Brentwood School District
2221 High School Drive Brentwood, MO 63144
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Annual Notices 2026-2027

The Brentwood School District is required by law to provide this information annually. Full policies and related details are available on the district website: www.brentwoodmoschools.org.

ASBESTOS NOTIFICATION

The U.S. EPA Asbestos Hazard Emergency Response Act (AHERA) under the Federal Code of Regulations, 40 CFR 763.93g (4) requires that building occupants be notified annually of the presence of asbestos in the building and the availability of the Asbestos Management Plan. A copy of the Management Plan is available for review through the district office at 2221 High School Drive, Brentwood, MO 63144. The Management Plan identifies the types and locations of asbestos in the building and identifies inspections, sampling data and response actions taken by the district. Questions regarding asbestos or the Management Plan can be directed to Mr. Andrew Hartnett, Director of Facilities and Maintenance, at 314-962-4507.

ASSESSMENT PROGRAM

The Board supports the establishment of a district wide educational assessment program as one of the components of a comprehensive curriculum management system that ensures the alignment of the written, taught and assessed curriculum. The assessment program will primarily be used to provide data for the improvement of instruction and learning and secondarily as an indication of the success and quality of the total education program in the school district.

The assessment program is considered to be an integral part of the district's needs assessment and the evaluation programs of the district.

The district will comply with all assessment requirements for students with disabilities mandated by Federal and state law, including the Individuals with Disabilities Act (IDEA).

In order to achieve the purposes of the student assessment program, the district requires all enrolled students to participate in all applicable aspects of the assessment program. Missouri has no opt-out policy, and the district expects all students to participate in all district or statewide assessments.

When possible, the district will provide parents/guardians information on the level of achievement and academic growth of the student on each of the statewide assessments in which the student participates.

Reading Assessment
The district will administer a reading assessment to students in Kindergarten through Grade 3 to determine whether additional reading instruction is needed, as required by law. The district will also administer a reading assessment to all students who transfer to the district in Grades 1 through 5 within the first 30 days of entering the district, as required by law.

English Proficiency Assessments
The district will annually assess the English reading, writing and oral language skills of district English learner students in Kindergarten through Grade 12.

Statewide Assessments
The district will implement the components of the Missouri Assessment Program in order to monitor the progress of all students in meeting the academic standards, as set forth by the Missouri State Board of Education. The district's assessment program shall test for student competency in the subject areas of English, reading, language arts, science, mathematics, social studies, fine and practical arts, health, physical education and foreign language. The assessments will be the same for all students in the district, including those students identified as migratory or homeless, students in foster care, and students with a parent/guardian who is an active duty member of the armed forces or who serves on full-time National Guard duty.

The School Board authorizes the superintendent to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance.

End-of-Course Examinations
Any student who takes a high school level course for which the Department of Elementary and Secondary Education (DESE) has required an End-of-Course (EOC) exam shall be required to take the EOC in order to receive credit for the course. The EOC exam requirement shall be attached to the second semester segment of each yearlong course. The examinations shall be given during examination days established in the school calendar for that purpose. The principal shall have the authority to schedule examinations on other examination days if it is necessary to avoid schedule conflicts. However, exams may only be given during the testing window established annually by DESE. Special examination days may be scheduled for the final term of the senior year in order to allow time to prepare for commencement activities.

At the district's discretion, a student who is unlikely to receive credit for a course based upon his or her grades at the beginning of the exam week may be deferred from sitting for the EOC exam until the course is repeated. A team consisting of the course instructor, the principal, and a counselor will determine when delayed administration of an EOC assessment is appropriate. In the case of a student with an individualized education program (IEP), the IEP team will make the determination.

EOC examinations may be waived for:

1. Students receiving special education services whose IEP teams have determined that the MAP-A alternative is the appropriate assessment;

2. English learner students who have been in the United States 12 or fewer months at the time of administration, in some circumstances; and

3. Foreign exchange students.

Make-up examinations shall be given to students who have an absence on the examination day. If the student is unable to make up a missed exam during the one-week window, the student will receive an Incomplete for the class until the make-up examination is completed. If the student is unable to take the make-up examination within the time frame of the employment term of the classroom teacher, the principal shall make suitable arrangements for the student to take the examination. Because the testing window is set by DESE, a student who misses an exam may have to wait up to a semester to sit for the exam and then receive course credit. In extreme circumstances, exceptions to this examination make-up provision may be made at the discretion of the Board of Education.

National Assessment of Educational Progress
If chosen, the district will participate in the National Assessment of Educational Progress (NAEP) as required by law.

BULLYING

In order to promote a safe learning environment for all students, the Brentwood School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

Definitions
Bullying – In accordance with state law, bullying is defined as 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; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by 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 has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

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

Designated Officials
The **Principal** of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

Dr. Ronni Zagora, Assistant Superintendent, will serve as the district-wide anti-bullying coordinator. The anti-bullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and anti-bullying education and training programs. In addition, the anti-bullying coordinator will assist in making any relevant reports as required by state and federal law.

Reporting Bullying
School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

Investigation
Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's anti-bullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

Consequences
Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

Policy Publication
The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

Training and Education
The district's anti-bullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

- The procedure for reporting bullying.
- The harmful effects of bullying.
- Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
- The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

- Cultivating the student's self-worth and self-esteem.
- Teaching the student to defend him- or herself assertively and effectively without violence.
- Helping the student develop social skills.
- Encouraging the student to develop an internal locus of control.

Additional School Programs and Resources

The Board directs the Superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

CORPORAL PUNISHMENT

For the purposes of this policy, corporal punishment is the use of physical force as a method of correcting student behavior. No person employed by or volunteering on behalf of the Brentwood School District shall administer corporal punishment or cause corporal punishment to be administered upon a student attending district schools.

A staff member may however, use reasonable physical force against a student for the protection of the student or other persons or to protect property. Restraint of students in accordance with the district's policy on student seclusion, isolation and restraint is not a violation of this policy.

EARTHQUAKE PREPAREDNESS DISASTER PLANS AND DRILLS

In accordance with law, the Superintendent or designee, cooperating with building Principals, shall develop and implement a district wide school building disaster plan to protect students and staff before, during and after an earthquake. The plan will be designed specifically to minimize the danger to students, staff and district property because of an earthquake and will be ready for implementation at any time. The superintendent or designee will request assistance with developing and establishing the earthquake emergency procedure system from the State Emergency Management Agency (SEMA) and any local emergency management agency located within district boundaries.

- An emergency exercise will be held at least twice each school year that will require students and staff to simulate earthquake emergency conditions and practice the procedures that are to be implemented under such conditions.
- The Superintendent shall develop a program that ensures that all students and staff of the district are aware of and properly trained in the earthquake emergency procedure system. This emergency procedure system shall be available for public inspection at the district office during normal business hours.
- At the beginning of each school year, the district shall distribute to all students information from the Federal Emergency Management Agency (FEMA), SEMA and other sources in order to help students understand the causes and effects of earthquakes and the best and latest safety measures available to them in an earthquake situation.

EMERGENCY DRILLS

The Superintendent or designee, in cooperation with the building Principals, will develop emergency drills for fires, tornados, earthquakes, and intruder situations. Additional emergency drills may be developed and practiced at the discretion of the superintendent. Instruction on all emergency drills shall be given early in the school year, and emergency drills shall be held regularly throughout the year. The district will conduct emergency drills as required by law and policy and will ensure that the number of emergency drills conducted is sufficient to give instruction and practice in proper actions by staff and students during lockdown, shelter-in-place and evacuation. Emergency exiting procedures will be posted near the door in each building.

The Superintendent or building Principal will schedule and execute emergency drills. Principals who schedule emergency drills will provide the superintendent advance notice of the drills. The district will cooperate and coordinate emergency drills with other community agencies such as the fire department, law enforcement officials, emergency medical services, and local emergency planning committees. Pursuant to law, intruder drills will be conducted and led by law enforcement professionals.

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] .

[1] Programs include Title I. A, B, C, D, Title II, Title III, Title IV.A, Title V Revised

[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.

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

6. How can a complaint be filed with the Department?
A complaint filed with the Department must be a written, signed statement that includes:
1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

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

The following activities will occur in the investigation:
1. Record. A written record of the investigation will be kept.
2. Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed.
3. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.

4. 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 (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.

HOMELESS STUDENTS AND STUDENTS IN FOSTER CARE (McKINNEY-VENTO HOMELESS PROGRAM)

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths, according to the McKinney-Vento Homeless Assistance Act. Dr. Ronni Zagora, Assistant Superintendent, coordinates the district's homeless students and serves as the Foster Care coordinator. For more information, call 314-962-4507.

NON-DISCRIMINATION/ACCOMODATION NOTICE

The Brentwood School District strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, ethnicity, religion, sex, pregnancy, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law, in its programs or activities. The district provides access to Boy Scouts, Girl Scouts, and other designated youth groups. If an otherwise qualified person with a disability needs accommodations to attend or participate in a school or District activity, please contact a staff member responsible for that event as soon as possible, but no later than 48 hours before the scheduled event. Questions, concerns or requests for information/assistance can also be directed to the Brentwood School District, for each applicable Federal law:

Student related concerns - Dr. Ronni Zagora, Assistant Superintendent, at 314-962-4507
Employee related concerns – Dr. Andrew Miller, Executive Director of Human Resources, at 314-962-4507

NUTRITION AND HEALTH

The Brentwood School District announced the 2025-2026 free and reduced-price policy for school children unable to pay the full price of meals served in schools under the National School Lunch Program and the School Breakfast Program.

Local education officials have adopted the following family-size income criteria for determining eligibility:

Household Size	Maximum Household Income Eligible for Free Meals			Maximum Household Income Eligible for Reduced Price Meals		
	Annually	**Monthly**	**Weekly**	**Annually**	**Monthly**	**Weekly**
1	$20,748	$1,729	$399	$29,526	$2,461	$568
2	28,132	2,345	541	40,034	3,337	770
3	35,516	2,960	683	50,542	4,212	972
4	42,900	3,575	825	61,050	5,088	1,175
5	50,284	4,191	967	71,558	5,964	1,377
6	57,668	4,806	1,109	82,066	6,839	1,579
7	65,052	5,421	1,251	92,574	7,715	1,781
8	72,436	6,037	1,393	103,082	8,591	1,983
Each add'l member	+7,384	+616	+142	+10,508	+876	+203

Children from families whose current income is at or below those shown are eligible for free or reduced-price meals. Applications are available at the school office. To apply, fill out a Free and Reduced-Price School Meals Family Application and return it to the school. The information provided on the application is confidential and will be used only for the purpose of determining eligibility. Applications may be submitted any time during the school year. A complete application is required as a condition of eligibility. A complete application includes: (1) household income from all sources or Food Stamp/TANF case number, (2) names of all household members, and (3) the signature and last four digits of social security number or indication of no social security number of adult household member signing the application. School officials may verify current income or other information provided on the application at any time during the school year.

Foster children may be eligible regardless of the income of the household with whom they reside. Households with children who are eligible under the foster, Head Start, homeless, migrant, or runaway programs should contact the school for assistance in receiving meal benefits. Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) participants may be eligible for free or reduced-price meals.

Children who are members of households currently certified as receiving Food Stamps, TANF or FDPIR are eligible for free meals. To complete an application, the household must provide the names of the children, a statement that the household receives the qualifying benefits, the Food Stamps/TANF/FDPIR case number, and the signature of the adult household member making application. When known by the school that members of a household are receiving assistance from Food Stamps, TANF or FDPIR, households will be notified of their children's eligibility for free school meals. If any children in the household were not listed on the eligibility notice or not listed on the application, the household should contact the school to have benefits extended to all children in the household.

If a family member becomes unemployed or if family size changes, the family should contact the school to file a new application. Such changes may make the children of the family eligible for these benefits.

Under the provisions of the policy, the **building principal's secretary** will review the applications and determine eligibility. If a parent is dissatisfied with the ruling of the determining official, they may wish to discuss the decision with the hearing official on an informal basis or he/she may make a request either orally or in writing to Dr. Ronni Zagora, Assistant Superintendent (314-962-4507 or rzagora@brentwoodmoschools.org). Hearing procedures are outlined in the policy. A complete copy of the policy is on file in each school and in the central office where any interested party may review it.

USDA Non-discrimination Statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:** U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410; or
2. **fax:** (833) 256-1665 or (202) 690-7442; or
3. **email:** Program.Intake@usda.gov

This institution is an equal opportunity provider.

Health Insurance
The district will provide information about the state children's health insurance program. MO HealthNet for Kids (MHK), to parents/guardians enrolling students in the district. If a parent/guardian indicates on an application for free and reduced-price meals that a child does not have health insurance, the district will notify the parent/guardian that the MHK program is available, if the household income is within eligibility standards.

Concussions and Brain Injuries
The district will annually distribute information about concussions and brain injuries to each student participating in district athletic activities. Parents/Guardians must submit a signed acknowledgment of having received the information before the student will be allowed to participate.

Immunization Requirements
According to Missouri immunization laws, students are not allowed to attend classes unless all required immunizations have been received or if the student is in the process of obtaining immunizations, in which a Missouri state "immunizations in progress" form (ImmP.14) must be presented to the school nurse. Parents/guardians must provide an official immunization record of compliance to the school nurse by the first day of school. Exemption from immunization is allowed for religious or medical reasons. For questions regarding immunization requirements for school attendance, contact the school nurse or the St. Louis County Department of Health.

Nonemergency Physical Exams and Screenings
At the beginning of every school year, and within a reasonable time after any substantive change in the district's policies, the district will notify parents/guardians of the specific or approximate dates on which any nonemergency invasive physical examination or screening will be performed that is required as a condition of attendance, administered by the school, scheduled in advance, not necessary to protect the immediate health or safety of the student and that exposes private body parts or includes incision, insertion or injection in the body. The notice need not include hearing, vision, or scoliosis screenings. The notice will offer an opportunity for the parents/guardians or a student of appropriate age to opt out of the activity. Currently the district does not conduct such examinations, and there are no plans to initiate them in the future.

PARENTS RIGHT TO KNOW NOTICE

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

Upon parent's/guardian's request, the district is required to provide to the parents/guardians in a timely manner, the following information:

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

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

- Information on the level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Information regarding any State or LEA policy regarding student participation in any assessment required under ESEA section 111(b)(2) and by State or LEA, including a policy, procedure, or parental right to opt the child out of such assessment, where applicable.
- Timely notice that the student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

PROTECTION OF PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and

It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:

- Political affiliations; or beliefs of the student or the student's parent
- Mental and psychological problems potentially embarrassing to the student or his/her family;
- Sex behavior and attitudes;
- Illegal, anti-social, self-incriminating and demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or student's parent; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with the U.S. Department of Education by writing the Student Privacy Policy Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

PPRA also concerns marketing surveys and other areas of student privacy, parental access to information, and the administration of certain physical examinations to minors. The rights under PPRA transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

For additional information or technical assistance, call 1-800-872-5327 (voice). Individuals who use TTY/ASCII may call the Federal Information Relay Service at 1-800-877-8339. Or, parents or students may contact us at the following address:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

SERVICES AND RIGHTS FOR STUDENTS WITH DISABILITIES

Students with disabilities have protections and rights under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and, when diagnosed with an educational disability that requires special education services, the Individuals with Disabilities Education Act (IDEA). Such students are protected from discrimination and entitled to a "free appropriate public education." All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Brentwood School District, in partnership with the Special School District of St. Louis County, assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction.

Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, special learning disabilities, speech or language impairment, traumatic brain injury, visual impairments/blindness and any child with a developmental delay.

The Brentwood School District, in partnership with the Special School District of St. Louis County 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.

The Brentwood School District, in partnership with the Special School District of St. Louis County, assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)/IDEA.**

The Special School District of St. Louis County has developed a Local Compliance plan for implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This Plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with General Education Provision (GEPA). 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.

Local school districts 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-one (21) who reside in the District. This census must be complied by December 1 each year. This information is treated as confidential and must include: name of child, parent/legal guardian's name/address; birth date and age of the child; the child's disability and services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending public school, please contact the Brentwood School District at 314-962-4507 or the Special School District of St. Louis County at 314-989-8100. *This notice will be provided in native languages as appropriate.*

Annual Census of Students with Disabilities
The Brentwood School District, in compliance with Special School of St. Louis County, is 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-one (21), regardless of the child's disability. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency or articulation), language disorders, visual impairment, hearing impairment, physical/other health impairment, multi-disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury.

The Brentwood School District assures 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 Missouri's First Steps Program.

The Brentwood School District and Special School District are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the Districts relating to their children. Parents have the right to request amendments of the 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 State Department of Education concerning alleged failures by the Districts to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Districts have 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.

Local school districts 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-one (21) who reside in the District. This census must be complied by December 1 each year. This information is treated as confidential and must include: name of child, parent/legal guardian's name/address; birth date and age of the child; the child's disability and services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending public school, please contact the Brentwood School District at 314-962-4507 or the Special School District of St. Louis County at 314-989-8100.

SAFE SCHOOLS ACT INFORMATION

In 1996, Missouri legislators approved the Safe Schools Act, under which all public schools in the state are required to abide by strict security and disciplinary regulations including procedures for reporting school incidents in accordance with the Policy. The Brentwood School District publishes annual discipline guidelines in the student/parent handbooks, which include the laws required for Safe Schools. District rules, regulations and practices related to student conduct, disciplinary procedures and consequences are included.

SCHOOL ACCOUNTABILITY REPORT CARD

Accountability report cards for each school building in the district and the district as a whole are available on the Missouri Department of Elementary and Secondary Education website: https://dese.mo.gov

STUDENT RECORDS

The protection of student rights has always been a top priority of the Brentwood School District. This document is distributed annually to all parents and students in order to comply with state and federal requirements to notify the parents/guardians and eligible students of their rights with respect to the student's educational records.

In general, a student's educational record includes any information maintained by the school district, which contains information directly related to a student. A major exception would be a personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.

The Family Educational Rights and Privacy Act (FERPA) affords to parents/guardians ("parents") of students, and to students themselves who are over 18 years of age ("eligible students"), certain rights with respect to the student's education records maintained by Brentwood School District ("District").

These rights are outlined below:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a written request for access. Parents or eligible students should submit to the school principal a written request that identifies, as precisely as possible, the record(s) 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 is inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the principal or appropriate official, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to parent or eligible student when notified of the right to hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student's education record 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 includes a person employed by the District as an administrator, supervisor, instructor, counselor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the District's Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent, student or other person serving on an official committee, such as a disciplinary or grievance committee, or 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 responsibilities for the District.

The District has determined that the Voluntary Interdistrict Choice Corporation (VICC) and its officers, employees, and agents are school officials with legitimate educational interests, because they act for and on behalf of the District with respect to transfer students and the transfer program, and because they seek to advance the interests of both. A transfer student's attendance records and other educational records relevant to the student's participation in the program or to the program itself may accordingly be disclosed to VICC without obtaining written consent from the parent/guardian or eligible student. Upon request, the District discloses education records without consent to officials of a school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

5. There is a set of information the District has designated as directory information. This information may be released without prior written consent to parent and student organizations for marketing purposes, such as for "buzz" books produced in the fall, and to outside organizations including, but not limited to, companies that manufacture class rings or publish yearbooks in the spring. Other examples include play bills for drama productions; yearbooks; honor rolls or other recognition lists; graduation programs; and sports activity sheets. Such information is also considered a "public record" which must be released upon demand to any person who requests it, under the Missouri Sunshine Law. If a parent, guardian, or eligible student does not want the district to release the information listed below, they must notify Dr. Ronni Zagora, Assistant Superintendent, in writing within 10 days of receiving this notification of the information they do not want released.

The following "Directory Information" may be released without obtaining parental consent: student's name, parent's name, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, awards received, artwork or course work displayed by district, photographs, videotapes, digital images, and recorded sound.

Military Recruiters
In addition, federal law requires the District to provide military recruiters, upon request, with secondary school students' names, addresses, and telephone listings, unless parents have advised us that they do not want their student's information disclosed without their prior written consent. If you do not wish to have your child's name released to military recruiters, please notify Dr. Ronni Zagora, Assistant Superintendent, at 314-962-4507.

TEACHING ABOUT HUMAN SEXUALITY

The Board of Education recognizes that parents/guardians should be the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults.

The district will offer instruction in human sexuality and will provide instruction regarding sexual abuse as required by law. All instruction will be appropriate to the age of the students receiving the instruction, and students may be separated by gender for the instruction. No penalties to credits or graduation shall result therefrom.

The Brentwood School District shall provide:
1. An opportunity for all students to participate in a program of sex education in Grades K–12.
2. For the involvement of community and district staff members in planning, developing, improving and implementing this program.

Notice and Opt-Out
The district will notify parents/guardians of the basic content of the district's human sexuality and sexual abuse instruction. The district will also notify parents/guardians of their right to remove their student from any part of the district's instruction on these topics upon written request. The district will make all curriculum materials used in the district's human sexuality and sexual abuse instruction available for inspection prior to the use of such materials in actual instruction.

Human Sexuality and Sexually Transmitted Diseases
As required by state law, any course materials and instruction relating to human sexuality and sexually transmitted diseases shall be medically and factually accurate and shall:

1. Present abstinence from sexual activity as the preferred choice of behavior in relation to all sexual activity for unmarried students because it is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases and the emotional consequences associated with adolescent sexual activity. Students shall be advised that teenage sexual activity places them at a higher risk of dropping out of school because of the consequences of sexually transmitted diseases and unplanned pregnancy.

2. Stress that sexually transmitted diseases are serious possible health hazards of sexual activity. Students shall be provided with the latest medical information regarding exposure to human immunodeficiency virus (HIV), acquired immune deficiency syndrome (AIDS), human papillomavirus (HPV), hepatitis and other sexually transmitted diseases.

3. Present students with the latest medically factual information regarding both the possible side effects and health benefits of all forms of contraception, including the success and failure rates for the prevention of pregnancy and sexually transmitted diseases, or present students with information on contraceptives and pregnancy in a manner consistent with the provisions of federal abstinence education law.

4. Include a discussion of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity and the consequences of adolescent pregnancy, as well as the advantages of adoption, including the adoption of special needs children, and the processes involved in making an adoption plan.

5. Teach skills of conflict management, personal responsibility and positive self-esteem through discussion and role playing at appropriate grade levels to emphasize that the student has the power to control personal behavior. Students shall be encouraged to base their actions on reasoning, self-discipline, sense of responsibility, self-control and ethical considerations, such as respect for one's self and others. Students shall be taught not to make unwanted physical and verbal sexual advances or otherwise exploit another person. Students shall be taught to resist unwanted sexual advances and other negative peer pressure.

6. Teach students about consent, sexual harassment and sexual violence. Specifically, students will be taught that:
   A) *Consent* is a freely given agreement to the conduct at issue by a competent person, and that:
   - ► An expression of lack of consent through words or conduct does not constitute consent.
   - ► Lack of verbal or physical resistance does not constitute consent.
   - ► Submission resulting from the use of force, threat of force or fear does not constitute consent.
   - ► A current or previous dating, social or sexual relationship between two parties does not by itself constitute consent.
   - ► The manner of dress chosen by a person does not constitute consent.

   B) *Sexual harassment* is uninvited and unwelcome verbal or physical behavior of a sexual nature, especially by a person in authority toward a subordinate.
   C) *Sexual violence* is causing or attempting to cause another to engage involuntarily in any sexual act by force, threat of force, duress or without the person's consent.

7. Advise students of the laws pertaining to their financial responsibility to children born in and out of wedlock and advise students of the provisions of Missouri law pertaining to statutory rape and statutory sodomy.

8. Teach students about the characteristics of and ways to identify sexual predators.

9. Teach students safe and responsible Internet use, including the dangers of online sexual predators, when using electronic communication methods such as the Internet, mobile phones, text messages, chat rooms, social media, e-mail and instant messaging.

10. Instill in students the importance of having open communication with responsible adults, reporting any inappropriate situation, activity or abuse to a responsible adult and, depending on intent and content, to local law enforcement, the Federal Bureau of Investigation (FBI) or the National Center for Missing and Exploited Children's "Cyber Tipline."

11. Explain the potential consequences, both personal and legal, of inappropriate text messaging and sexting, even among friends.

The district will not permit a person or entity to offer, sponsor or furnish in any manner any course materials or instruction relating to human sexuality or sexually transmitted diseases to its students if the person or entity is a provider of abortion services. No district personnel or agents, acting in their official capacities, will encourage any student to have an abortion.

Sexual Abuse
In accordance with law, the district will provide trauma-informed, developmentally appropriate training to students in grades 6–12 regarding sexual abuse including, but not limited to, instruction on:
1. How to recognize sexual abuse;
2. How to report an incident of sexual abuse;
3. How to obtain assistance and intervention; and
4. Resources for students affected by sexual abuse.

TITLE PROGRAMS AND DISTRICT REPRESENTATIVES

State Ombudsman for Missouri, Title I and Title VIII Programs regarding Provision of Equitable Services (new ESSA requirement):
Theresa Villmer, Assistant Director, Federal Programs, 573-526-4365, theresa.villmer@dese.mo.gov

Title I.A Programs for Educationally Disadvantaged Students
Title II.A – Preparing, Training, and Recruiting High-Quality Teachers, Principals, and Other School Leaders
Title IV - Student Support and Academic Enrichment Grants
Coordinator: Dr. Ronn Zagora, Assistant Superintendent, 314-962-4507, rzagora@brentwoodmoschools.org

Homeless, Migrant, and Foster Care: Dr. Ronni Zagora, Assistant Superintendent, 314-962-4507 or rzagora@brentwoodmoschools.org

Title II.A and Title IV Complaint Procedure Non-Public (online): https://dese.mo.gov/media/pdf/essa-complaint-procedures

Title IX - Sexual Harassment Coordinator: Dr. Andrew Miller, Executive Director of Human Resources, 314-962-4507 or amiller@brentwoodmoschools.org

Title IX issues and concerns may be safely and anonymously reported to the school district at: https://www.brentwoodmoschools.org/safe-reporting.

Inquiries and complaints may also be directed to:

Office for Civil Rights
US Department of Education
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106
(816) 268-0550; TDD (800)-877-8339

VIRTUAL INSTRUCTION

This policy governs part-time enrollment with a hosted Missouri Course Access and Virtual School Program (MOCAP) provider, full- and part-time enrollment with other MOCAP providers, and enrollment in other virtual course options provided through the district. Students who seek full-time enrollment with a hosted MOCAP provider must enroll pursuant to policy IGCDA.

Definitions
Full-Time Virtual Course Enrollment – The instructional equivalent of six credits per regular term.

Hosted MOCAP Provider – A public school district, charter school or higher education institution that is registered through the Department of Elementary and Secondary Education (DESE) to provide virtual education through the MOCAP program to Missouri students. A host district may provide the courses directly or contract with a course provider to provide the courses.

MOCAP Provider – An entity listed by DESE as part of the virtual course program under § 161.670, RSMo., that provides virtual courses for elementary and/or secondary students.

Virtual Course – A single class that is designed to deliver all or most of the curriculum electronically. Students may be separated from their instructor or teacher of record by time, location or both.

General
The district may offer virtual courses to students through district staff or by contracting for those services as part of the district-sponsored curriculum. Students may also enroll in virtual courses offered through MOCAP providers. This could result in entire course loads that are provided through virtual courses from the district, district-selected and/or MOCAP providers while the student remains enrolled in the district.

Students may also take virtual courses from other sources at their own expense. Before a student independently enrolls in and pays for virtual courses not otherwise accessible through the district, the district recommends that the student meet with district staff to ensure that the course aligns with the student's education goals and that the district will accept the course credit.

Virtual Course Enrollment
A student or parent/guardian must receive district approval before the student may enroll in virtual courses provided by or paid for by the district or through MOCAP.

Enrollment in courses offered through MOCAP may be denied only if the principal or designee, in consultation with the student's parents/guardians and relevant staff, determines that it is not in the student's best educational interest to enroll in the course. The principal or designee will consider available opportunities for in-person instruction and the student's prior participation in virtual courses when making this decision. As required by law, the district allows for continuous enrollment in MOCAP courses throughout the year. The principal or designee will approve or deny requests to enroll in a MOCAP course within the timeframe required by law.

Enrollment Decision Review
The principal or designee will notify the student and the parents/guardians in writing when declining student enrollment in a virtual course and provide an explanation for the decision. The student or parent/guardian may request that the superintendent review the decision, but the superintendent's decision is final.

Students with Disabilities

A student's individualized education program (IEP) team or Section 504 team will make the virtual course enrollment decisions for students with IEPs or Section 504 plans. If enrollment is appropriate, the IEP or Section 504 team will determine the services, aids, supports and accommodations required. Any review of a decision made by an IEP or Section 504 team must go through the process provided under federal law.

Attendance and Completion
Students who enroll in district-sponsored virtual courses or MOCAP courses through the district are expected to actively participate in those courses with the goal of completing the course. If a student does not actively participate in a course or is not progressing in the course, the district may remove the student from the virtual course and consider the student's performance when making decisions regarding future virtual course enrollments.

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

Eligibility for Extracurricular Activities
Students enrolled in virtual courses offered through the district or through MOCAP under this policy are considered district students and are eligible to participate in extracurricular activities unless restricted by the Missouri State High School Activities Association.

State Assessments
Students are required to take the state assessments, including district-administered EOC examinations, regardless of whether the course for which the examination is required was taken virtually or in person.

Credit
The district will accept all grades and credits earned through district-sponsored virtual instruction and MOCAP providers. Credits obtained from other sources will be recognized in accordance with policy JECC.

Notice
District-provided and district-sponsored virtual courses will be advertised in the district's course catalog.

The district will inform students and parents/guardians of MOCAP program availability in parent/guardian handbooks and registration documents and feature the program on the homepage of the district's website, as required by law. The district will provide every student enrolled in the district and parents/guardians with a copy of DESE's MOCAP guidance document at the beginning of the school year or upon enrollment. In addition, the district will provide a readily viewable link to the guidance document on the main page of its website.

Payment
The district will pay the tuition for MOCAP courses when required by law to do so but is not otherwise required to pay the tuition for a student to attend a virtual course unless the course is approved by the district as part of the district's course offerings.

Virtual Course Behavior and Expectations
Students taking courses virtually are subject to district policies, procedures and rules applicable to students enrolled in traditional courses including, but not limited to, the district's code of conduct and prohibitions on academic dishonesty, discrimination, harassment, bullying and cyberbullying.

When students are participating in virtual courses, what can be seen and heard electronically from the student's location becomes part of the district's education environment. Students are responsible for ensuring that what is seen, heard or otherwise communicated is appropriate for the learning environment and not disruptive. The district's code of conduct applies to virtual in-class behavior. Student speech that is prohibited on campus is also prohibited in the virtual classroom.

Students may electronically display everyday items that they would be prohibited from possessing at school (such as pets, toys or objects forming typical room décor) as long as the display does not disrupt learning.