

BRANSON BASICS FOR PARENTS OF FRESHMEN

- 1. First Period “Study Block” Sign In:** When the first block of the day is a study block, your student must sign in with the receptionist or at the library by 8:05 (8:50 on Wednesdays), or the student will be marked tardy. Repeated tardies will result in a letter sent home and consequences.
- 2. Illness:** Please call or email the receptionist Elizabeth Riley **before school** the morning that your child is sick. Leave a voice mail message on extension 200 if the switchboard is closed. On the third day of an illness, please email or have your student contact his/her teachers to request assignment sheets. Also, please let the class dean and Elizabeth know when your child will return to school after a long illness. (415-454-3612, elizabeth_riley@branson.org)
- 3. Off-Campus Appointments during the School Day: Please make every effort to avoid scheduling appointments during the school day.** Please inform Elizabeth Riley **before school** on the day of your student’s appointment. The students must first get a dean's or appropriate administrator’s signature and sign out and in with Elizabeth.
- 4. Guardian In Charge:** If, for any reason, you must leave your son or daughter in the care of a guardian, please give me the name of the person in charge of your child during your absence.
- 5. Family Vacation/Student Absences:** Please schedule your family vacations during the school’s breaks. **Extended Absences:** If students are absent a full day or more, they must fill out a yellow “Notice of Absence Form” (available from Elizabeth) and follow its instructions. Class deans will determine whether an absence is considered “school sanctioned” or not school sanctioned.” Students return the completed form to me before their absence. They’re responsible for any missed assignments or tests. Refer to the *Parent/Student Handbook* for further information regarding absences.
- 6. Eligibility for School Activities:** A student must attend a minimum of four classes on the day that student participates in an extracurricular activity (performance, rehearsal, sports practice or competition). See the *Parent/Student Handbook* for **academic** eligibility rules.
- 7. Closed Campus:** Freshmen **may not** leave campus during the school day unless they are in the company of a coach or unless they have their parent’s and dean’s permission to go to an appointment in the company of an adult. Parents should call Elizabeth before the appointment. The students should **sign out when leaving and in on returning** to school (see above).
- 8. Progress Reports:** You’ll receive six reports on your student’s progress during the year with narrative reports in October and January, and grades in November, March, May, and June.
- 9. Traffic:** Because Branson is in a residential area, the school respects the privacy and safety of its neighbor families. Please observe posted speed limits and **never** use Norwood Avenue. Please carpool with other families. To alleviate traffic congestion at the busy time **before** school, please drop off students for the school shuttle **at the St Anselm’s parking lot**. Please check the *Traffic and Parking Handbook* for further information about drop-offs and pick-ups.
- 10. Car Pools:** We appreciate when students are part of car pools. Be mindful of tardy car pools. Talk with car pool drivers who are frequently late.
- 11. Student Messages:** All student messages left with the receptionist, Elizabeth Riley, will be posted on the student message board in Richardson Hall lobby. Only in an emergency can messages be delivered directly to your student.

BRANSON BASICS FOR FRESHMEN

Honor Code

1. Honor Code: Know the **honor code** and uphold it in your daily life. Please be honest, courteous, inclusive, and respectful of one another.

2. Academic Honesty: Know that **academic integrity** is essential to the strength of our community. People who cheat or plagiarize hinder their own growth and hurt their classmates and teachers.

Attendance

3. First Period “Study Block” Sign In: When the first block of the day is a study block, you must sign in with the receptionist, Elizabeth Riley, or at the library by 8:05am (8:50 on Wednesdays); otherwise you will be marked tardy. Please sign your first and last names. Repeated tardies will result in a letter sent home and further consequences.

4. Off Campus Rule: Freshmen are not allowed off campus during the school day unless they are with a parent or a coach.

5. Extended Absences: If you’re going to be gone a full day or more, fill out a “Notification of Absence Form” (available from Elizabeth Riley) and follow its instructions. Return the completed form to your class dean before your absence. You are responsible for completing any missed assignments/tests.

6. Off-Campus Appointments during the School Day: Please make every effort to avoid scheduling appointments during the school day. Your parent **must inform** Elizabeth Riley **before school** on the day of your appointment. Please get permission from a dean or appropriate administrator and sign out and back in with Elizabeth Riley on leaving and returning to campus.

7. Eligibility for Extracurricular Events: You must attend four or more academic classes on the day of a school activity in order to be eligible to participate in that extracurricular event.

8. Mandatory Assemblies and Meetings: All assemblies, advisor meetings, and class meetings are **mandatory** unless they’re announced as optional.

Responsibility

9. Your Responsibility as a Learner: Accept the responsibility for your own actions and for your own learning. **Make sure you contribute to an atmosphere where others can learn.**

10. Preparedness: Make an appointment with your teacher (or your dean, the counselor, or your advisor) if you’re having difficulty; keep the appointment.

11. Punctuality: Be on time for school and for classes or be ready to accept the consequences.

12. Use of Cell Phones, etc: Turn off **cell phones** during the school day. If you need to use a phone, please see Elizabeth Riley or your dean. (See the *Parent/Student Handbook* for rules about other electronic devices.)

13. The Drug and Alcohol Policy described in the Student Handbook forbids possession, being under the influence, and use of illegal drugs on campus or at school events and on the way to or from school or a school event.