

# Branson Elementary PreK-6

## PARENT/STUDENT HANDBOOK

### 2013-2014

*"A Community Committed to Learning"*

#### Building References:

**Cedar Ridge Primary:**

*Phone Number:*

417-336-1887

*Fax Number:*

417-336-1889

*Address:*

402 Cedar Ridge Dr.

Branson, MO 65616

*Principal:*

Mrs. Shelly Worley

**Cedar Ridge Elementary:**

*Phone Number:*

417-334-5135

*Fax Number:*

417-336-6079

*Address:*

396 Cedar Ridge Dr.

Branson, MO 65616

*Principal:*

Dr. Michelle Collins

**Cedar Ridge Intermediate:**

*Phone Number:*

417-334-5137

*Fax Number:*

417-336-3652

*Address:*

308 Cedar Ridge Dr.

Branson, MO 65616

*Principal:*

Mr. Landon Gray



**Buchanan Elementary:**

*Phone Number:*

417-243-2530

*Fax Number:*

417-334-6613

*Address:*

1000 Buchanan Road

Branson, MO 65616

*Principal:*

Mrs. Staci Baker

*Assistant Principal:*

Mr. Eric Russell

**Buchanan Intermediate:**

*Phone Number:*

417-332-3201

*Fax Number:*

417-332-3224

*Address:*

766 Buchanan Road

Branson, MO 65616

*Principal:*

Mr. Matthew Dean

# TABLE OF CONTENTS

Table of Contents.....	
2013-2014 District Calendar.....	
Philosophy .....	
<b>Campus Procedures / Policies.....</b>	
Admission, Address Change.....	
Attendance / Tardy Policy / Withdrawal.....	
Curriculum.....	
Field Trips.....	
Flower Policy.....	
Fire/Disaster Drills.....	
Health Services.....	
Homework.....	
Breakfast Club.....	
Alternative Recess.....	
Insurance.....	
Lost / Stolen Property.....	
Lunches / Breakfast.....	
Parties, Recess/Toys.....	
Safety Measures.....	
School Schedule.....	
Solicitation.....	
Student Check-out.....	
Teacher Assignment.....	
Telephone Policy / Electronics Policy.....	
Transportation / Bus Changes / Visitation.....	

Watch D.O.G.S.....

Website.....

**District Polices.....**

School Cancellation.....

Non-Discrimination and Anti-Harassment.....

Emergency Plans/Safety Drills.....

Building & Grounds Security.....

Technology Usage .....

Personnel Records.....

Human Sexuality.....

Homeless/Migrant & ESL Students.....

Assessment.....

Hazing & Bullying.....

Weapons in School.....

Interrogations, Interviews and Searches.....

Student Discipline.....

Surveying, Analyzing or Evaluating Students .....

Student Records.....

Public Complaints.....

Public Notice .....

Student Dress Guidelines.....

**BRANSON R-IV SCHOOL DISTRICT**  
**2013-2014 School Calendar**  
**174 Days**

August 21-23	District Teacher Workshops
August 26	First Day of School - Full Day Attendance
September 2	Labor Day - No Student or Teacher Attendance
October 18	End Quarter 1 (39 Days) – Early Dismissal
October 21	Start Quarter 2 (42 Days)
October 24	Parent-Teacher Conference Day - Early Dismissal
October 25	Parent-Teacher Conference Day - Early Dismissal
November 27-29	Thanksgiving Vacation - No Student or Teacher Attendance
December 20	End Semester I (81 Days)
December 20	Last Day of Student Attendance in 2013 – Full Day Attendance
December 23-January 1	Christmas/New Year’s Vacation - No Student or Teacher Attendance
January 2	Classes Resume
January 2	Start Semester II (93 Days)
January 20	Martin Luther King, Jr. Day – No Student or Teacher Attendance ( <i>Make-Up Day for 1<sup>st</sup> Snow Day</i> )
January 24	Teacher Professional Development - Early Dismissal
February 17	Presidents’ Day - No Student or Teacher Attendance ( <i>Make-Up Day for 2<sup>nd</sup> Snow Day</i> )
March 7*	End Quarter 3 (45 Days) – Early Dismissal
March 17-21	Spring Break – No Student or Teacher Attendance
March 10*	Start Quarter 4 (48 Days)
April 18	Good Friday – No Student or Teacher Attendance
May 22	Last Day of Student Attendance - Early Dismissal
May 26	Memorial Day – No Student or Teacher Attendance
Tentative Make-Up Days:	January 20 (Martin Luther King, Jr. Day); February 17 (Presidents’ Day); May 23, 27, 28, etc if needed.

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

## PHILOSOPHY

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

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

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

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

Mrs. Shelly Worley	Cedar Ridge Primary Principal (Pre-K, K)
Dr. Michelle Collins	Cedar Ridge Elementary Principal (Grades 1-3)
Mr. Landon Gray	Cedar Ridge Intermediate Principal (Grades 4-6)
Mrs. Staci Baker	Buchanan Elementary Principal (Grades K-3)
Mr. Eric Russell	Buchanan Elementary Assistant Principal (Grades K-3)
Mr. Matthew Dean	Buchanan Intermediate Principal (Grades 4-6)

## CAMPUS PROCEDURES / POLICIES

### SCHOOL ADMISSIONS

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

### ADDRESS CHANGE

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

### ATTENDANCE

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

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

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

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

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

When Students Are Absent From School:

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

Cedar Ridge Primary	336-1887
Cedar Ridge Elementary	334-5135
Cedar Ridge Intermediate	334-5137
Buchanan Elementary	243-2530
Buchanan Intermediate	332-3201

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

**TARDY POLICY**

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

**WITHDRAWING FROM SCHOOL**

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

**CURRICULUM**

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

**COMMUNICATION ARTS**

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

**MATHEMATICS**

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

**SCIENCE**

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

**SOCIAL STUDIES**

Social Studies is an area within the school curriculum that draws ideas from a variety of areas. Areas of study include culture, history, social sciences, humanities, and citizenship education. Performance based activities, as

well as reading, discussion, projects, and demonstrations are used as teaching tools in this area.

### **CHARACTER EDUCATION COUNTY INITIATIVE**

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

### **POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)**

Branson Public Schools is a fully participating partner in the Positive Behavioral Interventions and Supports program. PBIS actively encourages students to achieve their academic potential while also behaving with good character. The PBIS model emphasizes a school wide system of supports that include strategies for defining, teaching, and supporting appropriate behavior. The goal is to design the most effective learning community possible with the best outcomes for all students.

### **GUIDANCE AND COUNSELING**

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

### **EXTRA-CURRICULAR**

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

### **LIBRARY**

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

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

### **MUSIC**

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

### **PHYSICAL EDUCATION**

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

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

## **ART**

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

## **COMPUTERS**

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

## **HEALTH**

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

## **GIFTED EDUCATION**

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

### **Screening**

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

**The district uses the following screening methods, two times a year, to screen 100% of grades 2-10:**

1. Fall NWEA (Northwest Evaluation Association) test scores of 95% or higher.
2. NWEA percentile 90% or higher and a teacher observation checklist.

### **Parent Notification**

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

### **Individual Evaluation**

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

## **SPECIAL EDUCATION**

The Branson School District provides a comprehensive special education program for students with special needs.



The special education program provides special learning opportunities for children who experience learning problems as a result of physical, sensory, mental or emotional disabilities. The program consists of self-contained classes, resource classes, and inclusion classes that address the needs of each individual student as indicated in his/her Individual Education Program (IEP). Each IEP is developed by a team that involves the parent, the teacher, and specialists.

#### **FIELD TRIPS**

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

#### **FLOWER POLICY**

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

#### **FIRE AND DISASTER DRILLS**

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

#### **HEALTH SERVICE**

Students who become ill or injured at school should report to the health office. The school nurse may determine appropriate action. If the student is considered too ill to remain in class, a parent or guardian will be contacted.

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

#### **HOMEWORK POLICY**

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

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

When a student is absent, parents should call the office at **336-1887 (Pre K-K); 334-5137 (Cedar Ridge Intermediate 4-6); 334-5135 (Cedar Ridge Elementary 1-3); 243-2530 (Buchanan Elementary); 332-3201 (Buchanan Intermediate)** before 9:30 a.m. to explain the reason. At that time, parents can request and schedule a time to pick up homework, or students may pick up their daily work when they return to school. It is the student’s responsibility to pick up the missed assignments and hand them in. Students will be allowed one day to make-up any learning for each day of confirmed absences.

#### **BREAKFAST CLUB**

K-6 students may be invited to attend in our Breakfast Club (an alternative remediation opportunity) for additional academic, social, and emotional support.

#### **ALTERNATIVE RECESS**

K-6 students may receive an alternative recess due to inappropriate behavior, continuous incomplete work, or violation of school policies.

#### **INSURANCE**

The school does not carry hospitalization or accident insurance that will cover a student who is injured at school or at any

school activities. If a family has no coverage of this type, a student accident plan should be considered.

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

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

### **LOST OR STOLEN PROPERTY**

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

### **LUNCHES / BREAKFAST**

The Branson R-IV School District provides nutritious hot meals for both breakfast and lunch. Weekly meals include a wide variety of foods including fresh fruits and vegetables. Menus are sent home monthly with all students, grades Pre-K – 6 grades. You may also go to the District web site at [www.branson.k12.mo.us](http://www.branson.k12.mo.us) and then click on School Lunch Menu. This will provide you access to all District menus.

1. Parents are encouraged to sign-up for the Parent Portal through the school office so they can easily track their children's meal purchases. A current e-mail address is also important so parent's can receive notifications from the building cashier regarding their children's account.
2. Money should be pre-deposited into the student's individual meal account. Parents now have three options when making payments: through the Parent Portal and Pay Pal money can be immediately applied to a student's meal account, with a check made payable to Branson Schools with their child's first and last name written on the memo line, or with cash placed in a sealed envelope with the child's first and last name and amount enclosed written on the outside of the envelope.
3. Meals may not be charged.
4. Students with Food Allergies or Disabilities must have a "Medical Statement for Student Requiring Special Meals" completed and signed by a licensed physician. This form, along with a copy of the District Policy, is available from the School Nurse.

### **PARTIES**

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

### **SNACKS**

Pre-packaged foods only.

### **RECESS/TOYS**

All children are expected to go outside (weather permitting) for recess unless they have a doctor's excuse. No toys, balls, heelys, laser pointers, Ipods, gaming devices, recorders, cell phones etc., from home are permitted at school or school events. Students will participate in indoor recess when the temperature falls below 32 degrees Fahrenheit.

### **SAFETY MEASURES**

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

- Telephones in every classroom
- All-call system over the building and grounds
- All outside doors, except the front door, are locked during school hours
- Fire, Tornado, Earthquake, Intruder, and Bomb Threat action plans in-place and practiced
- A “Safety Action Plans” flipchart hung by every room door
- Walkie-talkies taken to all recesses and crisis drills
- K-2 students walked to buses daily by their classroom teacher
- Visitor check-in procedures
- Visitors badges required
- Staff identification badges worn by all staff members
- Crisis kits with first aid supplies available
- Crisis Command Center Kits located in each building
- Weather alert radios used
- CPR & first aid training available
- Full-time school nurse in each building
- WATCH D.O.G.S (Dads of Great Students)
- Crisis Team
- Character Education program
- Crisis Prevention Intervention (CPI) trained teachers in each building

### **SCHOOL SCHEDULE**

The **Cedar Ridge Campus** (Cedar Ridge Elementary and Cedar Ridge Intermediate) will start promptly at 8:45 am and dismiss at 3:45 pm Monday through Thursday, with dismissal at 2:45 pm on Fridays. Students are not to arrive prior to forty (40) minutes before school starts, as there will be no teacher to supervise until that time. Students are to go to the designated area and wait to be dismissed to their classes. Instructional time will be protected.

The **Cedar Ridge Primary** will be on a slightly different schedule. The Kindergarten will start promptly at 8:45 am and dismiss at 3:45 pm Monday through Thursday, with dismissal at 2:45 pm on Fridays. Students are not to arrive prior to forty (40) minutes before school starts, as there will be no teacher to supervise until that time. Students are to go to the designated area and wait to be dismissed to their classes. Additional programs at the Primary will start at 8:30 am, and request students are not to arrive prior to ten (10) minutes before school starts. Parents are expected pick up their students promptly at the conclusion of the school day. The Primary schedule is as follows:

**Kindergarten** 8:45-3:45 Monday-Thursday

8:45-2:45 Friday

**Title Pre-School** 8:30-2:30

**Tuition Pre-School**

Morning 8:30-11:30

Afternoon 12:30-3:30

**Pirate’s Cove**

Extended Daycare 6:45-5:30

**Early Childhood Special Education (ECSE)** will only be in session Monday-Thursday.

Morning 8:30-11:30

Afternoon 12:30-3:30

The **Buchanan Intermediate** will start promptly at 8:30 am and dismiss at 3:30 pm Monday through Thursday, with dismissal at 2:22 pm on Fridays. Students are not to arrive prior to forty (40) minutes before school starts. Students are to go to the designated area and wait to be dismissed to their classes. Parents must pick up their students within 20 minutes of school being dismissed.

The **Buchanan Elementary** will start promptly at 8:45 am and dismiss at 3:45 pm Monday through Thursday, with dismissal at 2:45 pm on Fridays. Students are not to arrive prior to forty (40) minutes before school starts. Students are to go to the designated area and wait to be dismissed to their classes. Parents must pick up their students within 20 minutes of school being dismissed.

### **SOLICITATION**

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

### **STUDENT CHECKOUT**

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

### **TEACHER ASSIGNMENT**

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

### **TELEPHONE POLICY**

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

### **ELECTRONICS/CELL PHONES**

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

### **TRANSPORTATION**

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

Students should observe the following regulations on the bus:

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

Transportation handbook is located on the district website.

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

### **BUS CHANGE POLICY**

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

#### **Procedure For Bus Change:**

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

Specify in the note:

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

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

### **VISITATION**

The Branson Public School staff invites parents/volunteers to visit our school. We are proud of our educational system and are anxious to discuss current methods and strategies used in education today. Visitors must report to the office, sign in and receive a visitor's pass. Visitors/volunteers are welcomed as long as the instructional process is not disrupted or disturbed. PreK and Kindergarten requests that parents volunteer after the first month of school is completed, allowing students to have time to settle into their new routines. Parents are welcome to have lunch with their child during their regularly scheduled lunch period.

### **WATCH D.O.G.S**

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

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

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

### **WEBSITE**

For more information about the Branson School District, please visit our website at: [www.branson.k12.mo.us](http://www.branson.k12.mo.us).

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

1756 Bee Creek Road  
Branson, MO 65616  
Phone: 417-334-6541  
Fax: 417-334-6619  
[www.branson.k12.mo.us](http://www.branson.k12.mo.us)

**CENTRAL OFFICE**

Doug Hayter, Ed. D., Superintendent  
Brad Swofford, Ed. D., Assistant Superintendent of Instructional Services  
Don Forrest, Ed. D., Assistant Superintendent of Business Services

**BOARD OF DIRECTORS**

Peter Marcellus, MD, President  
Teresa Givens  
Roger Frieze  
Debbie Keller  
Craig Wescott  
Jeff Smethers  
Dan Boone

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

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

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

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

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

**From FILE: AC**

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

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

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

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

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

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

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

## **EMERGENCY PLANS/SAFETY DRILLS**

### **From FILE: EBC**

The 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.

### **ASSESSMENT PROGRAM**

**From FILE: IL**

The district will use assessments as one indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The

Board directs the superintendent or designee to create procedures governing assessments consistent with law and Board policy. In cooperation with the administrative and instructional staff, the Board will annually review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary. The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

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

### **HAZING AND BULLYING** **From FILE: JFCF**

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

*Bullying* – For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyberthreats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

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

### **WEAPONS IN SCHOOL** **From FILE: JFCJ**

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

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

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

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

## **INTERROGATIONS, INTERVIEWS AND SEARCHES**

**From FILE: JFG**

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

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

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

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

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

During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do

not expose underwear. Employees may also remove student clothing to investigate the potential abuse or neglect of a student, give medical attention to a student, provide health services to a student or screen a student for medical conditions.

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

## **STUDENT DISCIPLINE**

### **FILE: JG-R**

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

### **STUDENT DRESS GUIDELINES**

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

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