

Branson Elementary

K-6

PARENT/STUDENT HANDBOOK 2011-2012



Building References:

Branson Primary:

Phone Number:

417-336-1887

Fax Number:

417-336-1889

Address:

402 Cedar Ridge Dr.
Branson, MO 65616

Principal:

Dr. Michelle Collins

Assistant Principal:

Mrs. Shelly Worley

Elementary East:

Phone Number:

417-334-5137

Fax Number:

417-336-3652

Address:

308 Cedar Ridge Dr.
Branson, MO 65616

Principal:

Mrs. Diana Cutbirth

Elementary West:

Phone Number:

417-334-5135

Fax Number:

417-336-6079

Address:

396 Cedar Ridge Dr.
Branson, MO 65616

Principal:

Mr. Mike Dawson

Intermediate:

Phone Number:

417-332-3201

Fax Number:

417-332-3224

Address:

766 Buchanan Road
Branson, MO 65616

Principal:

Mr. Matthew Dean

Assistant Principal:

Mr. Eric Russell

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**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	End Quarter 1 Early Dismissal
October 17	Start Quarter 2*
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*
December 16	Last Day of Student Attendance in 2010 – Full Day Attendance
December 19-	January 1 Christmas/New Year’s Vacation
January 2	Professional Development/District Teacher Work Day
January 3	Classes Resume – Start Semester II
January 16	Martin Luther King, Jr. Day*
January 20	Teacher Professional Development - Early Dismissal
February 20	Presidents’ Day End Quarter 3*
March 12-16	Spring Break
March 19	Start Quarter 4 (44 Days)*
April 6	Good Friday
May 18	Last Day of Student Attendance - Early Dismissal

Tentative Make-Up Days: January 16, February 20, May 21, 22, 23, 24, etc if needed.

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

Start and Dismissal Times for 2010-2011

Pre-K	7:45 a.m.	2:45 p.m.
Early Childhood Special Ed.	7:45 a.m. 11:45a.m.	10:45 p.m. 2:45 p.m.
Kindergarten – Grade 4	8:45 a.m. – 3:45 p.m.	
Grades 5 and 6	8:21 a.m. – 3:22 p.m.	
Grades 7 and 8	8:00 a.m. – 3:00 p.m.	
Grades 9-12	7:30 a.m. – 2:31 p.m.	

PHILOSOPHY

The Branson Public Schools have adopted the philosophy that we must encourage excellence in the classroom. We believe we can do this best by providing children with the best opportunity for achievement at their own academic level. We are able to prepare a child for his or her future by encouraging diversity in subject matter and presentation.

At Branson, we endeavor to guide each child in the pursuit of knowledge and to become a happy, useful, self-supporting citizen of our democracy. In addition, we strive to invest in the children an appreciative and positive attitude toward all people of the world.

Our school believes in the type of education that should equip children to understand themselves, to realize their own value and position in society, and to adjust to change. Education should further aid our children in the development of self-discipline and courage.

The Branson Public Schools do not discriminate on the basis of race, color, religion, national origin, ancestry, sex, or disability in matters of class scheduling, course offerings, or employment.

Michelle Collins	Branson Primary Principal (PreK, K, and 1)
Shelly McConnell	Branson Primary Assistant Principal
Diana Cutbirth	Branson Elementary East School Principal (Grades 2-4)
Michael J. Dawson	Branson Elementary West School Principal (Grades 2-4)
Matthew Dean	Branson Intermediate Principal (Grades 5-6)
Eric Russell	Branson Intermediate Assistant Principal (Grades 5-6)

CAMPUS PROCEDURES / POLICIES

SCHOOL ADMISSIONS

All students seeking admission to the district and its instructional programs must satisfactorily meet all residency, academic, age, immunization, health, disciplinary and other eligibility prerequisites as established by Board policies, rules and procedures, and by state law. Students enrolled prior to 3:00 p.m. may start with instruction the following day.

ADDRESS CHANGE

The office must be notified immediately of any change of address or phone numbers during the school year. It is also important to have additional phone numbers on file in case of an emergency with a student or in the event of early dismissal. If school personnel are unable to contact parents, the district social worker will be contacted.

ATTENDANCE

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 or 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.

When Students Are Absent From School:

1. Parent needs to call the school before 9:30 a.m. (K-6)

Primary 336-1887
Elementary East 334-5137
Elementary West 334-5135
Intermediate 332-3201

2. STUDENTS WILL BE RESPONSIBLE FOR OBTAINING THEIR OWN MAKE-UP WORK.

TARDY POLICY

Students who are late or leave early will be given a tardy slip. After five (5) tardies, parents will be notified and a letter regarding the problem will be put in the student’s permanent file. After 10 tardies, school personnel may meet with parents concerning tardies. Parents will be notified at this time and school social workers along with the Taney County District Attorney’s Office might be involved.

WITHDRAWING FROM SCHOOL

If it becomes necessary for a student to withdraw from school, the parent/guardian will contact the office. The school the student will be attending will request the necessary school records.

BACKPACKS WITH WHEELS

No rolling backpacks are allowed as they are considered unsafe.

BUS CHANGE POLICY

A bus change occurs when a student wants to ride a different bus or ride a bus for the first time. Due to the number of students already on the roster and riding buses, this change shall take place only for baby-sitting reasons (parents not home) or emergency reasons.

Procedure For Bus Change:

Parent or legal guardian should write a note to the child’s school office.

Specify in the note:

1. Child’s first and last name
2. Child’s destination
3. Bus number
4. Student’s teacher or room number
5. Reason for change.

If a note cannot be written, a call must be made before 2:30 p.m. on the day of the change. If parents are going to pick their child up at school, they should send a note or call the office. Students who do not have a note will be sent home on their regular bus.

CURRICULUM

The program in grades K-6 is a self-contained management system. Courses are: reading, mathematics, spelling, language, social studies, science, art, writing, vocal music, computer, library, and physical education. Scheduling for special education and Title I classes is done at a time when the students will miss the least amount of educational interaction in the regular classroom.

COMMUNICATION ARTS

Reading instruction is a significant part of the Communication Arts curriculum. Reading objectives are incorporated as a part of all the language arts. Reading objectives include skill development in decoding, vocabulary, comprehension, writing, study skills, oral language, and literature. Students at the primary levels receive instruction in phonics. English, spelling, and handwriting are incorporated in the written language process. Students sharpen their skills through various forms of writing including sentences, paragraphs, short stories, informal letters, and simple reports. These skills are enhanced through the reading process and performance based activities.

MATHEMATICS

The elementary mathematics program uses concrete objects, performance based activities, and basic computational skills to develop an understanding of mathematics concepts. The understanding of concepts and computational skills is enhanced by the teaching of problem-solving and application skills. This means students will be able to apply mathematics to real life situations.

SCIENCE

Science is an integration of concepts, processes, and performance. The integration is developed through a combination of "hands-on" experiences, reading, discussion, demonstrations, and performance based activities. Students receive these experiences as individuals, in small groups, and in total class activities.

SOCIAL STUDIES

Social Studies is an area within the school curriculum that draws ideas from a variety of areas. Areas of study include culture, history, social sciences, humanities, and citizenship education. Performance based activities, as well as reading, discussion, projects, and demonstrations are used as teaching tools in this area.

CHARACTER EDUCATION COUNTY INITIATIVE

Taney County Character Plus is a county-wide character initiative which was piloted by all schools of Taney County in 2005-2006. Branson Schools K-12 will continue to implement this initiative throughout the coming years. Specifically, our K-6 buildings, in partnership with families, schools, businesses, and community organizations, will highlight and integrate different character themes each month. Each year a theme will be used to embed the following monthly themes: Respect, Responsibility, Citizenship, Compassion/Kindness, Commitment, Honesty, Cooperation, Perseverance, Self-Discipline, Hospitality, Patriotism, and Patience.

GUIDANCE AND COUNSELING

Guidance and counseling services are provided to help children learn life-long skills of understanding themselves and others. Students are free to discuss a subject with the counselor in confidence at the request of the parent, of the teacher, or by the student. The guidance curriculum will address student needs of Career Planning and Development, Knowledge of Self and Others, and Educational and Vocational Development. The Better-Safe-Than-Sorry Program, provided by the Victim Center in Springfield, will be presented to all students as part of the Guidance Lessons. The counselor will also conduct the testing service at school. The counselor is available to discuss any academic, testing, or emotional concerns of the student.

EXTRA-CURRICULAR

A variety of organizations and extra-curricular activities are offered to Branson students.

Participation is a privilege and not a right. This privilege carries with it responsibilities to the school, to the organization, to the student body, to the community, and to the student as well. Extra-curricular experiences contribute to the student's knowledge, skills, and emotional patterns (attitudes, ideals, appreciation, etc.), thereby making him/her a better person and citizen. Sponsors and administration will determine when conduct prohibits an individual's eligibility to participate.

LIBRARY

Students receive regular instruction to develop the skills necessary to retrieve information from the Learning Media Center. A high priority is to increase student achievement through developing an appreciation of all types of literature through a focus on reading.

The school library offers a wide range of materials for study, research, and pleasure, including materials for parental use. Students may use the library during the day if arrangements are made with the teacher and librarian. The library is available to students/families before and after school. Students or parents are financially responsible for lost or damaged library books and are expected to repay the purchase price to the library. If the item is found, and is in usable condition, the student will receive a refund by returning the book to the library. Refunds are mailed from the District Office and may take 3-4 weeks to receive.

MUSIC

Vocal Music – Students receive weekly instruction in vocal music from a music specialist. In addition to developing skills necessary to sing, students learn to appreciate music as one of the fine arts.

Instrumental Music – Starting in sixth grade, students have the option of receiving instruction in the area of instrumental music. The students meet daily with the music specialist to develop skills in reading music and playing various instruments. Students must maintain passing grades to take part in this program.

PHYSICAL EDUCATION

Students receive complete and coordinated physical education instruction from a certified physical education teacher two times per week. The classes provide students with activities to improve the development of motor skills and physical fitness. The units involved include movement education, motor skills, gymnastics, rhythms, low-organized and organized games, and physical fitness activities.

Due to safety factors, all physical education students should wear tennis shoes or soft-soled shoes. The physical education staff has determined that hard-soled dress shoes, sandals, and boots are not appropriate for the type of activities performed in class. Student participation in the program will be required unless a doctor excuses the student for health reasons. Students may be excused for two consecutive physical education days without a doctor's note. If a student is temporarily disabled, please send a note with the date and reason. Please remember that sometimes the student can be allowed to participate in a limited way or may be feeling better by the time the class meets.

ART

Imagination, originality, and resourcefulness are higher forms of human thought. Art education addresses these concepts. A subject area specialist provides weekly art instruction. This instruction establishes the base upon which children develop an appreciation of their own work, the work of their peers, and the work of other artists.

COMPUTERS

Each building is equipped with state of the art computer labs for students to create and research under the direct supervision of their classroom teacher.

HEALTH

The classroom health education is a sequential curriculum for the elementary grades. The overall goal is for students to learn how their actions affect their health and to learn to be responsible for their health. Areas covered are personal/dental health, mental and social health, growth and development, safety/first aid, nutrition, substance abuse, diseases and disorders, and community and environmental health.

GIFTED EDUCATION

Identification of gifted students is done annually by looking at the entire population of Branson students in grades kindergarten through eleventh grade using achievement scores on the NWEA. Students scoring in the 90 percentile or greater on two or more sections of the NWEA will be further evaluated using a reasoning assessment (SAGES) or a creativity assessment (Torrance). Students scoring within the gifted range on these assessments will then be administered an individual intelligence quotient (IQ) assessment by a certified school psychometrist. Students will qualify for services of the gifted program if they score at least 125 on the IQ test. Branson Schools follows state guidelines and serves no more 5% of the student population in the gifted program.

Students in the gifted program meet with the gifted educator on a weekly basis. The students are given the opportunity to explore and widen their educational horizons. Problem solving, creativity and research are all avenues used to challenge the students to reach their full potential.

SPECIAL EDUCATION

The Branson School District provides a comprehensive special education program for students with special needs. The special education program provides special learning opportunities for children who experience learning problems as a result of physical, sensory, mental or emotional disabilities. The program consists of self-contained classes, resource classes, and inclusion classes that address the needs of each individual student as indicated in his/her Individual Education Program (IEP). Each IEP is developed by a team that involves the parent, the teacher, and specialists. Special education students are an integral part of the school's life and activities.

FIELD TRIPS

Students must have signed, written permission slips on file before being allowed to go on any field trip. No pre-school age children are allowed to accompany chaperones on field trips. Students must ride the bus to and from the field trip destination.

FLOWER POLICY

If a student receives flowers or balloons, the student may pick them up in the office at the end of the school day. Flowers and balloons will not be transported on school buses.

FIRE AND DISASTER DRILLS

It is mandated that fire and disaster drills be conducted during the school year. In compliance with these regulations, the Branson School District has established procedures to be carried out in evacuating and protecting the students. Regular fire and disaster drills will be conducted.

HEALTH SERVICE

Students who become ill or injured at school should report to the health office. 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.

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

information and forms for medication to be administered at school.

HOMEWORK POLICY

The Branson Public School District believes that certain amounts of homework are beneficial to the education of our student population. Homework assignments need to be distinguished from “work not finished during school time.” Work brought home from school is often identified as “homework” when, in fact, it was work that was assigned for completion at school.

Homework is a purposefully planned activity that is designed to apply the objective of a concept that has already been taught in class. Assignments for children to complete and turn in are carefully planned and tailored to the time available to complete them.

When a student is absent, parents should call the office at **336-1887 (PreK-1st); 334-5137 (Elementary East 2-4); 334-5135 (Elementary West 2-4); 332-3201 (Intermediate)** before 9:30 a.m. to explain the reason. At that time, parents can request and schedule a time to pick up homework or students may pick up their daily work when they return to school. It is the student’s responsibility to pick up the missed assignments and hand them in. Students will be allowed one day to make-up any learning for each day of confirmed absences.

BREAKFAST CLUB

The Breakfast Club (an alternative remediation opportunity) for Intermediate students will be held every morning from 7:40 a.m. to 8:10 a.m. in the Focus Room.

ALTERNATIVE RECESS

Intermediate students may receive an alternative recess due to inappropriate behavior, continuous incomplete work, or violation of school policies.

INSURANCE

The school does not carry hospitalization or accident insurance that will cover a student who is injured at school or at any school activities. If a family has no coverage of this type, a student accident plan should be considered.

The Board of Education recommends that all students have accident insurance, for the parents’/guardians’ and student’s protection. Although arranging for such insurance is the responsibility of the student and parents/guardians, 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.

LOST OR STOLEN PROPERTY

Branson Public Schools are not responsible for lost or stolen property. Parents may wish to buy additional insurance to cover student items, such as band instruments. Parents are also encouraged to add band instruments to their homeowner’s policies. Electronics and cell phones should not be brought to school. If a student brings one of these items to school, the school is not responsible if it is broken or stolen.

LUNCHES / BREAKFAST

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. Menus are sent home monthly with all students, grades Pre-K – 6 grades. You may also go to the District web site at www.branson.k12.mo.us and then click on School Lunch Menu. This will provide you access to all District menus.

1. 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.
2. Money should be pre-deposited into the student's individual meal account. Parent's now have three options when making payments: through the Parent Portal and Pay Pal money can be immediately applied to a student's meal account, with a check made payable to Branson Schools with their child's first and last name written on the memo line or with cash placed in a sealed envelope with the child's first and last name and amount enclosed written on the outside of the envelope.
3. Meals may not be charged.
4. Students with Food Allergies or Disabilities must have a "Medical Statement for Student Requiring Special Meals" completed and signed by a licensed physician. This form, along with a copy of the District Policy, is available from the School Nurse.

PARTIES

Students will not be allowed to pass out party invitations in the classroom unless the entire class receives an invitation. In addition, the office/teacher is not allowed to give out addresses or phone numbers to parents or students.

SNACKS

Pre-packaged foods only.

RECESS/TOYS

All children are expected to go outside (weather permitting) for recess unless they have a doctor's excuse. No toys, balls, heelys, laser pointers, radios, tape players, recorders, etc., from home are permitted at school or school events. Students will participate in indoor recess activities when the wind chill temperature falls below 20 degrees Fahrenheit.

SAFETY MEASURES

Education is Branson School's top priority. We feel that it is wise to continually review and improve our efforts to make our school buildings as safe as can be. It is important that all students feel safe at school. Our goal is that all parents and students are aware of the measures taken to ensure the safety of the students, teachers, and staff:

- Telephones in every classroom
- All-call system over the building and grounds
- All outside doors, except the front door, are locked during school hours
- Fire, Tornado, Earthquake, Intruder, and Bomb Threat action plans in-place and practiced
- A "Safety Action Plans" flipchart hung by every room door
- Walkie-talkies taken to all recesses and crisis drills
- K-2 students walked to buses daily by their classroom teacher
- Visitor check-in procedures
- Visitors badges required

- Staff identification badges worn by all staff members
- Crisis kits with first aid supplies available
- Crisis Command Center Kits located in each building
- Weather alert radios used
- CPR & first aid training available
- Full-time school nurse in each building
- WATCH D.O.G.S (Dads of Great Students)
- Crisis Team
- Character Education program
- Crisis Prevention Intervention (CPI) trained teachers in each building

SCHOOL SCHEDULE

The **K-4 Schools** will start promptly at 8:45 a.m. and dismiss at 3:45 p.m. Monday through Thursdays with dismissal at 2:45 p.m. on Fridays. Students are not to arrive prior to forty (40) minutes before school starts, as there will be no teacher to supervise until that time. Students are to go to the designated area and wait to be dismissed to their classes. Instructional time will be protected.

The **Intermediate** will start promptly at 8:21 a.m. and dismiss at 3:22 p.m. Monday through Thursdays with dismissal at 2:22 p.m. on Fridays. Students are not to arrive prior to forty (40) minutes before school starts. Students are to go to the designated area and wait to be dismissed to their classes. Parents must pick up their students within 20 minutes of school being dismissed.

SOLICITATION

Students are not allowed to bring items to sell to other students during the school day or on the school bus. Items as Girl Scout cookies and Boy Scout popcorn can not be sold during the day. Advertisement of dances/activities not sponsored by the school will not be allowed.

STUDENT CHECKOUT

No student is permitted to leave school for any reason without the parent signing the child out in the office. The student will be notified to come to the office upon parent arrival.

TEACHER ASSIGNMENT

Teacher assignment requests from parents are not accepted. We strive to assign students according to a variety of factors in order to create a heterogeneous group for each classroom.

TELEPHONE POLICY

Telephones in the offices are not for student use. The school does not accept collect calls nor does it permit long distance calls, other than for official school business, to be logged against the school number. **Students are not allowed to bring cell phones to school.**

ELECTRONICS/CELL PHONES

Electronics and cell phones are not allowed to be brought to school. If a student brings one of these items to school, the school is not responsible if it is broken or stolen.

TRANSPORTATION

Branson Public Schools offer transportation service (Bus Barn: 334-7986) to pupils in this district. It is not only the transportation department's responsibility in this district to make each trip a safe and trouble-free trip, but is also the student's responsibility, with help from his/her parents, to learn the riding rules and obey them in order to continue to use this service. So, "Don't Lose Your Riding Privilege," and let us all work together to provide a safe environment for all students on the school bus.

Students should observe the following regulations on the bus:

1. Observe same conduct as in the classroom.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not be destructive.
8. Stay in your seat.
9. Keep head, hands and feet inside the bus.
10. Bus driver is authorized to assign seats.
11. No toys, trading cards, electronic devices, etc., on the bus.
12. No flowers or balloons will be allowed on the bus.

Transportation handbook is located on the district website.

If a student receives a bus discipline notice, a parent or guardian must sign the notice before the child is allowed back on the bus.

VISITATION

The Branson Public School staff invites parents/volunteers to visit our school. We are proud of our educational system and are anxious to discuss current methods and strategies used in education today. Visitors must report to the office, sign in and receive a visitor's pass. For the safety of the students, all doors, except the front entrance, are locked at the K-4 buildings from 8:45 a.m. to 3:45 p.m. Visitors/volunteers are welcomed as long as the instructional process is not disrupted or disturbed. Kindergarten requests that parents volunteer after the first month of school is completed, allowing students to have time to settle into their new routines. Parents are welcome to have lunch with their child during their regularly scheduled lunch period.

WATCH D.O.G.S

WATCH D.O.G.S. (**D**ads **O**f **G**reat **S**tudents) is an innovative program of the National Center for Fathering focusing on prevention of violence in our nation's schools by using the positive influence of fathers and father-figures for a two-fold purpose:

- 1) to provide an unobtrusive presence in the schools
- 2) to be a positive and active role-model for students at their school.

If you're interested in participating as a school WATCH DOG, please contact your child's school office.

WEBSITE

For more information about Branson Intermediate and the Branson School District, please visit our website at: www.branson.k12.mo.us

District and Building Accountability Report Cards may be accessed on the school website, www.branson.k12.mo.us or copies are available 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 new way 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.

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.

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.

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.

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.

ADMINISTRATION OF MEDICATIONS TO STUDENTS

File: JHCD

The Branson R-IV School District is not legally obligated to administer medication to students unless specifically included in a Section 504 Accommodation Plan or an Individualized Education Program (IEP). However, the Board recognizes that some students may require medication for chronic or short-term illness to enable them to remain in school and participate in the district's educational services. Further, the district prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy. Therefore, the superintendent, in collaboration with the district nursing staff, will establish administrative procedures for storing and administering medications in compliance with this policy and pursuant to state and federal law. Medications will only be administered at school when it is not possible or not effective for the student to receive the medication at home.

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.

Health Information

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

Directory Information

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. 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.

STUDENT DISCIPLINE

FILE: JG

It is essential that the district maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students. The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

These policies, regulations and procedures will apply to all students in attendance in district instructional and support programs as well as at school-sponsored activities. All district staff are required to enforce these policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

Off-campus misconduct that adversely affects the educational climate will also be subject to these policies, regulations and procedures. Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law. Building principals are responsible for the development of additional regulations and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision.

Teachers have the authority and responsibility to make and enforce necessary rules for the internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

Reporting to Law Enforcement

It is the policy of the Branson R-IV School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law.

The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

1. First or second degree murder.
2. Voluntary or involuntary manslaughter.
3. Kidnapping.
4. First, second or third degree assault.
5. Sexual assault or deviate sexual assault.
6. Forcible rape or sodomy.
7. Burglary in the first or second degree.
8. Robbery in the first or second degree.
9. Possession of a weapon.
10. Distribution of drugs.
11. Arson in the first degree.
12. Felonious restraint.
13. Property damage in the first degree.
14. Child molestation in the first degree.
15. Sexual misconduct involving a child.
16. Sexual abuse.

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. In addition, any offense that constitutes a "serious violation of the district's discipline policy" must be documented in the student's discipline record in accordance with law. Policy JGF defines a "serious violation of the district's policy" as one (1) or more of the following acts if committed by a student enrolled in the district:

1. Any act of school violence or violent behavior.
2. Any offense that occurs on school property, on school transportation or at any school activity and that is required by law to be reported to law enforcement officials.
3. Any offense that results in an out-of-school suspension for more than ten (10) school days.

Prohibition against Being on or near School Property during Suspension

All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the superintendent or designee.

Any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any public school in the district unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian or custodian.
2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian or custodian, in advance, in writing, to the principal of the school that suspended the student.
3. The student is in an alternative school that is located within 1,000 feet of a public school in the district.
4. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates this prohibition he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension," listed below,

Discipline Guidelines

The district discipline guidelines are designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of the district's schools. No policy can be expected to list each and every offense that may result in the use of disciplinary action. The general discipline guidelines are found here, but do not presuppose rules and regulations that are found in individual building student handbooks. This section pertains to all school activities in our district as well as activities held at other sites.

Examples of violations include, but are not limited to:

1. Tardiness (late to class)
2. Excessive absences (excused or unexcused)
3. Truancy, class cut (unexcused absence)
4. Disrespect of teachers, administrators, school personnel and students.

5. Defiance of school personnel's authority (refusal to comply with reasonable requests)
6. Disorderly conduct (profanity, obscene behavior, or any conduct which is disruptive to the orderly running of the school)
- 7.* Verbal abuse (statements intended to intimidate or injure another person)
8. Bus (not following the rules)
9. Motor vehicle (the inappropriate use of a motor vehicle on school property)
10. Classroom (not following classroom rules as determined by the teacher)
- 11.* Plagiarism, cheating, lying, falsifying information, altering school records, grade cards, etc.
- 12.* Gambling (participating in games of chance for the purpose of exchanging something of value.)
- 13.* Theft (taking property that does not belong to you)
- 14.* Extortion (the solicitation of something of value from another person in return for protection or in connection to a threat to inflict harm)
15. Solicitation (selling of unauthorized items at school)
16. Inappropriate literature (use or distribution of literature and/or pictures that is offensive and contributes to the disorderly running of the school.)
- 17.* Filing false emergency reports; communicating a threat or false report for the purpose of frightening, disturbing or causing the evacuation or closure of school property (Example: the false reporting of a bomb threat or fire alarm or any other report that might cause the building to be evacuated)
- 18.* Destruction or defacement of property (destroying or defacing objects or materials belonging to the school, school personnel or others) (see Board policy ECA)
19. Improper use of equipment.
- 20.* Arson (intentional setting of or attempt to set a fire on school property)
- 21.* Explosive devices (the use, possession or sale of explosive devices including fireworks)
- 22.* Weapons -- see policy JFCJ.
- 23.* Fighting (engaging or threatening physical contact for the purpose of inflicting harm on another person)
- 24.* Physical assault/abuse (physical attack/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)
25. Hazing or Bullying
- 26.* Tobacco (the use or possession of tobacco of any kind on, or adjacent to, school property)
- 27.* Alcohol (the use, possession or sale of any alcoholic substance or being under the influence of and alcoholic substance on, or adjacent to, school property) (see Board policy JFCH)
- 28.* Drugs (the use, possession or sale of drugs or any drug paraphernalia or other controlled substances, as well as non-controlled substances such as unauthorized inhalants and those containing caffeine, ephedrine, and phenylpropanolamine {"kiddie-dope"}, or being under the influence of the same, on or adjacent to school property) (see Board policies JFCH and JHCD)
29. Inappropriate displays of affection.
30. Wearing clothing, objects or apparel that are disruptive to the orderly running of the school, or that are not acceptable by School Standards.
31. Technology Misconduct -- using or attempting to use district technology in violation of district policy, procedure, or rule (see Board policy EHB and regulation EHB-R).
32. Failure to meet conditions of suspension.

* Denotes those offenses that may include the violation of local or state statutes.

Possible Consequences

1. Informal talk (teacher, counselor or administrator)
2. Assignment of work
3. Loss of privileges
4. Isolation
5. Parent contact
6. Behavior contract

7. Referral to principal and/or transportation director
8. Restitution when appropriate (clean up, repair, monetary compensation)
9. Detention (after or before school)
10. Saturday school
11. In-school suspension (from class or classes)
12. Referral to local agencies when appropriate (law enforcement, social services, juvenile authorities)
13. Suspension from bus by transportation director or principal
14. Suspension from school related activities
15. Suspension (up to ten (10) days by principal)
16. Long-term suspension (up to 180 days by superintendent)
17. Expulsion (by School Board and reinstatement by School Board)
18. Confiscation of contraband and disposal as determined by the administrator

The consequences for violation of a rule, policy or guideline may range from a minimum of an informal talk to a maximum of expulsion for any offense depending on frequency and/or severity of the violation.

All district personnel responsible for the care and supervision of students are authorized to hold every student accountable for any disorderly conduct in school or on any property of the school, on any school transportation going to or returning from school, during school sponsored activities, or during intermission or recess periods.

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.

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

The full text of the district policies may be found at www.branson.k12.mo.us and/or in the Central Office.

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.

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.

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. Piercings (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. 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.