

Brookfield
Bright Beginnings
Preschool
2022-2023
HANDBOOK



Dear Parents and Families,

Welcome to the Brookfield Bright Beginnings preschool program! Our goal is to provide a welcoming, safe, and developmentally appropriate environment for every child. In the handbook we have tried to anticipate many of your questions about the program. The purpose of this handbook is to outline the program's policies and procedures. We strive to work closely with parents in a partnership that will facilitate the transitions between home and school. Daily communications and a sense of trust between parents and teachers are vital. Our goal is to provide the highest quality care and education for children and to ensure that parents are valued and respected. To accomplish this, we depend on parents to be responsible and active child care consumers. We expect parents to read this handbook, follow the policies and procedures outlined, provide us with all the necessary information, and be open and honest with us regarding your feedback about the program. We welcome your comments, questions, concerns, and suggestions about your child's experience and the program. We understand that nothing is more important than your child's early education and care experiences. Given the nature of an ever-changing quality early education and care program, this handbook is a "living" document. You will be notified of formal policy changes during the year via a written policy notice. In addition, the handbook will be updated as needed. We look forward to having your child in our program and working together in sharing your child's growth and development. We are very pleased you have chosen to enroll your child in one of our high-quality early education programs. We want your experience to be a positive one and realize this is an important adjustment for you and your child. Come and talk with us should you have any suggestions, questions, or concerns.

Miss Brittney and Miss Stacey

**ALTERNATIVE METHODS OF INSTRUCTION
(in case of limited occupancy requirements or school closures)**

Brookfield R-III will continue to provide instructional content on days when students are unable to physically attend classes on campus due to circumstances such as inclement weather, a natural disaster, and/or health and safety concerns such as pandemic virus situations. The district will utilize multiple methods to effectively facilitate teaching and support learning, including but not limited to: electronic/web-based instruction, textbooks, packets/worksheets, manipulatives, learning games, and teacher created materials. Completion of lessons and activities will be considered part of the required course content and will include review and reinforcement of previously taught skills as well as introduction to new concepts.

The need to implement the district's Alternative Method of Instruction Plan will be communicated to parents and students by district established procedures, such as email, text, and social media. Building specific procedures and expectations for student participation will be shared with parents and students at the beginning of the school year, with quarterly reminders. Policies and procedures will be reviewed and updated as needed throughout the year to reflect current state guidelines and effective practices. It is the district's intent to sustain and accomplish our mission, regardless of the circumstances.

"Teach, Learn, Grow...Every Day"
Brookfield Bright Beginnings Preschool Procedures

Brookfield R-III School District offers a developmentally-appropriate preschool program through which young children can build their individual potential in a positive, nurturing environment. Brookfield Bright Beginnings, a Title I Preschool, is a federally funded program providing services to students age 4 to 5 (not kindergarten eligible). The program is designed to prepare children for successful school entry emphasizing kindergarten readiness skills.

Brookfield Bright Beginnings (BBB) currently offers morning and afternoon sessions which meet Monday through Thursday. Each session is three hours in length. BBB closely follows the Brookfield R-III School District school calendar including holidays, teacher work days, parent/teacher conferences and early release days. Prior to enrollment in Bright Beginnings, all children must complete a developmental screening to identify individual needs of each student.

School Supplies for BBB Preschool

- 1 small art box
- 1 small water bottle with lid closure
- 1 bottle of 4 oz. glue
- 2 boxes of 24 crayons
- 1 package of 10ct broadline (large) washable markers
- 4 glue sticks
- 1 pair of child Fiskars scissors
- 1 inch white binder with clear front pocket
- 1 package of 20-25 standard clear sheet protectors
- 1 box of tissues
- \$65 snack fee
- 2 wallet size photos
- Zipper top regular-sized backpack (no small bags wheels, please)
- *Complete change of clothing- long pants, t-shirt, socks, and underwear in a ziplock bag with the child's first and last name.

* Please label all supplies with first and last name

Attendance

Your child's regular and prompt attendance is important to his/her success. If your son/daughter is ill or unable to come to school, please inform our building by calling 660-258-2445, send an email to the teachers, or send a note with your child if you know ahead of time of a scheduled absence. When calling by phone, if no one answers, please leave a voicemail. Messages are checked regularly each morning before the students arrive. Please do not text the staff members as an opportunity to check cell phones may not be available until later on in the day.

Dismissal/Emergency Information

As part of the BBB enrollment process, parents/guardians were asked to provide Dismissal/Emergency information indicating the common end-of-the-day routine for their child and give a list of people pre-approved to pick up their child. In the event that the student's routine changes from what parents/guardians indicated would be common (even for one day), **A WRITTEN NOTE MUST BE PROVIDED**

TO BBB STAFF. Please do not plan to just tell the staff member at the car about the change as it is very difficult to remember all those items after unloading 20-25 cars each day. Notes are compared to the pre-approved list on the Dismissal/Emergency form submitted at enrollment. As long as the person in the note is someone you included on the Dismissal Form ahead of time, staff don't worry. If you send a note telling staff that someone will pick up your child that you did not include on the Dismissal Form, then a phone contact will need to be made to allow your child to leave with that person. Although some of these precautions may seem cumbersome at times, the safety of your child is a priority. Dismissal Forms may be updated at any time during the year by note or phone call. The Preschool phone number is 660-258-2445.

Dropping Off Procedures

Children in the morning class may be dropped off at the preschool beginning at 7:30 AM and children in the afternoon class may be dropped off at the preschool beginning at 11:30 AM. Staff members will greet the children at the car and the preschool door each day. **Parents/guardians are not to leave a child unless a staff member is waiting to greet them.** If you arrive early, please wait with your child in the car until the staff member comes out to begin unloading cars. The first parent/guardian to arrive for drop-off will stop at the foot of the sidewalk. All other vehicles will form a line behind that vehicle to wait for unloading. Children will be unloaded in the order of the vehicles. Please understand that staff are concerned about your child's safety and well-being. **It is our belief that children of this age should never be left unattended and that is our goal.**

Please note that the parking area/driveway in front of the Early Childhood Center is designated ONE WAY. Vehicles should enter from the west entrance of the area and exit facing north. This ensures children do not have to cross in front of or behind cars to be **unloaded** from the car. It is very important that all vehicles follow this traffic pattern to avoid accidents and confusion. **All parents/guardians are asked to separate from their child at the car outside the preschool.** Generally, an upset child is easily comforted once inside the preschool and other children are less likely to become upset by viewing the separation difficulties. Staff will call parents/guardians in the event the child is absolutely inconsolable. The children are always fine once they come into the building and see the toys and other children; starting preschool is tougher on parents/guardians!

Picking Up Procedures

Dismissal from BBB will begin promptly at 11:00 AM and 2:30 PM, respectively. Staff members will escort the children out of the preschool to meet their rides. The first parent/guardian to arrive for pick up will stop at the foot of the sidewalk. Other parents/guardians will form a line behind the first vehicle to wait for loading. Children will be loaded in the order of the vehicles. Parents/guardians should not come in to the building to pick children up; staff will walk students to the car. To allow sufficient time to prepare the facility for the afternoon session, and to avoid increased traffic associated with K-12 dismissal at the end of the day, your assistance is appreciated in arriving to pick-up your child on time each day.

Emergency Dismissal/Cancellation Procedures

Unplanned dismissals are considered "emergency dismissals". This most commonly occurs when school is dismissed early for weather conditions, although there may be other unplanned situations requiring an emergency dismissal. Making the decision to cancel or dismiss school due to inclement weather is difficult in that it may involve predicting weather conditions several hours in advance. Every effort will be made to have school, if possible, without jeopardizing the safety of the students and faculty. When school is dismissed early due to bad weather, the decision will be made around 11:00 a.m. In the case of an early dismissal, a text alert will go out through SchoolMessenger (the district's text alert system), notification will be put on

the district website, and local radio stations will be contacted.

- If school is cancelled in the morning before school starts, a text alert will be sent out, in addition to notification on local radio stations. Teachers or administrators should not be contacted as the district has provided other means for communicating this information.
- The school should not be called at any time during an emergency dismissal. When unnecessary phone calls flood our building during an emergency dismissal, our ability to take care of the students' immediate needs is hindered.

In the event that school is dismissed early due to bad weather, all after-school activities are automatically cancelled.

NOTE: All parents are encouraged to sign up to receive district text alerts upon enrollment.

Building Access (Visitor Procedures)

Both the exterior and interior doors to the Early Childhood building will be locked at all times, and individuals will not be allowed to enter the building unless an appointment has previously been scheduled or school officials deem it necessary. Any parent, visitor, guest or community patron requesting to enter the building will be required to notify preschool personnel of their presence at the exterior door, or by checking in with the Elementary or Special Services Office located in the Elementary/Middle School building. Non-school personnel who have business inside the building must wear appropriate "visitor" identification at all times.

No one, other than school personnel, will be allowed in the classroom area unless there is a scheduled conference or activity coordinated with staff members. Parents will not be allowed to go to the classroom area to transact business with their child. Parents needing to talk with their child will do so in the vestibule area.

Recess Guidelines

All students, Prek-6 are expected to participate in recess. Time spent outside is an integral part of the school day. Students need fresh air and exercise and time spent outside affords students a break from the structure of the classroom and allows time for social development. However, there are times when it is not safe for children to be outdoors. The safety of our students is our top priority.

It is the District's policy that during cold weather, the decision for outside activities will be made considering such factors as temperature, wind chill, rain, snow, etc. Outdoor recess will not occur when the temperature and/or wind chill ("feels like") temperature is below 20 degrees Fahrenheit. Instead, students will be kept inside for indoor recess. In addition, there may be times where modifications are necessary such as the length of time of recess when the temperature is below freezing, 32 degrees Fahrenheit.

Extremely cold weather can be very dangerous. Parents and guardians should ensure that children/students are appropriately clothed with warm coats, hats, and gloves to ensure a more positive recess experience. Even in cases where your child does not go outside for recess, most students are outside for a period of time coming to and from school. Children reporting to school without proper winter attire will not be permitted to participate in outdoor recess. Students who need to stay in from outdoor recess will need to have a doctor's note, or they will be expected to go out. Generally, if a child is too sick to go outside for recess, the child is too sick to be at school. There may be occasional exceptions to this rule, but it is a reasonable guideline.

Birthdays

Parents are invited to help staff recognize your child's birthday during snack time! Parents and/or other visitors will not be able to attend any recognition of your child's special day. However, the birthday boy/girl may bring the snack for the day on the date chosen to celebrate; just please make arrangements to get the

snack to preschool. When purchasing food items, district policy is that food must be prepackaged and should not include nut products (see Allergen Policy below). No homemade treats are allowed at all! It is not necessary to bring napkins, goodie bags, balloons, etc. Instead, families are encouraged to donate a book to the BBB take-home library in honor of your child's birthday! Your child's picture will be placed on the book they donate.

Brookfield R-III Allergen Policy

On July 1, 2011, Missouri House Bill 922 "Allergy Prevention and Response in Schools" went into effect and required that all school districts in the state of Missouri implement a policy addressing how to prevent potentially deadly food-borne allergies. **In response to that requirement, the Brookfield R-III School District Board of Education approved Policy JHCF: Student Allergy Prevention and Response, which can be found on the district website.** The purpose of this policy is to create an organized system for preventing and responding to allergic reactions. This policy is not a guarantee of an allergen-free environment; instead, it is designed to increase awareness, provide education and training, reduce the chance of exposure and outline responses to allergic reactions. The best form of prevention for life-threatening allergies is avoidance of the allergen. The policy requires that all food items brought into and served in our schools have the ingredient label and nutritional information readily accessible. This policy does not pertain to the food a child brings in for his/her own lunch or snack, but sharing of food and/or utensils will not be allowed.

In keeping with the law and board policy, the Brookfield R-III District requires that all foods brought in for snacks, parties, or other recognition events to be **PREPACKAGED** with a visible nutritional label. **The District will not allow any homemade items to be served to students.**

There are several students enrolled in the District with food allergies and many who have allergies to peanuts and peanut products. Parents/guardians can help staff and the school by taking advantage of opportunities to learn more about food allergies and by helping children understand the foods they freely enjoy can be dangerous to others. Equally important, however, is to let them know they can support their classmates by eating and handling food responsibly.

Here are a few suggestions for parents:

- Never take food allergies lightly; they can be serious and life-threatening.
- Tell your child/student, "do not share food."
- Frequent hand washing reduces the spread of viruses during the school year and helps protect food allergic students.
- Tell your child to get help from an adult immediately if a classmate has a reaction.

At enrollment, the person enrolling the student will be asked to provide information on the Health Summary of any allergies the student may have and visit with the school nurse if appropriate. **Students with food allergies require a physician statement.**

School Health Services

The Brookfield R-III School District has one Registered Professional Nurse, assisted by a Licensed Practical Nurse, to administer to the health needs of approximately 900 students and 120 employees. The school nurse is educated to address the wide range of health concerns that impact children and interfere with their ability to learn. The nurse identifies vision, hearing, and other health issues in students that impede school performance, making it possible for students to receive needed referrals, treatments, and enabling them to achieve. The nurse provides health services that both prevent and treat illnesses so students stay healthy and in school; healthy students have better attendance and academic achievement. Parents needing

assistance with health or immunization concerns are encouraged to contact the lead school nurse at 660-258-7467. The lead school nurse's office is located near the Elementary Office, with an additional nurse's office in the High School. Parents needing to visit the nurse's office for any reason are required to schedule an appointment in advance.

Immunizations

The following information is an excerpt of the complete Board Policy JHCB: Immunization of Students, which can be located on the district website. The district will not allow a student to attend school until the district has satisfactory evidence on file demonstrating that the student has been immunized, that the immunization process has begun and satisfactory progress is being accomplished or that the student is exempted from obtaining immunizations in accordance with law.

A student is exempted from obtaining immunizations if the district has the completed, original forms from the Missouri Department of Health and Senior Services (DHSS) necessary to prove that the student will not be immunized for religious or medical reasons. An exemption for medical reasons requires certification by a licensed doctor of medicine or doctor of osteopathy that either the immunization would seriously endanger the child's health or life or that the child has documentation of laboratory evidence of immunity to the disease. An exemption for religious reasons requires written certification from one parent/guardian that immunization of the student violates his or her religious beliefs.

The school must be kept up-to-date on student's immunizations. The school nurse coordinates with the Linn County Health Department to conduct immunization clinics during the year. If your child's record is not complete, please contact the school nurse at 660-258-7467 for assistance.

Information provided by the district regarding influenza, influenza vaccination, and/or other immunizations is identical or similar to that produced by the Centers for Disease Control and Prevention (CDC).

The district will notify parents/guardians at the time of initial enrollment of their student in district-sponsored preschools, daycare centers or nursery schools that they may request notice from the district as to whether any students currently enrolled in or attending the facility have an immunization exemption on file with the district.

Communicable Disease

The Brookfield R-III School District School Board recognizes its responsibility to protect the health of students and employees from the risks posed by communicable diseases. The Board also has a responsibility to protect individual privacy, educate all students regardless of medical condition and treat students and employees in a nondiscriminatory manner. **The following procedures were established to support Board Policy EBB: Communicable Diseases, which can be located on the district website.**

Immunization

In accordance with law, students cannot attend school without providing satisfactory evidence of immunization, unless they are exempted from immunization.

Universal Precautions

The district requires all staff to routinely employ universal precautions to prevent exposure to disease-causing organisms. The district will provide the necessary equipment and supplies to implement universal precautions.

Categories of Potential Risk

Students or employees with communicable diseases that pose a risk of transmission in school or at school activities (such as, but not limited to, chicken pox, influenza, and conjunctivitis) will be managed as required by law and in accordance with guidelines provided by the Department of Health and Senior Services (DHSS) and local county or city health departments. Such management may include, but is not limited to, exclusion from school or reassignment as needed for the health and safety of students and staff.

Students or employees infected with chronic communicable diseases that do *not* pose a risk of transmission in school or at school activities (such as, but not limited to, hepatitis B virus or HIV) shall be allowed to attend school or continue to work without any restrictions based solely on the infection. The district will not require any medical evaluations or tests for such diseases.

Exceptional Situations

There are certain specific types of conditions, such as frequent bleeding episodes or uncoverable, oozing, skin lesions that could potentially be associated with transmission of both bloodborne and nonbloodborne pathogens. In the case of students, certain types of behaviors, such as biting or scratching, may also be associated with transmission of pathogens.

Students who exhibit such behaviors or conditions may be educated in an alternative educational setting or, if appropriate, disciplined in accordance with the discipline code. In the case of a student with a disability, the Individualized Education Program (IEP) team or 504 team will make any change of placement decisions.

Employees who exhibit such conditions will not be allowed to work until the condition is resolved or appropriately controlled in a way that minimizes exposure.

Confidentiality

The superintendent or designee shall ensure that confidential student and employee information is protected in accordance with law. Medical information about an individual, including an individual with HIV, will only be shared with district employees who have a reasonable need to know the identity of the individual in order to provide proper health care or educational services. Examples of people who may need to know a student's medical information are the school nurse and the IEP or 504 team if applicable. An example of an individual who may need to know an employee's medical information is the employee's immediate supervisor, if accommodations are necessary.

All medical records will be maintained in accordance with law and Board policy. Breach of confidentiality may result in disciplinary action, including termination.

Reporting and Disease Outbreak Control

Reporting and disease outbreak control measures will be implemented in accordance with state and local law, DHSS rules governing the control of communicable diseases and other diseases dangerous to public health, and any applicable rules distributed by the appropriate county or city health department.

Notification

Missouri state law provides that superintendents who supply a copy of this policy, adopted by the district Board of Education, to DHSS shall be entitled to confidential notice of the identity of any district student reported to DHSS as HIV-infected and known to be enrolled in the district. Missouri law also requires the parent or guardian to provide such notice to the superintendent.

Prescription Medication

The parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student. The prescription label will be considered the equivalent of a prescriber's written direction. Medication must come to school in a container with the pharmaceutical label. The medication will be given as the label reads. When medication is dispensed from the pharmacy, ask the pharmacist for a second labeled bottle. Medication must be brought to school by the parent or guardian, at which time a face-to-face conversation with the nurse must occur. The following information must be included on the pharmaceutical label:

1. Student's Name
2. Date medication was dispensed
3. Name of medication
4. Specific instructions for giving the medication: time of day and amount of medication to be given
5. Name of doctor prescribing medication

It is the district's policy for all prescription medications to be administered by the School Nurse. Due to the limited number of hours preschool students are on campus, parents are asked to schedule the administration of prescription medication prior to or after the student's preschool session, if at all possible.

Non-Prescription Medication

Over-the-counter medications for pain, allergies, minor injuries, allergic reactions or fevers may be dispensed by the school nurse or designee with parental permission per the School Health Summary, which must be updated annually. The medication must be brought to school in the original container with written instructions for administration. Per the policy, both prescription medications and non-prescription medications will not be given unless properly labeled.

Administration of non-prescription medication will be given on a limited basis for acute symptoms. Chronic conditions must be diagnosed by a physician in order for medication to be given over a lengthy period of time. Multiple requests for medication (either several requests during one day or frequent requests over a period of time) will be evaluated. Parents will be notified if their child/student is frequently visiting the nurse/health services room.

Special Health Concerns

If a child has a special health concern, (such as, but not limited to, Asthma, Diabetes, Seizures, Life Threatening Allergies such as food, bees, or latex, or other health concerns), the school nurse should be contacted so that school personnel are aware of the condition. In order for the school to make special accommodations or considerations for a child's medical or health condition, documentation from a physician is required.

Individualized Health Care Plans may be developed by the school nurse for students with significant health concerns. These plans will be developed in consultation with a student's parent/guardian and appropriate medical professionals. The Individualized Health Care Plan will address procedural guidelines and specific directions for particular emergency situations, and will be updated at the beginning of the year or as needed. Notice of the individualized Health Care Plan will be given to any/all school employees that may interact with the student.

General Exclusion Guidelines for All Children

Brookfield R-III School District follows the recommendations of the Department of Health and Senior Services, Bureau of Communicable Disease Control and Prevention regarding when it is appropriate for a student exhibiting signs of illness to attend school. "Prevention and Control of Communicable Diseases", a document located at https://health.mo.gov/living/families/schoolhealth/pdf/Communicable_Disease.pdf, provides guidance followed by the district. A summary of this document is also available on the district website or from the school nurse. **Students with a fever of 100 degrees or higher should stay home until they are fever free for 24 hours without fever-reducing medicine. Students with illnesses that include symptoms of vomiting and/or diarrhea should also remain at home until symptom-free for 24 hours.**

MO HealthNet for Kids

The Federal Children's Health Insurance Program (CHIP), part of the MO HealthNet for Kids program, is a health insurance program for uninsured children of low-income families who do not have access to affordable health insurance.

To be eligible for this benefit program, you must be a resident of Missouri and meet all of the following:

- Either 18 years of age and under or a primary care giver with a child(ren) 18 years of age and under, and
- A U.S. Citizen, National, or a Non-Citizen legally admitted into the U.S., and
- Uninsured (and ineligible for Medicaid).

Additional information regarding the program and annual household income eligibility guidelines is available at <https://www.benefits.gov/benefit/1606>.

Brookfield R-III Wellness Program

The Board recognizes the relationship between student well-being and student achievement as well as the importance of a comprehensive district wellness program. Therefore, the district provides nutrition and physical education that is developmentally appropriate and sequential. In addition, the district offers additional opportunities for physical activity. The wellness program makes effective use of school and community resources, equitably serves the needs and interests of all students, and is implemented in a multidisciplinary fashion.

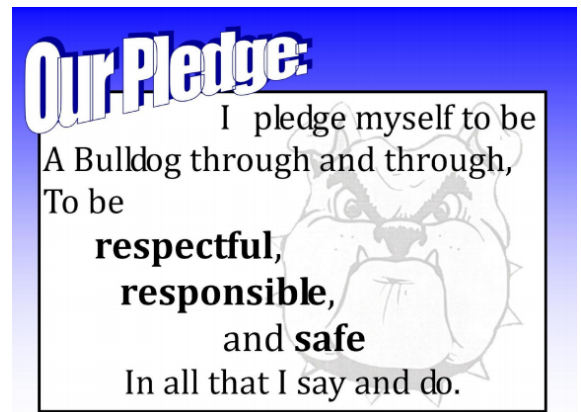
The primary goals of the Brookfield R-III School District's wellness program are to promote student health, reduce student obesity, facilitate student learning of lifelong healthy habits and increase student achievement. Therefore, it is the policy of the Brookfield R-III School District that:

- The school district will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.
- All students in grades PreK through 12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutritional recommendations of the U.S.D.A.'s Smart Snacks in Schools guidelines.
- Children will be provided access to a variety of affordable nutritious, and appealing foods that meet their health and nutrition needs; religious, ethnic, and cultural diversity accommodations will be made in meal planning; a clean, safe, and pleasant environment and adequate time to eat will be provided.
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.

Positive Behavior Support

Schoolwide Positive Behavior Support SW-PBS Mission Statement for Brookfield PreK-4 At Brookfield Elementary School we will build a positive climate of cooperation, academic excellence, respect, and safety with a proactive approach to improving behavior and establishing school-wide expectations. What is Schoolwide Positive Behavior Support (SW-PBS)? Schoolwide Positive Behavior Support is a process for actively teaching and recognizing appropriate social skills and behavior so the focus can be on teaching and learning. Students learn appropriate behaviors in the same way a child learns to read – through instruction, practice, feedback, and encouragement. During the 2011-2012 school year, a list of expected behaviors for students and staff at Brookfield PreK-4 was collaboratively developed for all school settings. Throughout the year, staff will demonstrate, explain and practice these skills with students. Students and staff who exhibit appropriate behaviors will be recognized through established procedures. Staff will also use a systematic approach, which will include a re-teaching focus for responding when students fail to demonstrate expected behaviors.

	CLASSROOM	BATHROOM	OUTSIDE
BE NICE	Follow teachers directions Clean up messes Keep hand, feet and other objects to yourself Take turns	Clean up messes Take turns	Follow teachers directions Keep hand, feet and other objects to yourself Take turns
BE SAFE	Push in chairs Line up when asked Walk	Wash hands with soap and water	Line up when asked Use equipment properly



Title I Programs

Brookfield R-III Bright Beginnings Preschool is a participant in the Title I Program, and receives federal funding to support the program under the Every Student Succeeds Act. Title I was enacted to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and assessments. Brookfield Bright Beginning Preschool implements a schoolwide program model, which utilizes the key elements of Title I to upgrade the entire educational program of the school so that all students can reach high educational standards. Through the schoolwide program, instructional staff use effective methods and instructional strategies based on scientifically based research that strengthen the core academic program in the school, as well as increase the amount and quality of learning time through activities such as after school tutoring, summer school, and preschool programs. The schoolwide Title I program assists the district’s efforts to address the needs of all children in the school, particularly the low-achieving children, by providing an enriched and accelerated curriculum.

BROOKFIELD PREK-4 PARENT INVOLVEMENT POLICY

Brookfield R-III Elementary believes that parent involvement is an integral part of any child’s success in school. Schools and teachers must make every effort to keep parents informed about and involved in their child’s learning. Brookfield R-III Elementary staff will follow the guidelines of the Brookfield R-III School District Title I Parent Involvement Policy as described below:

1. Annual parent meetings will be held for the purpose of informing parents of their school’s

participation in Title I and providing an explanation of Title I requirements as well as the right of parents to be involved. These meetings will be held in conjunction with Back-to-School Night, Family Activity Nights and/or building level Parent Advisory Meetings. In addition, information regarding the Title I preschool program, including eligibility requirements, will be shared with parents of prospective Title I preschool students during the Enrollment Open House in March. An explanation of the Title I program and services provided will also be shared with incoming kindergarten students at their enrollment meeting, held in April.

2. Parents will be invited to attend Family Literacy/Activity Nights at least twice each year. Family activity nights will consist of parent education along with opportunities for parent and child to participate in activities similar to those done in the classroom. Preschool parents will have a minimum of four family contacts per school year.
3. Parent education activities will provide information about Title I programs as well as an explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet (grade level expectations.)
4. Parents will be provided information throughout the year regarding tips to work with their children in the area of English Language Arts. Preschool newsletters will be sent home weekly which will also contain suggestions for helping their child practice essential readiness skills.
5. Parents of students receiving small group instruction by a Title I teacher will be provided with at least one report each quarter informing them of their child's progress. Title I teachers will attend regularly scheduled parent-teacher conferences along with the classroom teacher.
6. Title I personnel will be available to schedule individual conferences with parents to answer questions regarding their child's assessments and participation in instructional opportunities facilitated by Title I staff. Preschool parents will have an end-of-the year conference with a preschool teacher to have pre-kindergarten screening results explained to them individually, as well as to discuss progress achieved during the year and readiness for kindergarten demonstrated daily within the school environment.
7. A school-parent compact will be developed and maintained by the district to encourage shared responsibilities for high student academic achievement. The compact will be reviewed and revised annually based on input provided by all stakeholders – parents, school staff, and students. The compact will describe the responsibility of the school to provide a high-quality curriculum and instruction in a supportive and effective learning environment as well as how parents will be responsible for supporting their child's learning. The school-parent compact will be shared with the parents of all PreK-4 children.
8. Brookfield R-III will provide support and assistance to parents in the form of training and/or materials necessary to understand state standards and assessments as well as to improve the performance of their child's achievement. The district will also work with parents to educate all school personnel in valuing parent contributions, improving communication with parents, implementing and coordinating parent programs, and building ties between home and school.
9. Brookfield R-III will coordinate Title I parent involvement activities with other existing parent involvement programs, such as Head Start and Parents as Teachers.
10. Brookfield R-III will provide support and assistance to parents for maintaining academic progress during distance learning opportunities as a consequence of any extended emergency closures. Parent input will be considered with identifying priorities for students during closures (technology, instructional materials, instructional supports available in the home, experiences from previous closures, training needed for parents in order to support distance learning at home, etc.)
11. Brookfield R-III will ensure that all information related to school and parent programs/activities is

presented in a format and language that parents can understand. Parent resources and opportunities to learn about child development will be provided as appropriate.

The Brookfield PreK-4 Parent Involvement Plan will be developed with the assistance of parents of participating children. The plan will be updated periodically to meet the changing needs of parents and the school. Copies of the Parent Involvement Plan will be distributed to all parents of PreK-4 students at the beginning of school each year.

“Parents Rights to Know” Notification (Title I)

Our district is required to inform you of information that you, 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 to you in a timely manner, the following information:

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

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

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Contact Information for BBB Staff Members

Brittney Sensenich-Title 1 Preschool Teacher
Stacey Baum-Title 1 Preschool Teacher
Tiffany Baum-Parents as Teachers
Rebecca Haley-Early Childhood Special Ed
Gail Young – Early Childhood Special Ed (SLP)
Denise Carlson - Special Services Director

bsensenich@brookfieldr3.org
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Early Childhood Center Phone Number: 660-258-2445
Special Services Office Phone Number: 660-268-2159
FAX Number: 660-258-2190

Bright Beginnings Preschool Daily Schedule

TIME	ACTIVITY
7:45-8:00am 11:30-11:45am	Unload vehicles, put backpack away, wash hand, then table activity. Monday-Manipulatives Tuesday-Books, magazines, journals Wednesday-Puzzles Thursday-Fine motor
8:00-8:15am 11:45-11:50am	Finish table activity and check out library books.
8:15-8:20am 11:50-11:55am	Check backpacks
8:20-8:30am 11:55-12:05pm	Health activity: Monday-Yoga Tuesday-Movement Wednesday-Workout Thursday-Walking
8:30-8:45am 12:05-12:20pm	Work rug: Pledge of Allegiance, Bulldog Pledge, days of school countdown, calendar, PBS weekly lesson, phonics, word wall, weather, etc.
8:45-9:30am 12:20-1:05pm	Centers and small group work (reading and math)
9:30-9:40am 1:05-1:15pm	Clean-up time
9:40-9:50am 1:15-1:25pm	Story time/songs
9:50-9:55am 1:25-1:30pm	Wash hands
9:55-10:20am 1:30-1:50pm	Snack
10:20-10:25am 1:50-1:55pm	Pack backpacks
10:25-10:35am 1:55-2:05pm	Music Time: Monday-Bean Bags Tuesday-Rhythm Sticks Wednesday-Boom Whackers Thursday-Instruments
10:35-10:45am 2:05-2:15pm	Math/letter/wash hands
10:45-10:55am 2:15-2:25pm	Recess/sanitizer when we come in
10:55-11:00am 2:25-2:30pm	Prepare for home: pack bags and join together on letter rug
11:00am 2:30pm	Dismiss

DISTRICT POLICIES, PROCEDURES, AND NOTICES

School Admissions

Board Policy JEC-1

Persons seeking admission to the district and its instructional programs must satisfactorily meet all legal requirements to be enrolled. In addition, the district requests additional information from parents/guardians so that the district may better serve the student.

The district encourages parents/guardians to preregister their children in the spring prior to initial enrollment or register their children prior to the beginning of school so that the district can hire the appropriate staff and adequately prepare for the school year. In accordance with law, students enrolling in the district whose parents/guardians are transferring to Missouri under military orders will be allowed to register remotely without the parent/guardian or student being physically present.

Students who are homeless, in foster care or are otherwise entitled to admission will be admitted in accordance with Board policy and law.

Immunizations

Unless otherwise required by law or Board policy, the district will not allow a student to attend school, including a district-sponsored preschool, daycare or nursery school, until the district has satisfactory evidence on file demonstrating that the student has been immunized, that the immunization process has begun and satisfactory progress is being accomplished, or that the student is exempted from obtaining immunizations in accordance with law.

Residency or Eligibility to Enroll

For admission into the district, students must reside in the district or otherwise be entitled to enrollment in accordance with law and policy JECA.

Proof of Age

During the admission process, the district may require the parent/guardian to provide documentation of the student's age for the purpose of determining whether the student satisfies state entrance age requirements. Such documentation may include, but is not limited to, a birth certificate, immunization records, a baptism certificate, any government-issued identification or an affidavit sworn by the parent/guardian in the presence of a district official.

Entrance Ages

In general, students between the ages of 5 and 21 years old who do not have a high school diploma may attend the district's K–12 program. Any senior qualifying for graduation at the end of the school semester and attaining age 21 during the course of the semester may complete that particular semester tuition free.

In accordance with law, a student is eligible for admission to attend the Brookfield R-III School District, and is eligible for admission to summer school the summer prior to entering kindergarten, if the student:

1. Reaches the age of five before August 1 of the school year in which he or she plans to enroll;
2. Has attended school, or the summer school prior to a kindergarten school term, in the St. Louis City School District or the Kansas City 33 School District, regardless of the age of the student; or
3. Is a child in the household of an active duty member of the military, including some veterans who are deceased or injured as defined by law, who has successfully completed an accredited prekindergarten program or has attended an accredited kindergarten in another state, regardless of the age of the student.

A student who meets one of the entrance age requirements in this subsection and has previously attended a kindergarten program or otherwise demonstrates to the district's satisfaction that he or she is socially and academically ready to progress may be placed in a class, grade or program that would best meet the student's educational needs, after consultation with the student's parent/guardian. Likewise, a student who demonstrates that he or she is not socially or academically ready to enter kindergarten or the grade in which he or she would otherwise be placed may be placed in a preschool or other appropriate class or program offered by the district, after consultation with the student's parent/guardian.

Preschool and Prekindergarten Entrance Ages

In accordance with law, if the district maintains a preschool or prekindergarten program for which state aid is collected, a child is eligible for admission to attend the preschool or prekindergarten program if the child reaches the age of three before August 1 of the school year in which he or she plans to enroll.

Special Education Entrance Ages

Federal law requires the district to provide special education services to qualifying resident students as well as qualifying nonresident students attending private schools located in the district who are between the ages of 3 and 21.

Requests for Student Records

Within two business days of enrolling a student, the school official enrolling the student shall request those records required by district policy for student transfer, including discipline records, from all schools previously attended by the student within the last 12 months.

Within 48 hours of enrolling a nonresident student placed in the district via foster homes, residential care facilities or child-placing agencies pursuant to law, the school official enrolling the student shall request those records required by district policy for student transfer, including discipline records, from all schools and facilities previously attended by the student; the Department of Social Services; the Department of Mental Health; the Department of Elementary and Secondary Education; and any entity involved with the placement of the student within the last 24 months.

The district will accept hand-carried or unofficial records for the purpose of enrolling a student transferring from another state who is in the household of an active duty member of the military, including some veterans who are deceased or injured as defined by law, but will request official records in accordance with this policy.

Statement of Prior Suspension, Expulsion or Criminal Offense

The Board of Education requires the parent, guardian or other person having control or charge of a child of school age to provide upon enrollment a signed statement indicating whether the student has been suspended or expelled from a public or private school in this state or any other state for an offense in violation of Board policies. In addition, the person enrolling the student must affirm that the student has not been convicted of or charged with an act listed in the "Admission Restrictions" section of this policy. This registration document shall be maintained as a part of the student's scholastic record.

Students Suspended or Expelled from Another District

Without the superintendent's or designee's permission, no student may enroll in a school in the district during a suspension or expulsion from another in-state or out-of-state school district, including a private, charter or parochial school or school district, if it is determined upon attempt to enroll that the student's conduct would have resulted in a suspension or expulsion in this district. The parent/guardian or student may request a conference with the superintendent or designee to consider whether the conduct of the student would have resulted in a suspension or expulsion in this district. The superintendent or designee may make such suspension or expulsion from another district effective if it is determined that such conduct would have resulted in a suspension or expulsion in this district. If it is determined that such conduct would not have resulted in a suspension or expulsion in this district, the superintendent or designee shall not make such suspension or expulsion from another school or district effective. The superintendent or designee will consider whether the student has received the due process required by law before making any decision.

A remedial conference will be held in accordance with Board policy prior to the enrollment of any student following a suspension or expulsion from another school for an act of school violence as defined in § 160.261.2, RSMo. The remedial conference will be held regardless of whether such act was committed at a public or private school in this state, provided that such act shall have resulted in the suspension or expulsion of such student in the case of a private school.

Student Withdrawal Procedures

When a student moves from the district or leaves school for any reason, the school office should be notified two or three days in advance if a parent anticipates withdrawal of the student from school. This gives the school time to update records and to complete withdrawal forms. The information should be presented at the student's new school. A copy of the permanent record will be sent to the new school upon receipt of a written request from the school.

Students must clear themselves of all obligations to the school before the school can complete and forward official school records and transcripts.

Corporal Punishment **Board Policy JGA-2**

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

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

Student School Code of Conduct

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or board of education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law. **The School Code of Conduct is described in detail in Brookfield R-III School Policy JG-R1.** Board policy can be found on the district website at www.brookfieldr3.org.

Bullying **Board Policy JFCF**

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

Definitions

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

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

Designated Officials

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

The district compliance officer appointed in policy AC will serve as the districtwide antibullying coordinator. The antibullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information

that would inform the district's antidiscrimination and antibullying education and training programs. In addition, the antibullying coordinator will assist in making any relevant reports as required by state and federal law.

Reporting Bullying

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

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

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

Investigation

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

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

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

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

Consequences

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

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

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

Policy Publication

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

Training and Education

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

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

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

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

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

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

Additional School Programs and Resources

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

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION BOARD POLICY AC

The Brookfield R-III School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination, harassment and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Brookfield R-III School District is an equal opportunity employer.

The Board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
 - a. Make complaints of illegal discrimination or harassment.
 - b. Report illegal discrimination or harassment.
 - c. Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning illegal discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing illegal discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy and law.

As used in this policy, "discrimination, harassment or retaliation" has the same meaning as "illegal discrimination, harassment or retaliation" and is limited to acts prohibited by law. All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that

person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law.

Sexual Harassment Reporting and District Response

Sexual harassment is prohibited under this policy and policy ACA, but policy ACA applies only to a narrower category of sexual harassment under Title IX, as defined in the federal regulations. All sexual harassment reports must be made to the Title IX coordinator identified in policy ACA and evaluated for policy ACA applicability. If a sexual harassment report is made to any other district employee, the report must be promptly referred to the Title IX coordinator for intake. Incidents of alleged sexual harassment that are not investigated under policy ACA may be referred for processing under this policy.

Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. The district encourages students, employees and the public to report such behavior so that it can be promptly addressed, but the grievance process in this policy is reserved for allegations of illegal discrimination, harassment and retaliation.

Boy Scouts of America Equal Access Act

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

School Nutrition Programs

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices and employees, and institutions participating in or administering USDA programs (including the district), are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA. These programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

Any person or representative alleging discrimination based on a prohibited basis has the right to file a complaint within 180 days of the alleged discriminatory action with the USDA Office of the Assistant Secretary for Civil Rights or the district's compliance officer using the process outlined in policy EF.

Interim Measures

When a report is made or the district otherwise learns of potential discrimination, harassment or retaliation, the district will take immediate action to protect the alleged victim, including implementing interim measures. Such interim measures may include, but are not limited to, altering a class seating arrangement, providing additional supervision or suspending an employee pending an investigation. The district will also take immediate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

Consequences and Remedies

If the district determines that discrimination, harassment or retaliation have occurred, the district will take prompt, effective and appropriate action to address the behavior, prevent its recurrence and remedy its effects.

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from district property or otherwise restricted while on district property. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

Students, employees and others will not be disciplined for speech in circumstances where it is protected by law.

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported immediately to the CD.

Definitions

Compliance Officer – The individual responsible for implementing this policy, including the acting compliance officer when performing duties of the compliance officer.

Discrimination – Conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists.

Grievance – A verbal or written report (also known as a complaint) of discrimination, harassment or retaliation made to the compliance officer.

Harassment – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law or based on a belief that such a characteristic exists: graffiti; display of written material, pictures or electronic images; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property.

Sexual Harassment – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance. "Sexual Harassment under Title IX" is a subset of this definition, and the district's response to qualifying allegations is set forth in policy ACA.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
6. Comments about an individual's body, sexual activity or sexual attractiveness.
7. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.
8. Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

Working Days – Days on which the district's business offices are open.

Compliance Officer

The Board designates the following individual to act as the district's compliance officer:

Director of Special Services
Brookfield R-III School District
124A Pershing Rd., Brookfield, MO 64628-9300
Phone: 660-258-2159; Fax: 660-258-2243. E-mail: dcarlson@brookfieldr3.org

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Middle School Principal
Brookfield R-III School District
124A Pershing Rd, Brookfield, MO 64628-9300
Phone: 660-258-2241; Fax: 660-258-2243. E-mail: mwilbeck@brookfieldr3.org

For matters within the scope of this policy, the compliance officer or acting compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination, harassment and retaliation in the Brookfield R-III School District except as provided in policy ACA.
3. Serve as the district's designated Title VI, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Forward reports of sexual harassment and otherwise assist in Title IX compliance as directed in policy ACA.
5. Investigate or assign persons to investigate grievances; monitor the status of grievances to ensure that additional discrimination, harassment and retaliation do not occur; and recommend consequences.
6. Review all evidence brought in disciplinary matters to determine whether additional remedies are available, such as separating students in the school environment.
7. Determine whether district employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.
8. Communicate regularly with the district's law enforcement unit to determine whether any reported crimes constitute potential discrimination, harassment or retaliation.
9. Oversee discrimination, harassment or retaliation grievances, including identifying and addressing any patterns or systemic problems and reporting such problems and patterns to the superintendent or the Board.
10. Seek legal advice when necessary to enforce this policy.
11. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
12. Make recommendations regarding changing this policy or the implementation of this policy.
13. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination, harassment and retaliation.
14. Periodically review student discipline records to determine whether disciplinary consequences are applied uniformly.
15. Perform other duties as assigned by the superintendent.

Public Notice

The superintendent or designee will continuously publicize the district's policy prohibiting discrimination, harassment and retaliation and disseminate information on how to report discrimination, harassment and retaliation. Notification of the district's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees. District bulletins, catalogs, application forms, recruitment material and the district's website will include a statement that the Brookfield R-III School District does not discriminate in its programs, services, activities, facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

Reporting

Students, employees and others may attempt to resolve minor issues by addressing concerns directly to the person alleged to have violated this policy, but they are not expected or required to do so. Any attempts to voluntarily resolve a grievance will not delay the investigation once a report has been made to the district.

Reports Involving Sexual Harassment

In cases involving sexual harassment, all persons must report incidents directly to the Title IX coordinator for evaluation under policy ACA. All district employees will instruct all persons seeking to make a report or complaint to communicate directly with the Title IX coordinator. Even if the suspected victim of discrimination, harassment or retaliation does not report on their own behalf, district employees are required to report to the Title IX coordinator any observations, rumors or other information about actions prohibited by this policy and policy ACA.

All Other Reports

Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment or retaliation directly to the compliance officer or acting compliance officer. All district employees will instruct all persons seeking to file a grievance to communicate directly with the compliance officer. Even if the suspected victim of discrimination, harassment or retaliation does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information about actions prohibited by this policy. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to act upon finding a violation of law, district policy or district expectations.

Even if a grievance under this policy is not directly filed, if the compliance officer otherwise learns about possible discrimination, harassment or retaliation, including violence, the district will conduct a prompt, impartial, adequate, reliable and thorough investigation to determine whether unlawful conduct occurred and will implement the appropriate interim measures if necessary.

Student-on-Student Harassment

Building-level administrators are in a unique position to identify and address discrimination, harassment and retaliation between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. In general, administrators can immediately discipline a student for prohibited behavior in accordance with the district's discipline policy. However, if sexual harassment is observed or alleged, the administrator must consult the Title IX coordinator to determine policy ACA's applicability to the reported facts or allegations prior to imposing discipline. Administrators will report all incidents as directed in the "Reporting" section of this policy and will direct the parent/guardian and student to the compliance officer for further assistance. In cases not being handled under policy ACA, the compliance officer may determine that the incident has been appropriately addressed or recommend additional action.

Investigation

The district will use the investigation process outlined in this section for any grievance filed under this policy (AC).

The district will immediately investigate all grievances submitted under this policy. All persons are required to cooperate fully in the investigation. The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation and/or serve in other roles and capacities under the procedures for grievance processing.

The district does not assume responsibility or liability for actions that are unrelated to the district's programs or activities. However, the district may investigate any behavior that occurs on or off district property to the extent that such an investigation is necessary for the district to meet its legal obligations to address discrimination, harassment and retaliation that negatively impact the education or work environment. The district will address such behavior only to the extent that the district has the legal authority to do so.

In determining whether alleged conduct constitutes discrimination, harassment or retaliation, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not (the preponderance of the evidence standard) that discrimination, harassment or other prohibited behavior has occurred, the district will take prompt and effective corrective action in accordance with law.

Collaboration with Outside Enforcement Agencies

In the event an outside enforcement agency is investigating the same allegation of discrimination, harassment or retaliation or a similar allegation, the district will make a preliminary inquiry, then follow the outside enforcement agency's investigation and response procedures instead of the formal district grievance process. During the inquiry, if the district determines that a reasonable basis for concluding this policy was violated exists, it will enforce appropriate interim measures while ensuring due process to the alleged perpetrator when required. When requested by law enforcement, the district may reasonably delay its own investigation to permit law enforcement to conduct the criminal investigation process.

Grievance Process Overview

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the compliance officer may designate an alternative person to hear the grievance, or the next highest step in the grievance process will be used. For example, if the grievance involves the superintendent, the compliance officer may designate someone outside the district to hear the grievance in lieu of the superintendent, or the grievance may be heard directly by the Board.
2. An extension of the investigation and reporting deadlines may be warranted if extenuating circumstances exist as determined by the district's compliance officer. The person filing the complaint will be notified when deadlines are extended. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.
4. To the extent permitted by law, the district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.

5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will implement interim measures as described in this policy if necessary to prevent further potential discrimination, harassment or retaliation during the pending investigation.

Grievance Process

1. Level I – A grievance is filed with the district's compliance officer. The compliance officer may conduct the Level I investigation or assign an administrator or other qualified individual to conduct the investigation. If the compliance officer determines that the grievance allegations involve sexual harassment under policy ACA, the report will be routed accordingly.

An investigation will commence no later than five working days after the compliance officer receives the grievance. The investigator shall conduct a prompt, impartial, adequate, reliable and thorough investigation, including the opportunity for the person filing the grievance and other parties involved to identify witnesses and provide information and other evidence. The investigator will evaluate all relevant information and documentation relating to the grievance.

Within 30 working days of receiving the grievance, the investigator will complete a written report that summarizes the investigation and makes determinations as to the facts and whether the facts constitute a violation of this policy based on the appropriate legal standards. If someone other than the compliance officer conducted the investigation, the compliance officer will receive the report and either adopt the report as submitted or modify and complete the report upon further investigation and/or review of applicable policy and law. If a violation of this policy is found, the compliance officer will recommend corrective action to the superintendent to address the discrimination, harassment or retaliation; prevent recurrence; and remedy its effects. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the completion of the report, in accordance with law and district policy, regarding whether the district's compliance officer or designee determined that district policy was violated.

2. Level II – Within five working days after receiving the Level I decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate.

Within ten working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who initially filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the superintendent's decision, regarding whether the superintendent or designee determined that district policy was violated.

3. Level III – Within five working days after receiving the Level II decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the grievance and the alleged perpetrator will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and the alleged perpetrator will be notified in writing, within five working days of the Board's decision, in accordance with law and district policy, regarding whether the Board determined that district policy was violated. The decision of the Board is final.

Confidentiality and Records

To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. The district will disclose information to the district's attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student

disciplinary action will be maintained and released in the same manner as any other disciplinary record. The district will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with the Missouri Secretary of State's retention manuals and as advised by the district's attorney.

Training

The district will provide training to employees on identifying and reporting acts that may constitute discrimination, harassment or retaliation. The district will instruct employees to make all complaints to the district's compliance officer or acting compliance officer and will provide current contact information for these persons. The district will inform employees of the consequences of violating this policy and the remedies the district may use to rectify policy violations. All employees will have access to the district's current policy, required notices and complaint forms. The district will provide additional training to any person responsible for investigating potential discrimination, harassment or retaliation.

The district will provide information to parents/guardians and students regarding this policy and will provide age-appropriate instruction to students.

Title IX Board Policy ACA

The Brookfield R-III School District does not discriminate on the basis of sex in its education programs and activities, including employment and admissions, as required by Title IX of the Education Amendments of 1972 (Title IX). All forms of sex-based discrimination are prohibited in the district, but this policy focuses exclusively on sexual harassment as defined in Title IX that occurs within the education programs and activities of the district. However, the district will respond promptly to investigate and address any report or complaint of sexual harassment.

"Sexual harassment under Title IX" is conduct on the basis of sex within the scope of the district's education programs or activities (as defined in this policy) that satisfies one or more of the following:

1. An employee of the district conditioning the provision of an aid, benefit or service of the district on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the district's education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8) or "stalking" as defined in 34 U.S.C. 12291(a)(30).

In creating this policy, the district does not relieve any person under the district's jurisdiction from the consequences for violations of other policies and rules of the district meant to establish an environment conducive to teaching, learning, support services, work and the social and emotional well-being and development of the students entrusted to the district.

If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law and district policy. Moreover, nothing in the policy precludes the mandatory or voluntary reporting of any suspected criminal activity to the appropriate law enforcement agency at any time.

Reporting Sexual Harassment or Title IX Retaliation

Any person may report sexual harassment regardless of whether the person is the alleged victim (complainant). However, Board members and employees must immediately report to the Title IX coordinator any incident or behavior that could constitute sexual harassment or retaliation in accordance with this policy. Reports may be made at any time, including during nonbusiness hours, by using the telephone number, email address or office address listed below.

The Board authorizes the following individual(s) to serve as the Title IX coordinator(s) for the Brookfield R-III School District and coordinate and implement the district's efforts to comply with the requirements of Title IX.

Director of Special Services
124A Pershing Road
Brookfield, MO 64628
660-258-2159 (Phone)/660-258-2190 (Fax)
dcarlson@brookfieldr3.org

In the event the Title IX coordinator is unavailable or is the respondent to a complaint, reports should instead be directed to the compliance officer or alternate compliance officer listed in policy AC.

Training

Title IX coordinators, investigators, decision-makers and any person designated to facilitate an informal resolution process, should the district offer one, will receive training on the following:

1. The definition of sexual harassment under Title IX as used in this policy.
2. The scope of the district's education programs and activities.
3. How to conduct the investigation and grievance process, including determination of responsibility for sexual harassment, appeals, and informal resolution processes, as applicable.
4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
5. Issues of relevance necessary to create an investigative report that fairly summarizes the relevant evidence.
6. Issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.

The district will not use training materials that rely on sex stereotypes. All training materials used by the district will promote impartial investigations and adjudications of formal complaints of sexual harassment under Title IX. These training materials will be publicly available on the district's website or available upon request for inspection by members of the public.

The previous information is only an excerpt of the complete Board Policy ACA, which can be located on the district website.

Section 504

The district seeks to identify, evaluate and provide free and appropriate educational services in the least restrictive environment to all qualified students with disabilities within the definitions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). No qualified student with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any district program, including nonacademic services and extracurricular activities.

Students with disabilities may be eligible for accommodation under this policy even though they are not eligible for services pursuant to the IDEA. The district will initiate a referral if a student requiring accommodation is also believed to be a student with a disability under the IDEA. Implementation of an IEP in accordance with the IDEA satisfies the district's obligation to provide a free and appropriate education under Section 504.

The Board of Education has designated the following individual to act as the district's compliance officer regarding Section 504 and American with Disabilities Act (ADA):

Denise Carlson, Director of Special Services
Brookfield R-III School District
128 Pershing Road, Brookfield, MO 64628
660-258-2159 or dcarlson@brookfieldr3.org

Out of District Medical and Psychological Evaluations

Occasionally parents seek evaluations that require information from school district employees. The school district will partner with other professionals in order to provide accurate information. It is the district's procedure to obtain a written release of information from the parent that will allow us to share information with the requesting agency. Subsequently, all rating scales, narratives, and other requested information will be forwarded directly from the school to the agency itself.

Public Concerns and Complaints

Board Policy KL

The Brookfield R-III School District is interested in resolving concerns and hearing complaints from the public regarding district programs and services so that they may be improved and better meet the needs of the students and the community.

The district encourages parents/guardians, students and other members of the public to first discuss concerns with the appropriate district staff prior to bringing the issue to the Board so that the issue may be thoroughly investigated and addressed in a timely fashion. The Board will not act on an issue without input from the appropriate district staff and may require a parent/guardian, patron or student to meet with or discuss an issue with district staff prior to hearing a complaint or making a decision on the matter.

All district employees are expected to answer questions, receive input and professionally address concerns and complaints of parents/guardians, students and other members of the public. If an employee is unable to answer a question or resolve an issue, the employee must direct the person or the question to the appropriate district employee.

Complaint Process

Complaints regarding district compliance with nondiscrimination laws will be processed according to policy AC. Employee grievances will be processed in accordance with the established employee grievance procedure or as otherwise required by law. Complaints involving federal programs will be processed in accordance with policy KLA. Other grievances or complaints for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure. If no other policy or procedure applies, the complaint may be brought as described below.

Process for Resolving a Concern or Complaint

The following steps are to be followed by parents/guardians, students or the public when concerns or complaints arise regarding the operation of the school district that cannot be addressed through other established policies or procedures.

1. Concerns or complaints should first be addressed to the teacher or employee directly involved.
2. Unsettled matters from (1) above or concerns or complaints regarding individual schools should be presented in writing to the principal of the school. The principal will provide a written response to the individual raising the concern ("complainant") within five business days of receiving the complaint or concern unless additional time is necessary to investigate or extenuating circumstances exist.
3. Unsettled matters from (2) above or concerns or complaints regarding the school district in general should be presented to the superintendent or designee in writing. The superintendent or designee will provide a written response to the complainant within five business days of receiving the concern or complaint, unless additional time is necessary to investigate or extenuating circumstances exist.
4. If the matter cannot be settled satisfactorily by the superintendent or designee, a member of the public may request that the issue be put on the Board agenda, using the process outlined in Board policy. In addition, written comments submitted to the superintendent or the secretary of the Board that are directed to the Board will be provided to the entire Board. The Board is not obligated to address a complaint. If the Board decides to hear the issue, the Board's decision is final. Otherwise, the superintendent's decision on the issue is final.

Prohibition against Retaliation

The Board strictly prohibits discrimination or retaliation against any person for bringing a concern to the attention of the district or participating in the complaint process. This prohibition extends to relatives and others associated with the person who brought the concern or complaint. The Board directs all district employees to cooperate in investigations of complaints.

Concerns and Complaints Regarding Federal Programs Board Policy KLA

The Brookfield R-III School District receives funds under the federal Elementary and Secondary Education Act (ESEA) and is required to follow federal statutes and regulations regarding the programs governed by the ESEA. If any individual or organization (person) has a complaint or is concerned that the district may be violating these laws, the Board wants the superintendent or designee to immediately investigate and address the issue. For that reason, the Board has adopted this policy to address specific allegations of violations of federal statutes and regulations governing Title I, Parts A, B, C, D; Title II; Title III; Title IV, Part A; or Title V of the ESEA.

Process

The district will use the following process to address specific allegations that the district has violated a federal statute or regulation regarding a program under the ESEA:

1. The person with the complaint ("complainant") must present a written complaint to the superintendent or designee that specifies the federal law or regulation alleged to have been violated and the facts supporting the allegation. Alternatively, the Department of Elementary and Secondary Education (DESE) will forward a complaint from a complainant to the district for resolution.

The superintendent or designee will investigate and provide a written response to the complainant within five business days of receiving the complaint unless additional time is necessary to investigate or extenuating circumstances exist. The superintendent or designee is authorized to contact the district's private attorney for assistance in determining whether a violation has occurred.

2. If the complainant is not satisfied, he or she may request that the issue be placed on the Board agenda at the next Board meeting, using the process outlined in Board policy.

The superintendent or designee will notify the complainant of the Board's decision and will provide the complainant a copy of DESE's Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures.

3. If the Board does not hear the issue or if the complainant is not satisfied with the Board's response, the complainant may appeal the issue to DESE in accordance with DESE's complaint procedures.

Documentation and Release of Information

The district will maintain a copy of the complaint, a written record of the investigation and documentation of any written resolution, when applicable, in accordance with law. The superintendent or designee will complete a written summary of the investigation and, if a violation has occurred, a description of how the matter was resolved. If the complaint was first filed with DESE, the written summary must be completed within 35 calendar days of the complaint being filed with DESE and must be submitted to DESE.

The summary will be released upon request when required by law. The superintendent or designee will have the district's attorney review the documents before they are released to DESE, the complainant or any other person to protect the confidentiality of legal advice.

Prohibition against Retaliation

The Board strictly prohibits discrimination or retaliation against any person for bringing a concern to the attention of the district or participating in the complaint process. This prohibition extends to relatives and others associated with the person who brought the concern or complaint. The Board directs all district employees to cooperate in investigations of complaints.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTO bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Student Records Board Policy JO-1

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students.

The superintendent or designee will provide for the proper administration of student records in accordance with law, develop appropriate procedures for maintaining student records, and standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The superintendent and building principals will develop a student records system that includes protocols for releasing student education records. Principals are responsible for maintaining and protecting student education records in each school. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

Definitions

Eligible Student – A student or former student who has reached age 18 or is attending a postsecondary school.

Parent – A biological or adoptive parent of a student, a guardian of a student, or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

Student – Any person who attends or has attended a school in the school district and for whom the district maintains education records.

Health Information

Student health information is a type of student record that is particularly sensitive and protected by numerous state and federal laws. Student health information shall be protected from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing or electronically and regardless of the type of record or method of storage.

Parent and Eligible Student Access

All parents may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law unless a court order, statute or legally binding document prohibits such access. These rights transfer from the parent to the student once the student becomes an eligible student; however, under the Missouri Sunshine Law, parents maintain some rights to inspect student records even after a student turns 18. The district will extend the same access to records to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally modified.

If a parent or eligible student believes an education record related to the student contains information that is inaccurate, misleading or in violation of the student's privacy, the parent or eligible student may use the appeals procedures created by the superintendent or designee to request that the district amend the record.

The district will annually notify parents and eligible students of their rights in accordance with law.

Directory Information

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed. Parents and eligible students will be notified annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released.

Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district e-mail addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information.

The school district designates the following items as directory information.

General Directory Information – The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:

Student's name; date of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected

educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Directory Information – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities for the purposes of encouraging membership or participation in the group or club; parents of other students enrolled in the same school as the student whose information is released when the release is for the purpose of facilitating communication between parents; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services for official governmental purposes:

The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

The district may require a person or entity that requests limited directory information to certify in writing that the information will not be redisclosed without the prior written consent of the parent or eligible student.

Law Enforcement Access

The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in federal law.

If the district reports a crime committed by a student with a disability as defined in the Individuals with Disabilities Education Act (IDEA), the district will transmit copies of the special education and disciplinary records to the authorities to whom the district reported the crime as allowed by law.

Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

Children's Division Access

The district may disclose education records to representatives of the CD when reporting child abuse and neglect in accordance with law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance with law. CD representatives may also have access to directory information and may obtain access to student education records in emergency situations, as allowed by law.

Military and Higher Education Access

The district will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent, or a secondary school student who is at least 18, submits a written request, the district will not release the information without first obtaining written consent from the parent or the student. The district will notify parents, and secondary school students who are at least 18, that they may opt out of these disclosures.

Volunteer Access

District staff will not allow volunteers to access student records unless the volunteer has completed a criminal background check and the district has determined that the volunteer should have access. A volunteer who has completed a criminal background check may access student education records only under the supervision of staff members and when necessary to assist the district.

Records Retention

The district shall retain all student records in accordance with applicable federal and state law, as well as the current version of the Missouri Secretary of State's Public School Records Retention Schedule and General Records Retention Schedule.

Audio and Visual Recording

Definitions

Audio Recording – Registering sounds on tape, digitally or by other mechanical or electronic means.

Recording – For the purposes of this policy, "recording" means audio and visual recording.

Visual Recording – Registering visual images on film, tape, digitally or by other mechanical or electronic means.

General Rule

The district may create audio and visual recordings on district property, on district transportation or at district activities for:

1. Providing security;
2. Maintaining order;
3. Professional staff development;
4. Educational purposes; and
5. Other purposes related to furthering the educational mission of the district.

However, because the district predominantly serves minors, is subject to a number of confidentiality laws, respects parent/guardian and community privacy concerns and seeks to minimize disruption to the education environment, the district prohibits other persons or entities from making audio or visual recordings unless authorized in this policy.

Recording Meetings

In general, the district prohibits the recording of employee meetings and meetings between employees and parents/guardians unless authorized by the superintendent or designee.

Recording Meetings under the IDEA or Section 504

A student's parent or legal guardian may audio record any meeting about the student held under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, including individualized education program (IEP) and Section 504 meetings. The parent or legal guardian seeking to record must notify the district at least 24 hours prior to the time the meeting is scheduled to occur. Recordings made by the parent/guardian will remain the property of the parent/guardian, but the district may make its own recording. Everyone present during a recorded meeting must be notified that the meeting is being recorded unless the recording is done in such a manner that it is obvious to those present that the meeting is being recorded.

The previous information is only an excerpt of the complete Board Policy KKB, which can be located on the district website.

Free Appropriate Public Education (FAPE) Public Notice

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Brookfield R-III School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Brookfield R-III School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Brookfield R-III School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Brookfield R-III School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed in either the office of the Superintendent of the Special Services Office between the hours of 8:00 A.M. and 4:00 P.M. Monday through Friday.

This notice will be provided in native languages as appropriate.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of –*
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
- *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students and surveys created by a third party;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Brookfield R-III School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Brookfield R-III School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Brookfield R-III School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Brookfield R-III School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

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

Assessment Program

The district will use high-quality academic assessments as one indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The Board directs the superintendent or designee to create procedures governing assessments consistent with law and Board policy.

In cooperation with the administrative and instructional staff, the Board will regularly review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary.

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

Participation

In order to achieve the purposes of the student assessment program and comply with state and federal law, the district requires all enrolled students to participate in all applicable aspects of the district assessment program, including statewide assessments.

District Assessment Plan

The district has a written assessment plan that will test competency in the subject areas of English, reading, language arts, science, mathematics, social studies and civics, as required by law. The Assessment Plan provides information regarding the following assessments: required reading assessments, English Proficiency assessments, statewide assessments (grade-level and end-of-course), National Assessment of Educational Progress, and assessments in preparation for postsecondary education and work opportunities.

Parental Notice

At the beginning of each school year, the district shall notify the parents/guardians of each student that the district will provide, upon request and in a timely manner, information regarding any state or district policy regarding student participation in any assessments. Such notice shall include information about state or local policies that would allow students to opt out of assessments. Missouri has no such policy, and the district expects all students to participate in all district or statewide assessments.

The district shall post on the district's website and, where practicable, on the website of each school in the district for each grade level in the district, information on any assessments required by state or federal law, including any assessments required by the district. The information shall include the subject matter being assessed, the purpose for the assessment, the source of the requirement for the assessment, and where the information on the assessment is available. The information shall also include the amount of time students will spend taking the assessments, the schedule for the assessments, and the time and format for disseminating the results, when available.

The district will provide parents/guardians information, if available, on the level of achievement and academic growth of the student on each of the statewide assessments in which the student participates. The district will provide the information in an understandable and uniform format and, to the extent possible, the information will be written in a language the parent/guardian can understand. If it is not practical to provide written translations to parents/guardians, the information shall be orally translated for them. Upon request by a parent/guardian with a disability, the district will provide the information in an alternate format that is accessible to the parent/guardian.

The previous information is only an excerpt of the complete Board Policy IL-1, which can be located on the district website.

Educational Needs of Diverse Student Populations

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. The Brookfield R-III School District has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migratory workers.

Programs for Homeless Students

The Brookfield R-III School District Board of Education recognizes that homeless students are particularly vulnerable and need special assistance to access and benefit from the education environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the district are promptly identified and have access to a free and appropriate public education and related support services.

Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals.
2. Children and youths who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory children who meet one of the above-described circumstances.

The Board designates the following individual to act as the district's liaison for homeless children and youths (district liaison):

Director of Special Services
128 Pershing Rd.
Brookfield, MO 64628-9300
Phone (660) 258-2159, Fax (660) 258-2190
dcarlson@brookfieldr3.org

Homeless Services

Each homeless student shall be provided services comparable to the services offered to other students in the district including, but not limited to, transportation services; education services for which the student meets the eligibility criteria, such as education programs for disadvantaged students, students with disabilities and gifted students; programs in career and technical education; school nutrition programs; preschool programs; before- and after-school care programs; and programs for English learners. Homeless students will not be segregated in a separate school or program within a school based on the students' status as homeless.

The district will coordinate services for homeless students with local social service agencies and other agencies or entities providing services to homeless students and their families, including services and programs funded under the Runaway and Homeless Youth Act. The district will also coordinate transportation, transfer of school records and other interdistrict activities with other school districts.

The previous information is only an excerpt of the complete Board Policy IGBCA, which can be located on the district website.

Programs for English Learners

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs.

Additional information regarding programs for English Learners can be located in Board Policy IGBH, which can be located on the district website.

Programs for Migratory Students

The Board of Education of the Brookfield R-III School District recognizes that migratory students face many educational challenges that may interfere with their ability to succeed in the regular education program and meet the same challenging state achievement standards as other students. The district is committed to creating and supporting a migrant education program (MEP) designed to help migratory students and their families overcome these challenges.

Additional information regarding programs for Migratory Students can be located in Board Policy IGBCB, which can be located on the district website.