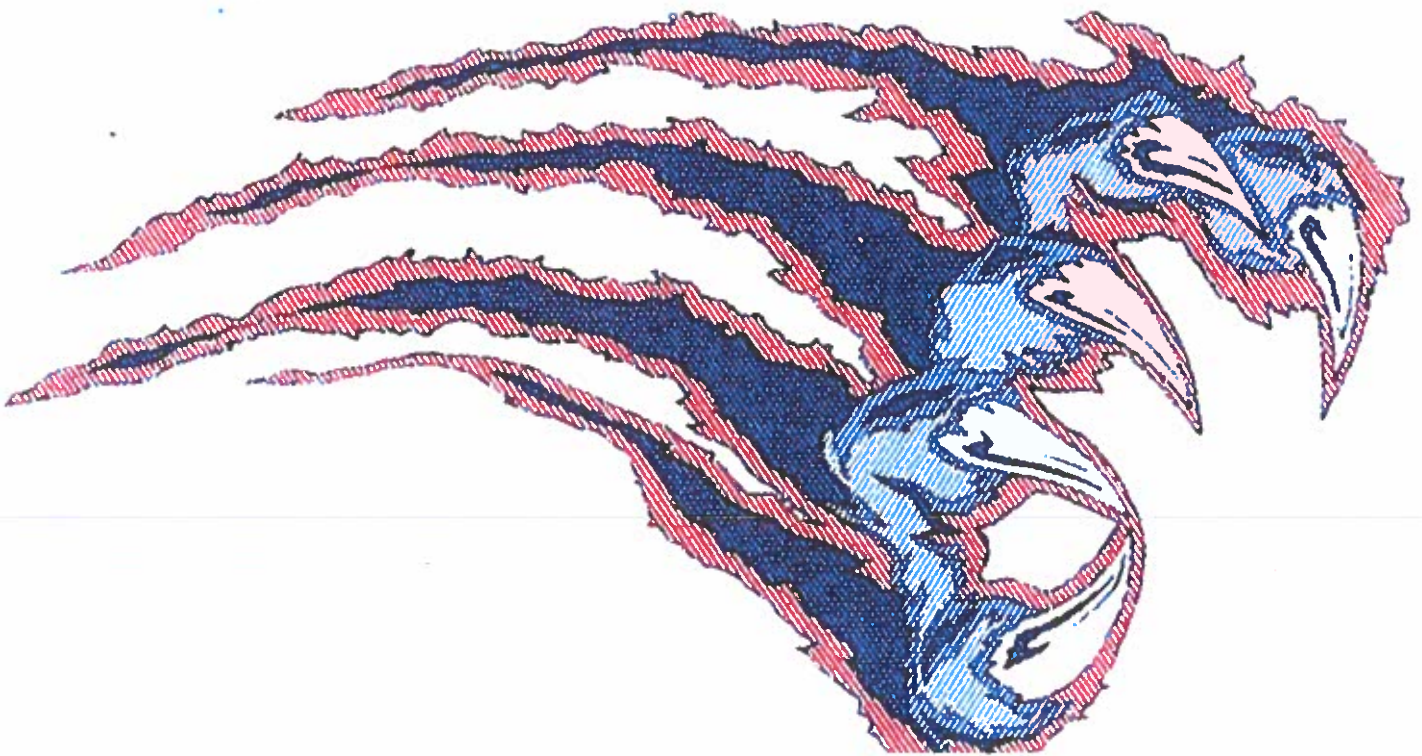


***Branson School  
Parent/Student  
Handbook  
2021-2022***



***101 Saddle Rock Drive  
Branson, CO 81027  
(719) 946-5531***

**Please complete and sign pages 20,21and 22 and return with your student on the first day of school.**

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# Branson School District 2021-2022

## Academic Year Calendar

Total Days 143  
Total Hours 1144  
Required Hours 1080  
7:30am - 4:00pm

July 21						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 21						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 21						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 21						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 21						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 21						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 22						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 22						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 22						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 22						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 22						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 22						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 22						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 22						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1<sup>st</sup> Quarter: August 16 – October 14

2<sup>nd</sup> Quarter: October 18 – December 16

3<sup>rd</sup> Quarter: January 3 – March 10

4<sup>th</sup> Quarter: March 21 – May 19

## **Teacher/Staff Contact Information**

**Branson School 719-946-5531**

<b>Brad Caldwell</b>	<b>Supt/HS Science</b>	<a href="mailto:bcaldwell@bransonschoolonline.com"><u>bcaldwell@bransonschoolonline.com</u></a>
<b>Jamie Odum</b>	<b>Principal/Elem</b>	<a href="mailto:jodum@bransonschoolonline.com"><u>jodum@bransonschoolonline.com</u></a>
<b>Becky Doherty</b>	<b>Tech/Dean</b>	<a href="mailto:beckydoherty@bransonschoolonline.com"><u>beckydoherty@bransonschoolonline.com</u></a>
<b>Brad Doherty</b>	<b>Technology/PE</b>	<a href="mailto:bdoherty@bransonschoolonline.com"><u>bdoherty@bransonschoolonline.com</u></a>
<b>Jodi Doherty</b>	<b>MS/HS Science</b>	<a href="mailto:jdoherty@bransonschoolonline.com"><u>jdoherty@bransonschoolonline.com</u></a>
<b>Jeff Dilda</b>	<b>MS/HS Math</b>	<a href="mailto:jdilda@bransonschoolonline.com"><u>jdilda@bransonschoolonline.com</u></a>
<b>Maral Howell</b>	<b>MS/HS AG &amp; FFA</b>	<a href="mailto:mhowell@bransonschoolonline.com"><u>mhowell@bransonschoolonline.com</u></a>
<b>Jennifer Keeler</b>	<b>MS/HS S Studies</b>	<a href="mailto:jkeeler@bransonschoolonline.com"><u>jkeeler@bransonschoolonline.com</u></a>
<b>Bethany Lightfoot</b>	<b>Elementary</b>	<a href="mailto:bethanylightfoot@bransonschoolonline.com"><u>bethanylightfoot@bransonschoolonline.com</u></a>
<b>Adam Lucero</b>	<b>S Studies/PE</b>	<a href="mailto:alucero@bransonschoolonline.com"><u>alucero@bransonschoolonline.com</u></a>
<b>Phoenix Mangus</b>	<b>Fine Arts</b>	<a href="mailto:pmangus@bransonschoolonline.com"><u>pmangus@bransonschoolonline.com</u></a>
<b>Adam Sperandio</b>	<b>MS/HS English</b>	<a href="mailto:asperandio@bransonschoolonline.com"><u>asperandio@bransonschoolonline.com</u></a>
<b>Karen Winford</b>	<b>Elementary</b>	<a href="mailto:kwinford@bransonschoolonline.com"><u>kwinford@bransonschoolonline.com</u></a>
<b>Marlene Brown</b>	<b>Business Manager</b>	<a href="mailto:marlene@bransonschoolonline.com"><u>marlene@bransonschoolonline.com</u></a>
<b>Lori Green</b>	<b>Student Services</b>	<a href="mailto:lgreen@bransonschoolonline.com"><u>lgreen@bransonschoolonline.com</u></a>
<b>Letha Clausen</b>	<b>Admissions</b>	<a href="mailto:lclausent@bransonschoolonline.com"><u>lclausent@bransonschoolonline.com</u></a>
<b>Mandy Baker</b>	<b>Secretary</b>	<a href="mailto:mbaker@bransonschoolonline.com"><u>mbaker@bransonschoolonline.com</u></a>
<b>Sheila Murphy</b>	<b>Custodian</b>	<a href="mailto:smurphy@bransonschoolonline.com"><u>smurphy@bransonschoolonline.com</u></a>
<b>Amy Navarette</b>	<b>Elem PARA</b>	<a href="mailto:anavarette@bransonschoolonline.com"><u>anavarette@bransonschoolonline.com</u></a>
<b>Carolyn Pickard</b>	<b>Elem PARA/Trans</b>	<a href="mailto:cpickard@bransonschoolonline.com"><u>cpickard@bransonschoolonline.com</u></a>
<b>Rob Pickard</b>	<b>AG PARA</b>	<a href="mailto:rpickard@bransonschoolonline.com"><u>rpickard@bransonschoolonline.com</u></a>
<b>Chantal Ward</b>	<b>Ass't. Cook</b>	<a href="mailto:cward@bransonschoolonline.com"><u>cward@bransonschoolonline.com</u></a>
<b>Charlie Ward</b>	<b>Online PARA</b>	<a href="mailto:charlie@bransonschoolonline.com"><u>charlie@bransonschoolonline.com</u></a>
<b>Rochy Ward</b>	<b>Cook</b>	<a href="mailto:rward@bransonschoolonline.com"><u>rward@bransonschoolonline.com</u></a>
<b>Dean Clausen</b>	<b>Maintenance</b>	<a href="mailto:dclausen@bransonschoolonline.com"><u>dclausen@bransonschoolonline.com</u></a>
<b>Zack Ward</b>	<b>Maintenance</b>	<a href="mailto:zward@bransonschoolonline.com"><u>zward@bransonschoolonline.com</u></a>

### **Board of Education:**

**Jerry Winford, Richard Loudon, Christine Loudon, Carolyn Pickard, Brad Doherty**

## **School Class/Bell Schedule**

<b>7:25-7:55</b>	<b>K-12 Breakfast</b>
<b>8:00-9:50</b>	<b>1<sup>st</sup>/2<sup>nd</sup> Block</b>
<b>9:55-10:55</b>	<b>3<sup>rd</sup> Period</b>
<b>11:00-12:00</b>	<b>4<sup>th</sup> Period</b>
<b>11:30-12:00</b>	<b>Elementary Recess/Lunch</b>
<b>12:05-12:35</b>	<b>MS/HS Lunch</b>
<b>12:40-1:40</b>	<b>5<sup>th</sup> Period</b>
<b>1:45-2:45</b>	<b>6<sup>th</sup> Period</b>
<b>2:45-2:50</b>	<b>Elementary Snack</b>
<b>2:50-2:55</b>	<b>MS/HS Snack</b>
<b>3:00-4:00</b>	<b>7<sup>th</sup> Period</b>

## **Changes from 2020-2021**

### **Absences**

*Continuity in the learning process and social adaptation is seriously impaired by excessive absences. Students who have good attendance generally achieve higher grades. Students must satisfy two basic requirements in order to earn full class credit: 1) satisfy all academic requirements, and 2) exhibit good attendance habits.*

**Please call 719-946-5531**

**The following will be considered excused absences:**

- 1. Temporary illness or injury verified by a telephone call from parent or guardian to the school office or by a written statement by parent or guardian delivered to the school office.*
- 2. Extended absences due to physical, mental or emotional disability verified by the student's physician.*
- 3. Participation in a school-approved work-study program.*
- 4. Attendance at a school-sponsored activity.*
- 5. Family business with the absence approved in advance.*
- 6. Family emergency verified in writing or by telephone call.*
- 7. Bus break-down.*



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### ***Unexcused Absences***

An unexcused absence is defined as an absence that is not covered by foregoing excused absence provisions. Students who are suspended shall be considered unexcused.

### ***Excessive absences***

If a student is absent from school for any reason other than school-related activities greater than 8 days during a semester, and for each additional days absent, that student shall serve 30 minutes of detention from 4:00 to 4:30 in the superintendent's office for the purpose of working on class assignments. Parents will be responsible to pick up their child after detention. (Exception: long-term hospitalization)

### **Participation in Contests**

Students who are absent **or tardy** the day of an athletic contest or other school activity will not be eligible to participate in the activity.

### **Make-up Work**

Make-up work shall be given and completed for any class in which the student has an absence. It is the responsibility of the student to obtain and complete make-up work for each absence. For excused absences, there will be one day allowed for make-up work to be handed in for each day of absence and the student will be given full credit.

If a student misses a test due to an absence, the student shall be given the test on the day of their return, unless the student has missed the class material during their absence, at which time the teacher shall determine the day of the test.

For unexcused absence, all the above explanation applies except the student will be given no greater than ½ credit.

### **Addressing Teachers**

Students are to address teachers as "Mr., Mrs., Miss, Ms. Or Dr.\_\_\_\_\_". students are not to address the teacher by their first name or last name only.

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### **Advanced Classes**

Branson School supports the concept of students taking advanced classes while in high school for academic challenge or college credit. Many courses are available through independent study through college outreach programs via the Internet or by other means. Students seeking such challenges are encouraged to discuss opportunities with their teachers and the administration.

### **Alcohol/Drugs/Tobacco**

The possession of illegal drugs is a violation of state and federal law. The possession of alcohol or tobacco by minors is a violation of state law, and possession, use, or distribution of alcohol or drugs or tobacco or vaping on school grounds is strictly forbidden by persons of any age. The prohibition also extends to school vehicles or any school sponsored trip or extra-curricular event. Violation of this prohibition will result in suspension or expulsion from school.

### **Asbestos**

This is to inform students and parents that the main building at Branson School may contain asbestos. The area is fully contained and required signs are placed in those areas as required by the rules and regulations of the Colorado Department of Public Health and Environment.

### **Athletics**

Students are encouraged to participate in athletics. Interscholastic athletics are considered part of the overall educational program. To participate, students must have a recent physical exam and be grade eligible. Players are required to adhere to the rules of the coaches, the administration and the school.

All students will travel to and from practices and contests in transportation provided by either the Kim School or the Branson School. No student may ride with any person other than his/her parent or guardian with the explicit consent of parent or guardian.



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## **Backpacks**

Students are encouraged to use backpacks for taking home their homework. Middle School and High School students will not be allowed to have backpacks in classrooms. Backpacks are to be kept on hooks or in lockers.

## **Bullying**

“Bullying”, according to Colorado State Law 22-32-109, “is any written or verbal expression, or physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated school vehicle stop, or at school activities or sanctioned events.” Bullying will not be tolerated and will be dealt with according to the discipline matrix.

## **Busing**

Transportation services are provided for students that live in the Trinidad or Hoehne and Trinchera areas. The bus stop for the “Trinidad” and “Hoehne” students is located at the Beshoar Junction. Scheduled morning leaving times for these students is at 6:40 am. Scheduled morning leaving times for “Trinchera” students is at 7:15 am. **Leaving times from school will be no later than 4:10 pm.**

Only Branson students and personnel are permitted to ride in Branson school vehicles.

## **Practice Bus**

The Branson and Kim Schools will provide transportation to and from the schools for practices. After practice, Branson School will provide transportation to Branson or the Trinidad/Hoehne bus stop.

## **Cell Phones**

Students are encouraged to leave their cell phones in their locker during the school day. Students may use their cell phones before 7:30 PM and after 4:00 PM. Students may use their phone to call home only with permission from the teacher or administration.

Students using their phone during tests will be considered a 3<sup>rd</sup> violation.

Students in violation will have their phone confiscated and return as stated:

1<sup>st</sup> Violation: Students may retrieve their phone at the end of the day.

2<sup>nd</sup> Violation: Students may retrieve their phone at the end of the week.

3<sup>rd</sup> Violation: Students may retrieve their phone on the last day of school.

### **Closed Campus**

Branson School has what is considered to be a “closed campus” during the school day. Students are not allowed to leave the school grounds during the school day. Students from other schools are not permitted to be on the school grounds during the school day unless they are attending or participating in a school sponsored event or have prior approval from the superintendent.

### **Closings, Cancellations and Delays**

In case of bad weather or other emergencies, the administration is authorized to close the school, announce a two-hour delayed start, release school early or cancel an activity. In such event, parents will be notified via the Parent Square.

If school is on a two-hour delayed start, breakfast will not be served.

If make-up days are required, school will be in session on the Friday during the same week as the closing unless that day is during a holiday.

### **Conduct**

Students are expected to conduct themselves responsibly at all times in keeping with the rules, regulations, and guidelines outlined in this student handbook. Students will be given the opportunity to make themselves aware of the provisions of this handbook, to ask questions about the need for such provision, and to suggest revisions and improvements.

### **Conduct on School Buses**

Students are expected to follow the direction of their bus driver, who is charged with maintaining safe and orderly conditions. Students are to remain in their seats with feet forward. Students who do not cooperate will be referred to the superintendent for disciplinary action, conference with parents and/or suspension of the privilege of riding the bus.

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## **Discipline Matrix**

### **Tier 1 Offenses:**

1. Public display of affection
2. Classroom disruption
3. Disrespect/backtalk/dishonesty
4. Misuse of technology

**Tier 1 Punishment: ½-day ISS**

### **Tier 2 Offenses:**

1. Profanity
2. Insubordination
3. Cheating
4. Minor vandalism
5. Total of three Tier 1 offenses

**Tier 2 Punishment: 1-day ISS**

### **Tier 3 Offenses:**

1. Theft
2. Fighting
3. Bullying
4. Major vandalism

**Tier 3 Punishment: 3-days OSS**

### **Tier 4 Offenses:**

1. Weapons
2. Use of drugs/alcohol/tobacco on school property.
3. Criminal violation

**Tier 4 Punishment: Expulsion**

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## **Dress Code**

Students are expected to dress appropriately at all times for all school functions conforming to reasonable standards of neatness, cleanliness, and modesty. Students may wear shorts of reasonable length during the warm weather.

Pajama bottoms, hats, “doo-rags”, bandannas, sweat bands and visors are not to be worn in school building during school hours (except for special dress-up occasions).

No shorts during freezing weather. **No head coverings of any kind are allowed inside school buildings except shop.** No coats or “hoodies: to be worn in classrooms.

## **Drills**

Fire Drills: 1 each quarter. (All students and staff are to quickly exit all buildings and meet in their designated location.)

“Lock-down drills: 1 each semester. (All students and staff are to close all windows and shades and close and lock all office and classroom doors.)

Tornado Drills: 1 each semester. (All students and staff are to go quickly to their designated area. Elementary: elementary hall.  
Secondary: gym bleachers, farthest from the gym door.)

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## **Early Graduation**

In rare instances a student may graduate earlier than the traditional end of the fourth year of high school. Early graduation must be approved by the Board of Education.

## **Electronic Equipment**

Electronic equipment, such as earphones, will not be allowed during the school day unless required for the class. Emailing or texting is not allowed by students during the school day, unless as required by the teacher.

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## **Eligibility**

Weekly eligibility for students in grades 5-12. Grades to determine eligibility shall be posted every Tuesday at 1:00, beginning with the second week of both the 1<sup>st</sup> semester and the 2<sup>nd</sup> semester. Students are ineligible to participate in any school activity if they have an "F" or two "D's".

If a student has been given in-school-suspension, the student will not be eligible to participate in any school activity for one week. If a student has been given out-of-school suspension, the student will be ineligible for any school activity for the remainder of the semester.

If a student has been ineligible during a sporting season more than twice, that student shall be declared ineligible for the remainder of the season.

Students taking college classes must submit their weekly grades as this policy does also apply to college classes.

The principal shall notify parents of all children, not just those in activities, in grades 5-12 who receive a weekly grade of an "F" or two "D's".

## **Energy Drinks**

Energy drinks, such as *Monster*, *Red Bull*, *Rockstar*, and *Full Throttle* are not allowed on school property, including classrooms, campus and school vehicles.

## **First Aid**

No treatment of injuries except first aid will be permitted in the school. First aid is defined as that immediate help given by the best qualified person available in the event of accident or sudden illness. Treatment of injuries outside of the school jurisdiction is not the responsibility of school employees. Dressing put on at home will not be changed at school except in case of emergency.

## **4-H**

Branson School encourages students to participate in 4-H programs. Although 4-H is not a formal part of the school program, it is nevertheless of great educational benefit and the school is supportive of 4-H.

## Food/Drinks

Food and drinks (except bottled water) are not allowed in classrooms, except for special occasions.

Sunflower seeds or any shelled nuts (such as peanuts, pistachios, etc.) are not permitted in classrooms, hallways, gymnasium, auditorium or in school vehicles.

## Fund Raising

All fund-raising activities are to be approved by the administration prior to any commitments being made.

## Grading

Kindergarten and 1<sup>st</sup> grade students will be graded using special symbols and terms.

Grades 2 through 12 will be graded using letters, as follows:  
A (91-100) B (81-90) C (71-80) D (61-70) F (60 and below)

## Graduation Requirements

Current (Class of 2022) graduation requirement as established by the Board of Education are outlined as follows:

Content	Credits	Required
English	4 credits	English 1, English 2
Math	4 credits	Algebra 1, Geometry
Science	4 credits	Physical Science, Biology
Social Studies	4 credits	US History, ½ credit government, ½ credit civics, ½ credit personal finance
Foreign Language	1 credit	
PE/Health	1 credit	
Technology/Business	1 credit	
Careers	½ credit	
Electives	4½ credits	
TOTAL	24 credits	



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### **Graduation Exercises**

Only twelfth grade students who have met the requirements on the day of graduation or who have registered for summer make-up classes may participate in the graduation exercises. Student who have not met the requirements on the day of graduation will not receive a diploma.

### **Incompletes**

Incomplete work must be finished and the "I" removed within 2 weeks of the grading period unless an extension is approved by the administration. Incompletes which are not removed shall be changed to "F".

### **Locker Assignments**

Each student in grades 6 through 12 will be assigned a locker at the first day of school. Locks will be available from the school or the student may furnish their own. Locks are encouraged but not required. Students are to keep their materials in (not on top of) their lockers. Lockers are considered school property and the administration may have access to lockers without the student's consent.

### **Medication**

If student requires medication during school hours, the school should be notified by the parent or guardian regarding the circumstances and the appropriate medication to legally allow the school secretary to dispense the medication.

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### **Operation of Motor Vehicles**

Students are permitted to operate vehicles (cars, pickups, 4-wheelers, scooters, etc.) on the school parking lot and access road. Students must be properly licensed. School administration shall have the right to search the student's vehicle if there is reasonable suspicion that the vehicle may contain drugs or alcohol.

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## **Parent-Teacher Conference**

Parent-Teacher Conferences will be held as either an on-line visit or in person. Teachers will send the parents of their students a visitation schedule previous to the day of the conference. Parent-Teacher Conferences will be held on October 28, 2021 and on March 24, 2022.

## **Personal Business**

Personal business such as doctor and dentist appointments should be scheduled on non-school day whenever possible.

## **Safety**

No employee, student, or adult shall be permitted to act in a manner which jeopardizes the physical, mental, emotional, or social well-being of any other person or themselves. It is the responsibility of every person in the school environment to intervene directly or indirectly, such as reporting to the administration, when they observe an incident or condition which may threaten the safety of another person.

## **Schedules and Schedule Changes**

At the beginning of each semester, students and the administration shall review their classes and select classes that are based on individual interest and requirements for graduation. Student may make changes in their semester schedule of classes for a maximum of two weeks after the beginning of each semester.

## **School Property**

Students are expected to exercise reasonable care of all school property and facilities including textbooks, library books, equipment, and computers. Any person damaging school property willfully or through neglect will be expected to pay to replace the item.

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### **School Day**

The school day for students for 2021-2022 will be from 7:30 AM to 4:00 PM. The school day will begin with breakfast, followed by the Pledge of Allegiance, song, and announcements. At 8:00, students are to be sitting in their desks/chairs in their classroom with all materials necessary for class.

### **Senior Trip**

The Senior Class trip must be approved by the Board of Education and carried out consistent with Board policy.

### **“Skip Day”**

If any student or students participate in “skip day”, they will be considered truant from school and disciplinary action will be taken.

### **School Meals**

School meal prices for the 2021-2022 school year are as follows:

Student breakfast = \$0.50

Student lunch = \$1.75

Adult breakfast = \$3.00

Adult lunch = \$3.50

All substitute teachers will pay nothing for school meals.

### **Snow Balls**

There will no snowball throwing allowed on school campus.

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### **Sponsors**

Class sponsors, FFA sponsor, and all club sponsors are to be selected by the students involved upon approval of the administration.

### **State Testing**

All students sixth grade through grade twelve will be required to demonstrate competency in the content areas of English, Math, Reading, and Science in accordance with minimum standards as set forth by the State Board of Education and the Branson Board of Education.

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## **Student Use of the Internet**

The Internet offers an opportunity for students to:

1. Participate in distance learning activities.
2. Ask questions of and consult with experts.
3. Communicate with other students and individuals.
4. Locate materials to meet educational requirements.

The district will make every effort to see that this educational resource is used properly by students. Administrators, teachers and staff have the professional responsibility to assist students develop the intellectual skills necessary to discriminate among informational sources, to identify information appropriate to their age and developmental levels, and to use information to meet their educational goals.

Failure to follow the acceptable use procedures will result in the loss of privilege to use this educational tool and may result in school disciplinary action and/or legal action.

## **Tardiness**

Tardiness is the unexcused appearance of a student after the scheduled time for a class to begin. Any student who is later than 5 minutes will be given a tardy slip and the teacher will record the tardy. If a student is later than 15 minutes to class, the student will be counted absent. Any student who is tardy more than 5 times in a semester, an additional absence for that student will be recorded. No student shall be considered tardy because of a late bus or personal car troubles.

## **Truancy**

Truancy is the willful unexcused absence from school and may be grounds for disciplinary action, including suspension or, in aggravated circumstances, expulsion.

## **Vacations**

Student/family vacations during the school year is discouraged. Students that miss school due to vacations will be required to do their school-work previous to the family vacation.

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### **Visitation by Students**

Visitation by students from other schools must be approved by the administration in advance of the visit.

### **Valuables**

Unfortunately, there are times when items have been stolen at Branson School. Students are encouraged to place valuable personal items in their locked locker. The school is not responsible for lost or stolen items.

### **Weapons**

Possession and/or use of any weapon in any school facility, on school grounds, or at any school-sponsored event is prohibited. Such weapons include, but are not limited to, pistol, rifle, shotgun, air gun, or knife with a blade more than 1½ inches. Possession or use of any such weapon shall result in immediate suspension and/or expulsion.

## **NOTICE OF NONDISCRIMINATION**

The Branson School District will not discriminate against students, parents, or staff on any basis, including, but limited to race, color, religion, national origin, marital status, sex, age or handicap. If any student, parent, or staff believe that they have been discriminated against, that person is entitled to a hearing before the Branson Board of Education. The Board may, upon finding that there was an act of discrimination by a staff member, that staff member shall be subject to disciplinary action.

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## **EQUAL EDUCATIONAL OPPORTUNITIES**

The Board subscribes to the fullest extent to the principles of the dignity of all people and of their labors. It also recognizes that it is both culturally and educationally sound to have persons of diverse backgrounds on the school district's staff.

Therefore, it shall be the policy of the district to promote and provide for equal opportunity in recruitment, selection, promotion and dismissal of all personnel. Total commitment on the part of the district towards equal employment opportunity will apply to all people without regard to race, color, religion, national origin, marital status, sex, age or handicap.

Every available opportunity will be taken to assure that the district does not discriminate in any area of employment, including job advertising, pre-employment requirements, recruitment, compensation, fringe benefits, job classification, promotion and termination.

### **Student/Staff Concerns, Complaints and Grievances**

If a student or staff member has a legitimate concern, complaint and/or grievance, that student has the right to express his/her concern in the following manner:

1. Meeting with the administration
2. If solution has not been reached to the student's satisfaction, meeting with the Board of Education.



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**Acceptable Use Agreement**  
**Please read carefully before signing.**  
**Please sign and Return**

We are pleased to offer students in the Branson School access to the district computer network for the Internet. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people.

**District Internet Terms and Conditions**

**Acceptable Use** – The purpose of using the Internet in our school is to support research and education by providing access to unique resources and the opportunity for collaborative work.

**Privileges** – The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.

**Network Etiquette** – The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Accessing personal email
- Harassing, insulting or attacking others
- Sharing confidential information
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using other's passwords
- Trespassing in other's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Downloading of files
- Purchasing of items, materials, goods, etc.

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*Student's Signature*

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*Date*

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*Parent/Guardian Signature*

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**Parent Permission Agreement  
Please Sign and Return**

**Branson School District  
Branson School**

I, \_\_\_\_\_ parent/guardian of \_\_\_\_\_

do hereby give my approval for my child to take part in a school-sponsored field trip.

I also give the Branson School officials to act on my behalf in the event that my child is in need of professional medical care.

Emergency parent phone number: \_\_\_\_\_

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*Parent/Guardian Signature*

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*Date*

**Handbook (sign and return)**

I, parent/guardian of \_\_\_\_\_, student and \_\_\_\_\_,  
student at Branson School state that both have read the  
**2021-2022 Parent/Student Handbook.**

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent/Guardian Signature*

**Allergies and Medications (complete, sign and return)**

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

Parent: \_\_\_\_\_

Student Allergies: \_\_\_\_\_

Student Medications: \_\_\_\_\_