

**Braymer High School  
Student Handbook  
Grades 7-12**

**2023-2024**



<http://www.braymerbobcats.org>

## Table of Contents

BRAYMER C-4 SCHOOL DISTRICT BOARD OF EDUCATION	3
BRAYMER C-4 MISSION STATEMENT	4
BRAYMER C-4 JH/HS FACULTY	4
GENERAL SCHOOL INFORMATION	5
MEAL SERVICE	6
ACADEMICS	6
STUDENT EDUCATIONAL RECORDS	9
ASSESSMENTS	10
ATTENDANCE	11
AUTOMOBILES	13
BUS RULES / REGULATIONS	14
DISCIPLINE	15
DEFINITION OF DISCIPLINE TERMS AND RULES	17
DISCIPLINARY INFRACTION GUIDE FOR HIGH SCHOOL STUDENTS	18
MISSOURI SCHOOL VIOLENCE HOTLINE	25
DRESS CODE	27
ENROLLMENT	28
EXTRA-CURRICULAR	28
BRAYMER C-4 JH/HS ACTIVITIES CODE	32
HEALTH	34
MEALS	37
SCHEDULE / CALENDAR	38
SCHOOL-WIDE INFORMATION	41
STATE / FEDERAL PROGRAM COMPLIANT NOTICE	46
NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS	52
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT	55
VIRTUAL INSTRUCTION NOTICE	58
TECHNOLOGY ACCEPTABLE USE POLICY	58
BRAYMER C-4 GOOGLE CHROMEBOOK ACCEPTABLE USE POLICY	60
BRAYMER C-4 ACTIVITIES	66
BRAYMER C-4 SCHOOL DISTRICT ACTIVITY COMMITMENT PLEDGE 2022-2023	76
TECHNOLOGY ACCEPTABLE USE AGREEMENT	78
STUDENT / PARENT SIGNATURE PAGE FOR STUDENT HANDBOOK	79
VOCATIONAL TECHNICAL STUDENT RULES	80

# BRAYMER C-4 SCHOOL DISTRICT

## BOARD OF EDUCATION

Emily Davies.....President  
 Darin Kincaid.....Vice-President  
 Jamie Clevenger.....Secretary  
 Cassie Kleeman.....Treasurer  
 Levi Mallory.....Member  
 Larry Shoe.....Member  
 Jake Haley.....Member  
 Billy Daleske.....Superintendent  
 Brooke Westcott.....Bookkeeper/Secretary  
 Tina Gladioux.....Superintendent Secretary  
 Conda Kincaid.....High School Secretary

Brooke Westcott  
 District Custodian of Records  
 400 Bobcat Ave.  
 Braymer, MO 64624  
 (660) 645-2284

Dear Parents and Students:

The 2023-24 school year is upon us!! I am very excited to start my second year here at the C-4, year one was an amazing experience for my family and me. My goal is to help every single student work toward becoming successful in their time at Braymer, and to achieve post-secondary success in college, trade school, or the workforce. As always, feel free to reach out to me if I can help in any way to support your student's academic success. Let's get started!

GO BOBCATS!

Mr. Michael Creekmore  
 Secondary Principal

# **BRAYMER C-4 MISSION STATEMENT**

*"Inspire lifelong learners by working together to create a meaningful learning environment."*

## BRAYMER C-4 SCHOOL DISTRICT VISION STATEMENT

Braymer C-4 School District is a partnership of staff, parents, students, and community with a vision of...

- A school that holds high expectations for learning and will increase the academic achievement of every student through a unified focus on curriculum.
- A school where all students will achieve success and develop a foundation for lifelong learning
- A school that communicates effectively and work together.
- A school that will establish and maintain a safe, orderly, and respectful environment.
- A school that models responsible behavior, integrity, and respect for others.
- A school that involves the entire partnership in the support of academics, extracurriculars, and other school activities.

## **BRAYMER C-4 JH/HS FACULTY**

Secondary Principal.....	Michael Creekmore
Administrative Assistant.....	Conda Kincaid
Paraprofessional.....	Jodie Hall
Counselor.....	Shelia Pitts
Sped Director.....	Nicole Kelly
Athletic Director/Physical Education.....	Brent Behler
Vocational Ag.....	Peyton Niemeier
Social Studies.....	Brian Derstler
Sped Instructor.....	Brad Cox
JH Science.....	Karla Gates
JH ELA / HS Social Studies.....	Johnna Dunwoodie
Art.....	Meghan Huffmon
Instrumental Music/FACS.....	Audrey Kruse
Vocal Music/Spanish.....	Terri Henry
Science.....	Kelly Lee
Business.....	Bailey O'Dell
English.....	Jaxon Waterbury
Math.....	Angie Stone
Math.....	Kaylyn Goodsell
Librarian.....	Ashlee Smith

# **GENERAL SCHOOL INFORMATION**

1. Every child should attend school regularly and punctually, conform to all rules and regulations of the school, obey the directions of the teachers, observe good order, be diligent in study, be respectful to classmates and teachers, refrain from the use of profane and improper language, and be clean in personal attire.
2. Any student indicted with any contagious disease or who has been exposed to the same shall not be allowed to attend school until the proper medical authorities indicate that he/she may do so. Students should be fever free for 24 hours before returning to school.
3. Students should not bring large sums of money and other valuable personal property to school. Purses, wallets, watches, etc. should not be left in lockers without a lock. The school will NOT be responsible for any items that are stolen that are not locked up.
4. Students must wear clean gym shoes when playing on the gym floor.
5. Students are to "dress out" for physical education classes. All clothing must be in accordance with the handbook.
6. Safety glasses are to be worn in those science and shop classes where eye safety is a matter of concern.
7. Any student wishing to drop or change a course should visit with the counselor to discuss this change. These changes can only be made during the designated times at the end of the semester.
8. Students should feel free to talk over their difficulties with the counselor, teachers, or one of the administrators.
9. Any student who comes to school dirty or improperly clad may be sent home.
10. Mistreatment or harassment of fellow students will be considered sufficient grounds for suspension.
11. Students are to accept responsibility for their own learning and the consequences of their misconduct.
12. Students are to follow the directions listed in their student handbook and those established by each classroom teacher.
13. Faculty and staff are mandated reporters and must report any abuse or illegal substances.
14. Possession and use of laser pointers are prohibited. They are not allowed on school property. Students who break this rule will be subject to a penalty. (1-3 days of ISS)
15. Students are allowed to have water (with a lid) in the classroom. No other drinks or food in the classroom.
16. Cell phone usage (Refer to policy 2656) Students are not to have cell phones during the school day (8:00am-3:00pm) or in dressing areas during extracurricular activities.
17. Electronic equipment, such as radios, CD players, video games, I-pods, mp3 players are prohibited at school. They are permissible on the school busses and after school hours. They will be confiscated if used during school hours.
18. All students are expected to attend school regularly and to be on time for classes in order to get the maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. In order to earn credit, a student must not only satisfy academic requirements but also demonstrate the habit of prompt and regular attendance.
19. The Public School Law of Missouri 167.031 states: "Every parent, guardian, or another person in this state having charge, control or custody of a child between the ages of six and seventeen shall cause the child to attend some day school, public, private, parochial, or parish, not less than the

entire school term of the school which the child attends.” Any student who has not attained the age of 17 and who is habitually absent and/or truant will be referred to the Caldwell County Juvenile Office for educational neglect.

20. In the event of a discrepancy between the handbooks and other written material, Board policies, and administrative procedures will take place.
21. This document is an attempt to cover basic guidelines and procedures in the high school. While an effort has been made to cover all areas, no document can speak to all situations that arise. If a situation occurs that is not specifically addressed herein, Board policies and administrative procedures will be followed.

## **MEAL PLAN**

<b>Meal Prices</b>	<b>Breakfast</b>	<b>Lunch</b>
K-6	\$1.95	\$2.50
7-12	\$2.10	\$2.65
Adult	\$2.30	\$3.40
Reduced	\$0.30	\$0.40

## **ACADEMICS**

### HIGH SCHOOL GRADUATION COURSE REQUIREMENTS CLASS OF 2024 AND BEYOND

#### **Communication Arts Science**

English 1 Physical Science  
 English 2 Biology  
 English 3 3rd Credit Elective  
 4th Credit Elective

#### **Social Studies Math**

American History  
 3 credits Algebra 1 or higher (includes World History, Algebra A and Algebra B).  
 Government  
 8 semesters are required for graduation. The eighth semester must be completed at Braymer C-4.  
 (Exception: Students who attend the Grand River Area Vocational Technical School will be required to obtain 1 credit less per school year due to travel time to and from the vocational-technical school.)  
 Each student must have passed an examination on the United States Constitution & Missouri Constitution to graduate. (RSMo 170.011)

### REQUIREMENTS FOR GRADUATION

The following subjects and the number of units in each must be completed to qualify for graduation from a classified high school in the state of Missouri. These requirements have been adopted by the local Board of Education.

### **Class of 2024 and Beyond**

Comm Arts	4 Units
Math	3 Units
Social Studies	3 Units
Science	3 Units
Practical Arts	1 Unit
Fine Arts	1 Unit
Physical Education	1 Unit
Health	.5 Unit
Personal Finance	.5 Unit
Electives	9 Units
<b><i>Needed to Graduate</i></b>	<b><i>26 Units</i></b>
<b><i>Vo-Tech</i></b>	<b><i>24 Units</i></b>

### WEIGHTED CLASS LIST

+ 2 points for grades C- or better on 11- point scale.

The weighted class list includes two categories: Dual Credit and High School Credit

Dual credit classes maybe offered or not offered from time to time based on need and availability from the cooperating institution. All Dual credit classes for which students receive college and high school credit will be weighted.

High School Weighted Course List: Spanish II, College Micro, College Research, College Criminal, Anatomy/Physiology, College Statistics Justice, Computer Apps, College History, College Biology, College Computer, College Algebra, College Composition Science

### 7TH AND 8TH GRADE ADVANCEMENT

A student has the opportunity to earn a total of 7 units of credit during the school year (3.5 per semester).

To be promoted to the next grade level, a student must earn a minimum of 6 units. Of those 6 units a student must earn 3.0 of those units in their core courses of language arts, math, science, and social studies.

## JH/HS GRADING SCALE

A 90-100  
B 80-89  
C 70-79  
D 60-69  
F 59 and below

## HONOR ROLLS

### **Honor Roll with Distinction**

To qualify for this award a student must earn all A's on his/her grade card

### **A Honor Roll**

To qualify for this award a student may have one B and all other grades must at least be an A.

### **B Honor Roll**

To qualify for this award a student may have one C and all other grades must at least be a B.

## SEMESTER FINAL TESTS

Each core teacher (Math, Science, Social Studies, English) will give a cumulative test at the end of each semester for students in grades 9-12. The test will count for no more than 5% of the student's semester grade. Semester exams will be submitted to and approved by the principal for each class. All other final tests will be at the discretion of the teacher.

## LATE WORK

For all 7-12 classes: Any late work submitted within a unit will be accepted for full credit. All late work submitted after the conclusion of the unit will be accepted for 90% credit until the mid-term or the end of the quarter. Late work WILL NOT be accepted after the mid-term. Late work WILL NOT be accepted after the end of the quarter. Teachers may be more strict, teacher policies will be in their syllabus.

## REPORTS TO PARENTS

1. Three progress grade checks will be issued to parents each semester.
2. A student with an incomplete grade will not be considered for the honor roll
3. If parents have any questions about the grades, the teacher will be glad to confer with them.
  - a. Prior notice or appointment is encouraged.

## MOCAP VIRTUAL EDUCATION



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

## **STUDENT EDUCATION RECORDS**

A cumulative educational record shall be maintained for each student from his/her entrance into school through the last date of attendance or through graduation, whichever occurs first.

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

The parent/guardian of students who is attending or have attended the District's schools have the right to inspect and review the educational records of their student. However, if any material or document in the education record of the student includes information on more than one student, the parent/guardian shall have the right to inspect and review only the part of such material or document that relates to their student or to be informed of the specific information regarding their student that is contained in the document or material.

The District has adopted procedures for the granting of parental requests for access to the education records of their students within a reasonable period of time, but in no case, more than forty-five (45) days after the request is made.

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

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

In addition, the school official or his/her assistants who are responsible for the custody of the records and those parties authorized to audit the record-keeping procedures of the District may inspect the records relating to each student without the consent of the parent/guardian or eligible student.

The District will comply with mandates of the Safe School Act, House Bill Nos. 1301 and 1298, regarding confidentiality of student records and disclosure of personally identifiable information.

## **ASSESSMENTS**

### TESTING OF STUDENTS

Testing of students from non-public schools.

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

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

### STATEWIDE ASSESSMENTS

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

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

#### **Name of Test Grade Level**

MAP - ELA, Math 3

MAP - ELA, Math 4

MAP - ELA, Math, Science 5

MAP - ELA, Math 6

MAP - ELA, Math 7

MAP - ELA, Math, Science 8

End of Course Exams: English II, Biology, Government, Algebra 1, 9-12

## Evaluation Services Statewide Assessments

### **INSTRUCTIONAL SERVICE.....Policy 6440**

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

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

In compliance with Department of Elementary and Secondary Education recommendations, each assessment may count as 10% of a student's final semester grade in the associated course provided that scores are received back in a timely manner.

#### Delay Policy:

Students who have not achieved satisfactory mastery of a majority of the Course Level Expectations for an assessment until they can demonstrate minimum proficiency in those objectives.

A committee consisting of the subject-area instructor(s), guidance counselor, special education teacher (if applicable), and administrator will make student delay decisions.

All students are required to take state-mandated assessments prior to graduation.

## **ATTENDANCE**

### ATTENDANCE POLICY

Upon enrolling at Braymer High School, the student assumes the obligation of attending his/her classes regularly and on time. The student, with the help of his/her parents, is expected to solve the usual problems of health, transportation, and family responsibility in order to keep his/her absences to a minimum. All students are expected to attend school regularly and to be on time for classes in order to achieve maximum benefits from the instructional program and to develop habits of punctuality, self-discipline, and

responsibility. Once a student has reported to the school, he/she shall not leave the school property during the school day without first obtaining permission from the Principal's Office (i.e. Principal, Secretary). Class participation, in many instances, is one of the areas of student performance used to determine grades. Students are expected to attend all classes every day. Families are urged to schedule vacations and student appointments for when school is not in session. There is a direct relationship between good attendance and class success and our goal is to develop successful students.

For these reasons, the Braymer C-4 Board of Education has adopted the following guidelines:

1. Students will be allowed a maximum of three days of absence for each enrolled in per quarter. These absences are to be used solely for sickness or unavoidable appointments. Absences due to school-related activities will not count toward the three absences. If a student is 25 or more minutes late for a class, it will be considered an absence, not a tardy, and will count toward the three-absence limit. Absences on the eighth-period day count as a full absence for each class enrolled in.
2. Parents are required to notify the school at 660-645-2284 of a student's absence each day that they will be absent. Failure to notify the school may result in a case of truancy for the student. The school has an answering machine available outside school hours for notifying school officials of absences. If the notification has not been made, the school secretary will make a reasonable attempt to make contact to verify the absence. Parents wishing to pick up their child's homework at the end of the school day need to contact the high school secretary prior to 11:15 a.m. to ensure ample time for the work to be collected.
3. When the fourth and each subsequent absence occurs, any homework that the student missed may not be allowed to be made up, and zeros will be given, with the exception of exams. Exams must be made up within a reasonable amount of time as directed by the individual teacher. Medical and funeral absences may be waived by a doctor's note or funeral announcement only after the three absences for the class have been used.
4. For classes that do not normally require homework or have assignments (Physical Education, etc.), points for participation, dressing out, etc. will be deducted from the student's grade accordingly. These points may only be made up by fulfilling special assignments, reports, etc. based on the individual teacher's discretion and to their satisfaction before the three-absence limit has been reached.
5. After 8 full day absences for the school year, school officials may file a report with the juvenile office for monitoring for any student under the age of sixteen. All doctors' excuses will be maintained in the school office to confirm absences.
6. If a student is absent from school, he/she, cannot attend any school functions that evening. If the student is absent Friday, he/she cannot attend a school function Saturday. The two decisions can be changed only with prior approval by the principal.

It is the student's responsibility to acquire the work that they missed while absent, not the teachers', although the teachers may remind the students when they see them next. Students will be given a minimum of two school days from the date of each absence to complete missed work. If a student is absent

for two consecutive class meetings, they will be allowed one week to make up the missed assignments. In cases of extended illness or other exceptional circumstances, the student may request a hearing by the Board of Education on the above attendance regulations.

Absences due to school-sponsored or school-sanctioned activities are not considered absences for the purpose of the attendance policy. Students taking college/technical school/military visits must fill out the necessary paperwork prior to making the visit and upon returning to school must provide proof of the visit for the absence to not be counted against the attendance policy.

### STUDENT TARDINESS

Tardy defined: Student shall be inside the classroom before the tardy bell rings.

1. Students should be in their assigned classrooms when the tardy bell has sounded.
2. Teachers are to send every student who arrives late to school to the office for a tardy slip.
3. \*Four tardies per semester, total, will result in after-school detention. The accumulation of additional tardies during the semester will result in an ISS. (In School Suspension)
4. See the discipline section.

### PERFECT ATTENDANCE

Students who qualify for perfect attendance for the school year may not miss more than 7 full class periods during the school year.

### TRUANCY

Students who are absent from school without the knowledge and consent of their parents/guardians and the administration, or students who leave school during any session without the consent of the principal, shall be considered truant. Students may also be considered truant if they have accumulated excessive unjustifiable absences, even with the consent of parent/guardians.

### COLLEGE VISITS

Students are allowed two college visits their junior year and two college visits their senior year. These visits must be approved through the counselor's office. Students will be required to fill out paperwork with the school counselor and bring proof of their visit back to school. Only two students will be approved to visit the same college on the same day from Braymer C-4.

## **AUTOMOBILES**

## STUDENT VEHICLES

Students driving to school are to have permission forms filed in the principal's office. Students' cars are to be parked in the lot south of the building only (student parking lot). This rule includes parking during extra-curricular events and practices. Students agree to drive in a safe manner when on school grounds. Students are to park their cars heading north or south in organized parking rows. Loss of parking privileges may result if rules are not followed. Students are not to leave the building during school hours.

# **BUS RULES/REGULATIONS**

These 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 or 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 stop.

1. The driver is in charge of the bus and pupils at all times on the school routes. The sponsor is in charge of activity trips.
2. The driver may assign any seat to any pupil.
3. Students are to obey the driver promptly and with respect.
4. Obscene and unacceptable language, gestures, remarks, or literature are not allowed.
5. Ordinary conversation and classroom conduct are to be observed. This means loud unnecessary noise, shouting or scuffling, teasing, or tormenting other students is prohibited.
6. Students are to be courteous to the driver, fellow students, and passersby.
7. The use of tobacco products/matches/lighters/drugs/alcohol is prohibited on the bus.
8. Refusal to stay seated/turning around in the seat/standing or moving around on the bus is prohibited.
9. Students are required to wear seat belts in buses so equipped.
10. If a student is to ride a bus that they do not normally use, they are required to bring a note from their parents stating so. The building principal must approve the note; otherwise, students will be transported to and from their normal location.
11. Students must not extend any part of their body from the bus windows.
12. Students must not throw trash on the bus floor or from the bus windows.
13. No eating or drinking will be allowed on the bus.
14. Students need to be on time. The bus cannot wait on tardy children.
15. Students are not to tamper with any of the bus equipment. Vandalism and destruction of property are not permissible.
16. After riding the bus to school, students are not to leave the premises without the approval of the principal.

17. Criminal charges shall be filed by school officials against *any* person who unlawfully enters a district school bus.

## **DISCIPLINE**

### CORPORAL PUNISHMENT

#### **Corporal Punishment: Prohibited.....Policy 2670**

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

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

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

### STUDENT DUE PROCESS RIGHTS

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

#### DUE PROCESS

Due process is defined below but not limited to

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

### ILLICIT DRUG STATMENT

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

### DISCIPLINE DRUG-FREE SCHOOLS

Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act, pursuant to the requirements of the Safe School Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the District shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students in all grades from early childhood level through grade twelve (12).

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

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

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

#### DISCIPLINE: SUSPENSION

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

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

1. First-degree murder (Mo. Rev. Stat. 536.020)
2. Second-degree murder (Mo. Rev. Stat. 565.021)
3. First-degree assault (Mo. Rev. Stat. 565.050)



4. Forcible Rape (Mo. Rev. Stat. 566.030)
5. Forcible sodomy (Mo. Rev. Stat. 566.060)
6. Robbery in the first degree (Mo. Rev. Stat. 569.020)
7. Distribution of drugs to a minor (Mo. Rev. Stat. 195.212)
8. Arson in the first degree (Mo. Rev. Stat. 569.040)
9. Kidnapping as a Class A felony (Mo. Rev. Stat. 569.110)
10. Statutory rape
11. Statutory sodomy

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

## **DEFINITION OF DISCIPLINE**

### **TERMS AND RULES**

#### **AFTER SCHOOL DETENTION (ASD)**

Students serve an after-school or before-school detention following an infraction of school rules.

1. Students in after-school detention will serve from 3:05-4:05 and morning detention will serve from 7:00-8:00. Students should be on time or risk serving an extra day. Students should report to the assigned detention room.
2. Students must bring homework or assignments to work on during their detention. Failure to bring something to do will result in an extra day or detention or the teacher will give them the assignment to complete prior to leaving.
3. Students must provide their own transportation.
4. Students must stay in the assigned room for the designed time frame at an assigned seat and refrain from talking to other students. Students that cannot follow these rules will be assigned additional detention or in-school suspension.
5. A student's extra-curricular schedule will not be worked around.
6. No sleeping is allowed.
7. No food, soda, candy, etc. is allowed.

#### **IN-SCHOOL SUSPENSION (ISS)**

Students will be kept in an assigned area for the whole school day until their ISS time has been fulfilled. They will not be allowed to socialize with other students during this time. ISS will operate on 3 strikes and

you are out policy. Minor disruptions will result in a strike. On the 3rd strike, the student will be sent home for the remainder of the day. The ISS term will remain the same and have to be completed when the student returns to school. Major disruptions will result in immediate OSS on the first offense.

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

#### OUT-OF-SCHOOL SUSPENSION (OSS)

OSS is the complete removal of a student from the school program for a specific number of days.

1. Students cannot come on school grounds for any reason during the OSS.
2. Students may make up a test after school (for full credit) on the next possible day they are in attendance and all class work will be worth 70%.
3. Students cannot attend any school activities, such as dances, ballgames, practices, music events, and club or organization meeting while under OSS.

## **DISCIPLINARY INFRACTION GUIDE** **FOR HIGH SCHOOL STUDENTS**

The discipline code set out in this regulation is intended to be illustrative but not to 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 the provision of all 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. **Following a disciplinary action issue conference between a student and administrator, the parent will be notified of the consequences given for offense.**

Copies of this regulation as well as the District's corporal punishment policy will be provided to each student at the beginning of each school year. Copies of these documents will also be available for public inspection during normal business hours in the Superintendent's office.

1. **Possession or presence under the influence of a controlled substance or substance represented to be a controlled substance on school property and/or any school-sponsored activity at home or away or off school property.**
  - *First Offense:* Up to 30 days suspension, notification to law enforcement, and documentation in student's discipline record.
  - *Subsequent Offense:* Up to 180 days suspension/expulsion, notification to law enforcement officials, and documentation in student's record.
2. **Sale, purchase, or distribution of a controlled substance or substance represented to be a controlled substance on school property and/or any school-sponsored activity at home or away, or off of school property.**
  - *First Offense:* Up to 180 days suspension/expulsion, notification to law enforcement officials, and documentation in student's record.
  - *Subsequent Offense:* Notification to law enforcement officials, expulsion from school.
3. **Assault of Student - Use of physical force with the intent to do bodily harm.**
  - *First Offense:* Up to 180 days out of school suspension or expulsion, notice to law enforcement officials, and documentation in student's discipline record.
  - *Subsequent Offense:* Administrative hearing with possible expulsion, notification to law enforcement officials, and documentation in student's discipline record.
4. **Assault of Staff - Use of physical force with the intent to do bodily harm.**
  - *First Offense:* Up to 180 days out of school suspension or expulsion, notice to law enforcement officials, and documentation in student's discipline record.
  - *Subsequent Offense:* Administration hearing with possible expulsion, notification to law enforcement officials, and documentation in student's discipline records.
5. **Verbal Abuse of Staff Member - Disrespectful language or actions directed at a staff member.**
  - *First Offense:* Conference with the principal, up to 3 days ISS or OSS.
  - *Second Offense:* Up to 5 days of ISS or OSS, parent-student-principal conference before returning to school.
  - *Third Offense:* Up to 10 days of ISS or OSS, parent-student-principal conference before returning to school.
6. **Threatening or Violent Language - Use of verbal or written threats to do bodily harm (Real Threats).**
  - *First Offense:* 2-30 days OSS
  - *Subsequent Offense:* Up to 180 days suspension, notification to law enforcement officials, and documentation in student's discipline record.
7. **Possession of a Weapon and/or Firearm - Defined in Policy 2620.**

- *First Offense*: One calendar year suspension, notification to law enforcement officials, and documentation in the student's discipline record.
  - *Subsequent Offense*: Expulsion, notification to law enforcement officials.
- 8. Possession of or presence under the influence of alcohol regardless of whether the student is on school premises.**
- *First Offense*: Up to 30 days suspension, notification to law enforcement officials, and documentation in student's record.
  - *Subsequent Offense*: Up to 180 days suspension/expulsion, notification to law enforcement officials, and documentation in student's discipline record.
- 9. Arson - Intentionally causing or attempting to cause a fire or explosion.**
- *First Offense*: Up to 180 days suspension/expulsion, notification to law enforcement officials, and documentation in student's discipline record.
- 10. Inappropriate Sexual Conduct - Physical touching of another student in the area of the breast, buttocks, or genitals.**
- *First Offense*: 5 to 30 days OSS.
  - *Subsequent Offense*: Up to 180 days suspension.
- 11. Inappropriate Sexual Conduct - Use of sexually intimidating language, objects, or pictures (This includes pulling someone's shorts or pants down).**
- *First Offense*: Conference with principal and up to 3 days ISS.
  - *Second Offense*: Up to 3 days OSS.
  - *Subsequent Offense*: Up to 10 days OSS.
- 12. Harassment - Name-calling, hate language to demean or exclusion due to race, gender, ethnicity, sexual orientation, or religion.**
- *First Offense*: Principal warning, letter to parents, 1 day of ISS.
  - *Second Offense*: Up to 2 days of ISS or OSS.
  - *Third Offense*: Up to 4 days of ISS or OSS.
- 13. Extortion - Verbal threats or physical conduct designed to obtain money or other valuables.**
- *First Offense*: Up to 4 days OSS.
  - *Subsequent Offense*: Up to 180 days suspension, notification to law enforcement officials, and documentation in student's discipline record.
- 14. Fighting - Physically striking another in mutual contact as differentiated from an assault.**
- *First Offense*: Up to 3 days ISS or OSS and documentation in student's discipline record.
  - *Second Offense*: Up to 4 days OSS or expulsion and documentation in student's discipline record.
  - *Third Offense*: Up to 180 days suspension or possible expulsion.
- 15. Disruptive Behavior - Conduct that has the intentional effect of disturbing education or the safe transportation of a student.**
- *First Offense*: Warning and conference with the principal or after-school detention.
  - *Subsequent Offense*: After-school detention, parent-principal conference, alternative school placement, ISS, or OSS.
- 16. Theft - Non-consensual taking or attempting to take the property of another.**

- *First Offense:* Up to 5 days OSS or ISS, restitution, and documentation in student's discipline record. May contact juvenile officer.
- *Second offense:* Up to 10 days OSS or ISS, restitution, may contact juvenile officer, and documentation in student's discipline record.
- *Third Offense:* Up to 180 days suspension.

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

- *Consequence:* Restitution and 2 days ISS or up to 30 days OSS, possible notification to law enforcement officials, and documentation in the student's discipline record.

**18. Truancy - Unauthorized absence from school. Students absent from school without advanced parent or administrator's permission are truants. Students who come to school and leave school grounds without following the official checkout procedure will be considered truant.**

- *First Offense:* Parent notification and up to 3 days ISS.
- *Second Offense:* Possible notice of juvenile office and up to 5 days ISS.
- *Third Offense:* Up to 10 days ISS, notification of Juvenile officer.

**19. Skipping class is defined as missing an assigned class without prior authorization. The student is still on school grounds but is 5 minutes or longer late to class without permission.**

- *First Offense:* 1 day of ISS.
- *Second Offense:* 3-5 days of ISS.
- *Third Offense:* 2 days of OSS.

**20. Walking Out of Class - Leaving class without permission from the teacher.**

- *First Offense:* 1 day of ISS and parent notification.
- *Second Offense:* 1-5 days of ISS.
- *Third Offense:* 1-3 days of OSS.

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

- *First Offense:* Principal-student conference, after-school detention.
- *Second Offense:* After-school detention or up to 3 days of ISS.
- *Third Offense:* Up to 3 days of ISS or OSS.

**22. Improper Displays of Affection - Consensual kissing, fondling, embracing, or holding hands.**

- *First Offense:* Principal-student conference.
- *Second Offense:* After-school detention.
- *Third Offense:* 1 day of ISS.
- *Fourth offense:* 2 days of ISS.
- *Fifth Offense:* 2 days of OSS.
- *Sixth Offense:* Up to 10 days of OSS.

**23. Indecent Exposure.**

- *First Offense:* 2 days or more of ISS
- *Subsequent Offense:* Up to 10 days of OSS.

- 24. Use of Obscene or Vulgar Language - Language that depicts malicious sexual acts, human waste, and blasphemous language.**
- *First Offense:* After school detention.
  - *Second Offense:* 1 day of ISS.
  - *Third Offense:* Up to 3 days of ISS.
  - *Fourth Offense:* Up to 3 days of OSS.
- 25. Possession and/or use of tobacco products including e-cigarette products with or without tobacco (drug-related vaping products will be considered controlled substance(s)).**
- *First Offense:* Up to 3 days of OSS.
  - *Second Offense:* Up to 5 days of OSS.
  - *Third Offense:* Up to 10 days of OSS.
- 26. Careless Driving on School Property.**
- *First Offense:* Loss of parking privileges for 30 days.
  - *Second Offense:* Loss of parking privileges for one semester.
  - *Third Offense:* Loss of parking privileges for one school year.
- 27. 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 unexcused absence from class. If a student refuses to give up a requested item or change inappropriate clothing, OSS will result immediately.**
- *First Offense:* Confiscation or required to change clothes immediately. Parents contacted.
  - *Second Offense:* Parent contacted by phone. The parent will need to pick the student up immediately to take home and correct the violation. If a student drives, a parent must give permission for the student to leave school grounds to correct the violation. ASD
  - *Subsequent Offense:* Parent contacted by phone. The parent will need to pick the student up immediately to take home and correct the violation. Up to 3 days of ISS will be assigned. If the student drives, a parent must give permission for the student to leave school grounds to correct the violation. ASD
- 28. Tardy (After four tardies total). Every 4th tardy will result in disciplinary action.**
- *First Offense:* 4th tardy - After school detention.
  - *Second Offense:* 8th tardy - Two after-school detentions.
  - *Third Offense:* 12th tardy - One day of ISS.
  - *Fourth Offense:* 16th tardy - Two days of ISS.
  - *Fifth Offense and Subsequent Offenses:* Additional days of ISS.
- 29. Cheating - Use of the academic work of another as own or knowingly providing another with academic work or answers.**
- *First Offense:* Parent notification, a chance to redo an assignment or alternative assignment for ½ credit, ASD.
  - *Second Offense:* Parent notification, loss of credit for the assignment, ASD.
  - *Third Offense:* Parent/student/principal conference and up to 3 days of ISS.
- 30. Inappropriate Computer & Computer Lab Use (see attached computer lab rules and guidelines).**

- *First Offense:* Up to 4 months of computer use privileges lost.
- *Second Offense:* Loss of computer privileges for the remainder of the school year.

**31. Hazing.**

- *First Offense:* 10 days out-of-school suspension.
- *Second Offense:* Expulsion.

**32. Horseplay - Pushing, shoving, wrestling around.**

- *First Offense:* Conference with the Principal.
- *Second Offense:* After-school detention.
- *Third Offense:* 1-5 days of ISS.

**33. Throwing Objects - Lunchroom, classroom, hallways, and other places on school property.**

- *First Offense:* After-school detention and/or cleaning after school for one hour a day for a week.
- *Second Offense:* Clean after school for one hour a day for two weeks.

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

- *First Offense:* After school detention.
- *Second Offense:* Up to 5 days of ISS.

**35. Possession of Prescription Medicine - The possession of prescription medication without a valid prescription for such medication on school premises or on a school bus.**

- *First Offense:* Parent/Principal conference, up to 3 days of ISS.
- *Second Offense:* Up to 3 days of OSS, notification to law enforcement, documentation in students' records.

**36. Distribution of Prescription Medicine - The distribution of prescription medicine to any individual who does not have a valid prescription for such medication on school premises or at any school-sponsored activity.**

- *First Offense:* Up to 3 days of OSS and notification to law enforcement officials, documentation in student's discipline record.
- *Subsequent Offense:* Up to 180 days of OSS, notification to law enforcement officials, documentation in student's discipline record.

**37. 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. This also includes cyberbullying.**

- *First Offense:* 10-30 days of OSS.
- *Second Offense:* 180 days OSS.
- *Third Offense:* Expulsion.

**38. Cell Phone (Refer to policy 2656) Students are not to have cell phones during the school day (8:00-3:00) or in dressing areas during extra-curricular activities.**

- *First Offense:* Confiscation (phone may be picked up after school), detention, parent contact.
- *Second Offense:* Confiscation (phone may be picked up after school), one day of ISS.
- *Third Offense:* Confiscation (phone may be picked up after school), one day of OSS.

- *Fourth Offense:* Confiscation (phone may be picked up after school), two days of OSS.
- *Subsequent Offense:* Additional days of OSS.

**39. Physical Aggression - Physically striking another without mutual contact is differentiated from assault.**

- *First Offense:* Up to 3 days ISS or OSS and documentation in student's discipline record.
- *Second Offense:* Up to 4 days OSS or expulsion and documentation in student's discipline record.
- *Third Offense:* Up to 180 days suspension or possible expulsion.

DISCIPLINE FIREARMS AND WEAPONS IN SCHOOL

**Definitions**

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

1. Any item which is a loaded or unloaded weapon, weapon frame, or weapon barrel and which is designed to, or may be readily converted to, expel a projectile by the action of an explosive, or
2. Any item which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of at least one-half inch in diameter, or
3. Any explosive, incendiary, or poison gas, such as bombs; grenades; rockets with a propellant charge of greater than four ounces; and other similar devices as recognized under federal law, or
4. Any combination of parts designed to or intended for use in converting any device into a device as described in paragraphs above or the Definitions section of this Regulation.
5. Items defined as "weapons or firearms" under MO Rev. Stat 571.010

Blackjack	Machine Gun
Concealable Firearm	Knuckles
Explosive Weapon	Projectile Weapon
Firearm	Rifle
Firearm Silencer	Shotgun
Gas Gun	Spring Gun
Knife	Switchblade

Other Weapons:

1. Mace Spray
2. Items customarily used, or which can be used, to inflict injury upon another person or property.



### STUDENTS WHO BRING FIREARMS OR WEAPONS TO SCHOOL

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

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

### APPLICABILITY OF REGULATION TO DISABLE STUDENTS

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

## **WEAPONS ARE NOT PERMITTED ON SCHOOL PROPERTY!**

# **MISSOURI SCHOOL VIOLENCE** **HOTLINE**

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

### PROTECTION OF STUDENT RIGHTS

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

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

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

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

#### SEARCH BY SCHOOL PERSONNEL

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

Students or student property may be searched based on reasonable suspicion of a violation of District rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided, or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses if such witnesses are available. Students may be asked to empty pockets, remove jackets, coats, shoes, and other articles of exterior clothing for examination if reasonable under the circumstances. However, no strip searches are to be conducted.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of the student's automobile on school premises may be searched if a school administrator has reasonable suspicion to believe that

illegal, unauthorized or contraband items, or evidence of a violation of school policy are contained inside the vehicle.

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

## **DRESS CODE**

### **BRYAMER C-4 SCHOOL 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 regarding proper dress. *The dress code is to be followed at all school activities, both at 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. Skirts and shorts must cover the buttocks and groin at all times. For all shorts, skirts, and pants reasonable holes are permissible; however, holes should not expose the buttocks, groin or undergarments covering these areas.
4. Shirts must be of proper length and buttoned appropriately. No bare midriff, cleavage, navel, or side torso should be exposed (this included "deep side-cut" cutoff tee shirts). Undergarments should be covered, tube tops are not allowed.
5. Any mesh, sheer, or see-through clothing must have appropriate clothing underneath to otherwise meet all aspects of the dress code (i.e. underwear should not be the only thing worn under a sheer garment, nor should a sheer garment be the only thing covering an area that should otherwise be "covered" according to the dress code).
6. Clothing that displays alcohol, tobacco products, illegal drugs, drug paraphernalia, sexual content, profane language, violent or aggressive acts, or suggestive "double meaning" slogans are not allowed.

7. No hats, hoods, bandannas, caps, 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 lockers until the final bell.

### CONSEQUENCES FOR BREAKING DRESS CODE:

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 the requested item or change inappropriate clothing, OSS may result. Students will be given a school shirt to wear if they are unable to find someone to bring them a change of clothes.

- *First Offense:* Confiscation or required to change clothes immediately. Parents contacted.
- *Second Offense:* Parent contacted by phone. A parent may need to pick student up to take home and correct violation. If a student drives, a parent must give permission for the student to leave school grounds to correct the violation. After-school detention.
- *Subsequent Offenses:* Parent contacted by phone. The parent may need to pick the student up to take home and correct the violation. Up to 3 days ISS will be assigned. If a student drives, a parent must give permission for the student to leave school grounds to correct the violation.

## **ENROLLMENT**

### ENROLLMENT & TRANSFER STUDENTS

New students should enroll the week prior to the beginning of school. Transfer students are expected to provide the following: Birth certificate, immunization records, and all school records required by law according to the Safe School Act.

#### MOCAP

For information regarding policies, procedures, and enrollment in virtual coursework please see the Braymer C-4 School District Online Course Parent/Student Handbook.

## **EXTRA-CURRICULAR**

### ACTIVITIES HANDBOOK

Additional information regarding activities and athletics is contained in the Braymer C-4 Activities Handbook found at the end of this document. Copies may be attained from any district office as well as the Athletic Director.

### FLOATS FOR HOMECOMING

Class sponsors will be responsible for the work on the class float. They will see that the work is well supervised by an adult. No work will be done without an adult present. Students will not be released from school to work on the floats.

### BANDS FOR PROM AND OTHER ACTIVITIES

Bands selected for school activities must be approved by the principal. Parties and extra-curricular activities are to last no longer than 10:00 p.m. on weeknights and 11:00 p.m. on Friday and Saturday nights. Bands for dances should be contracted from 8:00 p.m. to 10:00 p.m. Monday - Thursday. Prom and Homecoming time may be extended to 12:00 midnight for prom and 11:30 p.m. for homecoming.

### PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

Students who represent the Braymer C-4 Schools in extra-curricular activities, which include; Athletics, F.F.A., etc. must comply with all policies, rules and regulations, and be good citizens at all times.

#### **NOTE:**

Definition of a good school citizen is: A student who works at or near capability, is not a discipline problem to any teacher, who gets along well with a fellow student, who reflects pride in self and school at all times, who complies with all aspects of the rules of the Missouri High School Activities Association and the policies of the Braymer C-4 Board of Education.

### SENIOR TRIP

Senior trips will be approved by the Braymer C-4 school board in conjunction with school administration. Participation in the senior trip is a privilege and not a right. Seniors are not automatically guaranteed the right to participate in any authorized senior trips, but must meet certain criteria as established by the school board, school administration, and class sponsors. Students may be denied the right to participate in senior trip as a disciplinary action determined by the school administration. In order to participate in senior trip students will at least meet the criteria listed below.

1. Students going on senior trip will not participate in a senior skip day.
2. Students going on senior trip will maintain an hourly attendance rate of 90% throughout the course of the school year.
3. Students going on senior trip will have no more than one day of in-school-suspension and no instances of out-of-school-suspension their senior year.

Additional criteria may be established by class sponsors and school administration.

BRAYMER 7-12 GRADE  
EXTRA-CURRICULAR ELIGIBILITY PROCEDURE

- Grades will be evaluated for eligibility purposes at two-week intervals. On the designated Friday of each two-week interval, teachers must have all grades submitted by the end of the school day. Any student with one or more F's will be ineligible until the next two-week grade check, or until the teacher(s) verify a raised grade.
- Ineligibility includes sports, club activities, (including club meetings during the advisory period), field trips, FFA activities, music competitions/activities, band competitions/activities, dance, school plays, and any other special events.
- The principal will post the ineligibility list the Monday following the designated Friday of each two-week interval. Teachers will be notified as soon as possible on Monday, but no later than 12:00 p.m. of all ineligible students.
- MSHSAA rules regarding F's at semester still stand. The student would be ineligible for a semester. 2 semester F's = 1-semester ineligibility.
- Mid-Term and quarterly reports will continue to be generated by office personnel.

To be in good standing and be eligible for extra-curricular activities, a BHS student must receive a passing grade in all academic classes, with no failing marks.

Two-week ineligibility periods run from Monday-Monday. *(If the semester does not start on Monday the grade period will be from the semester start date to the 3rd Friday)*

Students who are declared ineligible are required to practice. They may not suit, play or perform in contests. They may, however, at the coaches' or sponsors' discretion travel with the team, be in the dugout, on the bench, or on the sidelines.

**\*\*\*Ineligible students will not be dismissed early from classes to travel with the team. Exceptions are granted with administrative approval only.\*\*\***

At the end of the school year grading period (4th quarter) that is the final grading period in a school year; a contestant in extra-curricular activities who is declared ineligible, will be ineligible to dress for and compete in any competition. Including, district or state-level competition that may occur when the school grading session is complete.

***At the two-week eligibility check, students must be passing in ALL their classes to be considered eligible regardless of what class(es) they were previously failing.***

*Note:* To fulfill eligibility requirements students must complete the entire season in good academic standing. If not, the ineligibility will carry over to the next activity.

IEP Students

A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives of the student's individualized education program.

To participate in a school activity, including practices, a student must attend the full day of school on the day of the activity. Exceptions may be granted by the building principal. Participation in extracurricular and interscholastic activities is a privilege and not a right. Coaches and sponsors may establish specific rules for their groups in addition to those set out by MSHSAA.

#### Transportation to and from School Activities

When transportation is provided to school-sponsored activities, students who participate in these activities will be expected to travel in the school-provided transportation to and from the event. Only the following exceptions will be considered:

- Students may travel home with parents only if parents or the legal guardian come in person to the sponsor or the coach involved and sign the Sign Out Sheet. This must be with the approval of the sponsor or coach.
- No student will be released from a school activity to another person under the age of 18 years.
- In case of an emergency, or circumstances beyond the control of the parents or student, a student may be released with a member of the immediate family. An administrator or the person in charge will make this decision.

***All buses shall include a certificated employee for supervision purposes.***

#### EXTRA-CURRICULAR ACTIVITIES

Attending extracurricular activities is encouraged to show support for your school. However, an adult must accompany any student Pre-Kindergarten through 6th grade who attends such activities. Students without an adult will not be allowed to enter the activity. Upon arrival, the student must sit by an adult for the duration of the activity. Students will not be allowed to stay in the Common's Area during indoor activities other than intermission time. During outdoor activities, students must also remain seated by an adult for the duration of the activity. Failure to do so may result in the student and parent being asked to leave the activity.

#### PARTIES AND EXTRA-CURRICULAR ACTIVITIES

1. All parties sponsored by the school must be chaperoned by members of the faculty and administration. No party may last beyond 10:00 p.m. on a school night, 11:00 p.m. on Friday nights, and 12:00 midnight on Prom night. Courtwarming and Homecoming may extend until 11:30 p.m.
2. School clubs may be allowed one approved party per year plus up to two all-school parties to be sponsored by the student council. The high school principal and/or the superintendent must approve each party.
3. Hayrides are not an approved activity by the school.

4. All moneymaking projects will be presented for approval by the administration.
5. Pep assemblies are to be held during the last 15 minutes of the day and may not exceed one per week without special approval by the high school principal and the superintendent. Students are required to attend all pep rallies. They are to sit with the class they have at the time and teachers are to sit in the bleachers with their class.
6. Class or other organizational meetings are to be held as needed before or after school.
7. The freshman class will be responsible for maintaining the "B" on the north end of the football field.
8. Junior-Senior Prom locations shall be approved by the Braymer C-4 Board of Education.
9. No extracurricular activities shall be conducted without a school sponsor present for the entire duration.

#### AFTER-SCHOOL ACTIVITIES SUPERVISION

Students not involved in a school-related activity after school is expected to go home at the end of the regular school day. Only students directly involved in an activity that is school-sponsored will be allowed in the building or on school grounds. Babysitting on school property by siblings or others is prohibited.

## **BRAYMER C-4 JH/HS** **ACTIVITIES CODE**

**The school grants eligibility only if the student meets all standards adopted by the Board, which allow a student to participate in extra-curricular activities. Participation in activities is a privilege, not a right. All students who participate in any extra-curricular activity or event are governed by the following code of behavior at all times. Activities include organizations sanctioned by the MSHSAA or BHS. this shall include functions of clubs and grade-level class events. In the event the activity involves an academic grade, the sponsor shall provide the student with an alternative assignment. Disciplinary action may span successive school years. The following rules are in addition to the MSHSAA rules governing eligibility and those contained in the student handbook.**

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. Exemptions will be granted for funerals and documented medical appointments. If without valid reason or administrative approval, a student frequently misses a class or arrives late the day following an activity, they will be given notice of the concern. The student will be suspended from the next activity which caused the absence, following the subsequent occurrences of such behavior.



2. In the event of an out-of-school suspension, the student will not be eligible for the activities until he/she has fulfilled the disciplinary requirements established by the administration and school policy.
3. The use of tobacco is prohibited as stated in the student handbook.
4. The use, possession, or distribution of alcohol is prohibited.  
Consequences:
  - *First Offense*: 10 hours of school community service completed before eligibility reinstatement.
  - *Second Offense*: Suspension from all extra-curricular activities for 1 week (7 calendar days) and 10 hours of school community service completed before eligibility reinstatement.
  - *Third Offense*: Eliminated from participating in all school activities for the remainder of the school year.
5. The use, possession, or distribution of drugs (illicit controlled substances) is absolutely prohibited and will result in complete suspension from all activities for 365 days.
6. Any student involved in behavior that is unacceptable by the school and community standards will be subject to disciplinary action by the administration. The severity of the act shall determine the degree of consequences. Parents will be notified of the incident and the disciplinary action taken. An unacceptable act shall be defined as any action, which could be a criminal offense or violation of law or school policies. Records of offenses will be maintained to establish precedence for consequences.
7. Students must serve detentions at the first opportunity. Students cannot work detentions around extra-curricular activities. (Detentions are held every Tuesday and Thursday and various mornings).
8. Students must meet the academic eligibility standards as described in the student handbook.
9. Students participating in school-sponsored activities shall dress according to sponsor/coach guidelines.
10. Students involved in activities are representing the school and community. They are expected to behave in a positive fashion. Students violating such expectations by receiving penalties for poor sportsmanship, etc. shall be required to complete the disciplinary action listed herein and any other penalty as required by the coach or sponsor. The penalty shall be: Verbal apology to activity peers and sponsor/coach, a written apology to officials, opposing sponsor/coach, and to the administration and Board of Education. Subsequent offenses may result in further action.
11. Students will have normal due process rights in regard to any action taken under this policy.  
Appeals are to be directed in order to the:
  - A. Principal
  - B. Superintendent
  - C. Board of Education
12. Participants shall maintain 90% daily attendance.
13. Students who attend overnight school functions will conform to all school rules as well as rules set forth by the coach or sponsor. If any rule is broken, parents will be contacted and will be required to

pick up their child from the activity immediately. The student will not be allowed to participate in the activity. The student will face other disciplinary action.

14. All consequences for the above infractions shall be based on law enforcement, coaches, sponsors, and/or administrator reports.
15. Students shall report any criminal activity to the A.D. within 48 hours following the incident.

### STUDENT INSURANCE

All students participating in sports or cheerleading shall be covered by accident insurance provided by the student or the student's family. The school does not carry accident insurance for students.

## **HEALTH**

### SCHOOL NURSE

The school nurse is available to administer basic first aid. Serious illnesses must be treated by the family physician. It is imperative that the nurse has a complete health record of each student and the name of the family physician.

The school nurse is on duty from 7:35 a.m. until 3:15 p.m. Health records are maintained for each student. When calling the nurse, please use her direct telephone number at (660) 645-4244.

### **Administering Medicines to Students**

#### **Prescription and Over-the-Counter Medications**

The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route 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 or 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.

## Communicable Disease Regulations for Braymer C-4

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

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

- **Fever** [Temperature of **100.1** or higher]
  - **Student needs to be fever-free for 24 hours without medication before returning to school.**
  - **Students with fevers are not to ride the bus home and will need to be picked up by a parent or guardian.**
- **Vomiting** [Without known non-communicable cause]
  - **24 hour period without vomiting is required before return.**
  - **Student is not to ride the bus home.**
- **Eye Infection Signs**
  - Redness of the eye with swelling of the eyelid, discharge coated on eyelashes, report of itching or pain, and/or report of difficulty opening the eye.
  - Characteristics of infectious discharge: green or yellow in color, thick consistency, moderate to an excessive amount of drainage.
  - **Must be free of infectious signs (drainage) before return or excused with Dr.'s note if applicable.**
- **Head Lice** [Student will be sent home for treatment if lice or live nits (eggs) are found]
  - **One lice treatment/removal is needed before returning to school. Remember to do the second treatment as instructed by medication direction. Students will need to be checked after treatment by the nurse before returning to class.**
- **Skin Infection**
  - **Dependent on diagnosis and doctor's orders for return date and/or restrictions.**

## 2022-2023 Missouri School Immunization Requirements

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

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

1. Last dose on or after the fourth birthday and the last dose of pediatric pertussis before the seventh birthday.  
**Maximum needed:** six doses.
2. 8-12 Grades: Tdap, which contains pertussis vaccine, is required.
3. Grade 8-11: One dose of MCV is required. Dose must be given after 10 years of age.  
Grade 12: Two doses of MCV are required unless the first dose was administered to a student who was 16 years of age or older, in which case only one dose is required. At least one dose must be given after 16 years of age.
4. Kindergarten-12 Grade: Last dose must be administered on or after the fourth birthday. The interval between the next-to-last and last dose should be at least six months.
5. First dose must be given on or after twelve months of age.
6. There must be at least four weeks between dose one and two; at least 8 weeks between dose two and three; at least 16 weeks between doses one and three and final dose must be given no earlier than 24 weeks of age.
7. First dose must be given on or after twelve months of age.  
Kindergarten-12 Grade: As satisfactory evidence of disease, a licensed health care provider may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.



# MEALS

## BREAKFAST AND LUNCH PROGRAM

The school meal program will begin on the first day of classes.

All student records for breakfast and lunch will be kept on the computer in the lunchroom. NO meal charges will be permitted beyond 5 days. Meals may be paid for at the time of service or in advance. One carton of white milk and a “vegetable of the day” will be offered upon request until past bills are paid in full. All extra food items, drinks, and ice cream may be purchased “cash only”. Each student will only be allowed to purchase one ice cream per day.

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

## CLOSED LUNCH

Students have a closed lunch hour and will go to lunch with their assigned teachers. Students will be dismissed for lunch by a room schedule developed by the high school office. Students are to remain in the cafeteria for the duration of their lunch period. NO students will be allowed to leave school during the time of 10:30 a.m. - 12:30 p.m. and bring outside food into the building.

## MEAL CHARGES

**SUPPORT SERVICE.....Policy 5550**

### Food Service Program

#### Meal Charges

##### **Purpose**

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

##### **Administration**

1. Student group:
  - a. Elementary students will be allowed to charge a maximum of ten (\$10.00) dollars.
    - i. These meals will include only the menu items of the reimbursable meal.

- ii. After the balance exceeds ten (\$10.00) dollars, the student may be given a designated menu alternate.
    - b. Middle School Students will be allowed to charge a maximum of ten (\$10.00) dollars. After this maximum has been met, no additional charges will be accepted.
    - c. High School Students will be allowed to charge for one meal.
- 2. No charges will be allowed for a la carte food and beverages.
- 3. Parents/guardians of students with a negative balance will be contacted electronically, by correspondence, by a phone call by the District Accounting Office, or by the Food Service Department.
- 4. On May 15th annually all charges will be cut off.
  - a. Parents/guardians will be sent a written request for "payment in full."
  - b. All charges not paid before the end of the school year will be carried forward into the next school year.
  - c. Graduating seniors must pay all charges in full. Failure to do so may result in the delinquent student being denied participation in graduation ceremonies.
- 5. If financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year.
- 6. Each building principal will send a letter to all parents on or before the first day of school notifying them of the requirements of this policy. This policy will also be published on the District's website.

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## **SCHEDULE/CALENDAR**

### BELLS

The first bell will sound at 7:45 a.m. At the bell, students will go to their lockers and get books and materials needed for morning classes. School officially begins at 8:00 a.m.

1st hour 8:00-8:50

2nd hour 8:53-9:43

3rd hour 9:46-10:36

4th hour \*Lunch 10:39 and 11:33

5th hour 11:56-12:46

6th hour 12:49-1:39

7th hour 1:42-2:32

Advisory 2:35-3:00

## Braymer C-4 2023-2024 Class Schedule

	1st Hour 8:00-8:50	2nd Hour 8:53-9:43	3rd Hour 9:46-10:36	4th Hour 10:39-11:53	5th Hour 11:56-12:46	6th Hour 12:49-1:39	7th Hour 1:42-2:32	8th Hour 2:35-3:00
<b>Goodsell</b>	Plan	Algebra B	Algebra A	Algebra 2	DE/Launch	Geometry	Geometry	Advisory
<b>Stone</b>	8th Math	DE/Launch	Algebra 1	Plan		7th Math	Applied Math	Advisory
<b>Waterbury</b>	English 3	English 1	English 2	English 2	Plan	English 3	English 4	Advisory
<b>Dunwoodie</b>	Econ	Government	7th English	8th English	Plan	Government	American History	Advisory
<b>Derstler</b>	7th Geography	World History	Life Sport	World History	Current Events	8th History	Plan	Advisory
<b>Lee</b>	Anatomy & Physiology	Plan	Crop Science	Chemistry	Biology	Biology	Forensic Science	Advisory
<b>Gates</b>	Plan	JH Explore	8th Science	7th Science	JH Explore	9th Science	Health	Advisory
<b>Behler</b>	Plan	JH PE	AD	9th PE	Body Conditioning	Athletic Conditioning	AD	AD
<b>Huffmon</b>	HS Art 1-2	HS Art 3-4	Plan	2D/3D Art	Elementary	Elementary	JH Art	Advisory
<b>Henry</b>	Choir	Spanish 2	Spanish 1	Plan	Elementary	Elementary	JH Music	Advisory
<b>Kruse</b>	Band	FACS		FACS	JH Explore	Plan	JH Band	Advisory
<b>Cox</b>							Plan	Advisory
<b>O'Dell</b>	Accounting	Intro to Business	Plan	Mass Media	Mass Media	Comp Sci Essentials	Personal Finance	Advisory
<b>Neimeier</b>	Ag 2	JH Ag	Food Science	Plan	Ag 1/ Crop Science	Ag Leadership	Ag Science	Advisory

Student Days 166 Teacher Contract Days 181 Teacher In-service/Workdays 15 (6 In-service Days, 2 Workdays & 7 Flex Days)							2023-2024 SCHOOL CALENDAR							Class Start/End Times 8:00 a.m.-3:00 p.m.—Elementary/M.S./H.S. Board Approved							
<b>JULY</b>							<b>AUGUST</b>							<b>SEPTEMBER</b>							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1			1	2	3	4	5							1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30	
30	31																				
							17, 18, 21, 22 Teacher In-Service Days 23 First Day of Classes							4 - No School - Labor Day							
<b>OCTOBER</b>							<b>NOVEMBER</b>							<b>DECEMBER</b>							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7				1	2	3	4							1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	
														31							
2 - No School- Teacher In-Service Day 26 - No School Work Day/ Parent Teacher Conference 1-7 pm 27 - No School							20-24 - No School - Thanksgiving Break							15 - Early Out (12:30 pm) (End Sem. 1) (74) 18-29- No School- Winter Break							
<b>JANUARY</b>							<b>FEBRUARY</b>							<b>MARCH</b>							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6					1	2	3							1	2
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23	
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30	
														31							
1- No School - New Year's Day 2 - No School- Teacher In-Service/Work Day 15 - No School - MLK Day							19 - No School- President's Day							8- No School - Spring Break 29- No School - Easter Break							
<b>APRIL</b>							<b>MAY</b>							<b>JUNE</b>							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6				1	2	3	4								1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	
														30							
1- No School - Easter Break							12 - High School Graduation 16 - Early Out, Last Day of Classes (End Sem. 2) (92) 17 - Teacher In-Service/Work Day 27 - Memorial Day														

Make Up Days (5-9, 5-10, 5-13, 5-14, 5-15, 5-16, 5-17, 5-20, 5-21, 5-22)

Board Approved: February 13<sup>th</sup>, 2023



# SCHOOL-WIDE INFORMATION

## WEATHER NOTICES

School closing due to bad weather, furnace problems, or 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 (Ch.9). Text Caster will also be used to notify parents of any issues.

Parents wishing to pick up their children before dismissal time are required to COME TO THE SUPERINTENDENT'S OFFICE. We can easily locate your child. For employed parents, a secondary place for your child to go, preferably with relatives, is imperative when school is dismissed due to inclement weather. The school will not be dismissed during a tornado or severe weather warnings. School may be delayed 1-2 hours for inclement weather, please listen to the radio and TV stations listed above for possible announcements.

## VISITORS/PARENTS

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

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

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

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

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

### ARTICLES OF DISTRACTION/PERSONAL PROPERTY

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

### LIBRARY

A student should have no more than two books checked out of the library at one time. When a book is kept out later than the date marked on the front of the book, a fine of \$0.05 per day will be charged to the borrower. Magazines and reference books are not to be checked out.

Magazines and newspapers are to be read at the table or couch and are for your use. Make sure books are checked out before taking them out of the library. Return books to their designated place. Do not give a book you have checked out to another student. Return books to the library and let the other student check them out.

### CLASSROOM, ASSEMBLIES, ETC.

A school is judged by the action of its students at school and at activities, home and away. Students are expected to conduct themselves in an honorable manner at all times. The high school principal and/or the superintendent must approve all assemblies.

### OTHER INFORMATION AND PHONE USE

Windows, window shades, and thermostats are to be regulated only by the custodians or classroom teachers.

Damage and destruction of school property, carelessly or intentionally, such as marking on the desks, walls, chairs, books, etc., will be charged to the students responsible and they will be required to pay for all damages.

Telephones: The school telephones are for business use and not pleasure. Calls will be accepted and messages delivered to the students.

Students will not be called to the phone unless it is an emergency and the principal has approved. Cell phones are not to be used during the school day. Cell phones can be used before and after school. Please

keep them in your locker or car. Any cell phone turned on during the day or that becomes a distraction will be confiscated. See the discipline section for consequences.

#### NON-DISCRIMINATION AND SEXUAL HARASSMENT COMPLIANCE COORDINATOR

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

**STUDENTS****Nondiscrimination and Student Rights**

**Policy 2130**  
**(Regulation 2130)**  
**(Form 2130)**

**Harassment**

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

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

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

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

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

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

Revised December 13, 2010  
 Braymer C-4 School District

### 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.

A certified asbestos inspector, as required by AHERA, has inspected district facilities. 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 administrative offices during regular office hours. The board appointed the superintendent as Asbestos Program Manager and all inquiries 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 also exceeding federal, state, and local regulations in this area. The District is taking the steps necessary to ensure that the students and employees have a healthy, safe environment in which to learn and work.

### SALES AT SCHOOL

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

### CARE OF SCHOOL PROPERTY

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

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

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

## EQUAL OPPORTUNITY STATEMENT

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

## NOTICE TO BRAYMER C-4 STUDENTS AND PARENTS

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

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

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

The handbook also contains an attendance policy. It will be the parent's responsibility to inform the school of absences. Students are also limited in the number of absences they may have. Parents please become familiar with this policy and help your student to follow the rules and attend school faithfully. The school has an answering machine to report absences when it is convenient to call during0 school hours.

The administration is hoping that the school year will be a wonderful educational experience for all students. Our mission statement is "Preparing Students for a Successful Tomorrow" this is the ultimate goal of the school.

# **STATE/FEDERAL PROGRAM** **COMPLIANT NOTICE**

## PUBLIC COMPLIANT POLICY

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

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

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

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

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

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

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

#### TITLE IX, SECTION 504 AND ADA GRIEVANCE POLICY/PROCEDURE

The Braymer C-4 School District recognizes the need to implement policies and grievance procedures as they relate to discriminations as governed by Title IX, Section 504 or the Americans With Disabilities Act. The district currently has policies, which prohibit such discrimination 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 Title IX coordinator. The Director of Special Education has been appointed as IDEA, Section 504, coordinator. Contact Information is below:

Section 504 Coordinator  
Nicole Kelly, Director of Special Education  
Superintendent's Office  
Braymer C-4 School District  
400 Bobcat Ave.  
Braymer, MO 64624  
(660) 645-2284

Title IX Compliance  
Billy Daleske, Superintendent  
400 Bobcat Ave.  
Braymer, MO 64624  
(660) 645-2284

#### Bullying Policy 2655 - Form 2655

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

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

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of



the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

#### Bullying Policy 2655

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

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

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

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

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## BULLYING INCIDENT REPORT

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

Date Filed: \_\_\_\_\_ Time: \_\_\_\_\_ Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

Student \_\_\_ Parent \_\_\_ Employee \_\_\_ Volunteer \_\_\_

Date(s) of alleged Bullying:

\_\_\_\_\_

Name of student(s) subject to bullying: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Witnesses: \_\_\_\_\_

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

Signature of Complainant: \_\_\_\_\_

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

This Section is for use of District Administration

Date Received by Principal: \_\_\_\_\_

Investigative Action Taken: \_\_\_\_\_

Result of Investigation/Action Taken: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_

## NOTICE OF NONDISCRIMINATION

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

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

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

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

### COMPLIANCE COORDINATOR

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

### SURROGATE PARENT PROGRAM

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

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

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

### Parent's Right To Know

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

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

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

In addition to the information that parents may request, districts must provide to each individual parent:

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

### Family Education and Privacy Rights

# **NOTIFICATION OF RIGHTS UNDER** **FERPA FOR ELEMENT AND** **SECONDARY SCHOOLS**

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

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

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

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

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

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

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

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parents or student of the records request unless it states in its annual notification that it intends to forward records on request.]

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

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

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

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

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31 (a)(1)(i)(B)(1)-(a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.34(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency on the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal-or-State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized

representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a)(3) and §99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the term and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to:
  - a. Develop, validate, or administer predictive tests;
  - b. Administer student aid programs;
  - c. Improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

#### Directory Information

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

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

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

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

If you do not want Braymer C-4 School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by August 31 each year. Braymer C-4 School District has designated the following information as directory information:

- Students Name
- Address
- Telephone Listing
- Electronic Mail Address
- School Made Video
- Photograph
- Date and Place of Birth
- Major Field of Study
- Dates of Attendance
- Grade Level
- Participation in Officially Recognized Activities and Sports
- Weight and Height of Members of Athletic Teams
- Degrees, Honors, and Awards Received
- The Most Recent Educational Agency or Institution Attended
- Student ID Number, User ID, or Other Unique Personal Identifier Used to Communicate in Electronic Systems That Cannot Be Used To Access Education Records Without a PIN, Password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

BRAYMER CONSOLIDATED DISTRICT NO. 4

Individuals With Disabilities Education Act

PUBLIC NOTICE

All public schools are required to provide free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. The public school assures that to comply with



the full educational opportunity goal, services for students three (3) through twenty-one (21) will be fully implemented by 1999. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, <sup>1</sup> These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. §7908) and 10 U.S.C. §503 (c). physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury.

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

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

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

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

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

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the

privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district.

## **VIRTUAL INSTRUCTION NOTICE**

Students in the District may participate in the Missouri course access and virtual school program, or other DESE approved virtual school options. District students who wish to enroll in the virtual school must first enroll in the Braymer School District. In order to be eligible for participation in virtual school, students must be enrolled full-time in and have attended, for at least one semester immediately prior to enrolling in the Missouri course access and virtual school program, a public school, including any charter school; except that, no student seeking to enroll in Missouri course access and virtual school program courses under this subdivision shall be required to have attended a public school during the previous semester if the student has a documented medical or psychological diagnosis or condition that prevents the student from attending a school in the community during the previous semester.

The enrollment process for virtual education shall be substantially similar to enrollment for courses in the Braymer School District. Students desiring to enroll in virtual courses shall schedule an appointment to discuss course options with the counselor in their building. Parental consent will also be required for students seeking to enroll in virtual courses. The school district may deny a student's request to enroll in a virtual course if it is determined that enrollment in the virtual course is not in the best educational interest of the student. A denial of a student's request to enroll in a virtual course may be appealed to the Braymer School District Board of Education. The student and/or the student's family shall be given an opportunity to present their rationale for seeking enrollment in the virtual course to the Board of Education. Both the School administration and the student seeking virtual instruction shall present their reasons for their positions to the Board of Education in writing. The Board of Education shall issue a decision on the matter within thirty (30) calendar days of the hearing. If the student/family is dissatisfied with the decision of the Board of Education, an appeal may be made to DESE. DESE shall make the final decision on the issue of enrollment in the virtual course and that decision shall issue seven (7) days after the request is received from the student/family.

## **TECHNOLOGY ACCEPTABLE USE**

### **POLICY**

*\*Form at end of handbook*

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

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

**USAGE:**

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

**RESPONSIBILITIES:**

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

support of illegal activities will be reported to authorities. Braymer C-4 network resources are considered the property of the school and may be monitored at all times.

# **BRAYMER C-4 GOOGLE**

## **CHROMEBOOK ACCEPTABLE USE**

### **POLICY**

In order to use the Google Chromebook for required class activities, you must be responsible and follow these rules and policies at all times. Remember, the device is at all times the property of Braymer C-4 School District, not your personal device. Violation of these regulations can result in a loss of use of the device and/or disciplinary action.

- Only use the device that is assigned specifically to you; do not let other students use or borrow your device unless directed by the teacher or staff.
- Do not place books or other items on top of the device.
- Never leave your device unattended.
- Shut down and sign out completely when you are finished with your exercise or class period.
- Do not download any software, application or shortcuts that have not been explicitly allowed by the teacher (devices will be periodically checked for unauthorized downloads).
- The avatar associated with your Braymer C-4 email account must be school appropriate.
- Only use the device for school work.
- Follow the teacher's instructions about labeling documents/files prior to sharing or printing.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- If you notice that something is wrong with the device, report it to your teacher/the school immediately.
- No food or drinks allowed around the device.
- Follow all Braymer C-4 policies and school rules pertaining to the use of technology.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students must provide their own headset/earbuds if deemed necessary by the teacher for instructional purposes.
- Using the Chromebook to listen to music is strictly prohibited.
- Internet games are not allowed on Braymer C-4 Chromebooks.

#### Important Notes:

- **DO NOT** force anything into the ports and slots on the side of the Chromebook.

- **DO NOT** jerk, drop, or slam closed the cover of the Chromebook.
- **DO NOT** carry your Chromebook by the screen. Carry/hold your Chromebook like a book when closed, or securely by the base when open.
- **DO NOT** put the Chromebook on the floor or on any unstable surface.
- **DO NOT** throw the Chromebook or mistreat it.

### **Students Must:**

- Respect and protect their own privacy and the privacy of others:
  - Use only your assigned braymerc4.net accounts
  - Keep personal information such as: names, address, phone number, etc., offline
  - Keep your password secret
  - Have permission before posting images or video of other students to the Internet
- Respect and protect your school's electronic resources:
  - Observe all network security practices
  - Conserve, protect, and share these resources with other students and Internet users
  - Braymer C-4 High School is not responsible for damages to personal technologies or electronic communication devices, but we expect you to treat school property as if it were your own
  - Treat equipment with care, report any damages, security risks or violations immediately
- Respect and protect the copyrighted/intellectual property of others:
  - Cite all sources appropriately
  - Follow all copyright laws
  - Use electronic communication devices appropriately to assure academic integrity, cheating will result in loss of privileges and/or discipline
- Respect and practice the principles of community:
  - Communicate only in ways that are kind, responsible, respectful, and lawful
  - Use electronic devices for schoolwork only during class time
  - Braymer C-4 email should be used for schoolwork only
  - Report threatening or offensive materials to a teacher or administrator immediately

### **Software:**

- a. Google Apps for Education:
  - Chromebooks and other mobile devices integrate with the Google Apps for Education suite of productivity and collaboration tools designed specifically for educational institutions. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms
  - All work is stored in the cloud and is accessible using a Braymer C-4 student's account 24/7 from any internet-connected computer
- b. Chrome Web Apps and Extensions:

- Students are not allowed to install Chrome web apps and extensions from the Chrome Web Store without permission or approval
  - Inappropriate material or use will result in disciplinary action
  - Some web apps may be available to use when the Chromebook is not connected to the Internet for offline use
- c. Google Classroom:
- Unless directed by the teacher, students may only visit Internet sites through links provided by the teacher in Google Classroom; access will be suspended for improper use

### **Email Usage:**

- The primary purpose of the Braymer C-4 G-mail student electronic mail system is for students to communicate with their teacher(s), school staff, outside resources related to school assignments, and fellow students to collaborate on school activities
- Students are responsible for good behavior while using school email, just as they are in a classroom or a school hallway; expectations and instruction for proper use will be demonstrated and communicated by your teacher
- Access to email is given to students who agree to act in a considerate and responsible manner; access is a privilege - not a right and will be suspended for improper use
- Students are responsible for messages sent from their accounts
- Students should not share their passwords
- Students should not give out personal information over email, including home telephone numbers or home addresses
- Students will not use email to bully, harass, or threaten other students or individuals
- Students will report any unusual activities such as “spam” communications, obscene email, or unauthorized communication by adults to the teacher or school’s technology specialist
- Students will not use email to send chain letters, viruses, or hoaxes to other students or staff
- Email accounts are filtered; messages containing inappropriate language or content will be flagged
- Student email is provided by the district and is district property; Braymer C-4 reserves the right to archive, monitor and/or review all use of its email system, and users should not have any expectation of privacy in any electronic message created, sent or received on the District’s email system.
- Student email accounts will be removed from the system after; high school graduation, leaving the school district, or disciplinary actions; if necessary, Braymer C-4, at its discretion, may close accounts at any time

### **Cyberbullying:**

Cyberbullying is bullying that is carried out through an online service such as email, chat room, discussion group or instant messaging; or through mobile phone technologies such as short message services (SMS). It may also include inappropriate use or distribution of images, videos, or audio of another person. Any form of cyberbullying will not be tolerated under any circumstances. If a student accidentally accesses inappropriate content, they should move on without drawing unnecessary attention, and inform your

teacher quietly if needed. Students should not access chat rooms or social networking sites that are not moderated or approved by the District, and should never give out any personal details over the Internet.

**No Expectation of Privacy:**

Students have no expectation of confidentiality or privacy with respect to the usage of any district technology, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record the use of student technology at any time for any reason related to the operation of the District.

a. **Monitoring Software**

- i. Teachers, school administrators, and district technology services, department staff may use monitoring software that allows them to view the screens and activity on student mobile devices.

**Content Filter:**

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All mobile devices, regardless of physical location at school, will have Internet activity filtered and monitored by the district.

**Appropriate Uses and Digital Citizenship:**

School-issued mobile devices should be used for educational purposes and students are to adhere to the Braymer C-4 High School Technology Use Agreement and all corresponding administrative procedures at all times.

While working in a digital and collaborative environment, students should always conduct themselves as good citizens by adhering to the following:

**1. Respect Yourself:**

I will show respect for myself through my actions. If necessary, I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider any personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

**2. Protect Yourself:**

I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule or location of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

**3. Respect Others:**

I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, racist, or inappropriate. I will not enter other people's private spaces or areas.

**4. Protect Others:**

I will show respect for others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

**5. Respect Intellectual Property:**

I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate the information. I will use and abide by the fair use rules.

**6. Protect Intellectual Property:**

I will request to use the software and media others produce. I will purchase, license, and register all software to use available free and open-source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

### **Consequences for Violations of the Chromebook Rules, Regulations, and Agreement**

Violations of these policies may result in one of the following but not limited to these disciplinary actions:

- Restitution for Damages
- Student/Parent Conference
- Removal of Unauthorized Files and Folders
- Restriction of Internet Privileges
- Restriction of Chromebook Use Privileges
- Detention
- Suspension
- Expulsion

If a violation of the Chromebook Rules, Regulations, and Agreement violates other rules of the student handbook, consequences appropriate for violations of those rules may also be imposed.

If a student's Internet privileges are restricted, this means that for the period of the restriction, the student may not access the Internet while at school. As a result of Internet privilege restriction, students may receive zeroes on missed assignments or be required to complete alternative assignments.

If a student's Chromebook privileges are restricted, this means that for the period of the restriction, the student may not use Chromebooks. As a result of the Chromebook privilege restriction, students may receive zeros on missed assignments or be required to complete alternate assignments.

The following rubric is not meant to be all-encompassing but to serve as a guideline for determining appropriate disciplinary action when a violation of a technology rule occurs.



Level I Offences	Level II Offenses
<p>Level I offenses are less serious and begin with a student and/or parent conference. However, depending on the frequency, a Level I violation may merit more severe disciplinary action.</p>	<p>Level II offenses are more serious and begin with a required conference, the restriction of the Internet and/or District-owned Chromebook privileges, and an in-school alternative placement. However, depending on the seriousness and frequency of the violation, a Level II offense may merit more serious disciplinary action.</p>
<p>Examples of Level I Offences:</p> <ul style="list-style-type: none"> <li>● Sharing passwords</li> <li>● Plagiarism</li> <li>● Bypassing District security controls</li> <li>● Defacing computers</li> <li>● Removing District labels or tags</li> <li>● Clearing web browser history</li> <li>● Creating, accessing, downloading, or distributing non-educational materials (e.g., games, music)</li> <li>● Commercial or Political use</li> <li>● Accessing chat rooms, bulletin boards, social media, or blogs without teacher/administration permission</li> <li>● Failure to Follow Teacher Directives</li> <li>● Failure to be Polite and Courteous</li> </ul>	<p>Examples of Level II Offences:</p> <p>Downloading, posting, viewing, or distributing materials that:</p> <ul style="list-style-type: none"> <li>● Are harmful or prejudicial to others (e.g., defamatory or libelous)</li> <li>● Are pornographic, obscene, or sexually explicit, or profane (e.g., music, photos, website links)</li> <li>● Are Illegal (e.g., copyrighted materials)</li> <li>● Reference to weapons, alcohol, guns, drugs, or gangs</li> <li>● Constitutes gambling</li> <li>● Are restricted</li> <li>● Engaging in online activity that threatens, intimidates, bullies, harasses, discriminates, or defames</li> <li>● Intentionally destroying hardware or software</li> <li>● Engaging in theft</li> <li>● Engaging in any illegal activity</li> <li>● Altering, harming, or destroying another user's data</li> <li>● Creating or sharing a computer virus</li> <li>● Disrupting the network or the educational process</li> </ul>



## **BRAYMER C-4 ACTIVITIES**

Braymer C-4 School District  
400 Bobcat Ave.

Braymer, MO 64624  
660-645-2284

Billy Daleske, Superintendent  
Michael Creekmore, H.S. Principal  
Brent Behler, A.D.

### Letter to Parents and Students

Dear Parents/Guardians and Student/Athlete:

Please take a few moments to read this letter. Hopefully, this will help you understand how a competitive program is conducted and what comprises our expectations and philosophy.

1. In each program, a coach and/or coaches are hired by the school district to be responsible for team selection. The head coach establishes criteria for selection, possibly with input from the entire coaching staff. This may be a highly subjective process. Team selection, practices, and decisions regarding game situations are the responsibility of the coaching staff. If you have any questions regarding the process, please feel free to address these questions directly to the head coach. Please call the coach to make an appointment outside of school, practice, or game time. If you have further questions the coach has not been able to answer, contact the activities director.

2. We believe it is the coaches' responsibility and right to select the team with whom they will work for the entire season. While we believe players can gain valuable experience outside of the school athletic program, neither parents nor students should count on this type of participation to "guarantee" a spot on the school-sponsored team.
3. A main goal of a competitive athletic program is to put the most talented members of the team in competition to win the contest. Starting positions and playing time are not guaranteed to seniors making a team, or anyone else, for that matter. Each member of a team is very valuable to the team's overall progress. Some members may play a great deal of time in a contest while others may not see what a parent would consider 'significant' playing time. All players may not play in every contest, especially at the varsity level of competition. Each student should have personal improvement as one of his or her goals.

By being a member of a team, regardless of time spent in actual competition, a person can learn many valuable lessons. Among them are the following: citizenship, sportsmanship, appreciating good play by an opponent, working together to meet team goals, responsibility and commitment to team and school, loyalty, placing team above self, learning to accept instruction and criticism, respect for others, winning and losing with dignity, self-control and being responsible for one's own actions.

We sincerely hope this helps you understand the goals and philosophies of the competitive athletic program at Braymer C-4. Please feel free to contact me if you have any questions regarding any aspect of the athletic program.

Brent Behler  
Athletic Director  
Braymer C-4

### **Notice of Nondiscrimination**

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

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

Billy Daleske, Superintendent  
400 Bobcat Avenue  
Braymer, MO 64624  
(660) 645-2284

### **Student/Athletes**

#### Introduction

Welcome to the Braymer C-4 School District's activity/athletic program! Hopefully, your decision to take advantage of this portion of our co-curricular program will be educational, rewarding, and challenging. This handbook is given to you so that you might become more aware of the programs that are available and their inter-relationships. The Braymer C-4 School District encourages you to take advantage of as many programs as your time and talent will permit. WE DO NOT ENCOURAGE SPECIALIZATION IN ONE SPORT; RATHER WE WOULD ENCOURAGE YOU TO EXPERIENCE A VARIETY OF SPORTS AS WELL AS OTHER SCHOOL ACTIVITIES.

#### Philosophy

We believe that interscholastic activities shall supplement the 7-12 grade curricular programs, and as such, become a vital part of a student's total educational experience. These experiences contribute to the development of learning skills and emotional patterns that enable the student to make maximum use of his/her education.

**Student participation in any part of our activity program is a privilege, not a right.** This privilege carries with it responsibilities to the school, to the activity, to the student body, to the community, and to the student him/herself. This participation will help to develop the student physically, mentally, socially, and emotionally.

### Goal Statement

Student activities and athletics shall be an integral part of the total educational program, which shall provide experiences not otherwise provided. These activities will help students acquire additional knowledge, skill, and emotional patterns necessary to develop to their highest potential.

### Responsibilities

As a student participant, you are in school to secure the best education you are capable of achieving. Deciding to take advantage of this component plays a significant part in your total educational development. With this decision comes a certain responsibility, if the values of the activities are to be achieved, namely:

1. Striving to achieve sound citizenship and desirable social traits, including self-control, honesty, cooperation, dependability, and respect for others and their abilities.
2. Maintaining academic and eligibility standards as established by the Missouri State High School Activities Association and the Braymer C-4 School District.
3. Learning the spirit of hard work and dedication.
4. Attaining mental and physical fitness through good health habits.
5. Excelling to the limits of your potential.
6. Showing respect for both authority and property.
7. Willingness to accept the leadership roles that are instilled through the activity program.

Keep in mind that you are in the public eye and your personal conduct always must be above reproach. You have an obligation to create a favorable image and gain the respect of your teammates, your student body, and the community.

### BASIC GUIDELINES FOR PARTICIPATION

- A. Students are free to make their own selections as to the activities in which they wish to participate. It is the Braymer C-4 School District's policy that students facing a conflict between two school-sponsored activities will be given a choice of which to attend. Certain school activities will have priority.
- B. A student who has gone out for a sport, but quits of his/her own accord, will not be eligible to start practicing for another sport before the end of the competition in the sport that was dropped unless both of the head coaches agree. A student who has enrolled in an interscholastic co-curricular class, but then drops the course, will not be eligible to participate in the activity unless prior permission is arranged with the teacher/director. If a student quits or is dismissed from an activity due to disciplinary action the student will not be eligible for any activity until said disciplinary action has been completed to the satisfaction of both head coaches. This also will carry over from activity to activity, meaning that if one activity is ending before the student can complete his or her disciplinary action, it will need to be completed before he or she will be eligible for their next activity.

- C. When activities are outside the Braymer C-4 School District, all students will be transported to the contest by school-provided transportation unless given administrative approval to do otherwise.
- D. If it is necessary to be absent from practice, the student is expected to obtain permission from the head coach prior to the scheduled practice.
- E. Students must be in attendance the full day of the activity, to participate in a scheduled event as well as practices. Exceptions are granted with **administrative approval only**. The attendance percentage must be at least 90%.
- F. In the event of truancy or suspension, the student will not be eligible for participation until he/she has fulfilled the disciplinary requirements established by the administration.
- G. In the event that a student is assigned an afternoon detention period as a result of a classroom problem, he/she is not allowed to use the excuse "I have practice, so I can't stay." **THE CLASSROOM OBLIGATION ALWAYS COMES FIRST.**
- H. The use of alcohol, tobacco, or the misuse of prescription/over-the-counter drugs is known to be detrimental to the individual as well as the team he/she represents. Should the student choose to use any of the above-mentioned substances, disciplinary action will be taken which may result in removal from the team. (This is more clearly defined in the following section).
- I. If an event occurs on a day when there is no school, the student must have been in attendance for the full prior school day. Exceptions are granted with administrative approval only.
- J. Students will be allowed dual participation opportunities in various sports with the signing of a dual participation contract.

## BRAYMER C-4 SCHOOL DISTRICT CODE OF CONDUCT

### Statement of Purpose

The Braymer C-4 School District's activity/athletic program is designed to provide a positive, healthy, drug-free atmosphere for the student. The student is encouraged to achieve academic success, become involved in a variety of sports, and be an ambassador of the school. It is fundamental that the student realizes that it is a **privilege** to represent his/her school and that he/she is expected to do his/her best to contribute to the success of the activity/athletic program.

Students are in the public eye and their personal conduct always must be above reproach. They have an obligation to create a favorable image and gain the respect of teammates, the student body, and the community.

### Student/Athlete Expectations

The student is expected to demonstrate good sportsmanship and good citizenship at all times, both in and outside of school. As a representative for his/her school and competing in our activities/athletic programs, the student is expected to fulfill certain responsibilities that include:

1. Striving to achieve sound citizenship and desirable social traits, including emotional control, honesty, cooperation, dependability and respect for others and their abilities.
2. Maintaining a lifestyle free of tobacco products, illicit drugs, and alcoholic beverages.
3. Maintaining academic and eligibility standards as established by the Missouri High School Activities Association and the Braymer C-4 School District.
4. Adhering to public laws and school policies.
5. Showing respect for both authority and property.
6. Learning the spirit of hard work and dedication, desiring to excel to the limits of each student's potential.

### School Rules

- I. Team Rules: Each sponsor/coach will establish team rules. Team rules will be distributed and discussed with parents and participants prior to the beginning of the competition for the activity/athletic program. The student is expected to comply with team rules and might forfeit his/her eligibility through non-compliance.
- II. School Attendance: The student must attend school as outlined in guideline (E) of the **Basic Guidelines for Participation** on the day of activity/competition to be eligible to participate in extracurricular activities on that day. Exceptions are granted with administrative approval only.
- III. Detention: A student assigned detention by teachers and/or administrators must report the detention to the sponsor/coach.
- IV. Suspension: A student suspended from school on an out-of-school suspension will not be permitted to participate in extracurricular activities while on suspension. He/she may become eligible following his/her first day back in regular classes. Students may not participate in a contest until in-school suspension is fulfilled (including the evening of their last day of ISS). They are also subject to additional penalties as administered by the coach/activity sponsor.
- V. Expulsion: A student who is expelled or who withdraws from our school or any other, because of disciplinary action, shall not be considered eligible for extracurricular activities for 365 days from the date of expulsion/withdrawal.
- VI. Ejection From a Contest: A student ejected from an activity/athletic event because of unsportsmanlike action will not be eligible to participate in the next scheduled activity/athletic event.

### Alcohol, Non-Prescription Drug, and Tobacco Policy

This policy pertains to **ALL** students participating in any school-sponsored, extracurricular, and co-curricular activities during the school year at Braymer C-4 School in grades 7-12. However, if preparation for a school-sponsored activity begins prior to the first day of school, this policy will go into effect on that day. Additional consequences will be enforced for violations on school property, school trips, or activities in which students are representing the School District as outlined in the Board of Education policies and procedures. The consequences below are in addition to and not in lieu of school discipline/consequences.

Possession, Use, Consumption, Selling, or Under the Influence of Alcohol or Non-Prescription Drugs.

Definition:

Having on one's person or having in one's possession, or being under the influence of, or using, or consuming: alcoholic or alcoholic beverages, any narcotic drug, a hallucinogenic drug, amphetamines, barbiturates, marijuana, steroids, or any substance purporting to be a controlled drug, or any controlled drug as defines by state law. Use of a drug authorized by prescription or order of a practitioner while acting in the course of his/her professional practice shall not be a violation of this rule provided such prescription drug is used as prescribed and by the person for whom it was proscribed and in a manner and place as directed by the principal.

#### Possession of Drug Paraphernalia

Definition:

Having on one's person or having in one's possession drug paraphernalia as defined by state law.

#### Due Process

Definition:

Any determination that a violation of this policy has occurred, in the absence of an admission by the student, must be based upon credible information from a law enforcement officer, certificated school employee, or Board of Education member and the credibility of the witness shall be considered. Information from a single student witness will not be an adequate basis for imposing consequences under this policy in the absence of admittance of guilt by the accused.

Prior to or shortly after the imposition of any consequences for a violation of this policy, the students will have an opportunity to hear the facts that form the basis for the action being taken and to respond verbally to the coach or sponsor of the activity.

Any student suspended from an activity as the result of a violation will have an opportunity to appeal that suspension by following the procedure established in the student grievance policy. Any proposed suspension by a coach or sponsor shall be reported to the principal, who shall make the final decision, subject to the grievance procedure.

#### Possession or Use of Drugs

##### **First Offense: Drugs**

1. The student is not allowed to participate in extracurricular/co-curricular activities for a period of 30 school days. If the violation should occur at the conclusion of one sport season, it shall commence,



or carry over until the 30-day requirement has been met. If such a violation occurs at the end of the school year, the 30-day suspension requirement will carry over to the next school year.

2. While under suspension, the student must participate in all scheduled practices and attend all contests/meetings and view the contest from the bench, sideline, etc. He/she will not be allowed to dress for the activity. Unless excused by the coach, failure to attend practices and contests will result in a violation.

**Second Offense:**

1. A second offense will result in a 90-day suspension. If the violation occurs at the end of the school year, the 90-day suspension requirement will carry over to the next year.

**Third Offense:**

1. A third violation will result in a 174-day suspension. If the violation occurs at the end of the school year, the 174-day suspension will carry over to the next school year.

**Notes:**

The above policy is considered to be cumulative in nature. If a violation occurs during one school year, the second offense would be the same year or any subsequent year until graduation. The policy is cumulative from Junior High to High School.

Possession or Use of Alcohol

**First Offense: Alcohol**

1. Students will not be allowed to participate in the next contest and will have extra conditioning before he or she may play in any contest.
2. While under suspension, the student must participate in all scheduled practices and attend all contests/meetings and view the contest from the bench, sideline, etc. He/she will not, however, be allowed to dress for the activity. Failure to attend practices and contests, unless excused by the coach, will result in the consequences of a second violation.

**Third Offense:**

1. Student is not allowed to participate in extracurricular/co-curricular activities for a period of 60 school days. If the violation should occur at the conclusion of one sport season, it shall commence, or carry over until the 60-day requirement has been met. If such a violation occurs at the end of the school year, the 60-day suspension requirement will carry over to the next school year.
2. While under suspension, the student must participate in all scheduled practices and attend all contests/meetings and view the contest from the bench, sideline, etc. He/she will not, however, be allowed to dress for the activity. Failure to attend practices and contests, unless excused by the coach, will result in the consequences of a second violation.

**Notes:**

The above policy is considered to be cumulative in nature. If a violation occurs during one school year, the second offense would be the same year or any subsequent year until graduation. The policy is cumulative from Junior High to High School.

### Possession or Use of Tobacco

#### **First Offense: Tobacco**

1. The student will serve additional conditioning at the discretion of the coach or sponsor before he or she may participate in a contest.

#### **Second Offense:**

1. The student will serve additional conditioning at the discretion of the coach or sponsor, but will be additional from the first offense,
2. The student will be suspended from participating in the next contest or event, in which he/she would have participated. However, he/she will be required to attend and view from the bench, sideline, etc. He/she will not, however, be allowed to dress for the activity.

#### **Third or More Offense:**

1. The student will meet the criteria for the first offense of the Drug Policy (30-day suspension).

#### **Notes:**

The above policy is considered to be cumulative in nature. If a violation occurs during one school year, the second offense would be the same year or any subsequent year until graduation. The policy is cumulative from Junior High to High School.

### Academics

#### **Grades 9-12**

- You must earn a passing grade in all classes and be enrolled as a full-time student at Braymer C-4 School. A failing grade in any class at the end of a quarter will mean you are ineligible till the following mid-term at which time you must be passing all classes.
- Credits earned or completed after the close of the semester will not fulfill the above requirements. Summer high school courses for academic eligibility may count provided the course is necessary for graduation or promotion (no electives), and it is placed on the school transcript. No more than one credit in summer school shall be counted toward eligibility. Correspondence courses do not count.
- If you are beginning the 9th grade, you must have been promoted prior to the beginning of the school year.
- You must be making satisfactory progress toward graduation as determined by your local school's policies.
- Do not drop a course without first consulting with your school principal, athletic administrator, or counselor to determine whether it will affect your eligibility.

#### **Grades 7-8**

- You must be enrolled in a normal course load for your grade at the member school.
- You must have been promoted to a higher grade prior to the first day of classes for the new school year. However, even though you may have been promoted, you will be ineligible if you failed more than two courses the previous semester. (MSHSAA Handbook By-Law 213.0 pg 23).
- **ALL OTHER POLICIES CAN BE FOUND IN THE BRAYMER STUDENT HANDBOOK**

## **Ten Commandments for Parents with Athletic Children**

1. Make sure your child knows that, win or lose, scared or heroic, you love them, appreciate their best efforts, and are not disappointed in them.
2. Try your best to be completely honest about your child's athletic capabilities, competitive attitude, sportsmanship, and actual skill level.
3. Be helpful, but don't coach them on the way to the event or on the way back, at breakfast and so on. It's tough not to do, but it is a lot tougher for the child to be inundated with advice, pep talks, and often-critical instructions.
4. Teach them to enjoy the thrill of competition, to be "out there trying", to be working to improve their skills and attitudes.
5. Try not to relive your athletic life through your child in a way that creates pressure. Share that your team lost too, you were frightened, had to back off at times, and were not always heroic.
6. Don't compete with the coach! If the coach becomes an authority figure, it will run from enchantment to disenchantment, etc., with your athlete.
7. Don't compare skill, courage, or attitudes of your child with other members of the team, at least not within their hearing range.
8. Get to know the coaches so that you can be assured that the philosophy, attitudes, ethics, and knowledge are sure that you are happy to have your child under their leadership. Always go to the coaches FIRST with a problem.
9. Always remember that children tend to exaggerate, both when praised and when criticized. "Temper your reaction and investigate before overreacting".
10. Make a point of understanding courage and the fact that it is relative. Some of us can climb mountains but are afraid of heights. Some of us will fight but turn to jelly if a bee approaches. Everyone is frightened in certain areas. Explain that courage is not the absence of fear, but a means of doing something in spite of fear or discomfort. The job of the parent of an athlete is a tough one, and it takes a lot of effort to do it well. It is worth all the effort when your hear your child say, "My parents helped; I was lucky with this".

**THE FOLLOWING FORMS SHOULD BE  
SIGNED/INITIALED AND RETURNED TO THE HIGH  
SCHOOL OFFICE**

# BRAYMER C-4 SCHOOL DISTRICT

## ACTIVITY COMMITMENT PLEDGE

### 2022-2023

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**Participant's Name (Print)**

**Grade**

**Sport/Activity**

Prior to participating in any practice or tryout sessions for any interscholastic sport, each athlete must:

1. Successfully pass a physical examination to participate in athletics, administered by a licensed physician, and the copy of such examination must be on file in the office of activities director. A physical exam is valid if issued on or after February 1 of the previous school year.
2. Return this Activity/Athletic Commitment Pledge Form with the student and parent's signatures.

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

1. I have read this Student Activities/Athletic Handbook and understand what the Braymer C-4 School District expects from me in regard to the expectations set forth in the handbook and to sportsmanship, citizenship, scholastics, and staying free from drugs, alcohol, and tobacco use while enrolled in this school. I understand the consequences for violating school policy and I will not do so while a Braymer C-4 School District student participant.
2. I will be responsible for all equipment issued to me throughout the season, I will return such equipment at the conclusion of the season, and will pay the current replacement cost for any equipment not accounted for me at the end of the season.
3. I acknowledge that in order to participate in the activities/sport, **I must be present the entire school day of the activity.** Only administrative approval will allow participation without minimum attendance.
4. I have been properly advised, cautioned, and warned by administrative and coaching personnel of the Braymer C-4 School District that I am exposing myself to the risk of injury, including, but not limited to, the risk of sprains, fractures, and ligament and/or cartilage damage which could result in a temporary or permanent, partial or complete impairment in the use of my limbs, brain damage, paralysis, or even death. Having been so cautioned and warned, it is still my desire to participate in sports and to do so with full knowledge and understanding of the risk of injury and with full consent of my parent/guardian.
5. I, along with my parent/guardian, certify that I have read and understand all of the Braymer C-4 School District activity/athletic policies in this handbook, in order to be eligible for participation; I understand I must comply with all requirements listed.

6. I agree that I will refrain from participating in any student hazing activities as a participant or as an observer. I further understand that violation of the district's hazing policy may result in suspension from school and suspension from participating in all activities.
7. Students are the most important factor in school sportsmanship. The following suggestions will serve as a guide for our students in carrying out our responsibility at athletic contests:  
**We will consider athletic opponents and officials as guests and should treat them as such. We will respect the rights of students from the opposing school. We will respect the rights of all spectators. We will not boo or use any form of profanity at any athletic event. We will cheer both teams as they come onto the field of play. We will commend or cheer on good plays made by either team. We will cheer for an injured player when removed from the game. We will support our teams and cheerleaders wholeheartedly. We will accept the official's decision as final. We will show self-control at all times during the game and after. We will be modest in victory and gracious in defeat.**

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**Student Signature**

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**Date**

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**Parent/Guardian Signature**

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**Date**

# TECHNOLOGY ACCEPTABLE USE

## AGREEMENT

Guideline	Student Initial	Parent Initial
Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.		
Follow the school's code of conduct when writing online. It is acceptable to disagree with others' opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.		
Be safe online. Never give out personal information, including, but limited to: last names, phone numbers, addresses, exact birth dates, and pictures. Do not SHARE your password with anyone besides your teachers and parents.		
Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.		
Do your own work! Do not use other people's intellectual property without their permission (e.g. yearbook photos). Be aware that it is a violation of copyright law to copy and paste others' thoughts. It is good practice to hyperlink to your sources.		
Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.		
How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.		
Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.		
I have read the Technology Acceptable Use Policy and Chromebook Acceptable Use Policies of this Handbook found on pages 60 to 65 and agree to the policies addressed therein.		

**I agree to abide by the conditions of these rules and this agreement:**

\_\_\_\_\_  
Student's Name Printed

\_\_\_\_\_  
Parent's Name printed

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# STUDENT/PARENT SIGNATURE PAGE

## FOR STUDENT HANDBOOK

I acknowledge I have received a paper or electronic copy of the Braymer C-4, 7th-12th grade handbook, and that I am aware there is also an electronic version of this handbook on the district website ([www.braymerbobcats.org](http://www.braymerbobcats.org)).

I have read and understand the contents of the student handbook and Jr./Sr. High School Activities Code. I am aware of the illicit drug statement, the policy on corporal punishment, the Technology Acceptance Use Policy, and the components of the Safe School Act regarding violence, drug prevention, and other disciplinary records which will become a part of the student's permanent file and that the school is mandated to report such violations to law enforcement agencies.

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

Also, by signing this I give permission for my child to go on community field trip.

I am aware that if my child misbehaves on a field trip I may be asked to come pick them up.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parents and students please sign and return the signature pages to the High School office to Conda Kincaid by **Friday, September 1, 2023**. Any student who does not have this paper returned with proper signatures will be unable to attend or participate in any extracurricular activities such as ball games, dances, club or organization meetings, contests, music events, etc. Chromebooks will not be distributed without the return of paperwork.

Please contact the school office at (660) 645-2284 if you did not receive an electronic copy of the 7th-12th grade handbook

Vo-Tech Students Only

# **VOCATIONAL TECHNICAL STUDENT**

## **RULES**

It is considered a privilege to be able to attend the area vocational-technical school. It is required that a copy of the following forms be signed by the student and the parent before a student will be allowed to attend vocational-technical school.

As a Braymer Student attending the Vocational Technical School in Chillicothe, I agree to abide by the following rules or be subject to expulsion from the program.

1. I will attend school each day unless I am ill or receive permission from the administration ahead of time.
2. I will ride the bus provided by the school to and from vocational-technical school.
3. All normal bus route rules will apply to me on the vocational-technical bus.
4. I will keep my attendance rate above 90% at the vocational school and Braymer C-4. If I fail to keep my attendance at or above 90%, I am aware that I may be removed from attending vocational school and will be assigned to regular classes at BHS.

I understand that attending vocational-technical school is a privilege and also understand the consequences of breaking the above rules.

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Student Signature

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Parent Signature

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Date