



**BRANSON JUNIOR HIGH SCHOOL**

STUDENT LEARNER HANDBOOK

&

LEARNING PLANNER

# Branson Junior High School

263 Buccaneer Boulevard  
Branson, Missouri 65616  
Phone: 417-334-3087  
Fax: 417-336-3913

## JUNIOR HIGH PRINCIPAL

Dr. Bryan Bronn

## JUNIOR HIGH COUNSELOR

Jacqueline Lourenco  
Tamara Eaves

## ASSISTANT PRINCIPAL

Mr. Tim Butler

## ACTIVITIES DIRECTOR

Dr. Brandon Wilson

Dear Student Learners and Parents:

Welcome to Branson Junior High School, home of the Pirates! The 2019-20 handbook is being provided to you during the first days of school to assist you in becoming a part of our community committed to learning. Important information is contained within the pages of this handbook...items such as your daily schedule, expectations for learning and how we relate with each other, and the importance of getting involved in school activities. Additionally, many other important school procedures and policies are contained within this handbook which exists to make Branson Junior High School a leader in developing successful student learners.

At Branson Junior High School, we believe to teach each learner well requires we know each learner well. Therefore, we strive to personalize the learning experience of each student learner by providing a sense of belonging and the relational support so critical during the adolescent years of human development. Also, by giving student learners a voice in the daily pace, place, and path of their learning, we believe they develop greater ownership of learning. This moving into the driver seat of their daily school experience is naturally engaging and helpful for developing the learner agency essential for a positive high school experience as well as becoming a future and success ready graduate. Please visit or call the principal's office for additional help in personalizing your child's learning experience at Branson Junior High School.

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### District Mission

**A Community Committed to Learning**

### Our Purpose

**We Exist for Student Success**

### Our Vision

**Student Learners are Ready, Respectful and Responsible at All Times, No Excuses**

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#### Philosophy of Education

As adolescents, junior high learners come in all shapes and sizes and are experiencing rapid growth and change—intellectually, socially, emotionally, and physically, *all at varying rates*. In many ways seventh graders appear and act as in the last year of childhood, while eighth graders appear and operate as in the first year of young adulthood. Therefore, we believe one of our primary responsibilities as a team of teachers and staff is to help them navigate all of the changes they will experience during their two years at the junior high. By providing a safe, structured, and personalized learning environment for each student learner at Branson Junior High School, we can assist them in meeting the academic, mental, and social-emotional challenges that accompany this age.

Creating such a learning environment for adolescents is similar to the design thinking behind a go-kart track. Adolescent student learners' desire increased personal freedom and responsibility, yet developmentally they require this independence within a highly structured environment. Personalizing the learning environment does not mean letting go or anything goes; rather, it means holding on until a student has learned how to learn, or drive solo, but even then there is constant contact and support from the attendant on duty (e.g. teacher). Providing safe boundaries and high expectations *will* allow each student learner to take healthy risks, discover and explore their passions, express their creativity, and experience control at just the right pace for their development. As educators, we look forward to partnering with you and your child in their development as a learner and a person.

Sincerely,

*Bryan Bronn*

Dr. Bryan Bronn  
Principal

## DIRECTORY

From time to time a student or parent may desire to communicate an idea, suggest an improvement, ask a question or express a concern. The following is presented to help you communicate with school personnel. Please feel free to call on us at 334-3087. Email addresses and phone extensions can be found on our school website:  
[http://www.branson.k12.mo.us/jr\\_high/](http://www.branson.k12.mo.us/jr_high/)

<u>Teacher</u>	<u>Subject</u>	<u>Counselors</u>		
Brad Bacon	Special Services	Jacqueline Lourenco	334-3087	Ext 3021
Adam Barbee	7/8 Gifted/8 History	Tamara Eaves	334-3087	Ext 3022
Greg Batt	8 Science			
Shannon Batt	8 English/8 Math			
Katey Buchholz	Special Services	<u>Librarian</u>		
Jacob Carlew	7/8 Chorus	Leslie Laws	334-3087	Ext 3040
Teresa Carlin	7 Reading			
Cara Casto	7/8 Science	<u>School Resource Officer</u>		
Don Collins	Special Services	Officer Lowery	334-3087	Ext 3004
Brenda Diehl	7 Science			
Jenny Everett	8 Algebra/8 Pre-Algebra	<u>Secretaries</u>		
Cherri Gretter	Speech Pathology	Rhonda Stevenson (Main Office)	334-3087	Ext 3011
Jacob Hamon	8 <sup>th</sup> Boys & Girls PE II	Angie Waugh (Main Office)	334-3087	Ext 3012
Karen Hart	7 Reading	Laura Zeller (Guidance Office)	334-3087	Ext 3031
Joshua Johannes	7 English			
Samantha Johnson	7 History	<u>Nurse</u>		
Alycia Johnston	7 Math/7 Adv Math	Amy Cole	334-3087	Ext 3901
Daniel Kelsay	7 Science			
LeAnn Kennedy	8 Algebra/8 Pre-Algebra	<u>Administration</u>		
Madison Lachnit	7 Girls PE	<i>Superintendent</i>	Brad Swofford, Ed.D.	334-6541
Kristi Lamb	7 Reading			
Jana Linehan	7/8 Foreign Language	<i>Assistant Superintendent</i>	Don Forrest, Ed.D.	334-6541
Tim Long	Journalism/Computer Applications			
Beverly Lowry	8 History	<i>Principal</i>	Bryan Bronn, Ed.D.	334-3087
Olivia Markes	Special Services			
John Mathews	7/8 History	<i>Assistant Principal</i>	Tim Butler	334-3087
Jeanne McDonald	Special Services			
Josh McKee	7 PE	<i>Activities Director</i>	Brandon Wilson, Ed.D.	334-3087
Julie Michel	8 English			
Wesley Paul	Vocational Agriculture	<i>Executive Director of Instruction</i>	Mike Dawson, Ed.D.	334-6541
Tim Peters	Special Services			
Tucker Pierce	7 History	<i>Executive Director of Operations</i>	Chip Arnette, Ed.D.	334-6541
Joseph Presson	7/8 Band			
Bethany Quigley	7 Math/7 Adv Math	<i>Activities Director (District)</i>	David Large	334-6511
Lacie Reinsch	7 English			
Leeann Reusch	ISS	<i>Curriculum Director/Federal Programs, (District)</i>	DeAnna Sheets	334-6541
Christina Rowe	7/8 FACS			
Kourtney Satterfield	English Language Learning	<i>Instruction and Accountability Director, (District)</i>	Michelle Brenner Ed.D.	334-6541
Lisa Schlottman	7 Math			
Jordan Shrope	Art	<i>Special Services Director, (District)</i>	Samantha Henderson Ed. D.	334-5131
Kaylyn Slama	8 English			
Kris Spencer	8 Science	<i>Transportation Director, (District)</i>	Rob Watson	334-7986
Amy Viets	Communications			
Rachel Ward	Special Services			
Shelby Whiteis	8 Girls PE/8 Girls PE II			
Brandon Wilson	8 Boys PE			
Sarah Yocum	7 English			

# BRANSON JUNIOR HIGH SCHOOL

## BELL SCHEDULES

**Student Learners Released to Hallways – 7:25**  
**Warning Bell –7:35**

### MONDAY – THURSDAY

Period I	7:40 – 8:34
Period II	8:38 – 9:32
Period III	9:36 – 10:30
Period IV	10:34 – 11:50
Period V Bell	11:28
First lunch shift:	11:02 – 11:24
Second lunch shift:	11:28 – 11:50
Third lunch shift:	12:00 – 12:22
Fourth lunch shift:	12:26 – 12:48
Period VI	12:52 – 1:44
Period VII	1:48 – 2:40

### FRIDAY

Period I	7:40 – 8:24
Period II	8:28 – 9:12
Period III	9:16 – 10:00
Period IV	10:04 – 11:20
Period V Bell	10:48
First lunch shift:	10:32 – 10:54
Second lunch shift:	10:58 – 11:20
Third lunch shift:	11:20 – 11:42
Fourth lunch shift:	11:46 – 12:08
Period VI	12:12 – 12:54
Period VII	12:58 – 1:40

### EARLY DISMISSAL DAYS

7:40 – 10:40

### GRADING SCALE

This grading scale shall be used throughout the district:

4.00 - A	2.00 - C
3.66 - A-	1.66 - C-
3.33 - B+	1.33 - D+
3.00 - B	1.00 - D
2.66 - B-	0.66 - D-
2.33 - C+	0.00 - F

Honor rolls will be published each term:

4.00	Straight A Honor Roll
3.66 - 3.999	A Honor Roll
3.00 - 3.659	B Honor Roll

Six week Terms: Progress Reports will be issued every three weeks, at the mid-term and end-of-term, for all student learners.

Student learners who receive a "D" or "F" during any term or who do not maintain the 90% attendance rate target are ineligible for Honor Roll recognition.

7th grade English Language Arts (ELA) classes will communicate to parents through proficiency-based progress reports. These reports will show the learner's progress towards mastery of essential learning standards and skills which are necessary for success in life, high school, college, and career. Learners will receive letter grades in all other courses.

The following percentages shall be used in determining letter grades:

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

**Branson Public Schools**  
**“A Community Committed to Learning”**

1756 Bee Creek Road  
Branson, MO 65616  
Phone: 417-334-6541  
www.branson.k12.mo.us

**CENTRAL OFFICE**

Brad Swofford, Ed.D., Superintendent  
Don Forrest, Ed.D., Assistant Superintendent  
Mike Dawson, Ed.D., Executive Director of Instruction  
Chip Arnette, Ed.D., Executive Director of Operations

**BOARD OF DIRECTORS**

Roger Frieze, President  
Peter Marcellus, Vice-President  
Cole Currier  
Craig Wescott  
Dan Boone  
Jeff Smethers  
Angie Smith

**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 at the District 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.*

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

We believe attendance at 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 daily learning experience 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 learner is absent from school, the parent/guardian needs to provide written or verbal documentation in reference to the absence and present it to the attendance office (417-334-3087) on or before the day the student learner returns. Student learners 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**.” Student learners will be allowed one day to make-up any learning for each day of a confirmed absence.

An “**unexcused**” absence will be recorded for students who are truant, suspended or whose absence is not confirmed. Learning assignments or projects missed during an unexcused absence must be made up and are due the day the student learner returns to school. Make-up work is the student learner’s responsibility, with parents and teachers assisting the student to acquire the missing work, including a student who is out of school due to a suspension.

Student learners are expected to meet or exceed the state of Missouri required minimum 90% attendance rate for the school year. If a student learner fails to maintain a 90% school attendance rate, participation in school field trips, school activities, and school honor societies as well as inclusion on school honor rolls, will be forfeited. An appeals process for special exceptions will be provided to parents and families. If a parent or guardian feels an appeal is in order due to exceptional circumstances (e.g. health, family emergency), they should contact the school principal at 417-334-3087.

As a school, we are legally obligated to monitor student learner 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 learner begins to accrue absences, a review of the student’s attendance habits will take place. Interventions such as scheduling parent conferences, contacting the district social worker for assistance, mandating summer school, requiring retention, and notifying the Children’s Division and/or the Prosecuting Attorney of Taney County may be considered.

**DETENTION POLICY**

Branson Junior High will assign detentions to student learners during lunch as a natural consequence and loss of privilege due to irresponsible or disrespectful speech and conduct. Student learners will be provided a lunch through their food service account or may bring their own lunch.

Parents of students who are to serve detention will be notified either by phone or detention notices that their son or daughter has been assigned a detention. Junior high school student learners may be subject to detention for being tardy, truant, or for violations of school rules, generally involving some type of failure to take personal responsibility for following school policies and expectations, or for demonstrating disrespectful speech or conduct towards another person (e.g. teacher, peer, or classmate).

The following rules and regulations for the ISS/detention classroom will be posted:

1. Upon entering the detention room, the student learner must not talk to anyone but the teacher.
2. Any student learner skipping detention will be subject to ISS or OSS for failing to keep their detention assignment.
3. Any student learner who reports late to detention shall serve that detention plus be assigned an additional detention.

## School Cancellation or Early Dismissal Notification

School cancellation or early dismissal notification will be announced through local radio stations KRZK and KOMC and Springfield TV news broadcast. You are also invited to sign up for School Messenger. 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 Central Bank of Branson.

## STUDENT DISCIPLINE

### FILE: JG-R

The Student Code of Conduct is designed to foster student learner 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 learner, 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 student learners 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 student learners for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law. **For more information on District Policy please visit [www.branson.k12.mo.us](http://www.branson.k12.mo.us).**

**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 learner 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 learner who the district is aware is under the jurisdiction of the court.

**Documentation in Student Learner'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 student learners 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.

## PROCEDURES AND PROGRAMS

### Absences from School

If a student learner is unable to attend school for any reason, the parent(s) or guardian(s) should notify the office as soon as possible by calling 334-3087. Parents who do not notify the school will be contacted during the day to confirm their child's absence. When a student learner has been absent and family contact cannot be established, the family is expected to contact the school via a signed note or a phone call to the main office **before** the start of the next school day. Any student learner returning to school without a signed note or a parent/guardian phone call will receive an unconfirmed absence until a confirmation is secured by the office. Student learners with excessive unconfirmed absences are subject to disciplinary action, referral to state family or social services, and/or county law enforcement for investigation of possible educational neglect.

### Academic Assistance

Student learners are always encouraged to ask for additional assistance from their teachers. Please contact your child's teachers for possible scheduling of individual or small group assistance.

Learning Recovery is a class facilitated by a certified teacher which pinpoints each individual child's learning/instructional needs. The focus is on teaching the student learner to organize and manage their learning. The Learning Recovery program is available for all course work, including electives, during the school year. However, the Summer School Learning Recovery program is only for course work in the five core subject areas of English, reading, math, science, and history. If your child receives a D('s) or F('s) as a *term* or *semester* grade, then he/she will be considered a candidate for the Learning Recovery class during the school year, and/or be assigned Learning Recovery, or an administrator approved alternative summer school course, for Summer School. Failing to meet or exceed the state of Missouri expected 90% attendance rate may also necessitate your child's need for Learning Recovery during the school year and/or Summer School.

### Binders and Planners

A binder with a Chromebook pocket is the essential organizational tool of a junior high student learner. A student learner will keep his/her student planner/handbook, Chromebook, current classroom assignments, note paper, pencils, pens, and a calculator inside of the binder. Teachers and student learners will also work together within Canvas, the district's online learning management system, alongside use of the binder to organize important learning opportunities and assignments. Google Drive and school e-mail will also be utilized in conjunction with the binder to make sure any other school announcements, assignments, or handouts go home for parent and family communication.

**Book bags/Gym Bags/Backpacks**

Book bags, gym bags, or backpacks may be carried to and from school, but must be placed in lockers upon arrival at school; they may not be carried to class. Student learners with gym bags or drawstring bags should place their PE belongings in their designated locker room upon arriving at school. Student learners are not allowed to go to their lockers to retrieve PE clothes. Girls may only carry small purses for personal items.

**Cell Phones, Electronic Devices, and Chromebook Use**

Cell phones and all other electronic devices/accessories (e.g. tablets, earbuds, headphones) must be powered off and put away before entering the school building. When the 7:25 a.m. bell rings, the student learner is strongly encouraged to place his/her cell phone in their hall locker until the end of school day at 2:40 p.m. At 2:40 p.m., student learners may power on their cell phones for personal use once outside of the school building. Chromebooks may be used before school in the main gym and cafeteria holding areas. Upon approval from school administration, teachers may request student learners’ use of cell phones for educational purposes. These guidelines exist to minimize distractions and disruptions to the learning environment. All student learners will be required to complete a Computer Use Agreement Form prior to utilizing school district assigned technology. This form needs only be completed upon initial enrollment into the district. The student learner and/or parent will be responsible for costs incurred with inappropriate student use of school district technology. Costs include, but are not limited to, repair of equipment, labor costs, and replacement of supplies. An optional insurance program is offered by the Branson Schools at [www.one2onerisk.com](http://www.one2onerisk.com).

**Character Education:**

Branson Junior High has partnered with all Taney County Schools through the “First Place” initiative to champion the importance of character. The following are the character words of the month for the school year.

September	Respect	February	Honesty
October	Responsibility	March	Cooperation
November	Citizenship	April	Perseverance
December	Compassion/Kindness	May	Self-discipline
January	Commitment		

**Chewing Gum, Food, Drinks**

Gum is not permitted in the computer labs or weight room. Otherwise, gum will be allowed at the teacher’s discretion. Student learners are allowed to eat or drink food items in the gym or cafeteria before school, however all food and drink items, including drink containers and food wrappers must be thrown away before exiting the gym or cafeteria. Candy is not allowed at school before, during, or after school. The exception to the rule is at extra-curricular events, unless prohibited by the sponsor. Clear water bottles with a secure lid or twist cap are allowed at school and in classrooms. Unwrapped food may not be kept in lockers.

**COPPA Compliance**

In order for Branson Public Schools to continue to be able to provide your child with the most effective web-based tools and applications for learning, we need to abide by federal regulations as outlined below. Branson Public Schools utilizes several computer software applications and web-based services, operated not by Branson Public Schools, but by third parties. These include Canvas, Edutyping, Envision, Google, IXL, NWEA, Tyler SISK12, Webset and similar educational programs. A complete list of the programs with the privacy policy for each can be found at <http://branson.k12.mo.us/coppa>

In order for our student learners to use these programs and services, certain personal identifying information, generally the student learner’s name and email address, must be provided to the web site operator. Under federal law, these websites must provide parental notification before collecting personal information from children under the age of 13.

The law permits schools such as Branson Public Schools to consent to the collection of personal information on behalf of all of its student learners, thereby eliminating the need for individual parental consent given directly to the web site operator.

This letter is to inform you that Branson Public Schools may provide personal identifying information for your child consisting of first name, last name, email address and username to the following web-operators: Canvas, Edutyping, Envision, Google, IXL, NWEA, Tyler SISK12, Webset and to the operators of any additional web-based educational programs and services which Branson Public Schools may add during the upcoming academic year.

**STUDENT DRESS GUIDELINES**

The Branson School District has established Student Dress Guidelines to inform student learners and parents of appropriate clothing and accessory items to maximize the educational process and minimize distractions. A student learner’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. Any shirt covering the shoulder must be a minimum of three inches wide. No excessively tight or incomplete clothing may be worn.
2. Muscle shirts (sleeveless) 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 and have no holes, unless patched. No pants may be worn with holes or tears above the knee, unless leggings are worn underneath or if the holes are patched. Underwear may not be worn as outerwear or exposed to view.
4. Appropriate footwear must be worn at all times. Flip-flops and shower shoes are not permitted, however some backless shoes may be approved as school attire (e.g. crocs, Birkenstocks).
5. Student learners 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. Student learners may not wear anything that would be considered insensitive to any nationality, ethnic group or gender.

6. Student learners may not wear caps/hats, 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 (e.g. bandanas).
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).

Student learners are to be neat and clean upon entering school. Inattention to cleanliness will not be tolerated and student learners may be sent home to rectify this situation.

### **End of Day Dismissal**

Student learners must leave the building when school is dismissed unless they are under supervision of a faculty member.

### **Excused From Physical Education/PE uniforms**

Student learners must have permission from the school nurse or principal to be excused from PE classes for one or two days. Excuses for a longer duration require a note from a physician. A doctor's note excusing a student learner from PE must be renewed for periods longer than two weeks. PE uniforms will be supplied at a cost of \$15.00. This uniform may be used for the student learner's 7<sup>th</sup> and 8<sup>th</sup> grade years.

### **Extra-Curricular Activities**

Student learners who choose to participate in extra-curricular activities (e.g. football, cross country, volleyball, etc.) may acquire a "Student Activities Packet" in the main office. After carefully reading the rules governing participation, student learners and parents must sign and return the packet, including an up-to-date doctor's physical, prior to the student learner's participation in school activities. A student learner who is absent from school may not participate in any extra-curricular activity on that date. Student learners may not participate in extra-curricular activities (practice or games) if they have served an in-school suspension on the day of the event. For athletics, student learners and parents must also sign a drug testing consent form. The athlete will not be able to compete until they have completed an initial drug screening. The athlete may practice if the consent form is signed and on file.

## **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 & MEAL COSTS** (Breakfast \$1.25 Lunch \$2.25 Extra Milk or Juice \$ .35)
- 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 parents can receive notifications from the building cashier regarding their children's account.
- Money should be pre-deposited into the student's individual meal account. Parents 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.
- Student learners with a negative balance of \$10.00 will automatically be switched to a sack lunch.
- Student learners with a negative balance of \$.01 or more will not be allowed to purchase ala carte items; including extra milk.

### **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 student learners are not allowed off campus during lunch.
- Student learners must report immediately to the cafeteria and enter a lunch line, or find a seat if bringing their own lunch. Once you step out of line, you lose your place. There is no cutting forward in line to join friends.
- Student learners will be required to enter their student pin number into a keypad when purchasing their meals or ala carte items from the cafeteria. Student learners may not use another student learner's pin number to make purchases.
- Student learners will remain in the cafeteria during their designated lunch shift, unless excused to use the restroom.
- We ask that student learners create an atmosphere where everyone can enjoy their meal. As a reminder, we expect student learners to keep their voices low, not to run, crowd ahead, or throw objects.
- Inappropriate behavior, including theft, taking or touching other people's food trays, will result in disciplinary action, as determined by the administration or their designee.
- Student learners at different times of the school year may be assigned a table or seating chart. At indicated times, student learners will be allowed to sit at the table of their choice as long as their conduct is acceptable.
- No saving of seats. Unless you're putting your tray away, if your body isn't on a seat, then someone else can sit there.
- Pick a seat for the day and remain there. Student learners cannot move around the cafeteria socializing with different people. If this becomes a problem, you will be assigned a permanent seat.



- Student learners at each table will not be dismissed unless their table is cleaned off and the trash is picked up off the floor. Student learners are to remain seated until dismissed by a supervisor.
- Student learners 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.

**Fire and Safety Preparedness Drills**

Student learners are asked to locate the sign in each room that informs them of the procedure for fire and disaster drills. On these occasions, student learners are expected to leave the building in an orderly way. Safety preparedness drills are serious business, and we expect student learners to conduct themselves accordingly.

**Guidance and Counseling**

Guidance and counseling services are provided to help student learners understand who they are and who they are becoming as a developing individual. Student learners are free to discuss a subject with the counselor in confidence. The guidance curriculum will address student learners’ needs in the areas of career planning and exploration, knowledge of self and others, and educational/vocational/career development. The counselor will also conduct the testing service at school. Areas that are tested are achievement and vocational interests. Conferences with parents and a student learner concerning test scores, grades, and other concerns may be held.

**Health Services**

Student learners who become ill or injured at school should report to the health office. The school nurse may determine appropriate action. If the student learner is considered too ill to remain in class, a parent or guardian will be contacted. Written permission must be obtained from parent/guardian to administer all medication. All medication must be in 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. The school nurse will provide the necessary information and form to student learners.

**Insurance**

Student learner accident insurance is available. This insurance covers student learners at school and while attending school-sponsored activities. An optional 24-hour, 12 month policy is available. Forms will be given to all student learners at the beginning of school; parents send completed forms directly to the insurance company. Claim forms are available in the junior high office.

**Leaving the Building**

Student learners may not leave the building during the day unless they have permission from the office and are being picked up by an approved party. Student learners leaving for a doctor’s appointment or other necessary reasons must bring a note from home, and then check out through the principal’s office before leaving the building.

**Library**

The library contains books, magazines and reference materials needed to complete many classroom assignments as well as a large fiction collection for student learners’ growth and reading pleasure. The library is open 7:20-3:00 daily.

**Lockers**

A locker will be assigned each student learner as a convenient place to store personal property. There is to be no sharing of lockers. Lockers are only to be used for a student learner’s own school related materials. There are to be no toys or decorations of any kind in or on lockers. Combination locks are built into the lockers which will secure a student learner’s property, but only if the student learner safeguards their combination. Student learners are expected to ensure their locker door is closed properly and locked at all times. Student learners are to shut their locker door completely and not leave it wedged or partially jammed open. The administration reserves the right to search a student’s locker if such a search is considered necessary to maintain the integrity of the learning environment and to protect other student learners. No student learner is to open any locker other than his/her own for any reason. The Branson R-IV School District is not responsible for any lost or stolen student learner property. Student learners may only go to their lockers before school, at lunch, and after school.

**Lost and Found**

A student learner who loses a textbook or a personal item should make an inquiry in the office. Also, student learners finding items should bring them to the office to be claimed.

**MOCAP Enrollment**

Students seeking virtual course options may do so through the MOCAP program <https://mocap.mo.gov/> operated by the Missouri Department of Elementary and Secondary Education. For more information on MOCAP enrollment, please contact Dr. Michelle Brenner (brennerm@branson.k12.mo.us), Branson Public Schools’ MOCAP designee.

**Not Allowed In School**

All Toys/Skates	Laser Pens	Whiteout	Electronic Games
Playing/Sporting Cards	Skateboards	Pocket/Wallet Chains	MP3 Players/radios

**Use of Cell Phones during the School Day**

Unless otherwise permitted by an administrator for educational purposes, cell phone use is prohibited during the school day (e.g. including use of smart watches for sending texts). The school day is defined as the time the student learners arrive at school until the student learners have been dismissed for the day and have exited the building. For the purposes of our policy, any cellular device that is seen or heard is considered a violation (e.g. hanging out of back pocket). Therefore, student learners are required to turn off their cellular devices and put them “out of sight,” before entering the school building. At the 7:25 a.m. bell, student learners are strongly encouraged to place his/her cell phone in

their hall locker for the remainder of the school day. Disruptions to the school day by use of a cellular device will result in confiscation by a staff member and turning it in at the main office. Multiple violations will result in parental pick-up of the cellular device at the main office or other disciplinary action.

#### **Parent/Family Involvement in Instructional and Other Programs – FILE: IGBC-Revised 4/13/2006**

The Board of Education believes that engaging parents/families in the education process is essential to improved academic success for student learners. The Board recognizes that a student learner's education is a responsibility shared by the district, parents, families, and other members of the community during the entire time a student learner attends school. The Board believes that the district must create an environment that is conducive to learning and that strong, comprehensive parent/family involvement is an important component. Parent/Family involvement in education requires a cooperative effort with roles for the Department of Elementary and Secondary Education (DESE), the district, parent/families and the community.

The Board also recognizes the special importance of parental involvement to the success of its Title I, Migrant (MEP), and Limited English Proficiency (LEP) programs. Pursuant to federal law, the district and parents will jointly develop and agree upon a written parental involvement policy that will be distributed to parents participating in any of these programs.

Identification of gifted students is done bi-annually by looking at the entire population of Branson students in grades kindergarten through tenth grade using achievement scores on the NWEA. Based on screening results, students who scored in the 95<sup>th</sup> percentile on two of the three NWEA subject area test (Math, reading and Language) in the Spring OR who score in the 90<sup>th</sup> percentile on two NWEA areas and receive teacher observation checklist score or 65 or higher OR who score in the 95<sup>th</sup> percentile on all three NWEA areas in the Fall, will be targeted for individual evaluation. Students scoring within the gifted range on these assessments will then be administered an individual intelligence quotient (IQ) assessment by a certified school psychologist. Students who score 125 or higher on the IQ test will then be admitted into the gifted program, upon parent permission. Branson Schools follows state guidelines and serves no more 5% of the student population in the gifted program.

#### **Promotion and Retention Policy**

A student learner may be considered for retention if he/she fails half of the basic subjects or did not attend school regularly. The principal, teachers, and parents will consider the academic, social, emotional and physical needs of the student learner in the decision to promote or retain. As a general rule, any student learner who fails more than two basic subjects shall be retained. All term and semester grades become a part of each student learner's permanent file; hence, every grade is important.

#### **Public Solicitations/Advertising in District Facilities – FILE: KI-Revised 6/28/07**

Salespeople and other persons soliciting information, products or services will not be allowed in the classroom or on the school premises during school hours or school activities to solicit employees or student learners unless prior approval is given by the building principal.

#### **Sales of Items**

Student learners are not permitted to sell any items or to raise funds in any manner on school property without authorization from the principal.

#### **Scheduling**

Scheduling for 8<sup>th</sup> grade classes will be prioritized based on student learner attendance in 7<sup>th</sup> grade. A date in the spring semester will be used to schedule core and elective classes based on student learner's attendance percentage.

#### **Snow Days (School Cancellation)**

If it is snowing or snow/ice is forecast, student learners and parents should listen to KOMC/KRZK or KWTO radio, or television stations KY-3, KOLR-10, KSPR-33 or School Messenger for announcements concerning the closing of school.

#### **Student Learner Supplies**

Each student learner is expected to supply notebook paper, pencils, pens, etc. Student learners will be given a supply list when they pick up schedules in August outlining additional supplies required by each teacher. Student learners enrolled in elective courses (art, family and consumer science, music, vocational agriculture) may in some instances buy needed materials/supplies at school or may purchase their own or bring them from home.

#### **Tardiness**

Tardiness is defined as any unexcused appearance of the student learner after the scheduled time a class begins. Teachers may require that student learners be in their assigned seats when the bell rings and that they possess required study materials. Student learners whose tardiness resulted from being detained by a faculty member will not be counted as tardy. The student learner must secure a note from the detaining teacher. Teachers may make advance arrangements with other teachers to detain a student. Any student learner tardy for classes 3 times or more during a three week period may be disciplined in the following manner: Detention, multiple detentions, ISS or OSS, depending upon the severity of the problem.

#### **Telephone**

Student learners may only use the counter phone at the office window in case of an urgent need and only after receiving permission from main office personnel. Student learners may not use the phone to call home for forgotten assignments, PE uniforms or school supplies. Junior high student learners are expected to remember to bring all completed assignments and classroom supplies to school. Also, student learners are not authorized to call parents to come to school to pick them up during school hours. If a student learner feels ill or needs to go home for some other reason, the student learner should see the nurse, counselor, or principal for permission to go home.

Parents wanting a personal message delivered to their child may call the school, although no transportation changes will be made after 2:00 p.m. on Monday-Thursday or 1:10 p.m. on Fridays. We appreciate parents keeping messages to a minimum in order to insure the least

disruption to the learning environment.

### **Textbooks**

In some subject areas, textbooks may be provided to student learners by the school district free of charge, unless the student learner abuses or loses the textbook. Student learners are responsible for the care of each book issued. Student learners are to be sure to write their name in ink on the space provided inside of the textbook. If a student learner loses or damages their textbook, they will pay the replacement cost of the book.

### **Visitors**

Parents are welcome to visit our school and are encouraged to do so. Other visitors (i.e. patrons of the community) may eat lunch with student learners at the principal's discretion and in compliance with Policy KK. A specific area in the cafeteria is designated for patrons who wish to eat lunch with student learners. Interactions between patrons and student learners are to be student learner-initiated and under the supervision of school employees.

### **Withdrawing From School**

If it should be necessary to withdraw from Branson Junior High School, student learners should ask their parents to notify the principal's office prior to their last day of attendance. On the student learner's last day, they should report to the principal's office before 7:40 a.m. to receive a checkout and transfer form.

## **High Expectations**

Branson Junior High School (BJHS) is organized on the premise that student learners benefit from a highly structured school day. In order to support your child's transition through junior high, student learners are provided the high expectation of taking responsibility for their academics and actions at all times. As the district's enrollment continues to increase, an exemplary school of any size recognizes the importance of each individual student learner. Teachers within our school make a concerted effort to communicate and demonstrate their concern for each individual and as a result each student learner feels that he or she is valued as a member of the school community. Our commitment is to:

- 1) Give attention to facilitating each student learner's transition from elementary school, through junior high, and on to high school.
- 2) Provide each student learner with assistance, information, and support that enable him or her to develop academically, socially, and emotionally.
- 3) Continually monitor the behavior, academic progress, and emotional well-being of each student learner and initiate appropriate support as needed.
- 4) Recognize student learners in a variety of ways, including but not limited to: Honor Roll, Pirate Praise signature pages in the student learner handbook, grade level recognition assemblies, Student of the Month, attendance recognitions, student learner activity banquets, Student Spotlight Board, and the annual Honor's Night award ceremony.

## **Branson Junior High Student Clubs and Organizations**

**Academic Club** Academic Club offers student learners the opportunity to continue higher level learning challenges by participating in weekly after-school club meetings which includes games, projects, and pursuing individual and group academic interests. Also, club members will prepare for and compete in local and regional Academic Bowls and other intellectually-based competitions.

**Art Club** Art Club will be exploring a variety of crafts and art techniques to enhance the lessons taught in art class. Occasionally, guest speakers and artists conduct workshops. When possible, the club will visit art museums, galleries, and festivals to inspire and encourage growth in understanding the process of creative art production.

**Chess Club** Chess Club is for ANY skill level of chess. Will meet once a week after school. The purpose is to improve chess skills, learn from one another, develop higher level skills, and be able to participate in the annual end-of-year tournament held against the intermediate schools. You will be able to demonstrate the move of each piece as well as castling, draw, check & checkmate.

**Dream On** Dream on is a club that encourages students to stay smoke free. Students in this club make posters, promote anti-smoking events, and raise money for events that promote cancer research such as the relay for live. This club has assistance from Taney County Health department's "Smokebusters" program.

**Fellowship of Christian Athletes (FCA)** FCA meets every Wednesday morning at 7:15 a.m. in the small gym. This is a student learner-led organization. The meetings consist of games, music, special speakers, small group devotions and prayer. Participants do not have to be an athlete to attend.

**Harmony Club** Harmony Club brings together student learners from various cultures, nationalities, and backgrounds to build a positive school climate and mutual understanding between peoples. "We are all different, we are all the same," is the club's motto.

**History Club** The Branson Jr. High History Club is an organization that provides students an opportunity to experience history outside the regular classroom setting. Students will delve into history with a hands-on approach and come away with a greater appreciation of the lives of previous generations and a deeper knowledge of the causes and effects of historical events. The club will also offer students an opportunity to visit local, state, national, and international locations of historical significance.

**Math Club** Math Club students investigate math "tricks" and learn how they work. They also learn about the Platonic Solids and construct models of them. Club members also engage in various problem-solving strategies to answer questions in the various branches of mathematics. Math Club members also are involved in various interscholastic competitions.

**National Junior Honor Society (NJHS)** NJHS is an honorary organization with the purpose of creating enthusiasm for superior scholastics, loyal citizenship, trustworthy leadership, and exemplary qualities of character as well as service to the school, community, and country. Qualifications to be inducted in to this organization are based on, but not limited to, academic achievement (3.66 cumulative G.P.A. by the end of fourth term), citizenship, service, leadership, and character. The entire faculty gives input on the latter four qualifications and the NJHS Faculty Council makes the final selection. Students who meet the above qualifications will submit additional information to be reviewed by the chapter's faculty council. Students must demonstrate on their candidate information form that they have met or exceeded these additional standards: a minimum of 90% attendance, zero discipline referrals, three or fewer discipline tracker entries during the school year (with none being for disrespect or similar classroom issues).

**Recycling Club** Meets to care for the recycling needs of our school community.

**Student Council (STUCO)** Student Council is an organization that sponsors a variety of student activities. The fourteen members are elected by the student body in a school-wide election which is held annually.

# Important Student-Learner Related Branson Schools Policies

## 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 discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Branson R-IV School District is an equal opportunity employer.

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, genetic information or any other characteristic protected by law or based on a belief that such a characteristic exists: graffiti; display of written material, pictures or electronic images; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property.

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

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

## EMERGENCY PLANS/SAFETY DRILLS

From FILE: EBC

The Assistant Superintendent of Business Services 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.*

For more information regarding complaint procedures please visit our [Federal Compliance](#) section on the district website.

### 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.

### BULLYING

#### From FILE: JFCF

#### General

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

#### Definitions

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

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

educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

### **Designated Officials**

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

The district compliance officer appointed in policy AC will serve as the districtwide anti-bullying coordinator. The anti-bullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and anti-bullying education and training programs. In addition, the anti-bullying coordinator will assist in making any relevant reports as required by state and federal law.

### **Reporting Bullying**

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

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

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

### **Investigation**

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

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

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

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

### **Consequences**

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

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

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

### **Policy Publication**

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



## **Additional School Programs and Resources**

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

### **HAZING**

#### **From FILE: JFCG**

In order to promote a safe learning environment for all students, the Branson R-IV School District prohibits all forms of hazing.

For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing inhalation or consumption of any food, liquor, drug, tobacco product, or other substance; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing can occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

District staff, coaches, sponsors and volunteers will not permit, condone or tolerate any form of hazing or plan, direct, encourage, assist in, engage in or participate in any activity that involves hazing. District staff will report incidents of hazing to the building principal. The principal shall promptly investigate all complaints of hazing and administer appropriate discipline to all individuals who violate this policy. District staff that violates this policy may be disciplined or terminated.

Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R1. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. The district will report hazing incidents to law enforcement when required by law. Students who have been subjected to hazing are instructed to promptly report such incidents to a school official.

The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing.

The district shall annually inform students, parents/guardians, district staff and volunteers that hazing is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by a coach or sponsor at the start of a season or program.

**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. **For more information on District Policy please visit [www.branson.k12.mo.us](http://www.branson.k12.mo.us).**

**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; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

**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 federal law.

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

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.

## **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.

## Writing Scoring Guide

	1	2	3	4
	<b>May lack evidence of a beginning, middle, and end.</b>	<b>Has evidence of a beginning, middle, and end.</b>	<b>Has a beginning, middle, and end.</b>	<b>Has a clear beginning, middle, and end.</b>
	<b>Is difficult to follow and lacks focus.</b>	<b>Contains some sense of direction, but may lack focus.</b>	<b>Contains a controlling idea.</b>	<b>Contains a strong controlling idea.</b>
	<b>Does not progress in a logical order, may digress to unrelated topics.</b>	<b>May not process in a logical order.</b>	<b>Is generally written in logical order.</b>	<b>Is written in logical order.</b>
	<b>Is awkward and lacks cohesion.</b>	<b>At times seems awkward and lacks cohesion.</b>	<b>May use cohesive devices.</b>	<b>Uses effective cohesive devices (such as transitions, repetition, pronouns, parallel structure) between and/or within paragraphs.</b>
	<b>May address the topic, but lacks development.</b>	<b>Addresses the topic, but may contain some details that are not relevant.</b>	<b>Addresses the topic and uses relevant details/examples.</b>	<b>Clearly addresses the topic and provides specific and relevant details/examples.</b>
	<b>Uses imprecise language.</b>	<b>Uses general and/or inconsistent language.</b>	<b>Uses language which is usually precise.</b>	<b>Uses lively verbs and specific nouns and modifiers to enhance meaning.</b>
	<b>Contains sentences which are unclear and lack variety in structure.</b>	<b>Contains sentences which are generally clear, but lack variety in structure.</b>	<b>Contains sentences which are clear and may vary in structure.</b>	<b>Contains sentences which are clear and varied in structure.</b>
	<b>Does not use writing techniques which reveal some complexity, freshness of thought, and/or individual perspective.</b>	<b>May attempt to use writing techniques which reveal some complexity, freshness of thought, and/or individual perspective.</b>	<b>Attempts to use writing techniques which reveal some complexity, freshness of thought, and/or individual perspective.</b>	<b>Uses writing techniques (such as imagery, humor, point of view, voice) which reveal complexity, freshness of thought, and/or individual perspective.</b>
	<b>Demonstrates little or no awareness of audience and purpose.</b>	<b>Demonstrates some notion of audience and purpose.</b>	<b>Demonstrates an awareness of audience and purpose.</b>	<b>Clearly demonstrates an awareness of audience and purpose.</b>
	<b>Contains repeated errors in grammar/usage, punctuation, capitalization, and/or spelling which are distracting to the reader.</b>	<b>Contains errors in grammar/usage, punctuation, capitalization, and/or spelling which may be distracting to the reader.</b>	<b>May contain errors in grammar/usage, punctuation, capitalization, and/or spelling which are not distracting to the reader.</b>	<b>Contains very few or no errors in grammar/usage, punctuation, capitalization, and/or spelling.</b>

# Hall Pass

Student Name: \_\_\_\_\_

Grade \_\_

**Term 1:**      Location              Period    Date              Initials

1.	_____	_____	_____	_____
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**Term 3:**      Location              Period    Date              Initials

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**Term 2:**      Location              Period    Date              Initials

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**Term 4:**      Location              Period    Date              Initials

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# Hall Pass

Student Name: \_\_\_\_\_

Grade \_\_

**Term 5:**      Location              Period    Date              Initials

1.	_____	_____	_____	_____
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**Term 6:**      Location              Period    Date              Initials

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