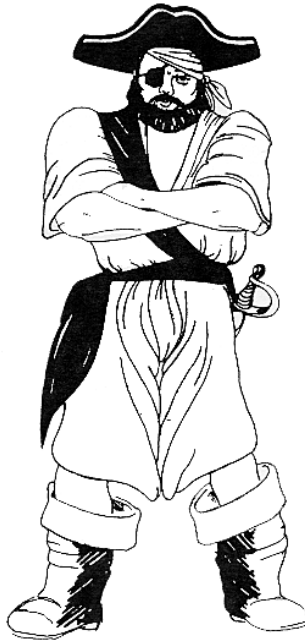


# **B R A N S O N P I R A T E S**

*“Teaching Students Valuable Skills!”*



## **BRANSON R-IV SCHOOL DISTRICT CENTRAL OFFICE**

Doug Hayter, Ed.D., Superintendent  
Brad Swofford, Ed.D., Assistant Superintendent of Instructional Services  
Don Forrest, Ed.D., Assistant Superintendent of Business Services  
400 Cedar Ridge Drive Branson, MO 65616  
334-6541

## **HIGH SCHOOL**

Mr. Chip Arnette – Principal  
Dr. Michelle Brenner – Assistant Principal  
Mr. Jeff Wilcox—Assistant Principal  
Mr. Tony Berry – Activities Director  
935 Buchanan Road Branson, MO 65616  
334-6511

### High School Extensions

Principal’s Office	5011
Attendance Office	5014
Activities Director	5013
Counseling Office	5032
School Nurse	5901
Resource Officer	5004
Bus Barn	334-7986

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## **BRANSON HIGH SCHOOL MISSION STATEMENT**

The mission of Branson High School is to empower students to achieve their maximum potential. To accomplish this mission, the High School will ensure all students the opportunity to develop academic, social and interpersonal skills, and create a learning environment that encourages creativity, self-reliance, self-discipline, and a positive self-image. The Branson High School together with students, parents and the community, are partners in preparing students to become critical thinkers and life-long learners as citizens in a diverse, ever changing society.

## **BRANSON HIGH SCHOOL VISION STATEMENT**

Branson High School is an innovative learning community providing a supportive and respectful environment where students will achieve their maximum potential while developing life skills through intense study, exploration and personal strengths and a commitment to life-long learning.

## **BRANSON HIGH SCHOOL VALUES**

We will provide the tools and opportunities for learning and growth in a safe environment through the demonstration of positive character traits.

We will promote an atmosphere that encourages critical thinking, creativity, independence and a love for learning in our global society.

We will collaborate to develop innovative teaching strategies with student success as the primary focus.

We will be dedicated to continuous professional and personal improvement of ourselves and our students.

We will be committed to being effective problem solvers, communicators and positive role models.

## **PHILOSOPHY OF BRANSON HIGH SCHOOL**

The Branson High School in partnership with students, parents and community will ensure all students the opportunity to develop academics, social and interpersonal skills, and create a learning environment that encourages creativity, self-reliance, self discipline and a positive self image. This partnership will prepare our students to become critical thinkers and life-long learners as productive citizens in a diverse and ever changing society.

## **SCHOOL TRADITIONS**

*Alma Mater:* Branson High our Alma Mater ever will remain sovereign of our loyalty, your praises we proclaim. We will do our best to serve you Pirates of renown. Red and black we wear with pride. Go onward for Branson.

*Pledge:* I pledge allegiance to Branson High School and to the ideals for which it stands; United by ties of fellowship and loyalty we move forward beneath the Red and Black.

*School Colors:* Red and Black

*School Mascot:* Pirate

## **BRANSON R-IV SCHOOL DISTRICT**

### **2011-2012 School Calendar**

#### **174 Days**

August 15-17	District Teacher Workshops
August 18	First Day of School - Full Day Attendance
September 5	Labor Day - No Student or Teacher Attendance
October 14	Early Dismissal
October 20	Parent-Teacher Conference Day - Early Dismissal
October 21	Parent-Teacher Conference Day - Early Dismissal
November 23-25	Thanksgiving Vacation - No Student or Teacher Attendance
December 16	End Semester I (83 Days)
December 16	Last Day of Student Attendance in 2011 – Full Day Attendance
December 19-January 1	Christmas/New Year's Vacation - No Student or Teacher Attendance
January 2	Professional Development/District Teacher Work Day – No Student Attendance
January 3	Classes Resume – Start Semester II (91 Days)
January 16	Martin Luther King, Jr. Day – No Student or Teacher Attendance ( <i>Make-Up Day for 1st Snow Day</i> )
January 20	Teacher Professional Development - Early Dismissal
February 20	Presidents' Day - No Student or Teacher Attendance ( <i>Make-Up Day for 2nd Snow Day</i> )
March 12-16	Spring Break – No Student or Teacher Attendance
April 6	Good Friday – No Student or Teacher Attendance
May 18	Last Day of Student Attendance - Early Dismissal

Tentative Make-Up Days: January 16 (Martin Luther King, Jr. Day); February 20 (Presidents' Day); May 21,22, 23, 24, etc if needed.

**\*Could Be Moved, Depending On Snow Days Missed**

#### **Need Help With:**

#### **See:**

Parking Permits	Mrs. Cott in the main office
Work Permits	Main office
Sickness/Injury	Nurse Newberry
Schedule Change	Counseling Office

College Visit Forms	Counseling Office
Job Shadow Forms	Counseling Office
Military Absence Forms	Counseling Office
Transcripts sent to colleges	Counseling Office
Dual Credit transcripts	the designated College
Drug Testing Forms	Mrs. Cott in the main office
Physical Forms	Mrs. Cott in the main office
Phoning home	Main office
Detention Question	Mr. Furtkamp in room 117
P.E. Locker	Mr. Phillips or Mr. Bough
Question about credits	Counseling Office
Transportation	334-7986
Change of Address	Counseling Office
Student ID	Main office
Student Lockers	Counseling Office
Lost and Found	Main office
Votech Driving Form	Gibson Technical Center
Transcripts	Counseling Office

**BRANSON HIGH SCHOOL GRADUATION REQUIREMENTS**

In order to graduate from Branson High School students are required to complete all the following subject and credit requirements set by the Branson Board of Education:

**Branson Required Subjects**

<b>Communication Arts</b>	4
<b>Mathematics</b>	3
<b>Science</b>	3
Students may receive 1 science credit by completing 3 units of credit from the following Agriculture classes: Agriculture I, Agriculture II, Animal Science, Green House Operation & Management, Landscaping, Floriculture, Natural Resources	
<b>Social Studies</b>	3
<b>Fine Arts</b>	1
<b>Practical Arts</b>	1
<b>Physical Education (ROTC will also satisfy)</b>	1
<b>Health</b>	.5
<b>Personal Finance</b>	.5
<b>Electives</b>	<u>2</u>
<b>TOTAL</b>	26

Students attending 2 years of a Vocational/Technical program will only need to complete 25 credits to graduate.

**GRADUATION POLICY**

The Board of Education for the Branson R-IV School District establishes the following graduation policy and instructs the administration to develop all necessary procedures for proper implementation.

**Requirements**

A student must meet the following requirements in order to graduate from the Branson R-IV School District, unless one (1) of the stated exceptions applies. The student must:

1. Complete a total of 26 credits in grades 9-12, including credits required by the State Board of Education. Students attending Vo-tech for 2 years will be required to complete a total of 25 credits to graduate.
2. Pass proficiency exams concerning the United States and Missouri Constitution tests. Successfully pass at least one (1) semester of instruction on the institutions, branches and functions of federal, state and local government, and the electoral process.

**Exceptions**

1. Graduation requirements and grading scales for a student with a disability receiving special education services pursuant to the Individuals with Disabilities Education Act (IDEA) may be determined according to the student's Individualized Education Program (IEP).
2. Students transferring from another accredited Missouri school as a junior or senior who cannot reasonably complete the district's requirements may be permitted to graduate based on the successful completion of a program of study that would have met the graduation requirements at the school formerly attended, including the requirements of (2) above.
3. Students who transfer from another state or country or an unaccredited private, public, or home school and who are placed in the ninth grade will be required to meet all established graduation requirements. If such a student is placed in the tenth

grade or higher, the district will work with the student and the parents to develop a program of study that will result in graduation if successfully completed.

4. Eligible students who successfully complete the Missouri Options Program will be awarded a high school diploma.

**Earning Credit**

The superintendent or designee is directed to assign credit values for courses offered by or through the school district and to develop formulas and procedures for awarding credit to transfer students who transfer from a district that uses a different standard for awarding credit.

The district will recognize up to a maximum of one (1) unit of credit obtained through correspondence courses or courses delivered primarily through electronic media (such as satellite video, cable video or computer-driven or online courses) as long as they are earned through the University of Missouri Center for Distance Learning or from a school accredited by the North Central Association of Colleges and Schools or its equivalent regional accrediting agency. The Missouri Virtual Schools program sponsored by the Missouri Department of Education would be the exception to this rule. Correspondence courses must be completed by May 1 of the year of graduation. Students may earn credit by other means as approved by the Board and in accordance with law.

**COLLEGE CREDIT OPTIONS**

Students have the opportunity to receive college credit at BHS through the following programs:

**A. DUAL ENROLLMENT** – Advanced Academic Studies Senior students who maintain a 3.00 or better grade average and have completed all graduation requirements may be released for up to three (3) periods per day to attend college level classes at College of the Ozarks.

**B. ADVANCED PLACEMENT (AP) TESTING** – Students enrolled in AP Courses have the option to take the AP examination for which the course has prepared them. Advanced Placement options will be available in the areas of AP English, Pre AP English, Calculus, Spanish IV & V, Advanced Biology, AP European History and AP American History. There is not a participation fee to take the class. At the end of the school year the participants have an option to pay approx. \$87.00 for each exam (\$57.00 if qualifying for free/reduced lunch) that is administered and possibly earn college credit.

**C. DUAL CREDIT** – Students have the opportunity to enroll for dual high school and college credit in several classes offered at BHS. The dual credit classes will be offered through MSU and Drury Universities. Junior/Senior students will register for these classes in the regular classroom during the months of September and January. The cost for each class is half the tuition for a regular class offered on the MSU or Drury campus. Students may enroll in dual credit classes in these areas: Human Physiology, College Algebra, English, Chemistry II, Physics, Sociology, Trigonometry and Psychology. (Requirement: 21 or higher ACT score with a 3.0 GPA or above)

**HONOR ROLL**

To qualify, a student must be enrolled in 2.5 units per semester (5 subjects), all grades complete and no changes in class schedule after the first week. Exception would be students enrolled at C of O must take a minimum of 4 units at BHS. Honor Roll GPA = 3.0 – 3.59. High Distinction GPA = 3.6 – 5.0.

**ACADEMIC LETTERS AND AWARDS**

An Academic Letter is awarded to students with a GPA of 3.80 for three consecutive Semesters. An Academic Bar is awarded to students who have already received an Academic Letter and have a GPA of 3.80 for two additional consecutive Semesters. An Academic Star is awarded to students who have already received an Academic Letter and have a GPA of 4.00 for two additional consecutive Semesters. Students who qualify must apply to the National Honor Society sponsor.

**GRADING SYSTEM**

A	95 – 100	C	73 – 76.9
A-	90 – 94.9	C-	70 – 72.9
B+	87 – 89.9	D+	67 – 69.9
B	83 – 86.9	D	63 – 66.9
B-	80 – 82.9	D-	60 – 62.9
C+	77 – 79.9	F	0 – 59.9

**ENROLLMENT FORMS**

At the time of enrollment every student completes an Enrollment Form which contains parent/guardian address and phone contact information. It is extremely important to notify the office of any changes in that information in the event the school needs to notify parent/guardian in cases of emergency.

**SCHEDULE CHANGES**

A schedule change will only be made if the change meets the academic needs of the student. Request for a schedule change will be considered on an individual basis. Such changes will only be made after careful consideration by teachers, counselors, and administrators.

### **STUDENT WITHDRAWAL FROM SCHOOL**

Any student who intends to move from BHS should report to the Counseling Office. All necessary details will be explained to the student and parents will be contacted. All school books and school property must be checked in, and the student must complete the check-out procedure before being withdrawn from BHS. Transferring students must complete the check-out procedure before transcripts are forwarded

### **SEMESTER GRADES / PROGRESS REPORTS**

There are two Semesters per school year. Each Semester will consist of 3 six week grading periods. The Semester grade will be reflective of the average of the 3 six week grading periods and the semester final (unless test exempt). All students, regardless of grade earned, will receive a 3 week Progress Report during each 6 week grading period. All Progress Reports will be reported in percentages with the Semester grade being reported with a letter grade. A grade card will be distributed approximately one week after the conclusion of each Semester. Students and parents are reminded that Semester grades determine a student's credit toward graduation.

### **NON-CUSTODIAL PARENT'S RIGHTS TO PROGRESS REPORTS**

Unless a non-custodial parent has been denied visitation rights under section 452.400, such non-custodial parent or any parent who has joint custody of a child shall, upon request receive any deficiency slips, report cards, or pertinent progress reports regarding the child's progress in school.

### **STUDENTS OF LEGAL AGE**

Every student eighteen years of age or older shall be deemed to be an adult. Although a student may be eighteen years of age or older, as long as that student resides with a parent or legal guardian, the school has an obligation to continue to communicate with the parent or legal guardian regarding school matters. The parent or guardian will still be expected to sign and verify all appropriate forms. Such students, like all other students, shall comply with the policies, rules, and regulations established by the Branson Board of Education, pursue a prescribed course of study and submit to the authority of teachers and others in a supervisory role. It also should be noted that at eighteen years of age the laws governing adults change and become more stringent: and law enforcement may be contacted more frequently when discipline problems arise. Students living on their own, where confirming an absence with a parent/guardian is not possible, will be considered unexcused unless a doctor/dental note is produced. In addition, students at least 18 years of age and residing on their own must report to the office when signing any school forms. Administrative authorization is required.

### **VOCATIONAL PROGRAM**

Branson High School is affiliated with the Omar Gibson Area Vocational Technical School for those students interested in academic vocational programs. Enrollment into these programs is open to Juniors and Seniors in good standing, (grades, discipline, and attendance are checked). Information is available in the counseling office.

**Vo-Tech students report to BHS and are transported by bus to the Reeds Spring campus to attend Vo-Tech School. Students MUST travel to and from Gibson in school transportation. Students that drive to Vo-Tech without administrative authorization will be subject to disciplinary action.**

### **A+ PROGRAM**

This program provides money to students to help pay for post secondary training at any Missouri Vocational/Technical or Community College provided they meet the following criteria:

1. Attend an A+ designated school for 3 years prior to graduation
2. 95% attendance overall
3. 2.5 cumulative GPA
4. 50 hours unpaid mentoring/tutoring
5. Maintain good citizenship
6. Be free of drug/alcohol violations
7. 18 year old males must be registered for the selective service

### **ALTERNATIVE EDUCATION (AEP)**

Branson High School Alternative Education Program (AEP) is designed to assist those students that are having difficulty succeeding in the traditional school setting. Criteria for placement into the program can include but is not limited to the following:

- Students with repetitive behavior problems;
- Excessive truancy or unexcused absences;
- Students subject to long term suspension;
- Academic failures due to extenuating or unforeseen circumstances.

The Alternative Program is a transitional program in which students are placed into the AEP for a short period of time (remainder of the current semester or school year). Students are given the opportunity to continue their education in an alternative setting with the intention to transition all AEP students back into the regular school setting. More information is available through the counseling office.

### **LIBRARY/MEDIA CENTER**

The Library/Media Center is available for student use 20 minutes before school and 30 minutes after school as well as during the regular school day with teacher permission. Students are not to be in the library during their lunch period without prior arrangement. To check out materials, students must have their valid student I.D. There are no fines, but materials that are lost or damaged, **MUST BE PAID FOR**. All materials checked out by students are to be returned on or before their due date and in good condition. Overdue notices are delivered to English teachers periodically. **REGULAR BOOKS** may be checked out for two weeks and are renewable; **REFERENCE BOOKS, PAMPHLETS, or MAGAZINES** may be checked out one day at a time and also are renewable. A student's test exemption will not be in effect if the student has over-due material from the library.

### **GUIDANCE AND COUNSELING DEPARTMENT**

The Guidance and Counseling Department is a comprehensive developmental guidance program which serves as a counseling, consultation, and referral service. The goals and objectives of the department include: I. Knowledge of Self and Others; II. Educational and Vocational Development; III. Career Planning and Exploration. The Branson School District believes that the guidance and counseling program is an integral part of the total educational process. Students develop emotionally and socially in school as well as acquire academic knowledge. Therefore, the guidance department must address the issue of growth and development in the affective areas. The counselors will work to create a climate which enhances every student's growth, especially towards self-awareness and positive self-concept in addition to academic success.

Student scheduling will be completed in the Spring Semester prior to the next school year. Counselors will review with students their credit requirements for graduation and discuss recommended courses for the various programs of study. **ALL** students will develop a four-year plan of study when they enter the ninth grade year at BHS.

### **HEALTH SERVICES**

Students who become ill or injured at school should report to the Health Office with their classroom's nurse pass. The school nurse may determine appropriate action. If the student is considered too ill to remain in class, a parent or guardian will be contacted. **STUDENTS WILL NOT BE ALLOWED TO LEAVE SCHOOL FOR AN ILLNESS/ INJURY UNLESS THEY HAVE VISITED THE NURSE'S OFFICE.**

Written permission must be obtained from parent/guardian to administer all medication. All medication must be in the original container and must be transported to and from school by a parent/guardian. The district will not administer the first dose of any medication. Your school nurse will provide the necessary information and form for you.

## **Branson R-IV School Attendance Procedures**

We believe that attendance in school is important. We believe when a student misses school, regardless of the reason, he/she is missing something of value. We believe all students need to learn the value of developing a pattern of good attendance and punctuality. Frequent absences of students from the learning experiences disrupt the continuity of the instructional process for everyone. There is no such thing as a completely excused absence, as all absences will affect a student's educational experience to some extent. It is strongly suggested that parents/guardians schedule special family events in conformity with the school calendar.

Any time a student is absent from school, the parent/guardian needs to provide written verbal documentation/verification/certification in reference to the absence and present it to the attendance office (phone number) on or before the day the student returns. Students leaving for a doctor's appointment or other necessary reasons\* must be signed out by an approved party at the attendance office. All notified absences will be considered "**confirmed**." Students will be allowed one day to make-up any learning for each day of confirmed absence.

An "**unexcused**" absence will be recorded for students who are truant, suspended or whose absence is not confirmed. Work missed during an unexcused absence will be made up according to each building's procedure. Options may include being assigned to the focus room, detention, early morning breakfast club, in-school suspension or Thursday school.

As a school we are legally obligated to monitor student attendance and to report any cases that we feel qualify as educational neglect, regardless of whether the absences are confirmed or unexcused. (Board Policy JG-R) Therefore, as a student begins to accrue absences, a review of the student's progress will take place. Interventions such as scheduling parent conferences, contacting the district social worker for assistance, mandating summer school, requiring retention, notifying the Children's Division and/or the Prosecuting Attorney of Taney County may be considered.

\*College visits – juniors and seniors only, 1 visit per year for juniors, 2 visits per year for seniors. College visit form must be filled out before visit, and must be signed by an authorized representative of the college and stamped with the college seal. College visits do not count against attendance for purposes of semester test exemption.

Drivers test – 4 hours – does not count against attendance for purposes of semester test exemption.

### STUDENT ABSENCES

When students are absent from school:

1. Parents should phone the school before 7:45 a.m. at 334-6511 ext.5014 on the day of absence!
2. If a parent does not contact the school on the day of a student's absence, the student will be declared unexcused. If a student brings written documentation or the parent/guardian phones the attendance office prior to returning to class, the absences may be changed to confirmed.
3. Students will be responsible for obtaining their make-up work.
4. All make-up work should be completed within the same number of days that the student was absent except for tests and long-term assignments (two weeks or more). These tests and long-term assignments will be made up at the teacher's discretion.
5. Advanced Excused Absence – Parents are encouraged to notify the office in advance of a professional appointment; medical or dental appointment; or funeral leave so that the student may have time to communicate with their teachers and thus allow for make-up work prior to the absence.
6. Students with unexcused absences may receive credit for their make-up work (except for tests and long term assignments, which are made up at the teacher's discretion in accordance with school policy) provided they attend the designated Thursday make up session or Pirate Time.
7. **Missing three or more periods of any one class (confirmed or unexcused) during any 3 week grading term will result in a loss of privilege.**

### THURSDAY MAKE UP FOR UNEXCUSED ABSENCES

Students may make up work missed from unexcused absences by attending Thursday make up sessions from 2:45 – 5:00p.m. Students will need to attend one Thursday session for each unexcused absence. Students assigned Out Of School Suspension (OSS) may also make up work missed by attending Thursday make up sessions.

### LATE ARRIVALS TO SCHOOL

Students arriving late to school must sign in at the Attendance Window. Students late to school less than 30 minutes without a verifiable excuse will be considered tardy to first period class. Students late 31 minutes or more without a verifiable excuse will be considered truant from their first period class and subject to disciplinary action.

### LEAVING AND/OR ARRIVING DURING SCHOOL HOURS

Students who either arrive to school or need to leave the campus during the school day MUST check in/out through the Attendance Window. The school must obtain parental permission prior to the student leaving school premises. Students leaving without checking in/out through the office will be subject to disciplinary action.

### SEMESTER TEST EXEMPTION POLICY

To encourage regular school attendance of students, BHS students that meet identified criteria may have the option of not taking semester test exams.

#### Criteria for Test Exemption eligibility

- Attendance: Maximum of 16 periods absent for the semester of which no more than 4 can be within 1 class.

- Discipline: No suspension (Alternative Day or Out of School) during the semester.

- Academic: (1) Finals are required for students enrolled in Dual Credit, AP or Weighted courses  
(2) Students are required to take finals in the courses in which they are not receiving a passing grade.

- Encumbrances and Over-Due Library Books: all fines must be paid and library books turned in.

1. Students who meet the criteria for Test Exemption first semester must complete the Test Exemption Form. (Test Exemption is a decision to be made by the individual student and his/her parent/guardian).
2. Students who are test exempt may choose to take selected finals to attempt to raise their grade. In such cases the student's grade can not be lowered as a result of taking the semester exam(s).
3. All absences will count against Test Exemption with the exception of:
  - School sponsored activities;
  - Pre-arranged in advance college visits or military processing (2 days per year) or job shadowing (1 day per year)
  - Driver's test (1/2 day [maximum 4 periods] with verification)
  - Court appearance with verification of a subpoena (1 day per year)

4. To be eligible for Test Exemption, students must be enrolled throughout the duration of the semester as a **full-time** student. Students who are designated as homebound, enroll late, or transfer in during the school year are not eligible for semester Test Exemption.
5. Five (5) tardies for the semester to a class will eliminate the semester Test Exemption.
6. Semester exams will only be administered during the scheduled time. Students will not be allowed to take semester exams early unless approved by the administration with prior notification by parent. Makeup Semester Exams for Excused absences will be made up at the teacher's discretion.
7. Semester Exams will not be averaged in to a student's overall grade if that student is test exempt.
8. **\*Confirmed Absences do count as an absence against semester test exemption!**

1<sup>st</sup> Semester: Students eligible for Test Exemption may complete either a job shadow and/or a community service opportunity or if a Junior or Senior may do a college visit during the day(s) of the semester exams without being counted absent from school. Job shadowing, community service, or college visits must be pre-arranged through the Counselors Office or Administration by following the established procedures. Students that choose to be exempt must turn in a written summary to the counseling office. Students that fail to complete the written summary will not be eligible for exemption the next semester.

### **CRISIS PLAN AND EMERGENCY PROCEDURES**

Instructions for evacuation of the building in crisis or emergency situations are posted in each classroom. Students are to adhere to all instructions of staff and administration in the event of a crisis or emergency. If an emergency situation happens during the passing period, students are to report to the designated location for the next period class. If at lunch, report to the designated location for 5<sup>th</sup> period class. Fire and disaster drills will be conducted periodically throughout the school year.

### **SCHOOL CLOSING**

Should school be unable to open because of bad weather, school closing information will be available by listening to the radio stations: Hometown Radio 106.3 FM or 1220 AM. Please do not call the school or school personnel. Network television stations and the textcaster service are also sources for school cancellation information.

### **POSTING OF FLIERS/ANNOUNCEMENTS**

Anything posted on the bulletin boards or walls of the school must have the approval of the administration.

### **STUDENT COMPUTER USE**

All students will be required to complete a Computer Use Agreement Form prior to utilizing the school's technology. This form need only be completed upon initial enrollment into the district. The student and/or parent will be responsible for costs incurred with inappropriate student use of school's technology. Costs include but are not limited to repair of equipment, software, labor costs and replacement of supplies. Computer violations are subject to disciplinary action.

### **STUDENT PICTURE IDs**

Students are to be in possession of a student ID and must be able to produce their ID when asked by a faculty member. Student IDs will be used for identification, lunch charges, library book checkout, and Pirate Time. Student **must have their IDs to enter dances and activities**. Students must display their ID's to be able to take advantage of Privilege Time. ID's can be replaced in the main office for \$5.00.

### **SCHOOL ELEVATORS**

Elevators are available for individuals with special needs. Appropriate authorization must be obtained prior to using the elevators. Students who use the elevators without appropriate authorization will be subject to disciplinary action.

### **STUDENT PHONE MESSAGES**

Students will not be called from class to answer the phone, nor will a class be interrupted to deliver a message to a student except in an emergency. Emergency messages from parents and numbers will be taken and delivered to students in order that the student may call after school hours. Employers are not to call students at school regarding work hours as these messages will not be delivered.

### **LOST AND FOUND**

An area for lost and found items is located in the commons. Please see a secretary or custodian for help with this.

### **STUDENT LOCKERS**

Each student at BHS will be assigned to a hall locker. These lockers are to be used by students for storage of books, coats and other items. Lockers are issued to students with the following understanding:

1. Valuables cannot be secure in lockers if students give out lock combinations or don't properly close the locker.
2. Students should take precautions to make sure the combination lock is secure and the door latch is secure.

3. Lockers that become damaged or not operational should be reported to the office.
4. Any items that are stolen out of lockers should be reported to the office promptly.
5. Principals reserve the right to enter students' lockers for emergencies. Lockers are loaned to students for their use. However, there are times when the principals may need to access lockers for security, safety or suspicion of wrongdoing.
6. Students are discouraged from taping or gluing items in their lockers.
7. Students are encouraged to take care of the locker assigned to them. Cost of repair due to vandalism, unusual wear, or damage to the locker may be assessed to the student by the principal.

### **STUDENT TEXTBOOKS AND MATERIALS**

Students are loaned textbooks, library books, and other school property for their use. These school properties must be returned to the school upon the student's completion of use. If textbooks or materials are lost, damaged, or defaced, the student will be assessed a charge for replacement of the textbooks or materials. Students who do not return school books, materials, or other property to the school will be held in obligation to the school.

### **STUDENT INSURANCE PROGRAM**

The Board of Education recommends that all students have accident insurance, for the student's and their parents'/guardians' protection. Although arranging for such insurance is the responsibility of the student and parent/guardian, the Board will name an insurance carrier each year to offer group rates. Participation in the group plan is optional. Parents/guardians and students will deal directly with the insurance carrier.

Students participating in interscholastic athletics will be required to have adequate insurance coverage. This may be in the form of either family coverage or a provisional coverage. The by-laws of the Missouri State High School Activities Association, of which the district is a member, require that a student be covered through athletic insurance before being allowed to practice or compete for a school team. The student will not be allowed to participate in practice until a signed letter indicating adequate insurance coverage is received in the principal's office.

### **ELECTRONIC DEVICES (cell phones, iPods, MP3 players, etc.)**

It is recommended that students not bring cell phones, iPods, MP3 players, portable radios, headphones, compact disc players, laser pens or lights, or other electrical devices to school. Electronic devices (excluding cell phones) will only be allowed in classrooms at the teacher's discretion or during privilege time. Branson High School is not responsible for loss or theft of these items while on school property. Cell phones are not to be seen, used, or heard between the hours of 7:30 a.m. and 2:31 p.m. If used improperly, these items may be confiscated and returned at the administrations' discretion.

### **SCHOOL DANCES**

There will be three official school dances held each year: Homecoming, Courtwarming, and the Buccaneer Ball (Prom).

1. Ending time for dances will be determined by sponsors and the administration.
2. Appropriate dress will be determined by the organization sponsoring the dance and BHS Administration.
3. Only current BHS students in "good standing" (not serving suspension or expulsion or assigned to the Alternative School for behavioral reasons) will be allowed to attend.
4. All guests (everyone attending other than BHS students) must be pre-registered at least one week prior to the dance and approved by administration prior to attending. All guests will be expected to follow the established rules and procedures of BHS. In addition, out of school dates must produce some type of picture ID to be admitted to the BHS function.
5. No Junior High students may attend a High School dance. In addition no one over the age of 20 will be allowed to attend a BHS dance.
6. An administrator and/or sponsor will check for any violation of the BHS drug and alcohol policy. If a violation is detected, parents will be notified as well as the appropriate law enforcement agency if applicable.
7. Students that leave the building cannot return to the dance.
8. Students are not to loiter in the parking lot during or after school sponsored dances.
9. Misbehavior at school dances may jeopardize future dances or school sponsored social activities.
- 10. Identification will be required to enter any school dance.**
11. Students must be in attendance for at least half a day on the day of the dance to have the opportunity to attend.

### **FOOD SERVICES**

The Branson R-IV School District provides nutritious hot meals for both breakfast and lunch. Weekly meals include a wide variety of foods including fresh fruits and vegetables. Monthly menus can be viewed on the District web site at [www.branson.k12.mo.us](http://www.branson.k12.mo.us) and then click on School Lunch Menu. This will provide you access to all District menus.

## PAYMENT INFORMATION

- Parents are encouraged to sign-up for the Parent Portal through the school office so they can easily track their children's meal purchases. A current e-mail address is also important so parent's can receive notifications from the building cashier regarding their children's account.
- Money should be pre-deposited into the student's individual meal account. Parent's now have three options when making payments:
  1. Through the Parent Portal and Pay Pal money can be immediately applied to a student's meal account.
  2. With a check made payable to Branson Schools with their child's first and last name written on the memo line.
  3. With cash placed in a sealed envelope with the child's first and last name and the amount, written on the outside of the envelope.
- Parents are encouraged to complete a confidential Free and Reduced Price Meal Application yearly to see if their child(ren) qualify for assistance. Applications are available on-line or at any School Office.
- Meals may not be charged.
- Students with a negative balance of \$.01 or more will not be allowed to purchase ala carte items; including extra milk.
- Breakfast \$1.25    Lunch \$1.75    Extra Milk or Juice \$ .30

## PROCEDURES

The following procedures will be utilized to allow for proper supervision, maintain cleanliness throughout the building and more efficiently maximize the time allotted for each lunch shift.

- Branson has a closed campus, which means that students are not allowed off campus during lunch.
- Students are to remain within the Commons Area during their designated lunch shift.
- Food and/or drinks are to be consumed only in the Commons Area.
- Inappropriate behavior, including theft, during lunch will result in disciplinary action as determined by the administration or their designee.
- Students will be required to enter their student pin number into a keypad when purchasing their meals or ala carte items from the cafeteria.
- Students may not use another student's pin number to make purchases.
- Students with Food Allergies or Disabilities must have a "Medical Statement for Students Requiring Special Meals" completed and signed by a licensed physician. This form, along with a copy of the district's policy regarding this matter, is available in the school nurse's office.
- Money remaining in student's meal accounts, at the end of the year, will be maintained for student use the following year. If the student graduates or leaves the district, the money will be refunded.

## BUS TRANSPORTATION

Most students attending Branson High School are eligible to ride the school bus. Safety is the greatest consideration of this service. Any student who distracts the driver's attention may be denied bus service. Rules are available from all bus drivers. There are some rule violations that may happen in connection with bus transportation where a suspension from school is considered necessary. **In most cases, students need to conduct themselves on the school bus as if they were following classroom rules at school.**

## STUDENT DRIVING AND PARKING PRIVILEGES

Students who choose to drive to BHS should consider this a privilege. Students must drive carefully on school property and provide for the safety of others.

**Students who drive should adhere to the following:**

1. All vehicles are to properly display the school Parking Permit.
2. A 5 mph speed limit is considered a safe speed in the parking lot.
3. Reckless driving or inappropriate parking may result in loss of driving privileges or disciplinary action.
- 4. Once a student has arrived on campus, the car is to be vacated and no loitering will be allowed around vehicles.**
- 5. Students are not to be in cars during school hours or go to their car without administrative authorization.**
6. Vehicles on school property are subject to inspection without owner permission. *Principals and Law Enforcement Officials reserve the right to enter students automobiles parked on campus when there is reasonable cause for search and seizure.*
7. Parking Permits are free of charge and can be obtained in the main office.
8. To be eligible to drive on campus, students must submit to an initial drug screening and be entered into the random drug screening pool.
- 9. Students are prohibited from parking in the parking lot at the front of the school.**

## INTERSCHOLASTIC ACTIVITIES

Branson High School provides a wide range of opportunities for students to become actively involved. Student activities at Branson High School provide a program for students to pursue special interests in addition to the more formal class activities. Student activities help develop leadership abilities, promote school spirit and loyalty, establish habits of good citizenship, and provide opportunities to learn to work as part of a group.

The Branson Pirates have established a tradition of excellence, school spirit, pride, sportsmanship and respect over the years. We expect students who represent our school through the activities program to set a good example that others may follow.

Although student activities are important for the all-around development for students they must necessarily be of secondary importance. Regular classroom work must come first. Students involved in activities will at times need to be gone from class to participate in and/or attend activities held during the regular school day.

***School work missed while attending a school related activity will be made up with the cooperation of the classroom teacher. It is the student's responsibility to make arrangements with their teachers prior to being gone from class for school related activities.***

All students involved in activities will be expected to abide by all school rules and exhibit exemplary behavior. Participation in activities is an opportunity that could be forfeited if the student does not comply with our standards of conduct for eligibility.

## ELIGIBILITY AND CITIZENSHIP REQUIREMENTS

Student activities in the Branson Public Schools provide a program for students to pursue special interest in addition to formal class activities. Student Activities help develop leadership, promote school spirit and loyalty, establish habits of good citizenship, and provide opportunities to learn and work as part of a group.

Students have the responsibility to follow all rules of MSHSAA, the Branson School District and the sponsor or coach.

The following eligibility rules have been approved as Board Policy for the Branson Schools and are applicable to any student who represents the Branson School District. Participation in school activities is a privilege, not an inherent right. Participation is granted if you meet the eligibility standards as set forth by MSHSAA and the local standards of Branson School District.

It is understood that the Sponsor, Activities Director, and or Principal, handle the consequences for rule violations of the citizenship eligibility cases on an individual basis at the school level. However, it is also understood that some activities such as National Honor Society and Student Council may require higher expectations and/or standards for their student.

**ATTENDANCE** - Students must be in attendance at least half the school day in which they will participate in activities. If a student is not in attendance for at least ½ of the school day or if a student checks out of school due to illness during the day the student is not eligible to participate in after school activities (practice or performance) without permission from the Principal or Activities Director.

**RESPONSIBLE CITIZENSHIP** – Responsible citizenship shall be one of the criteria for participation in school activities. This includes such things as regular and punctual attendance and a quality of conduct that promotes the best interest of the school. Repeated discipline referrals of a student to the office for misbehavior may be sufficient reason to declare a student ineligible. Therefore, Branson High School requires students to adhere to standards of behavior that will bring credit to the individual student, the particular activity, the school, and the community. More specifically, any student who represents his/her school in activities must be a creditable citizen and be judged so by the proper school authority certifying the list of students for competition. Those students whose character or conduct is such as to reflect discredit upon themselves or their school are not considered “creditable citizens.”

**ACADEMIC ELIGIBILITY** - The academic eligibility is in accordance with MSHSAA rules and regulations.

1. Grades 9-12: the preceding semester of attendance, you must have earned a minimum of 3.0 units of credit or have earned credit in 80 percent of the maximum allowable classes in which any student can be enrolled in the semester, whichever is greater. Summer school courses may count toward maintaining academic eligibility provided the credit earned for each course is placed on the school transcript, such course(s) must count toward meeting graduation/promotion requirements and no more than one credit earned in summer school shall count toward maintaining academic eligibility. Correspondence courses not accepted.

2. Currently, you must be enrolled in and regularly attending, courses that offer 3.0 units or 80 percent of the maximum allowable credits that may be earned, whichever is greater.

3. If you are beginning ninth grade, you must have been promoted at the close of the previous school year.

4. You must be making satisfactory progress toward graduation as determined by your local school's policies.

5. A student who is dually enrolled in college and high school classes but who does not receive high school credit on his/her high school transcript for the college work, may have college hours earned during a regular semester count up to a maximum of 1 unit of credit toward determining high school eligibility as follows: ½ unit of high school credit for a 2 or 3 credit hour class; 1 unit of high school credit for a 4 or 5 hour college credit class.

**Do not drop courses without first consulting with your coach, counselor, and Activities Director to determine whether it will affect your eligibility.**

**SUSPENSION OR EXPULSION** - A student shall not be considered eligible while under suspension. The student who is expelled or who withdraws from school because of disciplinary measures shall not be considered eligible for 365 days from the date of expulsion or withdrawal. The student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes.

**UNSPORTSMANLIKE ACTS** - Such acts during a contest resulting in ejection shall cause the student to be restricted from representing the school for at least the next contest. A student who commits such an act but is not ejected may also be subject to at least a one game restriction. The administration and sponsor will review each case of this type.

**OUT OF SCHOOL TRIPS** - Students shall accompany the team on all out of town trips using the mode of transportation arranged by the school. Any deviation from the policy requires the following:

1. The Principal/Activities Director must make approval for alternative transportation in advance.
2. Students are encouraged to ride school-provided transportation to and from their event. Procedure for parents providing student transportation after an event will be: The parent must sign out the student for release with the sponsor's knowledge and approval. The parents or guardian are the only ones who can sign a student out. Any other arrangements must be prior approved by filling out the proper form and having the person present to sign or have it notarized.
3. Under emergency conditions, the sponsor in charge will use his/her judgment in approving all requests.
4. If there is any doubt about the circumstances, the student will ride the transportation provided by the school.

**PRACTICE AND GAME EQUIPMENT** - Students are responsible for all practice and game equipment that is issued to them. The student shall pay for equipment lost. Reimbursement will be the current replacement cost.

**CONTROLLED SUBSTANCE ABUSE** - Consequences will result for any use, possession or distribution of any illegal drug(s). These include: alcohol, illegal drugs, counterfeit drugs, "kiddie dope," or any controlled substance as defined in the Narcotic Drug Abuse Act, Section 195.010, RSMO. Violations will be handled on an individual basis.

1. First Violation Consequence: The student shall lose eligibility for 30% of their competitive season (number of competitions or performances during a regular season). The student will be required to practice and meet all other squad obligations.
2. Second Violation Consequence: The student shall lose eligibility for the equivalent of one complete semester, (90 days) beginning from the date of the violation. Also, he/she must have verification of 20 hours of substance abuse counseling or rehabilitation at the student's expense before he/she can resume participation in school sanctioned events or activities.
3. Third Violation Consequence: The student shall lose eligibility for 365 days, beginning from the date of violation. The Sponsor, Activities Director and Principal will handle consequences for association with, or around controlled substances on an individual basis.
4. The Sponsor, Activities Director and Principal will handle consequences for use of tobacco products on an individual basis.

**SELF-REPORT HONESTY PROVISION** - In order to encourage students to come forward for help when needed and to encourage students to be honest and truthful citizens we have added a "one-time" opportunity Honesty Provision. A student who self reports a violation to their sponsor or school authority on their own volition prior to school knowledge, and who will agree to counseling and rehabilitation and show evidence there of, may have consequences reduced.

**LAW ENFORCEMENT:** (from MSHSAA by-laws) A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (i.e. jail time, fine, court costs, etc.) or special condition of probation (i.e. restitution, community service, counseling, etc.) has been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies. Minor moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol, accidents or injuries. After a student has completed all court appearances and penalties, and has satisfied all special conditions of probation and remains under general probation only, local school authorities shall determine eligibility.

**DUE PROCESS** - The student shall have the opportunity to express his/her side of any incident, rule infraction, or discipline offense. If the student is dissatisfied with any decisions, he/she has the right to appeal through the following channels:

Sponsor  
Activities Director  
Building Principal  
Superintendent

Personnel Committee  
School Board

**NON-SCHOOL COMPETITION** - Before competing in any non-school competition, check with your coach and activities director for possible eligibility infractions.

**AMATEUR AND AWARDS STANDARDS** - After entering a member school, you will become ineligible in the sport concerned if you receive cash, merchandise or services for participating in an athletic contest or being an athlete. You may accept awards, which are symbolic in nature, such as medals, ribbons, trophies, plaques, etc. You may accept awards, which are merchandise, and such award shall not exceed \$100 in the suggested retail price.

**AGE LIMITS** - If you reach 19 years of age prior to July 1, you will be ineligible the next school year.

**REQUIREMENTS FOR STUDENTS TO PARTICIPATE:**

1. Must have obtained and turned in a MSHSAA participation certificate signed by the physician, parent, and student. (Physical form)
2. Must have obtained and show verification of health insurance.
3. Must have obtained and turned in a Branson citizenship agreement signed by the parent or guardian and student.
4. Students wishing to participate in extra-curricular ATHLETICS must submit to an initial drug screening and then have their name entered into the random drug testing pool.

**SPECTATOR REGULATIONS**

1. All artificial noisemakers are prohibited indoors and outdoors.
2. NO banners or posters may be displayed unless approved in advance by the administration.
3. Official Branson High School Cheerleaders are the only people authorized to lead cheers.
4. ALL spectators shall remember that our opponents and their fans are guests in our school and community and shall conduct themselves within the bounds of good sportsmanship.
5. ALL spectators shall be on their best behavior at away contests, respect the other school's property, and shall conduct themselves within the bounds of good sportsmanship.
6. DO NOT stomp on the bleachers at home or away contests as this becomes a safety issue.
7. All Branson High School rules and regulations governing discipline during the regular school day shall be in full force at home and away contests.
8. Laser lights are prohibited at all contests and are banned from school. Violators will be asked to leave the contest, the light confiscated, and the student may possibly be suspended from school.
9. Cheer positive supportive comments for your PIRATES – DO NOT cheer against the opponent in an unsportsmanlike manner.
10. DO NOT yell negative comments at the officials, umpires, or referees. These people are devoting their time to help our athletes and participants.

\*Violations of any of the above may result in expulsion from the premises, a school suspension, or other severe consequences depending upon the circumstances. Pirate spectators are expected to be good sports at home and away contests –no other behavior will be tolerated.

**ATHLETICS:** A variety of sports activities are available for all students, grades 9-12.

Baseball	Softball
Basketball (boys & girls)	Tennis (boys & girls)
Cross Country (boys & girls)	Track & Field (boys & girls)
Football	Volleyball (girls)
Golf (boys & girls)	Wrestling
Soccer (boys & girls)	Cheerleading

**CO - & EXTRACURRICULAR ACTIVITIES**

**ACADEMIC TEAM:** This group of students prepares for academic competitions. Activities: Quiz Bowl.

**ART CLUB:** Promotes a high level of interest in art at BHS. Meets evenings.

**BAND:** Provides musical experience for BHS and community. Activities: concerts, parades, community projects, athletic contests, District and State Music Festivals. Also includes: Concert Band, Jazz Band, and Marching Band/Colorguard, Winterguard.

**CHESS:** Chess is an activity that goes beyond the "game" idea and gets into the shaping and exercise of "mental" faculties such as sustained attention, keen observation, and planning of the future. "Putting two and two together" as we say, is just but the first step in logic and thinking. Chess is a step in the RIGHT direction! You will learn and practice this game, and have the opportunity to exert your mental ability through play with other students and occasional competition with other schools and groups.

**CHOIR:** Learn to sing well and enjoy music. Students must be enrolled in music classes. Activities: quarterly evening concerts, occasional community performances, school assemblies, District and State Music Festivals. Also includes: Women's Choir, Concert Choir, Chamber Choir.

**DANCE TROUPE:** A group of students that performs a variety of fine arts dance routines.

**DISTRIBUTIVE EDUCATION CLUBS of AMERICA(DECA):** Helps students to develop skills for successful business careers, build self-confidence, experience leadership and practice community service. DECA membership is a required component of the Marketing class.

**DRAMA CLUB:** Students work on school plays. Activities: plays, improve show.

**ENVIRONMENTAL CLUB (Project Earth):** For students wanting to make a positive impact on the environment. Various activities include maintaining the soda bottle recycling effort on a weekly basis, going on nature hikes, volunteering at the Branson Recycling Center, and picking up trash around the school campus.

**FAMILY, CAREER, COMMUNITY LEADERS OF AMERICA:** FCCLA is a fun student organization that helps young men and women develop strong leadership skills. All members have the opportunity to participate in local, regional, state and national activities and programs. FCCLA members plan and implement monthly socials, local community service projects, participate in a STAR Event competition and attend local, regional and state leadership conferences.

**FELLOWSHIP OF CHRISTIAN ATHLETICS:** An organization that promotes Christian fellowship between athletes and coaches.

**FOREIGN LANGUAGE CLUB:** Learn more about the culture, language and food of different countries. Activities consist of meetings, games, food tasting and field trips. Everyone is welcome to participate. Enrollment in a foreign language class is not a requirement of membership.

**FUTURE BUSINESS LEADERS OF AMERICA (FBLA):** brings business and education together in a positive working relationship through innovative leadership and career development programs. Co-curricular activities include career exploration, civic service, economic education, and fostering entrepreneurship.

**FUTURE FARMERS OF AMERICA:** Members are offered hands-on experiences in more than 300 careers in business, science and the industry of agriculture. Provides opportunities for developing leadership skills, self-confidence and positive values. Activities: National and State Conventions, judging teams, trap shooting, fund raising, and community service projects.

**JROTC COLOR GUARD/ DRILL TEAM:** Provides an opportunity for students to learn teamwork, build confidence and practice military skills. Activities: Drill competitions and supporting school and community events.

**MASS MEDIA:** Focuses on filming, editing and broadcasting through Adobe PremierePro. Students main focus is daily announcements and sports highlight films throughout the year. Other projects from the community and/or school district may be added as the year progresses.

**MATH CLUB:** Students explore math problems that they do not see in the regular classroom setting. We meet after school twice a month. We compete in several local math contests.

**NATIONAL HONOR SOCIETY:** Promotes scholarship, character, leadership and service. Activities: regular meetings and an induction ceremony. Also, takes part in several community and school service projects and organizes the BHS Talent Show.

**ONE WAY:** A student led Christian organization.

**SPEECH TEAM:** Provides opportunities for students to participate in competitive events in Southwest Missouri and around the state, earn National Forensic League status (a college application builder), strengthen self esteem and communication skills, develop leadership and citizenship, enhance teamwork, and offers opportunities to meet other students with similar interests from around the area.

**STUDENT COUNCIL:** Student council is a group of students elected democratically to represent the student body's opinions, ideas, and proposals. Activities: Provide a link and improve communication between students, staff, and administration; organize spirit activities such as spirit weeks, dances, Spring Fling; provide service to our school and community; encourage students to become self-confident responsible, and more caring.

**STUDENT YEARBOOK:** Production of yearbook.

**THESPIANS:** Raises the level of drama in our school and offers opportunities for students to be involved onstage and backstage. Activities: Plays, State Conference, International Festival in the Summer.

**TRAP TEAM:** Sport Shooting program conducted in conjunction with the FFA for male and female students grades 7-12 that are interested in the sport of Trap Shooting. The program is designed to give students a safe and competitive sport to excel as an individual or in a team environment. Each member is expected to complete and pass the hunter safety course, practice once per week, and be responsible for their own equipment.

**WINTERGUARD:** A competitive visual performance ensemble which combines dance, flag, and rifle skills. Activities: rehearsal after school and on weekends during January, February, and March. Competition in four area festivals.

## **BRANSON HIGH SCHOOL DISCIPLINE PROCEDURES**

**(see Board Policy, page 28)**

The basic, fundamental rule at Branson High School is that: **No student will interfere with the learning, health, safety, general welfare, or property of another.**

The school administration will be firm, fair and consistent in dealing with students. Administrators, from time to time, in severe cases, administer policy by deferring initial discipline steps and by proceeding to more severe disciplinary action. All policies outlined are enforced during school hours, before and after school, and at **ALL** school activities both at home and away.

The following are some, but not all, of the methods used at Branson High School regarding the disciplining of students. These discipline measures may be used by the administration in an effort to change inappropriate behavior:

**LOSS OF PRIVILEGE-**Students who lose their "privilege" will be required to stay in their classroom during Pirate Time.

**OFFICE DETENTION** – Detention is held after school on Monday, Tuesday and Thursday from 2:35 – 3:25 p.m., before school on Wednesday and Friday from 6:40 – 7:20 a.m., and during lunch if arranged by administration. Office detention is supervised by a staff member, in a quiet study hall atmosphere where students are to bring their homework or reading material to keep them busy. Being late or skipping office detention will result in additional detention being assigned and/or suspension.

**FRIDAY SCHOOL** – Students receiving Friday School will report to room 117 immediately following dismissal from school on Friday afternoon. Friday school ends at 2:45 p.m. Friday School will be supervised by Mr. Furtkamp.

**ALTERNATIVE DAY ASSIGNMENT (ADA)** - Certain behaviors warrant a student’s removal from classes for a period of time. In such incidents students will be assigned to an Alternative Day Assignment for a specified number of days. ADA provides an opportunity for the student to complete her/his work in a supervised and restricted school environment. School work completed while in ADA will be credited to the student. If a behavior problem occurs during ADA the student will be sent home and the day will count as OSS, the student will then finish their ADA assignment before returning to school.

Students not showing up for ADA on the assigned day may be considered OSS. The student will report to ADA the next day to serve their ADA assignment. Students serving ADA will not participate in any school activities, including athletic practices, school activities, and contests until they are reinstated on the next academic day.

- Alternative Day Assignment students are to report to Room 117 from 7:30 a.m. until 2:31 p.m.
- Students are not eligible to attend extra-curricular activities while serving an Alternative Day Assignment. These include: dances, sporting events, plays, musicals, contests, and any other activity considered school related. Students will be eligible for such activities whenever they have completed their next academic day following a suspension.
- Students not fulfilling their obligation of an Alternative Day Assignment due to absence or misbehavior may be suspended Out-Of-School (OSS) for an equal or greater number of days than were the original number of Alternative Days assigned.

**OUT-OF-SCHOOL SUSPENSION (OSS)** - Students may be suspended out of school for more serious offenses. Students may also be assigned OSS for repeat offenses of inappropriate behavior. Students will be assigned OSS when students’ health, safety and welfare may be affected.

- **OSS students are not allowed to make up their school work for credit unless they attend Thursday Make-Up Session or make an appropriate arrangement with the classroom teacher upon their return to school.**
- Students suspended from school are not allowed on school grounds during their suspension. They are not permitted to participate in or attend school activities, dances, sporting events, school plays, musicals or any other school sponsored activity home or away considered school related.

**DISCIPLINE OFFENSES AND CONSEQUENCES**

Students that exhibit behavior that is not conducive to the educational process will be subjected to disciplinary action. Depending upon the behavior, one or more of the following actions will be taken by school officials. Disciplinary issues not identified will be handled at the discretion of the administration according to school board policy and in accordance with Missouri Statue 167.171. Out-of-School Suspensions (OSS) will be used in situations where the health, safety and/or welfare of students are an issue in connection with a particular disciplinary offense. Parental involvement in discipline matters may be required for re-admittance to school for more serious offenses. **\*THE ADMINISTRATION HAS THE AUTHORITY TO DEVIATE IF EXTENUATING CIRCUMSTANCES WARRANT.**

**Assault**

Physical assault / abuse of one person or group of persons upon another person or persons who do not want to engage in the conflict or have not provoked the attack / abuse. Law enforcement report will be filed.

<b>CONSEQUENCES</b>	
<b>Incident</b>	<b>School Action</b>
1 <sup>st</sup> incident	1-10 days of OSS and/or Alternative Day Assignment (depending on severity); Loss of Privilege; police report filed and possible recommendation for long term suspension
2 <sup>nd</sup> incident	10 days of OSS; police report filed and possible recommendation for long term suspension
3 <sup>rd</sup> incident	10 days of OSS; recommendation to Superintendent for long term suspension or possible expulsion and police report filed

**Computer Security Violation**

(Degrees of seriousness considered) Students may not violate computer security codes, passwords, or gain entry to computer data such as records, reports, and messages. Restitution for repair of equipment will be required for damage to equipment

due to inappropriate use of computers. Students may not inappropriately use the Internet or any other computer software deemed unacceptable by the school.

<b>CONSEQUENCES</b>	
<b>Incident</b>	<b>School Action</b>
1 <sup>st</sup> incident	1 – 3 Alternative Day Assignments; possible loss of computer privileges
2 <sup>nd</sup> incident	3 – 10 days of Alternative Day Assignments; loss of computer rights; Loss of Privilege
3 <sup>rd</sup> incident	5 – 10 days of OSS; Loss of Privilege; possible referral to the Superintendent for long term suspension

**Cutting Class**

Being out of an assigned class without the teacher’s permission while remaining on campus; unexcused absence to any period.

<b>CONSEQUENCES</b>	
<b>Incident</b>	<b>School Action</b>
1 <sup>st</sup> incident	1 – 3 days detention
2 <sup>nd</sup> incident	Friday School, Loss of Privilege
3 <sup>rd</sup> incident	Alternative Day Assignment, Loss of Privilege
4 <sup>th</sup> incident	OSS

**Defiance, Insubordination, or Disrespect of School Personnel**

<b>CONSEQUENCES</b>	
<b>Incident</b>	<b>School Action</b>
1 <sup>st</sup> incident	1 – 3 days of Alternative Day Assignment; Loss of Privilege
2 <sup>nd</sup> incident	1-5 days of Alternative Day Assignment or OSS; Loss of Privilege
3 <sup>rd</sup> incident	1-10 days of ADA or OSS; possible referral to the Superintendent for long term suspension

\* The administration reserves the right to skip steps in this sequence depending on the severity of the offense

**Drugs/Alcohol**

Possession, consumption or under the influence of drugs or alcoholic beverages on school grounds is absolutely not tolerated. These policies include possession of drug related paraphernalia. The buying, selling, solicitation to buy or sell, or distribution of alcohol and or of drugs shall be cause for an immediate referral to the Superintendent of Schools for a suspension of up to one hundred and eighty (180) school days.

<b>CONSEQUENCES</b>	
<b>Incident</b>	<b>School Action</b>
1 <sup>st</sup> Incident	10 days of OSS and possible referral to the Superintendent for long term suspension and/or expulsion; possible police report filed
2 <sup>nd</sup> Incident	10 days of OSS and possible referral to the Superintendent for expulsion; police report filed

**Electronic Devices**

The use of electronic devices (ex: I-pods, mp3 players, CD players, laptops, etc.) will not be allowed during the school day. The only exception to this will be during privilege time for those who have earned privileges and at teacher discretion in the classroom.

<b>CONSEQUENCES</b>	
<b>Incident</b>	<b>School Action</b>
1 <sup>st</sup> incident	1 – 3 detentions
2 <sup>nd</sup> incident	1 Alternative Day Assignment; Loss of Privilege
3 <sup>rd</sup> incident	2 Alternative Day Assignments; Loss of Privilege

**Extortion**

Defined as a student attempting to gain another students favor under duress or threat. (Degrees of seriousness considered) Law enforcement report may be filed.

<b>CONSEQUENCES</b>	
<b>Incident</b>	<b>School Action</b>
1 <sup>st</sup> incident	1 – 3 Alternative Day Assignments and/or OSS; Loss of Privilege
2 <sup>nd</sup> incident	3 – 5 Alternative Day Assignments and/or OSS; Loss of Privilege
3 <sup>rd</sup> incident	5 – 10 days of OSS; Loss of Privilege; possible referral to the Superintendent for long term suspension

**Failure to Complete Assigned Office Detention or Alternative Day Assignment**

CONSEQUENCES	
Incident	School Action
1 <sup>st</sup> incident	An additional detention or Alternative Day Assignment may be added
2 <sup>nd</sup> incident	Detentions become Alternative Day Assignments and Alternative Day Assignments become OSS; Loss of Privilege

**Failure to Comply with Dress Code**

In all cases, students will be suspended out of school until the appropriate change is made if there is a refusal to comply with the dress code (page 22).

CONSEQUENCES	
Incident	School Action
1 <sup>st</sup> incident	Warning; opportunity to rectify the situation
2 <sup>nd</sup> incident	Friday School; Loss of Privilege
3 <sup>rd</sup> incident	1 – 3 Alternative Day Assignments; Loss of Privilege
4 <sup>th</sup> incident	3 – 5 Alternative Day Assignments; Loss of Privilege

**Fighting/Physical Altercation/Near Fight**

Engaging or threatening physical contact (Students actively involved in aggressive physical contact).

CONSEQUENCES	
Incident	School Action
1 <sup>st</sup> incident	2 to 10 days Alternative Day Assignment and/or OSS; Loss of Privilege; possible police report filed
2 <sup>nd</sup> incident	10 days Alternative Day Assignment and/or OSS; Loss of Privilege; parent conference; police report filed
3 <sup>rd</sup> incident	10 days of OSS; recommendation to the Superintendent for long term suspension or expulsion; Loss of Privilege; police report filed

**Fire/Arson/Fireworks/Lighters/Explosive Devices**

Any student caught or identified as responsible for fire, setting off alarms, setting off fireworks, explosive devices, or having a lighter at school, will be dealt with severely. In all cases, restitution will be made.

CONSEQUENCES	
Incident	School Action
1 <sup>st</sup> Incident	5-10 days of OSS and/or Alternative Day Assignment; possible referral to the Superintendent; police report may be filed; Loss of Privilege
2 <sup>nd</sup> Incident	10 days of OSS; police report filed and possible referral to the Superintendent

**Harassment/Intimidation/Threats**

Engaging in harassing or threatening language with another person.

CONSEQUENCES	
Incident	School Action
1 <sup>st</sup> incident	Friday School; Loss of Privilege
2 <sup>nd</sup> incident	1 – 5 days of Alternative Day Assignment; Loss of Privilege
3 <sup>rd</sup> incident	1 – 10 days of Alternative Day Assignment and/or OSS; Loss of Privilege

**Out of Assigned Area**

Students are not to be in unauthorized areas without purpose and permission. (Examples: parking lot during school, loitering in the parking lot before school, restroom without permission, etc.)

CONSEQUENCES	
Incident	School Action
1 <sup>st</sup> incident	1 – 3 detentions
2 <sup>nd</sup> incident	Friday School
3 <sup>rd</sup> incident	Alternative Day Assignment; Loss of Privilege

**Profanity and Obscene Behavior**

CONSEQUENCES	
Incident	School Action
1 <sup>st</sup> incident	1 – 3 days detention

2 <sup>nd</sup> incident	3 days of detention; possible Alternative Day Assignment
3 <sup>rd</sup> incident	2 – 5 days of Alternative Day Assignment; Loss of Privileges
4 <sup>th</sup> incident	5-10 days of Alternative Day Assignment and/or OSS; Loss of Privilege

\* The administration reserves the right to skip steps in this sequence depending on the severity of the offense.

**Public Display of Affection (PDA)**

The school building is not a place where excessive public display of affection is to be shown (kissing, sitting on laps, etc).

<b>CONSEQUENCES</b>	
<b>Incident</b>	<b>School Action</b>
1 <sup>st</sup> incident	Warning; opportunity to rectify the situation
2 <sup>nd</sup> incident	Friday School; Loss of Privilege
3 <sup>rd</sup> incident	1 – 3 Alternative Day Assignments; Loss of Privilege
4 <sup>th</sup> incident	3 – 5 Alternative Day Assignments; Loss of Privilege

**School Misbehavior**

Disruptive student behavior which interferes with the teacher’s ability to teach and any student’s ability to learn.

<b>CONSEQUENCES</b>	
<b>Incident</b>	<b>School Action</b>
1 <sup>st</sup> incident	Two detentions
2 <sup>nd</sup> incident	Friday School; Loss of Privilege
3 <sup>rd</sup> incident	1 – 5 days of Alternative Day Assignment; Loss of Privilege
4 <sup>th</sup> incident	5 – 10 days of Alternative Day Assignment and /or OSS; Loss of Privilege

\* The administration reserves the right to skip steps in this sequence depending on the severity of the offense.

**Smoking, Chewing, or Possession of Tobacco Products**

<b>CONSEQUENCES</b>	
<b>Incident</b>	<b>School Action</b>
1 <sup>st</sup> incident	Alternative Day Assignment ; Loss of Privilege
2 <sup>nd</sup> incident	2-5 days Alternative Day Assignment; Loss of Privilege
3 <sup>rd</sup> incident	5-10 days Alternative Day Assignment; possible OSS; Loss of Privilege

**Tardy to Class**

The school tardy form will be utilized by all classroom teachers for each instance of tardiness.

<b>CONSEQUENCES</b>	
<b>Incident</b>	<b>School Action</b>
1 <sup>st</sup> incident	Warning
2 <sup>nd</sup> incident	1 detention
3 <sup>rd</sup> incident	Friday School; Loss of Privilege
4 <sup>th</sup> incident	Alternative Day Assignment; Loss of Privilege
5 <sup>th</sup> incident and beyond	Alternative Day Assignments or OSS; LOP

**Theft**

Taking of property from another individual. In all cases restitution will be made.

<b>CONSEQUENCES</b>	
<b>Incident</b>	<b>School Action</b>
1 <sup>st</sup> incident	1 – 5 days Alternative Day Assignment and/or OSS; Loss of Privilege; possible police report filed
2 <sup>nd</sup> incident	5 – 10 days Alternative Day Assignment and/or OSS; Loss of Privilege; possible police report filed

**Truancy/Skipping School**

<b>CONSEQUENCES</b>	
<b>Incident</b>	<b>School Action</b>
1 <sup>st</sup> incident	2 Alternative Day Assignments; Loss of Privilege
2 <sup>nd</sup> incident	3 Alternative Day Assignments; Loss of Privilege
3 <sup>rd</sup> incident	3 – 5 Alternative Day Assignments; Loss of Privilege

**Truancy/Transportation – Gibson Vocational Center campus**

Students are required to use the transportation provided by the school to and from the Vocational Center. Any exceptions to this require written permission from Gibson Vocational Center, parents, and Branson High School Administration.

<b>CONSEQUENCES</b>	
<b>Incident</b>	<b>School Action</b>
1 <sup>st</sup> incident	2 Alternative Day Assignments; Loss of Privilege
2 <sup>nd</sup> incident	3 Alternative Day Assignments; Loss of Privilege; consideration for removal from the vocational program

\* A 3<sup>rd</sup> incident will result in automatic removal from the program.

**Use of Cell Phones during the school day**

Any student who is observed using or possessing a cell phone between the hours of 7:30 a.m. and 2:31 p.m. will be found in violation of school policy

<b>CONSEQUENCES</b>	
<b>Incident</b>	<b>School Action</b>
1 <sup>st</sup> incident	1 detention
2 <sup>nd</sup> incident	Friday School
3 <sup>rd</sup> incident	Friday School; Confiscated for parent pickup; Loss of Privilege
4 <sup>th</sup> incident	1 – 3 Alternative Day Assignments; Loss of Privilege
5 <sup>th</sup> incident	3 – 5 Alternative Day Assignments; Loss of Privilege

**Vandalism**

Destruction or defacement of property. (destroying or defacing objects or materials belonging to the school, school personnel or others). In all cases, restitution will be made. (Degrees of seriousness considered) The Branson Board of Education has an expulsion policy for vandalism. Vandalism will not be tolerated. On all occurrences of vandalism, a police report will be filed.

<b>CONSEQUENCES</b>	
<b>Incident</b>	<b>School Action</b>
1 <sup>st</sup> Incident	1-10 days of OSS or Alternative Day Assignment; possible referral to the Superintendent and/or police report filed; Loss of Privilege
2 <sup>nd</sup> Incident	10 days of OSS; referral to the Superintendent and possible arrest

**Plagiarism/Cheating/Lying**

Students found cheating on assignments, tests and/or research papers, or any other teacher assigned project may be given a zero for that assignment. Forfeiture of membership in clubs/organizations may be part of the discipline invoked.

**Forgery**

Falsifying information, altering school records, grade cards, writing or using the signature or initials of another person, including parent note. Parents will be notified and possible disciplinary action taken ranging from detention to suspension.

**Solicitation**

Any selling of unauthorized items is not permitted at BHS. Student violators will be warned by the administration to stop selling the item/s. If a second occasion occurs, the discipline will be handled as insubordination.

**Gambling**

Students are not permitted to gamble at school. Each offense subject to disciplinary action of detention to Alternative Day Assignments depending on severity (Law Enforcement may be involved with each offense).

**Filing False Emergency Reports**

A false report of a bomb threat or fire alarm, or any other report that might cause the building to be evacuated will result in a 10 day OSS and referral to the Superintendent for suspension or expulsion. Law enforcement will be contacted and a report will be filed. This is considered a felony offense.

**Bus Conduct**

Bus discipline is handled by the Transportation Director or his designee. Students will abide by the Branson Transportation Conduct Regulations issued by the school district. Consequences for inappropriate behavior on the bus will result in a consequence that could range from being suspended from the bus for any period of time to being suspended out of school for any period of time.

## **CAMERA SURVEILLANCE, CANINES & LOCKER SEARCH**

The school at its discretion may use video cameras to promote safety, order and discipline within the school. The school may also at its discretion conduct mass locker searches as well as make use of canines to promote safety, order and discipline for all students.

## **STUDENT DRESS GUIDELINES**

Branson School District has established Student Dress Guidelines to inform students and parents of appropriate clothing and accessory items to maximize the educational process and minimize distractions. A student's clothing, apparel and/or accessories are not to jeopardize anyone's health or safety, nor cause a disruption to the teaching/learning process. The following guidelines will apply:

1. No halter-tops, tube tops, tank tops, midriffs, shirts with bare sides, or see-through blouses/shirts may be worn. No clothing with spaghetti straps or such straps that may display any parts of undergarments may be worn. No excessively tight or incomplete clothing may be worn.
2. Muscle shirts and mesh jerseys may only be worn over shirts.
3. Pants will be worn appropriately, not excessively below the waistline. Shorts and skirts are to be of appropriate length. No pants may be worn with holes or tears above the knee. Underwear may not be worn as outerwear or exposed to view.
4. Appropriate footwear must be worn at all times.
5. Students may not wear shirts, jackets, or other items with profanity, alcoholic beverage logos, drug references, sexual innuendoes, or satanic inferences. Shirts that promote vulgarity/ violence are not allowed at school. Students may not wear anything that would be considered insensitive to any nationality, ethnic group, or gender.
6. Students may not wear caps, bandanas, scarves, headbands, gloves, or sunglasses in the building. (Exceptions may be made for school-sponsored special activities such as School Spirit Week).
7. Body piercing (such as: in nose, cheek, lips, fingers, eyebrow, tongue) are not to be worn at school.
8. No gang-related colors, tags, symbols, or apparel will be permitted.
9. Any apparel that could cause injury to others will not be permitted. Examples: wallet chains, extreme rings, necklaces, or spiked bracelets, etc.
10. Face painting, writing or drawing on the skin, and distracting hair color or hair style are not allowed at school. Faculty and staff may ask students to adjust hair for safety precautions and for educational purposes. Costumes are not to be worn to school. (Exceptions may be made for school-sponsored special activities such as School Spirit Week).
11. Students are to be neat and clean upon entering school. Inattention to cleanliness will not be tolerated and students may be sent home to rectify this situation.
12. **Additional information concerning Branson School District policies may be found on our website: [www.branson.k12.mo.us](http://www.branson.k12.mo.us)**

## **Branson Schools Identification and Placement of Gifted Students**

The Branson R-IV School District uses a systematic process for the identification of gifted students that is composed of multiple criteria, including objective measures and competent professional evaluation.

### **Screening**

The district will provide screening for all students to ensure that all potentially gifted students have an opportunity for consideration.

The district will use a variety of screening methods that reduce the chance of bias and provide an opportunity to identify the strengths of all students, including those students difficult to identify and traditionally under-represented, such as students with limited English proficiency, students from culturally diverse backgrounds and students with learning disabilities.

**The district uses the following screening methods, two times a year, to screen 100% of the school population:**

1. Kindergarten beginning of year testing and end of year testing to help classroom teachers differentiate.
2. NWEA (Northwest Evaluation Association) test scores for grades 1-10.
3. NWEA percentile 90% or higher and a teacher observation checklist.

### **Parent Notification**

Parents will receive a letter from the school district requesting permission to individually evaluate a child identified in the screening process. The Gifted Education Specialist and/or regular classroom teacher will call parents who do not immediately return permission forms to help them understand the evaluation process.

### **Individual Evaluation**

Based on screening results, students who scored in the 95th percentile on two of the three NWEA subject area tests (Math, Reading, and Language) in the Spring will be targeted for individual evaluation or if they score 90<sup>th</sup> percentile on two areas and their Teacher Observation Checklist score is 65 or above. In the Fall, students will need to score 95% on all three areas of the NWEA. These 1-10 grade students will then be evaluated using the reasoning section of the Screening Assessment for Gifted Elementary Students (SAGES). Students who score a 100 or higher on the SAGES will then receive individual intelligence testing. The district will use a variety of evaluation methods to differentiate between the academically superior student whose educational needs are met by regular classroom programs and the gifted student with needs requiring additional developmental opportunities. Students who score a 125 or higher on the individual intelligence test will then be admitted into the gifted program, upon parent permission. If ELL or dual exceptionalities, they must score a 120 or higher.

### **Branson Public Schools** ***“Teach Students Valuable Skills”***

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#### **CENTRAL OFFICE**

Doug Hayter, Ed. D., Superintendent  
Brad Swofford, Ed. D., Assistant Superintendent  
Brian D. Blankenship, Business Manager

#### **BOARD OF DIRECTORS**

Peter Marcellus, MD, President  
Wendy Davison  
Teresa Givens  
Roger Frieze  
Craig Wescott  
Debbie Keller  
Jeff Smethers

**District and Building Accountability Report Cards may be accessed on the school website, [www.branson.k12.mo.us](http://www.branson.k12.mo.us) or copies are available in the Central Office.**

*The full text of the district policies may be found at [www.branson.k12.mo.us](http://www.branson.k12.mo.us) and/or in the Central Office.*

## **School Cancellation or Early Dismissal Notification**

School cancellation or early dismissal notification will be announced through local radio station KRZK and KOMC and Springfield TV news broadcast. You are also invited to sign up for PIRATEcast. You will receive important messages about school closings, early dismissals and reminders for school events via text messages through your cell phone or messages by e-mail. This service of keeping you informed about your child's school is provided by Ozark Mountain Bank.

### **PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARASSMENT**

**From FILE: AC**

The Branson R-IV School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities. Discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law is strictly prohibited in accordance with law. The Branson R-IV School District is an equal opportunity employer. Students, employees and others will not be disciplined for speech in circumstances where it is protected by law.

Behavior that is not unlawful or does not rise to the level of illegal discrimination or harassment might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

*Discrimination* – Conferring, refusing or denying benefits 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 or any other characteristic protected by law, or based on a belief that such a characteristic exists.

*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 or any other characteristic protected by law or a belief that such a characteristic exists: graffiti; display of written material or pictures; name calling; slurs; jokes; gestures; threatening, intimidating or hostile acts; 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.

*To report allegations of discrimination or harassment, see your building principal.*

## **EMERGENCY PLANS/SAFETY DRILLS** **From FILE: EBC**

The business manager has the responsibility for developing and maintaining the district's emergency preparedness plans and emergency drill schedules. The district will supply the schools with safety equipment and train staff on emergency preparedness and violence prevention.

Operational guidelines and policies will be closed to the public when they are developed, adopted or maintained by the district in its capacity as an entity responsible for law enforcement, public safety, first response or public health for use in responding to or preventing any critical incident that is or appears to be terrorist in nature and that has the potential to endanger individual or public safety or health. Public interest in nondisclosure outweighs the public interest in disclosure because disclosure would impair the district's ability to protect the safety or health of persons.

**Emergency Drills** - Emergency preparedness drills (fire, severe weather, tornado, bus evacuation, bomb threat, lockdown, shelter-in-place and evacuation) will be developed by the business manager in cooperation with the building principals. A sufficient number of drills will be conducted in each building to give instruction and practice in proper actions by staff and students. Emergency exiting procedures will be posted near the door in each instructional area. Instruction in fire drills shall be given early in the school year, and drills shall be held regularly throughout the year.

The decision to call for and execute drills will be the responsibility of the business manager and/or the building principal. The district will cooperate and coordinate drills with other community agencies such as the fire department, law enforcement officials, emergency medical services and local emergency planning committees.

**District Emergency Plans** - It shall be the responsibility of the building principal, in cooperation with the appropriate emergency preparedness officials, to determine shelter areas in the school building or outside that are best suited for the protection of students from severe storms, tornadoes or other emergencies, as well as determine the safest routes to reach those areas. In addition, the district will work with emergency preparedness officials to address off-site emergencies that may occur, such as accidents involving school transportation or emergencies on field trips.

Students and staff members may be retained for safety reasons at the school buildings or another safe place during actual emergency conditions. The district plan will include information on communicating with parents and instructions on how parents will locate their students in an emergency. During actual emergency conditions, emergency personnel and emergency vehicles will have priority near the schools.

**Community Emergency Plan** - The Board directs the superintendent or designee to recommend an emergency preparedness plan, subject to Board adoption, to address the use of school resources, including school facilities, commodity foods, school transportation and equipment if a natural disaster or other community emergency occurs. The plan will authorize the

superintendent or other designated school official to approve the use of school resources to provide relief to the community if an emergency occurs. The use of school resources under this section shall be subject to review by the Board within 30 days of authorization or as soon as reasonably possible.

**BUILDING AND GROUNDS SECURITY**  
**From FILE: ECA**

No person shall carry a firearm, whether loaded or unloaded, or any other weapon readily capable of lethal use into any school, onto any school transportation or onto the premises of any function or activity sponsored or sanctioned by the district, unless authorized by law. However, an adult or student may possess a weapon on school property for the limited purpose of facilitating a school-sanctioned firearm-related event. Possession of weapons by students is governed by policy JFCJ.

**TECHNOLOGY USAGE**  
**From FILE: EHB-AP**

No student will be given access to the district's technology resources until the district receives *User Agreements* signed by the student and the student's parent/guardian. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign the *User Agreement* without additional signatures. Students who do not have a *User Agreement* on file with the district may be granted permission to use the district's technology resources by the superintendent or designee.

Students shall not use, display or turn on pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch. Exceptions or waivers to this restriction may be made at the discretion of teachers or administrators in the event of an emergency.

**PERSONNEL RECORDS**  
**From FILE: GBL**

Pursuant to state law, the names, positions, salaries and lengths of service of all employees are public information and must be released upon request. In accordance with federal law, the district shall release to parents, upon request, information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals who are employed by a school receiving Title I funds and who provide instruction to their child at that school.

**TEACHING ABOUT HUMAN SEXUALITY**  
**From FILE: IGAEB**

Pursuant to requirements of state law, if the district chooses to use any course materials and instruction relating to human sexuality and sexually transmitted diseases the materials and instruction shall be medically and factually accurate.

Instruction in human sexuality is to be appropriate to the age of the students receiving such instruction. The district is required to notify the parent/guardian of each student enrolled in the district of the basic content of the district's human sexuality instruction to be provided to the student and of the parent's/guardian's right to remove the student from any part of the district's human sexuality instruction. The district is required to make all curriculum materials used in the district's human sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction.

**PROGRAMS FOR HOMELESS, MIGRANT, AND ESL STUDENTS**  
**From FILE: IGBH, IGBCA, IGBCB**

The Branson R-IV School District Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school 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 school district have access to a free and appropriate public education.

The Board of Education of the Branson R-IV School District directs the administration to identify migratory children in the district, as required by law, and to develop written administrative procedures for ensuring that migrant students receive services for which they are eligible.

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.

### **Standard Complaint Resolution Procedure for No Child Left Behind Programs**

*This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB). A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplies, or misinterpreted by school district personnel or by Department of Education personnel.*

*Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted. The written, signed complaint must be filed and the resolution pursued in accordance with local district policy: KL and KL-AP.*

*If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is not evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution. Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplies, or misinterpreted by the Department itself. Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.*

### **ASSESSMENT PROGRAM**

#### **From FILE: IL**

The district will use 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 annually 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).

**District Assessment Plan** - The superintendent or designee shall ensure that the district has a written assessment plan that shall test competency in the subject areas of English, reading, language arts, science, mathematics, social studies and civics, as required by law. **Reading Assessment** - The district will administer a reading assessment to students in third, fourth, fifth and sixth grade to determine whether additional reading instruction and retention are needed, as required by law. The district will also administer a reading assessment to all students who transfer to the district in grades four, five or six, and to all students attending summer school due to a reading deficiency, as required by law. **Statewide Assessments** - The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the Show-Me Standards, as set forth by the Missouri State Board of Education. End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). In courses where EOC assessments are given, the superintendent or designee will determine what percent of the course grade will be decided by performance on EOC assessments. If chosen, the district will participate in the National Assessment of Educational Progress (NAEP) as required by law.

### **HAZING AND BULLYING**

#### **From FILE: JFCF**

In order to promote a safe learning environment for all students, the Branson R-IV School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

**Bullying** – For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyberthreats. Cyberbullying is sending or

posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

**The Missouri School Violence Hotline: 866-748-7047.**

### **WEAPONS IN SCHOOL**

**From FILE: JFCJ**

The Board recognizes the importance of preserving a safe educational environment for students, employees and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school property. No student may possess a weapon on school property at any time, except as specifically authorized during a school-sponsored or school sanctioned activity permitting weapons. The school district will provide secured storage of student firearms if necessary. School property is defined as: Property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds, parking lots and school buses, and any property on which any school activity takes place.

A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S.C. § 921.
2. A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in § 571.010, RSMo.
3. A dangerous weapon as defined in 18 U.S.C. § 930(g)(2).
4. All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
5. Any object designed to look like or imitate a device as described in 1-4.

Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in #1 or #2 above on school property will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. Students who bring or possess weapons as defined in #3, #4 and #5 and not otherwise included in #1 and #2, will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

### **INTERROGATIONS, INTERVIEWS AND SEARCHES**

**From FILE: JFG**

School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice.

Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless exigent circumstances exist.

It is a privilege, not a right, to park on school grounds. The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy.

The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.

School employees and volunteers, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available. If a student is strip searched, as defined in state law, by a school employee

or a commissioned law enforcement officer, the district will attempt to notify the student's parents/guardians as soon as possible.

During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose underwear. Employees may also remove student clothing to investigate the potential abuse or neglect of a student, give medical attention to a student, provide health services to a student or screen a student for medical conditions.

To further safety and promote discipline in the district, the Board authorizes the use of trained drug-detection dogs in cooperation with law enforcement authorities to search school premises at any time. Drug-detection dogs will be used periodically to monitor school premises, including, but not limited to, lockers, vehicles parked on school property or vehicles parked on property provided by the school. The school resource officer (SRO) may interview or question students regarding an alleged violation of law. A school resource officer may also accompany school administrators executing a search or may perform searches under the direction of school administrators.

### **STUDENT DISCIPLINE FILE: JG-R**

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.

**Reporting to Law Enforcement-** It is the policy of the Branson R-IV School District to report all crimes occurring on district property to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF. The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

**Documentation in Student's Discipline Record-** The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

**Conditions of Suspension, Expulsion and Other Disciplinary Consequences-** All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

### **SURVEYING, ANALYZING OR EVALUATING STUDENTS From FILE: JHDA**

Any parent may inspect, upon request, any instructional material used as part of the educational curriculum and all instructional materials, including teachers' manuals, films, tapes or other supplementary material that will be used in connection with any survey, analysis or evaluation as part of any applicable program. Further, a parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term "instructional material" does not include academic tests or academic assessments. The district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In accordance with law, no student, as part of any program wholly or partially funded by the U.S.

Department of Education, shall be required to submit to a survey, analysis or evaluation (hereafter referred to as “protected information survey”) that reveals any of the following information without written consent of a parent:

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

**Notice and Opportunity to Opt Out** - In accordance with law, parents will receive prior notice and an opportunity to opt a student out of:

1. Any other protected information survey, as defined above, regardless of the funding source.
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, or any physical exam or screening permitted or required under state law, except for hearing, vision, or scoliosis screenings.
3. Activities involving the collection, disclosure or use of personal information obtained from students for marketing, selling, or otherwise distributing information to others.

The district will directly notify parents at the beginning of the school year of the specific or approximate dates during the school year when the above-listed activities will occur or are expected to be scheduled.

The district will take measures to protect the identification and privacy of the students participating in a protected information survey, regardless of the source of funding. These measures may include limiting access to the completed surveys and the survey results as allowed by law. All student educational records will be protected in accordance with law and Board policy JO.

The provisions of this policy applicable to parents will transfer to a student who is 18 years old or emancipated.

## **STUDENT RECORDS**

### **From FILE: JO**

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.

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.

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. The school district designates the following items as directory information:

- ▶ Student's name; position/role; grade level; weight and height, including audiovisual or photographic records of the openly visible activities thereof (e.g., artistic performance, sporting contests, assemblies, service projects, awards ceremonies, etc...). In addition, certain student academic honors and awards, as well as photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy, may be published.

**Parent and Eligible Student Access-** All parents will have the right to inspect their child's education records as allowed by law. As used in this policy, a "parent" includes a biological or adoptive parent, a guardian or an individual acting as a parent in the absence of a natural parent or guardian. The district will extend the same rights 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 revoked. The rights of the parent transfer to the student once the student turns 18, or attends an institution of postsecondary education, in accordance with law. If a parent or eligible student believes the education records related to the student contain information that is inaccurate, misleading or in violation of the student's privacy, he or she may ask the district to amend the record by following the appeals procedures created by the superintendent or designee. The district will annually notify parents and eligible students of their rights in accordance with law.

**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 20 U.S.C. § 1232g (b)(1)(E).

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.

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 Children's Division (CD) of the Department of Social Services 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.

## **PUBLIC COMPLAINTS**

### **FILE: KL-AP**

The following steps are to be followed by parents/guardians or the public when questions or complaints arise regarding the operation of the school district or federal programs administered by the Department of Elementary and Secondary Education (DESE) that cannot be addressed through other established procedures.

1. Complaints on behalf of individual students should first be addressed to the teacher or employee involved.
2. Unsettled matters from (1) above or problems and questions concerning 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 within five (5) business days of receiving the complaint or concern.
3. Unsettled matters from (2) above or problems and questions concerning the school district should be presented in writing to the superintendent. The superintendent will provide a written response to the individual voicing the concern within five (5) business days of receiving the complaint or concern.
4. If the matter cannot be settled satisfactorily by the superintendent, it may be brought to the Board of Education. Written comments submitted to the superintendent or the secretary of the Board will be brought to the attention of the entire Board. The president may assign the matter to a Board committee which then presents its findings and recommendations to the entire Board. The Board will address each concern or complaint in an appropriate and timely manner.

The decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case the complainant may go to the appropriate section of DESE and from there on to the United States Secretary of Education.

The Board considers it the obligation of the professional and support staff of the district to field the questions of parents/guardians or the public. Accordingly, the district will inform patrons of this complaint procedure and its availability.

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. All other grievances for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure.

## **CORPORAL PUNISHMENT**

**File: JGA**  
*(Prohibited)*

No person employed by or volunteering on behalf of the Branson R-IV School District shall administer or cause to be administered corporal punishment upon a student attending district schools. A staff member may, however, use reasonable physical force against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the school district.

PUBLIC NOTICE

*(Last revised September 14, 2007)*

***All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. Branson R-IV Schools assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disabilities, 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.***

Branson R-IV Schools 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.

Branson R-IV Schools 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).

Branson R-IV Schools 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 at our Student Services Office, 404 Cedar Ridge Drive, Branson, MO during regular office hours.

This notice will be provided in native languages as appropriate.