who earn an A/A- grade average at the end of each quarter will be invited to participate in a pizza party. Students who earn a B grade average will be given a soda of their choice. Students who make the Honor Roll will have their names posted on the cafeteria wall.

GRADES

Parents of students in grades K-12 may use the family portal system to access student grades. A link is provided on our school web page or contact Nyle Bowyer (nbowyer@brunswick.k12.mo.us) for more information.

PROGRESS REPORTS

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

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. If a situation should arise that you would need to have a conference with your child's teacher, contact the school office and an appointment will be arranged. Conferences are encouraged and open communication is essential for the effective teamwork of maintaining a central focus on your child's education. Your encouragement, support and concern of your child's education will help your child know that you value his or her education.

MUSIC, ART, AND PHYSICAL EDUCATION CLASSES

Qualified art, music and physical education teachers are employed to work with students in the elementary school.

*Please make sure your child wears appropriate shoes to physical education class. Hard soled dress shoes, jellies, and shoes with high heels will not be allowed on the gym floor. To help us protect the new finish on the gym floor, please send an extra pair of gym shoes that may be kept at school.

BAND

Students in grades 5 and 6 have the opportunity to be an elementary band member in a daily elementary band class. Students who wish to participate in band must follow the classroom guidelines for band, practice with their instrument, and attend concerts/events set forth by the band director.

**Students who wish to drop elementary band are only allowed to make this change during the first three days of the school year and at semester. Drop requests must be made by a parent/guardian to the elementary principal and/or school counselor.*

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. Library classes are held weekly so each student has an opportunity to learn how to use the library and check out books. ***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.

TEXTBOOKS AND SUPPLIES

Textbooks and many supply items are furnished free in the elementary schools. Students are responsible for lost or damaged books. Students purchase their own pencils, tablets, crayons, scissors, paste, paper, and etc. Supply lists for each grade are available in the elementary office. No student is to be penalized if the book is lost because of factors beyond his/her control.

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. Chrome books have been purchased for student use in all the classrooms. We are pleased to offer these updated technology tools and access to the district computer network for project storage and the Internet to our students. 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). 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 will 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 grades 2-12 with the opportunity to use a Chromebook on a daily basis. 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. Contact Nyle Bowyer, Technology Director, at 660-548-3777 for any questions.

TELEPHONE USE

The office maintains phone lines for school business. Students are ***NOT*** to use the phone without permission from the office. Student use of phones will be monitored by the staff. Students and/or teachers ***will not*** be taken from class to receive phone calls unless an absolute emergency.

CELL PHONES/SMARTWATCHES

Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. However, the use of cell phones in schools poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. As a result, student cell phones and smartwatches ***will be*** banned during the school day as well as all dressing areas during extracurricular activities. Cell phones and smartwatches taken from students because of misuse will be sent to the principal's office.

ELECTRONIC APPARATUS

Students may ***NOT*** bring radios, CD players, electronic games, paging devices, Ipods, Ipads, or cell phones to school without permission from the classroom teacher and/or administration. The school will not be responsible for stolen, lost or broken items brought from home.

CANDY, GUM, AND TOYS

School is a place for learning and candy, gum, and toys can be distracting as well as damaging to the facilities. We ask for parent's cooperation in these matters by monitoring your child/children to see that these items are left at home. Toys brought to school will be taken and held by the classroom teacher or in the office until the end of the school day. Candy and gum, being consumed by students, will be thrown away.

WATER BOTTLES

Students may bring water bottles and they can be filled at one of the touchless water bottle filling stations provided in the hallways. No soda, energy drinks, tea, etc. will be allowed.

ROOM PARENTS/CLASS PARTIES

Room parents will be announced at the beginning of school. The responsibility of room parents is to sponsor and coordinate two parties for the classroom during the year. These are the Halloween and Valentine parties. The Christmas parties are sponsored by the classroom teacher. (BEING A ROOM PARENT DOES NOT GUARANTEE THAT YOU WILL BE ALLOWED TO GO ON CLASSROOM FIELD TRIPS. Field trip supervision is at the discretion of the classroom teacher and/or principal.)

FIELD TRIPS

Each grade level will plan and participate as a group in an annual field trip to an identified location. Other trips may be made during the year with approval. In addition to school personnel, parents may sometimes be designated as sponsors to ride the buses and assist with field trip activities. This will be at the discretion of the classroom teacher and/or principal based on need, class size, passenger limits on buses, room at field trip location, etc. Beginning with the 2020-2021 school year, parents attending field trips and supervising students other than their own child, must comply with the District's Volunteer Policy which includes fingerprinting and a criminal background check. Please see policy below.

VOLUNTEERS/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.

BIRTHDAY CELEBRATIONS

A student may bring a treat on his/her birthday, or if a birthday falling during a vacation or summer to be shared with student classmates. The classroom teacher should be contacted in advance to set up the time and the number of treats for the class. A child with a birthday falling during a vacation or summer month may choose a day, make arrangements with his/her teacher, and bring a treat for the class. TREATS MUST BE PREPACKAGED. To prevent a child from feeling left out, invitations to birthday parties, etc., will not be given out

at school. The only exception would be a party that includes all the students in the classroom. Parents should make other plans for issuing invitations.

APPEARANCE

Students are expected to come to school looking clean and neat, and dressed in a manner which is accepted as being in good taste. Items of clothing ***may not*** bear alcoholic beverages, drugs, or tobacco insignias, advertisements, writing of provocative, profane, rude, suggestive, or otherwise inappropriate writing, or be known to be gang related. Body tattoos that advertise, promote, or suggest drug, tobacco, alcohol, violence, sexual, gang-related, obscene, or profane matters are prohibited. The following items are ***not*** to be worn to school: midriff tops, see-through shirts, short shorts, short miniskirts (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.), shirts with low-cut armholes, crop tops, backless tops, spaghetti straps, pajama tops/bottoms, low-cut tops, or any item which exposes the wearer's undergarments.

No hats, caps, bandannas, do-rags, or hoods will be allowed upon entering the building for school. The only exception will be school sponsored spirit weeks/days that have been approved are being held by clubs or organizations that might include a cap/hat day or pajama day. 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.

When, in the judgment of an administrator or teacher, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications and/or call home for different clothing.

The dress code described above will apply to student dress during school hours as well as to when they attend and/or participate in an extracurricular activity. This includes attendance at high school and junior high activities. 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 all away activities, home activities, and at school during the day.

Please make certain that your child is dressed properly for the weather conditions and that sufficient buttons and zippers are present and in working condition.

FOOTWEAR

Pupils are expected to wear appropriate shoes to school. Only tennis shoes will be allowed on the gym floor. Shoes with roller blades **will not** be allowed to be worn in the building.

ILLNESS

Keep your child at home and call your physician when any contagious disease is suspected. ***A 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 mediation, 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[1]	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+
Tdap[2]									1	1	1	1	1
MCV[3] (Meningococcal Conjugate)									1	1	1	1	2
IPV (Polio)[4]	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
MMR[5]	2	2	2	2	2	2	2	2	2	2	2	2	2
Hepatitis B[6]	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
Varicella[7]	2	2	2	2	2	2	2	2	2	2	1	1	1

NOTICE TO PARENTS REGARDING IMMUNIZATIONS

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 may 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 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 is 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.

FOOD ALLERGIES

The 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.

LUNCHROOM SERVICES

The lunchroom is maintained in the building and well-planned meals are served daily to the students and faculty. Elementary students must either bring their lunch or buy their lunch in the school cafeteria.

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 a.m. to 8:00 a.m. each day of the week.

Lunch and breakfast money may be paid by the day, week, or the month. ***IT WILL BE THE DISTRICT'S POLICY TO NOT ALLOW ANY LUNCH CHARGES. LUNCHES MUST BE PAID WEEKLY OR MONTHLY. THERE WILL BE NO EXCEPTIONS.*** 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. No food is to be thrown in the cafeteria.
6. Noise should be kept at an acceptable level. NO SHOUTING OR LOUD NOISES.

BUS REGULATIONS

Brunswick R-II School provides free transportation for all children in the district. Both the school and the home have the responsibility of cooperation to teach our children good safety and conduct rules for bus riding. Each bus is equipped with a security camera.

As a guide the following safety regulations should be observed.

STUDENTS ARE EXPECTED TO:

- Obey the bus driver at all times. The bus driver is in control at all times.
- Conduct themselves in an orderly and courteous manner similar to student classroom conduct on the bus as well as at their designated bus stop.
- Board and leave the bus in a single file and in an orderly manner.
- Take their seats and remain seated at all times until the bus comes to a complete stop.
- Keep heads, hands, and articles inside the bus.
- Report any damage to the bus to the driver. Offender will be responsible for damages.
- Not eat or drink on the bus and help keep the bus clean.
- Be on time as the bus cannot wait beyond the regular scheduled time for those who are not ready.
- Wait for the bus in a safe place, well off the road or street.
- Have no conversation with the bus driver.
- Be particularly alert to all traffic when boarding and leaving the bus.
- Talk in an appropriate tone and volume level.
- Use appropriate language, no profanity or name calling.
- Keep the bus aisle clear at all times. (no feet or arms sticking out in the aisle)
- Keep your hands to yourself; no verbal or physical fighting.
- Not throw objects of any type inside or outside of the bus.
- Not smoke or use tobacco products.
- 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 make a written report of any student's misconduct to the Transportation Director and/or 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. 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.**

****THE PRINCIPAL HAS AUTHORITY TO MAKE FINAL DECISIONS ON CONSEQUENCES DUE TO THE SEVERITY OF THE OFFENSE.****

Weapons on a bus or brandished toward the bus will be referred to the proper authorities.

In addition to the preceding guidelines, we ask that children be at the bus stop no earlier than 10 minutes before their bus is scheduled to leave in the morning. Students are to board the bus at their assigned stops. Appropriate behavior and conduct rules are expected to be observed at the bus stop. Students who do not obey the rules and conform to appropriate behavior may be suspended from riding the bus and disciplined accordingly. After school, children are to walk immediately to their destination after departing from the bus.

SPECIAL SERVICES

Nurse: The Brunswick District employs a part-time registered school nurse. In case of an accident at school, the parent is called immediately. Upon failure to locate the parent, if serious, an ambulance will take your child to the ***nearest*** hospital, unless otherwise designated by you on the emergency information form that must be returned.

Testing Program: The testing program for the Brunswick school system includes the following. All kindergarten children are given a pre-kindergarten screening. Students in kindergarten through sixth grade are given an achievement test during the last quarter of the school year. Students in grades K-1-2 are given the Terra-Nova Achievement Test during the last month of school. Students in grades 3-4-5-6-7-8 are given the MAP (Missouri Assessment Program) tests during the last quarter of school. When additional diagnostic tests are necessary for a student, parents will be contacted prior to testing the student and request for permission to test will be sent to the parents. All parents are advised of the diagnostic test results.

AT-RISK PROGRAM

The Brunswick R-II School has implemented an At-Risk character education program in grades K-6. The program combines the teaching of specific skills with the opportunity to focus on positive character traits, encouraging students to understand themselves and their role in the world around them. Strategies for educating students in positive character traits will be designed that will build relationships with others in school, at home, and in the community. The at-risk teacher will provide activities that focus on character traits related to the program.

COUNSELING DEPARTMENT

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

- 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.
- 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.
- 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.
- 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.

SPECIAL EDUCATION PROGRAMS

The Brunswick R-II School District, Chariton County, Missouri, is required under PL 94-142 to provide a comprehensive special education program for all handicapped/severely handicapped students age three to twenty-one who reside in the district and who have not completed an approved high school program. These programs include instruction for students classified as Learning Disabled, Intellectually Disabled, Behavior Disordered, Speech Impaired, Blind, Deaf, Orthopedically Handicapped, and Multi-Handicapped. Students who receive Special Education services will be assigned an IEP Case Manager.

For additional information concerning special education programs and related services, census, the district's compliance plan, or other questions relating to special education instruction, you may contact the elementary office. The office is located in the elementary building and the telephone number is 660-548-3777.

TITLE I READING

Brunswick Elementary operates a schoolwide program for Title I services. Students do not need to be identified to be eligible to participate as all students may receive services under this program.

READING INTERVENTION

Achievement test scores, teacher recommendations, and/or other assessment tools will be used to select students, grades K-6, for the Intervention program. Students will receive individualized and/or small group instruction in specific areas of weakness. Inclusion has also been implemented into the program which allows the Intervention teacher to go into the classroom to work with all of the students in reading. Parents will be notified if their child receives specific reading intervention instruction.

REMEDIAL MATH

Achievement test scores, teacher recommendations, and/or other assessment tools will be used to identify students, grades 3-6, who are working below their specific grade level in mathematics.. Students who are identified may receive individualized and/or small group instruction in specific areas of weakness.

DETERMINING STUDENT READING LEVELS

All students, grades 1-6, will be tested each quarter using the STAR and/or other reading assessment tools deemed appropriate by the school district to determine a student's reading level. Parents will be informed of their child's reading level each quarter. Students reading more than one grade level below their current placement will receive a Reading Improvement Plan.

STUDENT TESTING

Grade Level	***Test***
Kindergarten	*Aimsweb *Amira *STAR Reading *Terra Nova
1st Grade	*Aimsweb *Amira *STAR Reading *Terra Nova
2nd Grade	*Aimsweb *Amira *STAR Reading *Terra Nova
3rd Grade	*Aimsweb *IXL *STAR Reading *MAP - Math & ELA

4th Grade	*Aimsweb *IXL *STAR Reading *MAP - Math & ELA
5th Grade	*Aimsweb *IXL *STAR Reading *MAP - Math, ELA, & Science
6th Grade	*Aimsweb *IXL *STAR Reading *MAP - Math & ELA

SCHOOL AGE CARE AFTER SCHOOL PROGRAM (SAC)

The CATS After School Club (SAC) has been established to provide the students and parents of the Brunswick School District with an economical, organized, educational and recreational oriented after school program for children in grades Kindergarten through 7. It is the intent of the program to ensure that the students acquire after school supervision and activities in a homelike atmosphere during non-school hours (3:00-6:00 P.M.) Parents must enroll their child/children in the program before they may attend. A fee will be assessed. Forms may be picked up in the elementary office.

SCHOOL WEB PAGE

Important pertinent information related to school can be accessed from the school webpage, including SIS (Student Information System), student's grades, school calendar, lunch menus, breakfast and lunch payment access, a staff directory, school policies and notices. The address is www.brunswick.k12.mo.us.

HOW CAN PARENTS HELP?

- Create happy attitudes toward school and celebrate success at all levels of learning. Your child's opinion of school reflects greatly upon your own opinion of school.
- Praise your child for their accomplishments.
- Caution him/her as to the dangers of riding with strangers.
- Teach him/her to act courteously, to say please and thank you and not to
- interrupt.
- Determine a set time and provide a quiet place for him/her to study at home without distraction.
- Show your appreciation for his/her achievements. This can be very important
- to his/her self-concept.
- Clean out your child's backpack daily as important information is frequently sent home with students.
- It is desirable that we build regular habits of attendance in school regularity and punctuality. School attendance plays an important part in the character training of your child. You can help by sending your child to school each day, unless for health reasons, he/she should be kept home.
- When your child is absent for one day, send a written explanation to his/her teacher when returning, unless phone contact has been made.
- Please seek assistance from the teacher before requiring your child to spend large amounts of time with homework each evening. Forcing him/her may result in frustration for both parent and child.
- Join our PTO. Social contacts with other parents and teachers will help you to better understand your own child and his school.

- Provide your child with many opportunities to play and associate with other children his/her own age.
- Encourage your child to treat others as they want to be treated. Name calling and "bullying" peers will not be accepted.
- Make frequent contact with your child's teacher via note, e-mail or visit.

GENERAL RULES

- Students are expected to follow all school rules and maintain a courteous and respectful attitude toward all staff personnel as well as other students.
- Homework will be the responsibility of the student with guidance by the parents in providing an appropriate time and desirable place for the student to do his/her homework.
- Students are expected to maintain appropriate behavior on the bus and obey the district's safety regulations to ensure the safety of all those riding the bus.
- Running is not permitted in the building or to and from the buses.
- Students are not allowed to bring knives or guns to school. (real or toy)
- Pupils are not to bring playthings or pets to school unless permission is given by the teacher.
- The school furnishes athletic equipment, therefore, balls, bats, etc., should not be brought from home. Upper grades may bring softball gloves if they are plainly marked with the student's name. The school is not responsible for losses.
- Good manners and table etiquette are to be practiced at all times in the cafeteria.
- Students may not remain indoors during recess or other intermissions except in inclement weather or because of some specific illness. ***A request from home is required for a child to remain indoors that day. Request of an extended nature will require a doctor's note.*** It is a belief of most health officials that children well enough to be in school should have a few minutes break for play in fresh air. The staff will decide when students are to remain indoors.
- Children walking or riding a bike to and from school should observe appropriate safety rules. Children are **not** to be on the playground area **before or after** school without adult supervision.
- Textbooks and library books are furnished free of charge, however, any damage they incur during the year is the student's responsibility.
- The Brunswick Elementary School is a beautiful building and children, hopefully, will be very proud to attend classes here. It is the responsibility of each student to practice good citizenship in the care of the facilities.

STUDENT CODE OF CONDUCT

The Board of Education has the legal authority to make all needed policies, rules and regulations for organizing and governing the school district. This includes the power to suspend or expel a student for conduct which is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of the students. These policies, rules and regulations will apply to all students in attendance in district instructional and support programs, as well as at school-sponsored activities. Off-campus misconduct, which is not school-related and which adversely affects the educational climate, will also be subject to these policies, rules and regulations. Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

Building principals are responsible for the development of rules and regulations regarding student conduct needed to maintain proper behavior in schools under their supervision. Principals, subject to appropriate due process procedures, may summarily suspend any student for up to ten (10) school days for violation of these policies, rules and regulations. Notice of suspension shall be given immediately to the parent or guardian, and to the superintendent. Flagrant disregard for policies, rules and regulations, or continued truancy

may result in suspension by the superintendent or expulsion by the Board, both subject to appropriate due process procedures. The superintendent may suspend a student for up to 180 school days; however, expulsion of students is a function only of the Board of Education.

Teachers shall have the authority to make and enforce necessary rules for the internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory conduct in the classroom. Any time a referral that warrants formal disciplinary action is submitted, a reasonable effort will be made by the principal to either contact the parent or guardian by written notice delivered by the student, through the mail, or by direct telephone contact.

All employees of the district shall annually receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties, including but not limited to approved methods of dealing with acts of school violence, disciplining students with disabilities, and instruction in the necessity and requirements for confidentiality.
The comprehensive discipline policy of the district is composed of this policy and all subcoded policy codes. This includes, but is not limited to, the following policies and regulations: JG-R, JGA, JGB, JGD, JGE and JGF. A copy of the district's comprehensive discipline policy will be provided to every student and parent or guardian of every student at the beginning of each school year and will be available in the superintendent's office during normal business hours. 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 an 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.

ALCOHOL

- Possession of or presence under the influence of alcohol regardless of whether the student is on school premises.
  - First Offense: 1-10 days out-of-school suspension
  - Subsequent Offenses: 1-180 days out-of-school suspension
- Sale, purchase, or distribution of alcohol
  - First Offense: Expulsion

ARSON – Intentionally causing or attempting to cause a fire or explosion

- First Offense: 11-180 days out-of-school suspension or expulsion
- Subsequent Offenses: Expulsion

ASSAULT

- Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury.
  - First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion
  - Subsequent Offenses: 11-180 days out-of-school suspension or expulsion
- Attempting to kill or cause serious physical injury to another.
  - First Offense: Expulsion

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

- First Offense: 1-180 days out-of-school suspension
- 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, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

- First Offense: Principal/student conference, in-school suspension, 1-10 days out-of-school suspension
- Subsequent Offenses: In-school suspension, 1-180 days of out-of-school 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.

- First Offense: Principal/Student conference or In-school suspension
- Subsequent offenses: In-school suspension or 1-10 days out-of-school suspension

** Due 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.*

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.

- First Offense: Principal/student conference, in-school suspension, or 1-10 days out-of-school suspension
- Subsequent Offenses: 180 days suspension or expulsion

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

- First Offense: Principal/student conference, in-school suspension
- Subsequent Offenses: In-school suspension or 1-180 days out-of-school suspension

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 or defamation of a person's race, religion, gender or ethnic origin. (Constitutionally protected speech will not be punished.)

- First Offense: Principal/student conference, in-school suspension, or 1-10 days out-of-school suspension.
- Subsequent Offenses: In-school suspension or 1-180 days out-of-school suspension, or expulsion

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

- First Offense: Principal/student conference, in-school suspension, or 1-10 days out-of-school suspension.
- Subsequent Offenses: In-school suspension, 1-180 days out-of-school suspension, 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.

- First Offense: Principal/student conference, in-school suspension, or 1-10 days out-of-school.
- Subsequent Offenses: In-school suspension, 1-180 days out-of-school suspension, 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.
- ➢ 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.
  - First offense: 1-180 days out-of-school suspension
  - Subsequent offenses: Expulsion

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

- First Offense: Principal/student conference, in-school suspension, or 1-10 days out-of-school suspension
- Subsequent Offenses: In-school suspension, 1-180 days out-of-school suspension, or expulsion

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

- First Offense: Principal/student conference, in-school suspension, or 1-180 days out-of-school suspension
- Subsequent Offenses: In-school suspension, 1-180 days out-of-school suspension, or expulsion

**Law enforcement may be contacted upon the first 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:

- First Offense: Principal/student conference, or 1-10 days in-school suspension
- Second Offense: 1-10 days out-of-school suspension
- Third Offense: 10-180 days out-of-school suspension

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 student organization or school-sponsored activity.

- First Offense: Principal/student conference, 1-10 days in-school suspension
- Subsequent Offenses: 11-180 days out-of-school suspension or expulsion; restitution

IMPROPER DISPLAY OF AFFECTION - Physical contact which is inappropriate for the school setting.

- First Offense: Principal/student conference, in-school suspension, or 1-10 days out-of-school suspension
- Subsequent Offenses: In-school suspension, 1-180 days out-of-school suspension, 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, in-school suspension, 1-180 days out-of-school suspension
  - Subsequent Offenses: In-school suspension, 1-180 days out-of-school suspension, or expulsion
- ➢ Use of Obscene or Vulgar Language – Language which depicts sexual acts, human waste, and blasphemous language.
  - First Offense: 8th hour, principal/student conference, in-school suspension, 1-10 days out-of-school suspension
  - Subsequent Offenses: In-school suspension, 1-10 days out-of-school suspension

- 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, in-school suspension, 1-10 days out-of-school suspension
  - Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension

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.

- First offense: Principal/student conference, in-school suspension, or 1-10 days out-of-school suspension
- Subsequent offenses: In-school suspension, 1-180 days out-of-school suspension, or expulsion

INAPPROPRIATE SEXUAL CONDUCT

- Physical touching of another student in the areas of the breasts, buttock, or genitals.
  - First Offense: Principal/student conference, in-school suspension, 1-180 days out-of-school suspension
  - Subsequent Offenses: In-school suspension, 1-180 days out-of-school suspension, or expulsion
- Use of sexually intimidating language, objects, or pictures.
  - First Offense: Principal/student conference, in-school suspension, 1-180 days out-of-school suspension
  - Subsequent Offenses: In-school suspension, 1-180 days out-of-school suspension, or expulsion
- Indecent exposure includes display of breasts, buttocks, and genitals on school premises.
  - First Offense: Principal/student conference, in-school suspension, 1-180 days out-of-school suspension
  - Subsequent Offenses: In-school suspension, 1-180 days out-of-school suspension, or expulsion

PLAGIARISM/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.
  - First Offense: Principal/Student conference, in-school suspension, 1-10 days of out-of-school suspension
  - Subsequent Offenses: 1-180 days out-of-school suspension, 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.
  - First Offense: 1-180 days out-of-school suspension
  - 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.

- First Offense: Confiscation. Principal/Student conference, 1-10 days in-school suspension
- Second Offense: Confiscation. In-school suspension, 1-180 days out-of-school suspension, 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.
  - First Offense: Principal/Student conference, in-school suspension, 1-180 days of out-of-school suspension, or expulsion
  - Subsequent Offenses: In-school suspension, 1-180 days out-of-school suspension, or expulsion
- ➢ Physical contact that is sexually harassing.
  - First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion
  - Subsequent Offenses: 1-180 days out-of-school suspension or expulsion

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

- First Offense: In-school suspension or 1-180 days of out-of-school suspension
- Subsequent Offenses: 1-180 days out-of-school suspension 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).
  - First Offense: Principal/Student conference or in-school suspension
  - Subsequent Offenses: In-school suspension or 1-10 days out-of-school suspension
- ➢ Use of any tobacco products on school grounds, bus or at any school activity.
  - First Offense: In-school suspension or 1-3 days out-of-school suspension
  - Subsequent Offenses: In-school suspension or 1-10 days out-of-school suspension

TRUANCY - Absence from school without the knowledge and consent of parents/guardian and/or the school administration.

- First Offense: Principal/Student conference or 1-3 days in-school suspension
- Subsequent Offenses: 3-10 days in-school suspension

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

- First Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion, restitution
- Subsequent Offenses: 1-180 days out-of-school suspension or expulsion, restitution

WEAPONS

- ➢ Possession 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 deceive used to inflict physical injury to another person.
  - First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion
- ➢ Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in 571.010, RSMo.
  - First Offense: One calendar year suspension or expulsion

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 THE AUTHORITY TO MAKE FINAL DECISIONS 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. Any time 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.

BRUNSWICK R-II ELEMENTARY HOMEWORK POLICY

Homework is an important part of the learning process as it extends the active involvement beyond the classroom. The ultimate goal in education is to assure that students become independent, lifelong learners. Homework encourages independent study and provides an opportunity for parents to keep abreast of their child's academic progress.

It is the philosophy of the Brunswick R-II School District that students who 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.

Students, grades K-6, will receive "pink slips" for assignments that are not turned in on time or are not of the quality of the student's capabilities. Students will receive one pink per day for all missing/incomplete assignments. The pink slip will be sent home with students on the day of the incomplete assignment/assignments. The slip needs to be signed by the parent/guardian and returned to school the next school day.

*Grades 3-6: Pink slip assignments turned in the next day will reflect a 10% deduction. If the pink slip assignment/assignments are not completed and returned by the second day, the student will receive a zero.

PARENTAL INVOLVEMENT POLICY

The Board recognizes the importance of parental involvement to success of its Title I program. Pursuant to federal law, the District and parents will jointly develop and agree upon a written parental involvement
Policy that will be distributed to parents participating in any of these programs.

Title I Parent Involvement

The District will encourage Title I parents to be involved in supporting the education of their children in at least the following ways:

1. Parents will be involved in the joint development of the Title I program plan and in the process of reviewing the implementation of the plan and suggesting improvements.
2. The District will provide coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parent involvement.
3. The District will build the schools' and parents' capacity for strong parental involvement.
4. The District will support the coordination and integration of Title I parental involvement by meeting with appropriate program coordinators at least once each year to plan such coordination and integration of parent involvement activities.
5. The District will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy to determine whether there has been increased participation and whether there are barriers to greater participation, particularly by parents with disabilities, who have limited English proficiency, limited literacy, or are of any racial or ethnic minority background.
6. The District will use the evaluation findings in designing strategies for school improvement and in revising parental involvement policies and procedures at the District and building levels.
7. The District will involve parents in the activities of the schools served.

Policy Evaluation

The District, with parent/family involvement, will review and evaluate the content and effectiveness of this policy and each school-level policy at least annually. The District will revise this policy as necessary to improve or create practices that enhance parent/family involvement.

**Adopted November 17, 2014*

STUDENT PROMOTION AND RETENTION POLICY

The purpose of promotion and retention is to provide maximum consideration for the long-range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities.

It is expected that most students in the schools will be promoted annually from one grade level to another upon completion of satisfactory work; however, a student may be retained when his/her standards of achievement or social, emotional, mental, or physical development would not allow satisfactory progress in the next higher grade. Retention normally occurs before the student leaves the primary grades.

Parents/guardians who wish to appeal the decision for retention must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the Superintendent. All appeals must be requested within two (2) weeks after the close of school.

The process for reading assessments and remediation, and retention guidelines for students who fail to meet the District's objectives for reading, are contained in Regulation 2520 – Promotion and Retention.

BRUNSWICK R-II READING POLICY

The Missouri State Legislature passed SB319 on July 1, 2001, and it was signed by Governor Bob Holden on July 29, 2001. The following policy has been developed to comply. All 3rd grade students and students, grades 4-6, who transfer in during the year will be assessed within 45 days of the end of the school year. The STAR test and/or other assessment tools will be administered to determine reading and comprehension levels. Those students who may be exempt include:

1. Students with disabilities or limited English proficiency, if deemed appropriate.
2. Students who already have been determined to be reading at or above grade level.

Those students determined to be reading below second grade level will have an Individualized Reading Plan developed by the district. The plan will be based on the student's needs and include at a minimum 30 hours of additional reading instruction or practice outside the regular day during the fourth grade year. Such instruction will be provided during the summer before grade 4 and/or during the regular school term.

Students in grade 4 with Reading Improvement Plans must be assessed again within 45 days of the end of the school year. Those who are still reading below third-grade level shall be required to attend summer school to receive reading instruction. The reading level will be assessed again at the end of summer school. At this point, if a child is still reading below 3rd grade level, the Brunswick R-II district shall notify the parents or legal guardians that the student will not be promoted to fifth grade.

The child will only be retained once due to low reading achievement but will be mandated to attend summer school and have an Individualized Reading Program as long as the student is determined to be reading more than one grade level below. The development and adherence to the Reading Improvement Plan and assessment at the end of the school year will continue through the end of the student's sixth grade year.

Transfer students in grade 4 will be retained in fourth grade if reading below third grade when the transfer was made but students, grades 5 and 6, will have an Individualized Reading Plan developed.

Failure by the student to follow the Individualized Reading Plan will result in the student not being promoted to the next higher grade for the following year.

Students, grades K-2, will be tested annually and an Individualized Reading Plan developed for each child reading 0.5 years below grade level.

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.

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.

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, 2022**. 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:

Family 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[1] that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)[2].

Missouri Department of Elementary and Secondary Education
Complaint Procedures for ESSA Programs
Table of Contents

General Information

1. What is a complaint under ESSA?
2. Who may file a complaint?
3. How can a complaint be filed?

Complaints filed with LEA	**Complaints filed with the Department**
4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?

Appeals

9. How will appeals to the Department be investigated?
10. What happens if the complaint is not resolved at the state level (the Department)?

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 the 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 or 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 HARRASSMENT, 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
1008 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.

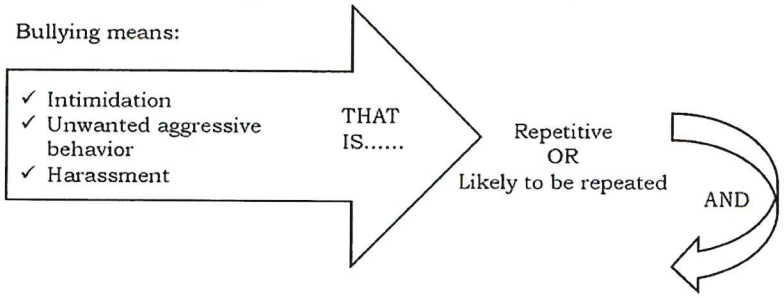
The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office.

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.

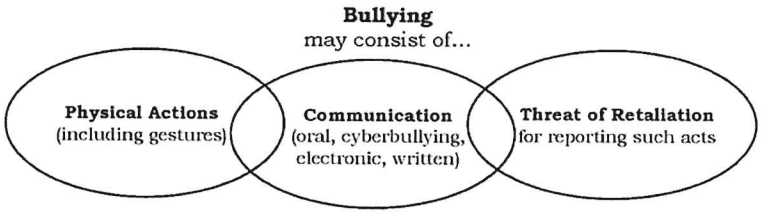
The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability 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.

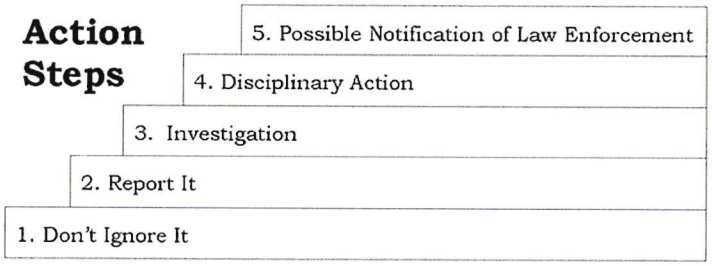
BULLYING

(according to Missouri Statute 160.775.1)



- ✓ 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





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.

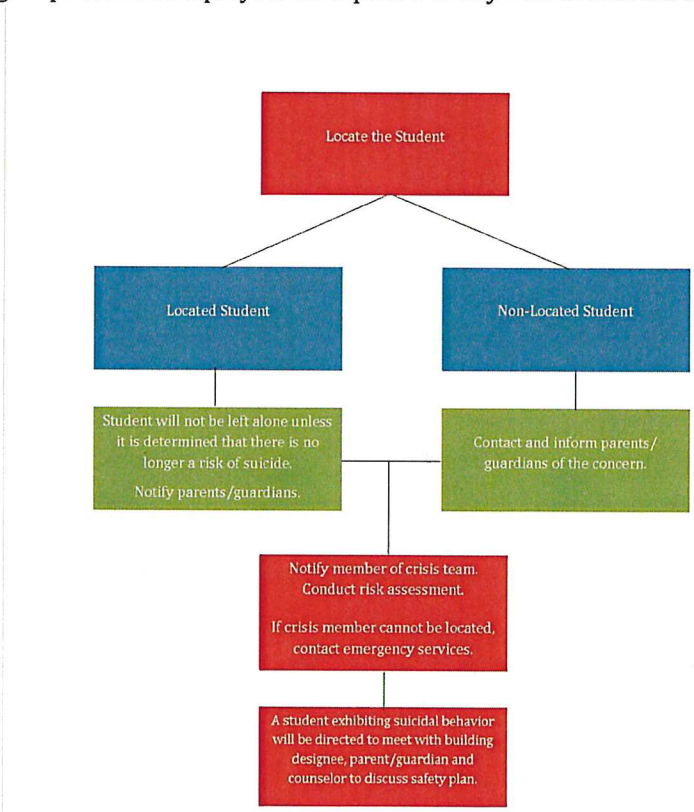
2. Crisis Response Procedures

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.

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.*

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:

PARENTS

↓

CLASSROOM TEACHER

↓

PRINCIPAL

↓

SUPERINTENDENT

↓

SCHOOL BOARD