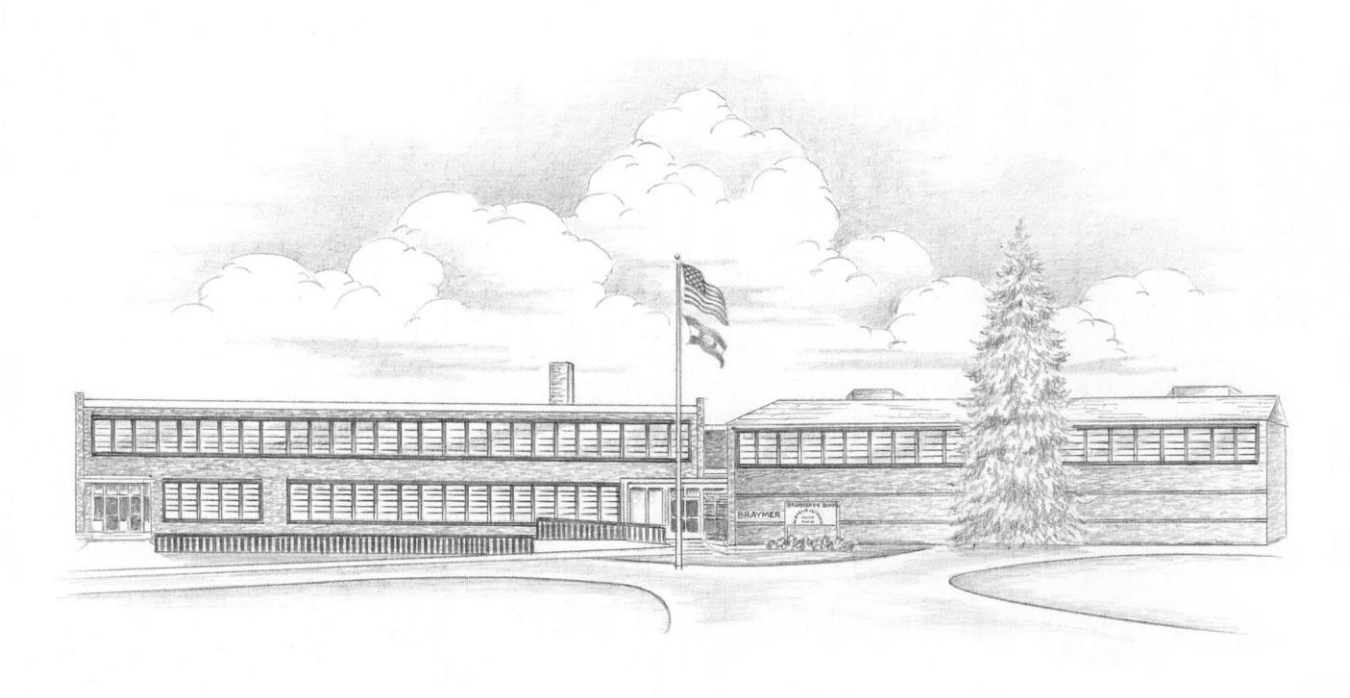
Braymer Elementary Student Handbook 2025-2026



The Elementary Handbook may also be found at www.braymerbobcats.org.

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INTRODUCTION

The purpose of this handbook is to acquaint students and parents with school policies that the district will be following during the school year. There may be questions that are not answered in this handbook. Please feel free to contact Mrs. Tyna Morrison, Elementary Principal, with any questions. An open line of communication between home and school is very important.

BRAYMER C-4 MISSION STATEMENT

To improve student achievement by working together to create a meaningful learning environment.

BRAYMER C-4 SCHOOL DISTRICT PHILOSOPHY

By providing a diverse, complete, educational program, the Braymer C-4 School, in partnership with our community, strives to produce responsible citizens, well versed in basic skills and literate in technology. District graduates will be able to solve problems and demonstrate a positive attitude toward learning and education.

We believe teachers and parents are responsible for guiding and motivating students.

We believe that students must assume responsibility for their own educational progress.

We believe all students possess different learning styles and all styles should be met during the learning process.

We believe positive interactions between students and staff lead to a more effective learning environment.

BRAYMER C-4 SCHOOL SONG

Once again here our schoolmates assemble
we fain would lift our hearts in song to our high school,
our dear Alma Mater let gladness and moments prolong.
We are proud of our lads and our lasses of honors won in days gone by.
So here's a cheer for our old high school, for our old high school, our dear old high.
Here's to our classes, here's to our lasses, here's to our lads they adore.
Here's to the Seniors so mighty, Juniors so flighty, Freshies and Sophomores.
Let mirth and gladness banish all sadness and as the days go by,
You'll find us ready and steady in old Braymer boosting for our old high.
RAH! RAH! RAH!

SCHOOL COLORS

Red and Black

NOTICE OF NONDISCRIMINATION

The Braymer C-4 School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

The following person has been designated to address inquiries, questions and grievances regarding the district's nondiscrimination policies:

Daniel Street, Superintendent
400 Bobcat Avenue
Braymer, MO 64624
(660) 645-2284

BRAYMER C-4 ELEMENTARY STAFF

ECSE/Title 1 Preschool ..... Olivia Barnes
Kindergarten ..... Kara Maberry
Kindergarten ..... Tameka Davis
First Grade ..... Alexandra Halverson
First Grade ..... Michelle Haughton
Second Grade ..... Kara Haughton
Second Grade ..... Kelsie Winder
Third Grade ..... Taran Kelley
Fourth Grade ..... Katy Rogers
Fifth Grade Homeroom, Math & CA ..... Erika Swindler
Sixth Grade Homeroom, Math & CA ..... Traci Heussner
Fifth & Sixth Grade Science ..... Erika Swindler
Fifth & Sixth Grade Social Studies ..... Traci Heussner
Title I Communication Arts ..... Julie Griggs
Speech Services ..... Harlie Crowe
Librarian ..... Jessica Tutt
Vocal Music ..... Terri Henry
Band ..... Kaleb Christman
Art ..... Tara Diegelman
Life Skills ..... Nicole Kelly
Nurse ..... Stacey Cox
Counselor ..... Penny Davidson
Parents as Teachers ..... Amy McTheeney
Physical Education ..... Lavery Jones
Paraprofessional ..... Vickie Hunt
Paraprofessional ..... Janet Cain
Paraprofessional ..... Kodi Hudgens
Paraprofessional ..... Stephni Wilson
Computer Lab Coordinator ..... Olivia Anderson
Elementary/Superintendent Secretary ..... Tina Gladieux
Elementary Principal ..... Tyna Morrison

BRAYMER C-4 SCHOOL DISTRICT
BOARD OF EDUCATION

Emily Davies ..... President
Darin Kincaid ..... Vice-President
Jamie Clevenger ..... Secretary
Cassie Kleeman ..... Treasurer
Jake Haley ..... Member
Sharon Wright ..... Member
Levi Mallory ..... Member
Daniel Street ..... Superintendent

Braymer C-4
400 Bobcat Avenue
Braymer, MO 64624
Phone (660) 645-2284
www.braymerbobcats.org

Student Days 171
Teacher Contract Days 178
Teacher In-service/Workdays 7

2025-2026 SCHOOL CALENDAR

Class Start/End Times
8:00 a.m.-3:00 p.m. — Elementary/M.S./H.S.

JULY

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

AUGUST

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

12, 13, 14 - Teacher In-Service Days
18 - First Day of Classes

SEPTEMBER

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

1 – No School – Labor Day
22 – No School Teacher In-Services

OCTOBER

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

3 – Early Dismissal (12:30)
23 – NO School – Teacher In-Service (A.M)
23 - Parent Teacher Conference 1-7 pm
24 - No School

NOVEMBER

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

24-28 – No School – Thanksgiving Break

DECEMBER

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

19 - Early Dismissal (12:30 pm) (End Sem. 1) (81)
22-31 - No School- Winter Break

JANUARY

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

1-2 - No School – Winter Break
5 – No School - Teacher In-Service
19 – No School – MLK Day

FEBRUARY

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

16 – No School– President's Day

MARCH

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

13 - No School – Teacher In-Service

APRIL

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

2 – Early Dismissal (12:30)
3 – No School – Easter Break

MAY

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

10 - High School Graduation
15 - Early Out, Last Day of Classes (End Sem. 2) (90)
25 - Memorial Day

JUNE

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

Make Up Days (5-15, 5-14, 5-13, 5-12, 5-11, 5-8, 5-7, 5-6, 5-5)

Adopted March 17, 2025

ATTENDANCE

The Public School Law of Missouri 167.031: "Any parent, guardian or other person who enrolls a child between the ages of five and seven years in a public school program of academic instruction shall cause such child to attend the academic program on a regular basis, according to this section. Nonattendance by such child shall cause such parent, guardian or other responsible person to be in violation of the provisions of section 167.061. A parent, guardian or other person in this state having charge, control, or custody of a child between the ages of seven years of age and the compulsory attendance age for the district shall cause the child to attend regularly some public, private, parochial, parish, home school or a combination of such schools not less than the entire school term of the school which the child attends."

Penalty for violating compulsory attendance law 167.061: "Any parent, guardian or other person having charge, control or custody of a child, who violates the provisions of section 167.031 is guilty of a class C misdemeanor."

Braymer C-4 School District expects regular and punctual school attendance in compliance with Missouri State Laws requiring children to attend school daily. There is a direct relationship between school attendance and student progress, citizenship, and success in school. It is understood that extreme circumstances may result in absence. School cannot teach students who are absent.

Daily Attendance

1. Parents are required to inform the school by 9:00 a.m. for each day their child is absent. The school will contact the home by phone or letter if no contact is made.
2. A note is required to verify each absence. (Doctor's note, dentist note, etc.)
3. After 8 days of absence, the school may send a letter/or conference with the parent.
4. After 10 days of absence, the school may contact the juvenile officer and/or Children's Division.
5. After 25 days of absence, the school will contact the home to discuss retention.

Tardiness/Early Releases

Tardiness and early releases are infractions of attendance regulations and are considered as absences. Chronic tardiness and/or early releases create a hardship for students and teachers. Every minute of the school day counts. Parent/Guardian cooperation in seeing their child attends the entire school day is appreciated.

*Parents must accompany their child into the office upon late arrivals to ensure safety, sign him/her in, and make contact with the office personnel.

*Parents must pick students up in the office for early dismissals to ensure student safety, sign him/her out, and make contact with the office personnel.

Consequences for tardiness: Every 4th tardy will result in disciplinary action.

Attendance at After-School Activities

Absences and health issues (including head lice) may result in students not being allowed to attend and/or participate in after-school activities. These activities may include any district-sponsored activity (i.e. athletic events, music programs, school celebrations, book fairs…). Your child should be at school the day of the event to attend or participate in the event.

Attendance and Field Trips

Excessive absences may result in students not being allowed to attend field trips. Students should have 90% attendance or better to attend class trips.

HOMEWORK/MAKE-UP WORK

In the case of an absence, it is very important to request missed schoolwork and have the work brought to the child by a parent to allow the child to stay up-to-date. If you plan to get homework for your child, you will need to make that request with the office personnel before 10:00 a.m. It will be ready for you to pick up in the main office between 2:00 and 3:00 p.m. Requests made for homework after 10:00 a.m. will be ready the following day between 2:00 and 3:00 p.m. Students will be given 1 day to complete make-up work for each missed day.

ARRIVAL AND DISMISSAL

Students **may arrive to school no earlier than 7:35 a.m. Students wishing to eat breakfast will go to the cafeteria. All other students will be dismissed to their classrooms. School officially starts at 8:00 a.m. Students arriving after this time will be counted tardy.**

School dismissal times will be as follows:

2:55 p.m.-Elementary Bus Riders are dismissed.

3:00 p.m.-Bell rings to dismiss all junior high and high school students.

After buses leave the circle, elementary car riders will be dismissed and then walkers.

***Supervision will be provided to students from 7:35 am to 3:00 pm. The district will not be responsible for supervising students outside the stated times. Children should not be dropped off or left at the school during unsupervised periods**.

EARLY RELEASES

School closings due to bad weather, furnace problems, or other unforeseen instances will be announced over KMZU (100.7) Carrollton. Other stations for notification may include KCHI (1010) Chillicothe, KMRN (1360) Cameron, KGOZ Trenton, and KMBC TV Channel 9. Bobcat Alerts will notify households and parents by text. Refer to page 22 for more information on Bobcat Alerts.

Parents wishing to pick up their children before dismissal time are required to come to the main office. We can easily locate your child. For employed parents, a secondary place for your child to go is imperative when school is dismissed due to inclement weather. School will not be dismissed, during a tornado or severe weather warning. School may be delayed 1-2 hours for inclement weather. Please listen to radio and TV stations listed above for possible announcements.

SPECIAL NOTES

If your child is to go home a different way than usual or is to go home with another child, please send a note to your child's teacher. Include the child's first and last names, the date, your signature, and specific instructions. The note goes to the teacher and then to the office to be processed.

Parent/Guardians MUST notify office personnel of all end of day transportation changes before 2:30 p.m. Requests made after 2:30 p.m. will only be granted in emergency situations.

Only normal school supplies should be brought to school, unless you receive a note from your child's teacher concerning a special activity. Toys (including balls), make-up, radios, all types of trading cards, cell phones, CD players, CD's, electronic music devices, etc. are not to be brought to school.

PARTY INVITATIONS

Party invitations may be given to classmates at school if every student in the class will be receiving one.

PARENT TEACHER CONFERENCES

Everyone benefits from a Parent-Teacher Conference. You learn new things about your child and acquire information on how to help him/her do better in school. The conference benefits the teachers by helping them understand your child better and do better in meeting your child's needs. Most importantly, it allows your child to receive the best education. We ask that parents from split homes put aside their differences and work together to meet the needs of the child. In order to do this, only one conference per student will be scheduled.

HONOR ROLL

Elementary Achievement Honor Roll

Qualifications:

- Must be in grades 3, 4, 5, or 6.
- Must have completed required book logs.
- Subject Areas (as follows)

Principal's A Honor Roll
A or better in Grammar, Reading, Spelling, Math, Science, Social Studies
B or better in Handwriting, Art, Music, PE

B Honor Roll
B or better in Grammar, Reading Spelling, Math, Science, Social Studies
B or better in Handwriting, Art, Music, PE

Elementary Attendance Honor Roll

Qualifications:

- Must be in grades K-6.
- The student will miss less than one full day (6.67 hours) of school per quarter. A student can miss partial days as long as time absent does not add up to 6.67 hours.

Perfect Attendance for the School Year

Qualifications:

- Must be in grades K-6.
- The student will miss less than one full day (6.67 hours) of school for the entire school year. A student can miss partial days as long as time absent does not add up to 6.67 hours.

GRADING SYSTEM

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	0-59%

PROMOTION AND RETENTION

An elementary student will be considered for retention for one or more of the following reasons:

- failure to master a majority of basic skills and objectives in reading and math for his/her grade level
- excessive absences have resulted in "gaps" in the student's learning
- student is at the end of grade 4 with reading ability level more than one grade level below their current grade level (consistent with state law)

The teacher will notify the parents of students being considered for retention prior to fourth quarter. A conference will be scheduled to discuss intervention strategies to prevent retention.

STUDENT USE OF THE TELEPHONE

Students may obtain permission from the teacher or principal to use the telephone for emergencies only.

ELECTRONIC DEVICES

Electronic devices, such as cell phones, video games, AirPods, are prohibited at school. They will be confiscated if used during school hours. They are permissible on the school busses and after school hours. The district is not responsible for damage.

ADDRESS AND PHONE NUMBER CHANGES

It is very important that the district have a current home address and phone number for each student, each parent's place of employment and phone number, and any emergency contact name and phone number. If this information changes during the school year, please send the new information to the elementary office. Parents must provide two emergency telephone numbers, which are currently in service. **Students enrolled without two emergency phone numbers will not be allowed to attend after five school days.**

ARTICLES OF DISTRACTION/PERSONAL PROPERTY

Quality instructional time fosters learning and academic success. We ask that toys, trading cards, articles of distraction and other personal property not directly related to the learning process be left at home. If a student repeatedly brings personal items or articles to school, the teacher will collect the item(s) and parents will have to pick-up the item(s) from the teacher. The school is not responsible for any loss or damage articles or personal items that are brought to school and are not part of the requested school supply list. There may be times when a teacher asks that a specific item be brought to school. In this instance, the teacher will explain what is acceptable to bring in advance.

CLASS TREATS

Due to health concerns, all treats (birthday, Halloween, Christmas, Valentine's etc.) sent to school to be distributed to your child's classmates **must be commercially packaged**. Students will not be allowed to pass out homemade treats.

ENROLLMENT & TRANSFER STUDENTS

New students should enroll the week prior to the beginning of school. All new students are expected to provide the following: birth certificate, immunization records, social security card, and all school records required by law according the Safe Schools Act.

DRESS CODE

The purpose of the dress code is to ensure that all students are able to attend school in a safe and distraction-free environment. It is not the school's intention to infringe on individual student rights, but rather encourage students to "dress for success" and to come to school prepared to participate in the learning process. The dress code is intended to provide guidelines for parents and students in selecting appropriate school attire. Teachers and administrators will use their professional judgment regarding decisions of proper dress. **The dress code is to be followed at all school activities, both home and away.**

Student dress and grooming will be the responsibility of the individual and parents/guardians within these guidelines.

1. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
2. Pants should be worn at or above the hip. "Sagging" is not allowed. At no time may undergarments or buttocks be visible.
3. Shirts must be of proper length and buttoned appropriately. No bare midriff, cleavage, navel, or undergarments may be showing. Spaghetti strap tops, tube tops and halter-tops are not allowed. Shirts must have at least a two-inch strap over each shoulder.
4. Skirts and shorts must extend to the mid-thigh. No holes may be above the mid-thigh to the waistband of the article of clothing.
5. Clothing that displays alcohol, tobacco products, illegal drugs, drug paraphernalia, sexual content, violent or aggressive acts or having suggestive "double meaning' slogans are not allowed.
6. No hats, caps, hoods, bandanas or any other headgear are allowed while in the school building or any indoor activities sponsored by Braymer C-4 or other Districts except under special circumstances to be determined by the administration. They are to be removed when entering the building and KEPT in the locker until the final bell.
7. Distracting hairstyles will not be allowed. Hair should be neat and clean.

DRESS CODE VIOLATION

Any class time missed due to dress code problems will result in no credit for time missed and will be counted as an absence from the class. If a student refuses to give up requested item or change inappropriate clothing, OSS will result immediately. Students will be given a school shirt to wear if they are unable to find someone to bring a change of clothes.
See Discipline Guidelines for Consequences

MOCAP Virtual Education

Pursuant to Missouri Law § 161.670, RSMo., Braymer C-4 students can enroll in virtual courses through the MOCAP program. For more information about the Braymer C-4 School District policy regarding virtual education please contact the school office.

HEALTH

Administering Medicines to Students

Prescription & 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 the drug, dosage, frequency of administration, route or 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 does of any new prescription except in an emergency.)

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.

Communicable Disease Regulations for Braymer C-4

These standards are adopted from the school district policy **2860**, ***Students with Communicable Diseases*** and are in accordance with the local health department and the State of Missouri.

If a student exhibits symptoms of an infectious process, and is assessed by the registered nurse at school, the student will be sent home for evaluation and/or treatment by a **physician**, or to remain out of school until the contagious period is over. Signs and symptoms that will be cause for exemption according to school policy include ***but may not be limited to:***

- **Fever** [Temperature of **100.1°** or higher]

  ***Student needs to be fever-free for 24 hours *without medication* before returning to school. ***
  ***Students with fevers are not to ride the bus home and will need to be picked up by a parent/guardian. ***

- **Vomiting** [Without known non-communicable cause]

  ***24-hour period without vomiting required before return. ***
  ***Student is not to ride the bus home. ***

- **Eye Infection Signs**: Redness of eye with swelling of eyelid, discharge coated on eyelashes, report of itching or pain and/or report of difficulty opening eye. Characteristics of infectious discharge: green or yellow in color, thick consistency, moderate to excessive amount of drainage.

***Must be free of infectious signs (drainage) before return or excused with Dr.'s notes if applicable. ***

- **Head Lice** [Student will be sent home for treatment if lice or live nits (eggs) are found]

  ***One lice treatment/removal needed before returning to school. Remember to do second treatment as instructed on medication directions. Student will need to be checked after treatment by nurse before returning to class. ***

- **Skin Infection**

  ***Dependent on diagnosis and Dr.'s orders for return date and/or restrictions. ***

2025-2026 MISSOURI SCHOOL IMMUNIZATION REQUIREMENTS

- All students must present documentation of up-to-date immunization status, including month, day, and year of each immunization before attending school.
- The Advisory Committee on Immunization Practices (ACIP) allows a 4-day grace period. Students in all grade levels may receive immunizations up to four days before the due date.
- Missouri-required immunizations should be administered according to the current ACIP schedule, including all spacing, (CDC.Gov/vaccines/schedules).
- To remain in school, students "in progress" must have an Immunizations In Progress form (Imm.P.14) on file. In progress means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept and an updated record provided to the school. If the appointment is not kept, the child is no longer in progress and is noncompliant. (i.e., Hep B vaccine series was started but the child is not yet eligible to receive the next dose in the series.)
- Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed. The appropriate exemption form must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine preventable diseases occur.

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

1. Last dose on or after the fourth birthday and the last dose of pediatric pertussis before the seventh birthday. **Maximum needed:** six doses.
2. 8-12 Grades: Tdap, which contains pertussis vaccine, is required.
3. Grade 8-11: One dose of MCV is required. Dose must be given after 10 years of age.

   Grade 12: Two doses of MCV are required unless the first dose was administered to a student who was 16 years of age or older, in which case only one dose is required. At least one dose must be given after 16 years of age.
4. Kindergarten-12 Grade: Last dose must be administered on or after the fourth birthday. The interval between the next-to-last and last dose should be at least six months.
5. First dose must be given on or after twelve months of age. If MMR and Varicella are not administered on the same day, they must be at least 28 days apart. The 4-day grace period does not apply to live vaccines.
6. There must be at least four weeks between dose one and two; at least 8 weeks between dose two and three; at least 16 weeks between doses one and three and final dose must be given no earlier than 24 weeks of age.
7. First dose must be given on or after twelve months of age. If Varicella and MMR are not administered on the same day, they must be at least 28 days apart. The 4-day grace period does not apply to live vaccines.

   Kindergarten-12 Grade: As satisfactory evidence of disease, a licensed health care provider may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.

MISSOURI DEPARTMENT OF HEALTH & SENIOR SERVICES
Bureau of Immunizations

Rev. 12-24

CORPORAL PUNISHMENT

Corporal Punishment: Prohibited
Policy 2670

No person employed by or volunteering for the School District shall administer or cause to be administered corporal punishment upon a student attending District schools.

A staff member may, however, use reasonable restraint against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the School District.

Although corporal punishment is prohibited the use of reasonable force for the District employee to protect persons or property is not abuse within the meaning of Chapter 210, RSMo.

Student Due Process Rights
All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law, as well as with the provisions outlined in the Board's policies and regulations on student suspension and student expulsion.

DISCIPLINE

Due Process
Due process is defined below but not limited to:

1. Student has an opportunity to respond to the charges.
2. Notify parents and students of the offense and school policy.
3. Contacting the proper law enforcement officials as needed.
4. Instituting a written and signed statement as needed.
5. Providing for meeting or hearing with the Board of Education.

Illicit Drug Statement
The Braymer C-4 Board of Education believes that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Disciplinary action is specified for students' use of tobacco, illicit drugs and alcohol at school and/or extra curricular events.

Discipline Drug-Free Schools

Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act, pursuant 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 prove age-appropriate, developmentally based drug and alcohol education and prevention programs to all students in all grades from early childhood level through grade twelve.

Such programs address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to sue 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.

The term "suspension" refers to an exclusion from school for a specific period of time short of permanent exclusion. Building principals are authorized to suspend students for periods of time not to exceed (10) school days for violation of District Regulations. Building principals may also recommend extensions of suspension for periods of time up to one hundred eighty (180) days by the Superintendent. The Superintendent of schools may suspend students for periods up to one hundred eighty (180) days and recommend longer suspensions and expulsions to the Board of Education. Only the Board may impose suspensions in excess of one hundred eighty (180) days.

Discipline: Expulsion

The term "expulsion" refers to permanent exclusion from school. If a student consistently refuses to conform to school policies, rules and /or regulations, the Principal and Superintendent may recommend to the Board of Education that the student be expelled from school. The Board will review such recommendations and decide whether to proceed with an expulsion hearing.

No student shall be readmitted or permitted to enroll (except as required by law) following a suspension or expulsion from this District or from any other School District until the District has conducted a meeting to consider possible readmission. During the meeting, participants will consider the conduct that resulted in discipline and any remedial actions believed to be necessary to prevent future occurrences of similar conduct. However, no student will be readmitted or enrolled if the student was convicted of, charged as an adult or juvenile without final adjudication, or convicted of juvenile conduct which, if charged as an adult, would constitute one of the following offenses.

1. First degree murder (Mo. Rev. Stat. § 536.020)
2. Second degree murder (M. Rev. Stat. § 565.021)
3. First degree assault (Mo. Rev. Stat. § 565.050)
4. Forcible Rape (Mo. Rev. Stat. § 566.030)
5. Forcible sodomy (Mo. Rev. Stat. § 566.060)
6. Robbery in the first degree (Mo. Rev. Stat. § 569.020)
7. Distribution of drugs to a minor (Mo. Rev. Stat. § 195.212)
8. Arson in the first degree (Mo. Rev. Stat. § 569.040)
9. Kidnapping as a Class A felony (Mo. Rev. Stat. § 569.110)
10. Statutory Rape
11. Statutory Sodomy

Nothing in this policy shall be interpreted to prevent the District from imposing discipline under the District's Student Code of Conduct for conduct underlying the above listed offenses even if the adult charge or juvenile petition has been dismissed or acquitted of the specific act in a criminal or juvenile court, provided it is proven by a preponderance of the evidence that the student committed the underlying act

DEFINITION OF DISCIPLINE TERMS AND RULES

AFTER SCHOOL DETENTION (ASD): Students are detained after school or before school following an infraction of school rules.

1. Students in after school detention will serve from 3:05-4:00. Students should be on time or risk serving an extra day. Students should report to the assigned detention room.
2. Students must bring homework or assignments to work on during their detention. Failure to bring something to do will result in either and extra day of detention or the teacher will give them an assignment to complete prior to leaving.
3. Students must provide their own transportation.
4. Students must stay in the assigned room for the designated time frame at an assigned seat and refrain from talking to other students. Students that cannot follow these rules will be assigned additional detention or in-school suspension.
5. A student's extra-curricular schedule will not be worked around.
6. No sleeping is allowed.
7. No food, soda, candy, etc. is allowed.

IN-SCHOOL SUSPENSION (ISS): Students will be kept in an assigned area for the whole school day, until their ISS time has been fulfilled. They will not be allowed to socialize with other students during this time. ISS will operate on a 3 strikes and you are out policy. Minor disruptions will result in a strike. On the 3rd strike the student will be sent home for the remainder of the day. The ISS term will remain the same and have to be completed when the student returns to school. Major disruptions will result in immediate OSS on the first offense.

1. Students will not interact with other students at any time while they are in ISS. This includes lunchtime. Choosing to interact with others will result in additional ISS time.
2. Students must complete an ISS assignment prior to working on class work. Student will complete their classroom assignments during ISS time or zeroes will result.
3. Students are to be working on assignments and have something else to work when finished or will be given extra assignment by administration.
4. Students should bring all their books and materials to ISS. They will not be allowed to leave to go to their lockers. They are only allowed to bring pencils and/or blue/black ink pen as a writing utensil. No colored pens, markers, or white out.
5. No sleeping is allowed. Will be given additional ISS day(s) if caught sleeping.
6. NO food, soda, candy, etc. is allowed.
7. If a student breaks any rule while in ISS they will be sent home for OSS.
8. ISS will be held from 8:00 to 3:00 on scheduled days. If a student is tardy to ISS they will serve an additional ½ day ISS the next day it is held.

OUT-OF-SCHOOL SUSPENSION (OSS): OSS is the complete removal of a student from the school program for the specific number of days.

1. Students cannot come on school grounds for any reason during the OSS.
2. Students cannot get credit for work missed while under OSS. They may make up a test after school on the next possible day they are in attendance.
3. Students cannot attend any school activities, such as: dances, ballgames, practices, music events, club or organization meetings while under OSS.

DISCIPLINE GUIDELINES
STUDENTS REGULATION 2610

Behavioral Expectations

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 as well as the District's corporal punishment policy will be provided to each student (Handbook) 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

1st Offense: Up to 30 days suspension, notification to law enforcement, and documentation in student's discipline record
Subsequent Offenses: Up to 180 days suspension/expulsion, notification to law enforcement officials, and documentation in student's discipline record

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

1st Offense: Up to 180 days suspension/expulsion, notification to law enforcement officials, and documentation in student's discipline record

Assault- (Refer to Policy and Regulation 2673-Reporting of Violent Behavior)

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

1st Offense: Up to 180 days out of school suspension/expulsion, notice to law enforcement officials, and documentation in student's discipline record

Subsequent Offenses: Administrative hearing with possible expulsion, notification to law enforcement officials, and documentation in student's discipline record

Bullying-Intentional intimidation or infliction of physical, emotional, or mental harm (See Policy 2655)

1st Offense: 10-30 days OSS
Subsequent Offenses: 180 days of OSS to expulsion

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

1st Offense: Up to 3 days ISS or OSS and documentation in student's discipline record
2nd Offense: Up to 4 days OSS or expulsion and documentation in student's discipline record
3rd Offense: Up to 180 days suspension or possible expulsion

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

1st Offense: Principal/Student conference, After School Detention
2nd Offense: After School Detention or up to 3 days ISS
3rd Offense: Up to 3 days ISS or OSS

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

1st Offense: Warning and conference with principal or After School Detention
Subsequent Offenses: After School Detention, parent-principal conference, alternative school placement, ISS or OSS

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

1st Offense: Up to 30 days suspension, notification to law enforcement, documentation in student's discipline record
Subsequent Offenses: Up to 180 days suspension/expulsion, notification to law enforcement officials, and documentation in student's record

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

1st Offense: Up to 180 days suspension/expulsion, notification to law enforcement officials, and documentation in student's discipline record
Subsequent Offenses: Notification to law enforcement officials, expulsion

Prescription Medication

Possession of a prescription medication without a valid prescription for such medication on school premises or on a school bus

1st Offense: Parent-principal conference, up to 3 days ISS
Subsequent Offenses: Up to 3 days OSS, notification to law enforcement, documentation in student's record

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

1st Offense: Up to 3 days OSS and notification to law enforcement officials, documentation in student's discipline record
Subsequent Offenses: Up to 180 days OSS, notification to law enforcement officials, and documentation in student's discipline record

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

1st Offense: Up to 4 days OSS
Subsequent Offenses: Up to 180 days suspension, notification to law enforcement officials, and documentation in student's discipline record

Firearms and Weapons (Refer to Policy and Regulation 2620-Firearms and Weapons in School)

Possession of a Firearm or Weapon

1st Offense: Minimum of one-year suspension
Subsequent Offenses: Expulsion

Harassment (Refer to Policy 2130-Harassment)

1st Offense: Principal warning, letter to parents, 1 day of ISS
2nd Offense**:** Up to 2 days of ISS or OSS
3rd Offense: Up to 4 days of ISS or OSS

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

1st Offense: Principal-student conference
2nd Offense: After School Detention
3rd Offense: 1 day ISS
4th Offense: 2 days ISS
5th Offense: 2 days OSS
6th Offense: Up to 10 days OSS

Improper Language

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

1st Offense: 2-30 days OSS
Subsequent Offenses: Up to 180 days suspension, notification to law enforcement officials, and documentation in student's discipline record

Use of Obscene or Vulgar Language-Language which depicts sexual acts, human waste, and blasphemous language. Sexual Innudendos/References

1st Offense: After School Detention
2nd Offense: Up to 3 days ISS
3rd Offense: Up to 3 days ISS
4th Offense: Up to 3 days OSS

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

1st Offense: Warning and conference with principal or After School Detention
Subsequent Offenses: After School Detention, parent-principal conference, alternative school placement, ISS or OSS

Inappropriate Sexual Conduct (Refer to Policy and Regulation 2130-Harasment)

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

1st Offense: 2 days OSS
2nd Offense: Up to 10 days OSS and possible counseling with school personnel
3rd Offense: Up to 180 days suspension

Use of Sexually Intimidating Language, Objects, or Pictures

1st Offense: Conference with principal and up to 3 days ISS
2nd Offense: Up to 3 days OSS
3rd Offense: Up to 10 days OSS

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

1st Offense: 2 days or more ISS
Subsequent Offenses: Up to 10 days OSS

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

1st Offense: Up to 5 days OSS or ISS, restitution and documentation in student's discipline record, may contact juvenile officer
2nd Offense: Up to 10 days OSS or ISS, restitution, may contact juvenile officer and documentation in student's discipline record
3rd Offense: Up to 180 days suspension

Tobacco-Possession or use of tobacco or tobacco related products (i.e. vaping)

1st Offense: 3 days ISS and parent notification
2nd Offense: Up to 5 days ISS
3rd Offense: Up to 3 days OSS
4th Offense: Up to 10 days OSS

Truancy-Absent or tardy from class or classes without authorization (See also Policy & Regulation 2340-Truancy and Educational Neglect)

1st Offense: Parent notification and up to 3 days ISS
2nd Offense: Possible notice of juvenile office and up to 5 days ISS
3rd Offense: Up to 10 days ISS and notification to juvenile officer

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

1st Offense: Restitution and 2 days ISS or up to 30 days OSS, possible notification to law enforcement officials and documentation in student's discipline record

Cell Phone Usage-(Refer to Policy 2656)-Students are not to have cell phones during the school day (8:00-3:00) or in dressing areas during extracurricular activities.

1st Offense: Confiscation (phone may be picked up after school), detention, parent contact
2nd Offense: Confiscation (phone may be picked up after school), one day ISS
3rd Offense: Confiscation (phone may be picked up after school), one day of OSS
4th Offense: Confiscation (phone may be picked up after school), two days of OSS
Subsequent Offenses**:** additional days of OSS

Skipping Class

1st Offense: 1 day ISS, parent notification
2nd Offense: 3-5 days of ISS
3rd Offense: 2 days OSS

Walking Out of Class

1st Offense: 1 day ISS, parent notification
2nd Offense: 1-5 days ISS
3rd Offense: 1-3 days OSS

Dress Code Violation

1st Offense: Confiscation or required to change clothes, parent contacted
2nd Offense: Confiscation or required to change clothes, After School Detention, parent contacted
Subsequent Offenses: Confiscation or required to change clothes, 1-3 days ISS, parent contacted

Tardy (After four tardies total)
(Every 4th tardy will result in a disciplinary action.)
1st Offense: 4th tardy-After School Detention
2nd Offense: 8th tardy-Two After School Detentions
3rd Offense: 12th tardy-One day of ISS
4th Offense: 16th tardy-Two days of ISS
5th Offense and Subsequent offenses*:* Additional days of ISS

Cheating-Use of academic work of another as own or knowingly providing another with academic work or answers

1st Offense: Parent notification, chance to redo assignment or alternative assignment for ½ credit, After School Detention
2nd Offense: Parent notification, loss of credit for assignment, After School Detention
3rd Offense: Parent-student-principal conference, up to 3 days OSS

Inappropriate Computer Use

1st Offense: Up to 4 months of computer use privileges lost
2nd Offense: Loss of computer privileges for remainder of school year

Hazing

1st Offense: 10 days OSS
2nd Offense: Expulsion

Horseplay-Pushing, shoving, wrestling around
1st Offense: Conference with principal
2nd Offense: After School Detention
3rd Offense: 1-5 days ISS

Throwing Objects

1st Offense: After School Detention and/or clean after school for one hour a day for one week
Subsequent Offenses: Clean after school for one hour a day for two or more weeks

Safety Issue-The safety of the student or others is put in jeopardy as a result of this action. Severity dictates punishment.

1st Offense: After School Detention
Subsequent Offenses: Up to 5 days ISS

DISCIPLINE FIREARMS AND WEAPONS IN SCHOOL

Definitions

The term "firearm" includes, but is not limited to, such items as:

1. Any item which is a loaded or unloaded weapon, weapon frame, or weapon barrel and which is designed to, or may be readily converted to, expel a projectile by action of an explosive, or
2. Any item which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of at least one-half inch in diameter, or
3. Any explosive, incendiary, or poison gas, such as: bombs; grenades; rockets with a propellant charge of greater than four ounces; and other similar devices as recognized under federal law, or
4. Any combination of parts either designed to or intended for use in converting any device into a device as described in paragraphs above or the Definitions section of this Regulation.
5. Items defined as “weapons or firearms” under MO. Rev. Stat 571.010
    1. Blackjack
    2. Concealable firearm
    3. Explosive weapon
    4. Firearm
    5. Firearm silencer
    6. Gas gun
    7. Knife
    8. Machine gun
    9. Knuckles
    10. Projectile weapon
    11. Rifle
    12. Shotgun
    13. Spring gun
    14. Switchblade
6. Other weapons:
    1. Mace spray
    2. Items customarily used, or which can be used, to inflict injury upon another person or property.

STUDENTS WHO BRING FIREARMS OR WEAPONS TO SCHOOL

The District will take the following action upon determining that a student has brought a firearm or weapon to school:

1. The District will refer the student to the appropriate criminal justice or juvenile delinquency system, and
2. The District will suspend the student from school for a period of not less than one year (365 days from the date of the infraction), and may, at its discretion, expel the student from school permanently. This suspension provision may be modified on a case-by-case basis upon recommendation of the District Superintendent if the Superintendent determines that circumstances justify such a modification.
3. The District may, at its discretion, provide a student suspended under this Regulation with educational services in an alternative setting.

APPLICABILITY OF REGULATION TO DISABLED STUDENTS

If the student who is determined to be in violation of this Regulation is a student with a disability under the Individuals with Disabilities Education Act, the District will assign the student to an alternative education placement for a period of up to forty-five (45) days and or take other steps to address the students' misconduct, as permitted by law.

WEAPONS ARE NOT PERMITTED ON SCHOOL PROPERTY!

MISSOURI SCHOOL VIOLENCE HOTLINE

Report threats against students, teachers, & schools by calling 1-866-748-7047.

PROTECTION OF STUDENT RIGHTS

All instructional materials, including teachers' manuals, films, tapes or other supplementary material that will be used in connection with any student survey, analysis or evaluation shall be available for inspection by parents/guardians of the students. The requirement also applies to the collection, disclosure or use of student information for marketing surveys.

No student shall be required to submit to survey, analysis, or evaluation as part of a school program or marketing survey that requires students to reveal personal information concerning:

1. Political affiliations of the student or student's family;
2. Mental and psychological problems of the student or his/her family;
3. Sexual behavior and attitudes;
4. Illegal, antisocial or self-incriminating behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Religious practices and affiliations;
7. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; or
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

The District will give parents notice of their right to inspect surveys and instructional materials used in educating their children, and of the right to opt their child out of participating in activities that concern any of the above eight areas.

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. However, no strip searches are to be conducted.

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. Any student who refuses to submit to a search, may be appropriately disciplined by school officials.

BRAYMER C-4 SCHOOL DISTRICT
SCHOOL BUS REGULATIONS

- Follow all directions given to you by the bus driver.
- Remain seated while the bus is in motion.
- Be courteous and respectful to other passengers, the driver, and the passerby.
- Keep all objects and extremities inside the bus.
- The use or possession of tobacco, alcohol, drugs of any kind, lighters, and matches is prohibited.
- Obscene and unacceptable language, gestures, remarks, or literature is not allowed.
- Do not bring non-school items on the bus.
- No eating or drinking will be allowed.
- Students must be on time. The bus cannot wait.
- Place all trash in the trashcan at the front of the bus.
- After riding the bus to school, students are not allowed to leave the premises without approval of the principal.
- Criminal charges shall be filed by school officials against any person who unlawfully enters a district school bus.

The above rules and regulations are for the safety of all involved and help the success of our educational system. Failure to follow these rules could cause a student to be suspended for riding the bus. Parents and students are responsible for the cost of repairs for damaged bus property caused by vandalism by the student. All rules and regulations are to be observed while riding the bus and/or at the bus stops.

ASBESTOS WARNING

Asbestos is an issue the District has been dealing with for many years. The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA), was enacted recently by Congress. AHERA was enacted to determine the extent of and develop solutions for any problems schools may have with asbestos.

District facilities have been inspected by a certified asbestos inspector, as required by AHERA. The inspector located, sampled, and rated the condition and hazard potential of all material in the facilities suspected of containing asbestos. The Braymer C-4 Board of Education has developed an asbestos management plan in compliance with AHERA, Sec. 763.93.

The asbestos management plan for the facilities includes: the notification letter and a set of plans and procedures designed to minimize the disturbance of the asbestos containing materials, and plans for regular surveillance of the asbestos-containing materials.

A copy of the asbestos management plan is available for inspection in the superintendent's office during regular office hours. The board appointed the superintendent as Asbestos Program Manager and all inquires regarding the plan should be directed to the superintendent's office.

The District has begun implementing the asbestos management plan. The District is intent on not only complying with, but exceeding federal, state, and local regulations in this area. This District is taking the steps necessary to insure that the students and employees have a healthy, safe environment in which to learn and work.

BOARD POLICIES

The Braymer C-4 School District Policy Manual is posted on the district website (www.braymerbobcats.org) and is also maintained in notebook format in the superintendent's office. The following policies are referenced in the district manual:

1300	EQUAL OPPORTUNITY
1310	CIVIL RIGHTS, TITLE IX, SECTION 504
1320	NONDISCRIMINATION & FREEDOM OF HARASSMENT ON THE BASIS OF SEX
1480	PUBLIC COMPLAINTS
1610	PROTECTION OF STUDENT RIGHTS
1621	TITLE I
2100	NONDISCRIMINATION & STUDENT RIGHTS
2110	EQUAL EDUCATIONAL OPPORTUNITY
2130	HARASSMENT
2150	SEARCHES BY SCHOOL PERSONNEL
2400	STUDENT EDUCATIONAL RECORDS/FERPA
2410	HEALTH INFORMATION RECORDS
2520	PROMOTION & RETENTION
2600	DISCIPLINE
2620	FIREARMS & WEAPONS IN SCHOOL
2655	BULLYING
2700	STUDENT WELFARE

BOBCAT ALERTS

We will continue to use Bobcat Alerts. This system will deliver messages through texts. Bobcat Alerts will also allow you to select specific groups you want to hear from - FFA, Varsity Football, A+, etc. In order to receive Bobcat Alerts, you must sign up. The school will no longer enter phone numbers because you will have to select the group(s) you're interested in. (Note: In order to sign up, you must be over the age of 13 - Children's Online Privacy Protection Act (COPPA).) To sign up, go to www.braymerbobcats.org and click on the The Braymer Bobcat B Alert link found at the bottom of the home page.

BRAYMER ELEMENTARY EXTRACURRICULAR ACTIVITIES CODE

Participation in activities is a privilege, not a right. All students who participate in any extracurricular activity or event are governed by the following code of behavior at all times.

1. To be eligible for an activity on a given day, students must be in school the full day, unless a valid excuse is obtained from the administration.
2. In the event of an out-of-school suspension, the student will not be eligible for the activities until he/she has fulfilled the disciplinary requirements established by the administration and school policy.
3. Students must serve detentions at the first opportunity. We will not work around extracurricular activities.
4. Participants shall maintain 70% (C) or better in all subject areas.
5. Participants shall maintain 90% daily attendance.
6. 6th grade students will follow the JH/HS Athletic Handbook while participating in sports.

BRAYMER CONSOLIDATED DISTRICT NO. 4

Individuals with Disabilities Education Act

PUBLIC NOTICE

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. The public school assures that to comply with the full educational opportunity goal, services for students three (3) through twenty-one (21) will be fully implemented by 1999. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury.

To meet the requirements of the Family Educational Rights and Privacy Act (FERPA). You may contact your local district, if you wish to review the requirements provided in FERPA.

The public school has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative that describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures that the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district.

This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese or any other language as may be necessary.

The public school assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri's First Steps Program.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district

GENERAL ADMINISTRATION

School/Community Relations

Public Complaints

Although no member of the community shall be denied the right to petition the Board of Education for redress of a grievance, the complaints will be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only.

The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher
2. Principal
3. Appropriate Central Office Administrator
4. Superintendent
5. Board of Education

Any complaint about school personnel will be investigated by the Administration before consideration and action by the Board.

Braymer C-4 School District
Revised: March 14, 2011

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

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

Missouri Department of Elementary and Secondary Education
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Complaints filed with the Department

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1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

[1] *Programs include Title I. A, B, C, D, Title II, Title III, Title IV.A, Title V*
[2] *In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)*

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

9. How will appeals to the Department be investigated?

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

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

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

ASSESSMENTS

TESTING OF STUDENTS

Testing of students from Non-public schools.

Students who enter Braymer C-4 School from a non-certified parochial or home study situation shall be tested (or caused to be tested) by the principal of the building the student is entering to determine grade level entrance at Braymer C-4 School. This test shall be a grade level achievement test, and or other test as deemed necessary by the administration.

Students wishing to graduate from Braymer C-4 who have been in a home teaching program, shall be administered an achievement test which shall determine the grade level appropriate for graduation from Braymer C-4 School.

STATEWIDE ASSESSMENTS

All students will participate in statewide assessments. The administration or designee will annually develop an assessment schedule for the current school year. The testing schedule will list the assessment instrument to be administered and the students who will be administered each test or assessment instrument. The list of tests to be assessed is provided below. In addition, a copy of the district testing policy and the assessments to be given will be available to the public in the District office during normal business hours.

Braymer C-4 School District
List of Local/State Assessments

Grade Level	Name of Test
3	MAP Communication Arts, Math
4	MAP – Communication Arts, Math
5	MAP – Communication Arts, Math, Science
6	MAP – Communication Arts, Math
7	MAP -- Communication Arts, Math
8	MAP – Communication Arts, Math, Science
9-12	End of Course Exams

Algebra I, English I, American History, English II, Biology, Government, Algebra II, Personal Finance, Geometry—Voluntary

Evaluation Services Statewide Assessments

INSTRUCTIONAL SERVICES **Policy 6440**

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.

Teachers will also utilize various methods such as portfolios, students' demonstrations, commercial assessments, and extended performance events.

SCHOOL-WIDE INFORMATION

VISTIORS/PARENTS

It is expected that all employees and students of the District will practice cordial manners and friendly public relations toward legitimate visitors in our buildings. Unauthorized visitors, however, shall be considered trespassers and subject to arrest and prosecution.

When arriving at the building, check in the office and get a visitor's pass prior to going to classrooms. *For student safety, any visitor/parent without an observable badge will be asked to go back to the office and get one.* Parents are welcome to visit the school during specially planned activities and events. The school will send out information about activities open to parents and visitors. Please communicate with the classroom teacher if you plan to participate in the special activity.

Instructional time is reserved for focused learning and as such cannot accommodate visitors or guests. The Family Educational Right and Privacy Act (FERPA) prevent us from having visitors in the classroom during regular instructional time. If a parent or guardian needs to visit with a teacher, an appointment should be made so that the teacher's time is scheduled for a conference rather than a drop-by visit.

Visits from other students outside of Braymer C-4 are not allowed. These procedures provide for student safety and a disruption-free learning environment.

All students are to be directed to proceed toward their homes, work or other destinations after school is dismissed unless they are directly participating in a school sponsored activity.

NON DISCRIMINATION AND SEXUAL HARASSMENT COMPLIANCE COORDINATOR

The Braymer C-4 Board of Education believes in the right of every student to receive equal opportunities in all educational programs and activities conducted by the school district.
The Board also believes in the right of every student to expect fair and equal treatment regardless of race, creed, color, sex, cultural or socioeconomic status or disabling condition.
The district's designated nondiscrimination compliance and sexual harassment coordinator is the Superintendent. He/She may be reached at 400 Bobcat Ave., Braymer, MO 64624, (660)645-2284.

SALES AT SCHOOL

Students are not permitted to sell or take orders for merchandise that are not sanctioned by the administration in advance. School-sponsored & civic organization sales shall be permitted with school official permission.

CARE OF SCHOOL PROPERTY

Students are expected to take care of school property. Students shall pay for books, school supplies, school equipment or other school property lost or damaged beyond ordinary wear and tear.

Any student who carelessly or intentionally defaces or damages school property may be subject to additional disciplinary action.

According to state law, parents or guardians of juveniles under the age of 18 are responsible for vandalism loss or damage caused by their children up to an amount of $2,000.00. In default of payment, the case shall be reported to the proper legal authorities or filed in small claims court.

EQUAL OPPORTUNITY STATEMENT

No person attending, being served, seeking employment with, or being employed by the Braymer C-4 School District shall be excluded from participating in, be denied the benefits of, or be subject to discrimination under any program or activity (including vocational programs) of the school district on the basis of race, color, religion, age, national origin, sex, or disability.

NOTICE TO BRAYMER C-4 STUDENTS AND PARENTS

Each student is given a student handbook the first day of school. It is the student's and the parent's responsibility to read and understand the Braymer C-4 policies.

Disciplinary action will occur when policies and rules are broken. The Braymer C-4 Board of Education believes that the use of illicit drugs and the unlawful possession and use of alcohol at school and/or extra curricular events is wrong and harmful.

Due to the passage of the Safe Schools Act, parents and students are to be informed of certain provisions of this act. Included in the handbook is a section on this law. Please read and become familiar with this. Discipline violations will become a part of the student's permanent record. Drugs, weapons, and violence are prohibited and have strict consequences. Proper law officials will be notified of violations and such violations will be placed in the student's permanent file and will become a part of the transfer records. The policy for corporal punishment is also described.

The handbook also contains an attendance policy. It will be the parent's responsibility to inform the school of absences. Students are also limited in the number of absences they may have. Parents please become familiar with this policy and help your student to follow the rules and attend school faithfully. The school has an answering machine to report absences when it is inconvenient to call during school hours.

The administration is hoping that the school year will be a wonderful educational experience for all students.

STATE/FEDERAL PROGRAM COMPLIANT NOTICES

PUBLIC COMPLAINT POLICY

The Braymer C-4 Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved through communication with the appropriate staff members and officers of the school district, such as the faculty, the principals, the superintendent or the Board.

The following steps are proper procedures to be followed by persons with question or complaints regarding the day-to-day operation of the school district or federal program implementation.

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel. Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be submitted to the school superintendent.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplies, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

TITLE IX, SECTION 504 AND ADA GRIEVANCE POLICY/PROCEDURE

The Braymer C-4 School District recognizes the need to implement policies and grievance procedures as they relate to discriminations as governed by Title IX, Section 504 or the American with Disabilities Act. The district currently has policies, which prohibit such discriminations and grievance procedures in place to deal with such allegations. Persons who wish to view the policies or file a formal grievance should contact the office of the Superintendent during regular school hours.

Title IX Compliance
Daniel Street, Superintendent
400 Bobcat Avenue
Braymer, MO 64624
(660) 645-2284

Section 504 Coordinator
Nicole Kelly, Director of Special Education
400 Bobcat Avenue
Braymer, MO 64624
(660)645-2284

Bullying

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

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

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

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

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

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

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BULLYING INCIDENT REPORT FORM

If you have been the target of bullying or have witnessed the bullying of a District student, complete this form and submit to the building principal. Complaints against building principals should be submitted to the Superintendent. Complaints against the Superintendent should be submitted to the Board of Education. Reports of bullying will be investigated and disciplinary action will be taken as warranted.

Date Filed: _____ Time: _____

Name*: _____

Phone Number(s): _____

Indicate the appropriate response to the following with a check mark(s):

- You are a: _____ Student _____ Parent _____ Employee _____ Volunteer

Date(s) of alleged bullying: _____

Name of student(s) subjected to bullying: _____

Person(s) alleged to have committed the bullying or harassment: _____

_____

_____

Summarize the incident(s) or occurrence(s) of bullying as accurately as possible. Attach additional sheets or use back side of the form, if necessary.

_____

_____

_____

Names of Witnesses: _____

Have you reported this to anyone else: _____ Yes _____ No. If so, who? _____

_____

*Signature of Complainant _____

***Students have the right to complete this form anonymously. However, it will be easier for the District to investigate this matter if as much information as possible is provided. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning, or working environment. A complainant that falsely accuses someone will be subject to disciplinary action.**

This Section is for use of District Administration

Date Received by Principal:_____

Investigative Action taken: _____

_____

Result of Investigation/Action taken:_____

_____

Signature of Principal: _____

NOTICE OF NONDISCRIMINATION

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Braymer C-4 School District ("School District") are hereby notified that the School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act is directed to the respective Compliance Coordinator listed below, who oversees the School District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District's Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

COMPLIANCE COORDINATOR

Daniel Street, Superintendent
Braymer C-4 School District
400 Bobcat Avenue
Braymer, MO 64624
(660) 645-2284

SURROGATE PARENT PROGRAM

Pursuant to the requirements of state law 162.997-999 RSMO, the State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment, "parent" is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, a stepparent, or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated.

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

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

Parents Right to Know

The district is required to inform parents of certain information that they, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, our district is required to provide parents in a timely manner, the following information:

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

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

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

Family Education and Privacy Rights

Notification of Rights under FERPA for Elementary and Secondary Schools

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

1. The right to inspect and review the student's education records within 45 days after the day the Braymer C-4 School District receives a request for access.

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

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

   Parents or eligible students who wish to ask the Braymer C-4 School District to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

[NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Braymer C-4 School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*2*) are met. (§99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorize representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- 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 for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the

- system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)

- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11)

Directory Information

Family Educational Rights and Privacy Act (FERPA)

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Braymer C-4 School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Braymer C-4 School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Braymer C-4 School District to include this type of information from your child's education records in certain school publications. Examples include:

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [1]

If you do not want Braymer C-4 School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by August 30, 2024. Braymer C-4 School District has designated the following information as directory information:

- ← Student's name
- ← Address
- ← Telephone listing
- ← Electronic mail address
- ← Photograph
- ← School Made Video
- ← Date and place of birth
- ← Major field of study
- ← Dates of attendance
- ← Grade level
- ← Participation in officially recognized activities and sports
- ← Weight and height of members of athletic teams
- ← Degrees, honors, and awards received
- ← The most recent educational agency or institution attended
- ← Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

[1] These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

TECHNOLOGY ACCEPTABLE USE POLICY

Technology access is available to students and staff in the Braymer C-4 Schools. Computers support learning and enhance instruction. Computer Networks allow people to interact with many computers. The Internet, a network of networks, allows people to interact with hundreds of thousands of networks and computers. Computers in the schools are to be used in a responsible, efficient, ethical, and legal manner. The information and interaction available through technology use are consistent with the educational goals of the district.

Access to technology & an Internet account is a privilege offered to students & staff.

USAGE:

1. Electronic mail (E-Mail) including Listservs and Newsgroups. Permission is required to join Listservs and/or Newsgroups. Applications must be made through the network administrator.
2. No Chat line access, *Instant Messenger or *AIM will be allowed.
3. Telnet (to access library catalogs of other educational institutions).
4. Gopher (a menus driven search mechanism)
5. File Transfer Protocol (FTP) is available with permission from the network administrator.
6. World Wide Web. (WWW)

RESPONSIBILITIES:

1. The account holder is personally responsible for actions and activity within their account.
2. Personal contact information including address or phone number should not be posted.
3. The student has the responsibility to report all violations of privacy.
4. The student is responsible for making sure that all material received by them does not contain pornographic material, inappropriate information, or files dangerous to the integrity of the network. If you are in doubt about the definition of "inappropriate or pornographic", talk to the network administrator or faculty member. If such material is accidentally accessed, you are required to report it to the network administer or administration.
5. The network is for educational purposes, not financial or commercial gain.
6. Users must respect the files of others. Accessing the files and documents of others is prohibited. This protects all users on the network.
7. Attempting to damage network functionality or bypass a password set by administrators is prohibited. Assisting others in violation of these rules by having information or passwords is also considered unacceptable behavior.
8. Appropriate use of material is required. Students should not print without permission. Students will be responsible to minimize their use of file server space.
9. Users will respect copyright laws. Give credit for all material. Illegal downloading, copying, or use of licensed software is prohibited.
10. Users will be polite. Obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language is unacceptable.
11. E-mail messages are not guaranteed to be private and may be monitored. The network administrator has the authority to screen or access any messages. Messages relating to or in support of illegal activities will be reported to authorities. Braymer C-4 network resources are considered the property of the school and may be monitored at any time.

Braymer C-4 SW-PBS

Be Respectful - Be Responsible - Be Safe

Be a BoBcat

SW-PBS is a process for creating safer and more effective schools by structuring the learning environment to support the academic and social success of all students. The process supports the adoption and long-term implementation of efficient and effective discipline throughout the school environment. SW-PS methods are researched-based, proven to significantly reduce the occurrence of problem behaviors in schools, and supported by a three-tiered model.

Braymer C-4 Bobcats

	Hallway	Bus	Cafeteria	Restroom	Playground	Classroom	All Settings
Be Respectful	Use level 1 voices so that others can continue to learn. Hands, feet, and supplies to yourself. Quiet feet on the stairs.	Use level 1 voice. Listen and follow bus driver's directions. Respect personal space and property of others.	Eat only your food. Use positive language and team voice level 3. Use good manners.	Allow for privacy of others. Use level 1 voice. Honor the personal space of others.	Keep body to yourself. Share equipment. Enter and exit building quietly. Line up at first request.	Remain seated during teaching time. Be a good listener. Use respectful voice, words, and body. Work cooperatively.	Use polite language. Follow directions the first time given. Be honest. Treat others with kindness. Honor other students' learning. Wait your turn patiently.
Be Responsible	Be in hallway only with permission. Go directly to your destination.	Pick up trash. Keep track of your belongings. Sit in your assigned seat.	Clean up after yourself. Carry your tray using two hands. Follow all directions given by adults.	Clean up after yourself. Flush toilet/urinal after use. Wait patiently for your turn.	Make good choices. Use equipment as intended. Use kind words to solve problems. If you take it out, then bring it back in.	Be inside the classroom before the tardy bell rings. Take care of supplies and be ready to use them. Take care of yourself. Finish your work.	Keep your building neat and clean. Stay in approved area. Always do your best. Be helpful. Be a problem solver.
Be Safe	Always walk. Short, straight, and silent lines. Stay to the right. KAHFAOOTY	Stay seated on your bottom until the bus is stopped. Keep aisles clear. Enter and exit correctly. Keep all objects inside the bus. KAHFAOOTY	Always walk. Use utensils correctly. Face forward in line and at tables. KAHFAOOTY	Wash your hands with soap and water. Use facilities appropriately. Report incidents immediately. KAHFAOOTY	Stay in approved areas. Leave nature in its place. KAHFAOOTY	Sit in chairs. Enter and exit correctly. Walk from one activity to another. KAHFAOOTY	Use objects as intended. Cooperate with others. Stay in your spot in line. KAHFAOOTY

Levels: 0 – No Talking 1 – Whispering 2 – Shoulder Voice 3 – Team Voice 4 – Outdoor Voice

KAHFAOOTY: Keep All Hands Feet And Other Objects To Yourself

SUPPORT SERVICES **Policy 5550**

Food Service Program

Meal Charges

Purpose

The purpose of this policy is to maintain consistent meal account procedures throughout the District. Unpaid charges place a financial strain on District finances. The Food Service Department is responsible for maintaining food charge records and for notifying the District's accounting department of outstanding balances.

Administration

1. Student Groups:
   - Elementary students will be allowed to charge a maximum of ten ($10.00) dollars.
     a) These meals will include only the menu items of the reimbursable meal.
     b) After the balance exceeds ten ($10.00) dollars, the student may be given a designated menu alternate.
   - Middle School students will be allowed to charge a maximum of ten ($10.00) dollars. After this maximum has been met, no additional charges will be accepted.
   - High School students will be allowed to charge one meal.

2. No charges will be allowed for ala carte foods and beverages.

3. Parents/guardians of students with negative balances will be contacted electronically, by correspondence, by phone call by the District Accounting Office, or by the Food Service Department.

4. On May 15 annually all charging will be cut off.
   - Parents/guardians will be sent a written request for "payment in full."
   - All charges not paid before the end of the school year will be carried forward into the next school year.
   - Graduating seniors must pay all charges in full. Failure to do so may result in the delinquent student being denied participation in graduation ceremonies.

5. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year.

6. Each building principal will send a letter to all parents on or before the first day of school notifying them of the requirements of this policy. This policy will also be published on the District's website.

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Braymer C-4 School District

Adopted April 11, 2017

LUNCH AND BREAKFAST PROGRAM

All student records for breakfast and lunch will be kept on computer in the cafeteria. Meal charges may not exceed 5 days. All extra food items, drinks and ice cream may be purchased "cash only". Each student will only be allowed purchase 1 ice cream on Fridays.

Students eligible to receive free or reduced lunches must have their parents complete and submit an application for possible participation.

Meal Prices

	Breakfast	**Lunch**
K-6	$2.05	$2.60
7-12	$2.20	$2.75
Adults	$2.40	$3.50
Reduced	$0.30	$0.40

STUDENT/PARENT SIGNATURE PAGE FOR STUDENT HANDBOOK

I acknowledge I have received a paper or electronic copy of the Braymer C-4 Elementary Handbook, and that I am aware there is also an electronic version of this handbook on the district website (www.braymerbobcats.org).

I have read and understand the contents of the student handbook. I am aware of the illicit drug statement, the Technology Acceptance Use Policy, the components of the Safe Schools Act regarding violence, the discipline code, drug prevention, and other disciplinary records which will become a part of the student's permanent file and that the school is mandated to report such violations to law enforcement agencies.

In addition, I give permission for my child to receive written information from local civic and community organizations approved by the administration.

_____ _____

Student Signature Date Parent/Guardian Signature Date

Parents and students please sign and return this page by Monday, August 25, 2025. Any student who does not have this paper returned with the proper signatures will be unable to attend or participate in any extra-curricular activities such as ball games, dances, club or organization meetings or contests, music events, etc.

Please contact the school office at (660) 645-2284 if you did not receive an electronic copy of the elementary handbook.