

TABLE OF CONTENTS

| | |
|---|-------|
| INTRODUCTION | 1 |
| MISSION STATEMENT, PHILOSOPHY, SCHOOL MOTTO, SONG, COLORS | 1 |
| STAFF, SCHOOL BOARD, PHONE NUMBER | 2 |
| SCHOOL CALENDAR | 3 |
| ATTENDANCE AND HOMEWORK | 4 |
| ARRIVAL AND DISMISSAL, EARLY RELEASES | 5 |
| SPECIAL NOTES | 5 |
| PARTY INVITATIONS | 5 |
| SEARCHES, HONOR ROLL, GRADING SYSTEM | 6 |
| PROMOTION & RETENTION, STUDENT USE OF THE TELEPHONE | 7 |
| ADDRESS & PHONE NUMBER CHANGES | 7 |
| DIRECTORY INFORMATION | 7 |
| DRESS CODE, DRESS CODE VIOLATION, CLASS TREATS | 8 |
| LUNCH & BREAKFAST | 9 |
| HEALTH- ADMINISTERING MEDICATIONS | 9 |
| HEALTH-CONTAGIOUS DISEASES, HEAD LICE | 10 |
| TITLE, ENROLLMENT & TRANSFER, TESTING | 10 |
| DISCIPLINE GUIDELINES | 11-16 |
| SCHOOL BUS REGULATIONS | 16 |
| ADMISSION PRICES | 16 |
| ASBESTOS WARNING & BOARD POLICIES | 17 |
| SCHOOL REACH-INSTANT PARENT CONTACT | 18 |
| BRAYMER ELEMENTARY EXTRACURRICULAR | 18 |
| NOTICE TO STUDENTS & PARENTS (SIGN & RETURN) | 19 |

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. Lyndsey Hall, Elementary Principal, with any questions. An open line of communication between home and school is very important.

BRAYMER C-4 MISSION STATEMENT

PREPARING STUDENTS FOR A SUCCESSFUL TOMORROW

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.

BRAYMER C-4 SCHOOL SONG

Once again here our school mates 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

BRAYMER C-4 ELEMENTARY STAFF

| | |
|--|----------------------|
| Title I Preschool/ECSE..... | Brooklyn Walker |
| Kindergarten..... | Kendall Anderson |
| Kindergarten..... | Jenni Mallory |
| First Grade..... | Barbie Cothorn |
| First Grade..... | Brenda Kehr |
| Second Grade..... | Kasie Webb |
| Third Grade..... | Katy Rogers |
| Fourth Grade..... | Tacy Laffoon |
| Fifth Grade..... | Smokey Boyles |
| Sixth Grade..... | Karla Gates |
| Sixth Grade..... | Melanie Finley |
| Title I Reading..... | Traci Heussner |
| Speech Instructor/Process Coordinator..... | Kathy Hutchinson |
| Librarian..... | Judy Carpenter |
| Vocal Music..... | Terri Henry |
| Band..... | Katherine Pogatshnik |
| Art..... | Will Ford |
| Life Skills..... | Karie Black |
| Life Skills..... | Elaine Maser |
| Nurse..... | Kristi Moore |
| Counselor..... | Becky O'Dell |
| Parents as Teachers..... | Tamy Ewing |
| Physical Education..... | Tricia Curp |
| Paraprofessional..... | Vickie Hunt |
| Paraprofessional..... | Janet Hamm |
| Computer Lab Coordinator..... | Michelle Kelley |
| Elementary/Superintendent Secretary..... | Cindy Peters |
| Elementary Principal..... | Lyndsey Hall |

**BRAYMER C-4 SCHOOL DISTRICT
BOARD OF EDUCATION**

| | |
|------------------------|----------------------|
| Ronda Prewitt..... | President |
| Crystal Phipps..... | Vice-President |
| Paul Dunwoodie..... | Treasurer |
| Ruth Ann Swindler..... | Member |
| Phil Clevenger..... | Member |
| Mona Brown..... | Member |
| Scarlett Youtsey..... | Member |
| Don Regan..... | Superintendent |
| Lisa Brooke..... | Bookkeeper/Secretary |

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

**Braymer C-4 School
2009-2010
Calendar**

School Hours
8:00 a.m. till 3:00 p.m.

August:

- 17 Teacher Workday
- 18 Teacher Workday
- 19 1st Day of School
- 19 VoTech Begins
- 26 Open House

September:

- 2 Early Release 1:22 (PLC)
- 7 *Labor Day-* No School
- 16 Early Release 1:22 (PLC)
- 18 No School (Teacher Inservice)
- 30 Early Release 1:22 (PLC)

October:

- 2 Homecoming
- 14 Early Release 1:22 (PLC)
- 16 End of 1st Quarter
- 22 Early Release 12:30 p.m. (Parent-Teacher Conference) 1:00 p.m. -7:00 p.m.
- 23 No School
- 28 Early Release 1:22 (PLC)

November:

- 6 Early Release-12:30 (Teacher Inservice)
- 11 Early Release 1:22 (PLC)
- 25-27 *Thanksgiving Vacation*

December:

- 9 Early Release 1:22 (PLC)
- 18 Early Release-12:30 (*Christmas Break Begins*)
- 18 End of Semester

January:

- 4 Return to Classes
- 13 Early Release 1:22 (PLC)
- 18 No School -*Martin Luther King* (1st Make-up Day)
- 27 Early Release 1:22 (PLC)

February:

- 5 Early Release 12:30 (Teacher Inservice)
- 10 Early Release 1:22 (PLC)
- 11 Early Release 12:30 p.m. (Parent Teacher Conference) 1:00-7:00 p.m.
- 12 Early Release 11:17 a.m.
- 15 No School - *Presidents' Day* (2nd Make-up day)
- 24 Early Release 1:22 (PLC)

March:

- 5 End of 3rd Quarter
- 10 Early Release 1:22 (PLC)
- 26 Early Release 12:30 (Teacher Inservice)

April:

- 2 No School (**Easter Break**)
- 5 No School (3rd Make-up Day)
- 14 Early Release 1:22 (PLC)
- 28 Early Release 1:22 (PLC)

May:

- 3 Last of Classes for VoTech
- 12 Early Release 1:22 (PLC)
- 16 Graduation (2:00 p.m.)
- 20 Last Day of School-11:17 Dismissal
- 21 Teacher Workshop

177 Days
(Includes 3 days for inclement weather)

ATTENDANCE

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.

Tardies/Early Releases

Tardies 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 tardies:

4th tardy-After school detention

5th tardy-After school detention

Subsequent Offenses-Up to 3 days ISS

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.

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 you 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 7:30 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 walkers/car riders are dismissed.

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. SchoolReach will notify all households and parents by phone. Refer to page 18 for more information on SchoolReach.

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.

SEARCHES

Desks are school property and may be searched. School officials also have the right to search personal property (backpack, purse, etc.) if there is reasonable suspicion of a violation of district rules, policy or state law. However, no strip searches are to be conducted.

HONOR ROLL

Elementary Achievement Honor Roll

Qualifications:

- Must be in grades 3, 4, 5, or 6.
- Must have E (Excellent) or S (Satisfactory) on all personal qualities.
- Must have completed classroom required book reports.
- 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

Brought Up Grades Honor Roll "BUG" Honor Roll

Qualifications:

- Must be in grades 3, 4, 5, or 6
- Did not qualify or never have qualified for the Principal's A Honor Roll or the B Honor Roll.
- Must have E (Excellent) or S (Satisfactory) on all personal qualities.
- Must have completed classroom required book reports.
- Must gain 3 steps up on the overall point system.

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.

GRADING SYSTEM

| | | | | | |
|----|--------|----|-------|----|-------|
| A | 96-100 | C+ | 78-79 | D- | 60-61 |
| A- | 90-95 | C | 72-77 | F | 0-59 |
| B+ | 88-89 | C- | 70-71 | | |
| B | 82-87 | D+ | 68-69 | | |
| B- | 80-81 | D | 62-67 | | |

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 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.

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.**

DIRECTORY INFORMATION

The following directory information can be released as deemed necessary by school officials:

Students’ names, Parents’ names, Address, Telephone numbers, date of birth, major field of study, participation in officially recognized activities and sports

If you do not want this information given out by the school, please contact the school at 645-2284.

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, tub 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. No pajama pants or lounging pants.
6. 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.
7. 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.
8. Distracting hairstyles will not be allowed. Hair should be neat and clean.
9. Distracting or inappropriate tattoos and /or piercings will not be allowed.

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.

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.

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 | \$1.00 | \$1.50 |
| 7-12 | \$1.15 | \$1.65 |
| Adult | \$1.40 | \$2.40 |
| Reduced | \$. 30 | \$.40 |

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 dose 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.

CHILDREN WITH CONTAGIOUS DISEASES

The board of directors, administration, or school nurse may direct:

1. Children with contagious diseases to be excluded from school if a liability exists that the child may have such a disease.
2. May require a child to be examined by a physician or cause to be examined by a physician.
3. The child be excluded from school if the parent/guardian refuses to have the child examined by a physician.
4. This policy is derived from the State of Missouri school law 167.191.

CHILDREN WITH HEAD LICE

The administration or teacher may direct a child to be examined by the school nurse or other responsible party to determine the presence or absence of head lice or nits. The child will be excluded from school if head lice or nits exist. The child is to receive head lice treatment. The child and parent/guardian will provide proof of treatment and absence of head lice and nits before returning to school. The school nurse or other responsible party will verify the absence before the child may return to class. Infested student is to repeat treatment 7 to 10 days from original treatment.

TITLE IX, SECTION 504 & 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. The Braymer C-4 Superintendent has been appointed by the board of Education as IDEA, Section 504, and Title IX coordinator.

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.

TESTING OF STUDENTS

Students who enter Braymer C-4 School from a non-certified parochial or home school situation shall be tested (or caused to be test) by the district to determine grade level entrance at Braymer C-4. The 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.

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 record

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

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

Bullying-The intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals

1st Offense: 10-30 days OSS

2nd Offense: 180 days suspension

3rd Offense: Expulsion

Cell Phone Usage-(Refer to Policy 2856)-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

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

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

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 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 at any school-sponsored activity

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 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 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 calendar year suspension, notification to law enforcement officials, and documentation in student's discipline record

Subsequent Offenses: Expulsion, notification to law enforcement officials, and documentation in student's record

Harassment (Refer to Policy 2130-Harassment)-Name calling, hate language to demean or exclusion due to race, gender, ethnic, sexual orientation, or religion. This includes electronic communication, cell phones, texting, etc. The district is mandated to report harassment at school under the Safe Schools Act.

1st Offense: Principal warning, letter to parents, 1 day of ISS and documentation in student's discipline record

2nd Offense: Up to 2 days of ISS or OSS

3rd Offense: Up to 10 days of ISS or OSS, documentation in student's discipline record

Improper Display of Affection-Consensual kissing, fondling, embracing, holding hands

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/expulsion, notification to law enforcement officials, and documentation in student's record

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

1st Offense: After School Detention

2nd Offense: 1 day ISS and parent notification

3rd Offense: Up to 3 days ISS

4th Offense: Up to 3 days ISS

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

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-Harassment)

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 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 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, contact juvenile officer and documentation in student's discipline record

3rd Offense: Up to 180 days suspension

Tobacco-Possession of tobacco or tobacco products

1st Offense: After School Detention

2nd Offense: 1 day ISS and parent notification

3rd Offense: Up to 3 days ISS and parent notification

4th Offense: Up to 3 days OSS and parent notification

5th Offense: Up to 10 days OSS and parent notification

Use of tobacco or tobacco products

1st Offense: 1 day OSS

2nd Offense: Up to 3 days OSS

3rd Offense: Up to 5 days OSS

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

1st Offense: Parent notification and up to 3 days ISS

2nd Offense: Notify juvenile officer if applicable 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

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

Careless Driving on School Property

- 1st Offense:** Loss of parking privileges for 30 calendar days
- 2nd Offense:** Loss of parking privileges for one semester
- 3rd Offense:** Loss of parking privileges for one year

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

- 1st Offense:** 4th tardy-After School Detention
- 2nd Offense:** 5th tardy-After School Detention
- Subsequent Offenses:** Up to 3 days 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

Braymer C-4 School District
Revised Dec. 12, 2005

**BRAYMER C-4 SCHOOL DISTRICT
SCHOOL BUS REGULATIONS**

Bus Barn Phone Number (660)645-4221

- 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 from 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.

ADMISSION PRICES

Jr. High Activities

\$1.00 Students

\$2.00 Adults

\$5.00 Family

Varsity Activities

\$2.00 Students

\$3.00 Adults

\$8.00 Family

Senior Citizens (those over age 65) residing in the Braymer School District may receive a lifetime pass to home sports activities. These passes will not be accepted for admittance at the Braymer Invitational Tournament, nor at any district or state sanctioned events.

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 |

SCHOOL REACH Instant Parent Contact

In our effort to improve communication between parents and school, Braymer C-4 uses a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. The service may also be used from time-to-time to communicate general announcements or reminders. This service is provided by SchoolReach, a company specializing in school-to-parent communications.

When used, the service will simultaneously call all phone numbers in our selected parent contact lists and will deliver a recorded message from a school administrator. The service will deliver the message to both live answer and answering machines. No answers (phone ringing over 40 seconds) and busies will be automatically retried twice in fifteen minute intervals after the initial call.

NOTE: 1) There service requires NO registration by the parent on the SchoolReach website. 2) All information and contact numbers are strictly secure and confidential.

Please make every effort to provide the school with current and accurate phone information any time there is a change to ensure that you do not miss important information.

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 even 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.