

Brunswick R-II School District



Student/Parent Handbook

Adopted by the Board of Education: July 1, 2025

Updated: July 21, 2025; August 19, 2025

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Welcome Letter

Dear Wildcat Families,

Welcome to a new school year in our Wildcat community! As Superintendent, I'm honored to lead a district where relationships matter, learning is personal, and every student has the chance to grow and succeed.

In our district, we value strong connections, high expectations, and a shared commitment to student success. Our students demonstrate excellence in their work—whether in the classroom, on the court, in competition, or through service. These efforts reflect the dedication of our staff, the support of our families, and the strength of our community.

While we may be a small district, we offer strong academic programs, diverse activities, and meaningful opportunities that help prepare our students for the future. Every day, we focus on building skills, encouraging curiosity, and helping students reach their goals.

Thank you for being a part of our school family. I'm proud of all we've accomplished and look forward to the year ahead.

With Wildcat pride,

Cara Engelbrecht, Superintendent

Mission C-110-S

The mission of the Brunswick R-II School District is: "The Future is in Our Hands; The Power is in Our Mind."

School Board Members G-100-S

Reggie Sims, President
Tyler Barnett, Vice President
Tim Rice, Treasurer
Kim Kellogg, Secretary
Schuyler Manson, Member
Tammy McIntire, Member
Shawn Meyer, Member
Nichole Bondy, Member

The role of the District's Board is to govern the community's public schools by making the major decisions for the District as a whole. The Board collectively makes these decisions and individual Board members do not have the power to speak or act for the Board. The Board as a whole, by working with the Superintendent to make decisions that will best serve the District's students, will govern the community's schools.

Accordingly, complaints or concerns made to Board members will be referred to the appropriate District point of contact for resolution.

School Building Information and Contact Information

Brunswick Elementary School
1008 County Road
Brunswick, MO 65236
Phone: 660-548-3777
Fax: 660-431-4034

Brunswick Junior and Senior High School
1008 County Road
Brunswick, MO 65236
Phone: 660-548-3771
Fax: 660-431-4034

TELEPHONE NUMBERS

(660) 548-3771

(660) 548-3777

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

Schedule of School Hours

8:09 a.m. - 3:05 p.m.

Office hours are from 7:45 a.m. until 4:00 p.m.

Junior High/High School Bell Schedule

8:06 AM	1 st Bell
8:09-9:03 AM	1 st Hour
9:06-10:00 AM	2 nd Hour
10:03-10:57 AM	3 rd Hour
11:00 AM-12:14 PM	4 th Hour
12:17-1:11 PM	5 th Hour
1:14-2:08 PM	6 th Hour
2:11-3:05 PM	7 th Hour

BRUNSWICK R-II DISTRICT CONTACTS

504 Coordinator - Elementary	Heather Sims
504 Coordinator - Jr. High/High School	Scott Singleton
A+ Coordinator	Breann Jenkins
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	Breann Jenkins
Migrant/Homeless Coordinator	Heather Sims
Parents As Teachers	Kathy Wilson
Professional Development Committee Chair	Tara Shields
SAC Director	Heather Sims
Special Education Director	Cara Engelbrecht
Technology Director	Nyle Bowyer
Title IX Coordinator	Scott Singleton
Transportation Director	Cara Engelbrecht

Cara Engelbrecht	Superintendent
Scott Singleton	Junior High and High School Principal
Heather Sims	Elementary Principal
Kim Kellogg	Bookkeeper
Karen Fox	Junior High and High School Secretary
Shayla Buie	Elementary Secretary
Amber See	Preschool
Gaye Garvin	Preschool Para/Para/Computer Lab
Tiffany Meyer	Kindergarten
Allison Shipp	Para
Breanna Wooden	First Grade
Tara Shields	Second Grade
Tiffany Bowyer	Third Grade
April Renner	Fourth Grade
Abby Cooper	Fifth Grade
Michelle Sanders	Sixth Grade
Keith Berger	Junior High and High School Special Education
Misty Edmundson	Elementary Special Education
Kaleb Wheeler	Elementary Special Education
Megan Yung	Junior High and High School Special Education
Seth Rosenbaum	Elementary Special Education Para
Kristina Dye	Elementary Special Education Para/SAC Educator
Kerri Zeilstra	Title I Reading/Interventionist
Grace Ford	Junior High and High School Special Education Para
Mary Lou Buie	Para

Carla Fitzgerald	Jr. High Mathematics
Kristy Locke	Mathematics
Mari Don Kahn	Library/Para Music/Band
Colton Byrd	Physical Education
Nichole Reigelsberger	Art
Breann Jenkins	Counselor
Kendra Krapfl	Vocational Agriculture
Breanne Harmon	Vocational Business
Morgan Byrd	Social Studies
Dena Reische	Communications Arts
Stephany Russell	Communication Arts/Elementary Remedial Math Science
Amy Sims	Family and Consumer Sciences
Nyle Bowyer	Technology
Gail Young	Speech Pathologist
Kathy Naylor	School Nurse
Goldie Brown	Custodian
Rhonda Johnson	Custodian
Travis Dobbins	Bus Driver
Gene Gooch	Bus Driver Bus Driver
Philip McHugh	Maintenance/Bus Driver
Donna Gheens	Head Cook
Kayla Elliott	Assistant Cook
Twila Ervin	Dishwasher/Cook
Kim Shannon	Dishwasher/Cook
Kathy Wilson	PAT Educator
Stephanie Kuhler	SAC Assistant Educator

CLASS SPONSORS/COACHES

12th Grade	Goldie Brown/Grace Ford
11th Grade	Kendra Krapfl/Stephany Russell
Junior Stand Sponsor	Nichole Reigelsberger/Megan Yung/Allison Shipp
10th Grade	Dena Reische/Amy Sims
9th Grade	Keith Berger
8th Grade	Carla Fitzgerald
7th Grade	Breanne Harmon/Morgan Byrd
Student Council	Breann Jenkins/Amy Sims
FBLA	Breanne Harmon
FCCLA	Amy Sims
FFA	Kendra Krapfl
Trap Coach	Philip McHugh/Scott Singleton

Yearbook	Nichole Reigelsberger
NHS	Morgan Byrd
Scholar's Bowl	
Jr. High	Carla Fitzgerald
High School	Kristy Locke
Athletic Director	Colton Byrd
Cross Country	Morgan Byrd
Softball	
Head Coach	Shelby Meyer
Assistant Softball	Kaleb Wheeler
Junior High Softball	Abby Cooper
Junior High Assistant Softball	Seth Rosenbaum
Jr. High	
Girls Basketball	Keith Berger
Assistant Girls	Kaleb Wheeler
Boys Basketball	Colton Byrd
Assistant Boys	Seth Rosenbaum
Varsity Basketball	
Girls	Keith Berger
Assistant Girls	Kaleb Wheeler
Boys	Colton Byrd
Assistant Boys	Seth Rosenbaum
Cheerleading	
Jr. High	Kristina Dye
Varsity	Dena Reische
Track	
Jr. High	Morgan Byrd
Varsity	Colton Byrd

School Web Page

Important pertinent information related to school can be accessed from the school webpage, including the 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.

The Department of Elementary and Secondary Education's District and Building Report Cards are available [here](#).

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 students, including 3- and 4-year old preschoolers, 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 12:15 p.m. and may ride the bus home.

Preschool sessions are as follows:

- Four-year-olds: 8:09 a.m. – 11:15 a.m.

Monday, Tuesday, Wednesday, Thursday, & Friday

- Three-year-olds: 12:15 p.m. – 3:00 p.m.

Group 1 – Monday & Wednesday

Group 2 – Tuesday & Thursday

Academic Calendar I-100-S



BRUNSWICK R-II SCHOOLS 2025-2026 (1089.23 hours)



JULY 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2026						
S	M	T	W	T	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

26 Thanksgiving Break – No School
27 Thanksgiving Break – No School
28 Thanksgiving Break – No School

1 Staff PD Day – No School
19 End of Second Quarter
19 Dismiss at 11:00 AM for Christmas Break

5 Staff PD Day – No School
6 Classes Resume
19 Martin Luther King Day—No School

16 President's Day – No School

☒ NO SCHOOL
☒ EARLY DISMISSAL
☒ Staff PD – No School

☒ NO SCHOOL
☒ EARLY DISMISSAL
☒ Staff PD – No School

☒ NO SCHOOL
☒ EARLY DISMISSAL
☒ Staff PD – No School

☒ NO SCHOOL
☒ EARLY DISMISSAL
☒ Staff PD – No School

Approved by BOE on 01/21/2025

*Snow Make-Up Days: 6 Days Built-In to Calendar.
*District can decide to use AMI on snow days in accordance with the DESE approved AMI plan.
*Any additional snow days beyond built-in and AMI days will be made up at the end of the school year and communicated with families as soon as possible.

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 unless otherwise required by law. 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.

Toilet Training

All students must be fully toilet trained prior to the first day of 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.*

School Cancellations and/or Early Dismissal

School will be closed when weather conditions are such that buses are unable to run safely. A broadcast will be made utilizing the radio stations, **KMMO – Marshall, FM 102.9, KMZU-Carrollton, FM 100.7** to notify students and parents/guardians. Announcements will also be made on **Brunswick R-II Facebook page, and through text alerts**. Please do not call the administration or radio/TV stations for this information.

At times, school may dismiss early during the day. If for any reason it is deemed necessary to delay the opening of school, dismiss school early, or cancel school for the day, a broadcast will be made and media notified. Information should be given to your child as to what s/he should do if this situation arises. Please keep a watch on the weather, especially in the winter months. If the school needs to send your student to another destination or phone someone to pick her/him, please have this information on file in the office. Time is short in emergency situations and every effort will be made to keep students safe.

Arrival and Dismissal Procedures S-165-S

Arrival

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

If a child is to go home a way other than what is designated on the enrollment form, the classroom teacher and/or the 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. Please provide a signed note or phone call before 2:30 p.m.

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.

Before/After School Care Program

School Age Care After School Program (SAC)

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 Dances

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

Field Trips

Each K-6 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. 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.

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.

Senior Trip

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

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

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

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

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

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

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

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

Lockers

Cubbies are issued to students in K-6.

Lockers are issued to students in 7-12 at the beginning of the year by the school counselor. Each student is responsible for keeping his/her assigned locker clean both inside and outside. Damages caused by misuse of tape, etc. will be charged to the

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

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.

Student Parking

Driving Regulations

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

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

*These regulations apply to ALL types of motorized vehicles.

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

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

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

Attendance and Absence Procedures S-115-S

Expectations for Attendance

Attendance is essential for learning. By law, all children must attend school from the age of 7 until the age of 17. Parents/guardians are accountable for the attendance of their child. The District will inform parents/guardians of their student's absence and support families when attendance becomes a concern. It is the responsibility of the student to make up work due to an absence.

Students who wish to participate or attend in school-sponsored activities must attend school at least half of the school day (must be at school by 11:40 a.m.) on which the activity occurs, unless the principal has pre-approved the absence based upon special circumstances. This includes home and away activities.

Students who arrive after the 8:09 a.m. bell or leave before the 3:05 p.m. bell must sign in or out at the appropriate office (elementary or high school). Failure to follow this procedure may result in disciplinary action.

Early dismissal by a parent or guardian constitutes an absence. In general, the school must receive prior notification, and the student must be checked out through the office before leaving.

Procedures for Reporting an Absence

If a student is going to be absent from school for any reason, the parent/guardian should notify the school as soon as possible.

It is the student's responsibility to make arrangements for make-up work. Students will have one day to make up work for the first day missed, plus one additional day for each additional day absent. Any assignments previously assigned before the absence are due the day the student returns. If a student misses a scheduled test, project, or presentation, they must complete it on the day they return—unless the absence was on the day it was first assigned. Students are expected to take any test they were aware of prior to their absence upon their return.

Excused Absences

Parents or students must provide proper notification and documentation to the school showing the absence was unavoidable for an absence to be excused. The administration makes the final determination regarding whether an absence is excused or unexcused.

Excused absences are allowed for:

- Seniors—two days for college visits (See [Counseling S-147-S](#) for additional information and requirements)
- Juniors—one day for college visit (See [Counseling S-147-S](#) for additional information and requirements)
- Two half-days to take drivers test
- Illness of the student by providing documentation (e.g. doctor's note)
- Medical appointments that cannot be scheduled outside the school day
- Serious illness or death of a family member
- Religious observances

- School-sponsored activities (e.g., field trips, athletics, competitions, etc.)
- Court appearances or other legal situations beyond the control of the family
- Emergency situations as approved by the principal
- Visits from a parent or guardian on active military duty who is on leave from, will be immediately deployed, or immediately returned with notification and approval of the principal
- Suspensions
- An absence which has been requested and approved in advance by the principal due to exceptional circumstances. In these situations, make-up work should be requested in advance of the absence and any tests, projects, or in-class assignments will be made up at the direction of the teacher.

It is the responsibility of the student to make up work with teacher support when a student's absence is excused. A student with an excused absence may make up all work missed and receive full credit.

Unexcused Absences

Absence for reasons other than the categories of excusable reasons, or that does not have the proper documentation for an excused absence as determined by the principal, will be considered unexcused.

Excessive, unexcused absences will result in written notification from the principal to the parent or guardian. If a student accumulates ten or more days of unexcused absences in a semester without medical documentation, they may be at risk of not being promoted to the next grade level.

The following actions will be taken as absence totals increase during a semester:

- On the **4th absence**, parents will receive a letter notifying them of the attendance concern.
- On the **7th absence**, a second letter will be sent. A parent conference may be arranged upon request. A record of the notification will be kept, and the Juvenile Office will be contacted. Junior high and high school students must also make up four hours of seat time for each day missed beyond this point. All seat time must be completed by the end of the semester.

The principal may request a conference at any time to address attendance concerns and may work with the family to create a plan that supports regular school attendance. If issues persist, the school may refer the matter to the appropriate agencies for further action. Students subject to the Missouri Compulsory Attendance Law who continue to have excessive or unexcused absences may be referred to the Missouri Children's Division for educational neglect. Additionally, numerous or questionable absences may be reported to the Chariton County or Carroll County Juvenile Office. The Chariton County Circuit Judge has also requested to be notified when a student accumulates five absences in a semester.

Late Arrival/Tardiness

A late arrival or tardy occurs when a student arrives after the expected class period has begun, as determined by the District. Junior and High School students who have an unexcused tardy to class will be assigned a 30-minute detention by their classroom teacher. In addition, a morning 8th hour will be assigned by the principal for every five times a student is late to school. These consequences apply only to students in grades 7–12.

Truancy

Truancy is when the student is absent from school without permission of the parents/guardians or school official. Truancy includes, but is not limited to, skipped classes, falsely informing the school about the reason(s) for the absence, or absences that have not been pre-arranged and pre-approved as excused. The District may assign disciplinary measures for truancy. The juvenile authorities may be notified.

Additional Junior High & High School Attendance Guidelines

Junior high & high school students with more than **five unexcused or excessive excused absences** in a semester may be restricted from participating in field trips, contests, conventions, or other off-campus school events during the school day. Participation will be at the discretion of the student's teachers and/or principal. In addition, students who miss school the day before a scheduled field trip may be denied the opportunity to attend, depending on their attendance history.

Junior high and high school students who are absent from school should **not be on school property at any time** during their absence, including after school hours, unless they have prior approval from the principal. Violations will be treated as truancy and handled accordingly.

Junior high and high school students who miss **no more than three days** during the semester may choose to **opt out of final exams** and will not be required to attend school on the final day of the semester. However, students may choose to attend and take exams to improve their grades. If a student is required to take finals and arrives late, they will **not** be allowed to make up any missed exams.

Upon the sixth absence in a semester, school administration will review any documented and/or excused absences and will determine if the junior high or high school student will be required to make up the time missed. Students missing a full day (four hours or more) will have to make up four hours of seat time for each day missed over six days. Seat time may be made up through morning 8th hours, after school 8th hours or Saturday School. Excessive absences may result in an **incomplete grade**, loss of credit, the student not being promoted to the next grade, or ineligibility to graduate or participate in the graduation ceremony until all time is made up.

In cases of **serious illness, hospitalization, or family emergencies**, the principal may make exceptions to the attendance policy. Documentation will be required.

Students may appeal attendance-related decisions through the following process:

1. Submit a written appeal to the high school principal, who will respond in writing.
2. If unresolved, the student may appeal to the superintendent in writing (if the student has missed more than three days in a quarter).
3. If still unsatisfied, a final appeal may be submitted in writing to the Board of Education.

Dress Code S-180-S

The purpose of a dress code is to contribute to a safe, healthy environment that protects students and maintains a focus on learning. The dress code included in this handbook provides guidance to students and parents as to what constitutes appropriate attire for school and school activities. District administrators have the discretion to determine

whether a garment or manner of dress not specifically described below is appropriate attire for school and school activities and/or causes a disruption to the educational environment. Administrators have the authority to take action to address dress code matters as they arise. The following District guidelines should be observed:

Dress Code Expectations and Prohibitions

Shirts and shoes must be worn. Clothing should be properly fitted (not overly restrictive or loose). Coverage of the body is expected. Therefore, the following garments are not permitted:

1. House shoes or slippers;
2. See-through garments;
3. Tops that are backless, strapless, low-cut, bare-midriff, have overly-large or low-cut arm openings; or spaghetti straps (must be at least three fingers wide);
4. Pajama tops/bottoms;
5. Clothing that does not cover undergarments when a student is sitting or standing;
6. Undergarments worn as outer wear;
7. All shorts, skirts, and pants, reasonable holes are permissible; however, holes should not expose the buttocks, groin or undergarments covering these areas;
8. Clothing with provocative, profane, rude, suggestive, obscene, or otherwise inappropriate language;
9. Clothing with words, symbols or images that promote illegal, sexual, or violent behavior;
10. Clothing with advertisements or promotion of alcohol, tobacco, or drugs;
11. Language or symbols that promote gangs;
12. Hats and hoods (hooded sweatshirts worn up);
13. Handkerchiefs;
14. Sunglasses;
15. Face paint;
16. Overly-dramatic make-up;
17. Other wear that restricts the line of sight of a student's face and/or facial recognition may not be worn (although exceptions will be made by the principal for head coverings that have religious significance, are worn for medical reasons, or are for a specific, school-sponsored event);
18. Blankets carried or worn as coats or wraps while in the building;
19. Heavy or loose chains, or straps that create a safety risk.

Additional Dress Code Information

Courses and/or class activities that require observance of specific safety requirements may require adjustments of a student's clothing, accessories, or hair style for the duration of the class (e.g., hair pulled back and/or hair nets for culinary classes or other safety wear, etc.). Other dress code requirements may be articulated for students participating in certain extracurricular activities.

Violations of the District dress code will be addressed with remedial actions and/or consequences. If a student wears an unacceptable item to school they will be required to call home and parents will be asked to bring appropriate clothing for the student. If parents are not available, there will be clothes in the office for the student to wear for the remainder of the day.

The only exception to the dress code—such as wearing hats or pajamas—applies during approved school-sponsored spirit days organized by student clubs or organizations. These days must be pre-approved by administration. If any clothing becomes a distraction, teachers may address it.

Students may wear hats/headgear when attending extracurricular events as spectators (e.g., basketball games). However, hats/headgear are not allowed indoors when students are participating in events (e.g., banquets, Scholars Bowl, Science Olympiad, or sitting on the team bench). Hats are not allowed at banquets under any circumstance.

This policy applies during school hours and at all district extracurricular activities (home or away).

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 District 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.

Food Service Program F-285-S

Breakfast

Breakfast will be served from 7:45 a.m. to 8:00 a.m. each day of the week.

Lunch

Junior High and High School Lunch Schedule

First shift 10:57-11:17

Second shift 11:54-12:14

Elementary Lunch Schedule

4th through 6th grade 10:45-11:15

Kindergarten through 3rd grade 11:15-11:45

Students must either bring their lunch or buy their lunch in the school cafeteria.

Students are not allowed to leave the building during their lunch shift. Lunch from an outside eating establishment **MAY NOT** be delivered to any student at any time during the school day as this creates a disruption for students and staff.

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.

Once a student has a negative meal balance, parents are notified by the District. Meal bills are also sent to parents every month. If the bill is not paid, the District calls the parents about the past due meal. Parents may request a payment arrangement with the District to satisfy the unpaid amount. If a Senior does not pay their past due meal balance by graduation, they do not receive a paper copy of their diploma.

If the District receives donations to pay for students' negative meal balances, the donations will be applied as specified by the donor.

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.
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.
7. Good manners should be used.

Free and Reduced Lunch Application

This application is provided at Open House and is available in the office.

Allergy Prevention and Response S-145-S

The District is required to ensure students with allergies are safe at school through planned prevention and response to a student's allergic reaction. For purposes of District policy and related procedures, an allergic reaction occurs when the immune system overreacts to a typically harmless substance and may be mild to life-threatening. Allergy prevention and response protocols apply to all school locations, including nonacademic, school-sponsored activities and transportation provided by the District. The Board authorizes the Superintendent or designee to develop and implement procedures to protect the health and well-being of students with significant allergies.

Building-Wide and Classroom Approaches

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parents/guardians to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. The school nurse has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of epinephrine and asthma-related medications as allowed by District rules. If you do not want these medications administered to your student in an emergency, please notify the school nurse in writing.

The District will provide age-appropriate education for students, consistent with state learning standards, including potential causes of allergic reactions, information on avoiding allergens, symptoms of allergic reactions, and simple steps a student can take to keep classmates safe.

All processed foods, including food sold in vending machines, are labeled with a complete list of ingredients on each individual package. Ingredient lists will be created for all food provided through the District's nutrition program, including before- and after-school programs, which are available upon request. This also applies to items sold as part of concessions, fundraisers, and classroom activities.

Individual Approaches

The District will evaluate and determine whether a student's allergies rise to the level of a disability that requires accommodations through the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504). For those students who have allergies that do not rise to the level of disability, a designated team may develop an Individual Health Plan (IHP) and/or Emergency Action Plan (EAP). Staff who have a need to know about a student's allergies and plan will be informed and trained, and all staff members will follow any IEP, 504 Plan, IHP, and/or EAP.

A student's health information and individualized plan will be kept confidential and not shared with those who do not have a need to know unless authorized by the parent/guardian or as allowed by the Family Educational Rights and Privacy Act (FERPA). The District will communicate and collaborate at least annually with parents/guardians regarding the student's allergies, medications, restrictions/precautions, emergency contacts and any other relevant information to keep the student safe.

Health Services S-215-S

Health services are provided under the direction of a school nurse. The school nurse for your student's building may provide services in other buildings as well. Although the nurse may be not physically present at all times in a specific building, the nurse is always on call and there are trained employees in the building to provide first aid, dispense medication, and support the needs presented in the health office.

Illnesses/Injuries

[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.

Keep your child at home and call your physician when any contagious disease is suspected. A child who has a temperature of 100 degrees 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.

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 if he/she deems it necessary.

Ringworm

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

Bed Bugs

Procedures if bed bugs are found are as follows:

1. The school staff and nurse will discreetly work with the student to remove any bed bugs found to be associated with a student.
2. The school nurse will inform the student's parents/guardians including those applicable homes with blended families. The school nurse or administrator may contact the family and provide educational materials. If there are siblings in other

buildings, the nurse in those buildings will be notified to work with those students.

3. Per Missouri Department of Health and State Guidelines, students will not be excluded from the classroom due to bed bugs.
4. Until there is cause to suspect the bed bug issue has been cleared from the home and the child has arrived to school with no signs of bed bugs for 10 days, the following will be done:
 1. The student will check in with the nurse or designated staff member each morning and be provided with plastic bags or bins in which to store belongings brought from home in order to prevent any bed bugs from spreading in the school. Spare textbooks may need to be provided to the student and left in the classroom
 2. If the student is found or suspected to have bed bugs on clothing, the student must have a set of clean clothing at the school to facilitate a change of clothes for the student while at school. This will aid in decreasing risk of exposure for others in the building. If laundry facilities are available and per parent/guardian verbal consent as appropriate, the discarded clothes may be dried in a hot dryer (120 degrees Fahrenheit or higher) for at least 30 minutes to kill any bed bugs. The clothing should be stored in a sealed plastic bag until placed in the dryer. This is done per nursing judgement and only as time and resources permit.
5. Areas of concern will continue to be monitored as needed.

NOTE: The school district may assist families to locate community resources; however, no cost will be assumed by the school district for insect treatment/eradication in the home to include replacing mattresses, or other personal effects.

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.

Health Office

If you have any questions, please contact the school nurse.

Administration of Medication S-135-S

All medication is kept in the health office (elementary) or high school office and no medication will be dispensed without written parental permission on the District medication form, including over-the-counter medication. Many medications can be given at home before or after school. When this is not possible, medication should be brought directly to the health office (by the parent if prescription medication unless

other arrangements have been made) and must be accompanied by the following information:

Non-Prescription Medication – Over-the-counter (OTC) medication must be provided by the parent. A written note from the parent/guardian with the student's name, date, name of medication, reason for the medication, the time the medication is to be given, the dosage prescribed, the number of days the medication is to be administered at school, 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. **Parents are not to send any medication in envelopes, plastic wrap, lunch boxes, etc.** 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. Medications must be transported by the parent/guardian to the school unless other arrangements have been made with the school nurse or administration. These medications include, but are not limited to, allergy medication, decongestants, cough syrup, ibuprofen (Advil), acetaminophen (Tylenol), cough drops, or others.

Prescription Medication – Before a student can receive a prescription medication at school, there must be a doctor's order on file at the school. To receive medication at school, either the physician must complete and sign the medication order form (provided by the school), or the prescription label may serve as physician order. The medication must have a label affixed by the pharmacy, with date of filling, prescription number, the physician's name, student's name, and name and dosage of the prescribed medication. Any changes in the type of medication, dosage, time given, or procedure requires the physician to complete a new form and be on file at the school. Prescription medication must be sent to school in the original prescription container. If the doctor has given samples of medication, then a written note from the physician is necessary and should include the name of the student, the medication, and the dosage prescribed. The nurse may need to clarify prescription orders with the provider.

When a student has a health condition which needs accommodation or may necessitate emergency care, it is important that the school nurse be informed. Examples of a health condition that would need to be shared with the school nurse include severe allergies, asthma, diabetes, hearing loss, seizure disorder, etc. This would include situations when a physician recommends a student assume responsibility for self-medication. The nurse may request a release of information from the student's health care provider and the information may be shared with necessary District staff members on a need-to-know basis. Please contact the school nurse with questions.

Communicable Diseases F-245-S

Parents/guardians must notify the District if their student has a communicable disease. Parents/guardians will be required to provide written approval from the student's

treating physician in order for their student to attend school. The District reserves the right to prevent student attendance until clarification or implementation of precautionary measures are in place. Parents/guardians are required to notify the District if they are enrolling or have a student attending school who is HIV positive.

Medical information of students is highly confidential, and the District will take necessary steps to protect the medical information of students and ensure that such information is released only to those with a need-to-know and/or individuals and entities who are required by law to be notified of certain health and medical information.

Students with a communicable disease who exhibit behaviors that increase the chances of their condition being spread to other individuals, may be subject to discipline and/or remedial action in accordance with the discipline code, and state and federal law.

Immunizations and Vaccinations

It is unlawful for any student to attend school unless the student has been immunized according to Missouri School Immunization Law or unless a signed statement of medical or religious exemption is on file at the school, which is described in all enrollment information. Parents/guardians should bring immunization records at the time of enrollment and obtain additional immunizations as required by state law.

Asbestos F-215-S

The U.S. EPA Asbestos Hazard Emergency Response Act (AHERA) under the Federal Code of Regulations 40 CFR 763.93g(4) requires that building occupants be notified annually of the presence of asbestos in the building and the availability of the Asbestos Management Plan.

Inspections are conducted twice a year. A copy of the Management Plan and inspection reports are available for review at the Superintendent's office as well as each school office. Questions regarding asbestos or the management plan may be directed to the Superintendent.

Student Insurance S-140-S

The District recommends student accident insurance for the protection of a student and parents/guardians. It is the responsibility of the parents/guardians to arrange insurance coverage as the District does not assume financial responsibility for student injuries.

Students participating in interscholastic athletics are required to have insurance coverage. This may be in the form of either family coverage or the coverage offered through the District. Missouri State High School Activities Association (MSHSAA), requires that a student be covered through insurance before being allowed to practice or compete for a school team. The student will not be allowed to participate in interscholastic practices or competitions until proof of insurance is provided.

The District also provides information about MO HealthNet for Kids (MHK), Missouri's Medicaid program, to qualifying families who enroll students in the District. Parents who complete an application for free and reduced-priced meals (FRL), and who indicate on the application form a child does not have insurance, will be notified by the District that the MHK program is available. Forms for MHK may be accessed at:

<https://dssmanuals.mo.gov/wp-content/uploads/2020/09/IM-1SSL-Fillable-Secured-6-24-21.pdf>.

Student Records S-125-S

Access to and Release of Student Information

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures except to the extent the law authorizes disclosure without consent, and file complaints regarding the records as allowed by law. Requests to inspect or review education records may be directed to the District's Custodian of Records. Requests to amend education records may be directed to the District's Custodian of Records to obtain the proper form. If the District decides not to amend the record as requested by the parent or eligible student, the District 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.

The parents'/guardians' rights relating to the education records transfer to the student once the student becomes an eligible student; however, parents/guardians maintain some rights to inspect student records even after a student turns 18. The District allows access to records to either parent, regardless of divorce, custody or visitation rights, unless the District is provided with legal documents that the parent's rights to inspect records have been modified.

Directory Information

Directory information is information about a student that generally is not considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The District will designate the types of information included in directory information and may release this information without obtaining consent from a parent or eligible student unless a parent or eligible student notifies the District in writing. Parents and eligible students will be notified annually of the information the District has designated as directory information and the process for notifying the District if they do not want the information released. Even if parents or eligible students notify the District in writing that they do not want directory information disclosed, the District may still disclose the information if required or allowed by law. For example, the District may require students to disclose their names, District email addresses in classes in which they are enrolled, or students may be required to wear or display a student identification card that exhibits information designated as directory information. If you do not want the District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent (with exception of disclosures required by law), you must notify the District in

writing by September 1st of each school year or within 10 days of enrollment for new students.

The District designates the following items as directory information:

General Directory Information: The following personally identifiable information about a student may be disclosed by the District without first obtaining written consent from a parent or eligible student: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); participation in District-sponsored or District-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the District; schools or school Districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Directory Information: In addition to general directory information, a student's address, telephone number and email address; and the parents' addresses, telephone numbers and email addresses may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the District, its staff, students and parents and to raise funds for District activities; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services.

School Officials with a Legitimate Educational Interest

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official includes a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a Board Member. 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.

Release of Records to Other Agencies or Institutions

The District forwards education records to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements under the law.

Military and Higher Education Access

The District will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent or a secondary school student who is at least 18 submits a written request, the District will not release the information without first obtaining written consent from the parent of the student/eligible student.

Release

Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a Family Educational Rights and Privacy Act (FERPA) release form

Notice

Parents/Guardians and/or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District 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

Personnel Records E-190-S

The District is required to inform you that, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), upon your request, the District is required to provide you in a timely manner, the following information:

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

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

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

This information may be requested by contacting the Superintendent.

Parent and Family Involvement and Engagement (Title I, Part A) I-135-S

The District encourages effective involvement by parents, guardians, and families to support the education of their children. In consultation with the State Board, educators, local associations, parent organizations and individual parents/guardians whose children are enrolled in the District, the District will:

1. Promote regular, two-way communication between home and school.
2. Promote and support responsible parenting.
3. Recognize that parents and families play an integral role in assisting their children to learn.
4. Promote a safe and open atmosphere for parents and families to visit the school that their student(s) attend and actively solicit parental/family support and assistance for school programs.
5. Include parents as full partners in decisions affecting their children and families.
6. Avail community resources to strengthen school programs, family practices, and the achievement of students.

All Schoolwide Compliance Plans and School, Parent and Family Engagement Policy can be accessed online through the DESE website. Parents are able to access the Schoolwide Compliance Plans for each K-12 building by clicking [here](#) and following these instructions:

- Click “ePeGS – Public”
- Select Brunswick from the dropdown menu
- Click “Funding Application Menu”
- Click “Quality Schools”
- Click “ESEA Consolidated”
- Click “Budget Application”
- Click “Initial”
- Select “ESEA Consolidated Plan” from left side menu
- Click “School Level”

- Select your student's school

Program for Students who are Homeless, Migrant, English Learners, At-Risk or in Foster Care I-140-S

The District is committed to the provision of a free and appropriate education for all students enrolled in the District. Therefore, the District complies with all provisions, regulations, and administrative rules applicable to state and/or federal requirements in order to serve students who are homeless, migrants, English learners, at-risk, or in foster care.

The District's liaison for students who are homeless, migrant, English learners, or in foster care is:

Name: Heather Sims
Phone #: 660-548-3777
Email Address: hsims@brunswick.k12.mo.us

English Language Learners I-150-S

The District provides programs and support for students in order to provide equal educational opportunities for students with limited English proficiency (LEP).

Free language interpreting and translation is available for parents/guardians and students who require it. If you require an interpreter, please inform your student's teacher or school, and the District will arrange for an interpreter to assist at no cost to you. If we do not have an interpreter for your language, we will work to find someone who can help.

Information on District programs such as Gifted Education, AP classes, Special Education, extracurricular activities, and others can be found on the District website. The website features the ability to translate information into 45 languages.

For more information about the programs for students with LEP or assistance for families, please contact:

Name of Coordinator: Heather Sims
Address of Office: 1008 County Road, Brunswick, MO 65236
Phone #: 660-548-3777
Email: hsims@brunswick.k12.mo.us

Visitor Procedures C-155-S

For student purposes, all visitors MUST use the main entrance, report to the office, and sign in and out upon arrival and departure. No one will be allowed to enter the hallways or classrooms without permission from the office and without a visitor's pass. If you need to pick up your child before the end of the school day, come to the office and your child will be called to the office.

Since classroom observations and visits can be disruptive, the District does not permit parents/guardians or other family members to visit classrooms during instructional time for the purpose of observing students unless the principal pre-approved the visit.

Transportation Services F-260-S

Brunswick R-II provides free transportation for all students living in the district. All buses are equipped with security cameras for student safety.

Students are expected to:

- Follow all instructions from the bus driver, who is in charge at all times.
- Act respectfully and responsibly at the bus stop and on the bus.
- Board and exit the bus in a calm, single-file line.
- Remain seated until the bus comes to a complete stop.
- Keep hands, feet, and belongings inside the bus and out of the aisle.
- Speak in a respectful tone and volume; avoid yelling or disruptive behavior.
- Use appropriate language—no profanity, name-calling, or rude comments.
- Refrain from eating, drinking, or littering on the bus.
- Report any damage to the driver; offenders will be held accountable.
- Be at the bus stop on time—the bus will not wait for late arrivals.
- Wait in a safe area off the road until the bus arrives.
- Avoid distracting the driver with conversation while the bus is in motion.
- Keep hands to yourself—no fighting or rough behavior.
- Do not throw objects inside or outside the bus.
- **Follow all other school rules and the Brunswick R-II Student Code of Conduct.**

The bus driver may assign seats and will report any misconduct to the building principal. Students who violate safety rules may lose bus privileges temporarily or permanently. Parents will be notified of disciplinary issues and are responsible for arranging alternate transportation if needed.

The building principal has the authority to determine consequences based on the severity of the offense. Any incident involving weapons on or near the bus will be referred to law enforcement.

Student Discipline S-170-S

Student Code of Conduct

The District believes students deserve the right to participate and learn in a safe environment which allows teachers to focus on instruction that accelerates achievement. To ensure that school is a quality atmosphere for all students at all times, the code of conduct and discipline policies outline consequences for misconduct that occurs at school, during a school activity whether on- or off-campus, on District transportation, or misconduct that involves the use of District technology. All District personnel are responsible to supervise and hold students accountable for violations of discipline rules.

Failure to obey standards of conduct may result in, yet is not limited to, verbal warning, community service, confiscation of property, principal/student conference, parent contact, loss of credit, grade reduction, course failure, removal from extracurricular activities, revocation of privileges including transportation, parking and technology privileges, detention, in- or out-of-school suspension, expulsion, and report to law enforcement. For offenses involving academic integrity, the student may also be subject to a loss of credit for work, a grade reduction, and/or course failure. The Board authorizes the immediate removal of a student who poses a threat to self or others as determined by the principal, Superintendent, or the Board.

Any student who is suspended for any serious violation of the District's Student Discipline policy shall not be allowed while suspended to be within 1,000 feet of any school property or any activity of the District, regardless of where the activity takes place, unless:

1. Such student is under the direct supervision of the student's parent, legal guardian, or custodian and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
2. Such student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian, in advance, in writing, to the principal of the school which suspended the student and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
3. Such student is enrolled in and attending an alternative school that is located within one thousand feet of a public school in the District where such student attended school; or
4. Such student resides within one thousand feet of any public school in the District where such student attended school in which case such student may be on the property of his or her residence without direct adult supervision.

If a student engages in an act of violence, a school administrator will report the information to teachers and other District employees who are responsible for the student's education or otherwise interact with the student on a professional basis while acting within the scope of their assigned duties. Additionally, school administrators will report to the appropriate law enforcement agencies any crimes as required by law.

Corporal punishment is strictly prohibited as a method of discipline. Reasonable force may be used, when necessary, for the protection of a student or others and property. The District limits the use of seclusion or restraint to situations or conditions in which there is imminent danger of physical harm to self or others.

Students with disabilities will be disciplined in compliance with state and federal laws per the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Plan, and any regulations and state and local compliance plans, which includes due process rights as afforded to all students. Additionally, a student's Individual Education Plan

(IEP), including any portion that is related to past or potentially future violent behavior, will be provided to appropriate staff members with a need to know.

Information regarding a student's misconduct and discipline is confidential and only shared with those who have a need to know. Teachers and other authorized District personnel shall not be civilly liable when acting in conformity with District policies, including the discipline policy, or when reporting acts of school violence to a supervisor or other person as mandated by law.

The District discipline policy and procedures will be provided to every student at the beginning of each year, be published on the District website, and made available in the office of the Superintendent during normal business hours.

This code applies to all misbehavior committed by a student on District property, at any school-sponsored activity or event whether on- or off-campus, and District transportation. Additionally, the District may use its authority to address behavior that occurs off-campus if it interferes with the operation of the school or endangers the safety of students or staff.

Standards of Conduct and Consequences

No document can identify every possible offense that could potentially result in disciplinary action. This code identifies most offenses constituting a failure to obey the standards of conduct set by the Board. However, when circumstances warrant, the principal, Superintendent, and/or Board may impose consequences for misconduct not specifically outlined in this document.

District Policy for Discipline

Definitions

Acts of violence or violent behavior - The exertion of physical force with the intent to do serious physical injury while on school property, including District-transportation and school activities.

Corporal Punishment – The intentional infliction of physical punishment, usually in the form of spanking, as a method of student discipline.

Detention – A form of student discipline that requires students to attend a before and/or after school setting which monitors and restricts student activity.

8th Hour Discipline Policy

1. Junior High and High School students who display inappropriate or disruptive behavior and/or do not complete their classwork to the expectations of their teacher may be assigned an 8th hour detention.
2. Students are to be in the 8th hour room by 3:08 and are expected to stay until 4:00 p.m. The 8th hour study hall will be supervised. Students are expected to spend their time completing homework or reading.

3. The 8th hour will be completed on the day it is assigned or within the next 2 school days, unless prior arrangements have been made with the administration. If the student fails to comply, in-school suspension will be assigned in addition to the 8th hour. Upon the second day of ISS with failure to serve the 8th hour, the student will be assigned one day of OSS and the 8th hour will be considered served.
4. Upon receiving a fifth 8th hour in a month the student will be assigned one (1) day of Saturday detention in addition to the assigned 8th hour.

Expulsion – A form of student discipline which removes and excludes a student from school for an indefinite period of time. Students who are expelled are entitled to due process rights.

In-school suspension – A form of student discipline which consists of removing the student from normal classes during the day and assigning the student to an in-school suspension program or class for a specified period of time.

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 may not attend or participate in any home or away school activities (including practices for extra-curricular activities) until their ISS is completed. If an ISS extends over a weekend, the student will not be able to attend or participate in any weekend activities.

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

Need to know – A requirement to report acts of school violence to school personnel who are directly responsible for a student's education and who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

Out-of-school suspension – A form of student discipline which removes and excludes a student from school for a defined period of time. Students who are suspended are entitled to due process rights.

Students in OSS will not be allowed to make up any work, including tests missed. However, students will be allowed to make up work after 10 days of OSS. Students who are in OSS may not attend or participate in any home or away school activities (including practices for extra-curricular activities) until their OSS is completed. If an 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.

Physical Restraint – The use of person-to-person physical contact that immobilizes or reduces the ability of a student to move the student’s torso, arms, legs, or head freely. It does not include briefly comforting or calming a student, holding a student’s hand to transport the student for safety purposes, physical escort, intervening in a fight, or using an assistive or protective device prescribed by an appropriately trained professional or professional team.

Restitution – The requirement of a student to return or pay for stolen goods or damaged property.

Seclusion – This is the involuntary confinement of a student alone in a room or area that the student is physically prevented from leaving and that complies with the building code in effect in the school district. Seclusion does not include a timeout, in-school suspension, detention, or other appropriate disciplinary measures. Seclusion is limited to situations or conditions in which there is imminent danger of physical harm to self or others.

Serious violation of the District’s Student Discipline Policy – Any act of violence or violent behavior, any drug-related activity, any offense listed in [Section 160.261.2, RSMo](#), or any other violation of the District’s Student Discipline Policy resulting in the suspension of a student for more than 10 school days.

Prohibited Conduct	Definition	Consequences
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person’s work, failure to contribute to a team project, or other misconduct related to academic work. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without	ALL OFFENSES: Students will receive a failing grade on all assignments involved. Additional disciplinary action may be taken if necessary.

	permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.	
Inappropriate Aggressive Conduct/Horseplay	Any physical contact that has the potential to cause injury or is disruptive to the normal safety and order of the school. This contact is not deemed to be an assault, a fight, or sexual harassment. This contact may include (but is not limited to) scuffling, pushing, horseplay, etc.	First offense—principal/student conference, ISS, or 1-10 days OSS Subsequent offenses—ISS, 1-180 days OSS, or expulsion
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.	First Offense: 11-180 days out-of-school suspension or expulsion Subsequent Offenses: Expulsion
Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.	First Offense: Expulsion
Assault, Third or Fourth Degree	Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the	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 Assault of a Staff Member

	other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.	First Offense: 1-180 days out-of-school suspension Subsequent Offenses: Expulsion
Automobile/Vehicle Misuse	Discourteous or unsafe driving on or around District property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on District property.	Suspension of parking privileges, ISS, and/or OSS.
Bullying and Cyberbullying	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), 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 communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts.	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 Cyberbullying First Offense: Principal/student conference, in-school suspension, or 1-10 days out-of-school suspension Subsequent Offenses: 180 days suspension or expulsion

	<p>"Cyberbullying" means bullying 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. Students will not be disciplined for speech in situations where the speech is protected by law.</p>	
<p>Bus or Transportation Misconduct</p>	<p>Any misconduct committed by a student on transportation provided by or through the District.</p>	<p>Suspension of transportation privileges and discipline for any other code of conduct violations.</p>
<p>Defiance of Authority (Insubordination)</p>	<p>Refusal to obey directions or defiance of staff authority.</p>	<p>First Offense: Principal/student conference, in-school suspension</p> <p>Subsequent Offenses: In-school suspension or 1-180 days out-of-school suspension</p>
<p>Disrespectful or Disruptive Conduct or Speech or Dishonesty</p>	<p>Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct. This also includes any act of lying,</p>	<p><u>Disrespectful or Disruptive Speech or Conduct</u></p> <p>First Offense: Principal/student conference, in-school suspension, or 1-10 days out-of-school suspension.</p> <p>Subsequent Offenses: In-school suspension or 1-180 days out-of-school suspension, or expulsion</p> <p>Obscene or Vulgar Language</p>

	<p>whether verbal or written, including forgery.</p>	<p>First Offense: 8th hour/Detention, principal/student conference, ISS, 1-10 days OSS</p> <p>Subsequent Offenses: In-school suspension, 1-10 days out-of-school suspension</p>
<p>Drugs/Alcohol/Tobacco/E-Cigarettes/Vapes/Nicotine Products</p>	<p>The use, sale, transfer, distribution, possession, or being under the influence of prescription drugs, alcohol, tobacco products, electronic cigarettes, vaping products, other nicotine delivery products, imitation tobacco products, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, imitation controlled substances, drug/tobacco paraphernalia, or over the counter drugs on any District property, vehicles, or at District-sponsored events. However, students may use, possess, and be under the influence of their prescription drugs and over the counter drugs in compliance with District procedures.</p>	<p>Possession of or presence under the influence of alcohol regardless of whether the student is on school premises.</p> <p>First Offense: 1-10 days out-of-school suspension</p> <p>Subsequent Offenses: 1-180 days out-of-school suspension</p> <p>Sale, purchase, or distribution of alcohol</p> <p>First offense: 1-180 days out-of-school suspension</p> <p>Subsequent offenses: Expulsion</p> <p>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.</p> <p><i>* Due to the lack of consistency in labeling related to the potency of many CBD and similar products; due to the lack of research into the long-term effects of these products; and due to the overriding concern for the health and safety of District students, CBD and</i></p>

		<p><i>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.</i></p> <p>First Offense: Principal/student conference, in-school suspension, 1-10 days out-of-school suspension</p> <p>Subsequent offenses: In-school suspension, 1-180 days of out-of school suspension, or expulsion</p> <p>Possession or sale of a controlled substance</p> <p>First offense: 1-180 days out-of-school suspension</p> <p>Subsequent offenses: Expulsion</p> <p>Possession of Prescription Medication without a Valid Prescription</p> <p>First Offense: 1-10 days of out-of-school suspension</p> <p>Subsequent Offenses: 1-180 days out-of-school suspension, or expulsion</p> <p>Distribution of Prescription Medication</p> <p>First Offense: 1-180 days out-of-school suspension</p> <p>Subsequent Offenses: Expulsion</p>
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		<p>Tobacco/Vape/Nicotine Products</p> <p>First Offense: Confiscation and/or 1-180 days out-of-school suspension</p> <p>Subsequent Offenses: Confiscation and/or 1-180 days out-of-school suspension</p>
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.	<p>First Offense: Principal/student conference, in-school suspension, or 1-10 days out-of-school suspension</p> <p>Subsequent Offenses: In-school suspension, 1-180 days out-of-school suspension, or expulsion</p>
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.	Principal/student conference, detention/8 th hour, in-school suspension, out-of-school suspension, expulsion.
Fighting	A conflict: verbal, physical, or both, between two or more people.	<p>First Offense: Principal/student conference, in-school suspension, or 1-180 days out-of-school suspension</p> <p>Subsequent Offenses: In-school suspension, 1-180 days out-of-school suspension, or expulsion</p> <p><i>*Law enforcement may be contacted upon the first offense and/or subsequent offenses.</i></p>
Weapons and Firearms	A) Possession or use of a firearm as defined in	(A) One calendar year suspension or expulsion

	<p>18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo, or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).</p> <p>B) Other weapons are prohibited. Other weapons are defined as a device readily capable of lethal use, or device designed to mimic a weapon. Other weapons include any ordinary pocket knife with no blade more than four inches in length; and items customarily used, or which can be used, to inflict injury upon another person or property.</p> <p>C) Possession or use of ammunition, a component of ammunition or a weapon, weapon accessories, or tactical gear.</p>	<p>unless modified in accordance with Policy S-200-P. (B) Principal Student Conference, Detention/8th hour, ISS, OSS, expulsion (C) Principal Student Conference, Detention/8th hour, ISS, OSS, expulsion</p>
Fireworks or Incendiary Devices	<p>Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.</p>	<p>Principal/student conference, detention/8th hour, in-school suspension, out-of-school suspension, expulsion.</p>
Gambling	<p>Betting something of value upon the outcome of a</p>	<p>First Offense: Principal Student Conference, 8th</p>

	contest, event, assignment, or game of chance.	hour/Detention, ISS, OSS, expulsion Subsequent Offense: 8 th hour/Detention, ISS, OSS, expulsion
Gangs	Gang activities, whether verbal, written or symbolic which substantially disrupt the educational environment.	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
Harassment, including Sexual Harassment	Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed conduct that causes another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.	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 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 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.

		<p>First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion</p> <p>Subsequent Offenses: 1-180 days out-of-school suspension or expulsion</p>
Hazing	The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.	<p>First Offense: Principal/student conference, 1-10 days in-school suspension</p> <p>Subsequent Offenses: 11-180 days out-of-school suspension or expulsion; restitution</p>
Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other possessions not approved for educational purposes.	Principal Student Conference, Confiscation of Item.
Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.	Restitution.
Public Display of Affection	Physical intimacy that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.	<p>First Offense: Principal/student conference, in-school suspension, or 1-10 days out-of-school suspension</p> <p>Subsequent Offenses: In-school suspension, 1-180 days out-of-school suspension, or expulsion</p>
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to,	First Offense: Confiscation. Principal/Student conference,

	<p>pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.</p>	<p>1-10 days in-school suspension</p> <p>Second Offense: Confiscation. In-school suspension, 1-180 days out-of-school suspension, or expulsion</p> <p><i>(*The Internet Crimes Against Children Team and/or Local Law Enforcement will be contacted.)</i></p>
Sexual Activity	<p>Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.</p>	<p>First Offense: 1-180 days out-of-school suspension</p> <p>Subsequent Offenses: 1-180 days out-of-school suspension, or expulsion</p>
Tardiness or Truancy	<p>A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.</p>	<p>Tardiness</p> <p>If a Junior High or High School Student has 5 tardies in a semester, they will serve a morning 8th hour.</p> <p>Truancy</p> <p>First Offense: Principal/Student conference, 1-3 days in-school suspension</p> <p>Subsequent Offenses: 3-10 days in-school suspension</p> <p>In the event of a group skip day, punishment will consist of at least (1) one Saturday school to be served at the administration's discretion.</p>
Technology Misconduct	<p>Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device</p>	<p>Refer to F-265-S.</p>

	without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement. This includes cell phone misuse.	
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.	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
Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or 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
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.	Principal Student Conference, 8 th hour/Detention, ISS, OSS, expulsion.
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, 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

Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.	Principal Student Conference, 8 th hour/Detention, ISS, OSS, expulsion.
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Bullying, Hazing, and Cyberbullying S-185-S

The District strictly prohibits bullying, including hazing, and cyberbullying on school grounds, at any school function, or on District transportation.

Definitions

Bullying – 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 such acts.

Cyberbullying – Bullying as defined above through the transmission of a communication including, but not limited to a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District has jurisdiction to prohibit cyberbullying that originates on a school campus, or at a District activity if the communication was made using District technological resources, if there is sufficient nexus to the educational environment, or if the electronic communication was made on the school’s campus or at a District activity using the student’s own person technological resource.

Anti-bullying Coordinator – The Superintendent will ensure an individual at each school is designated to serve as the anti-bullying coordinator. All anti-bullying coordinators will be teacher-level or above and a list of coordinators will be kept on file at the District administration office and updated annually. Additionally, a District anti-bullying coordinator will be designated. The building anti-bullying coordinator is: the Building Principal and can be reached at 660-548-3777.

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

Reporting Bullying or Cyberbullying

District employees are required to report any instance of bullying of which the employee has firsthand knowledge. Any employee, substitute, or volunteer who witnesses an incident of bullying must report the incident to the building anti-bullying coordinator

within two (2) school days of witnessing the incident. If the anti-bullying coordinator is unavailable or is the subject of the report, the employee should contact the District's Compliance Officer. In addition, all District employees, substitutes, or volunteers must direct all persons seeking to report an incident of bullying to the building anti-bullying coordinator.

Any individual making a verbal report of bullying will be asked to submit a written complaint to the anti-bullying coordinator. If the person refuses or is unable to submit a written complaint, the anti-bullying coordinator will summarize the verbal complaint in writing.

When an anti-bullying coordinator is informed about a possible bullying or cyberbullying incident, verbal, written, or otherwise, the District will conduct a prompt, impartial, and thorough investigation to determine whether misconduct, including unlawful conduct, occurred. The District will implement interim measures as necessary. When it is determined that bullying or cyberbullying occurred, the District will take appropriate action for violations of District expectations and rules.

Investigation

Within two (2) school days of receipt of a report of bullying or cyberbullying, the anti-bullying coordinator or designee will initiate an investigation of the incident. The school principal may appoint other school staff to assist with the investigation. The investigation will be completed within ten (10) school days from the date of the written report unless good cause exists to extend the investigation. A copy of the written report of the investigation and results will be sent to the District anti-bullying coordinator and included in the files of the victim and the alleged or actual perpetrator of bullying or cyberbullying. All reports are confidential in accordance with law and District rules.

Retaliation

The District prohibits reprisal or retaliation against any person who reports an act of bullying or cyberbullying, testifies, or participates in any manner with an investigation proceeding, or hearing. The District will take appropriate remedial action for any student, teacher, administrator, or other school personnel who retaliates.

Consequences of Bullying, Cyberbullying, or Retaliation

When the District receives a report of bullying, cyberbullying, or retaliation, interim measures to protect the victim(s) will be taken. If an investigation determines that bullying, cyberbullying, or retaliation occurred, the District will act to end the bullying, cyberbullying or retaliation.

Students who are determined to have participated in bullying, cyberbullying, or retaliation will be disciplined in accordance with the District discipline policy. Consequences may include, but are not limited to, loss of privileges, detention, in- or out-of-school suspension, expulsion, and referral to law enforcement. Any determination of consequences will consider factors such as the age of the student(s),

developmental level of the student(s), degree of harm, severity of behavior, disciplinary history, and other educationally relevant factors.

District employees and substitutes who violate this policy will be disciplined, up to and including termination. Volunteers, visitors, patrons, or others who violate this policy may be prohibited from District property or activities, or other remedial action.

Public Notice

The District will:

1. Provide information and appropriate training to District staff who have significant contact with students regarding the policy.
2. Provide education and information to students regarding bullying, including information regarding the District policy prohibiting bullying, the harmful effects of bullying, and 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, cyberbullying, and/or retaliation against any person who reports an act of bullying.
3. Instruct school counselors, school and licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for overcoming bullying's negative effects. Techniques will include, but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself/herself assertively and effectively; helping the student develop social skills; and/or encouraging the student to develop an internal locus of control.
4. Implement programs and other initiatives to address and respond to bullying in a manner that does not stigmatize the victim and makes resources or referrals available to victims of bullying.

Complaints alleging unlawful discrimination, harassment, or retaliation in violation of District policy will be referred for investigation to the District Compliance Officer.

Report Form

This form is available on the District's website or in the front office.

Student Suicide Awareness Policy S-190-S

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.

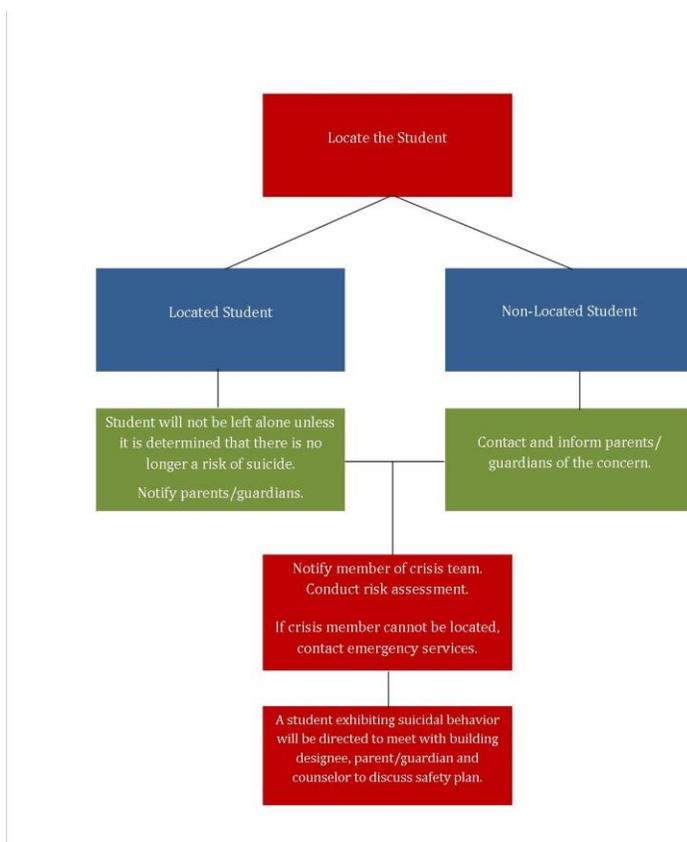
2. Crisis Response Procedures

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.

Complaints or Concerns C-120-S

Effective communication helps avoid and resolve many complaints, concerns, misunderstandings and disagreements. Individuals who have a complaint or concern should discuss their concerns with the school personnel involved in the issue at hand in an effort to resolve problems. This step will usually involve communicating directly with the person or persons with whom the complainant has a concern. This step may be skipped when the complainant in good faith believes that speaking directly to the person would subject the complainant to discrimination, harassment or retaliation.

This step may also be skipped if the complainant in good faith believes that any law or a District policy or written rule has been violated. The District has adopted specific procedures for investigation and resolution for complaints or concerns as required by specific and varying laws that are applicable to the District. The District's Compliance Officer should be contacted with any complaints or concerns that any law or District written rule has been violated, including but not limited to, laws relating to: civil rights, including discrimination, harassment, and retaliation; special education matters including the IEP and 504 processes and services; federal programs and related services; bullying; and The Family Educational Rights and Privacy Act, including student records and confidentiality.

When communicating directly with the school personnel involved in the issue does not resolve matters satisfactorily, or if it is appropriate to skip the first step as described above, a complainant should consult with the District's Compliance Officer who will direct the complainant to the appropriate process for resolution of the complaint. The District designates the following individual to act as the District's Compliance Officer:

Name: Superintendent
Phone #: 660-548-3550
Email Address: cengelbrecht@brunswick.k12.mo.us

In the event the District's Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

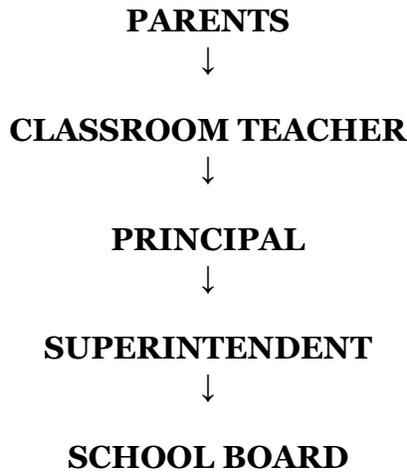
Name: Jr./Sr. High School Principal

Phone #: 660-548-3771
 Email Address: ssingleton@brunswick.k12.mo.us

All complaints of violation of any law or a District policy or written rule will be promptly investigated by the District, and appropriate action will be taken. Complainants are strongly encouraged to provide their concerns in writing.

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:



Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

This guide explains how to file a complaint about any of the programs (Title I, A,B, C, D, II, III, IV.A, V) that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information <ol style="list-style-type: none"> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed? 	
Complaints filed with LEA <ol style="list-style-type: none"> 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)? 	Complaints filed with the Department <ol style="list-style-type: none"> 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

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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 a 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 include:

- A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
- The facts on which the statement is based on the specific requirements 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:

- **Record.** A written record of the investigation will be kept.
- **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
- **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- **Report 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 made available to parents, teachers, and other members of the general public.
- **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).
- **Appeal.** The complainant or 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 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 complainant 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.

Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S

The District is committed to providing equal opportunity in all areas of admission, recruiting, hiring, employment, retention, promotion, contracted services, and access to

programs, services, activities, and facilities. The District strictly prohibits any unlawful discrimination or harassment against any person because of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law. The District also prohibits retaliatory action, harassment, or discrimination against individuals who make complaints of, report, or otherwise participate in the investigation of any such unlawful discrimination, harassment, or retaliation. The District is an equal opportunity employer.

Anyone who believes that they have been discriminated, harassed, and/or retaliated against in violation of this policy should report the alleged discrimination, harassment and/or retaliation to the District's Compliance Officer. The District designates the following individual to act as the District's Compliance Officer:

Name: Superintendent
Phone #: 660-548-3550
Email Address: cengelbrecht@brunswick.k12.mo.us

In the event the Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name: Jr./Sr. High School Principal
Phone #: 660-548-3771
Email Address: singleton@brunswick.k12.mo.us

All employees, students, and visitors who have witnessed any incident or behavior that could constitute discrimination, harassment, or retaliation under this policy must immediately report such incident or behavior to the District's Compliance Officer for investigation.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

Title IX C-131-S

The District does not discriminate on the basis of sex in the education program or activity that it operates and is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admissions and employment. Inquiries about the application of Title IX to the District may be referred to the Title IX Coordinator or Assistant Secretary for Civil Rights of the Department of Education, or both.

The District designates the following individual to serve as the District's Title IX Coordinator:

Name or Title: Scott Singleton

Address: 1008 County Road, Brunswick, Missouri 65236
Email Address: ssingleton@brunswick.k12.mo.us
Phone #: 660-548-3771

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

All employees, students, and visitors who have witnessed, heard about, or received a report about any incident or behavior that could constitute sexual harassment under this policy must immediately report such incident or behavior to the District's Title IX Coordinator for investigation. If the allegations are against the District's Title IX Coordinator, it must be immediately reported to the Superintendent, unless the Superintendent is also the Title IX Coordinator, then to the President of the Board of Education.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

Student Searches S-175-S

Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice. The District may use drug dogs, who will not come into direct contact with students.

Student property may be searched based upon reasonable suspicion of a violation of school rules or law and an examination facts, credible information, or reasonable inferences based upon the facts and circumstances. Searches will be conducted in the presence of an adult witness.

Students are allowed the privilege of parking on school premises. The District has the authority to monitor vehicles and the parking lots of its campuses. The interior of a student's vehicle may be searched if the administration has reasonable suspicion that the search will reveal evidence that the student has or is violating school rules and/or the law.

Law enforcement will be contacted if a search produces a controlled substance, drug paraphernalia, weapons, stolen goods, or evidence of a crime.

Student Alcohol/Drug Abuse S-195-S

The District takes measures to foster a safe and drug-free learning environment that supports student engagement and development. Therefore, educational programs are provided to help students cultivate healthy lifestyles and age-appropriate drug

awareness. All use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events is strictly prohibited. Suspected or known violations of the District policy should be immediately reported to school authorities. Any incidents that violate this policy are subject to disciplinary action and notification to law enforcement. Any confiscated substances will be turned over to law enforcement.

In cases where it is necessary for a student to take prescription or over-the-counter medications during the school day, the medication must be documented by the nurse's office in accordance with written label directions and parental permission in compliance with District rules. (See the Handbook's section on Administration of Medication for more information.)

Any drug/alcohol offense may result in one or more of the following: Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion, restitution if appropriate, loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges, and referral to law enforcement. (See the Handbook's section on Student Discipline for more information.)

The possession or use of medical marijuana at school is prohibited. Students under the influence of medical marijuana may result in discipline.

Student Alcohol and Drug Testing S-196-S

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

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

Random Drug and Alcohol Testing

The Brunswick R-II School District is committed to pro-actively protecting the health and safety of all students participating in inter-scholastic athletics, extra-curricular activities, and on-campus parking. The School District shall conduct random drug and alcohol testing of students in grades 6-12 as a condition of participation in inter-scholastic athletics, extra-curricular activities, and on-campus parking. Eligible athletics and activities shall include but are not limited to those activities regulated by the Missouri State High School Activities Association (MSHSAA), excluding all activities for which students receive an academic grade for participation. Random drug and alcohol testing shall be performed in accordance with the Policies and Procedures herein.

No Brunswick R-II School District employee shall have the authority to waive the testing of any student selected in the random selection process. All students participating in inter-scholastic athletics, extra-curricular activities, and on-campus parking shall be eligible for random drug and alcohol testing.

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

Student Orientation

All students participating in inter-scholastic athletics, extra-curricular activities, and those students applying for on-campus parking, shall receive a copy of the Substance Abuse Testing Policy and Procedures, including a Substance Abuse Testing Consent Form.

Substance Abuse Testing Consent Form

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

Definition of Terms:

Alteration - the process where an individual ingests large amounts of water, vitamins and/or other various chemicals in an attempt to interfere with testing results. In drugs-of-abuse screening, it is important to insure the integrity of samples. The test provides

information on the possible alteration of urine samples submitted for DAU (Drugs-Of-Abuse Urine) testing. The object of tests for alteration is to discover deviations in urine samples, such as dilution, or the addition of drug-test interfering substances.

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

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

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

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

PROCEDURE FOR RANDOM DRUG AND ALCOHOL TESTING

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

Random Selection Process

The district will test at the frequency and volume deemed appropriate to ensure the effectiveness of the program. The random selection process will ensure an equal probability that any eligible student in grades 6-12 could be selected. No Brunswick R-II School District employee shall have the authority to waive the testing of any student selected in the random selection process.

Confidentiality

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

Testing Procedure

Upon receiving a notice from the building principal that the student has been selected for a random drug test, the student will go to the high school office. Appropriate steps will be taken to respect the privacy of students while, at the same time, preventing the

falsification of testing. Upon entering the testing site, the student will be asked to provide the identification number given to him/her by the supervising administrator. The student will then be asked to remove the contents of his/her pockets and remove outer garments. Next, the student will be asked to wash his/her hands. The collection technician will secure the bathroom by putting blue dye in the stool, taping off water supplies, removing trash cans, etc. The collection technician will then open a collection container in the presence of the student, remove the contents and hand the collection cup to the student, explaining that the student is to provide a urine specimen in the collection cup and then place the cup on a pre-designated flat surface upon completion of the void. The student will also be reminded not to flush the toilet or to turn on the faucet until the collection is completed. The collection technician will step outside the bathroom and shut the door, allowing the student to provide a specimen in private.

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

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

When the MRO receives the above information, he/she will contact the parent/legal guardian, verify identification and then discuss the medications the student is taking. If any of the medications being taken by the student could explain the non-negative result, the MRO will verify with the prescribing physician that there is a legitimate prescription in the student's name. Once all pertinent information has been obtained, the MRO will make a final determination of the test results. Those results will be forwarded to the professional drug selection company, who will then forward them to the DSO.

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

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

- A. Opiates: morphine, codeine, hydrocodone (Vicodin, Hycodan, Panacet, Anexsia) and hydromorphone (Diluadid). One manufacturer also noted that high concentrations of oxycodone might cause a positive.
- B. Amphetamines: Adderal, Dexedrine, Benezedrine. **Methamphetamine will usually show up in an amphetamine panel.**
- C. Benzodiazepines: diazepam (Valium), chlordiazepoxide (Librium), oxazepam (Serax), alprazolam (Xanax) and others.
- D. Barbiturates: pentobarbital, butabital, amobarbital, secobarbital and Phenobarbital.
- E. Methadone: Dolophine.
- F. Oxycodone: Percodan, Percocet, Oxycontin, oxymorphone (Numorphan), hydrocodone (Vicodin) and codeine.
- G. Cocaine
- H. Methamphetamine: though it usually shows up in the amphetamine panel, many manufacturers feel that a separate panel specifically for Meth is more beneficial. The material I have says that MDMA (Ecstasy) can show up as Meth. Some medications, taken in larger dosages, may show up as Meth. Those listed are: Pseudoephedrine, Selegiline (Atapryl, Dipryl, Eldepryl), Benzphetamine (Didrex), a Vicks inhaler and Ranitidine (Zantac). The lab confirmation can separate between legal and illegal Meth.
- I. Marijuana
- J. Phencyclidine (PCP): Venlafaxine (Effexor) may show up as PCP.
- K. MDMA (methylenedioxyamphetamine): Ecstasy
- L. Propoxyphene (Darvon), a synthetic opiate.

In addition, urine samples may be tested for the presence of performance-enhancing drugs, (including anabolic steroids), designer drugs (K2/Spice; Bath Salts) and other substances the district deems appropriate to the preventative intent of this policy. Breath-alcohol testing may also be used to determine the presence of alcohol.

Refusal to Submit for Testing

An eligible student refuses to submit for drug and alcohol testing when he or she (1) fails to provide adequate urine within one hour when notified of the need to do so, or (2) engages in conduct that clearly obstructs the testing process. If a sufficient urine specimen is not provided within one hour, an oral fluid test will be administered. An eligible student who refuses to submit for testing, or who acts to falsify testing results,

shall be suspended from all eligible activities for the remainder of the school year and will forfeit all awards and honors related to participation in eligible activities.

Positive Test Results

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

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

First Offense: The student shall be suspended from student parking privileges on school property as well as participation in all in-season or off-season extracurricular and/or co-curricular MSHSAA and school-sanctioned activities for 20 school days. This suspension can be reduced to 10 school days if the parent/guardian obtains, at the parent/guardian's expense, a substance abuse evaluation and/or educational counseling (certified by the Missouri Department of Mental Health, Division of Alcohol and Drug Abuse) for the student deemed appropriate by the evaluation.

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

- Students enrolled in a class that involves co-curricular activities will remain in the class during the suspension period and participate in classroom activities.
- If the student/parent seek to reduce this consequence by scheduling a substance abuse evaluation, the parent or legal guardian must provide verification that the student has attended alcohol and drug abuse counseling.
- The student will be drug tested every time the district conducts random drug testing on other students for the rest of the school year.
- The student must be evaluated by a physician before resuming participation in eligible activities to certify that substance use or abuse no longer interferes with the student's mental or physical ability to participate in eligible activities.

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

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

- Students enrolled in a class that involves co-curricular activities will remain in the class during the suspension period and participate in classroom activities.
- If the student/parent seek to reduce this consequence by scheduling a substance abuse evaluation, the parent or legal guardian must provide verification that the student has attended alcohol and drug abuse counseling.
- The student will be drug tested every time the district conducts random drug testing on other students for the rest of the school year.
- The student must be evaluated by a physician before resuming participation in eligible activities to certify that substance use or abuse no longer interferes with the student's mental or physical ability to participate in eligible activities.

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

Weapons in School S-200-S

The District strictly prohibits unauthorized possession or use of weapons on District property, at District-sponsored activities, either on- or off-campus, and District transportation. Weapons will be confiscated and reported to law enforcement authorities.

Examples of prohibited weapons may include, but are not limited to, blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, switchblade or any knife, or any other items customarily used, or which can be used, to inflict injury upon another person or property.

By law, a student who brings a weapon prohibited by law on school property will be expelled or suspended from school for not less than one calendar year and referred to law enforcement. The expulsion or suspension may be modified on a case-by-case basis upon the recommendation of the Superintendent to the Board. Other provisions of the discipline code related to the offense may be applied in addition to the consequences required by law. Students with disabilities who violate this policy will be reviewed under the provisions of the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act.

Instruction

A+ Program S-130-S

A+ Program Description

The District is a proud participant of the Missouri A+ Program. As a designated school, the District graduates are eligible for the A+ designation, which qualifies them to receive A+ monies from the state to be used for tuition to any public community college or public vocational technical school in Missouri. Several four-year colleges and universities accept A+ credentials and funding as well. Some private, career/technical schools are also A+ eligible. In addition, more four-year institutions are offering incentives for students who meet the A+ criteria.

A+ Program Requirements

To participate in the A+ program, a student must meet all requirements. The student must be a U.S. citizen or permanent resident and have attended an A+ designated high school for two (2) consecutive years prior to graduation. The student must graduate with a non-weighted GPA of at least 2.5 on a 4.0 scale and have maintained at least a 95% attendance record in grades 9-12. In addition, the student must have performed 50 hours of unpaid mentoring and/or tutoring at a District school under District supervision coordinated through the A+ office. Up to 25% (12.5 hours) may include job shadowing prior to graduation. Good citizenship and the avoidance of unlawful use of alcohol and drugs is required. A score of proficient or advanced on the Algebra I end of course exam or a higher level DESE approved end-of-course mathematics exam must be achieved. Finally, the student must apply for non-payback scholarships by completing a FAFSA (free application for federal student aid) form.

More information about the A+ program may be accessed from the high school counselor, who is the District A+ Coordinator.

Assessment Program I-195-S

All students will participate in the required, statewide screening and assessment program or an alternative assessment as determined by a student's Individual Education Plan (IEP). The District will comply with all assessment requirements for students with disabilities. The District has a written assessment plan, which is updated and posted annually on the District's website. The assessment plan is as follows:

<i>Grade Level</i>	<i>Test</i>
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Kindergarten	*STAR Reading *STAR Early Literacy *STAR CBM Reading *STAR Math
1st Grade	*STAR Reading *STAR Early Literacy *STAR CBM Reading *STAR Math
2nd Grade	*STAR Reading *STAR Early Literacy *STAR CBM Reading *STAR Math
3rd Grade	*STAR Reading *STAR Early Literacy *STAR CBM Reading *STAR Math *MAP - Math & ELA
4th Grade	*STAR Reading *STAR Early Literacy *STAR CBM Reading *STAR Math up*MAP - Math & ELA
5th Grade	*STAR Reading *STAR Early Literacy *STAR CBM Reading *STAR Math *MAP - Math, ELA, & Science
6th Grade	*STAR Reading *STAR Early Literacy *STAR CBM Reading *STAR Math *MAP - Math & ELA

Student Testing- 7th -12th Grades

7th Grade	➤ MAP---English & Math
8th Grade	➤ MAP---English, Math, & Science
9th Grade	➤ Algebra I EOC*
10th Grade	➤ English II EOC*

	<ul style="list-style-type: none"> ➤ Biology EOC* ➤ Government EOC* ➤ Missouri* and US Constitution Tests* (given in 10th Grade American Government class)
11th Grade	<ul style="list-style-type: none"> ➤ ASVAB & ACT
12th Grade	<ul style="list-style-type: none"> ➤ Optional ASVAB ➤ Accuplacer Exam

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

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

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.

Flex Program

The School Flex Program is a career and technical education program based on the cooperative education method of instruction. The program should serve students with a wide variety of career interests, including careers not traditionally considered “vocational”. Academic study is combined with paid supervised employment in a career area of interest. The employment is planned and supervised by the school in cooperation with a business or industry. A formalized agreement between all cooperating parties specifies the role each is to play as part of the program. A written plan of instruction details the knowledge and skills to be mastered. The teacher-coordinator responsible for the program conducts periodic communication with the student’s employer in order to better correlate classroom instruction with employment skills, and to complete evaluations of the student’s performance which are supplemented by employer evaluations. Credit is awarded for the classroom instruction and for the on-the-job experience in compliance with Brunswick R-II School District Policies. The program is open to high school juniors & seniors as a practical arts elective for up to two credit hours.

School Flex Program Student Objectives

1. Development of occupational competence.
2. Development of higher level, transferable knowledge and skills related to careers.
3. Development of core academic skills through application in the workplace.
4. Development of career knowledge & awareness.

Missouri Department of Elementary & Secondary Education Guidelines

School Flex Programs involve students enrolled in the 11th and 12th grades whose pursuit of timely graduation would benefit from enrollment in the program as determined by the high school principal, parents or guardians.

In order to remain eligible for the School Flex Program the student must:

- Students must attend school until at least 12:17 p.m.
- Pursue timely graduation
- Provide evidence of enrollment and attendance at a college or technical school or provide evidence of employment (minimum of 15 hours/per week) that is aligned with the student's "career academic plan", which should be developed in conjunction with the school district and meet Department criteria for a Personal Plan of Study. This plan must be approved by the Flex Program committee prior to enrollment.
- Pursue regular requirements for a high school diploma
- Maintain 95 percent attendance rate and;
- Avoid suspension or expulsion while in the program.

Credit: The awarding of credit for non-class activity related to the School Flex Program is dependent upon district policy.

Teacher Qualifications: Program activity outside of standard classroom activity may feature students working in a variety of subject areas; the supervising teacher may hold any valid Missouri teacher certificate except a substitute certificate or an early childhood certificate.

Enrollment Limitations: Student enrollment is limited to a combination of in-class and off-campus School Flex Program activity not to exceed 1,044 hours during a school term.

Recommended Supervision Time: 225 minutes per week for each group of 28 participating students.

Written Plans: There must be a written instructional plan which sets forth specific learner objectives, an evaluation plan for student performance, and a training agreement signed by all parties involved. Evaluation of students on the job must include occupationally specific skills as well as attitudinal criteria.

Student Pay: Students may or may not receive pay. The employment relationship must be established for off-campus experience as part of the School Flex Program.

Records: Enrollment and attendance records for off-campus or employment must be maintained.

Brunswick R-II School Flex Program Guidelines

Eligibility Requirements: Students eligible to enroll in the Brunswick High School Flex Program must:

1. Be of junior/senior standing academically and on track to graduate with their cohort.
2. Maintain a 95% attendance rate or higher.
3. Have no major discipline infractions or suspensions on record.
4. Arrange employment with an employer in the Brunswick R-II School District or local area before the start of the participating semester and approved by the Flex Program committee.
5. Meet with the counselor during the semester prior to the participating semester in order to discuss these qualifications and determine eligibility for the program.

Flex Program Procedures:

1. Participating students will be assigned a supervising teacher (counselor) who will:
 - a. Provide the participating student with copies of the student/supervisor/parent agreement along with other necessary paperwork which must be submitted prior to the student leaving school to attend work.
 - b. Be responsible for work turned in weekly by students throughout the length of the program (See Appendix).
 - c. Communicate periodically with students and site supervisor to review student progress and growth within the program. Communication may include site visits, phone conversations, and e-mail or other methods of electronic correspondence.
 - d. Submit semester grades based upon student work and site supervisor evaluations
2. Students **will attend the first four periods** of the regular school day.
3. Students will eat lunch at school.
4. Students will sign-out of school in the office immediately following the last lunch shift and **travel directly to their place of work.**
5. Students must provide their own transportation to the workplace. Before a student leaves school, he/she must have a signed transportation agreement on file with the high school office.
6. The workplace will be considered an extension of the classroom, therefore, appropriate classroom behavior is expected while at the student's workplace. Part-time students will be governed by the same rules & regulations that apply to regularly enrolled students.

- a. Once the student has arrived at work, they are to stay at their workplace until their daily hour requirements have been fulfilled.
- b. Students are to comply with all rules brought forth by individual supervisors and places of employment.
- c. Students are to refrain from the use of alcohol, nicotine products, and drugs while participating in the Brunswick High School Flex Program.
- d. If a student is late/no show for work 3 times the committee will review possible dismissal.
- e. If dismissed from the program the student will not be eligible for reinstatement.

Students who are in violation of any of these rules are subject to disciplinary action up to and including after-school detention, out-of-school suspension, and/or dismissal from the Brunswick High School Flex Program.

Flex Program Point Structure

*Weekly time log 10 pts each (due each Tuesday)

* Supervisor evaluation 100 pts

Due Dates for Evaluation:

October (End of 1st Quarter)

December (End of 2nd Quarter)

March (End of 3rd Quarter)

May (End of 4th Quarter)

Teaching About Human Sexuality I-120-S

Students will be provided instruction regarding human sexuality that is appropriate for students' age and gender. Students in 6th grade through 12th grade will be provided training regarding sexual abuse that is trauma-informed and developmentally appropriate. District Policy provides information about the requirements related to content. Parents/guardians have the right to remove their student from any part of human sexuality instruction or sexual abuse training. All curriculum materials used in the District's human sexuality instruction and sexual abuse training are available for review prior to its use in instruction.

Graduation Requirements I-190-S

The graduation ceremony marks the beginning of adult life after high school. It is a ceremony to commemorate a student's successful completion of the elementary/secondary experiences. Commencement will be conducted with dignity and in a manner that shows the highest respect to the Brunswick Community which has supported all aspects of public education. To help insure Brunswick R-II Graduation is the best it can be, the following guideline will be observed by all involved:

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

Valedictorian/Salutatorian Requirements-

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

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

Early Graduation

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

Early graduates will not be eligible for any honors (valedictorian/salutatorian) or scholarships awarded through Brunswick High School. Early graduates that reside in Chariton County may still be awarded Joe W. Ingram funding. They will not be allowed to participate in the prom in any way, including attending as a junior or senior date. Early graduates will not be permitted to attend the senior trip and will at no point receive a financial reimbursement for working toward the senior trip throughout Jr. High and High School. Students will also not be eligible to attend the Academic Banquet.

The students who choose early graduation will be allowed to participate in the spring graduation ceremonies but will be considered alumni for all other activities. Early graduates will be eligible for the A+ Program as long as they have completed all of the requirements and meet the eligibility criteria prior to December graduation. If the student was a due-paying member of an extracurricular activity and/or participated in a fall sport, they may attend the spring banquet of that organization (i.e. FFA, Athletic Banquet).

Missouri State Graduation Requirements

Students are required to earn a minimum of 24 units of credit to be eligible to receive a high school diploma. Accumulation of credits begins with the ninth grade year.

Specific credit requirements are:

Language Arts (3 must be English).....	4
Social Studies - 3 total must be earned, including the following specific courses:	
U.S. History	1
World History.....	1
Social Studies elective	1/2
Government	1/2
Mathematics.....	3
Science (1 credit must be a biological science & 1 credit must be a physical science)	3
Fine Arts	1
Practical Arts	1
Physical Education.....	1
Health	1/2
Personal Finance	1/2
Electives	7
TOTAL MINIMUM CREDITS	24

Students Eligible for Services under the IDEA

Students eligible for services under the Individuals with Disabilities Education Act (IDEA) who will have completed four years of high school at the end of a school year may participate in the graduation ceremony and all related activities of the student's graduating class if:

1. The student's Individualized Education Program (IEP) prescribes special education, transition planning, transition services or related services beyond the student's four years of high school, and
2. The student's IEP team determines the student is making progress toward the completion of the IEP and that participation in the graduation ceremony is appropriate.

The student and the student's parent/guardian will be provided written notice of this policy at the annual IEP meeting prior to or during the student's fourth year of high school.

High Demand Occupations

Below is information on areas of critical workforce needs and shortages in the labor markets in this state.

For a direct link to the Department of Elementary and Secondary Education's page on Critical Need/Shortage Occupations is available [here](#).

For a direct link to the fiscal year 2025 High Demand Occupations list, please click [here](#).

Section 504 I-125-S

The District is required to undertake measures to identify and locate every qualified disabled person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parent or guardians of the District's duty.

The District will provide free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and are based on adherence to procedures that satisfy the requirements of the Section 504 federal regulations.

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed Monday – Friday (7:45 am – 4:00 pm) in the offices of Heather Sims and Scott Singleton, 504 Coordinators, 1008 County Road, Brunswick, MO 65236. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Special Education I-125-S

The District is required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the District, 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 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 District assures that it will provide information and referral services necessary to assist the State of Missouri in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The District assures that personally identifiable information collected, used, or maintained by the District 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 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 Monday – Friday (7:45 am – 4:00 pm) in the office of Cara Engelbrecht, Special Education Director, 1008 County Road, Brunswick, MO 65236. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Virtual/Online Courses I-160-S

The District offers online classes for students for acceleration, credit recovery, and options for students who need flexible schedules. The courses are taught by Missouri teachers, are aligned with the Missouri State Learning Standards, and follow the same semester calendar as face-to-face classes. The requirements for the enrollment and approval process are outlined in District Policy. Students whose educational interests are best served through on-line options may take up to six credits per semester.

For more information regarding online courses, consult the secondary course catalog and/or speak with your school counselor. Additional information about resources and processes may be accessed on the District's website at www.brunswick.k12.mo.us and District Policy.

At-Risk Program

The Brunswick R-II At-Risk program will give additional educational supports to students in grades 7-12 to help them reach their academic potential. A safe, quiet, learning environment will be provided for students to utilize and offer additional support to the curriculum taught in the regular classroom. These supplemental supports include academic monitoring and planning, frequent grade checks and mentoring. This will help ensure that all educational areas are being addressed.

Technology F-265-S

Policy on Student Display or Use of Electronic Personal Communications Devices

For purposes of this policy, an "electronic personal communications device" means a portable device used to initiate, receive, store, or view communication, information, images, or data electronically.

This includes, but is not limited to, mobile phones, personal tablets, smartwatches, personal laptops, handheld gaming devices, meta/AI glasses, and earbuds/headphones connected to these devices.

Prohibited Display or Use

Students are prohibited from displaying or using electronic personal communications devices from the beginning of the school day until the end of the school day.

These devices are also banned in all restrooms as well as in dressing areas during extracurricular activities.

Due to the tendency of these devices to be of high value, it is encouraged to keep them at home or locked securely during the school day. Brunswick R-II, the building administrators, the classroom teachers, and other staff members are not liable for any device stolen or damaged on campus.

Disciplinary Procedures

Violation of this policy will result in the following consequences:

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

1st offense— The electronic personal communications device will be confiscated and given to the building administrator. The device will be returned to the student at the end of the school day.

2nd offense—The electronic personal communications device will be confiscated and given to the building administrator. The device will be returned to the student at the end of the school day. The student will also serve (1) one after school detention/8th hour.

3rd offense—The electronic personal communications device will be confiscated and given to the building administrator. The device will be returned to the student at the end of the school day. The student will also serve (1) day of ISS.

Subsequent offenses—The electronic personal communications device will be confiscated and given to the building administrator. For the remainder of the semester, the student will be required to check-in their device to the school office at the beginning of each school day and the device will be returned to the student at the end of each school day. The student will also serve any other disciplinary measures deemed necessary by the building administrator.

Exceptions

Display or use of an electronic personal communications device shall be permitted if required under:

- An Individualized Education Program (IEP)
- A Section 504 Plan
- An Individualized Emergency Health Care Plan or Individualized Health Care Plan (under §167.625 RSMo)
- The Americans with Disabilities Act (ADA), as amended
- The Rehabilitation Act of 1973, as amended
- The Civil Rights Act of 1964
- The Equal Educational Opportunities Act of 1974 for English language learners

Use of electronic devices are also allowed under the following conditions:

- In case of an emergency, a serious, unexpected, and dangerous situation that requires immediate action. This includes but not limited to the following: an active fire, active tornado or earthquake, active shooter, evacuation of school grounds, a medical emergency, or any other serious, unexpected, and dangerous situation that requires immediate action.
- For educational purposes, when explicitly authorized by a teacher or school official pursuant to this policy.

Technology Devices and Acceptable Use Policy

The District maintains an environment that promotes ethical and responsible conduct in all online network activities by employees and students. All authorized users are expected to acknowledge and comply with the rules and policies of technology usage and the District network.

Technology Devices

Brunswick R-II does not permit the use of personal technology devices at school (including but not limited to tablets, laptops, chromebooks, and desktop computers). Students will only use school provided technology devices.

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 Technology Usage Agreement form. 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 K-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.

Rules for Network and Internet Use

- Using or sharing another person's user ID and/or password is prohibited.
 - You have full responsibility for the use of your account. You will be held accountable for any violations of these rules that can be traced to your account.
- Students may not use computers unless there is adult supervision.
- Deleting, examining, copying, or modifying files and/or data belonging to other users without their prior consent is prohibited.
- Do not print without permission.
- No sound is allowed in the Library Media Center or Technology Labs without the use of headphones.
- Students may not use music CDs in the computer CD ROM drives. Playing radio stations using the Internet is prohibited.
- Do not vandalize computers, software, or network devices.
- Do not throw, swing, or slide electronic devices.
- Do not change any settings on the computer (desktop, themes, icons, etc.)
- Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws.
- Do not download software.
- Do not use the network for any illegal activities.
 - Illegal activities include tampering with computer hardware or software, unauthorized entry onto computers (hacking), or vandalism or destruction of computer files. In some cases, such activity is considered a crime under state and federal law.
- Do not deliberately spread computer viruses.
- Use appropriate language.
 - Language that uses vulgarities or obscenities, libels others, or uses other inappropriate references is prohibited.

- Avoid offensive or inflammatory speech.
- Be aware that giving out personal information on the Internet can be dangerous.
 - Users may not reveal their personal address, telephone number, or the address and telephone numbers of students, employees, or other individuals.
- Only teacher requested and supervised e-mail is permitted. Electronic chat rooms and other forms of direct electronic communications is not allowed. Students may not check personal e-mail accounts at school (Hotmail, Yahoo, etc.)
- Users should assume that all communications and information is public when transmitted via the network and may be viewed by other users and network administrators.
- Social networking sites, such as Facebook, Twitter, Snapchat, Instagram, etc. are not allowed at school. Access these sites AT HOME, not at school.
- Do not use a school account to post anonymous or false information.
- Do not intentionally search for, view, and/or distribute inappropriate materials.
- Any attempt to secure a higher level of privilege on the technology resources without authorization is prohibited.
- Accessing proxy servers to bypass the network's security system for any reason is prohibited. In the past, accessing proxy servers has allowed spyware and viruses to slip through the district firewall, causing severe, expensive damage to the network. Damages to the technology resources may be charged to the user.

VIOLATION OF THESE RULES MAY RESULT IN RESTRICTED ACCESS, LOSING ACCESS PRIVILEGE, DISCIPLINARY OR LEGAL ACTION. ADMINISTRATORS MAY DETERMINE THE LEVEL OF ACTION FOR EACH SITUATION AS NEEDED.

Disciplinary action for students in violation:

1st Offense: Loss of access for two weeks

2nd Offense: Loss of access for 90 days

3rd Offense: Loss of access for the remainder of the school year and a review by administration before the account is reinstated.

Acceptable Use

All use of District devices and Internet usage must support educational purposes consistent with the District mission. Network accounts must be accessed only by the authorized user of the assigned account without an expectation of privacy from the District. Employee and student subscriptions to mailing lists and bulletin boards require prior approval by the system administrator. All online activity will be respectful and align with the code of conduct, discipline, and other related policies of the District. All technology of students will be monitored in compliance with the Children's Internet Protection Act (CIPA).

Unacceptable Use

Any use of the network for commercial, for-profit, political purposes or advertisement is prohibited. Excessive use of the network for personal business may be cause for

disciplinary action. No use of the network may be used to disrupt the use of the network by others or to destroy, modify, or abuse the system in any manner. District resources may not be used to download software or other files unrelated to its mission. Use of the network to access or process pornographic, dangerous, or inappropriate files as determined by the administrator is prohibited. The network may not be used to download, duplicate, or distribute copyrighted materials. The network shall not be used for any unlawful purposes. Use of profanity, harassing, or other offensive or discriminatory language is prohibited.

User Agreements

Parents and, when age-appropriate, students are required to review and sign User Agreements in order to access District technology. (See User Agreement form in this handbook.)

Safety and Cybersecurity

The District monitors the online activities of students and operates a technology protection measure (“filtering/blocking device”) on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will attempt to protect against access to visual depictions that are obscene or harmful to minors or are child pornography, as required by law. Filters/blocking devices are not foolproof, and the District cannot guarantee that users will never be able to access offensive materials using District equipment. Evading or disabling, or attempting to evade or disable, a filtering/blocking device installed by the District is prohibited.

Building Information

Counseling S-147-S

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.

- Seniors are allowed (2) two days to make college visits and juniors are allowed (1) one day to make a college visit within the academic year. These days are meant to be used to decide upon a college/trade school to attend. Therefore, prior permission must be granted by the counselor to use a visitation day and the excused absence will be logged by the high school secretary. Students/families are allowed to set the visits up themselves or with the assistance of the school counselor. After the visitation day, the student must present proof of the visit to the facility in the form of a letter, campus tour schedule, or other document as deemed appropriate by the counselor to officially excuse the absence.
- 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.

Junior High and High School Student Schedules

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

Grading and Reporting System

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.

Weighted Grades

Effective for the 2024-2025 school year, Dual Credit courses will be designated as "weighted" courses, with a maximum of 2 courses per semester for Juniors and 3 courses per semester for Seniors counted towards weighted grades. This designation acknowledges the increased level of difficulty and/or prerequisites associated with these courses.

The weighting of Dual Credit courses serves the purpose of calculating Honor Roll and Class Ranking. Students successfully enrolled in a weighted class will receive an

additional grade point value based off of their percentage at semester, automatically applied within the School Information System (SIS) program.

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.

Elementary Homework Policy

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 slip 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.

Junior High/High School Homework Policy

Students in grades 7-12 will have to stay after school one hour for each assignment not turned in on time or is not of the quality of the student's capabilities. Assignments will be due the following day for 75% of the total grade. If the assignment is not completed by the following day a "o" will be assigned and the assignment will not be accepted at a later date. If issues arise when completing the assignment arrangements need to be made prior to 8:09 a.m. by contacting your teacher or principal.

The 8th hour will be completed on the day it is assigned or within the next two school days, unless prior arrangements have been made with the administration. If the student fails to comply, in-school suspension will be assigned in addition to the 8th hour. If a student is in an extra-curricular activity, the 8th hour must be served before the student may participate in the extra-curricular activity. Upon the second day of ISS with failure to serve the 8th hour, the student will be assigned one day of OSS and the 8th hour will be considered served.

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

District Sponsored Extra-Curricular Activities and Clubs I-210-S

Eligibility Policy Inter-scholastic, Extra-Curricular, And Co-CURRICULAR ACTIVITIES

Extracurricular activities sponsored by the District are part of the educational experience and opportunities for students. Clubs, sports, and other groups seek a diverse range of students and provide fair access under the law. Students are encouraged to identify activities matched to their interests and ability levels and participate in those activities. Participation in extracurricular activities is voluntary and a privilege. Therefore, students must meet certain academic standards, demonstrate acceptable citizenship and behavior, and maintain appropriate attendance in order to be eligible to participate. Unless special arrangements have been made with the principal, a student is required to attend school on the day of an activity in order to participate. All extracurricular activities are supervised by District employees and the expected code of conduct for students remains the same as during the standard school day. Additional guidelines for specific groups, including activities sanctioned by the Missouri State High School Activities Association (MSHSAA), may be outlined at the beginning of the year and/or season. Competitive, interscholastic activities may have evaluation procedures that eliminate some students from participation. When students are not selected for participation, communication will occur in a personal and respectful way. Additional information and requirements can be found at the end of this handbook [here](#).

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

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

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

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

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

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

Fundraising

Organizations

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

Classes

1. All fundraising activities must be approved by the superintendent.
2. Students will have the option of one solicitation project per year (Grades 9-12) and one work project per quarter or as approved by the superintendent. The money must be used for the benefit of the entire student body (example: dance, assembly, equipment for school).
3. Grades 7 & 8 will be allowed one work project per year. Example (clean-up day, book fair)

9th Grade—Raffle at Pecan Festival

10th Grade—Fundraiser (class decision) and Trash Pickup at the Pecan Festival

11th Grade—Junior Stand

12th Grade—Fundraiser (if needed) (class decision)

Missouri State High School Activities Association (MSHSAA) Activities

The District complies with all MSHSAA guidelines. The most up-to-date version of the MSHSAA handbook is located at www.mshsaa.org. Additional information and requirements can be found at the end of this handbook [here](#).

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

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

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

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

- 1st offense: 2 weeks' suspension from games, activities, and competitions.
- 2nd offense: Suspended for the remainder of the academic school year from all extra-curricular activities.
- 3rd offense: 365-day suspension from all extracurricular activities at the District.
- (If a random drug sample is failed, the student will fall under the random sampling policy guidelines).

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

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

District Policy Information

Physical Examinations and Screenings S-146-S

The District will generally obtain parental consent before administering a physical examination or screening on a student. However, the District may forgo obtaining parental consent if there is a health or safety concern or by court order.

No nonemergency, invasive physical examinations or screenings of student are scheduled or expected to be scheduled at this time.

Parents and guardians will be provided an opportunity to opt out of any nonemergency, invasive physical examination or screening of their student.

This policy does not apply to any physical examination or screening that is permitted or required by state law, including physical examinations or screenings that are permitted without parent notification.

Surveying, Analyzing, and Evaluating Students S-150-S

The District has developed District Policies regarding the rights of a parent/guardian to:

- Inspect all instructional materials.
- Inspect and provide prior written consent for a student to participate in certain student surveys.
- Be informed of and provide prior written consent for physical examinations or screenings that the school or agency may administer to a student.
- Be informed of the District's collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.

All District policies can be located at: <https://egs.edcounsel.law/brunswick-r-ii-school-district-policies/>.

School Nutritional Program F-290-S

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
Fax: (202) 690-7442; or
Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Student Transfers S-120-S

The District will enroll students in the school associated with the attendance area in which the student resides.

1. Students who are homeless or in foster care may attend their school of origin if it is in the student's best interest. The District may assign District students with disabilities (served under the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504)) to a school outside the student's attendance area as determined by the IEP or 504 team. In special circumstances, and at the mutual discretion of the participating school Districts, Districts may contract for necessary services for students with disabilities.
2. The District will consider students placed into programs by the Missouri Department of Mental Health (DMH), the Department of Social Services (DSS), or by a court order a resident of the District in which the program is housed. The District will allow a student to attend another school within the District if that student is enrolled in a persistently dangerous school or becomes a victim of a violent criminal offense on school property as mandated by state regulations.

Trauma-Informed Schools Initiative

The Missouri Department of Elementary and Secondary Education (DESE) has established the "Trauma-Informed Schools Initiative" and created a website with more information about this initiative. In accordance with Missouri law, the District is providing notice of the address for this website: <https://dese.mo.gov/college-career-readiness/school-counseling/traumainformed>.

Tobacco-Free Policy C-150-S

To promote the health of all individuals, the District prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all District facilities, on District transportation, on all

District grounds at all times and at any District-sponsored event or activity while off campus.

Safety F-225-S

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.

Firearms and Weapons F-235-S

Possession of weapons, including concealed weapons, is strictly prohibited on District property, on District transportation or at any District function or activity sponsored by the District unless the visitor is an authorized law enforcement official or is specifically authorized by the Board.

Use of Recording Devices or Drones C-165-S

The District prohibits audio and visual recordings on District property, District transportation or at a District activity unless authorized by the Superintendent. Requests for such authorization must be made within a reasonable period of time prior to the recording. Unless otherwise specified by the Superintendent, exceptions in Policy C-165-P apply to this prohibition.

All unmanned aircraft systems (UAS), commonly known as drones, with the potential to capture or produce visual images of District property or District events must be operated in accordance with applicable Federal Aviation Administration regulations or

safety guidelines and must receive authorization from the Superintendent to operate a UAS on or over District property or at a District event.

Signature and Form Requirements

- *Technology Usage Agreement Form*
- *Student/Parent Handbook Acknowledgement Form*
- *School Flex Expectations Form*
- *School Flex Permission Form*
- *School Flex Program Time-Log*
- *School Flex Site Supervisor Evaluation Form*
- *School Flex Program Individualized Transportation Agreement*
- *Drug Testing Consent Form*

Student Technology Usage Agreement
Students

I have read, understand, and agree to the Technology Acceptable Use Policy when using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should I violate the policy (F-265-P) or the Student Parent Handbook provision regarding technology usage (F-265-S), my access privileges may be revoked. I also understand that any violation of the policy or Student Parent Handbook is prohibited and may result in disciplinary or legal action.

Student Signature:

Student Name (please print):

Student ID: _____ Grade: _____ Date: _____

Parent Technology Usage Agreement Permission Form

As the parent/guardian, I have read, understand, and agree to the Technology Acceptable Use Policy (F-265-P) and the Student Parent Handbook provision regarding technology usage (F-265-S) when my student(s) or family are using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should my student(s) violate the policy or Student Parent Handbook, access privileges may be revoked. I also understand that any violation of the policy or handbook is prohibited and may result in disciplinary or legal consequences. I further understand that the District has taken steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree not to hold the District responsible for materials acquired on the network and accept responsibility when my student(s) uses District technology outside the school setting. I give permission for my student(s) to use District technology and network resources, including the Internet.

Parent/Guardian Signature:

Parent/Guardian Name (please print):

Date: _____

*Students 18 years of age or older may sign this release form for themselves.

I acknowledge that I have received and reviewed the 2025-2026 Student/Parent Handbook. I understand the policies and guidelines of the District and that violations of these policies and guidelines may result in disciplinary action.

Parent/Guardian Signature

Parent/Guardian Name (please print):

Date: _____

*Students 18 years of age or older may sign this release form for themselves.

Brunswick High School
School Flex Program Permission Form

Student's Name: _____

Site Supervisor: _____

Site Supervisor email: _____

Site Location: _____

Site Address: _____

Site Telephone Number: _____

The above named student will be participating in the School Flex Program for the

_____ - _____ academic school year for the purpose of enhancing his/her educational experience.

Student Signature

Date

Parent/Guardian Signature

Date

Site Supervisor Signature

Date

Program Coordinator Signature

Date

Brunswick High School
School Flex Program Time - Log

Student's Name: _____

Site Name: _____

Site Supervisor: _____

Weekly Flex Program Time Log

	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
DATE						
TIME IN						
TIME OUT						
Supervisor Initials						

Student's Signature **Date**

Supervisor Signature **Date**

Date received by Program Coordinator: _____

******* It is the student's responsibility to notify the site supervisor and High School Principal of all absences; including sickness and school activities, prior to the scheduled work time.**

Brunswick High School

School Flex

Site Supervisor Evaluation Form

Student Name: _____

Please fill out and feel free to comment. Grade students as if you were a teacher in the following categories:

1. ATTENDANCE **A B C D F**
Is the student at the job when they are supposed to be?

2. TARDINESS **A B C D F**
Is the student always on time?

3. NEATNESS **A B C D F**
Does the student dress appropriately?

4. POSITIVE ATTITUDE **A B C D F**
Does the student exhibit a good attitude toward their individual job?

5. INTERPERSONAL **A B C D F**
Does the student get along well with all fellow workers and supervisors?

6. ATTENTIVENESS **A B C D F**
Does the student show a willingness to listen and learn?

7. WORK ETHIC **A B C D F**
Does the student give full effort when completing tasks?

Comments:

Site Supervisor Signature: _____ **Date:** _____

Brunswick High School

*School Flex Program
Individualize Transportation Agreement*

Students participating in the Brunswick High School Flex Program will be involved in activities on and off of the Brunswick R-II High School campus. In order to take part in this program, it will be necessary for students to provide their own transportation between the High School campus and their individual off-campus workplace/college/technical school.

I give permission for my student _____ ,
to provide their own transportation from Brunswick High School to locations
where they participate in Brunswick High School Flex Program activities.

Parent Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

If you plan to join an organization or play sports, please complete and return last page of this policy.

Brunswick R-II

Jr. High & High School Activities Handbook

INTRODUCTION

Welcome to the Brunswick Jr. High and High School activity/athletic program. Hopefully, your decision to take advantage of extracurricular and/or co-curricular programs will be educational, rewarding and challenging. This handbook is given to provide information so that you are aware of the programs that are available and their inter-relationships. The Brunswick R-II School District encourages you to take advantage of as many programs as your time and talent will permit. Brunswick does not encourage specialization in one sport or activity. Naturally, due to conflicts in seasons, practice times, schedules, etc., some choices will have to be made. Good luck to you as you strive to grow emotionally, mentally, socially, and physically through our programs.

PHILOSOPHY

Brunswick R-II believes that the activity/athletic programs shall supplement the secondary curricular program, and as such, become a vital part of the student's **TOTAL** educational experience. These experiences contribute to the development of learning skills and emotional patterns that enable the student to make maximum use of their education.

Student participation in any part of our activities is a **privilege** which carries with it responsibility to the school, to the activity, to the student body, to the community, and to the student themselves.

OBJECTIVES OF THE BRUNSWICK

ATHLETIC PROGRAM

1. To develop good school citizens.
2. To develop positive qualities: physical, mental, and moral.
3. To develop respect for authority by abiding by the rules of the game and the decisions of the coach/sponsor and officials.
4. To teach the rules and skills of each sport/activity.
5. To help the participant develop academically, in accomplishments and attitude.
6. To promote good sportsmanship and the appreciation of athletics/activities in general so that the student may function in society as a spectator as well as a participant.
7. To develop pride in self, school, teammates, and classmates.
8. To learn to win graciously and accept defeat in a respectful manner.

CONFERENCE AFFILIATION

Brunswick R-II School District is a member of the CLAA Conference and the Missouri State High School Activities Association (MSHSAA). As a member of these groups, we will adhere to the rules and regulations of the conference and MSHSAA. Presently there are 11 schools in the CLAA Conference, including: Bosworth, Braymer, Breckenridge, Brunswick, Hale, Hardin, Higbee, Keytesville, Norborne, Northwestern, Southwest Ludlow, and Tina-Avalon.

INTERSCHOLASTIC SPORTS BY SEASON

Fall (Practices generally begin around the first week of August.)

Football (Girls & Boys)	Grades 6-12
Cheerleading	Grades 6-12
Cross Country (Girls & Boys)	Grades 9-12
Softball (Girls)	Grades 6-12

Winter (Practices generally begin mid-September)

Basketball (Girls & Boys) Jr. High	Grades 6-8
Cheerleading Jr. High	Grades 6-8

(Practices generally begin first week in November)

Basketball (Girls & Boys) Varsity	Grades 9-12
Cheerleading Varsity	Grades 9-12

Spring (Practices generally begin the last week in February)

Baseball (Boys)	Grades 9-12
Track (Boys & Girls)	Grades 6-12
Scholars Bowl	Grades 6-12

EXTRA/CO-CURRICULAR PROGRAMS

- Future Business Leaders of America (FBLA) – Grades 7-12
- Family, Career, and Community Leaders of America (FCCLA) – Grades 7-12
- Future Farmers of America (FFA) – Grades 9-12
- National Honor Society (NHS) – Grades 10-12
- Scholars Bowl – Grades 6-12
- Student Council – Grades 7-12

PARTICIPATION GUIDELINES

These guidelines must be followed in all school-sponsored activities.

- Students are free to make their own selections as to what sports or activities in which they wish to participate as defined by gender.
- Participation in more than one sport within a sports season will be allowed if an agreement is worked out before the season with both coaches and the Athletic Director/Principal.
- It is the Brunswick R-II School District policy that when students face a conflict between extracurricular and co-curricular activities the coach and sponsor of the activities shall meet to determine a resolution with the best interest of the student and programs in mind. Competition and performances will take precedent over practices and rehearsals unless prior arrangements have been made with the coaches/sponsors. District and State activities will have priority when there is a conflict between performances and competition. If a co-curricular activity is missed, an alternative assignment **may** be given in place of attendance in order to recover points missed. When an athletic competition or practice is missed, a student **may** be required to make up any skills or conditioning missed. (The Administration reserves the right to intervene at any time to preserve the best interests of the student and/or programs involved and the final decision will be left up to the discretion of the Administration).
- Attendance at practices, meetings, and competitions is required. No one is excused without prior permission of the coach or sponsor, unless it is due to a family or personal emergency.
- During the winter months, when inclement weather forces school cancellation, all regular season games, tournament play, and practices will be cancelled unless individually approved by the Superintendent.

COMMITMENT

When a student chooses to participate on an athletic team or to be a member of a co-curricular program, he/she and his/her parents must make a commitment to that program. This may bring about a few hardships for parents and participants. If the programs at Brunswick are going to be competitive and successful, there must be regular practice and the student should realize that his/her time at practice is very important. Coaches and sponsors consider practices to be as important as the classroom in these situations. In the classroom when a student misses an assignment, it is to be made up. The same theory applies to athletic teams and co-curricular programs. Participants may be required to make up the practice of the skills and conditioning that they have missed in an “official” practice.

PHYSICALS AND INSURANCE REQUIREMENTS

Athletic by-laws in the MSHSAA Handbook state: “The school shall require of each student participating in athletics a certificate of an issued physical signed and authorized by a physician, or a certified physician’s assistant in collaboration with a sponsoring physician stating that the individual is physically able to participate in athletic practices and contests of his/her school. A student shall not be permitted to

practice or compete for a school until a complete, signed certificate (issued by Brunswick R-II School District District) is on file at the school. The medical certificate is valid for the purpose of this rule if issued on or after February 1 of the previous school year. A student shall not be permitted to practice or compete for a school until he/she provides verification that they have basic athletic insurance coverage.”

ELIGIBILITY FOR EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

Students enrolled in the Brunswick R-II School District have the opportunity to participate in activities and organizations beyond the in-school curriculum. Certain activities come under the directions of MSHSAA (Missouri State High School Activities Association) while other organizations have their own governing rules and regulations. These activities and organizations include softball, baseball, basketball, cheerleading, track,

Science Olympiad, FBLA, FCCLA, FFA, NHS, Scholars Bowl, and Student Council. Students participating in the above activities plus those of other school-sponsored organizations are covered by this citizenship policy. Eligibility to represent the Brunswick R-II School District in activities is a privilege to be attained by meeting standards of eligibility cooperatively set by the MSHSAA and the Brunswick School District. The District applies these expectations to all extracurricular activities and athletics. In addition to the specific citizenship requirements set forth in MSHSAA’s handbook, certain activities come under the directions of other organization’s governing rules and regulations, and to the extent that other governing rules and regulations apply to a specific extracurricular activity then those rules and regulations shall be in addition to those required by the District and MSHSAA.

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

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

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

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

- 1st offense: 2 weeks’ suspension from games, activities, and competitions.

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

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

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

Missouri State High School Activities Association is a voluntary, non-profit, educational association of junior and senior high schools established for the purpose of working cooperatively in adopting standards for supervising and regulating interscholastic activities and contests.

One of the primary functions of MSHSAA is to establish eligibility standards that must be met by all students to attain the privilege of representing their school in interscholastic activities. When the school district became a member of MSHSAA, it adopted the eligibility standards of the Association as its own. The school district has the right to set any additional standards of eligibility.

Eligibility is a **PRIVILEGE** to be granted by the school to a student, which allows that student to participate in interscholastic activities. Eligibility is not a students' right by law. Precedent setting legal cases have determined that eligibility is a privilege to be granted only if the student meets all standards adopted by the school, which enables the school to grant the student such a privilege.

Listed below is some information to acquaint you with the major rules and regulations you must follow in order to protect your eligibility with Brunswick R-II School District and MSHSAA:

- You must be a creditable school citizen. Creditable school citizens are those students whose conduct, **both in and out of school**, will not reflect discredit upon themselves or on their school.
- Only students with a 1.67 grade point average or greater for the previous semester will be allowed to participate in activities. Any student receiving more than (1) one failing grade in any subject shall become ineligible, regardless of grade point average at the grade period (mid-term or quarter) and shall be considered under **“ACADEMIC PROBATION”** for a period of four and one-half weeks. During this period the student is suspended from all extra-curricular activities which include practices, games, contests, and meetings.
- You must be enrolled in courses offering 3.0 units of credit.

- You must have earned 3.0 units of credit the preceding semester.
- Students declared ineligible will be excluded from all activities with the team or organization. Attending meetings, conferences, practicing, sitting on the team bench, traveling with the team, serving as statistician or manager, and weight training are all activities which will not be permitted.
- Ineligibility for a semester will begin the first day of the semester. For the fall semester, that will be considered the first day of fall athletic practices. For the spring semester, that will be considered the first day after Christmas break or the first day of second semester if the calendar does not end first semester at Christmas break. The awarding of summer school credits will not affect a student's participation status in the Brunswick School District. Summer participation will not be affected by school eligibility guidelines; however, coaches and sponsors have the right to deny a student's participation in a school activity because of eligibility status.
- Students who are ineligible first semester will have an opportunity to begin practice for second semester if their grade point average at the end of the first quarter and midterm of the second quarter is 1.67 or greater. If that is the case, students may begin practice fourteen (14) school days before the start of the second semester to meet conditioning standards set forth by MSHSAA.
- If you transfer schools and your parents do not move to your new school district, you will be ineligible for 365-day, unless you meet one of the exceptions to the transfer or promotion rules.
- You are eligible to participate in any sport for a maximum of four consecutive seasons. Your eligibility in high school activities begins when you first enter the ninth grade and for the first eight semesters that you are enrolled in high school. Your eighth semester must immediately follow your seventh semester.
- You are eligible to participate in any sport for a maximum of four seasons. Any part of a contest played during a season counts as a season of participation.
- For students in 7th and 8th grade, you are eligible for only your first two semesters of attendance in the seventh grade and for only your first two semesters in the eighth grade. You are not eligible to compete with or against student enrolled in the tenth grade or above when you are enrolled in either the 7th or 8th grade.
- Over-aged eighth graders may move up to the senior high to have eight semesters of eligibility. (This will be determined by the coach.)
- You may not receive cash, merchandise or gift certificates for participating in an athletic/academic contest.
- You may accept awards that are symbolic in nature, such as medals, trophies, ribbons, plaques, etc.
- You may accept awards for participating in non-school sponsored athletic/academic competition only if the awards are symbolic in nature, such as medals, trophies, ribbons, plaques, etc.
- If you reach the age of 19 prior to July 1, you will be ineligible for interscholastic competition the next school year.
- You may not participate in any organized non-school sponsored athletic/academic competition and your school team IN THE SAME SPORT during the same season.
- You may participate on a school team and a non-school team in different sports during the same season; however, you may not practice or compete in non-school organized athletic competition on THE SAME DAY that you practice or compete with your school team without approval of the school Administration.

- You may participate in an “audition” or “try-out” for a college team only after you complete your last season of eligibility in the sport for which you wish to try-out. **REMINDER: Any questions pertaining to eligibility should be directed to the Athletic Director. All MSHSAA by-laws are constantly being updated and/or modified on a yearly basis. The above listing may not represent the current MSHSAA by-law.**

BOARD POLICY REGARDING INTERSCHOLASTIC ACTIVITIES AND ATHLETICS

The District provides opportunities for students to participate in interscholastic activities and athletics. The interscholastic programs should encourage participation by as many students as possible and should be carried on with the best interests of the students as the primary consideration. The programs are expected to be well organized and well conducted and to have a positive influence on the students and the community.

Participation in interscholastic and extracurricular activities is a privilege and not a right. Interscholastic competition may be withheld from any student as a condition of discipline. Furthermore, all policies that apply to the regular school day apply also to interscholastic competition. Coaches and sponsors may establish policies for their groups in addition to those set out by the MSHSAA.

ATTENDANCE

Participants are expected to be in school all day to be eligible for practice or contests. To attend or participate in school activities, a student must be in attendance at school for at least half of the school day (must be at school by 11:40 a.m.) This includes home and away activities. Special circumstances may be allowed with prior approval from the Principal. A student who is absent from school on the day of a contest or performance, or on a Friday before a contest or performance on a Saturday, will not be permitted to participate in said contest without release from the Principal or Athletic Director. Exceptions to this rule are extremely rare and must be approved by the Principal or Athletic Director **beforehand**.

Participants are also expected to arrive at school on time the day following a contest or performance. **Getting home late from a game or performance does not excuse anyone from getting to school at the appropriate time.** If you are late to school following a contest or performance, you may have a consequence at practice.

DRESS/APPEARANCE

Coaches and sponsors reserve the right to establish grooming guidelines for their programs as long as the guidelines are fair and consistently monitored. Coaches/sponsors may also require specific clothing for practices, competitions, or travel.

Participation in extra-curricular activities conducted by the Brunswick R-II School District is considered to be a privilege and not a right. Students who attend or

participate in such activities conducted by the Brunswick R-II School District will be expected to conduct themselves as good citizens and representatives of the school. When representing the Brunswick R-II School District at activities presented before public spectators or audiences, students will be expected to present a neat appearance and to dress in a manner appropriate to the activity in which they are engaged. This includes but is not limited to following the school dress code and removal of facial piercings. Failure to observe these requirements for responsible conduct and appropriate appearance will result in suspension of the student's rights to participate until a hearing is held and a decision made on their right to continue participation.

LETTERING REGULATIONS

If an athlete becomes ineligible in any way, quits, or is permanently suspended from a squad for breaking any of the training rules, he/she will NOT receive his/her varsity letter in that sport or be recognized as a member of the squad at the Athletic Banquet. The athlete **MUST** be a member in good standing of the team for the entire season.

Football- Play in 50% of Varsity quarters/ Attend 75% of Summer weights/

Attend all football Practices in season/ Attend all football Camps in summer/
Meet all academic standards/ Meet the standard set by Thunder Football as a good citizen.

Baseball/Softball- Athlete must play 1/3 of the innings in a season.

Basketball- Athlete must play 1/3 of the quarters in a season.

Cheerleading- Athlete must cheer for the entire varsity season.

Cross Country- Athlete must run in the majority of meets.

Track- Athlete must earn a total of 2 points during the track season.

In the case that the athlete does not meet above requirements, it will be at the coach's discretion if the athlete receives a letter.

With the first letter earned in any sport the athlete will receive a B, sport pin and a bar. When subsequent letters are earned in different activities, an emblem will be awarded which represents the sport in which the letter was earned along with a bar.

ATHLETIC BANQUET

The Athletic Banquet will be held toward the conclusion of the school year. All coaches and players whose team is being recognized are encouraged to attend. At this banquet, coaches will summarize the season and present awards. Parents and family members are encouraged to attend. The banquet is hosted by the Athletic Booster Club.

Coaches will determine what team and individual awards will be given. In addition, coaches will inform the team of expected behaviors and attire, which is appropriate for the event.

LOCKER ROOMS

Locker rooms are provided as a place for each athlete to store his/her sports attire/equipment. Locker rooms should be kept neat and clean.

Each athlete is responsible for the security of his/her own valuables by storing them in his/her locker room locker and keeping it locked. Valuables that will not fit in the locker may be stored in the coach's office.

Cell phones are banned upon entering dressing areas during extracurricular activities.

Each athlete should be aware that his/her behavior in the locker room is as important as his/her behavior on the court. Inappropriate language, gestures, and behavior will be dealt with by the coach and according to the district's discipline policy.

UNIFORMS

In order to give the student a sense of responsibility and an appreciation of their uniform, each student is responsible for the abuse or loss of any uniform as they are property of the Brunswick R-II School District. The student who was issued the uniform must pay if it is lost or stolen. Uniforms may not be altered in anyway without prior approval from the Athletic Director.

TRANSPORTATION POLICY

All athletes will ride the team bus when traveling to a contest/event. When traveling, we all go as a team. When returning home athletes are expected to ride the bus home, but if a student chooses to ride home with a parent/legal guardian or an adult previously designated through the Principal by the parent/guardian, they must sign the student out on the sign out sheet before leaving. Team chemistry is often developed on a bus ride home after a big win or even a tough loss. It is important to finish the night as a team.

- Students may secure permission to return from contests with their parents providing that the parent requests permission by signing their athlete out from the Athletic Director, Administrator, or Coach/Sponsor.
- Students may provide their own transportation to and from home events, practices, meetings, etc.

CONDUCT OF ATHLETES AT SCHOOL-SPONSORED EVENTS

The following are general rules of conduct that are to be followed by all athletes. Coaches reserve the right and are encouraged to stipulate additional guidelines for their athletes.

- Athletes are not to display in anyway their anger, disgust, or disagreement with an official's decision by their actions.
- Athletes must be able to control their temper at all times. Coaches will remove anyone from the contest at the earliest indication that is a player is losing self-control.
- Fighting and swearing will not be tolerated under any circumstances. Do not talk to opponents. If an incident does occur, DO NOT RETALIATE. Let the game officials

handle it. Any athlete involved in a fight may be subject to suspension from the team and/or school.

- When appropriate, following a game, we will immediately shake hands with the opponents and go straight to the locker room or designated meeting area.
- Players will not show disrespect to their coach or to their teammates at any time.
- Pouting or apathy on the bench during a contest will not be accepted.
- Recognize great plays by your teammates. Acknowledge super efforts.
- Never bad mouth a teammate or his/her performance. It is the coach's job to constructively criticize players.
- Accept the coach's decisions regarding playing time. If you have questions regarding playing time, save them for after practice.
- Coaches and players will demonstrate decorum and sportsmanship above all things during athletic contests.

CONDUCT OF PARENTS AT SCHOOL-SPONSORED EVENTS

Parents Should:

- Realize that athletics are an extension of the educational experience, and the benefits derived from involvement go beyond the final score of a game.
- Encourage students to perform their best.
- Participate in positive cheers that promote our student-athletes and avoid any cheers that redirect that focus including those that taunt and intimidate opponents, their fans, and officials.
- Learn, understand, and respect the rules of the game, the officials who administer them and their decisions.
- Develop a sense of courtesy and respect for the game, those participating in it, and the facility in which it is taking place.
- Acknowledge that you have a major influence on your student-athlete's attitude about sportsmanship and the leadership role you take will help influence your child and our community for years to come.

****Post Game Thoughts for Parents/Guardians**

When you are upset about anything related to an athletic contest, give yourself 24 hours before approaching the coach or posting on social media. In almost every case emotional perspectives change and what seemed really important may not be necessary or as critical as it seemed initially. Even after 24 hours, filter your posts— do these words

serve our athlete and the team or just my own interests? We are all part of the team... exhibit loyalty, courage and leadership.

CITIZENSHIP POLICY

At Brunswick, we believe that extracurricular and co-curricular activities supplement the secondary curricular program, and are a vital part of a student's total educational experience. These experiences contribute to the development of each student's intellectual, emotional, and social abilities. They provide the student with the opportunity to maximize their overall educational experience.

Student participation in any of our activities is a **privilege** which carries with it responsibility to the school, to the activity, to the student body, to the community and to the student's themselves. Students who represent Brunswick in one of our activities must be considered creditable citizens by the Administration and the coach/sponsor. Those students whose character or conduct is such as to reflect discredit upon themselves or their school are not considered "creditible citizens." The student's conduct **in and out of school** shall be satisfactory in accord with the standards of good discipline.

Any behavior or action by a student that discredits themselves, their school, or their team/program will affect the student's status as a creditable citizen and the student will face punitive action as determined by the Administration or the coach/sponsor. Truancy, tardiness, disrespect, or any other act that places a student in any form of suspension from school will automatically affect a student's eligibility to participate in our programs. Felony or misdemeanor charges or acts by the student may justify suspension or dismissal from the program. Violations of established training rules will also result in suspension or dismissal from the program.

This citizenship policy becomes effective immediately upon completion of the 6th grade and ends upon high school graduation. It is in effect 365 days a year, so infractions committed during summer months will affect a student's eligibility status.

Below is the MSHSAA By-Law concerning Citizenship

2.2.1 Citizenship:

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

2.2.2 Law Enforcement:

- a. A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (i.e. jail time, fine, court costs, etc.) or special condition of probation (i.e. restitution, community service, counseling, etc.) has

been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies.

- b. After a student has completed all court appearances and penalties, and has satisfied all special conditions of probation and remains under general probation only, local school authorities shall determine eligibility.
- c. Moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol, or injuries to others.

2.2.3 Local School:

- a. A student who violates a local school policy is ineligible until completion of the prescribed school penalties.
- b. The eligibility of a student who is serving detention or in-school suspension shall be determined by local school authorities.
- c. A student shall not be considered eligible while serving an out-of-school suspension.
- d. If a student misses class(es) without being excused by the Principal, the student shall not be considered eligible on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes.
- e. Each individual school has the authority to set more restrictive citizenship standards and shall have the authority and responsibility to judge its students under those standards.
- f. Each school shall diligently and completely investigate any issue that could affect student eligibility.

2.2.4 Expulsion:

A student who is expelled from school because of disciplinary measures shall not be considered eligible for 365 days from the date of expulsion. An expulsion is prompt removal of a student from school following the conduct for which the student is under discipline, whereby the student is not allowed to return to school until either an appeals process reinstates the student or the duration is fulfilled. However, this period of ineligibility shall not apply to any student expulsion for conduct otherwise protected by law which does not materially and substantially interfere with the requirements of appropriate discipline in the operation of a school.

2.2.5 Student Responsibility:

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

PARTICIPANT CODE OF CONDUCT

The following violations and consequences are **minimum** guidelines only; all coaches/sponsors have the right to impose additional consequences within their respective programs as they see fit.

Incidents that may occur which are not covered by these guidelines, will be reviewed on an individual basis and decisions related to penalties will be made jointly by the school Administration, Athletic Director, and head coach. Final decisions of all incidents will be at the discretion of the Administration.

The loss of a student's privilege to participate carries over to the next season in which a student participates if the suspension cannot be completed by the end of the current season. A season is defined as Jr. High Football, Varsity Football, Fall Softball, Cross Country, Jr. High Basketball, Varsity Basketball, Jr. High Track, Varsity Track, and Spring Baseball. Violations will not accumulate for a student's high school career; however, suspensions may carry over from one school year to another. If a student participant is in violation of this code regularly, participation privileges can be revoked indefinitely.

Hearsay and/or anonymous sources will not be used to substantiate violations of this code. A violation of this policy can be substantiated either verbally and/or in writing by:

- A law enforcement official.
- A medical official.
- A faculty member or staff member.
- A school administrator.
- The parent of that student participant.
- The confession of that student participant.
- A coach or sponsor.

A. Misconduct While at School

A student is expected to exhibit characteristics of good discipline and self-control during the school day. If it is brought to the attention of the Athletic Director, Principal, or the coach/sponsor that a student participant was involved with a disciplinary problem while at school, penalties may range from a verbal reprimand to permanent restriction of participation depending on the severity of the situation and the attitude of the student.

In-School Suspension (ISS)

Students who are in ISS may not attend or participate in any home or away school activities (including practices for extra-curricular activities) until their ISS is completed. If an ISS extends over a weekend, the student will not be able to attend or participate in any weekend activities.

Out of School Suspension (OSS)

On any day that a student misses school due to OSS, that student may not attend or participate in any extracurricular or co-curricular activities, practices and contests at home or away. Furthermore, a student serving OSS should not be on or near school grounds until the punishment is served.

B. Unsportsmanlike Conduct

A player who is ejected from a contest for unsportsmanlike conduct shall at a minimum be prohibited from playing in the next interscholastic contest for that sport at the same level. (MSHSAA by-law 5.5.1.c) If an athlete receives a technical foul for unsportsmanlike conduct their consequence(s) will be at the coach's discretion.

C. Hazing

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

1st Offense—Principal/student conference, 1-10 days ISS

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

D. Inappropriate Physical Contact of a Sexual Nature

All students, including student athletes and those who participate in other extra-curricular activities, have the right to be free from inappropriate physical contact of a sexual nature in connection with school activities. Therefore, student participants who engage in such conduct will receive consequences under this paragraph separate and independent from, and in addition to, consequences administered under any other provision of the Student Code of Conduct or Participant Code of Conduct that may also be applicable to the conduct. For purposes of this paragraph only, "inappropriate physical contact of a sexual nature" shall mean any "sexual conduct," "sexual contact," "sexual intercourse," or "deviate sexual intercourse," as such terms are defined in Section 566.010 of the Missouri Revised Statutes on the date this paragraph is adopted, or as the statute may later be amended-when such conduct is either (1) unwelcome or (2) otherwise inappropriate for a school activity, as determined by the coach, sponsor, Administration and/or Board of Education. The definitions in Section 566.010 are available online under the "Missouri Revised Statutes," and are available through the athletic and administrative offices in print.

Consequences: (Nothing in the consequences specified below is intended to limit in any way consequences that may be provided under the Student Code of Conduct, or any other provision of Board Policy or Regulation or state or federal law.)

1st Offense: Up to a 365-day suspension from extra-curricular activities, with referral to law enforcement authorities. The student will also receive consequences specified in the Student Handbook.

2nd Offense: Long term suspension or expulsion from school, and permanent expulsion from extra-curricular activities, with referral to law enforcement authorities.

E. Due Process

Student participants who are disciplined for violating any of these standards will be afforded due process. The student will be allowed to explain their position to the Coach/Sponsor and/or Athletic Director/Principal before any penalties are invoked. If the disciplinary action results in the suspension of a participant in an extracurricular or co-curricular program for more than ten days, the student participant may appeal to the Athletic Director, to the Principal, to the Superintendent, and ultimately to the Brunswick School District Board of Education, according to their policies and procedures.

If a single violation occurs in two or more different categories, the most restrictive category will be used to assess the penalty. The percentage of games lost due to a violation is based on the number of games scheduled at the beginning of the sports season.

SPORTSMANSHIP

As a participant representing Brunswick R-II School District, you have the responsibility for exhibiting good sportsmanship at all times. The moment you agree to participate, you become a representative of your student body, your school, your community, and most importantly, yourself. You will receive the ingredients of good sportsmanship through the teaching, coaching, and examples of the coaching/sponsoring staff. Be sure to exhibit what you learn.

A very important lesson we learn through interscholastic athletics/activities is that by hard work and dedication, we can improve. In America, we recognize we can take the ability given to us and through hard work and dedication become anything we want to be. No one can tell you what you must be. If you are willing to recognize the ability you possess and work hard, you can achieve success in athletics/activities.

Attitude is one of the fundamental principles in becoming a champion in any sport. Your attitude is defined by your thinking, feeling, and actions. The desire to excel, to win and to always do your best are all positive points or attributes of attitude that contribute to a winning philosophy.

A winning philosophy is important. Likewise, realize the importance of how the game is played as well as viewed. Simple acts or gestures of respect will aid you and your team in portraying the standards of sportsmanship expected of participants at Brunswick Jr. High and High School. Examples of such acts are:

- Displaying good conduct.

- Cooperating with officials.
- Shaking hands with opponents before and after contest/event.
- Showing self-control at all times.
- Accepting decisions and abiding by them.
- Accepting both victory and defeat with pride and compassion.
- Never being boastful or bitter.

Regardless of your plans in later life, whether to be in labor, management, sales, or other professions, you must realize there will be competition. There are and will be disappointments in all of life's activities. It is how you react to these disappointments that will measure what values you have learned through activity participation and athletic play on the courts, fields, and diamonds during your high school days.

Brunswick R-II School District Activity/Athletic Commitment Pledge

Participant's Name	Grade	Sport/Activity
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Prior to participating in any practice for any interscholastic sport, each athlete must:

1. Successfully pass a physical examination to participate in athletics, by a licensed physician and the copy of such examination must be on file in the office of the building Athletic Director. Physical exams are valid if issued on or after February 1 of the previous school year.
2. Return this activity/athletic commitment pledge form with the student and parent(s) signatures.

As a school's student/athlete voluntarily participating in interscholastic activities/athletics, I acknowledge that:

1. I have read this Student Activity/Athletic Handbook and understand what the Brunswick R-II School District expects from me in regard to the expectations set forth in this handbook and while enrolled in this school. **I understand this is a year-round commitment.** I understand the consequences for violating school policy and I will not do so while a Brunswick School District student participant.
2. I will be responsible for my uniform and all of the equipment I use throughout the season, will return uniform and will pay the current replacement cost for any uniforms not accounted for by me at the end of the season.
3. I have been properly advised, cautioned, and warned by administrative and coaching personnel of the Brunswick School District that I am exposing myself to the risk of injury. Having been so cautioned and warned, it is still my desire to participate in sports and to do so with full knowledge and understanding of the risk of injury and with full consent of my parent/guardian.
4. I, along with my parents, certify that I have read and understand all of the Brunswick School District activity/athletic policies in this handbook. In order to be eligible for participation, I understand I must comply with all requirements listed.
5. I agree that I will refrain from participating in any student hazing activities as a participant or as an observer. I further understand that violation of the district's hazing policy may result in suspension from school and suspension from participating in all activities.

Student Signature

Date

As a parent/guardian of a student participating voluntarily in interscholastic athletics/activities, I have read this handbook, discussed it with my son/daughter, and will support the Brunswick School District in its efforts to promote good citizenship and sportsmanship.

I acknowledge that violation of any of the above rules and guidelines for this activity may result in suspension or permanent removal from this activity or all extracurricular activities depending upon the nature of the violation. I further agree that subject to an opportunity to present the student's version of the alleged violation, the decision of the Superintendent/designee concerning suspension and duration of suspension is final.

Parent/Guardian Signature

Date

Extra-Curricular Parent Sign-Out Sheet

Each student may be signed out of extracurricular activities by a maximum of four adults approved on this form below. In the event the student needs to be signed out by an adult who is not on the approved list, PRIOR approval will need to be confirmed by BHS Administration. Waiting until the night of the game to make alternate plans will only be accepted in the event of an emergency.

_____ has my permission to be signed-out at extracurricular events by the following people.

Adult Name	Phone Number	Relationship to Student
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Adult Name	Phone Number	Relationship to Student
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Adult Name	Phone Number	Relationship to Student
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Adult Name	Phone Number	Relationship to Student
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