

BRONAUGH R-VII SCHOOL DISTRICT

# Elementary (K-6) STUDENT HANDBOOK

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2022- 2023

**Dr. Ben O’Conner – Superintendent**

**Mr. Travis Wait - K-12 Principal**

The handbook contains policies and guidelines to assist the students of Bronaugh in achieving a quality experience at school. Parents, students, and teachers should become familiar with these guidelines in order to help our students achieve success at a high level.

**\*This handbook, and its policies and procedures, reflects Bronaugh R\_VII school board approved MSBA policies. All Bronaugh R-VII policies can be found on our school website [www.bronaughschools.net](http://www.bronaughschools.net).**

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## FOREWARD

This handbook has been prepared for your convenience by the administration of Bronaugh R-VII School District. The rules, regulations, procedures and articles outlined in this handbook have been established to create the best possible atmosphere for the education of all students. They are based on respect for the rights of others and the individual responsibility of each student to perform his/her job in the best way possible. Your good use of the information provided herein will be to your own best advantage and will also help your school continue to maintain the standards we have all come to expect. It should be pointed out that although this book attempts to be all-inclusive, not all rules, regulations, and policies necessary for the effective operation of any school system can be included in any handbook.

## WELCOME

The Board of Education and staff welcome you as a student at Bronaugh R-VII School District. We urge you to take advantage of the many educational opportunities offered, and we hope that you enjoy your school year. The knowledge, skills, and attitudes that you acquire while attending Bronaugh R-VII School District will help you throughout the rest of your life. We encourage you to strive for intellectual, physical, social and career development. You will have the freedom to call on any member of the school staff for any help you may need. It is our hope that this handbook will be helpful in acquainting you with the different areas of school life. Parents and students should study the handbook carefully and then work closely with the school staff as the school program is planned from year to year. After parents or guardians have gone over the handbook with their students, please sign the form on the last page and return to the school. Your signature will indicate that you have read and understand the rules of Bronaugh R-VII School District. It is important to get off to a good start. With your help, this can be the most successful and enjoyable year we have ever had at Bronaugh R-VII School District.

**MISSION STATEMENT**

Creating opportunities through quality education.

**EDUCATIONAL PHILOSOPHY**

We believe that the educational process should develop a feeling of self-worth and accomplishment within each student and should be built upon a thorough understanding of the basic skills. Furthermore, we believe that the self-actualization of each child should be in harmony with appreciation for the importance of our democratic way of life shall not be inherited, but must always be learned and earned anew by each generation in order for it to be perpetuated.

Therefore, we believe the role of education to be one of helping individuals achieve their greatest potential, which will, in turn, enable them to make their greatest contribution to society.

It is, therefore, the responsibility of the Bronaugh R-VII Schools to provide an environment for children of the District, which will foster and accelerate their intellectual, social, physical, aesthetic, emotional, and ethical development.

**VISION STATEMENT**

*In order to carry out the mission of Bronaugh R-VII School District, the stakeholders (students, parents, educators, and patrons) have identified the following key components necessary for the lifelong success of all students: Learning, Commitment, Accountability, and Teamwork. All stakeholders will continually strive to achieve these goals and all decisions made in the school will be driven by the vision.*

**LEARNING**

- Develop and sustain high expectations
- Promote life-long learning through a viable education
- Achieve higher student performance
- Supply a safe, positive, stimulating environment for learning

**COMMITMENT**

- Protect instructional time
- Teach the viable and aligned curriculum
- Support teachers through high quality professional development
- Use all available resources to maximize student learning
- Set exemplary standards through research and data driven decisions

**ACCOUNTABILITY**

- All stakeholders share the responsibility for student success
- Model good citizenship, build self-esteem, and develop character
- Monitor performance and provide feedback

**TEAMWORK**

- Respect individual differences
- Maintain effective communication
- Establish and maintain unity among all stakeholders
- Encourage and foster a collaborative atmosphere for stakeholders

**STUDENT HANDBOOK**

The student Handbook is prepared to assist each student in adjusting to high school life. The Administration and the Board of Education believe that an understanding by each student of the school rules and regulations is necessary in order to create a learning atmosphere, and to maintain each student's individual rights.

We suggest that each student discuss the rules and regulations which are set forth in the Handbook with his/her parents or guardians. This will avoid confusion and misunderstanding. Parents should feel free to call or visit the school at any time to discuss or observe his/her child's school activities.

**SCHOOL DAY**

For students riding a bus, the school day starts when the student boards the bus and ends when the student returns home on the bus. Students will not be let off at unauthorized stops either to or from school. Students who arrive at school on the bus will not be allowed to leave campus prior to school starting.

For students who drive, the school day starts when the student drives on campus. Once they arrive at school, students may not leave until school is over for the day and the buses have left.

For students who walk, the school day begins when the student leaves home with the intent of coming to school and arrive at school. The day ends when leaving the school campus or when turned over to their legal guardian or parents.

The school building will be open for students on all school days from 7:40 a.m. to 3:30 p.m. **Students who are not involved in faculty sponsored events should not be on school grounds prior to 7:40 a.m. or after 3:30 p.m. unless enrolled in the afterschool program or participating in a supervised extracurricular activity.** Students are able to enter the building at 7:40 a.m. and go to the cafeteria for breakfast or their assigned classroom. Permission by students to use any of the buildings after hours or on weekends must be obtained from the Principal/ Superintendent. A faculty sponsor must be with students at all times.

**\*\*Drop off and pickup procedures are located on the back cover of this handbook.\*\***

**BELL SCHEDULE**

The regular daily bell schedule is as follows: *(elementary class schedules will vary by class)*

|                      |             |
|----------------------|-------------|
| 1 <sup>st</sup> hour | 8:00-8:53   |
| 2 <sup>nd</sup> Hour | 8:56-9:47   |
| 3 <sup>rd</sup> Hour | 9:50-10:41  |
| 4 <sup>th</sup> Hour | 10:43-11:34 |
| 5 <sup>th</sup> Hour | 11:37-12:47 |
| 6 <sup>th</sup> Hour | 12:50-1:40  |
| 7 <sup>th</sup> Hour | 1:43-2:33   |
| Champion Time        | 2:36-3:20   |

**ANNOUNCEMENTS - DAILY BULLETIN**

The bulletin will be read during homeroom each morning. Articles for the bulletin are to be approved by the Principal. Articles for the bulletin must be submitted to the office prior to 3:00 p.m. on the previous day of publication. Students are responsible for listening to these announcements and bulletins to stay informed on upcoming events.

**SCHOOL CANCELLATION INFORMATION**

In case of ice or snow, the school office will announce over the radio or TV if school is to be closed. Those announcements will come over the following networks:

|   |           |                 |        |                   |           |
|---|-----------|-----------------|--------|-------------------|-----------|
| KNMO 97FM   | Nevada    | KNEM 1240AM     | Nevada | KKOW 860AM/96.9FM | Pittsburg |
| KOAM TV Ch 7.1  | Pittsburg | KSNF TV Ch 12.2 | Joplin | KODE TV Ch 12.1   | Joplin    |
| www.bronaughschools.net School Messenger --automated phone system |           |                 |        |                   |           |



### **VISITORS TO SCHOOL**

Principals and teachers shall welcome and encourage visits by parents/guardians, Board members, volunteers and patrons of the schools (see appendix for observations). To ensure the safety of all students and employees, all visitors shall report to the principal's office upon entering the building to obtain a visitor's pass. In an effort to protect the instructional time and minimize classroom interruptions all messages or items to be delivered to students will be left in the office and delivered at an appropriate time. In emergency situations student may be called to the office to speak with parents, obtain messages and belongings. When a patron of the school has a need for a conference with a teacher or counselor, an appointment should be made so the staff member may precede with his/her assigned duties without undue interruption.

Groups of visitors wishing to visit the school or facilities shall notify the Superintendent as far in advance as possible.

Students dismissed earlier in one school than others are not permitted to be on the grounds of any other school in the District.

All persons who do not obtain permission from the principal's office to visit the school, or visitors who create serious distractions to the learning environment in the building or on the premises, shall be considered trespassers and subject to arrest and prosecution.

In order to minimize the potential harm to staff and students, persons listed on the sex offenders list may not be present in any school building, or on district property, in any district vehicle utilized to transport students, or be present at school activities without the written permission of the Superintendent. If permission is granted for a specific event or events, the Superintendent will notify the principal, where the sex offender will be present.

In the best interest of the safety of our students and faculty, lunch periods are CLOSED to outside visitors. An exception can be granted for parents, grandparents and other immediate family members who have called ahead to make arrangements with the principal prior to arriving. Lunch counts are taken daily by 8:30 am.

### **Enrollment and Registration**

At the time of enrollment, each student will make a schedule of the courses he/she would like to take for the school term. Students enrolling as new students should bring a copy of their immunization records, social security card, birth certificate, and transcripts, if possible, from their previous school. New students must have proof of residency (a person physically resides in a school district and is domiciled within that district; the domicile of a minor child shall be the domicile of the parent/guardian.) If no transcript is available during enrollment, student's schedule will be tentative until transcript is received. A schedule change may be made at a later date to reflect the actual academic needs of the individual student.

### **Student Age Limits For Attendance**

Special education students who have reached the age of 21 or non-special education students, who have reached the age of 19, must obtain permission from the School Board before they will be allowed to enroll or attend classes at Bronaugh R-VII High School.

### **Grading System**

Grading system at Bronaugh R-VII School District is as follows:

A four-point scale is used to determine the GPA

|    |      |    |      |    |      |
|----|------|----|------|----|------|
| A  | 4.00 | B- | 2.67 | D+ | 1.33 |
| A- | 3.67 | C+ | 2.33 | D  | 1.00 |
| B+ | 3.33 | C  | 2.00 | D- | 0.67 |
| B  | 3.00 | C- | 1.67 | F  | 0.00 |

Teachers will provide the students in their classes with a detailed description of their grading policies.

An incomplete grade may be given when a student has not been in regular attendance during the final days of a quarter/semester or if the student has not completed required work. An incomplete grade must be removed within two weeks after the quarter ends or the grade automatically becomes an "F". Parents are invited to discuss their child's progress with

classroom teachers, principal and the counselor. Please contact the office to set-up an appointment, and remember to check in at the office before visiting a classroom.

#### **Homework Policy**

Homework is an important part of school instruction. Students are responsible for completing all assignments given by the teacher. When a student is aware he/she will be away, the student is to make arrangements to receive homework prior to leaving. Homework that is late is graded at 80% of the total points earned after one day, and at 50% for the subsequent days until one week; after that, a 0 will be given. In cases of unplanned absence, students are to make-up the assignments in a timely manner. For example, if a student is absent one (1) day - a one day (1) waiting period is allowed, if a student is out two (2), a two (2) day waiting period is allowed, etc. Students who are absent are responsible for contacting the teachers of the classes missed and determining what assignments must be completed. **THIS IS THE STUDENT'S RESPONSIBILITY!**

#### **Progress Reports**

Progress reports will be sent to parents at mid-quarter of the grading periods for all students receiving a D's and F's. These notices are to advise parents when a student is in danger of failing a subject, if a student's grade drops significantly from previous grades, or if a student's work is considerably below the class average. These progress reports also attempt to keep parents or guardians advised about the student's work habits, concentration, attitude, study skills, etc. Progress reports will be available on the school website.

#### **Report Cards**

A student at Bronaugh R-VII School District will receive a letter grade on his/her report card at the end of each nine weeks to indicate his/her proficiency in each subject. School marks are affected particularly by attendance, preparation of assigned work, class participation, tests and citizenship. In addition to report cards, other reports will be made to parents when the need arises. End of the year report cards are sent through the mail.

#### **Withdrawal from School**

Pupils who must withdraw from school before the end of the year are to follow these steps:

1. Report your intention to withdraw to the office. This intention to withdraw must be with parental approval.
2. Pick up a checkout slip in the office the morning of your last day in school.
3. Follow your regular schedule; checking in your books and having your teachers sign the checkout sheet.
4. Return the completed checkout slip to the office.
5. Final checking out will be done in the office. If for any reason your checkout is not complete, you will not be considered withdrawn from school and transcripts will not be forwarded.

#### **STUDENT BEHAVIOR**

##### **Students Rights and Responsibilities**

Students at Bronaugh R-VII School District have the RIGHT to feel safe at school, to attend class, to have the opportunity to learn and to be accepted as they are.

Students at Bronaugh R-VII School District have the RESPONSIBILITY for:

1. Attending school and classes every day;
2. Arriving at school and classes on time and being seated when class begins;
3. Bringing books and materials to class and participating in activities;
4. Treating students and adults with respect;
5. Taking care of school property;
6. Being friendly and helpful to guests in the building;
7. Keeping hallway noise at appropriate levels—quiet near all classrooms;
8. Wearing appropriate clothing;
9. Keeping the building clean by putting trash in wastebaskets and consuming food and beverages in the cafeteria or designated locations.
10. Leaving expensive jewelry, electronic games, tape/CD players, and cell phones safely at home.

### **Attendance Policy**

The Board of Education believes that regular attendance is essential to achieving success in school. Education is a total process based upon continual communication and shared responsibilities among parents, students, teachers and school. As students mature and progress through the educational system, they should increasingly assume responsibility for regular attendance. However, parents have a legal and moral responsibility to require regular attendance at school.

The Board of Education has established the following rules and regulations regarding attendance, absences and excuses for students. These rules and regulations are intended to comply with Missouri Compulsory Attendance Law (167.031 RSMo.) which establishes compulsory attendance for all children between the ages of seven and sixteen unless their education is provided by other acceptable means or otherwise excusable under the law.

Regular and punctual attendance is a must to receive full benefits of educational offerings. Educational research mandates that effective teaching and learning strategies require student attendance and participation. School attendance is also a factor that employers consider as important as good academic performance.

### **Excessive Absences**

#### **Elementary Students and Middle School Students (K-8)**

A student shall be allowed sixteen (16) absences per school year. Excessive absences, excused or unexcused, have a detrimental effect upon academic progress and may be one factor considered in promotion/retention decisions.

When unusual or extreme circumstances occur, exceptions to this stated policy will be made only by administrative discretion on an individual basis. Any absence not accounted for will be considered an unexcused absence.

Any absence from class as a result of a school-sanctioned activity is not recorded as an absence for purposes of this policy. Example: field trip, athletic event, student activity, etc. It is the student's responsibility to remind all of his/her teachers following a school-sanctioned absence to use the attendance correction form if he/she was reported absent inadvertently.

A student is expected to make up work as a result of class periods missed. It shall be the student's responsibility to meet with the teacher and receive the necessary instructions and assignments.

Any exceptions to the items cited above shall be approved by the Board of Education.

The principal may have written policies which further detail procedures for making up work, reporting absence, etc.

### **Appeal**

An appeals committee will be available for any student who exceeds the 8-day limit and feels that extenuating circumstances were present. The committee will be comprised of the Principal, Building Counselor, one school board member, and two teachers appointed by the Principal. In order to address extenuating circumstances and afford due process, the attendance committee will meet up to three (3) times per semester with parents/guardians, and/or students who have accumulated 5 or more absences. At that time the student and parent or guardian will present to the committee any conditions that might be justifiable reason for any excessive absences. Final appeal may be made to the superintendent and school board.

High school students who are denied credit under this Regulation are entitled to utilize the due process procedures available for student suspensions.

### **Excusable Absences**

In case of absence, it is the responsibility of the parent/guardian to notify the school. If the school is not notified on the day of absence, a note from the parent/guardian will be required on the first day of the student's return to school. The absence will be recorded as unexcused if a note or telephone call is not received.

Excusable absences include, but are not limited to:

1. Doctor/Dental Appointments (note from the doctor/dentist office must be provided within 3 days of the student returning to school)
2. Illness of the student (Doctor's statement may be required to support such absences).
3. Days of religious observance.
4. Death in the family

5. Court Appearances
6. Family emergencies which necessitate absence from school. The school must be notified in advance when such absences are foreseen.
7. Driver's License Test (1 time only)
8. College Visits (2 days-seniors only) College Visits must be prearranged and approved by the counselor and/or the administrator at least one week in advance. The proper pre-trip forms must also be completely filled out and approved by the counselor and principal prior to the college visit.

All notes/ verification for excused absences must be taken care of within 3 days or the absence will become unexcused

The following procedures should be followed by students who are absent so as to prevent academic difficulties:

1. The student shall obtain assignments from appropriate staff members. Assignments shall be obtained in advance if the absence is foreseen.
2. All assigned work shall be submitted upon returning to school.
3. All classroom work (to include tests) shall be completed as indicated by the individual classroom teacher.

#### **Unexcused Absences**

Attendance patterns for all students will be monitored. Absences which are not clearly excusable will be investigated by the principal and/or staff, and appropriate action will be taken:

1. After a student has been absent for three (3) consecutive days, it is the attendance secretary responsibility to contact the parent/guardian by telephone or letter in order to inquire about the reason for the student's absence.
2. If the secretary is unable to contact the parent/guardian within three (3) days or the parent/guardian does not give a reasonable explanation for the absence within three (3) days, the building principal shall send a registered letter to the parent/guardian requesting a conference within a week.
3. If the parent/guardian does not contact the principal within a week of receipt of the registered letter, the building principal will make a referral to the proper legal authorities.
4. The building principal shall also notify the office of the Superintendent in writing of the excessive absence and continue to update the Superintendent on the situation.

#### **GUIDELINES FOR STUDENT BEHAVIOR**

The District has the authority to control student conduct which is prejudicial to good order and discipline in the schools as provided by state law. School officials are authorized to hold students accountable for misconduct in school, on school property, during school-sponsored activities and for conduct away from school or in non-school activities which affect school discipline.

Students forfeit their right to a public school education by engaging in conduct prohibited in Regulation 2610 and related provisions. Disciplinary consequences include, but are not limited to, withdrawal of school privileges (athletics, intramurals, student clubs and activities and school social events); removal for up to ten (10) school days by school principals; extension of suspensions for a total of 180 days by the Superintendent; and longer term suspension and expulsion from school by the Board of Education.

All students attending school in District schools will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with the District's discipline code set forth in Regulation 2610. Those students who choose not to fulfill their responsibilities at school will be held accountable for their conduct. Consequences for individual acts of misconduct are calculated to discipline the student, to deter future misconduct, and to provide a safe and positive environment in which students can maximize their learning potential. Students who engage in significant acts of misconduct off campus which materially and adversely impact the education of district students will be subject to discipline up to and including expulsion.

The discipline code set out in this regulation is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct which is not specifically listed in this regulation may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. In addition, the disciplinary consequence listed for each offense may be increased or decreased by the Administration or the Board of Education due to mitigating or aggravating circumstances.

The discipline code, which follows, is intended as a guide for administrators and teachers in dealing with inappropriate student behavior. All district personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school or any property of the school, on any school bus going to or returning from school, during school sponsored activities or during intermission or recess periods.

| Abbreviations | Description              |
|---------------|--------------------------|
| ASD           | After School Detention   |
| ISS           | In-School Suspension     |
| OSS           | Out-of-School Suspension |
| LDET          | Lunchroom Detention      |
| (p)           | Parental Notification    |
| LOP           | Loss of Privilege        |
| EXP           | Expulsion                |

#### I. Violations Against Good Order and Public Decency

##### A. Disruptive Conduct and Speech

1. Warning
2. ASD-1 day (p)
3. ISS-1-3 days (p)
4. OSS-1 to 5 days (p)

##### B. Cafeteria Misconduct

1. Warning
2. LDET-2 days (p)
3. ASD-1 day (p)
4. ISS-1-3 days (p)
5. OSS-1 to 5 days (p)

##### C. Bus Misconduct

1. Warning by driver
2. Student assigned seat, conference with principal-driver-student, parents
3. LOP—up to 5 days (p)
4. LOP—up to 10 days (p)
5. LOP—up to one year (p)

##### D. Public Display of Affection

1. Warning
2. ASD—1 day (p)
3. ASD—2 days (p)
4. ISS-1-3 days (p)

##### E. Disruptive Dressing/Grooming

1. Required to Change (p)
2. ASD-1 day (p)
3. OSS—1 to 3 days (p)

##### F. Inciting a Public Disturbance (at school)

1. ISS-1-3 days (p)
2. OSS—3-5 days (p)
3. OSS—10 days (p)

##### G. Inciting a Public Disturbance (at school activity)

1. LOP—20days and ISS-1-3 days (p)
2. LOP—60 days and ISS-4-10 days (p)
3. LOP—calendar year

##### H. False Report (threat to order)

1. ISS-1-3 days (p)
2. OSS—3 days (p)
3. OSS—10 days (p)

- I. Profanity/Obscenity
  - 1. Warning
  - 2. ASD- 1 day (p)
  - 3. ISS- 1 to 3 days (p)
  - 4. OSS- 3 days (p)
- J. Prohibited use of wireless devices
  - 1. Up to 10 days ISS (p)
  - 2. Subsequent Offense, up to twenty (20) days OSS (p)
- K. Prohibition of Camera Phones
  - 1. 1<sup>st</sup> Offense, up to 180 days OSS and/or Expulsion. (p)
- L. Possession of Prohibited/Unacceptable Item
  - 1. Warning (p)
  - 2. ASD – 1 day (p)
  - 3. ISS – 1 to 3 days (p)
- II. **Violations Against The School or School Officials**
  - A. Tardiness
    - 1. 2<sup>nd</sup>—Warning given by teacher
    - 2. 3<sup>rd</sup>—ASD—1 day (p)
    - 3. 4<sup>th</sup>—ASD—2 days (p)
    - 4. 5<sup>th</sup>—ISS— ISS-1-3 days (p)
    - 5. 6<sup>th</sup>—ISS—1 day and assignment of 1 absence (p)
  - B. Lack of Effort
    - 1. Warning/teacher contact to parent
    - 2. Principal contact parent & counselor
    - 3. ASD—1 day (p)
    - 4. ISS—1-3 days of FNSS(p)
  - C. Truancy (cutting class 1-8 periods)...missed work will not be allowed to be made-up for credit
    - 1. ASD—1 day (p)
    - 2. ASD—2 days (p)
    - 3. ISS— 1-3 days (p)
    - 4. ISS— -4-10 days (p)
  - D. Truancy (skipping school, 8 periods or leaving campus)...missed work will not be allowed to be made-up for credit
    - 1. ISS— 1-3 days (p)
    - 2. ISS— 4-6 days (p)
    - 3. ISS –7-10 days (p)
    - 4. OSS— up to 10 days (p)
  - E. Cheating
    - Elementary: 1. Warning (p)
    - 1. student receives a zero on that assignment and is not allowed individual extra credit work for that assignment. (Elem)
    - 2. student receives a zero on that assignment, not allowed individual extra credit work for that assignment and parents notified. ISS—1 day. (Elem)
    - 3. Automatic F for semester in that class and removed from class. (Elem)
  - F. Lying/Concealing/False Information
 

|  |  |
|--|--|
| <ul style="list-style-type: none"> <li>1. ASD—1 day (p)</li> <li>2. ISS – 1-3 days (p)</li> <li>3. OSS—1-3 days (p)</li> </ul> | Elem: <ul style="list-style-type: none"> <li>1. ASD- 1 day (p)</li> <li>2. ASD-2 days (p)</li> <li>3. ISS – 1 day (p)</li> </ul> |
|--|--|
  - G. Missed Detention
    - 1. ISS-1-3 days (p)
    - 2. ISS— 4-6 days (p)
    - 3. ISS –7-10 days (p)
    - 4. OSS—3 days (p)
  - H. Defiance and Disrespect
    - 1. ISS-1-3 days (p)

- 2. OSS—3 days (p)
  - 3. OSS—5 days (p)
  - Open defiance—indefinite suspension
- I. Threats to School Personnel
  - 1. OSS—10 days (p)
  - 2. OSS—90 days, recommended (p)
  - 3. Expulsion recommended (p)
- J. Assault on School Personnel
  - 1. Suspension or Expulsion and Prosecution
- K. Excessive Referrals
  - 1. OSS—3 to 10 days (p)
- III. **Violations Against Persons**
  - A. Fighting (at school)—minor (shoving/name calling)
    - 1. ISS-1-3 days (p)
    - 2. OSS—3 days (p)
    - 3. OSS—5 days (p)
  - B. Fighting (at school)—serious (fist fight/injuries)\*
    - 1. OSS—3days (p)
    - 2. OSS—5 days (p)
    - 3. OSS—10 days (p)
    - \*report all offenses to the Juvenile Office
  - C. Fighting (at school activity)—minor (shoving/name calling)
    - 1. Sent home (p)
    - 2. LOP—20 days (p) ISS-1-3 days (p)
    - 3. LOP—60 days (p) ISS-4-6 days (p)
  - D. Fighting (at school activity)—serious (fist fight/injuries)
    - 1. OSS—3 days (p) + LOP—20 days
    - 2. OSS—5 days (p) + LOP—60 days
    - 3. OSS—10 days (p) + LOP—year
  - E. Obscene or Malicious Statements
    - 1. ISS-1-3 days (p)
    - 2. ISS—4-6 days (p)
    - 3. OSS—3 days (p)
  - F. Assault\*
    - 1. OSS—10 days (p)
    - 2. OSS—90 days (p), recommended
    - 3. Expulsion (p), recommended
    - \*report filed with Juvenile Office
  - G. Possession of Obscene Materials
    - 1. Warning, Confiscation
    - 2. ISS-1-3 days (p)
    - 3. ISS-4-6 days (p)
    - 4. ISS-7-10 days (p)
  - H. Possession of Pornographic Material
    - 1. ISS—1-3 days (p)
    - 2. OSS—1-3 days (p)
    - 3. OSS—3-5 days (p)
  - I. Sexual Harassment
    - 1. Warning (minor offense)
    - 2. ISS-1-10 days (p)
    - 3. OSS—3-10 days (p)—report to authorities
  - J. Inappropriate Sexual Conduct (Physical touching of another student in the area of the breasts, buttocks, or genitals.)

1. OSS—10 days\*dependent on the nature and extent of offense recommendations may be longer. (p)
  2. OSS recommendation of superintendent. (p)
  - K. Use of sexually Intimidating Language, or Objects, or Pictures.
    1. OSS—3 to 5 days (p)
    2. OSS—5 to 10 days (p)
  - L. Indecent Exposure
    1. OSS—3 to 5 days (p)
    2. OSS—5 to 10 days (p)
  - M. Bullying
    - (7-12 grade)
    1. ISS----1-3 Days (p)
    2. OSS---3-5 Days (p)
    3. OSS—3-10 Days (p)
    - (K-6 grade)
    1. LDET—2 Days
    2. ISS—1-3 Days (p)
    3. OSS — 1-3 days (p)
- IV. Violations Against Property**
- A. Littering
    1. Warning and clean-up
    2. ASD—1 day and clean-up (p)
    3. ISS-1-3 days (p)
  - B. Tampering
    1. Warning
    2. ASD—1 day (p)
    3. ISS-1-3 days (p)
  - C. Trespassing: Being in an unauthorized location at an unauthorized time
    1. ISS 1-3 days (p)
    2. ISS 4-6 days (p)
    3. OSS—3-10 days (p)
    4. Police Action
  - D. Unauthorized Marking
    1. ASD—2 days + clean-up and restitution (p)
    2. OSS—1-3 days + clean-up and restitution (p)
    3. OSS—3-5 days + clean-up and restitution (p)
  - E. Vandalism
    1. ISS-1-3 days (p)+ clean-up and restitution (p)
    2. OSS—3 days + clean-up and restitution (p)
    3. OSS—10 days + clean-up and restitution (p)
  - F. Extortion
    1. OSS—3 days + restitution (p)
    2. OSS—10 days + restitution (p)
    3. OSS—90 recommended + restitution (p)
  - G. Stealing/Possession of Stolen Property
    1. OSS—5-10 days + parent/student/principal conference + restitution
    2. OSS—10-90 days recommended + restitution
    3. Expulsion + restitution

\*Any theft over \$50.00 is a felony offense and will be turned over to the Vernon County Prosecuting Attorney's Office.
  - H. Gambling
    1. Warning
    2. ISS-1-3 days (p)



3. ISS-4-6 days (p)
- V. Violations Against Public Health and Safety**
  - A. Parking Violations
    1. Warning
    2. LOP—10 days and/or ASD—1 day (p)
    3. LOP—30 days (p)
  - B. Careless Driving
    1. LOP—10 days + ISS-1-3 days (p)
    2. LOP—30 days + ISS-4-6 days (p)
    3. LOP—year (p)
  - C. Weapon Possession
    1. Suspension or expulsion and prosecution up to 1 calendar year.
  - D. Tobacco, Chewing and Smoking, e-cigarettes & other nicotine delivery products (At school )—Possession or Use: This includes cars, lockers and person.
    1. ISS—1-3days (p)
    2. ISS—4-6 days (p)
    3. OSS—3-10 days (p)
  - E. Tobacco, Chewing and Smoking, e-cigarettes & other nicotine delivery products (at school activity)—Possession or Use: This includes cars, lockers and person
    1. LOP—20 days (p)
    2. LOP—40 days + counseling (p)
    3. LOP —60 days + ISS – 1-3 days + counseling (p)
  - F. Drugs, including alcohol. (At school)—Possession, use or intoxication: This includes cars, lockers and person
    1. OSS—5 days (p)
    2. OSS—10 days (p)
    3. OSS—90 days recommended (p)
  - G. Drugs, including alcohol, (at school activity)—Possession, use or intoxication: This includes cars, lockers and person
    1. OSS—5 days + LOP—20 days (p)
    2. OSS—10 days + LOP—60 days (p)
    3. OSS—90 days + LOP—calendar year (p), recommended
  - H. Drug Sale or Distribution
    1. Expulsion and prosecution up to 1 calendar year and report to authorities.
  - I. Arson
    1. OSS—180 days Recommended +Prosecution + expulsion recommended
    2. Expulsion recommended
- VI. Other Violations**
  - A. Violation of Coach or Sponsor Standards
    1. LOP to sponsors standards
  - B. Activity Eligibility
    1. On the second offense resulting in suspension from school the student may lose eligibility or the privilege of representing the school for 60 to 90 days.
  - C. Law Violation
    1. Conviction of a felony = expulsion and prosecution up to one calendar year if felony is listed within the Safe Schools Act.

\*\*OSS may be changed to ISS where appropriate at the discretion of the Principal.

\*\*Additional behavior modification methods may be incorporated for students in grades preK-6. Such items may include suspension from recess, behavior contracts, lunchroom detention, corporal punishment, and modified after school detention.

Board policy definitions are in the appendix (Regulation 2610)

### Dress and Grooming

Bronaugh R-II School District expects student dress and grooming to be neat, clean and in good taste, so that each student may share in promoting a positive, healthy and safe atmosphere within the school district. Students are expected to dress appropriately for school and in a manner that will not disrupt the teaching/learning process or cause undue attention to an individual student.

No form of dress will be permitted which distracts from the educational processes of the school or adversely affects health and/or safety of the students. Any decision concerning questionable dress will be made by the administration.

Hats/headwear may be worn to school but must be removed prior to entering the building. They are then to be kept in your locker and not worn until you have left the building for the day. Failure to abide by this rule may result in confiscation of your hat.

Clothing may not be worn to school that displays any type of alcoholic beverages, drugs, nudity, improper language, or double meaning slogans. Halter-tops and exposed waists are not allowed. Jeans with excessive holes are not allowed. Roller shoes (Heelys) are not allowed.

**Shorts, must be in good taste, and at least as long as the bottom of your fingertips when your arms hanging at your side.** Spandex, leggings/jeggings, biker shorts (unless covered by other clothing) are not allowed. Any form of mesh or see through clothing, bare midriffs and shirts with excessive side openings, spaghetti straps or other shirts that expose excessive skin or undergarments (which should be worn at all times), short shorts, and lounge and sleeping attire are not permitted. In short, please dress for school in appropriate attire that displays, to anyone entering our school, an atmosphere of learning.

**When, in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student may be required to make modifications.**

### Bus Rules

The following rules and regulations apply to all students riding District school buses. These rules and regulations are established to assist the drivers in assuring that students are afforded the safest possible ride to and from school. The school bus driver is responsible for the enforcement of the regulations.

1. Students being transported are under the authority of the bus driver.
2. Students are to remain seated while the bus is in motion.
3. Students must have written permission from parents and/or school personnel to leave a bus other than at regular stops.
4. Students shall converse in normal tones; profane language, rude gestures, teasing and put-downs are prohibited.
5. Students may not transport animals on buses without permission from school authorities.
6. Students who refuse to obey the rules may forfeit their privilege to ride the buses.
7. Once a student boards a bus, he/she is considered to be under school supervision, and may not leave the bus or campus without the permission of school authorities.
8. Video cameras are on buses and will be used for administrative reasons.

Suspension of bus privileges may result for the following infractions...

1. Use/possession of tobacco
2. Fighting
3. Possession of alcohol or drugs
4. Throwing hazardous objects in or from the bus
5. Interference with the safe operation of the bus
6. Flagrant insubordination or defiance
7. Vandalism

When rule violations occur, a report is given to the student and principal. The principal will attempt to resolve the problem with the student and/or parents. The parent is expected to assume major responsibility to counsel the student as to acceptable behavior while riding the school bus. These incidents will be recorded in the student's behavioral file.

### Consequences of Inappropriate Bus Behavior

1<sup>st</sup> Offense--Warning by driver

2<sup>nd</sup> Offense--Student assigned seat, student-drive-principal conference (p)

3<sup>rd</sup> Offense--LOP—up to 5 days (p)

4<sup>th</sup> Offense--LOP—up to 10 days (p)

5<sup>th</sup> Offense—LOP, up to one year (p)

The bus driver has the option of recommending a suspension from the bus and in severe cases a loss of bus riding privileges will result. However, every effort is made to correct minor situations through a conference, parent involvement, or an administrative action.

#### **Wireless Electronic Equipment**

Cellular telephones, pagers, electronic games, CD players, laser pointers, and jam boxes, are banned from the educational facility and on all regular bus routes and extra-curricular bus trips unless prior permission has been given by the administration. In addition, school officials will confiscate the wireless device of the student who violates this policy. The wireless device shall be returned only to the student's parent or legal guardian or, if the student's age is age 18, to the student at the end of the school day. (For further information please refer to board policy on Wireless electronic Devices.)

#### **Student Cell Phone and Smartwatch Usage**

Developments in cell phone and smartwatch technology in recent years have resulted in enhanced communication opportunities. However, the use of cell phones and smartwatches in schools poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. As a result, beginning with the 2008-09 school year, student cell phones, digital cameras and similar electronic devices will be banned during the instructional day, as well as, in dressing areas during extracurricular activities. **Violation of this policy could result in out-of-school suspension; imposed on the first and subsequent offenses.**

Parents may apply to the building principal to obtain a hardship exception. In such cases, the student's cell phone must be retained in the principal's office. Students granted a hardship may visit the office to use their cell phone for approved purposes. Telephones are also available in school offices for parents to contact their students for legitimate reasons.

Guidelines: 1) Cell phone use is for High School Students only.

2) Cell phone use will take place only in the cafeteria only during the High School Lunch Period, which is from 11:42-12:03pm

3) All cell phones will be turned off and put away PRIOR to leaving the cafeteria

4) Any student using a cell phone prior to or after the designated times, or in any other place on school grounds, will be subject to the standard discipline procedures as stated below.

5) Teachers will collect cell phones at the beginning of class periods.

Students may also be asked to refrain from wearing smartwatches when connected to an active phone. If used inappropriately during the academic day the watch will be confiscated at the discretion of the teacher and/or administration.

#### Standard Discipline Procedures

1<sup>st</sup> offense-Cell phone and/or Smartwatch will be taken and will not be returned to student during school hours. Warning will be given about cell phone and/or smartwatch usage.

2<sup>nd</sup> offense-Cell phone and/or smartwatch will be taken and will not be returned to student--parent will be notified and required to pick up student cell phone and/or smartwatch (only the parent is authorized to pick up phone). Student will receive 1 day ASD.

3<sup>rd</sup> offense- Cell phone and/or smartwatch will be taken and will not be returned to student. Parent will be required to pick up student cell phone and/or smartwatch. Loss of cell phone and/or smartwatch privileges for offender will go into effect for the remainder of the year. Student will receive 1 day of ISS.

It is important that students understand that this is a privilege. As with any privilege, misuses or abuse could result in non-renewal of this policy. If abused, the Board of Education reserves the right to suspend policy 2656.1 any time, and return to standing policy 2656. All High School Students are encouraged to use great care, and abide by expectations.

**Police Involvement**

School Officials are required to notify law enforcement officials in cases involving Safe School Act violations and in some cases may press charges. If law enforcement officials are notified, legal guardians will be contacted. Any action taken by law enforcement officials will be in addition to action by the school. School officials, guided by the District procedures, will cooperate with law enforcement officials during investigations.

**Due Process**

This booklet has explained the major disciplinary problem areas and the actions that may result for those students who will not follow the rules. All students are entitled to due process. This means that no action will be taken against a student until everyone involved has presented the facts and a judgment has been made. There are procedures, which students must follow if they do not agree with the school actions.

**Appeal of Suspension by Principal:** Principals may suspend students for a period not to exceed ten (10) school days. If the student/parent is not satisfied with the decision of the principal, he/she may appeal the decision to the superintendent. At the student's request, the superintendent may affirm, revoke, or modify the suspension.

**Appeal of Suspension by Superintendent:** The superintendent may suspend students for a period not to exceed one hundred eighty (180) school days. The student, parent/guardian may submit a written request to the superintendent for a hearing with the Board of Education. The Board of Education shall meet within a reasonable period of time and shall consider evidence and statements presented by the parties concerned. The board shall take final action within a reasonable period of time.  
Ref. RSMo. 167.161, 167.171

**Notification Regarding Searches Including**

1. Students have no expectation of privacy in locker, desks, computers, or other district-provided equipment or areas.
2. The district will conduct periodic and unannounced administrative searches of locker, computers and other district equipment.
3. The district uses dogs to indicate the presence of alcohol, drugs, or other prohibited substance on campus, including the parking lot.
4. An additional search of bags, purses, coats, electronic devices, and other personal possessions and cars in accordance with law.
5. The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed a prohibited substance.

**STUDENT LIFE****Assemblies**

Assemblies are considered a part of the curricular program and are designed for student participation and disseminating information to the student body as well as for bringing in speakers or talent which serve educational purposes. All assemblies are scheduled through the principal.

Since assemblies are part of the regular program of the school, attendance is required; teachers must sit with their assigned classes. One of the educational values which come from assemblies is proper training in appropriate behavior. Students are expected to conduct themselves in a manner which will not disturb others who wish to enjoy the programs.

**Student Citizenship**

A school is in a true sense a community, with many of the advantages and some of the problems, of society in general. To function to everyone's satisfaction, including your own, common sense and self-control are usually all that is required. Part of your education is for you to learn to use good judgment in dealing with various situations. You should be responsible for your actions. The staff is here to counsel and assist you in this area.

You have the opportunity to establish a tradition by serving as an example of good conduct in the halls, cafeteria and classrooms. Our school is judged by its students and their actions.

### Leaving School During the Day

Permission must be given by a parent or guardian for any student to leave with someone other than his/her parent/guardian. This must be registered on the office release form prior to the time the student is to be checked out.

### School Food Service Program

A free and reduced breakfast and lunch program is available to students whose parents qualify according to federal guidelines. Application forms are available in the office. This information and data is kept in strict confidence. Names of families are not submitted to the state only numbers of applicants. The approved application for free and reduced lunch, whether used or not, guarantees our district additional revenue to be used in our Federal programs. Bronaugh V-II has a closed lunchtime. This means that all students remain on campus during the lunch period unless a parent or guardian has made other arrangements with the administration.

1. Students eating in the cafeteria are responsible for taking care of their trays and waste by putting them in their proper places.
2. *Food is not to be taken out of the cafeteria.*
3. No more than \$5.00 may be charged unless prior arrangements have been made with the office.
4. Fiscal responsibility of student: Fees and charges not paid after the 5 day limit or end of the arrangement period will no longer be allowed to purchase items until charges are paid.
5. Federal guidelines do not permit the sale of soda during school hours. **Soda is NOT to be allowed in the classrooms** as per Board of Education mandate unless prior approval from administration. **Water in clear plastic containers is the only beverage permitted outside the cafeteria.**
6. Hallways are off limits during the lunch period. Students are not permitted to go to classrooms during lunch period without permission of the administration.

### Office Telephone Use

To use the office phone during school hours, the student must first get permission from the Principal. Permission will only be granted in necessary cases and not just for general use. Students will not be called out of class to take calls unless it is an emergency. Messages will be taken by the school secretary and delivered between classes. Students and Teachers will not be contacted by the office to take phone calls during instruction time. A phone message will be given to individuals at the end of class, and during passing time. In the event of emergency exceptions can be made.

### Acceptable Use

The use of the District technology and electronic resources is a privilege, which may be revoked at any time. Staff and students are only allowed to conduct electronic network-based activities which are classroom or workplace related. Access to electronic research requires students and employees to maintain consistently high levels of personal responsibility. Failure to follow the district's guidelines for acceptable use may result in revocation of privileges and/or disciplinary action. \*\*For a full overview of the acceptable use policy, please see the appendix.\*\*

### Lost and Found

Students are responsible for the care of their own personal property. They should also be considerate of property belonging to others. If articles belonging to others are found, turn them in to the office. If you lose anything, inquire in the office. Do not bring money or valuable articles to school. Bring only what you need.

### Student Fees and Charges

With the exception of physical education, all textbooks, supplies, and equipment will be furnished in courses for which academic credit is given. Students enrolled in physical education classes shall be required to provide their own clothing. The clothing shall be of the type, which is necessary for safety, health, or protection of people or property.

All required items made or constructed by the student in such courses as art, FACS, Vocational Agriculture and shop may be purchased from the school for the cost of the materials. Students may be charged for non-required activities such as yearbooks, and athletic events. Charges may also be made to the student for misuse of school property or undue delay in returning the property

Students with outstanding debts at the end of each quarter will not be allowed to charge until their bills are paid. A pupil who has not paid a charge that was properly imposed by the school may have his/her transcript withheld until such charges are paid.

**CO-CURRICULAR & EXTRA-CURRICULAR ACTIVITIES****Introduction**

Co-Curricular & Extra-curricular activities provide students with opportunities to participate in activities of special interest to them and to develop interests in new fields as well as to explore new avenues of learning.

Co-Curricular & Extra-curricular activities promote school loyalty, help students develop a well-rounded personality, help establish habits of good citizenship, and help students increase powers of self-direction. In general, students who participate in extra-curricular activities tend to develop a stronger sense of responsibility towards self and others, and to have a more positive attitude. However, these activities demand time and energy; therefore, students may find a need to limit the number of commitments made to organizations.

Co-Curricular activities include FCCLA, FFA, FBLA, Band, Choir and Departmental contests.

Extra-Curricular activities include Academic Team, Athletics, National Honor Society, and Student Council.

Non-School Sponsored activities include FCA, 4-H, and other outside organizations.

When students represent our school at athletic events, band contests, or other activities, they are bound by the same rules, regulations and behavior guidelines as apply at school. Misconduct on a trip is magnified because our school suffers for it, and therefore, such behaviors will be considered more serious when reported.

Attendance at school is a pre-requisite for participation in any extra-curricular activity, including practice, play or any type of participation in any activity that day or evening. Students are expected to attend school for the full day unless the principal prior to the time of the activity has excused the student.

**Parental Permission to Participate in Activities/Athletics/Cheerleading**

All students participating in events must have their parent/guardian permission. The coach/instructor may secure forms from the office to send home with the students participating in athletics. Under no circumstances may a student participate in athletics/cheerleading without having first passed a doctor's physical examination and record of the examination on file with school officials. Note: To participate in athletics means participating in practice as well as participating in the contests.

**Extracurricular Eligibility**

Any student who receives ISS or OSS will be ineligible to attend any after school activity for the duration of time he/she is serving ISS or OSS.

Students participating in extracurricular activities must meet the eligibility requirements outlined in the Athletic Handbook and must also meet applicable MSHSAA standards at all times.

**School Rules for Activities**

1. A member of the faculty, who shall be approved by the principal, must sponsor each organization. The sponsor has the power to approve or disapprove any organizational issue.
2. All meetings of organizations must be attended by the sponsor or by an approved substitute.
3. Each club or organization must have an up-to-date constitution and membership roster on file in the principal's office. All rules and regulations of that club or organization are to be listed in this document. Only those clubs and organizations meeting this standard will be allowed to meet and function.
4. Officers of an organization are selected according to:
  - a. High standards and ideals
  - b. No semester grade below a C for the semester prior to election. They must maintain a B average while in office.
  - c. Candidates shall be approved by the sponsor
  - d. Officers, once installed, who fall below standards, will be removed from offices.
5. Lack of good citizenship will be sufficient cause to be removed from any club or organization. This applies to citizenship standards both in the community and in school.

6. All organizations within the school are required to take their funds to the principal's office. Money must be counted and prepared for bank deposit when presented to the office. All funds must be disbursed by the school superintendent's office.
7. A statement is issued each month to show the financial standing of each organization. No warrant may be drawn on an account when sufficient funds are not in the account to cover expenditures, unless approved by the superintendent.
8. To participate in an extracurricular activity, a student must be in school on the day of the activity unless special arrangements are made with the principal. Students are encouraged to be in attendance on the day prior to and the day following the activity.
9. Students who leave before an activity is over may not return to the activity once they leave the activity.
10. All students will be transported to and from respective activities via school transportation, unless special arrangements have been made with the coach/sponsor and the parent/legal guardian. If anyone other than a parent/legal guardian is to transport a student(s) to or from respective activities a written request must be submitted to the principal for approval prior to the student(s) leaving for the activity. Only approved, school officials may ride the bus to and from activities with students.
11. Any activity conducted by a club or organization must be submitted to the principal for approval. Any activity or meeting, which involves school equipment, time or facilities, must be submitted for approval at least one week in advance.
12. Persons from other schools may not attend class or club activities unless permission is obtained from the principal or the sponsor in advance.
13. All sponsoring organizations must have a "clean-up" committee to clean up immediately after the activity.
14. All students are to behave appropriately at any school sponsored activity. Failure to do this will result in that student not being allowed to attend further activities. Example: "Booing" at sporting events or any assembly is not behaving, as students of this school should.
15. Schoolwork that will be missed because of a school activity should be made up prior to the activity. Example: work for classes missed because of a track meet, judging contest, field trip, etc., should be completed and handed in before leaving for the event.
16. Rules for social functions:
  - a. People who are not currently enrolled at Bronaugh R-VII High School will be admitted to school sponsored events only as a guest of a student currently enrolled at BHS.
  - b. The principal must grant permission for guests to attend.
  - c. Guests will observe the rules and regulations of the Student Handbook.
  - d. Students and guests who leave an event will not be allowed to return.
  - e. Jeans and tennis shoes are not to be worn at any semi-formal or formal dances.

### **School Spirit**

School spirit is the positive feeling a student body has for its school. There are specific events at which members of the student population are encouraged to cheer as a group in support of school events. We sincerely hope that each student will participate at appropriate times in a positive manner.

### **Sportsmanship**

*Students are urged to respect the following rules at all school events.*

As students of Bronaugh R-VII High School, we urge each spectator to:

1. Avoid actions which will offend or embarrass any individual athlete.
2. Regard game officials as fair, accept their decisions as final, and treat officials with respect.
3. Respect the property of our school and other schools.
4. Encourage your team, rather than "BOO" the opponent or officials.
5. Refrain from actions which will call attention to yourself.
6. Treat the opponents' coaches, players, and fans as honored guests.
7. Show appreciation of good play by both teams.
8. Accept the decisions and judgment of the coaches.
9. Be modest in victory and gracious in defeat.
10. Attempt to maintain an atmosphere of good sportsmanship at all times.

### **Activities Out of School**

Approval by the principal is required for participation in out-of-school activities in which the student or student groups are acting in the capacity of representatives of the Bronaugh R-VII Schools. Approval will generally be determined by the educational value afforded to the participants. No school-connected group shall participate in contest sponsored by agencies outside the school

system, without the approval of the Principal. The approved lists of National Contest and Activities published by the National Association of Secondary School Principals or by the Missouri State High School Activities Association shall be used as a guide for appropriate contests in which secondary pupils may participate.

### **Fund Raising**

Fund raising can be an educational experience. It gives the student experience in selling, working with a group, and the responsibility of handling money. However, a community can be overwhelmed with fund raising projects. So, in order to ensure that these projects retain their proper perspective, the following guidelines have been established.

1. Each class or club will be limited to one major fund raising project, which involves selling products to the community; except the Senior class, who are limited to three.
2. Each project must have the approval of both the sponsor and Principal.
3. The proper accounting of the fund raising material and its money shall be the responsibility of the treasurer of the class or club.
4. All requests for expenses are to be approved by the class or club sponsor.
5. Coordination between groups will be used where-by one project does not overlap another project. Length of sales to be determined by administration.
6. Fundraising money needs to be turned in at the time of ordering.
7. All classes and organizations are required to participate in the Bronaugh Fall Festival.

## **APPENDIX**

### **GENERAL INFORMATION**

#### **COMPREHENSIVE SCHOOL IMPROVEMENT PLAN**

A complete copy of the Bronaugh R-VII School District CSIP is available from the office or on the district website.

**Revised and adopted by Board of Education July 2011**

**Nondiscrimination and Student Rights:** The Board of Education reaffirms its belief that every student regardless of race, color, sex, national origin, age, ethnicity, disability, or perceived sexual orientation be given equal opportunity for educational development.

The Board recognizes the importance of providing each student with a school environment conducive to intellectual, emotional, and social growth through participation in a full range of educational programs and activities. Board and staff commitments insure equal educational opportunities in course offerings, guidance and counseling, test procedures, extra-curricular activities, discipline procedures and student support services.

The District assures that it will comply with:

1. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance.
2. Section 504 of the Rehabilitation Act of 1973 (Section 504), as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of disability in programs and activities receiving Federal financial assistance.
3. Title IX of the Education Amendments of 1972 (Title IX), as amended, 20 U.S.C. 1682 et seq., which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance. The provisions of Title IX apply to students with regard to educational opportunities and freedom from harassment, employees with regard to employment opportunities and freedom from harassment, and to individuals with whom the District does business.
4. The Age Discrimination Act of 1975, as amended 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities
5. All regulations, guidelines, and standards lawfully adopted under the above statutes by United States Department of Education. (Policy 1310).

**Equal Educational opportunity:** It is the policy of the Board of Education to provide a free and appropriate education for students with disabilities. Students with disabilities are those who, because of certain atypical characteristics, have been identified by professionally qualified personnel as requiring special educational planning and services. Students with disabilities



will be identified on the basis of physical, health, sensory, and/or emotional handicaps, behavioral problems or observable exceptionalities in mental ability. It is possible that a student may have more than one type of disability.

The District's programs and services available to meet the needs of these students will be in accordance with The Individuals with Disabilities Education Act, The Education for All Handicapped Students Act of 1975, The Rehabilitation Act of 1973, Section 504, and 162.670 - .995 RSMo., Missouri Special Education Services. In addition, the identification of students with disabilities and the services provided by the District will be in accordance with the regulations and guidelines of the Missouri Department of Elementary and Secondary Education's Current Plan for Part B of The Education of the Handicapped Act, as amended.

#### SCHOOL CALENDAR

The Board will annually adopt a school calendar that will provide for a maximum of 174 days and minimum of 1,044 hours of pupil attendance. The beginning of the school year will not generally be set more than ten (10) days prior to Labor Day. Should the Board decide to set an earlier start date, the Board will:

- Give public notice of the meeting to discuss an earlier start date
- Conduct a public meeting
- Vote at that meeting to allow an earlier start date

The length of the school day will meet State Department of Elementary and Secondary Education requirements for six (6) clock hours of instruction. A school year and school day in excess of the state required minimum may be recommended by the Superintendent and approved by the Board.

If the District's schools are dismissed due to inclement weather after school has been in session for three or more hours, that day shall count as a full day, including kindergarten.

The District shall be required to make up the first six (6) school days lost or canceled due to inclement weather. For purposes of this Policy, "inclement weather" shall mean ice, snow, extreme cold, flooding or a tornado, but not excessive heat.

#### Students

**Disabled Students:** The District will follow all state and federal laws, rules and regulations with regard to implementing its responsibilities to students who enroll in the District that have been previously identified as disabled under the Individuals with Disabilities Education Act, or Section 504 of the Rehabilitation Act.

**Instruction for Students with Disabilities:** It is the policy of the District to provide a free appropriate public education to all public school students with disabilities. Students with disabilities are defined as those students who have one of the categorical disabilities as enumerated in the Missouri State Plan for Part B of the Individuals with Disabilities Education Act (IDEA) and who are in need of special education services or who have a mental or physical impairment that substantially limits one or more major life activities as defined by Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

The District will provide special education and/or other services to students with disabilities in accordance with applicable law, including the IDEA, and its amendments, Section 504 of Rehabilitation Act of 1973, 162.670-.995, RSMo., and Missouri's State Plan for Part B of the IDEA. For appeal procedures and information as to where to obtain a copy of the District's 504 Procedural Safeguards regarding identification, evaluation or educational placement of a student under Section 504, refer to school policies on the school website - Equal Education Opportunity.

To obtain a copy of the District's IDEA procedural safeguards, including appeal procedures, please contact the Director of Special Education.

When providing print materials to students with visual impairments, the District will adhere to the National Instructional Materials Accessibility Standards (NIMAS) or will provide such print materials in timely fashion via high quality accessible materials.

Inquiries concerning the application of this policy, grievance procedures or matters pertaining to Section 504, should be directed to compliance coordinator, Superintendent of School, Bronaugh R-VII School District, Bronaugh, MO.

Observations by Parents, Advocates, or Others

Under applicable state and federal law, a parent does not have a right to observe his/her child in the educational setting. However, if a parent, advocate or other person wishes to conduct an observation of any child, activity, teacher, or classroom, he or she must submit a written request to the building principal, within five school days of the date he or she wishes to observe, with the following information:

1. The name and position of the individual(s) who will be observing;
2. The date and time he or she wishes to observe;
3. The amount of time he or she wishes to observe;
4. The specific purpose for which he or she wishes to observe.

The building principal must then grant written permission for the observation to occur. The District reserves the right to deny any observation that it believes will disrupt the educational environment or may lead to a direct or indirect release of personally identifiable information about a student or students. The building principal or other administrator will provide a written or verbal explanation of its decision prior to the requested observation date.

**FERPA (Policy, Regulation & Form 2400):** A cumulative educational record shall be maintained for each student from his/her entrance into school through the last date of attendance or through graduation, whichever occurs first.

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

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

The parents/guardians of students who are attending or have attended the District's schools have the right to inspect and review the educational records of their students and to request amendment of their students' educational records. The District has adopted procedures (Regulation 2400) for the granting of parental requests for access to the educational records of their students within a reasonable period of time, but in no case more than forty-five (45) days after the request is made.

All information contained in a student's educational record, except information designated as directory information by the District, shall be confidential and shall be directly accessible only to school officials who demonstrate a legitimate educational interest in the student's records and to parents/guardians or eligible students.

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

**Notice of Designation of Directory Information**

Directory information means information contained in the educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. The District directory information includes the following: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended, and photographs.

1. *Educational record* means those records that are directly related to a student and are maintained by the District.
2. *Disclosure* means to permit access to or the release, transfer, or other communication of educational records, or the personally identifiable information contained in those records, to any party, by any means, including oral, written or electronic means.
3. *Eligible student* means a student who has reached 18 years of age or attends an institution of post-secondary education.
4. *Parent* means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent/guardian in the absence of a parent/guardian.
5. *Personally identifiable information* includes, but is not limited to the student's name; the name of the student's parent/guardian or other family member; the address of the student or student's family; a personal identifier, such as

the student's social security number or student number; a list of personal characteristics that would make the student's identity easily traceable, or other information that would make the student's identity easily traceable.

6. *Student* means any individual who is or has been in attendance in the District and about whom the District maintains educational records.

#### **General Guidelines**

1. The District shall give full rights under this regulation to either parent/guardian of a student, unless the District is provided with a court order, state law or other legally binding document that specifically revokes the parent/guardian's rights to access under this regulation.
2. When a student reaches the age of 18, or attends a post-secondary institution of education the parent/guardian rights under this policy will transfer from the parent/guardian to the student.
3. The District will annually disseminate a notice of the rights available under this regulation to parent/guardian and eligible students. The annual notification will include a statement that the parent/guardian or eligible student is entitled:
  - a. To inspect and review the student's educational records.
  - b. To request changes to the educational records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
  - c. To consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that federal and state law authorize disclosure without such consent; and
  - d. To obtain a copy of this policy and guidelines.

The annual notification will also inform parents/guardians and eligible students where copies of the policy and guidelines are located.

4. Prior to making directory information public, the District will notify the parent/guardian regarding the categories of information that it has designated as directory. In addition, the District will allow a reasonable period of time after such notice for the parent/guardian or eligible student to inform the District that any or all of the designated directory information should not be released without the parent's/guardian's or eligible student's consent.

#### **Procedures for Inspection and Review of Educational Records**

1. The District's regulation permits parents/guardians and eligible students to inspect and review the educational records of the student.
2. After a request for access to records, the District will allow access within a reasonable period of time, but in no case more than forty-five (45) days after receipt of the request. All requests for access should be directed to the Principal.
3. After the parent/guardian or eligible student has had an opportunity to inspect and review the student's educational records, the parent/guardian may make a request for explanations and interpretations of the records to the Principal. The District's designee shall respond to all reasonable requests for explanation or interpretation.
4. The District will not destroy any educational record if there is an outstanding request to inspect and review that record.
5. If a student's educational records contain information on more than one student, the parent/guardian or adult student may inspect, review or be informed of only the specific information about that student. That is, all information pertaining to another student will be redacted.
6. The District may employ the use of security videos in its hallways, classrooms and/or buses. Security videos maintained by the District's law enforcement unit (if any) or not maintained at all (recycled) are not considered educational records and therefore may not be inspected and reviewed under FERPA. If security videos are maintained by the District, such videos are protected educational records under FERPA and may be viewed by parents or patrons with a court order or written permission from the parent(s) of each student to whom the video is directly related.
7. The District may disclose personally identifiable information from an educational record only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior consent of the parent/guardian or eligible student. Each party to whom disclosure may be made under this policy must first sign a statement in which he/she agrees to abide by this provision and agrees to use the information disclosed only for the purposes for which the disclosure was made. This does not apply to disclosures of directory information or to any information that the District is required to disclose under Missouri law.

**Copies of Educational Records**

1. The District has no obligation to provide copies of educational records to parents, their representatives or adult students under FERPA unless failure to provide copies prevents a parent or adult student from exercising the right to inspect or review the records, or is otherwise required by law. For example, if a parent does not live within driving distance of the school district, is hospitalized, or incarcerated, he or she may have a right to copies.

**Procedures to Request Amendment of a Student's Educational Records**

1. If a parent/guardian or eligible student believes the educational records for that student contain information that is inaccurate, misleading, or in violation of the student's rights of privacy or other rights, he/she may ask the District to amend the record. All such requests should be directed to the Principal.
2. The District's designee, in consultation with the administration or Board of Education as needed, shall decide whether to amend the record as requested within a reasonable time after the request.
3. If the District's designee decides not to amend the record, he/she shall inform the parent/guardian or eligible student of that decision and of their right to request a hearing on the request.
4. If a hearing is requested, the District will hold the hearing within a reasonable time after it has received the request and will give the parent/guardian or eligible student reasonable advance notice of the date, time and place of the hearing. The hearing may be conducted by any individual, including an employee of the District, who does not have a direct interest in the outcome of the hearing. The District will give the parent/guardian or eligible student a full and fair opportunity to present evidence relevant to the issue(s) raised by the parent/guardian or eligible student's request. The parent/guardian or eligible student may, at their own expense, be assisted or represented at the hearing by any individual of their choice, including an attorney.
5. The District will make its decision in writing within a reasonable period of time after the hearing. The decision will be based solely on the evidence presented at the hearing, and will include a summary of the evidence and the reasons for the decision.
  - a. If the District decides, as a result of the hearing, that the information is inaccurate, misleading or violates the student's rights, the District shall amend the record and inform the parent/guardian or eligible student of the amendment in writing.
  - b. If the District decides, as a result of the hearing, that the information is not inaccurate, misleading, or otherwise in violation of the student's rights, the District shall inform the parent/guardian or eligible student of that decision and shall inform the parent/guardian or student of his/her right to place a statement in the record commenting on the contested information or stating why he/she disagrees with the District's decision, or both. If the parent/guardian or eligible student submits such a statement, the District will maintain that statement with the student's educational records as long as the record is maintained and will disclose the statement whenever it discloses the portion of the record to which the statement relates.

**Procedures Regarding Disclosure of Personally Identifiable Information Where Consent is Required**

1. Before the District discloses personally identifiable information from a student's records (other than directory information), the District will obtain a signed and dated written consent from the parent/guardian or eligible student. The written consent will specify the records that may be disclosed; state the purpose of the disclosure; and identify the party or parties to whom disclosure may be made.
2. If the parent/guardian or eligible student so requests, the District will provide him/her with a copy of the records disclosed.

**Disclosure of Personally Identifiable Information Where Consent is Not Required**

The District may disclose personally identifiable information from a student's educational records without the written consent of the parent/guardian or eligible student in the following circumstances:

1. Disclosure may be made to other school officials, including teachers, within the District whom the District has determined to have legitimate educational interests. In addition, the school official or his/her assistants who are responsible for the custody of the records and those parties authorized to audit the record keeping procedures of the District may inspect the records relating to each student without the consent of the parent/guardian or eligible student. The District designates the Principal to make the determination as to whether a particular school official has a legitimate educational interest in accessing a student's educational records. Before accessing any student's educational records, the school official seeking access must submit a written request to the Principal. The request must include the student's name, the reason for the request, the school official's name and the date of the request. The District's designee must provide in writing whether the request was granted or denied and the reason for the decision.

If the request is granted, the request and the designee's decision must be maintained with the student's educational records.

2. Disclosure may be made to officials of another school district or post-secondary educational institution where the student seeks or intends to enroll.
3. Disclosure may be made to authorized federal and state agencies or authorities.
4. Disclosure of acts of school violence may be made to District employees who are directly responsible for the student's education or who interact with the student in the performance of the employee's duties.
5. Disclosure related to past or potentially future violent behavior may be made to appropriate staff members of portions of any student's individualized education program team.
6. Disclosure may be made to law enforcement officials, as soon as is reasonably practicable, of the commission of the criminal acts.
7. In appropriate circumstances, District administrators may disclose student educational records to law enforcement and/or juvenile authorities where necessary to serve students prior to adjudication. Officials to whom such educational records are disclosed are required to comply with federal law governing students' educational records.
8. Disclosure may be made to the appropriate division of the Juvenile Court of the suspension of more than ten (10) days of any student under court jurisdiction.
9. Disclosure of discipline records may be made within five (5) days to any requesting school district where the student seeks to enroll.
10. Disclosure may be made if such disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility, amount of aid, condition for the aid, or to enforce the terms and conditions of the aid.
11. Disclosure may be made to organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests; administer student aid programs; or improve instruction, if the study is conducted in a way that does not permit personal identification of parent/guardian and students, and the information is destroyed when no longer needed for the purposes for which the study was conducted.
12. Disclosure may be made to accrediting organizations to carry out their accrediting functions.
13. Disclosure may be made to comply with a judicial order or lawfully issued subpoena and only after the District makes a reasonable effort to notify the parent/guardian or eligible student of the order or subpoena in advance of the compliance.
14. Disclosure may be made to appropriate parties where the disclosure is in connection with a health or safety emergency and the information is necessary to protect the health or safety of the student or other individuals.
15. Disclosure may be made where the disclosure is of information the District has designated to be directory information.
16. Disclosure may be made to the parent/guardian of a non-eligible student or to an eligible student.
17. Disclosure may be made without the written consent of the parent/guardian or eligible student as otherwise may be specified by federal or state law.

#### **Record Keeping Procedures**

1. The District will maintain a record of each request for access to and each disclosure of personally identifiable information from the educational records of each student. The Principal will be responsible for keeping such records of requests and disclosures.
2. The District will maintain the record of each request and disclosure with the educational records of the student as long as the records are maintained by the District.
3. For each request or disclosure, the District's record will include the parties who have requested or received personally identifiable information from educational records and the legitimate interests the parties had in requesting or obtaining the information.
4. If the District discloses personally identifiable information from an educational record under the exceptions enumerated in the section above, the District will record the names of those persons to whom that party may disclose the information on behalf of the District and the legitimate interests which each of the additional parties has in requesting or obtaining the information.

If the District discloses information pursuant to a health or safety emergency, the District, within a reasonable time period, will record in the student's educational records the significant threat that formed the basis for the disclosure and the parties to whom the information was disclosed.

**Notice of FERPA Rights Parents and Guardians:** Each year the Bronaugh R-VII School District is required to give notice of the various rights accorded to parents or students pursuant to the Family Educational Rights and Privacy Act (FERPA). Parents and students have a right to be notified and informed. In accordance with FERPA, you are notified of the following:

**RIGHT TO INSPECT:** You have the right to review and inspect substantially all of your education records maintained by or at this institution.

**RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

**RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request.

**RIGHT TO COMPLAIN TO FERPA OFFICE:** You have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C., 20202-4605, concerning the Bronaugh R-VII School District's failure to comply with FERPA

### **English Language Learner (ELL) Policy 6180**

Instructional Services Curriculum Services

The Board of Education is committed to identifying and assessing the educational needs of students whose native or home language is other than English. Once identified, the District will provide appropriate programs to address the needs of these students.

1. Language Minority (LM) – students who come from a background where English is not the student's first language, or where the primary language of the home is not English or both.
2. Limited English Proficient (LEP) – Students whose English language skills are insufficient to lead to success in an English-only classroom.

The District will also take steps to ensure to the maximum extent practicable that the interests of ELL students are included in the development and implementation of District programs and services that are offered by the District to and for its student body.

To ensure that parents/guardians are properly notified of the ELL program, all new and enrolling students are to be given the Student Home Language Survey (Form 6180). The form shall be completed and returned to the school by the parents/guardians if they feel their child may be in need of such services.

**RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the written policy adopted by the Board of Education of the Bronaugh R-VII School District in compliance with FERPA. A copy may be obtained in person or by mail from: Bronaugh R-VII School District, Superintendent, 527 East 6<sup>th</sup> Street, Bronaugh, MO 64728

### **STUDENT WELFARE**

**Wellness:** The District promotes healthy schools, by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Schools contribute to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance potential. The goals of the District's wellness policy are as follows:

1. **Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors:**  
The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and regular physical activity. A healthy school environment should not be sacrificed because of a dependence on revenue from high added fat, high added sugar, and low nutrient foods to support school programs.

2. **Support and promote proper dietary habits contributing to student's health status and academic performance:** All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the district nutrition standards. Emphasis should be placed on foods that are nutrient dense per calorie. To ensure high quality, nutritious meals, foods should be served with consideration toward variety, appeal, taste, safety, and packaging.
3. **Provide more opportunities for students to engage in physical activity:** A quality physical education program is an essential component for all students to learn about and participate in physical activity. Physical activity should be included in a school's daily education program from grades K through 12. Physical activity should include regular instructional physical education, co-curricular activities, and recess. A goal of 150 minutes per week for elementary students, 225 minutes per week for middle school students, and 2 units for high school students during high school years.
4. **The District is committed to improve academic performance:** Educators, administrators, parents, health practitioners, and communities should consider the critical role student health plays in academic stamina and performance and adapt the school environment to ensure students' basic nourishment and activity needs are met. To ensure widespread understanding of the benefits to school environments where nutritious foods are provided and where students have an opportunity for physical activity, a public awareness campaign that highlights research demonstrating the positive relationship between good nutrition, physical activity, and capacity of students to develop and learn should be conducted.
5. **Establish and maintain a district-wide Nutrition & Physical Activity Advisory Council with the purposes of:**
  - Developing guidance to this policy
  - Monitoring the implementation of this policy
  - Evaluating policy progress
  - Serving as a resource to school sites
  - Revising policy as necessary
1. **Advisory Committee:** A district-wide Nutrition & Physical Activity Advisory Committee will be established. The Committee would meet a minimum of two times annually. Any existing School Health Advisory Council will serve as the nucleus for the Committee. The Committee will include members as specified by law. Responsibility of the Nutrition & Physical Activity Advisory Council may include, but not be limited to, oversight of the following:
  - Implementation of district nutrition and physical activity standards
  - Integration of nutrition and physical activity in the overall curriculum
  - Assurance that staff professional development includes nutrition and physical activity issues
  - Assurance that students receive nutrition education and engage in vigorous physical activity

The Nutrition & Physical Activity Advisory Committee will be responsible for preparing a report that includes, but is not limited to, the following information:

- Monthly district menus and meal counts
- Listing of all a la carte, vending, and competitive foods sold by school food service
- Listing of all other sales of foods throughout the district including vending machines, school stores, culinary, and special education programs, in-school and in-class fundraisers, etc.
- Listing of physical activity programs and opportunities for students throughout the school year.
- Outcomes of Committee activities.

## 2. **Student Nutrition**

### The School Breakfast/Lunch Programs:

- The full meal school breakfast and lunch programs will continue to follow the USDA Requirements for Federal School Meals Programs.
- The School Food Service Program will follow the District's Nutrition Standards when determining the items in a la carte and "competitive foods" sales.
- The Food and Service Director must work closely with the Nutrition & Physical Activity Advisory Committee.

### Cafeteria Environment:

- A cafeteria environment that provides students with a relaxed, enjoyable climate that shall be developed
- The cafeteria is a place where students have:

- Adequate space to eat in clean, pleasant surroundings
- Adequate time to eat meals
- Convenient access to hand washing or hand sanitizing facilities before meals
- When possible recess time will be provided for elementary students before lunch.

**Fundraising:** All fundraising projects for sale and consumption of food items within and prior to the instructional day will follow the District's Nutrition Standards when determining the items being sold.

3. **Student Nutrition Education:** The District has a comprehensive approach to nutrition in Kindergarten through 12th grade. All K-12 instructional staff will be encouraged to integrate nutritional themes into daily lessons when appropriate. The health benefits of good nutrition should be emphasized. Lessons will focus on skills and positive aspects of healthy eating. The district nutrition policy reinforces nutrition education to help students practice these themes in a supportive school environment.

Parent Nutrition Education:

Nutrition education may be provided in the forms of handouts, postings on the district website, articles and information provided in district or school newsletters, presentations that focus on nutritional value and healthy lifestyles, and through any other appropriate means available for reaching parents.

Staff Nutrition & Physical Activity Education:

Nutrition and physical activity education opportunities will be provided to all schools staff at the elementary, middle, and high school levels. These educational opportunities may include, but not be limited to, the distribution of educational and informational materials and the arrangement of presentations and workshops that focus on nutritional and healthy lifestyles, health assessments, fitness activities, and other appropriate nutrition and physical activity-related topics.

4. **District Nutrition Standards :** The District strongly encourages the sale or distribution of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. In an effort to support the consumption of nutrient dense foods in the school setting, the district has adopted the following nutrition standards governing the sale of food, beverage, and candy on school grounds. Schools are encouraged to study these standards and develop building policy using the following District Nutrition Standards as minimal guidelines.

Food:

- Encourage the consumption of nutrient dense foods, i.e. WHOLE GRAINS, FRESH FRUITS, VEGETABLES, and DAIRY PRODUCTS.
- Any given food item for sale prior to the start of the school day and throughout the instructional day, will have no more than 35% of its total calories derived from fat.
- Any given food item for sale prior to the start of the school day and throughout the instructional day, will generally have no more than 10% of its total calories derived from saturated fat.
- Nuts and seeds with minimal added fat in processing (no more than 3 grams of added fat per 1.75 ounce or less package size) are exempt from these standards because they are nutrient dense and contain high levels of monounsaturated fat.

Candy: Candy is defined as any processed food item that has:

- a. Sugar (including brown sugar, corn sweetener, corn syrup, fructose, glucose (dextrose), high fructose corn syrup, invert sugar, lactose, maltose, molasses, raw sugar, table sugar (sucrose), syrup) is listed as one of the first two ingredients  
AND
- b. Sugar is more than 35% of the item by weight.

Vending sales of candy will not be permitted on school grounds.

Non-vending sales of candy will be permitted ONLY at the conclusion of the instructional school day



**Student Physical Activity** District Physical Activity Goal: The District shall provide physical activity and physical education opportunities that provides students with the knowledge and skills to lead a physically active lifestyle. The District shall utilize the following Implementation Strategies:

1. Physical education classes and physical activity opportunities will be available to all students.
2. Physical activity opportunities shall be offered daily before school, during school (recess), or after school.
3. As recommended by the National Association of Sport and Physical Education (NASPE), school leaders of physical activity and physical education shall guide students through a process that will enable them to achieve and maintain a high level of personal fitness through the following:
  - Expose youngsters to a wide variety of physical activities
  - Teach physical skills to help maintain a lifetime of health and fitness
  - Encourage self-monitoring so youngsters can see how active they are and set their own goals
  - Individualize intensity of activities
  - Focus feedback on process of doing your best rather than on product
  - Be active role models
4. Introduce developmentally appropriate components of a health-related assessment to the students at an early age to prepare them for future assessments.
5. Physical education classes shall be sequential, building from year to year, and content will include movement, personal fitness, and personal and social responsibility. Students should be able to demonstrate competency through application of knowledge, skill, and practice.

#### **Safe Schools Act**

Bronaugh R-VII School District is in full compliance with the Safe School's Act. Because of the length of this document it is not included in this handbook. A copy may be obtained in the Superintendent's office.

**Health Services:** The Board of Education believes that in order to provide for the safety and well-being of its students, it is necessary to implement and maintain a District-wide student health services program. The health service staff will be responsible to their building principal and may also be responsible to a designated District administrator.

The District will be responsible for providing first aid or emergency treatment for students in cases of sudden illness or injury. Where necessary, and with notice to the parent/guardian, emergency health services will be secured. The parent/guardian is responsible for the cost of their child's medical treatment.

**Accident Policy:** When a student is injured or becomes sick while in school, every effort will be made to contact the parents. If a student becomes ill during school, every effort will be made to contact parents and allow the student to go home. However, no child will be allowed to go home without a parent's consent. The school is not allowed to give any medical treatment other than first aid. In case of serious emergencies, they will be referred to the Nevada Hospital and the doctor on call. Students who become ill are to report to the office or the School Nurse. They are not to stay in restroom or leave school without permission.

**Student Accident Insurance:** The Board of Education will provide the opportunity for parents/guardians, students and others to purchase student accident insurance on an annual basis. Each year the Administration will choose a provider offering group rates and will make the information available to District families.

Participation in any group plan is optional and arrangements for participation are the responsibility of the parents/guardians or students. However, all students are required to have insurance coverage before they are allowed to practice or compete in interscholastic athletics, cheerleading, pompon squads and similar groups.

**Immunizations:** All students attending District schools are required to be in compliance with state programs mandating immunization against specific diseases. Failure to comply with District immunization requirements will result in exclusion from school until proof of compliance is provided. Homeless children will be granted a temporary twenty-four (24) hour grace period within which to submit proof of compliance. The Superintendent shall institute procedures for the maintenance of health records,

which are to show the immunization status of every student enrolled or attending in the District, and for the completion of all necessary reports in accordance with guidelines prepared by the Department of Social Services-Missouri Division of Health

As mandated by the Missouri Department of Health, students must have up-to-date immunizations before being permitted to attend classes. Form 2850 provides a chart of immunization requirements by grade level.

1. The District will maintain an individual health record for each student, including an immunization history supplied by the parent/guardian.
2. A complete immunization history will be required upon entrance to school. Satisfactory evidence of immunization is a statement, certificate or record from a physician or health facility that verifies the type of vaccine, the month, day and year of administration. The parent/guardian will be informed that any needed immunizations must be obtained prior to enrollment and attending school.
3. In certain special situations, exemptions or "In Progress" statements may be needed.
  - a. If a student has received all immunizations that are age appropriate but has not completed the minimum required for school attendance, the parent/guardian must obtain an "In Progress" card from a physician or health department that identifies when the next dose is due.
  - b. If the student cannot receive the needed immunization(s) for medical reasons, a medical exemption will be completed and signed by a physician and filed in the student's health record.
  - c. If the parent/guardian objects to immunizations for religious reasons, an exemption must be signed by the parent/guardian and verified by the school nurse. This must be renewed annually. Protection against disease as a desirable measure for the protection of the student will continue to be emphasized.
4. In the event of an outbreak, students who are exempt from immunizations for any reason will be excluded from school for their own protection and that of other students, in accordance with State Rule 13 CSR 50-101.0412. The only exception will be students exempted by a physician because they have already had the disease and have available laboratory confirmation of immunity.
5. The District will notify the parent/guardian if a student will require any additional doses of a vaccine, giving the date by which the vaccine must be given to remain in compliance with the law.
6. The District will prepare the immunization report (CD 31) for the Missouri Department of Health by the specified date. Any deficiencies will receive follow-up as recommended. Every effort will be made to return excluded students to school as soon as possible. The parent/guardian will be advised of resources available to obtain needed protection. The parent/guardian who does not make an effort to comply with the law in order to return students to school within ten days may be reported to the local juvenile authority for enforcing the truancy law.
7. An ongoing review of immunization records will be made to ensure that entering transfer students, students who are "In Progress," and those needing Td boosters during the school year have adequate protection. Students will be notified in the spring that Td boosters will be due during the next school year. The records of entering transfer students and those due for boosters will be flagged, or a separate file or a line listing of these students will be maintained, to facilitate compliance with the statute.

### **Prescription Medication**

**Prescription Medication:** The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the prescriber's name. The diagnosis/indication for use of the medicine shall be provided. When possible, the prescriber should state adverse effects and applicable emergency instructions.

The District shall require that a prescription label be properly affixed to the medication in question. Said label must contain the name of the student, name of the drug, dosage, frequency of administration, route of administration, diagnosis and the prescriber's name.

A parent/guardian must request in writing that the School District comply with the authorized prescriber's request to give medication. (The District will not administer the initial dose of any new prescription except in an emergency.)

**Over-the-Counter Medication:** The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of

administration, route of administration, and the prescriber's name. The diagnosis/indication for use of the medicine shall be provided. When possible, the prescriber should state potential adverse effects and applicable emergency instructions.

A parent/guardian will provide a written request that the District comply with the authorized prescriber's request to give medication.

**Emergency Medication:** Written standing orders will be obtained annually for the administration of emergency medication.

**Storage and Administration of Medication:** A parent/guardian or other responsible party designated by the parent/guardian will deliver all medication to be administered at school to the school nurse or designee. All medication, prescription or over-the-counter, must be in a pharmacy or manufacturer-labeled container. The District shall provide secure, locked storage for medication to prevent diversion, misuse, or ingestion by another individual.

The administration of medication, including over-the-counter medications, is a nursing activity, governed by the State of Missouri Nursing Practice Act. It must be performed by the registered professional school nurse. The nurse may delegate and supervise the administration of medication by unlicensed personnel who are qualified by education, knowledge and skill to do so. The registered nurse must provide and document the requisite education, training, and competency verification. The nurse is also empowered to contact the prescriber or pharmacist filling the prescription to discuss the prescription if the nurse has questions regarding the administration of such medication. Qualified employees will be held harmless and immune from civil liability for administering medication or medical services in good faith and according to standard medical practices.

School employees who are not qualified according to standard medical practices will not be required to administer medications or medical services. Such unqualified employees who refuse to administer medications or medical services will not be subject to disciplinary action for such refusal.

**Pre-filled Auto Syringes:** A school nurse or other school employee trained and supervised by the nurse may be authorized by the Board of Education to maintain an adequate supply of pre-filled auto syringes of epinephrine with fifteen hundredths milligram (15/100 mg) or three tenths milligram (3/10mg) delivery at school. The school nurse shall recommend to the school board, through the superintendent, the number of pre-filled epinephrine auto syringes to be maintained at each school. Licensed school nurses have the discretion to use an epinephrine auto syringe on any student the school nurse believes is having a life threatening anaphylactic reaction based upon the nurses training in recognizing an acute episode of an anaphylactic reaction. Trained employees administering life-saving methods will be immune from civil liability for administering life-saving methods for administering a pre-filled auto syringe in good faith consistent with standard medical practices.

**Self-Administration of Medication:** Students with asthma, anaphylaxis, or any chronic health condition may carry with them for self-administration metered-dose inhalers containing "rescue" medication. Possession and self-administration of these prescription medications must comply with the Missouri Safe Schools Act, 1996. The directives of this Act will be given to each parent/guardian who requests that his/her student be permitted to carry and self-administer such medication. A permission form for self-administration (Form 2870) is required. Provided however, that:

1. A licensed physician has prescribed or ordered such medications for use of the student and has instructed the student in the correct and responsible use of such medications;
2. The student has demonstrated to the student's licensed physician or designee and the school nurse, the skill level necessary to use the medications and any device necessary to administer such medications;
3. The student's physician has appended and signed a written treatment plan for managing asthma and anaphylaxis episodes of the student and for medications for use of the student. Such plan will include a statement that the student is capable of self-administering the medication under the treatment plan;
4. The student's parent/guardian has completed and submitted to the school the student's treatment plan and liability statement.
5. The student's parent/guardian has signed a statement acknowledging that the district and its employees or will incur no liability as a result of any injury arising from self-administration of medication the by the student or administration of such medication by school staff. (see Form 2870.1)

The authorization for the possession and self-administration of medication to treat a student's asthma or anaphylaxis permits authorized students to possess and self-administer such student's medication while in school, at a school sponsored activity, and in transit from school or school sponsored activity. Such authorization will be effective for the school year when issued and for the school attended when the authorization is issued. Such authorization must be renewed each subsequent year in order to remain effective. Information concerning the student's condition treatment plan, authorization, and related documents will be kept on file in the school nurse's office and be easily accessible in the event of an asthma or anaphylaxis emergency. Duplicate prescribed medication, as described in this policy, will be kept in the school's nurses office and be reasonably accessible to the student and school staff in the event of an asthma or anaphylactic emergency.

**Parent/Guardian Administration:** In situations where the above requirements are not met, or any time the parent/guardian chooses, the parent/guardian may come to school to administer medicine to his/her student.

**Exception for Potentially Harmful Administration:** It shall be the policy of this District that the District will not knowingly administer any medication to a student if the District's registered professional school nurse believes, in his/her professional judgment, that such administration could cause harm to the student, other students, or the District itself. Such cases may include, but are not necessarily limited to, situations in which the District is being asked to administer medication in a dosage that exceeds the highest other recognized medical or pharmaceutical text recommended dosage listed in the current annual volume of the Physician's Desk Reference or.

Authorized prescriber can be the parent / and or guardian or medical professional.

It shall be the policy of the Board of Education that the giving of medicine to students during school hours be discouraged and restricted to medication that cannot be given on an alternative schedule. The Board of Education recognizes that some students may require medication for chronic or short-term illness/injury during the school day to enable them to remain in school and participate in their education. Employees providing routine first aid according to District procedures will be immune from liability or disciplinary action. Similarly, trained employees will be immune from civil liability for administering cardiopulmonary resuscitation and other lifesaving methods in good faith and according to standard medical practices. The Board of Education also recognizes that the administration of medication may be required under Section 504 of the Rehabilitation Act of 1973 and/or the Individuals with Disabilities Education Act to provide a free appropriate public education for identified as disabled under those laws.

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

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

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

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

Students with acute or chronic contagious or infectious diseases and their families have a right to privacy and confidentiality. Only staff members who have a medical reason to know the identity and condition of such students will be informed. Willful or

negligent disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action.

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

The following administrative guidelines have been developed to assist in implementing Policy.

1. The District's policy and regulations on communicable diseases, including detailed information about procedures to be implemented if a student with a chronic infectious disease is enrolled, will be made available to parents of all students attending District schools.
2. All employees will follow the most recent guidelines issued by the Centers for Disease Control, including applicable universal precautions in cleaning up body fluid spills (a copy of which shall be on file in the office of the Supervisor of Health Services and in the office of each school nurse), regardless whether an individual infected with a body fluid or blood-borne pathogen is known to be present in the school environment or related activities. Willful or negligent disregard for these precautions by any staff member will be cause for disciplinary action.

#### **Acute Infectious Disease**

1. A staff member who has reason to believe that a student has been exposed to a contagious or infectious disease or who observes symptoms of such a disease, shall inform the principal. The principal will consult with the school nurse about the child.
2. If the school nurse determines that the student has an acute contagious or infectious disease, the principal will exclude the student from school for the number of days specified in the latest revision of the Missouri Department of Health Publication, "Prevention and Control of Communicable Diseases - A Guide for School Administrators, Nurses, Teachers and Day Care Operators," PACH-16, or until a physician certifies that the student no longer is liable to transmit the disease.
3. If a student has been excluded from school by the principal because the student has or is suspected of having an acute contagious or infectious disease, the student and his/her parent/guardian may appeal such decision in writing to the Superintendent. The Superintendent may require the student to be examined by a physician designated by the District, the child's own physician, or both, at the option of the Superintendent. The student shall not attend classes or participate in school activities during the appeal period.

#### **Chronic Infectious Disease**

1. If the principal, after consulting with the school nurse, determines that a student may have a chronic infectious disease, the student may be excluded from school and provided an education in an alternative setting until the following procedures have been concluded. Prior to excluding the student, the student's parents/guardians shall receive written notification of the intent to exclude and their procedural safeguards as set forth in the District's compliance plan for Section 504 of the Rehabilitation Act of 1973. The principal shall immediately report any student who has or is suspected of having a chronic infectious disease to the Superintendent or his/her designee. The Superintendent or his/her designee shall within three (3) working days appoint a Review Committee to assess the student's medical condition. The Committee should include the following:
  - a. The student's parents/guardians.
  - b. The student's physician.
  - c. A physician specialist in public health or infectious diseases.
  - d. The Supervisor of Health Services, who shall serve as Chairperson of the Review Committee, or his/her designee.
  - e. The principal.
  - f. The Superintendent or his/her designee.
  - g. Others mutually agreed upon by the District and the parents/guardians.

The District's legal counsel may serve on the Committee in an advisory capacity.

If the student has been identified as a student with disabilities pursuant to the Individuals with Disabilities Education Act (IDEA), the student may be excluded from school and provided with an education in an alternative setting, so long as such exclusion does not constitute a change in placement pursuant to the IDEA. The student's medical condition and educational placement will be evaluated in accordance with the procedures set forth above, with the following additional provisions:

- h. Prior to excluding the student, the student's parents/guardians shall receive written notification of their procedural safeguards as set forth in the District's compliance plan for implementing the IDEA, in addition to written notice of their procedural safeguards pursuant to Section 504 of the Rehabilitation Act of 1973.
  - i. The Review Committee shall include the chairperson of the student's Individual Educational Program Committee or his/her designee.
2. The members of the Review Committee shall determine the fitness of the student to attend school. The Committee will assess the student's condition, the school conditions, and the risks of exposing others to the disease in the school environment, and shall determine whether the student should (1) be permitted to attend school without restrictions; (2) attend school under stated restrictions and conditions; or (3) be excluded from attending school and provided an alternative educational program. The Committee will prepare a written individual school health care plan for the student and establish dates and/or conditions under which the student's status will be reviewed. The Committee will also identify the persons who have a medical need to know the identity of the student because they are responsible for providing proper health care, and will provide the names of those persons to the Superintendent or his/her designee.
3. Within three (3) working days after the Committee is convened, the Committee will make a determination and prepare findings of fact, which the Chairperson shall communicate in writing to the student's parents/guardians, the principal, and the Superintendent. The parents/guardians shall again receive written notification of their procedural safeguards as set forth in the District's compliance plan for Section 504 of the Rehabilitation Act of 1973 (and in the District's compliance plan for implementing the IDEA, if applicable). The meetings, records, and votes of the Review Committee shall not be open to the public. The determination will be final unless reversed on appeal pursuant to the Complaint Procedures set out in the District's compliance plan for Section 504 (or the procedures in the District's compliance plan for implementing the IDEA, if applicable).
4. If a student with a chronic infectious disease is permitted to attend school, the Superintendent will notify those persons who were identified by the Review Committee as having a medical need to know the student's identity and conditions under which the student is attending school. Willful or negligent disclosure of confidential information will be cause for disciplinary action.
5. Staff members who have a medical need to know the identity of a student with a chronic infectious disease include (1) those who are designated by the District to determine the fitness of the student to attend school; (2) those who are responsible for providing health care to the student, such as the school nurse; and (3) those who are most likely to be in a position to render first aid to the student in case of an accident or medical emergency.
6. A student who has a chronic infectious disease shall be evaluated pursuant to the District's compliance plan for Section 504 of the Rehabilitation Act of 1973 (and the District's compliance plan for implementing the IDEA, if applicable) to determine whether any accommodations or related services are necessary for the student to receive a free appropriate public education. If accommodations or related services are necessary, the District shall develop and implement a plan for the delivery of all needed services. This evaluation shall be conducted regardless of whether the student is permitted to attend school with or without conditions and restrictions, or is excluded from school.

**Head Lice:** The District adheres to a No Live Lice Policy. Student checks will be conducted by trained personnel. Students living in the same domicile will be checked if nits or live lice are found. Parents will be required to come pick up students and treatment options will be explained, if needed. Students will not be allowed back in school until either the school nurse or a County Health Nurse or personal Doctor or Nurse provides documentation of No Live Lice.

#### **Other Illness**

**Fever:** Students will be sent home with a temperature of 100 degrees or higher. Students may return to school 24 hours after last episode of fever or with a note from a physician releasing the child back to school.

**Diarrhea:** Students will be sent home after the occurrence of two or more loose stools while at school (including bus time if applicable) or in the previous 24 hours that are not normal for the child. Students may return 24 hours after last episode of diarrhea or with a note from a physician releasing the child back to school.

**Vomiting:** Students will be sent home if the student vomits two or more times while at school (including bus time if applicable) or in the previous 24 hours that is not normal for the child. Students may return 24 hours after last episode of vomiting or with a note from a physician releasing the child back to school.

**Eye Drainage, Redness or Pain:** Students will be sent home if there are visible signs of eye drainage, redness or student is complaining of eye pain. Students may return after treatment is initiated or last episode of drainage, redness and/or pain, or with a note from a physician releasing the child back to school.

Other illness not listed may require exclusion from school. If a child becomes ill at school, the nurse clerk will check the child as soon as possible. If the child needs to be picked up from school, the nurse clerk, building administrator or school secretary will contact the parent to have the child picked up. IF A CHILD BECOMES ILL AT HOME, PLEASE NOTIFY THE SCHOOL THAT THE CHILD WILL BE ABSENT AND KEEP HIM OR HER HOME.

### **Drug Education and Awareness**

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

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

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

**Drug Education:** The Board of Education understands that parents/guardians, educators, students and other community members are seriously concerned about the adverse effects of drug abuse on the individual and society. Furthermore, the Board believes that effective drug education programs require both the acquisition of knowledge and the development of positive personal values. Both the school and other community agencies must share in the development and conduct of programs to alleviate the problems of drug abuse.

Therefore, the School District will abide by the following:

1. Be concerned with the education of all areas of drug and alcohol abuse.
2. Establish and maintain a realistic, meaningful drug and alcohol education program that will be incorporated in the total educational program.
3. Establish and maintain an ongoing In-service drug and alcohol education program for school personnel.
4. Cooperate with government and private agencies offering services related to drug and alcohol problems.
5. Encourage and support activities that will develop a positive peer influence in the area of drugs and alcohol.
6. Create a climate whereby students may seek and receive counseling about drugs and alcohol and related problems without fear of reprisal.
7. Follow federal mandates concerning drug and alcohol education.

### **Sexual Harassment of Students**

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

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

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

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

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

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

### **Definitions and Examples**

#### **Sexual Harassment**

For purposes of this Regulation, sexual harassment of a student consists of sexual advances, requests for sexual favors, sexually-motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

1. A school employee causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity, or when an employee or third party agent of the District causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct; or
2. When the unwelcome sexual conduct of a school employee or classmate is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment.

Examples of conduct which may constitute sexual harassment include:

- sexual advances;
- touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another;
- graffiti of a sexual nature;
- sexual gestures;
- sexual or dirty jokes;
- touching oneself sexually or talking about one's sexual activity in front of others;
- spreading rumors about or rating other students as to sexual activity or performance;
- unwelcome, sexually-motivated or inappropriate patting, pinching, or physical contact. This prohibition does not preclude legitimate, non-sexual physical conduct such as the use of necessary restraints to avoid physical harm to persons or property, or conduct such as a teacher's consoling hug of a young student, or one student's demonstration of a sports move requiring contact with another student. (NOTE: Where the perpetrator is an adult and the victim is a student, welcomeness is generally not relevant.)
- other unwelcome sexual behavior or words, including demands for sexual favors, when accompanied by implied or overt threats concerning an individual's educational status or implied or overt promises of preferential treatment.

**Harassment Because of Race or Color:** For purposes of this Regulation, racial harassment of a student consists of verbal or physical conduct relating to an individual's race or color when:

1. The harassing conduct is sufficiently severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;



2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of race or color include:

- graffiti containing racially-offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's race or color;
- notes or cartoons;
- racial slurs, negative stereotypes, and hostile acts which are based upon another's race or color;
- written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race or color;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by race or color.

**Harassment Based Upon National Origin or Ethnicity:** For purposes of this Regulation, ethnic or national origin harassment of a student consists of verbal or physical conduct relating to an individual's ethnicity or country of origin or the country of origin of the individual's parents, family members, or ancestors when:

1. The harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of national origin or ethnicity include:

- graffiti containing offensive language which is derogatory to others because of their national origin or ethnicity;
- jokes, name-calling, or rumors based upon an individual's national origin or ethnicity;
- ethnic slurs, negative stereotypes, and hostile acts which are based upon another's national origin or ethnicity;
- written or graphic material containing ethnic comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, ethnicity or national origin;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by national origin or ethnicity.

**Harassment Because of Disability:** For the purposes of this Regulation, harassment because of the disability of a student consists of verbal or physical conduct relating to an individual's physical or mental impairment when:

1. The harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. The harassing conduct otherwise adversely and substantially affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of disability include:

- graffiti containing offensive language which is derogatory to others because of their physical or mental disability;
- threatening or intimidating conduct directed at another because of the other's physical or mental disability;
- jokes, rumors, or name-calling based upon an individual's physical or mental disability;
- slurs, negative stereotypes, and hostile acts which are based upon another's physical or mental disability;
- graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, an individual's physical or mental disability;

- other kinds of aggressive conduct such as theft or damage to property which is motivated by an individual's physical or mental disability.

**Harassment Because of Gender:** For purposes of this Regulation, gender harassment of a student consists of verbal or physical conduct relating to an individual's gender when:

1. The harassing conduct is sufficiently persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment; or
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of gender include:

- graffiti containing offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's gender;
- notes or cartoons;
- slurs, negative stereotypes, and hostile acts which are based upon another's gender;
- written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to gender;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by gender.

**Harassment Because of Sexual Orientation or Perceived Sexual Orientation:** For purposes of this Regulation, harassment of a student because of sexual orientation or perceived sexual orientation consists of verbal or physical conduct relating to an individual's sexual orientation or perceived sexual orientation when:

1. The harassing conduct is sufficiently persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment; or
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of sexual orientation or perceived sexual orientation include:

- graffiti containing offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's sexual orientation or perceived sexual orientation;
- notes or cartoons;
- slurs, negative stereotypes, and hostile acts which are based upon another's sexual orientation or perceived sexual orientation;
- written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, sexual orientation or perceived sexual orientation;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by sexual orientation or perceived sexual orientation.

**Reporting Procedures:** Any student who believes he or she has been the victim of sexual harassment or harassment/discrimination based on race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation by a student, teacher, administrator, or other school personnel of the School District, or by any other person

who is participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School

District, is encouraged to immediately report the alleged acts to an appropriate District official designated by this Regulation.

Any teacher, administrator, or other school official who has or receives notice that a student has or may have been the victim of unlawful discrimination, sexual harassment or harassment based on race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation by a student, teacher, administrator, or other school personnel of the District, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the District, is required to immediately report the alleged acts to an appropriate District official designated by this Regulation.

Any other person with knowledge or belief that a student has or may have been the victim of unlawful discrimination, sexual harassment or harassment based on race, sex color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as set forth above, is encouraged to immediately report the alleged acts to an appropriate District official designated by this Regulation.

The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office, but oral reports shall be considered complaints as well. Use of formal reporting forms is not mandated. Nothing in this Regulation shall prevent any person from reporting harassment directly to the Compliance Officer or to the Superintendent. The District will respond to male and female students' complaints of discrimination and harassment promptly, appropriately, and with the same degree of seriousness.

1. In each school building, the building principal is the person responsible for receiving oral or written reports of discrimination, sexual harassment, or harassment based on race, sex, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation at the building level. Any adult School District personnel who receives a report of discrimination, sexual harassment, or harassment based on race, sex, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation shall inform the building principal immediately.

Upon receipt of a report, the principal must notify the District Compliance Officer immediately, without screening or investigating the report. The principal may request but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Compliance Officer. If the report was given verbally, the principal shall personally reduce it to written form within twenty-four (24) hours and forward it to the Compliance Officer. Failure to forward any harassment report or complaint as provided herein will result in disciplinary action against the principal.

If the complaint involves the building principal, the complaint shall be made or filed directly with the Superintendent or the School District Compliance Officer by the reporting party or the complainant.

2. The School Board has designated the Superintendent as the District Compliance Officer with responsibility to identify, prevent, and remedy unlawful discrimination and harassment. The District Compliance Officer shall:
  - receive reports or complaints of unlawful discrimination, sexual harassment, or harassment based on race, sex, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation;
  - oversee the investigative process;
  - be responsible for assessing the training needs of the District's staff and students in connection with the dissemination, comprehension, and compliance with this Regulation;
  - arrange for necessary training required for compliance with this Regulation; and
  - insure that any investigation is conducted by an impartial investigator who has been trained in the requirements of equal educational opportunity, including harassment, and who is able to apply procedural and substantive standards which are necessary and applicable to identify unlawful harassment, recommend appropriate discipline and remedies when harassment is found, and take other appropriate action to rectify the damaging effects of any prohibited discrimination, including interim protection of the victim during the course of the investigation.

If any complaint involves a Compliance Officer, the complaint shall be filed directly with the Superintendent.

The District shall conspicuously post a notice against unlawful discrimination and harassment in each school in a place accessible to students, faculty, administrators, employees, parents, and members of the public. This notice shall include the name, mailing address, and telephone number of the Compliance Officer; the name, mailing address, and telephone number of the Missouri Commission for Human Rights, the state agency responsible for investigating allegations of discrimination in educational opportunities; and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights, and the United States Department of Justice.

3. A copy of Policy shall appear in the student handbook, and this Regulation shall be made available upon request of parents, students, and other interested parties.
4. The School Board will develop a method of discussing this Regulation with students and employees. Training on the requirements of nondiscrimination and the appropriate responses to issues of harassment will be provided to all school personnel on an annual basis, and at such other times as the Board in consultation with the District Compliance Officer determines is necessary or appropriate.
5. This Regulation shall be reviewed at least annually for compliance with state and federal law.
6. The District will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as possible, consistent with the District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

**Investigation:** Upon receipt of a report or complaint alleging unlawful discrimination, sexual harassment, or harassment based upon race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, the Compliance Officer shall immediately undertake or authorize an investigation. That investigation may be conducted by District officials or by a third party designated by the District.

The investigation may consist of personal interviews with the complainant, the individual against whom the complaint is filed, and others who have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of the evaluation of any other information or documents, which may be relevant to the particular allegations.

In determining whether the alleged conduct constitutes a violation of this Regulation, the District shall consider:

- the nature of the behavior;
- victim's statements;
- how often the conduct occurred;
- mandatory written witness statements or interview summaries;
- whether there were past incidents or past continuing patterns of behavior;
- opportunity for the complainant to present witnesses and provide evidence;
- evaluation of all relevant information and documentation relating to the complaint of discrimination or harassment;
- the relationship between the parties involved;
- the race, color, sex, national origin, age, ethnicity, disability, sexual orientation or perceived sexual orientation of the victim;
- the identity of the perpetrator, including whether the perpetrator was in a position of power over the student allegedly subjected to harassment;
- the number of alleged harassers;
- the age of the alleged harassers;
- where the harassment occurred;
- whether there have been other incidents in the school involving the same or other students;
- whether the conduct adversely affected the student's education or educational environment;
- the context in which the alleged incidents occurred.

Whether a particular action or incident constitutes a violation of this Regulation requires a determination based on all the facts surrounding the circumstances.

The investigation shall be completed no later than fourteen (14) days from receipt of the report. The District Compliance Officer shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this Regulation. The Compliance Officer's obligation to

conduct this investigation shall not be extinguished by the fact that a criminal investigation involving the same or similar allegations is also pending or has been concluded.

### School District Response

1. Upon receipt of a report that a violation has occurred, the District will take prompt, appropriate formal or informal action to address, and where appropriate, remediate the violation. Appropriate actions may include, but are not limited to, counseling, awareness training, parent-teacher conferences, warning, suspension, exclusion, expulsion, transfer, remediation, or discharge. District action taken for violation of this Regulation shall be consistent with the requirements of applicable collective bargaining agreements, state and federal law, and District policies for violations of a similar nature of similar degree of severity. In determining what is an appropriate response to a finding that harassment in violation of this Regulation has occurred, the District shall consider:
  - what response is most likely to end any ongoing harassment;
  - whether a particular response is likely to deter similar future conduct by the harasser or others;
  - the amount and kind of harm suffered by the victim of the harassment;
  - the identity of the party who engaged in the harassing conduct.
  - whether the harassment was engaged in by school personnel, and if so, the District will also consider how it can best remediate the effects of the harassment.

In the event that the evidence suggests that the harassment at issue is also a crime in violation of a Missouri criminal statute, the Board shall also direct the District Compliance Officer to report the results of the investigation to the appropriate law enforcement agency charged with responsibility for handling such crimes.

2. The results of the District's investigation of each complaint filed under these procedures will be reported in writing to the complainant and other parties by the District in accordance with state and federal laws regarding data or records privacy, and consistent with the privacy rights of the alleged harasser.
3. If the District's evaluation of a complaint of harassment results in a conclusion that an individual has engaged in unlawful discrimination or harassment in violation of this Regulation, or that school personnel have failed to report harassment as required herein, that individual may appeal this determination by use of established School Board procedures for appealing other adverse personnel and/or education-related actions. If the District's evaluation of a complaint of harassment results in a conclusion that no unlawful harassment has occurred, an individual who was allegedly subjected to harassment and believes that this conclusion is erroneous may appeal this determination by use of established School Board procedures for appealing other adverse personnel and/or education-related actions. An individual who was allegedly subjected to unlawful discrimination or harassment may also file a complaint with the Missouri Commission for Human Rights, the United States Department of Education, Office for Civil Rights, or the United States Department of Justice. In addition, such individual may choose to file suit in the United States District Court or the State Circuit Court.
4. Copies of all complaints of harassment and the investigations conducted pursuant to them shall be maintained at the main administrative offices of the School District.
5. If the complainant believes the Superintendent has not adequately or appropriately addressed the appeal, he or she may present a written appeal to the President of the Board of Education within ten (10) working days after the grievant receives the report from the Superintendent. The grievant may request a meeting with the Board of Education. The Board of Education has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Board of Education at their next regularly scheduled meeting or no later than 45 calendar days from the District's receipt of the complainant's appeal to the Board. The grievant will be notified in writing of the decision within 5 working days after the Board of Education meeting.
6. An individual who was allegedly subjected to unlawful discrimination or harassment may also file a complaint with the Missouri Commission for Human Rights, the United States Department of Education, Office for Civil Rights, or the United States Department of Justice. In addition, such individual may choose to file suit in the United States District Court or the State Circuit Court.
7. Copies of all complaints of harassment and the investigations conducted pursuant to them shall be maintained at the main administrative offices of the School District.

**Retaliation:** Submission of a good faith complaint or report of unlawful discrimination, sexual harassment, or harassment based upon race, sex, color, disability, national origin, age, ethnicity, or sexual orientation will not affect the complainant or reporter's future employment, grades, learning, or working environment, or work assignments.

The School District will discipline or take appropriate action against any student, teacher, administrator, or other school personnel who retaliates against any person who reports an incident of alleged harassment/discrimination, sexual, racial, ethnic, sexual orientation discrimination, disability-related harassment or violence, or any person who testifies, assists, or participates in a proceeding, investigation, or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

### **SEXUAL HARASSMENT PROHIBITED NOTICE**

**To all employees and students regarding sexual harassment:** The Bronaugh R-VII School District is committed to an academic and work environment in which all students and employees are treated with dignity and respect. Sexual harassment of students and employees whether committed by supervisors, employees or students and regardless of whether the victim is an employee or student will not be tolerated.

Sexual harassment includes but is not limited to:

1. sexual slurs, threats, verbal abuse and sexually degrading descriptions
2. graphic verbal comments about an individual's body
3. sexual jokes, notes, stories, drawing, pictures or gesture
4. spreading sexual rumors
5. touching an individual's body or clothes in a sexual way
6. displaying sexually suggestive objects
7. covering or blocking of normal movements
8. unwelcomed sexual flirtation or propositions
9. acts of retaliation against a person who reports sexual harassment.

Inquiries, complaints or grievances from students and their parents and employees regarding sexual harassment or compliance with Title IX may be directed to the Superintendent of Schools, to the District's Title IX Coordinator or the Director of the Office of Civil Rights, Department of Education, Washington, D.C.

The District's Title IX Coordinator is Travis Wait, Principal  
Bronaugh R-VII School District  
527 East 6<sup>th</sup> Street  
Bronaugh, MO 64728  
417-922-3211

### **Student Abuse and Neglect**

The Board of Education believes that school staff members are in a unique position to assist children, families, and the community in dealing with the issue of child abuse and neglect. In addition, school employees are required by law to report instances of suspected child abuse when the employee has reasonable cause to suspect that a child has been or is likely to be abused or neglected.

Child abuse is defined as any physical injury, sexual abuse or emotional abuse inflicted on a child other than by accidental means.

Neglect is defined as the failure to provide the proper or necessary support, education, nutrition or medical, surgical or other care necessary for the child's well-being.

District employees who know or have reason to believe that another District employee has sexually or physically abused a student have an additional duty to notify their immediate supervisor immediately.

### **Procedure for Reporting Abuse and Neglect**

1. When a school employee has reason to believe that a student has been or may be subjected to abuse or neglect, the employee shall immediately notify the building principal or designee.
2. Upon notice of abuse or neglect, the building principal will make an immediate oral report to the Children's Division (CD) of the Missouri Department of Social Services by telephoning the Abuse Hotline at 1-800-392-3738 1-800-392-3738 . The call will be logged with the date, time and nature of the report.

3. School personnel will not notify the student's parents that a Hotline report has been made.
4. When CD representatives interview students on District property, a school staff member will be present. CD representatives may not meet with a child at any school or childcare facility where abuse of the child is alleged to have occurred.
5. When CD receives a report of suspected abuse involving a school employee, CD is required to notify the Superintendent. If the alleged perpetrator is the Superintendent, CD will notify the Board President.
6. The Superintendent will conduct an investigation to determine if the report was made for the purpose of harassing a school employee. If it appears that the report was not made for harassment purposes, the matter will be reported back to the CD and to the county juvenile officer immediately. The report will then be jointly investigated by the Superintendent and the juvenile officer.
7. Within seven (7) days of receiving notice from CD, the Superintendent and juvenile officer will submit separate reports to the Board of Education. Each report will state a conclusion concerning the validity of complaint of abuse.
8. Within seven (7) days of receiving the reports, the Board will consider the reports and issue findings of fact and conclusions of law. The Board's report will be forwarded to the CD.

### EMERGENCY PROCEDURES

**Fire Procedure:** At the first sound of fire warning -- continued short bells -- everyone immediately leaves the building (by the designated exit) and in an orderly manner.

If a fire alarm is sounded, the class will file out of the room immediately in single file. The teacher directs the class to the assigned exit. When the class is assembled safely outside, the teacher checks the class roll to determine whether any students are missing. The class remains outside until the safety signal is sounded. In order to insure safety, students will conduct themselves in a quiet and orderly manner.

Teachers will be familiar with the building to such a degree that should the assigned exit be blocked. The teacher immediately selects an alternate exit. Teachers must take the class roster to check attendance. The signal to return to class will be the ringing of the normal bell. Building and campus maps outlining these emergency procedures are displayed in each classroom. Please notice and become acquainted with these maps.

**Tornado Procedure:** At the first sound of a tornado warning -- three (3) long bells--teachers will lead their students single file to a designated area. Everyone is to stay as far away from windows as possible. Students are to sit on the floor with their backs against the wall and cover their heads with their hands and/or arms; all must be considerate and regard the safety of others. Teachers must take the grade books to check attendance. The signal to return to class is the ringing of the normal bell.

Building and campus maps outlining these emergency procedures are displayed in each classroom. Please notice and become acquainted with these maps.

**Earthquake Procedure:** The signal for identifying an earthquake warning will be a series of alternating bells (long, short, long, short, long, short).

All teachers and students are to remain where you are. Assess the situation, then act as directed by the teacher. Keep Calm!

Do not evacuate the building as long as tremors are occurring quite constantly. When tremors cease, or several minutes elapse between shocks, then evacuate as by fire plan. At no time will students re-enter a damaged building. If indoors: take cover under desks, tables or other heavy furniture; take cover in interior doorways or narrow halls; stay away from windows and beware of falling objects. If outdoors: move away from buildings, if possible; avoid utility poles and overhead wires.

Remember that the problems are varied and unpredictable; hard and fast plans may require on-the spot decisions under the general guidance of governmental officials.

### GUIDANCE AND COUNSELING

#### Guidance Services

Guidance services are offered within the total educational program to help meet the needs of all students and teachers. Bronaugh R-VII High School offers a guidance program to work with individual students in the planning and implementation of

their overall individual education opportunities while in this educational arena and long range planning for vocational occupations or institutions of higher learning. The guidance and counseling program shall maintain a developmental focus for all students at the elementary and secondary levels.

Counselors shall demonstrate respect for the dignity and worth of each individual, and encourage each student to develop individual responsibility and decision-making skills. Counselors, in consultation with the principal, will coordinate the school guidance program and involve staff members in designing and implementing plans to meet the following three major goals:

1. *Educational Development*—students will participate in planning instructional experiences so that those experiences are consistent with educational requirements and career aspirations.
2. *Personal/social Development*—students will develop appropriate behaviors for a variety of social settings. Students will develop awareness of self and confidence in their own abilities in order to enhance career and social development.
3. *Career Development*—students will develop career options consistent with interests, abilities and values. Career development includes focus on the four areas of vocation, avocation, family life and citizenship

Within the framework of these guidance and counseling goals, specific student and curricular objectives shall be developed.

In addition, the guidance and counseling program will provide responsive services which include personal counseling, crisis counseling, agency referral, consultation for parents, teachers and other professionals, support groups and problem-solving.

Within the areas of counseling and guidance responsibility, the counselor enters into professional relationships with three segments of the school community: students, staff members & parents/guardians. Consistent with the rights of the individual and the obligations of the counselor as a professional, the counseling relationship and resulting information is, in most instances, considered as privileged communications. When appropriate, counselors will be responsible for explaining to students the ramifications of and exceptions of this confidentiality.

#### **Testing Program**

Other duties of the guidance counselors include the administration of tests, scoring of tests and interpretation of test data to students and parents. Group tests are administered throughout the year according to the Bronaugh R-VII assessment plan.

#### **Statewide Assessments**

All students will participate in statewide assessments or alternate assessments as determined by a student's IEP team. The administration will annually develop an assessment schedule for the current school year. The testing schedule will list the assessment instrument to be administered and the grade level of students that will be administered each test or assessment instrument. This policy and the assessment schedule will be given to each student as well as their parent/guardian at the beginning of each school year. In addition, a copy of this policy and the assessment schedule will be available to the public in the District office during normal business hours.

#### **Board Policy Definitions—Discipline Code**

The discipline code set out in this regulation is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct which is not specifically listed in this regulation may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. In addition, the disciplinary consequence listed for each offense may be increased or decreased by the Administration or the Board of Education due to mitigating or aggravating circumstances.

Copies of this regulation or the student handbook which includes the code of student conduct and disciplinary consequences, as well as the District's corporal punishment policy, if any, will be provided to each student at the beginning of each school year. Copies of these documents will also be available for public inspection during normal business hours in the Superintendent's office.

**Alcohol** - Possession of or presence under the influence of alcohol regardless of whether the student is on school premises

**Arson** - Intentionally causing or attempting to cause a fire or explosion

**Assault** - Reporting of Violent Behavior)



Assault of a Student or Staff Member - Use of physical force with the intent to do bodily harm.

Fighting - Physically striking another in a mutual contact as differentiated from an assault.

**Defiance of Authority** - Refusal to obey directions or defiance of staff authority

**Disruptive Behavior** - Conduct which has the intentional effect of disturbing education or the safe transportation of a student

**Drugs/Controlled Substance**

Possession or presence under the influence of a controlled substance or substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, a school bus or at a school activity whether on or off of school property.

Sale of a controlled substance or substance represented to be a controlled substance while at school or at any of the locations described above.

**Prescription Medication:** Possession of a prescription medication without a valid prescription for such medication on school premises or on a school bus.

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

**Extortion** - Verbal threats or physical conduct designed to obtain money or other valuables

**Firearms and Weapons** - Firearms and Weapons in School) Possession of a firearm or weapon

**Harassment**

**Improper Display of Affection** - Consensual kissing, fondling, or embracing

**Improper Language**

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

Use of Obscene or Vulgar Language- Language which depicts sexual acts, human waste, and blasphemous language

Disruptive or Demeaning Language or Conduct - Use of hate language to demean other persons due to the race, gender, disability, natural origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech which materially and substantially disrupts class, school activities, transportation, or school functions.

**Inappropriate Sexual Conduct**

Physical touching of another student in the area of the breasts, buttocks, or genitals

Use of sexually intimidating language, objects, or pictures.

Indecent Exposure - Includes display of breasts, buttocks and genitals in a public location

**Theft** - Nonconsensual taking or attempt to take the property of another

**Tobacco** - Possession or use of tobacco or tobacco products

**Truancy** - Absent or tardy from class or classes without authorization.

**Vandalism** - Intentional damage or attempt to damage property belonging to the staff, students, or the District

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

**Tobacco** – Possession or use of tobacco or tobacco products.

**Truancy** – Absent or tardy from class or classes without authorization.

**Vandalism** – Intentional damage or attempt to damage property belonging to the staff, students, or the District.

**Weapons**—The term weapon shall mean a “firearm as defined above and the items listed below, which are defined as “weapons: in section 571.010, RSMo.

- |                        |                 |
|------------------------|-----------------|
| 1. Blackjack           | 8. Machine gun  |
| 2. Concealable firearm | 9. Knuckles     |
| 3. Explosive weapon    | 10. Projectiles |
| 4. Firearm             | 11. Rifle       |
| 5. Firearm silencer    | 12. Shotgun     |
| 6. Gas Gun             | 13. Spring gun  |
| 7. Knife               | 14. Switchblade |

#### Searches by School Personnel

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant. The lockers and desks may be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy. In addition, the Board of Education authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband.

Students or student property may be searched based on reasonable suspicion of a violation of District rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, if such witnesses are available. Students may be asked to empty pockets, remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances.

No employee shall perform a strip search of any student. The exception to this would be if a school administrator reasonably believes that a student possesses a weapon, explosive, or substance that poses an imminent threat of physical harm to himself or herself or another person, and if a commissioned law enforcement officer is not immediately available. Strip searches may be conducted by, or under the authority of, a commissioned law enforcement officer.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on school premises may be searched if a school administrator has reasonable suspicion to believe that illegal, unauthorized or contraband items, or evidence of a violation of school policy is contained inside the vehicle.

Law enforcement officials shall be contacted if the search produces a controlled substance, drug paraphernalia, weapons, stolen goods or evidence of a crime, in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be contacted. A student who refuses to submit to a search may be appropriately disciplined by school officials.

**In School Suspension**—In school suspension is an exclusion from the normal school routine. Students who are assigned in school suspension will spend their school day isolated from the student body. They will be given the opportunity to do their school work and they will receive credit for it. It will be the student's responsibility to get the assignments prior to the beginning of the school day in which the in school suspension will be served. Students serving ISS will not be allowed to take part in or spectate in any co/extra circular, and non-school sponsored activities while serving ISS. This includes but not limited to field trips, and sporting events. Students serving ISS will not be released until all work is completed.

**Out of School Suspension**—The term "suspension" refers to an exclusion from school for a specific period of time short of permanent exclusion. While serving OSS students may request work. While serving OSS the student is not allowed within 1,000 feet of all school property.

Students should also understand the following.

1. The list of offenses is not exhaustive and the district can discipline a student for any action that is disruptive to the school environment, whether it occurs on or off school property.
2. A student's consequence may be increased or decreased depending on the circumstance.
3. The school district works cooperatively with police and will notify police when a crime occurs on school property.

### **Corporal Punishment**

Corporal punishment should be used only after other methods have failed and when there is reason to believe it will be helpful in maintaining discipline or in the development of the student's character and power of self-control.

All instances of corporal punishment shall be witnessed by at least one other adult member of the school staff and will only be administered by a principal or other District administrator. The use of reasonable force for a District employee to protect persons or property is not abuse within the meaning of Chapter 210, RSMo.

### **Bullying**

The District is committed to maintaining learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.

Bullying occurs when a student:

- Communicates with another by any means including telephone, writing or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

Students who are found to have violated this policy will be subject to following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Consequences: Loss of privileges, classroom detention, Conference with Teacher, parents contacted, conference with Principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

District employees are required to report any instance of bullying of which the employee has first-hand knowledge. Moreover, the District will provide training for employees relative to enforcement of this policy.

### **Detention**

Detention is a privilege added to the discipline process to prevent more suspensions. Students should realize this and make every effort to cooperate with the following rules and avoid suspension.

1. Students assigned to detention are to be in their seat and ready to begin their work promptly at 3:25 and will remain until 4:25. Any student arriving after 3:25 will be assigned one additional detention.
2. All students in detention will work quietly and will not have any privileges. There will be no talking.
3. Always bring enough schoolwork to last the entire detention. Students without sufficient work for the entire detention will receive one additional detention and given work by the teacher.
4. The detention teacher may remove any students from detention who are not cooperative or working. Any student removed from detention for disciplinary action will automatically be suspended a minimum of one day from school.

### **I.E.P. and Discipline**

Students with an I.E.P. in place will be dealt with in accordance to their I.E.P. and Federal Laws (PL 94-142 and IDEA) regarding punishment.

### **Internet Usage**

It is the policy of the District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

#### **B. Access to Inappropriate Material**

To the extent practical, technology protection measures shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

#### **C. Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking', and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

#### **D. Supervision and Monitoring**

It shall be the responsibility of all District employees to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Principal or designated representatives.

### Personal Responsibility

Access to electronic research requires students and employees to maintain consistently high levels of personal responsibility. The existing rules found in the District's Behavioral Expectations policy (Board Policy/Regulation 2610) as well as employee handbooks clearly apply to students and employees conducting electronic research or communication.

One fundamental need for acceptable student and employee use of District electronic resources is respect for, and protection of, password/account code security, as well as restricted databases files, and information banks. Personal passwords/account codes may be created to protect students and employees utilizing electronic resources to conduct research or complete work.

These passwords/account codes shall not be shared with others; nor shall students or employees use another party's password except in the authorized maintenance and monitoring of the network. The maintenance of strict control of passwords/account codes protects employees and students from wrongful accusation of misuse of electronic resources or violation of District policy, state or federal law. Students or employees who misuse electronic resources or who violate laws will be disciplined at a level appropriate to the seriousness of the misuse.

### Acceptable Use

The use of the District technology and electronic resources is a privilege, which may be revoked at any time. Staff and students are only allowed to conduct electronic network-based activities which are classroom or workplace related. Behaviors which shall result in revocation of access shall include, but will not be limited to: damage to or theft of system hardware or software; alteration of system hardware or software; placement of unlawful information, computer viruses or harmful programs on, or through the computer system; entry into restricted information on systems or network files in violation of password/account code restrictions; violation of other users' rights to privacy; unauthorized disclosure, use or dissemination of personal information regarding minors; using another person's name/password/account to send or receive messages on the network; sending or receiving personal messages on the network; and use of the network for personal gain, commercial purposes, or to engage in political activity.

Students and employees may not claim personal copyright privileges over files, data or materials developed in the scope of their employment, nor may students or employees use copyrighted materials without the permission of the copyright holder. The Internet allows access to a wide variety of media. Even though it is possible to download most of these materials, students and staff shall not create or maintain archival copies of these materials unless the source indicates that the materials are in the public domain.

Access to electronic mail (E-mail) is a privilege and designed to assist students and employees in the acquisition of knowledge and in efficiently communicating with others. The District E-mail system is designed solely for educational and work related purposes. **E-mail files are subject to review by District and school personnel.** Chain letters, "chat rooms" or Multiple User Dimensions (MUDs) are not allowed, with the exception of those bulletin boards or "chat" groups that are created by teachers for specific instructional purposes or employees for specific work related communication.

Students or employees who engage in "hacking" are subject to loss of privileges and District discipline, as well as the enforcement of any District policy, state and/or federal laws that may have been violated. Hacking may be described as the unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems, or programs, or other property of the District, a business, or any other governmental agency obtained through unauthorized means.

To the maximum extent permitted by law, students and employees are not permitted to obtain, download, view or otherwise gain access to "inappropriate matter" which includes materials that may be deemed inappropriate to minors, unlawful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable under current District policy or legal definitions.

The District and school administration reserve the right to remove files, limit or deny access, and refer staff or students violating the Board policy to appropriate authorities or for other disciplinary action.

### Privileges

The use of District technology and electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. All staff members and students who receive a password/account code will participate in an orientation or training course regarding proper behavior and use of the network. The password/account code may be suspended or closed upon the finding of user misuse of the technology system or its resources.

**Network Etiquette and Privacy:** Students and employees are expected to abide by the generally accepted rules of electronic network etiquette. These include, but are not limited to, the following:

1. System users are expected to be polite. They may not send abusive, insulting, harassing, or threatening messages to others.
2. System users are expected to use appropriate language; language that uses vulgarities or obscenities, libels others, or uses other inappropriate references is prohibited.
3. System users may not reveal their personal addresses, their telephone numbers or the addresses or telephone numbers of students, employees, or other individuals during E-mail transmissions.
4. System users may not use the District's electronic network in such a manner that would damage, disrupt, or prohibit the use of the network by other users.
5. System users should assume that all communications and information is public when transmitted via the network and may be viewed by other users. The system administrators may access and read E-mail on a random basis.
6. Use of the District's electronic network for unlawful purposes will not be tolerated and is prohibited.

### Services

While the District is providing access to electronic resources, it makes no warranties, whether expressed or implied, for these services. The District may not be held responsible for any damages including loss of data as a result of delays, non-delivery or service interruptions caused by the information system or the user's errors or omissions. The use or distribution of any information that is obtained through the information system is at the user's own risk. The District specifically denies any responsibility for the accuracy of information obtained through Internet services.

### Security

The Board recognizes that security on the District's electronic network is an extremely high priority. Security poses challenges for collective and individual users. Any intrusion into secure areas by those not permitted such privileges creates a risk for all users of the information system.

The account codes/passwords provided to each user are intended for the exclusive use of that person. Any problems, which arise from the user sharing his/her account code/password, are the responsibility of the account holder. Any misuse may result in the suspension or revocation of account privileges. The use of an account by someone other than the registered holder will be grounds for loss of access privileges to the information system.

Users are required to report immediately any abnormality in the system as soon as they observe it. Abnormalities should be reported to the classroom teacher or system administrator.

The District shall use filtering, blocking or other technology to protect students and staff from accessing internet sites that contain visual depictions that are obscene, child pornography or harmful to minors. The District shall comply with the applicable provisions of the Children's Internet Protection Act (CIPA), and the Neighborhood Internet Protection Act (NCIPA).

### Vandalism of the Electronic Network or Technology System

Vandalism is defined as any malicious attempt to alter, harm, or destroy equipment or data of another user, the District information service, or the other networks that are connected to the Internet. This includes, but is not limited to the uploading or the creation of computer viruses, the alteration of data, or the theft of restricted information. Any vandalism of the District electronic network or technology system will result in the immediate loss of computer service, disciplinary action and, if appropriate, referral to law enforcement officials.

**Consequences:** The consequences for violating the District's Acceptable Use Policy include, but are not limited to, one or more of the following

1. Suspension of District Network privileges;
2. Revocation of Network privileges;
3. Suspension of Internet access;
4. Revocation of Internet access;
5. Suspension of computer access;
6. Revocation of computer access;
7. School suspension;
8. Expulsion; or Employee disciplinary action up to and including dismissal.

#### **Launch & MOCAP**

**ENROLLMENT PERIOD:** The superintendent or designee will establish open enrollment periods and registration deadlines for students to enroll in virtual courses offered by the district such as LAUNCH or MOCAP option. These enrollment periods and registration deadlines will be strictly enforced unless the superintendent or designee determines that an exception is warranted due to circumstances such as a change in a student's health or the long-term suspension of a student. Enrollment periods and registration deadlines must align with the district's academic calendar and assessment schedule to the extent practicable.

A student or parent/guardian must notify the student's principal or designee before the student may enroll in a district-sponsored virtual course through the district. The student will be enrolled unless the principal or designee, in consultation with the student's parents/guardians and relevant staff, such as the school counselor or district special education director, determines that there is good cause to refuse the student enrollment in the course. For enrollment in a virtual course, good cause is limited to situations where it is not in the best educational interest of the student to enroll in the course.

Students or parents/guardians who disagree with the principal's or designee's determination about a virtual course can appeal the decision to the Board of Education and the Department of Elementary and Secondary Education (DESE) as detailed later in this policy. For all other virtual courses, students or parents/guardians may appeal the decision to the superintendent or designee, and the superintendent's or designee's decision will be final. The superintendent or designee is authorized to consult the district's attorney prior to making a decision.

**STUDENTS WITH DISABILITIES:** In general, students with disabilities may enroll in district-sponsored virtual courses using the same approval process applicable to other students. However, in accordance with federal law, if a student receives special education services, the student's individualized education program (IEP) team may determine that a virtual course is not appropriate for the student even if the course has otherwise been approved. Any appeal of that decision must be made through the special education process rather than to the superintendent or designee or the Board.

If a student who is receiving accommodations for a disability under Section 504 of the Rehabilitation Act (Section 504) is enrolled in a virtual course, the student's Section 504 team will determine whether any additional accommodations are necessary for the student.

**ATTENDANCE AND COMPLETION:** Students who enroll in district-sponsored virtual courses through the district are expected to actively participate in those courses with the goal of completing the course. If a student does not actively participate in a course or is not successful in the course, the district may remove the student from the virtual course and refuse to enroll the student in virtual courses in the future.

Students enrolled in virtual courses are expected to complete all course requirements in the time allotted for the course.

Extensions of time to complete a virtual course will be permitted only in situations where the completion of the course in the allotted time would be impossible due to factors not controlled by the student.

Students enrolled in a district-sponsored course through the district will be considered in attendance for state aid purposes in accordance with law. A completed virtual course shall be counted as no less than 95 percent attendance for purposes of A+ eligibility.

**END OF COURSE (EOC) EXAMINATIONS:** Students are required to take state-required EOC examinations administered by the district regardless of whether the course for which the examination is required was taken virtually or in the traditional classroom.

**NOTICE:** The district will inform students and parents/guardians in handbooks, registration documents and on the homepage of the district's website of the option to enroll in virtual courses, including courses offered through Edgenuity, as required by law.

**MOCAP:** In accordance with state law, the district will pay the cost of student enrollment in virtual courses as long as:

1. The student meets eligibility requirements;
2. The student has approval for enrollment in accordance with this policy; and
3. Taking the course does not cause the student to exceed full-time enrollment in the district.

In addition to the requirements listed above and in accordance with law, a student is eligible to enroll in a virtual course through the district if:

1. The student resides in and is enrolled in the district on a full-time basis;

2. The student has attended a public school or charter school for at least one semester immediately prior to enrolling in a virtual course;\* and

3. The enrollment is approved by the principal or designee.

\*A student will be excused from this requirement if he or she has a documented medical or psychological diagnosis or condition that prevented the student from attending a school in the district during the previous semester.

The district is not obligated to provide students computers, equipment or Internet access to take a virtual course unless otherwise required by law to accommodate a student with a disability.

District counselors or certificated staff will develop an individual career and academic plan (ICAP) for district students enrolled in three or more virtual courses. If a student already has an ICAP, the plan will be reviewed and modified as necessary. In accordance with law, school counselors cannot be required to make the final decision regarding a student's enrollment in a virtual course.

**APPEAL:** If the principal or designee determines that it is not in a student's best educational interest to take a virtual course, the student and the parents/guardians will be notified in writing, provided an explanation for the decision and informed that the student or parents/guardians may appeal the decision to the Board. However, if the student is receiving special education services, the student's IEP team will make the final decision regarding student enrollment in a virtual course in accordance with federal law, and the decision must be appealed through the special education process rather than through the Board.

If the student or parent/guardian appeals to the Board, the principal or designee will provide the Board written reasons for denying the student's enrollment, and the student or parent/guardian will provide written reasons the student should be allowed to take the course. Both documents will be retained by the Board and will be incorporated into the minutes. In addition, the student, parents/guardians and the principal or designee will be allowed to present their arguments at a Board meeting.

The appeal to the Board shall be held in closed session. The Board will consider the information presented and release a written decision within 30 calendar days of the meeting. The student or parents/guardians may appeal the decision to DESE. The appeal to DESE must be filed within seven days of the Board's final decision.

**PAYMENT:** The district will pay a virtual course provider a monthly prorated amount based on a student's completion of assignments and assessments, subject to the cost limitations in state law. The district will stop making monthly payments if a student discontinues enrollment. The superintendent or designee is authorized to negotiate lower course rates with providers when possible.

**MONITORING AND REPORTING:** The district will monitor the progress and success of students enrolled in virtual courses. The district may remove a student from a course if it does not meet the educational needs of the student. The district may terminate access to a course or refuse to allow students to enroll in a virtual course if the district determines that the course is not meeting the educational needs of the students enrolled in the course.

All concerns regarding the quality or delivery of a virtual course will be reported to DESE. The district may consider concerns regarding the quality of a course when making approval decisions for other students. In addition, the district will consider recommendations made by DESE regarding continued or future enrollment in virtual courses.

**TRANSFERS:** The district will accept transfer credits students earn by successfully passing approved virtual courses if the course provider gives the district an official record of the completed course and the grade earned. Students who transfer to the district while enrolled in virtual courses will be allowed to continue enrollment in those courses even if the course provider is not one used by the district.

Requests for virtual courses will follow the district enrollment period. Students will be able to request online courses for the 2022-2023 school year during the district's open enrollment which is determined by the superintendent of schools. At this time, any circumstance which falls outside the standard online course request must begin at the student's home school for review.

### CLOSING STATEMENT

During the school year, problems may arise which have not been mentioned in this handbook. In this case, feel free to visit with the principal or counselor about your problems. We are all here to do our best for our students. Our doors are always open to students who wish to discuss the school or any problem with which we may be able to help. Take pride in your school, as we do, and through long hours and hard work, we will continue to make the Bronaugh R-VII School District even better.

### Safety

Several procedures are set forth to provide a safe, caring environment in which our students may learn and feel comfortable. Additionally, to insure student safety we have procedures for parents to follow when dropping-off or picking-up their child or when visiting the school. These are addressed in this supplement.

### Late Arrival

Students entering the school building after 8:00 must sign in at the office. If they fail to sign in when tardy and their teacher has taken attendance on time, the secretary does not know they arrived and they will be counted absent all day. In the event that a student must leave school before the end of the school day, the student must be signed out from the office by the parent/guardian.

### Pick-up and Drop-off

This is an area of great concern. It is a time of high risk for student safety. The East and West end of the school becomes very congested as students enter or exit the building. Students exiting the building pay little attention to traffic. Vehicles not following safety procedures put students and adults at risk of injury. Additionally, several other vehicles will then follow that vehicle if not approached and corrected.

**Elementary Pick-Up:** Parents (or those designated to pick up students) need to park in the East lot behind the school bus loading zones. Ample space should be provided for the buses. Once students are dismissed, they will walk to the car. Cars will wait to leave once all the buses have pulled out of the lot. Please do not pull out in front of the buses. This procedure will also allow teachers to better view who is picking up their students. We have students who are not allowed contact with certain parents by court order. Please wait in/by your car for your child to come to you. Waiting in the hall or close to the classroom creates congestion and distracts students. Standing close to the front doors or engaging teachers in conversations during release times hinders teachers from insuring a student is not picked-up by someone other than the proper parent. Walkers will dismiss through the West doors and report to the cafeteria area, where they will be supervised until the buses and heavy traffic have departed. A staff member on duty will then release them once it is safe.

**High School Pick-Up:** Parents (or those designated to pick up students) need to park in the West lot along the sidewalk. Once students are dismissed, they will walk to the car. Please wait in/by your car for your child to come to you. Waiting in the hall or close to the classroom creates congestion and distracts students. Standing close to the front doors or engaging teachers in conversations during release times hinders teachers from insuring a student is not picked-up by someone other than the proper parent. Walkers will be dismissed once the buses and heavy traffic have departed.

**Our goal is to ensure safety of your child, we really appreciate your support, and working together ensures safety for all students. While we encourage parental involvement at school, the pick-up time procedures must be followed in order to keep everyone safe.**