

**CAMDENTON R-III SCHOOL DISTRICT
MINUTES OF BOARD OF EDUCATION MEETING**

**Regular Meeting – Administration Building, Board Room
March 11, 2013 – 5:30 p.m.**

Present:

Nancy A. Masterson	President	Dr. Tim Hadfield	Superintendent
Chris C. McElyea	Vice-President	Dr. Brian Henry	Deputy Superintendent
Selynn Barbour	Treasurer	Roma Lee France	Assistant Superintendent
John L. Beckett	Member	Dr. Jim Rich	Assistant Superintendent
Jim Besancenez	Member	Linda Leu	Secretary
Jackie Schulte	Member		
Laura L. Martin	Member		

Absent:

I. CALL TO ORDER & RECITE PLEDGE OF ALLEGIANCE

The Camdenton R-III Board of Education met in Regular Session in the Administration Building Board Room on Monday, March 11, 2013. The meeting was called to order by President Masterson at 5:30 p.m. The pledge of allegiance was recited.

II. APPROVAL OF AGENDA

Regular Meeting – March 11, 2013

Motion: Move to approve the agenda of the regular meeting of March 11, 2013, as presented. Beckett/Besancenez - all ayes.

III. CLASSIFIED EMPLOYEE OF THE MONTH

Kim Simpson, President of the Classified Employee Association, was present to recognize Anna Leezer, currently a Computer Lab Educator at Osage Beach Elementary, employed with the District since October 2010, as the March "Classified Employee of the Month."

No motion necessary.

IV. PUBLIC COMMENT

One patron read a letter to the Board regarding various District programs.

V. CONSENT ITEMS

- A. Approve Minutes and Documentation of Regular Meeting – February 11, 2013
- B. Approve Minutes of Special Meeting – February 15, 2013
- C. Approve Minutes of Special Meeting – March 1, 2013
- D. Excellence in Education Certificates

Dogwood Elementary	Heather Hendon
Hawthorn Elementary	Dawn Moore
Hawthorn Elementary	Tami Moulder
Oak Ridge Intermediate	Tiffany Mellencamp
Oak Ridge Intermediate	Jody Hilton
Middle School	Beth Blansett
High School/Horizons	Paul Schaefer
LCTC	Larry Wittrock
Hurricane Deck Elementary	Mike Wonderly
Osage Beach Elementary	Carrie Viebrock

- E. Modification of Gifted Program Curriculum Guide

A few changes were suggested to the guide. These were highlighted.

F. Approve Enhancement Grant Application

Dr. White outlined the services and materials garnered with the grant. The District has accessed these funds for many years. These materials and funds are included in the Preliminary Budget.

Motion: Move to approve consent items as presented.
Beckett/Barbour – all ayes.

VI. APPROVAL OF BILLS

Motion: Move to approve the bills with addendum as submitted.
Barbour/Martin – all ayes.

VII. APPROVAL OF TREASURER’S REPORTS

Motion: Move to approve the February 2013 Treasurer’s Report as submitted.
Beckett/Barbour - all ayes.

VIII. NEW BUSINESS

A. TAC (TEACHERS ASSOCIATION OF CAMDENTON) SALARY AND BENEFIT PROPOSAL FOR 2013-2014

Randy Gum, President of TAC, and representatives of the TAC Salary and Benefit Committee presented their proposal for the 2013-2014 school year as follows.

TAC proposes the district shall:

- Move each employee down and/or over one step (1.4%) on the pay scale.
- Give an additional 2% pay increase across the board to all teachers.
- Provide a \$250.00 reimbursement per completed credit hour on graduate level courses.
- Complete a feasibility study with a long-term focus on competitive salaries, both for new teachers and veteran teachers.
- Fully fund Career Ladder (back to original \$5,000 for Level Three).
- Continue the current retirement plan.
- Continue accumulation of Personal Leave (9 days per year) and continue the reimbursement policy that currently stands with the exception of not penalizing staff for donating to sick leave pool.

President Masterson suggested TAC and the Board write legislators asking for the Career Ladder program to be reinstated.

Motion: Move that the TAC Salary and Benefit proposal be tabled for further study.
Schulte/Barbour - all ayes.

B. PRELIMINARY BUDGET REVIEW

The Board reviewed a Preliminary FY14 Budget. This information can and will change significantly over the course of the next few months. Superintendent Hadfield also presented information related to the state budget as specified in the annual/perpetual calendar.

No motion necessary.

C. BOARD POLICY UPDATES

The Board reviewed the following policies and regulations.

<u>POLICY CODE</u>	<u>POLICY TITLE</u>
BBBB	School Board Ballot Issues
DLB	Salary Deductions

EBBA	Illness & Injury Response & Prevention
ECG	Animals on District Property
FEF	Construction Contracts Bidding & Awards
GBCC	Staff Use of Communication Devices
GCBDA	Professional Staff Short-Term Leaves & Absences
GDBDA	Support Staff Leaves & Absences
IGBE	Students in Foster Care
IGC	Extended Instructional Programs
IGCE	District-Sponsored Instruction Options
IK	Academic Achievement
IKF (K-12 only)	Graduation Requirements
IND	Ceremonies & Observances
JCB	Intradistrict Transfers
JECC	Assignment of Students to Grade Level/Classes
JG-R1	Student Discipline (Elementary)
JG-R2	Student Discipline (Middle School)
JG-R3	Student Discipline (High School)
JHCD	Administration of Medications to Students
JHCF	Student Allergy Prevention & Response
JHG	Reporting & Investigating Child Abuse/Neglect
JO	Student Records

No motion necessary.

D. PATRON PANEL MEETING UPDATE

Superintendent Hadfield reported on the March 7th Patron Panel meeting. The next meeting will be scheduled following the bond issue election to continue discussions on various other areas of interest. President Masterson asked the Board to be considering possible future Patron Panel participants.

No motion necessary.

IX. UNFINISHED BUSINESS

A. BOND ISSUE UPDATE

Superintendent Hadfield updated the Board of Education regarding recent meetings related to the proposed bond issue. *Meet and Greet* sessions will be held at Hurricane Deck Elementary on March 13 and March 26, and at Osage Beach Elementary on March 18 and March 21 from 5:30-7:30 p.m.

X. BOARD PRESIDENT'S WRAP-UP

This is an opportunity for the Board to report on upcoming meetings, meetings attended, registrations, and deadlines. The following items were discussed:

- Regional Leadership Committee Meeting – March 6, Lebanon. Nancy attended.
- Set Special Board Meeting – Wednesday, March 27, 2013, 7:00 a.m.
- MSBA Spring Regional Meeting – April 17, Dixon R-I. Let Linda know if you want to attend.
- Elegant Evening - Friday, April 19, 2013
- Common Core Meeting – Jackie reported that teachers are ready to go.
- CSTN Ride-A-Long – Active Shooter Process
- Fall Regional Meeting – October 16, 2013. Camdenton will host.
- Chris Reeves received the State Science Research Teacher of the Year Award.

No motion necessary.

XI. EXECUTIVE SESSION

In compliance with State Statute 610.021 (closed meetings and closed records), move that the Board go into Executive Session for the following purposes:

- 1) Lease, purchase, or sale of real estate (610.021)(2).
- 2) Hiring, firing, disciplining, or promoting particular employees (610.021)(3).
- 3) Individually identifiable personnel records, performance ratings, or records pertaining to employees (610.021)(13).

Motion: Move to adjourn to Executive Session.

Beckett/Schulte - Roll call vote: Beckett – aye, Barbour – aye, McElyea – aye, Masterson – aye, Martin – aye, Besancenez – aye, and Schulte – aye.

OTHER

Dr. Rich briefed the Board about a Gateway to Technology, Project Lead-the-Way grant. This is a 50/50 grant which will provide more training in order to hopefully introduce four quarterly technology/STEM classes this next school year at the middle school. The Board gave their approval to proceed with the grant writing.

XII. ADJOURN MEETING

Motion: Move that the meeting adjourn.

Beckett/Besancenez - all ayes.

Meeting adjourned at 7:49 p.m.

Nancy A. Masterson – President of the Board

Linda Leu – Secretary of the Board

Public Comment Card

Name Sherri Harmon
Address Po Box 3440
City, State, Zip Camdenton, MO 65020
Phone Number 573-344-3368

Brief description of topic being presented to the Board at today's meeting:

~~FR~~ I would like to read a letter
regarding the Gifted Program

Please give this card to the Secretary of the Board of Education.

Gifted Program Curriculum Guide

Grades 1-12

2 minor updates



Camdenton R-III School District
P.O. Box 1409
Camdenton, MO 65020

Board Adopted:
Spring, 2012

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>Creativity, Reasoning and Problem-Solving Ability - including a score at or above the 90th percentile on the "Screening Assessment for Gifted Elementary Students" (SAGES).

>District-developed criteria - including age-appropriate observational checklist.

Individual Evaluation

The following component is a requirement for qualification:

>General Mental Ability - a full-scale IQ score or General Abilities Index of 130 (percentile rank of 98%) or higher on an individualized intelligence test such as the Stanford Binet V, Wechsler Intelligence Scale (WISC IV) or Wechsler Preschool Primary Scale of Intelligence (WPPSI).

Students meeting the above criteria may be enrolled in the district's gifted program (Capstone).

Testing Timeline

Kindergarten:

-Screening during the spring

-Testing April - May

-Classes for identified students will begin approximately the second week of the following school year and will continue throughout the year.

First through Eighth Grade:

-Screening March and April

-Testing May and June

-Classes for identified students will begin approximately the second week of the following school year and will continue throughout the year.

Transfer Student

Students who transfer into the district may be placed in the gifted program if all of the following conditions are met:

>The student must previously have been placed in a gifted program.

>The areas addressed by the two programs must be similar, i.e. both are general academic programs, or both are specific academic programs.

>The student meets or exceeds the district's selection criteria as established by the board policy.

>The district, student and parents agree to such placement.

Out-of-District Testing

Parents or guardian may choose either in-district or out-of-district cognitive assessment of their child. If the choice has been made to have out-of-district evaluation, the following criteria must be met in order that assessment results are accepted by the Camdenton R-III School District.

>Parent or guardian must submit notification in writing to the director of gifted education prior to testing.

>Parent or guardian must sign a Consent for Release/Mutual Exchange of Information form prior to testing. This will facilitate communication of information between the school district and the examiner.

>A district approved licensed psychometrist, counselor, psychologist or psychiatrist must administer the evaluation.

>The evaluation must be an instrument currently used by the Camdenton R-III School District. Due to retest time restrictions, the director of gifted education must preapprove the assessment instrument.

>All out-of-district evaluations are the financial responsibilities of the parent or guardian unless otherwise designated by the director of gifted programs.

After the evaluation is completed, the examiner will mail the results to the director of gifted education. At this time, the director will determine if the test scores qualify the student to meet district criteria for placement in the gifted program.

2. Description of Gifted Services

(Deleted Kindergarten)

First and Second Grade

Students meet at the Capstone Center Monday mornings for approximately 150 minutes each week in a pull out program designed to meet the needs of gifted students. Students may arrive by car to the center at 8:15 a.m. or ride their regular bus to Dogwood Elementary, Osage Beach Elementary or Hurricane Deck Elementary in the morning. At 10:45 a.m. Dogwood students return to their building for lunch. At 10:50 a.m. Hurricane Deck and Osage Beach students eat at Hawthorn and get on the bus at 11:20 to return to their buildings by 11:50 a.m.

Back in their home building, students are flex-grouped based on needs and interests at various times during each week. Flexible grouping is another instructional practice used by the Camdenton R-III School District to better meet gifted student needs.

Third, Fourth, Fifth and Sixth Grade

Students meet at the Capstone Center one day a week for approximately 390 minutes each week in a pull out program designed to meet the needs of gifted students. Students may arrive by car to the center at 8:15 a.m. or ride their regular bus to Hawthorn Elementary, Oak Ridge Intermediate, Osage Beach Elementary or Hurricane Deck Elementary in the morning and then be bussed over to the center by 8:30 a.m. Students eat lunch at the Capstone Center and will be dismissed from the Capstone Center at 3:15 p.m.

*Third and Fourth grade meet at the Capstone Center every Tuesday.

*Fifth grade meet at the Capstone Center every Wednesday.

*Sixth grade meet at the Capstone Center every Thursday.

When students are not at the Capstone Center, they are grouped (clustered) with peers in the regular classrooms. Flexible grouping is another instructional practice used by the Camdenton R-III School District to better meet gifted student needs.

Seventh and Eighth Grade

Students meet daily for one period each day at the Middle School. This equals 47 minutes each day, for approximately 235 minutes for the week.

Students may also participate in compacted Science, Social Studies, Language Arts or French or Spanish.

High School

students will encounter and an attempt to give them a basis with which to work and lead successful, productive lives.

Advanced Education - Greenhouse, Turf & Landscaping: Equipment requested for the Greenhouse/Turf & Landscaping curriculum is needed in order to teach students how to use industry-like product. The "green" industry around the Lake of the Ozarks is continuing to grow and prosper. The equipment requested would enhance the instructional process as well as provide students in the Horticulture/Agricultural program the tools that professionals utilize in the field.

Agricultural Education - Ag Food Science & Technology: During the 2008-2009 school year, an additional course for animal science and processing as well as business management was implemented. Equipment requested will meet the high demand agriculture occupations for meat/poultry/fish center, eggs culture, retail salespersons, and business. Students will be able to apply their knowledge across many areas of agriculture from retail sales to financial management. This year the district provided funds for a 40 x 80 metal structure (with additional storage) to support the animal side of the program. There is definite support for the Agriculture program at LCYC by both the district and the community.

Business Education - Computer Applications: With the inclusion of Cumberland High School business courses, the equipment requested would go to enhance the jobs in the state-of-the-art high school that opened in the fall of 2007. With the 2007-2008 school year, all business courses were moved to Cumberland High School. Equipment requested will allow these programs to continue staying current for the numerous students that are served.

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after school program - there is a group of students (grades 4-11) who are voluntarily on Tuesday and Thursday each week to learn about the many opportunities there are in this field. Pre-enrollment has been completed and there is strong interest in this new program. This course will also be offered as a Dual Credit option with State Fair Community College. There are plans to renovate an area to accommodate this program that will be start-of-the-year completion. Additional funds to complete this project are needed.

Skilled Technical Sciences - Metal Fabrication: The Metal Fabrication program includes both welding and machine tool in the training facility. In an effort to keep current with technology for instructional purposes, equipment requested will be utilized for student learning.

Robotics & Electronics Education - FETV Engineering: Project Lead The Way has been offered at Cumberland High School for a number of years. This is the first year that additional equipment and professional development has been requested. The professional development funds being requested are for the three instructors, a high school administrator, and a counselor to attend the annual required training. This training will be held in Columbia and the fee of \$100 as well as \$25 per person for meals is being requested for five participants. A district vehicle will be used so there will be no additional travel costs. There is also a very competitive after school program in Robotics that supports the interest of the students and provides another avenue for many individuals who do not become involved in other extracurricular activities.

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Health Sciences - Health Organizations & II: Equipment and curriculum requested for the Health Sciences program will allow students the opportunity to use current materials and equipment that mirrors the industry. The equipment will be used during the instructional process so all students will be able to access apparatus similar to what they will encounter in the clinical experience.

Marketing Education: Updated software is needed in order for students to be competitive and become familiar with all aspects of the marketing field. Students will utilize the software to master Power Standards as well as be competitive at DECA contests/compositions. In the highly competitive marketing profession it is imperative students have knowledge and training in using a variety of equipment.

Occupational Family Consumer Sciences and Human Services - Culinary Arts: This program was the first secondary program in Missouri to receive validation through ACCESS ACE (American Culinary Federation). The third review was held in the fall of 2010 and the program has maintained the certification via a yearly self-review.

Equipment requested will replicate what industry is currently using and the students will be better prepared to enter the culinary field or continue higher education.

Occupational Family Consumer Sciences and Human Services - Career Pathways for Teacher Professions: Teacher Education is a relatively new career and technical education program in the district. There are many professionals at Cumberland who graduated from this high school and have returned to be teachers in their hometown. The equipment being requested will be utilized within the curriculum to continue to inspire individuals to become education and perhaps return to the Lake area to have a fulfilling career.

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015002 - Cumberland R-II Schools

B. DESCRIPTIONS OF IMPROVEMENTS

Agribusiness Education - Greenhouse/Turf & Landscaping: The equipment requested will enhance instruction by incorporating more industry specific tools into the learning process. Specific requests for the "green" classes offered are the Power Standards include:

- The courses shall address the objective to practice basic shop skills - tool usage, safety, set connection. The skill is great for use as well as outdoor activities and has a variety of industrial applications.
- The storage cabinet allows for proper tool and supply storage of items utilized in the program. Having an organized lab is conducive to both more instructional time as well as classroom management.

Agribusiness Education - Ag Food Science & Technology: The funds requested are to acquire the equipment for the additional curriculum being offered within the agriculture program. Equipment requests will support the animal and Agri. Business aspect of the agricultural program.

- The microscopes will be utilized in various courses to identify diseases, examine cells, as well as fecal material. Power Standards include - identify different types of cells, cell organelles and functions, and various cellular functions; apply the process of selection, reproduction, breed identification, mutation, and management of cytosine, and apply advanced knowledge in the process of animal selection, health, enterprise management, and proper facilities and equipment for beef, swine, and sheep.

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Skilled Technical Sciences - Automotive Technology: The equipment requested for this program reflects the NATEPASE recommendations conducted in the spring of 2010. The program met the strict industry standards required for certification in the areas of Brakes, Electrical/Electronic Systems, Engine Performance, and Suspension & Steering. NATEPASE team members and the advisory committee indicate that to maintain the standards of the automotive industry the requests for equipment listed are necessary.

Skilled Technical Sciences - Building Trades: This program at Lake Ozark & Technical Center addresses high demand occupational areas of carpentry throughout the entire state of Missouri. The continuous need to upgrade equipment is largely based upon student interest in this program. During the 2007-2008 school year, an additional machine instructor was added and the program was expanded. Requests made will allow students to experience using equipment the program currently does not possess or is in need of replacement. During the 2010-2011 year the list was updated and expanded to allow for more students to take part in the construction sequence of courses.

Skilled Technical Sciences - Computer Technology/Networking: Information Technology careers are abundant. Students at LCYC receive training in such areas as A+ Certification, Net+, Home Technology Integration, and computer repair. There is a cooperative spirit between the training program and the Computer Technicians at Cumberland R-II. Equipment requested would allow students the latest technology on which to train.

Skilled Technical Sciences - Law Enforcement: This is a brand new program for the 2013-2014 school year. There has been strong support from the city, county, and state law enforcement officials to provide a training program. This year - through the

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- **CEV Animal Systems Pathway** will be added to the existing Animal Science curriculum. Power Standards include:

- o Students will be able to apply advanced knowledge in the process of animal selection, health, enterprise management, and proper facilities and equipment for beef, swine, and sheep.
- o Students will be able to recognize and apply nutritional and reproductive principles.
- o Students will identify different types of cells, cell organelles and functions, and various cellular functions.
- o Students will develop an understanding of genetics and heritability.
- o Students will be able to apply the process of selection, reproduction, breed identification, mutation, and management of equine.

The digital camera will be used for instructional purposes - in classroom, lab, and supervised agriculture experiences as well as for motivational and FFA functions.

Business Education - Computer Applications/Web Page Design: With the merging of the career center and comprehensive high school programs during the 2007-2008 school year and the move into the new high school, the equipment requested addresses many learner expectations and Power Standards identified for students to be well versed in the field of business effectively. Listed are the essential outcomes that the requested equipment will address:

- Laptops will replace the older desktop computers in the lab. Since this is a technology class - both Computer Applications and Web Page Design - it

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address every Power Standard identified. A few standards include: create forms; use web authoring software to develop web pages; design basic FLASH movies; Use Basic Java scripting to create objects within a web page; and Utilize Microsoft Office applications for word processing, spreadsheet development, databases, and multimedia presentations.

- The website and microsites will be utilized for the Power Standard "maintain a live website". Students will communicate with clients in developing pages.

Health Sciences – Health Occupations I (A1): Beginning with the 2016-2017 school year, there was such demand for the health care program that an additional half-size classroom was added. Pre-enrollment figures for 2017-2018 indicated a continued need for the program and a full-time position was created. LCTC has supported a second full-time Health Sciences instructor for several years. Equipment and multimedia requested reflects the need to serve the students in the Health Sciences field. Description of the equipment and the Power Standards addressed include:

- The "empathy" body pregnancy and Jenga C.O.P.D. (Chronic Obstructive Pulmonary Disease – restricted always in the lungs because of smoking or environmental pollution) simulators will allow students to learn how a patient feels and to have feelings/concerns for them in their situation. These two simulators give students the feel of either pregnancy or C.O.P.D.

- Human/Child Development –** Multimedia presentation over the *Human/Child* book.
- Legal Aspects of Education –** Research report on court cases related to education.
- Governing Public Education –** Research with presentation on school board responsibilities.
- Prepare and Deliver Lessons in a Classroom Setting –** Research on state standards to coincide with the typed lesson plan.
- Write a Personal Philosophy of Education –** Research education philosophers and prepare a personal philosophy of education.
- Pre-employment –** Complete an on-line application, resume, and thank you letter.

Skilled Technical Services – Automotive Technology: The expenditures for the Auto Tech program includes the annual update for Mitchell on Demand, Snap-On Motors, and textbooks to be used in the lab. These requests support the competencies taught that appear on the NATEF Task List. Examples include: General Engine Diagnosis; Removal and Reinstallation; Cylinder Head and Valve Train Diagnosis and Repair; and Engine Block Diagnosis and Repair. Suspension and Steering; Suspension Systems Diagnosis and Repair; Front and Rear Suspension; Wheel Alignment; Diagnosis, Adjustment, and Repair; and Wheel and Tire Diagnosis and Repair.

Skilled Technical Services – Building Trades/Carpentry: Even during these economic times, the construction industry is beginning to improve at the Lake of the Ozarks. For students to master a competency at the level expected by employers, they need access to equipment that also meets employers' expectations. The acquisition of the

- Power Standards for the Pregnancy Belly include:** employ knowledge of caring for mothers and newborns; knowledge of the reproductive system; and basic human anatomy of the reproductive system.
- Power Standards for the Legs include:** knowledge of special procedures; utilize patient care skills; knowledge of personal care; knowledge of the respiratory system; and knowledge of basic human anatomy of the respiratory system.

- The scales will be used to measure height and weight.
- Power Standards include:** knowledge of personal care and is a Certified Nurse Assistant skill.

The DVD set *Anatomy & Physiology* will help students understand how each system works individually. Information provided covers: The ear, skin, skeletal, muscular, and nervous systems; special senses; endocrine/respiratory, digestive, urinary, excretory, lymphatic & immune, and reproductive systems; reproduction in humans and nonhumans.

Marketing Education: Creative electronic marketing is here to stay. More and more business people require presentations into the marketing process to communicate visually. The software requested – produced by Knowledge Matters – includes a site license for Retailing as well as *Spire's Virtual Business*. The Power Standard of "Identify entrepreneurship opportunities" will be addressed utilizing this software.

Continental Email/Communications and Human Services – Culinary A&P: The equipment requested (and standards addressed) for the ACP Validated program includes:

- requested industry-standard equipment gives students this opportunity. Equipment needed to enhance the program includes:
- The hand sander will be used to assist in the installation of cabinets and drywall.
- Objectives include: Demonstrate appropriate safety practices and construct box sill, floor joists, walls and openings and Demonstrate appropriate safety practices.
- The computer requested will be used in conjunction with the recently purchased CNC and laser engraver to access information and download from the Internet for projects.

In order to have a scope and sequence within the construction field, a one-hour and two-hour component is now being offered. This year before had the lab was upgraded to accommodate the additional course offerings and opportunities for students. The competency component of the construction program offers instruction in design and construction techniques, tool and machine maintenance, finishing procedures, problem solving, blueprint reading, safe operation of tools and equipment, and estimating cost and materials. The class is taught through projects and mock-ups as well as going on location of the current house project. Areas studied include building fundamentals, cabinet-making and assembly skills within the residential building industry. Students gain real-life, practical experience by working on a variety of actual carpentry projects. Technology, math, and communication skills, as they relate to the industry, are taught throughout the course.

Skilled Technical Services – Computer Technology/Integration: To keep current in the field, additional equipment to enhance the program and provide a more rounded educational opportunity for students interested in the computer field is being requested.

- Oven – Food Preparation:** Develop skills in knife, tool, and equipment handling, and apply principles of food preparation to produce a variety of foods and Demonstrate how to read and follow a standard recipe.
- Proofer – Sanitation and Safety:** Identify the basic principles of sanitation, and be able to apply them in the foodservice operation. Food Preparation: Develop skills in knife, tool, and equipment handling, and apply principles of food preparation to produce a variety of foods and Demonstrate how to read and follow a standard recipe.
- Blanchet Service Equipment – Sanitation and Safety:** Identify the basic principles of sanitation, and be able to apply them in the foodservice operations. Dining Room Service – Demonstrate the general rules of table settings and service.
- Pasty Bench – Sanitation and Safety:** Identify the basic principles of sanitation, and be able to apply them in the foodservice operations and Demonstrate good personal hygiene and food handling practices. Human Relations Skills: Practice professionalism and a strong work ethic. Food Preparation – Demonstrate how to read and follow a standard recipe.

Occupational Family Consumer Science and Human Services – Career Pathways for Teacher Technology: The technology being requested addresses many Power Standards in the Introduction to Teaching, Foundations of Education, and Teacher Education courses. Listed below are just a few:

- Teaching Profession –** Internet research and reports on teaching careers.
- Becoming a Teacher –** Internet research and reports on teacher education requirements at post-secondary institutions.

- The other laser printer will serve students in two classes – Computer Repair & Networking and Smart Tech/Tech Mech. This will address the Power Standards of: Classify power supply types and characteristics. Categorize standard cable types and their properties; identify common connector types; identify and define network cabling characteristics and performance.
- The high definition LCD display, blue-ray player, and receiver will be used exclusively in the Smart Honor/Tech Mech course. Power Standards addressed are: Implement, maintain, and troubleshoot multi-room audio and video systems; install, configure, and maintain a residential home theater system; and install, configure, maintain, and troubleshoot a security and surveillance system.

These pieces of equipment will enhance the curriculum and experiences for the students and replace the current AV equipment from analog to digital.

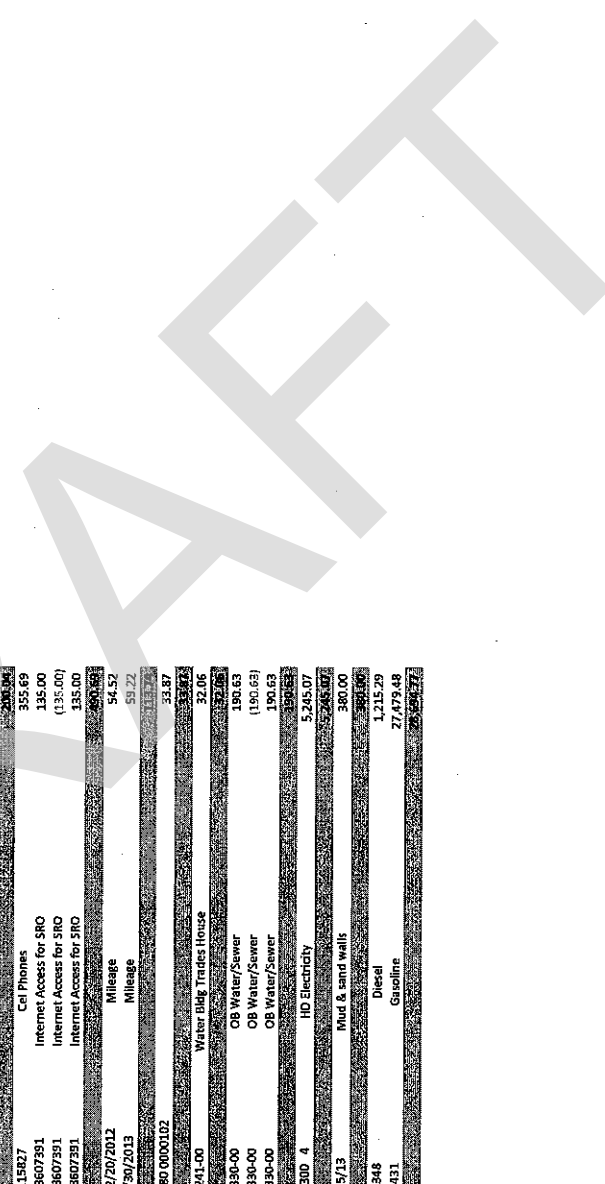
Skilled Technical Services – Law Enforcement: This is a brand new program beginning with the 2013-2014 school year. Attached you will find the FY-13 Program Approval document. The facilities renovations are necessary in order to have this program. Currently there is a 93 x 91 space that is available. There are to have two classrooms that also includes space for a computer lab, office area, storage, restrooms, lockers, crime room, and laboratory space for hands-on activities. The area available will easily and safely accommodate this training program. Without the renovation, the area is simply a large open shell not conducive to productive teaching and learning.

Board of Education	Invoice Number	Invoice Description	PO Number	Amount
Plow Boy Snow Removal	051155	12/31/12 - HD & OBE Plow & Chemical		656.00
Plow Boy Snow Removal	031154	12/19/12 - OBE & HD Plow & Chemical		656.00
Plow Boy Snow Removal	031156	1/19/13 - OBE & HD Chemical		286.00
Ruricka, Doug	March 1, 2013	Assembly- Mush Husky	408-5662	400.00
Sunrise Beach Water System	70	Water/Sewer HD		533.42
Grand Total				2,531.42

Vendor Name	Invoice Number	Invoice Description	PO Number	Amount
Allied Waste Services #435	0435-000736883	Trash Service		350.42
Ameren Missouri	77206-17118	OB Electricity		32.36
Ameren Missouri	59110-00116	OB Electricity		2,991.13
AT&T	57334672693293	Horizons Local & Campus Alarms		368.31
AT&T	573331795705542	HD Electricity		147.96
AT&T	848921611	HD, OB, Horizons Long Distance		700.04
AT&T	859219827	Cell Phones		355.69
AT&T Mobility - Maint Cell	287248607391	Internet Access for SRO		135.00
AT&T Mobility - Maint Cell	287248607391	Internet Access for SRO		(135.00)
AT&T Mobility - Maint Cell	287248607391	Internet Access for SRO		135.00
Camahan, Whitney R	12/12-12/20/2012	Mileage		54.52
Camahan, Whitney R	1/18-1/20/2013	Mileage		69.72
Charter	8790 27 6801000102	Water Bldg Trades House		33.87
City of Camdenon	07-8291-00	OB Water/Sewer		32.06
City of Osage Beach	04-6330-00	OB Water/Sewer		190.63
City of Osage Beach	04-6330-00	OB Water/Sewer		(190.63)
City of Osage Beach	04-6330-00	OB Water/Sewer		190.63
Co-Mo Electric Cooperative Inc	3486 300 4	HO Electricity		5,245.07
Lake Dragon Painting	1/15/13	Mud & sand walls		380.00
Lakeland Oil	18348	Diesel		1,215.29
Lakeland Oil	18431	Gasoline		27,479.48
Grand Total				25,311.42

February 2013

Paid Invoices



March 11, 2013

Board of Education

Check Preview

March 11, 2013

Board of Education

Check Preview

March 11, 2013

Board of Education

Check Preview

March 11, 2013

MRP Program	150.00		
MRP Program	155.84		
MRP Program	161.68		
MRP Program	167.52		
MRP Program	173.36		
MRP Program	179.20		
MRP Program	185.04		
MRP Program	190.88		
MRP Program	196.72		
MRP Program	202.56		
MRP Program	208.40		
MRP Program	214.24		
MRP Program	220.08		
MRP Program	225.92		
MRP Program	231.76		
MRP Program	237.60		
MRP Program	243.44		
MRP Program	249.28		
MRP Program	255.12		
MRP Program	260.96		
MRP Program	266.80		
MRP Program	272.64		
MRP Program	278.48		
MRP Program	284.32		
MRP Program	290.16		
MRP Program	296.00		
MRP Program	301.84		
MRP Program	307.68		
MRP Program	313.52		
MRP Program	319.36		
MRP Program	325.20		
MRP Program	331.04		
MRP Program	336.88		
MRP Program	342.72		
MRP Program	348.56		
MRP Program	354.40		
MRP Program	360.24		
MRP Program	366.08		
MRP Program	371.92		
MRP Program	377.76		
MRP Program	383.60		
MRP Program	389.44		
MRP Program	395.28		
MRP Program	401.12		
MRP Program	406.96		
MRP Program	412.80		
MRP Program	418.64		
MRP Program	424.48		
MRP Program	430.32		
MRP Program	436.16		
MRP Program	442.00		
MRP Program	447.84		
MRP Program	453.68		
MRP Program	459.52		
MRP Program	465.36		
MRP Program	471.20		
MRP Program	477.04		
MRP Program	482.88		
MRP Program	488.72		
MRP Program	494.56		
MRP Program	500.40		
MRP Program	506.24		
MRP Program	512.08		
MRP Program	517.92		
MRP Program	523.76		
MRP Program	529.60		
MRP Program	535.44		
MRP Program	541.28		
MRP Program	547.12		
MRP Program	552.96		
MRP Program	558.80		
MRP Program	564.64		
MRP Program	570.48		
MRP Program	576.32		
MRP Program	582.16		
MRP Program	588.00		
MRP Program	593.84		
MRP Program	599.68		
MRP Program	605.52		
MRP Program	611.36		
MRP Program	617.20		
MRP Program	623.04		
MRP Program	628.88		
MRP Program	634.72		
MRP Program	640.56		
MRP Program	646.40		
MRP Program	652.24		
MRP Program	658.08		
MRP Program	663.92		
MRP Program	669.76		
MRP Program	675.60		
MRP Program	681.44		
MRP Program	687.28		
MRP Program	693.12		
MRP Program	698.96		
MRP Program	704.80		
MRP Program	710.64		
MRP Program	716.48		
MRP Program	722.32		
MRP Program	728.16		
MRP Program	734.00		
MRP Program	739.84		
MRP Program	745.68		
MRP Program	751.52		
MRP Program	757.36		
MRP Program	763.20		
MRP Program	769.04		
MRP Program	774.88		
MRP Program	780.72		
MRP Program	786.56		
MRP Program	792.40		
MRP Program	798.24		
MRP Program	804.08		
MRP Program	809.92		
MRP Program	815.76		
MRP Program	821.60		
MRP Program	827.44		
MRP Program	833.28		
MRP Program	839.12		
MRP Program	844.96		
MRP Program	850.80		
MRP Program	856.64		
MRP Program	862.48		
MRP Program	868.32		
MRP Program	874.16		
MRP Program	880.00		
MRP Program	885.84		
MRP Program	891.68		
MRP Program	897.52		
MRP Program	903.36		
MRP Program	909.20		
MRP Program	915.04		
MRP Program	920.88		
MRP Program	926.72		
MRP Program	932.56		
MRP Program	938.40		
MRP Program	944.24		
MRP Program	950.08		
MRP Program	955.92		
MRP Program	961.76		
MRP Program	967.60		
MRP Program	973.44		
MRP Program	979.28		
MRP Program	985.12		
MRP Program	990.96		
MRP Program	996.80		
MRP Program	1002.64		
MRP Program	1008.48		
MRP Program	1014.32		
MRP Program	1020.16		
MRP Program	1026.00		
MRP Program	1031.84		
MRP Program	1037.68		
MRP Program	1043.52		
MRP Program	1049.36		
MRP Program	1055.20		
MRP Program	1061.04		
MRP Program	1066.88		
MRP Program	1072.72		
MRP Program	1078.56		
MRP Program	1084.40		
MRP Program	1090.24		
MRP Program	1096.08		
MRP Program	1101.92		
MRP Program	1107.76		
MRP Program	1113.60		
MRP Program	1119.44		
MRP Program	1125.28		
MRP Program	1131.12		
MRP Program	1136.96		
MRP Program	1142.80		
MRP Program	1148.64		
MRP Program	1154.48		
MRP Program	1160.32		
MRP Program	1166.16		
MRP Program	1172.00		
MRP Program	1177.84		
MRP Program	1183.68		
MRP Program	1189.52		
MRP Program	1195.36		
MRP Program	1201.20		
MRP Program	1207.04		
MRP Program	1212.88		
MRP Program	1218.72		
MRP Program	1224.56		
MRP Program	1230.40		
MRP Program	1236.24		
MRP Program	1242.08		
MRP Program	1247.92		
MRP Program	1253.76		
MRP Program	1259.60		
MRP Program	1265.44		
MRP Program	1271.28		
MRP Program	1277.12		
MRP Program	1282.96		
MRP Program	1288.80		
MRP Program	1294.64		
MRP Program	1300.48		
MRP Program	1306.32		
MRP Program	1312.16		
MRP Program	1318.00		
MRP Program	1323.84		
MRP Program	1329.68		
MRP Program	1335.52		
MRP Program	1341.36		
MRP Program	1347.20		
MRP Program	1353.04		
MRP Program	1358.88		
MRP Program	1364.72		
MRP Program	1370.56		
MRP Program	1376.40		
MRP Program	1382.24		
MRP Program	1388.08		
MRP Program	1393.92		
MRP Program	1400.00		

MRP Program	1395.84		
MRP Program	1401.68		
MRP Program	1407.52		
MRP Program	1413.36		
MRP Program	1419.20		
MRP Program	1425.04		
MRP Program	1430.88		
MRP Program	1436.72		
MRP Program	1442.56		
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MRP Program	1454.24		
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MRP Program	1471.76		
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MRP Program	1483.44		
MRP Program	1489.28		
MRP Program	1495.12		
MRP Program	1500.96		
MRP Program	1506.80		
MRP Program	1512.64		
MRP Program	1518.48		
MRP Program	1524.32		
MRP Program	1530.16		
MRP Program	1536.00		
MRP Program	1541.84		
MRP Program	1547.68		
MRP Program	1553.52		
MRP Program	1559.36		
MRP Program	1565.20		
MRP Program	1571.04		
MRP Program	1576.88		
MRP Program	1582.72		
MRP Program	1588.56		
MRP Program	1594.40		
MRP Program	1600.24		
MRP Program	1606.08		
MRP Program	1611.92		
MRP Program	1617.76		
MRP Program	1623.60		
MRP Program	1629.44		
MRP Program	1635.28		
MRP Program	1641.12		
MRP Program	1646.96		
MRP Program	1652.80		
MRP Program	1658.64		
MRP Program	1664.48		
MRP Program	1670.32		
MRP Program	1676.16		
MRP Program	1682.00		
MRP Program	1687.84		
MRP Program	1693.68		
MRP Program	1700.00		
MRP Program	1706.40		
MRP Program	1712.80		
MRP Program	1719.20		
MRP Program	1725.60		
MRP Program	1732.00		
MRP Program	1738.40		
MRP Program	1744.80		
MRP Program	1751.20		
MRP Program	1757.60		
MRP Program	1764.00		
MRP Program	1770.40		
MRP Program	1776.80		
MRP Program	1783.20		
MRP Program	1789.60		
MRP Program	1796.00		
MRP Program	1802.40		
MRP Program	1808.80		
MRP Program	1815.20		
MRP Program	1821.60		
MRP Program	1828.00		
MRP Program	1834.40		
MRP Program	1840.80		
MRP Program	1847.20		
MRP Program	1853.60		
MRP Program	1860.00		
MRP Program	1866.40		
MRP Program	1872.80		
MRP Program	1879.20		
MRP Program	1885.60		
MRP Program	1892.00		
MRP Program	1898.40		
MRP Program	1904.80		
MRP Program	1911.20		
MRP Program	1917.60		
MRP Program	1924.00		
MRP Program	1930.40		
MRP Program	1936.80		
MRP Program	1943.20		
MRP Program	1949.60		
MRP Program	1956.00		
MRP Program	1962.40		
MRP Program	1968.80		
MRP Program	1975.20		
MRP Program	1981.60		
MRP Program	1988.00		
MRP Program	1994.40		
MRP Program	2000.80		
MRP Program	2007.20		
MRP Program	2013.60		
MRP Program	2020.00		
MRP Program	2026.40		
MRP Program	2032.80		
MRP Program	2039.20		
MRP Program	2045.60		
MRP Program	2052.00		
MRP Program	2058.40		
MRP Program	2064.80		
MRP Program	2071.20		
MRP Program	2077.60		
MRP Program	2084.00		
MRP Program	2090.40		
MRP Program	2096.80		
MRP Program	2103.20		
MRP Program	2109.60		
MRP Program	2116.00		
MRP Program	2122.40		
MRP Program	2128.80		
MRP Program	2135.20		
MRP Program	2141.60		
MRP Program	2148.00		
MRP Program	2154.40		
MRP Program	2160.80		
MRP Program	2167.20		
MRP Program	2173.60		
MRP Program	2180.00		
MRP Program	2186.40		
MRP Program	2192.80		
MRP Program	2199.20		
MRP Program	2205.60		
MRP Program	2212.00		
MRP Program	2218.40		
MRP Program	2224.80		
MRP Program	2231.20		
MRP Program	2237.60		
MRP Program	2244.00		
MRP Program	2250.40		
MRP Program	2256.80		
MRP Program	2263.20		
MRP Program	2269.60		
MRP Program	2276.00		
MRP Program	2282.40		
MRP Program	2288.80		
MRP Program	2295.20		
MRP Program	2301.60		
MRP Program	2308.00		
MRP Program	2314.40		
MRP Program	2320.80		
MRP Program	23		

VENDOR NAME	INVOICE NUMBER	INVOICE DESCRIPTION	PO NUMBER	AMOUNT
BMO Harris MasterCard	305950311	Airline tickets D Matthew		355.80
BMO Harris MasterCard	307984552	Hotel A Schwantes	107-2897	428.04
BMO Harris MasterCard	307984553	Hotel A Wall	107-2897	428.04
BMO Harris MasterCard	307984554	Banner, Banner Stand	700-5155	198.83
BMO Harris MasterCard	308769241	Hotel Observe Stanton Elementary	700-4115	112.60
BMO Harris MasterCard	308769242	Hotel Observe Stanton Elementary	700-4115	112.60
BMO Harris MasterCard	308769243	Hotel Observe Stanton Elementary	700-4115	112.60
Total BMO Harris MasterCard				1,708.51
P Card - Comer - 9686	306383209	P Card PASS JoAnn Fabrics	106-5504	74.26
P Card - Comer - 9686	306383210	P Card PASS JoAnn Fabrics	106-5504	265.99
P Card - Comer - 9686	306574687	P Card PASS Super Bright LEDS	106-5505	32.72
P Card - Comer - 9686	306798312	P Card PASS SW Airlines	106-5506	204.80
P Card - Comer - 9686	306798313	P Card PASS SW Airlines	106-5506	204.80
P Card - Comer - 9686	306798314	P Card PASS SW Airlines	106-5506	204.80
P Card - Comer - 9686	307309578	P Card PASS Maxbotix	106-5177	170.60
P Card - Comer - 9686	307670190	P Card PASS McDonalds	106-5503	65.43
P Card - Comer - 9686	307670191	P Card PASS QT Fuel	106-5503	86.00
P Card - Comer - 9686	307670192	P Card PASS Drury Inn Travel Expense	106-5503	1,567.27
P Card - Comer - 9686	307880349	P Card PASS Floissant V College Entry Fee	106-5507	150.00
P Card - Comer - 9686	308406014	P Card PASS El Caporal Gift Cert	106-5509	25.00
P Card - Comer - 9686	308519579	P Card PASS US Digital Supplies	106-5428	139.80
P Card - Comer - 9686	308769246	P Card PASS JoAnn Fabrics Supplies	106-5508	37.24
Total P Card - Comer - 9686				3,228.71
Grand Total				4,977.22

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VENDOR NAME	INVOICE DESCRIPTION	PO NUMBER	AMOUNT
A-B Rental & Sales	Head Valve	800-5486	38.00
All American Termite & Pest - 191	Pest Control HD		20.00
Alkon, Joshua C	Reimbursement		41.80
American Alliance for Health & PE	PE Webinar	402-4804	45.00
American Physical Therapy, LLC	Physical Therapy K-12	410-5736	1,966.25
American Physical Therapy, LLC	Physical Therapy ECSE	410-5736	1,836.25
Anderson's	From Supplies	105-5308	834.21
Apple Store	Apple 24" iMac	805-4852	2,539.00
Basham, Stephanie R	Mileage, Food Reimbursement		340.61
Bawing Electric	Switch		18.50
Bauch, Wayne	Mileage		155.10
Camdenston Glass	Glass		116.01
Camdenston Winelson cc.	Toilet combo Tank	800-5205	117.58
Chel Uniforms	Chef Coats	110-5932	11,008.00
Cintas Corporation - 10925	Shop Towels	110-5091	45.08
Cintas Corporation #379	Uniforms		429.01
Cintas Corporation #379	Uniforms		381.47
Click Comm	Batteries, Tape	406-5535	76.98

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VENDOR NAME	INVOICE DESCRIPTION	PO NUMBER	AMOUNT
Comar, Sherry	Mileage & Phone Reimbursement		313.03
Comar, Sherry	Supply & Mileage Reimbursement		81.35
Contractors Door & Hardware LLC	Key Blanks	110-4931	185.00
Contractors Door & Hardware LLC	Key Blank	404-4941	185.00
Contractors Door & Hardware LLC	Key Blanks	105-4956	185.00
Contractors Door & Hardware LLC	Key blanks	205-5172	370.00
CORE ECS	Dell Latitude	805-4706	3,267.73
Cotta, Nicholas A	Travel Expense & Supply Reimbursement		215.10
Council on Occupational Ed, Inc.	COE MO Candidate Academy	110-5540	100.00
Custom Meeting Planners	Conference on the Young Years S Basham	410-5701	140.00
Data Comm Inc	Wall Clock	406-4641	8.00
Digi-Key Corporation	Cour Header	106-5429	31.93
Digital River Education Services	Make Music Finale	108-5589	229.05
Earthgrain Baking Co Inc.	Bread		398.00
Earthgrain Baking Co Inc.	Bread		1,112.70
Earthgrain Baking Co Inc.	Bread		430.50
Earthgrain Baking Co Inc.	Bread		619.40
Earthgrain Baking Co Inc.	Bread		181.00
Earthgrain Baking Co Inc.	Bread		150.30
Earthgrain Baking Co Inc.	Bread		596.80
Eidson, Jane	Mileage, Dues		135.30
Ellis Battery Specialists LLC	UB1250		18.95

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VENDOR NAME	INVOICE DESCRIPTION	PO NUMBER	AMOUNT
Fastenal Company	Supplies for Dyno Install	110-4918	15.65
Fellers	White Vinyl	110-5785	139.99
Fellers Foodservice equipment	Sam James Food Carrier	110-4877	48.48
Franklin, Lynette K	Travel Expense		25.75
GFI Digital	Copier Staples		114.96
Goldoni Express LLC	Shipping		29.00
Gopler Sport	Prem Coated Flyballs	105-4546	372.63
Graves Menu Maker Foods	Food	110-5449	22.50
Hadfield, Timothy E	Mileage Reimbursement		56.40
Headhones Educational Services	Technical Manuals, Rating Forms	410-5742	224.00
High Brothers Lumber	Krifle Taping		7.29
High Brothers Lumber	Trowel		3.09
Hiland Dairy Foods	Dairy Products		3,637.84
Hobart Sales & Services	High Limit		3,927.21
Hobart Sales & Services	Valve, Filter Dryer		281.42
Hobart Sales & Services	Transformer		146.96
Hobart Sales & Services	T Stat		159.64
Hobart Sales & Services	Board Sensor		746.03
Hobart Sales & Services	Element		100.00
Hobart Sales & Services	Service Budgett Oven		1,072.40
Hobart Sales & Services	Service Budgett Convection Oven		350.00

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VENDOR NAME	INVOICE DESCRIPTION	PO NUMBER	AMOUNT
Hobart Sales & Services	Service Budgett Oven		73.00
Hobart Sales & Services	Switch		150.85
Hobart Sales & Services	High Limit Switch		43.27
Iditarod Trail Committee	Insider Classroom	408-5305	67.85
International Reading Association	Membership, Journal	402-5523	65.00
J.W. Pepper	Musik	105-5592	709.49
J.W. Pepper	Musik	105-4549	28.95
J.W. Pepper	Heritage Trail	105-4680	3.00
J.W. Pepper	Heritage Trail	105-4680	10.00
Jacks Sporting Goods	Pipe		2.56
Jacks Sporting Goods	Door Hardware		11.99
Jacks Sporting Goods	Wire Connector		10.50
Jacks Sporting Goods	Door Hardware		4.20
Jacks Sporting Goods	Fayer		12.50
John Green University	Krifle lotz	805-5877	500.00
Johnson Brothers, Inc.	Shim Sets	110-5234	79.11
Johnson Brothers, Inc.	Parts	110-5234	37.50
Reevey, Janette R	Mileage		30.08
Lake Sun / Advertising Dept.	Volunteer Secretary Ad	700-5582	45.20
Lake Winnebchik	Spiral wrap	110-5577	62.66
Laurie Mading	Papery	110-5135	26.61

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Oarks Coca-Cola - 7002706	Soft Drinks	97.00
Oarks Coca-Cola - 7002706	Soft Drinks	87.00
Oarks Coca-Cola - 7002706	Soft Drinks	50.00
Oarks Coca-Cola - 7002706	Soft Drinks	36.00
Petty Cash	FRC to St. Louis Regional	500.00
Postmaster	Senior letter	105-5831 61.03
Postmaster	Republican bulk return acct.	80.00
Quick Roberts Publishing	Visual strategies, Strong behavior	410-5558 4,542.32
Shewmaker Auto Parts	Bus supplies	373.92
Sysco Food Services of Kansas City	Underpayment	110-4518 54.50
Tire Centers, LLC	Bus tires	3,562.16
Tire Centers, LLC	Bus tires	2,337.50
Total Environmental Services, Inc.	February WYAMS	206.00
Unifirst Corp - 333954	Uniforms	78.42
Unifirst Corp - 333954	Uniforms	78.42
University of Central Missouri	Crackers	402-5181 26.16
Wal-Mart - Dogwood	Latch box	402-5181 26.16
Wal-Mart - Dogwood	Easers, candy, crackers	402-5181 38.38
Wal-Mart - Dogwood	Crackers	402-4892 50.00
Wal-Mart - Dogwood	Trampoline	402-4849 29.77
Wal-Mart - Dogwood	Candy	402-5201 8.68
Wal-Mart - Dogwood	Journey's collaboration	402-5252 124.24
Wal-Mart - Dogwood	Tissues, gift boxes and bags	412-5244 36.89
Wal-Mart - Dogwood	Fleece pants	412-5175 158.63

Board of Education	March Check Preview Addendum	March 11, 2013
Wal-Mart - Dogwood	Fleece pants	412-5175 77.88
Wal-Mart - Dogwood	Latch boxes	402-4994 39.24
Wal-Mart - Dogwood	Candy, fruit snacks	300-4304 52.27
Wal-Mart - Hawthorn	Gift card	409-5094 10.00
Wal-Mart - Hawthorn	Plates, forks	409-5011 18.50
Wal-Mart - Hawthorn	Sugar, straws, washers, etc.	810-5413 60.68
Wal-Mart - Hawthorn	Toothpicks, straws, etc.	810-5414 35.39
Wal-Mart - Hawthorn	Yeast, glue, polish remover	810-5546 22.10
Wal-Mart - High School	Science supplies	105-4255 206.05
Wal-Mart - High School	Hospitality room supplies	873-4881 35.82
Wal-Mart - High School	SluCo	105-5450 69.97
Wal-Mart - High School	Science supplies	105-4255 94.89
Wal-Mart - High School	Hospitality room supplies	873-4709 86.24
Wal-Mart - High School	Hospitality room	873-4709 39.86
Wal-Mart - High School	Hospitality room	873-4709 84.00
Wal-Mart - High School	Frames & wet wipes	873-5087 117.05
Wal-Mart - High School	Health & hygiene supplies	105-5104 427.89
Wal-Mart - High School	Science supplies	105-4618 23.76
Wal-Mart - High School	Disposable razors	105-4802 47.85
Wal-Mart - High School	Heater, dvd player	107-4855 93.32
Wal-Mart - High School	Ink	850-4748 74.83
Wal-Mart - High School	SluCo	105-5374 49.16
Wal-Mart - High School	SluCo	105-5424 45.95
Wal-Mart - High School	SluCo	105-5455 28.74
Wal-Mart - High School	Math supplies	105-4766 258.33
Wal-Mart - Hurricane Deck	Misc. supplies	408-5358 124.59
Wal-Mart - LCTC	Office supplies	110-4923 44.88
Wal-Mart - LCTC	Paint, paper, markers, etc.	110-4925 345.17
Wal-Mart - LCTC	Food for PASS	105-4925 90.73
Wal-Mart - LCTC	Supplies	110-5022 95.03

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Wal-Mart - LCTC	January supplies	110-4512 28.52
Wal-Mart - LCTC	January supplies	110-4512 54.40
Wal-Mart - LCTC	CMS PASS supplies - math lesson	106-5141 134.30
Wal-Mart - LCTC	Cheese & candy	110-4637 55.86
Wal-Mart - LCTC	Robotics - storage containers, etc.	106-9004 158.85
Wal-Mart - LCTC	PASS - DW family night	106-5142 76.62
Wal-Mart - LCTC	Gift cards, synathy cards	110-5108 87.01
Wal-Mart - LCTC	Robotics	306-5218 124.92
Wal-Mart - LCTC	Supplies	110-5210 65.10
Wal-Mart - LCTC	Items for Skills USA contest	110-4921 112.12
Wal-Mart - LCTC	Skills USA supplies	110-4926 36.82
Wal-Mart - LCTC	Hawthorn Family Night	306-5280 58.60
Wal-Mart - LCTC	Items for Skills USA Contest	110-4921 64.15
Wal-Mart - LCTC	Wrapping paper, etc.	110-5384 9.41
Wal-Mart - LCTC	Cheese, mbc.	110-5386 96.02
Wal-Mart - LCTC	Batteries	110-5282 155.24
Wal-Mart - LCTC	Floor lamp	110-5921 68.07
Wal-Mart - LCTC	Supplies for Judges Interviews	110-5518 30.99
Wal-Mart - LCTC	FKC Saturday work day	106-5496 123.80
Wal-Mart - LCTC	DBE Collaboration	106-5385 17.42
Wal-Mart - LCTC	Jalapenos	110-4512 1.78
Wal-Mart - LCTC	Food supplies	110-4512 38.18
Wal-Mart - LCTC	February supplies	110-5101 32.99
Wal-Mart - LCTC	February supplies	110-5101 141.02
Wal-Mart - LCTC	February supplies	110-5101 51.38
Wal-Mart - LCTC	February supplies	110-5101 114.42
Wal-Mart - LCTC	February supplies	110-5101 100.56
Wal-Mart - LCTC	February supplies	110-5101 14.44
Wal-Mart - LCTC	January supplies	110-4512 69.16
Wal-Mart - LCTC	Fingerprint reimbursement	44.80
Woodford & Brewster	Trampoline	208-8442 131.49

Board of Education	March Check Preview Addendum	March 11, 2013
Xpedx	Users	800-5045 225.94
Total		121.84
Total		812,762.02

Monthly Financial Report

	Incidental	Teachers	Capital Projects	Lease Purchase	Total Operating Funds	Debt Service	Total All Funds	Med. SI Acct
February Opening Balance	\$ 19,744,280	\$ 9,115,423	\$ 4,146,177	\$ 2,958,415	\$ 35,964,295	\$ 3,133,186	\$ 39,097,481	\$ 1,504,829
February								
2013 Ending Balance	\$ 19,455,369	\$ 8,597,244	\$ 3,991,845	\$ 2,567,577	\$ 34,612,035	\$ 1,641,267	\$ 36,253,302	\$ 1,803,486
2012 Ending Balance	\$ 19,059,956	\$ 6,325,852	\$ 5,044,577	\$ 1,567,721	\$ 31,998,106	\$ 1,651,365	\$ 33,649,471	\$ 1,921,674
2011 Ending Balance	\$ 16,115,106	\$ 7,251,519	\$ 5,655,046	\$ 1,461,326	\$ 30,482,997	\$ 1,414,091	\$ 31,897,088	\$ 1,409,518
2010 Ending Balance	\$ 16,058,268	\$ 6,998,697	\$ 5,078,144	\$ 1,624,477	\$ 29,759,586	\$ 1,534,415	\$ 31,294,001	\$ 1,192,724
2009 Ending Balance	\$ 15,542,227	\$ 7,590,337	\$ 3,344,572	\$ 1,579,588	\$ 28,056,724	\$ 1,456,650	\$ 29,513,374	\$ 1,776,116
2008 Ending Balance	\$ 14,688,040	\$ 7,003,873	\$ 3,243,605	\$ 1,563,129	\$ 26,498,647	\$ 1,807,974	\$ 28,306,621	\$ 1,939,555
2007 Ending Balance	\$ 14,785,047	\$ 4,799,560	\$ 2,789,562	\$ 1,217,284	\$ 23,591,453	\$ 1,649,071	\$ 25,240,524	\$ 2,803,868
2006 Ending Balance	\$ 12,285,923	\$ 4,735,470	\$ 1,705,010	\$ 1,040,424	\$ 19,766,827	\$ 1,105,164	\$ 20,871,991	\$ 2,148,966
February								
2013 Receipts	\$ 1,024,232	\$ 1,530,883	\$ 41,378	\$ 92,100	\$ 2,688,593	\$ 79,568	\$ 2,768,161	\$ 634,528
2012 Receipts	\$ 1,097,367	\$ 1,558,078	\$ 14,652	\$ 43,957	\$ 2,714,054	\$ 80,356	\$ 2,794,410	\$ 367,302
2011 Receipts	\$ 621,178	\$ 1,208,665	\$ 74,669	\$ 18,667	\$ 1,923,179	\$ 32,803	\$ 1,955,982	\$ 378,918
2010 Receipts	\$ 970,234	\$ 1,376,946	\$ 34,631	\$ 138,524	\$ 2,520,335	\$ 67,567	\$ 2,587,902	\$ 332,543
2009 Receipts	\$ 837,450	\$ 1,457,072	\$ 95,588	\$ 30,186	\$ 2,420,296	\$ 75,551	\$ 2,495,847	\$ 357,080
2008 Receipts	\$ 893,706	\$ 1,573,019	\$ 125,124	\$ 30,424	\$ 2,622,273	\$ 94,429	\$ 2,716,702	\$ 224,000
2007 Receipts	\$ 1,166,272	\$ 1,386,388	\$ 132,010	\$ 56,576	\$ 2,741,246	\$ 102,432	\$ 2,843,678	\$ 292,234
2006 Receipts	\$ 1,106,720	\$ 982,579	\$ 94,610	\$ 57,987	\$ 2,241,896	\$ 81,590	\$ 2,323,486	\$ 283,522
February								
2013 Expenditures	\$ 1,313,143	\$ 2,049,062	\$ 195,711	\$ 482,938	\$ 4,040,854	\$ 1,571,488	\$ 5,612,342	\$ 335,871
2012 Expenditures	\$ 1,387,024	\$ 1,990,630	\$ 126,091	\$ 1,321,229	\$ 4,824,974	\$ 1,313,138	\$ 6,138,112	\$ 378,292
2011 Expenditures	\$ 1,231,147	\$ 1,906,817	\$ 118,705	\$ 1,206,041	\$ 4,462,710	\$ 1,221,863	\$ 5,684,573	\$ 212,222
2010 Expenditures	\$ 1,339,867	\$ 1,993,535	\$ 183,439	\$ -	\$ 3,516,841	\$ 1,026,363	\$ 4,543,204	\$ 431,074
2009 Expenditures	\$ 1,244,105	\$ 1,842,466	\$ 16,776	\$ 1,075,748	\$ 4,179,095	\$ 980,113	\$ 5,159,208	\$ 331,209
2008 Expenditures	\$ 1,180,937	\$ 1,728,888	\$ 131,721	\$ 1,002,359	\$ 4,043,905	\$ 525,500	\$ 4,569,405	\$ 271,620
2007 Expenditures	\$ 1,095,862	\$ 1,609,271	\$ 24,022	\$ 928,934	\$ 3,658,089	\$ 607,738	\$ 4,265,827	\$ 207,374
2006 Expenditures	\$ 1,211,929	\$ 1,378,520	\$ 38,423	\$ 1,103,247	\$ 3,732,119	\$ 1,077,888	\$ 4,810,007	\$ 273,672
YTD								
2013 Receipts	\$ 17,400,985	\$ 19,514,939	\$ 622,789	\$ 1,386,207	\$ 38,924,920	\$ 2,114,486	\$ 41,039,406	\$ 2,755,287
2012 Receipts	\$ 16,507,829	\$ 18,842,082	\$ 525,792	\$ 1,577,379	\$ 37,453,082	\$ 2,187,148	\$ 39,640,230	\$ 2,482,199
2011 Receipts	\$ 13,852,384	\$ 19,620,793	\$ 4,316,960	\$ 1,079,241	\$ 38,869,378	\$ 1,748,478	\$ 40,617,856	\$ 2,599,803
2010 Receipts	\$ 13,802,614	\$ 19,367,963	\$ 4,148,294	\$ 1,166,939	\$ 38,485,810	\$ 1,749,122	\$ 40,234,932	\$ 2,380,770
2009 Receipts	\$ 13,412,529	\$ 19,347,980	\$ 3,910,108	\$ 1,234,771	\$ 37,905,388	\$ 1,714,745	\$ 39,620,133	\$ 2,270,013
2008 Receipts	\$ 13,086,840	\$ 18,088,584	\$ 4,302,383	\$ 1,496,762	\$ 36,974,569	\$ 1,867,229	\$ 38,841,798	\$ 1,883,277
2007 Receipts	\$ 13,898,622	\$ 15,059,337	\$ 3,190,443	\$ 1,260,191	\$ 33,408,593	\$ 1,786,304	\$ 35,194,897	\$ 1,954,783
2006 Receipts	\$ 15,038,155	\$ 13,394,930	\$ 1,985,826	\$ 1,217,120	\$ 31,636,031	\$ 1,671,162	\$ 33,307,193	\$ 1,954,637

Financial Summary – February 2013

March 2013

To: Board of Education

- February 2013 ending balances were \$2,603,831 more than February 2012.
- February 2013 total receipts were \$26,249 less than February 2012.
- February 2013 total expenditures were \$525,770 less than February 2012.
- YTD total receipts are up \$1,399,176 as compared to this time last year. We have realized 87.85% of our budget.
- YTD total expenditures are up \$185,158 as compared to this time last year.
- YTD total local receipts are up \$834,840. We are currently within 94.53% of our budgeted amount.
- YTD total county receipts are down \$212,114 as compared to last year. We have realized 83.39% of our budgeted amount.
- YTD total state receipts are up \$568,519 as compared to last year. We have realized 68.55% of our budget. We have realized 71.19% of our budgeted amount for the Funding Formula. Transportation is within 66.67% of the budget. The Classroom Trust Fund is within 71.34%.
- YTD total federal receipts are up \$215,648. We have realized 71.84% of our budgeted amount.
- Also, you might note we have recovered some stop loss payments. Our balance in the insurance fund has increased \$298,657 this month.

Pledged Securities

Bank	Deposit Balance	FDIC Insurance	Balance	Securities Pledged	Amt Under/Over Collateralized
US Bank	\$1,803,485.61	\$250,000.00	\$1,553,485.61	\$2,500,000.00	\$946,514.39(Over)
First National Bank	\$1,267,593.49	\$250,000.00	\$1,017,593.49	\$4,299,762.00	\$3,282,168.51(Over)
Central Bank	\$10,662,116.38	\$250,000.00	\$10,412,116.38	\$11,058,634.29	\$646,517.91(Over)

**INVESTMENT SCHEDULE
2012-2013**

Maturity Date	Investment Date	Financial Institution	Principal Amount	Interest Rate	Interest Quoted	Interest Earned at Maturity
4/23/2013 (BT52)	2/13/2013	Central Bank	\$2,500,000	0.06%	\$282.90	
5/24/2013 (BT48)	2/13/2013	Central Bank	\$2,500,000	0.06%	\$410.00	
6/21/2013 (BT49)	2/13/2013	Central Bank	\$2,500,000	0.08%	\$700.16	
7/23/2013 (BT50)	2/13/2013	Central Bank	\$2,500,000	0.09%	\$985.60	

**2012-2013 MONTHLY
FINANCIAL STATEMENT
JULY 2012 FINANCIAL STATEMENT
Medical Self-Insurance Account**

Beginning Bal.	Revenues Received		Expenditures		Ending Bal.
	Premiums	\$100,299.53	Fixed Premium	\$71,132.59	
	COBRA	\$0.00	Claims	\$283,611.71	
	Interest	\$105.75	Overpay/Refund	\$0.00	
	Reimb/Void Ck.	\$9,158.80	Sv. Chg./NSF Chks	\$126.70	
	Stop Loss Reimb.	\$0.00	ERRP Adm. fees	\$0.00	
\$2,587,708.04		\$109,564.08		\$354,871.00	\$2,342,401.12

**AUGUST 2012 FINANCIAL STATEMENT
Medical Self-Insurance Account**

Beginning Bal.	Revenues Received		Expenditures		Ending Bal.
	Premiums	\$111,982.17	Fixed Premium	\$71,208.41	
	COBRA	\$0.00	Claims	\$408,976.99	
	Interest	\$92.43	Overpay/Refund	\$0.00	
	Reimb/Void Ck.	\$0.00	Sv. Chg./NSF Chks	\$98.56	
	Stop Loss Reimb.	\$46,309.19	ERRP Adm. fees	\$0.00	
\$2,342,401.12		\$158,383.79		\$480,283.96	\$2,020,500.95

**SEPTEMBER 2012 FINANCIAL STATEMENT
Medical Self-Insurance Account**

Beginning Bal.	Revenues Received		Expenditures		Ending Bal.
	Premiums	\$367,767.00	Fixed Premium	\$71,799.50	
	COBRA	\$0.00	Claims	\$297,969.21	
	Interest	\$84.01	Overpay/Refund	\$0.00	
	Reimb/Void Ck.	\$0.00	Sv. Chg./NSF Chks	\$125.40	
	Stop Loss Reimb.	\$0.00	ERRP Adm. fees	\$0.00	
\$2,020,500.95		\$367,851.91		\$369,894.11	\$2,018,458.75

**OCTOBER 2012 FINANCIAL STATEMENT
Medical Self-Insurance Account**

Beginning Bal.	Revenues Received		Expenditures		Ending Bal.
	Premiums	\$368,643.14	Fixed Premium	\$71,875.32	
	COBRA	\$2,768.68	Claims	\$369,519.56	
	Interest	\$87.51	Overpay/Refund	\$3,029.76	
	Reimb/Void Ck.	\$0.00	Sv. Chg./NSF Chks	\$555.40	
	Stop Loss Reimb.	\$0.00	ERRP Adm. fees	\$0.00	
\$2,018,458.75		\$371,499.33		\$444,980.04	\$1,944,978.04

**NOVEMBER 2012 FINANCIAL STATEMENT
Medical Self-Insurance Account**

Beginning Bal.	Revenues Received		Expenditures		Ending Bal.
	Premiums	\$370,893.14	Fixed Premium	\$72,378.52	
	COBRA	\$0.00	Claims	\$281,331.80	
	Interest	\$81.99	Overpay/Refund	\$0.00	
	Reimb/Void Ck.	\$8,439.99	Sv. Chg./NSF Chks	\$138.25	
	Stop Loss Reimb.	\$0.00	ERRP Adm. fees	\$0.00	
\$1,944,978.04		\$379,415.12		\$353,848.57	\$1,970,544.59

**DECEMBER 2012 FINANCIAL STATEMENT
Medical Self-Insurance Account**

Beginning Bal.	Revenues Received		Expenditures		Ending Bal.
	Premiums	\$370,893.79	Fixed Premium	\$72,893.79	
	COBRA	\$0.00	Claims	\$344,447.92	
	Interest	\$82.92	Overpay/Refund	\$0.00	
	Reimb/Void Ck.	\$0.00	Sv. Chg./NSF Chks	\$100.40	
	Stop Loss Reimb.	\$0.00	ERRP Adm. fees	\$0.00	
\$1,970,544.59		\$370,145.71		\$417,442.11	\$1,923,248.19

Corrected a \$44 error on premiums on November.

**JANUARY 2013 FINANCIAL STATEMENT
Medical Self-Insurance Account**

Beginning Bal.	Revenues Received		Expenditures		Ending Bal.
	Premiums	\$366,856.74	Fixed Premium	\$144,641.61	
	COBRA	\$0.00	Claims	\$640,607.35	
	Interest	\$71.91	Overpay/Refund	\$0.00	
	Reimb/Void Ck.	\$0.00	Sv. Chg./NSF Chks	\$99.00	
	Stop Loss Reimb.	\$0.00	ERRP Adm. fees	\$0.00	
\$1,923,248.19		\$366,928.65		\$785,347.96	\$1,504,828.88

February Fixed Premium of \$72,314.77 was taken out of January by mistake. None will be taken out in February.

**FEBRUARY 2013 FINANCIAL STATEMENT
Medical Self-Insurance Account**

Beginning Bal.	Revenues Received		Expenditures		Ending Bal.
	Premiums	\$369,261.74	Fixed Premium	\$0.00	
	COBRA	\$0.00	Claims	\$335,519.29	
	Interest	\$65.40	Overpay/Refund	\$450.35	
	Reimb/Void Ck.	\$9,976.09	Sv. Chg./NSF Chks	\$101.70	
	Stop Loss Reimb.	\$255,223.84	ERRP Adm. fees	\$0.00	
\$1,504,828.88		\$634,528.07		\$335,871.34	\$1,803,485.61

2012-2013 School Year-to-Date (July 1 - Feb. 28)

Premiums	\$2,425,767.15	Fixed Premium	\$575,929.74
COBRA	\$2,768.68	Claims	\$2,961,783.83
Interest	\$672.92	Overpay/Refund	\$3,480.11
Reimb/Void Ck.	\$27,574.88	Sv. Chg./NSF Chks	\$1,345.41
Stop Loss Reimb.	\$301,533.03	ERRP Adm. fees	\$0.00
Revenue Totals	\$2,758,316.66	Expenditure Totals	\$3,542,539.09

CLAIMS	12-13 Med-Pay	11-12 Med-Pay	10-11 Med-Pay	09-10 Med-Pay	08-09 Med-Pay	07-08 Med-Pay	06-07 Med-Pay	05-06 Med-Pay	04-05 Med-Pay	03-04 Med-Pay
July	\$283,611.71	\$168,985.39	\$287,494.22	\$427,698.06	\$400,005.10	\$375,122.92	\$170,342.46	\$321,334.42	\$133,185.69	\$ 27,756.09
August	\$408,976.99	\$278,743.46	\$350,511.96	\$499,214.99	\$325,691.66	\$325,523.23	\$292,877.95	\$193,063.00	\$159,151.40	\$123,263.78
September	\$297,969.21	\$196,355.63	\$281,166.96	\$159,283.29	\$227,522.56	\$171,598.80	\$177,547.88	\$208,795.27	\$160,373.47	\$329,978.42
October	\$369,519.56	\$153,415.65	\$305,672.28	\$270,695.04	\$188,889.41	\$280,051.14	\$203,034.06	\$201,555.02	\$138,418.35	\$178,931.74
November	\$281,331.80	\$230,438.11	\$287,238.73	\$228,018.13	\$496,053.93	\$262,066.34	\$173,262.57	\$172,064.09	\$149,008.84	\$259,307.29
December	\$344,447.92	\$263,849.58	\$253,818.66	\$315,072.19	\$355,010.03	\$224,715.26	\$227,712.73	\$203,068.55	\$192,828.60	\$245,001.81
January	\$640,607.35	\$324,307.75	\$295,383.46	\$401,218.11	\$323,193.62	\$347,811.13	\$289,925.16	\$150,889.30	\$600,356.91*	\$200,497.18
February	\$335,319.29	\$309,115.12	\$158,984.63	\$382,084.19	\$288,437.52	\$223,255.51	\$170,715.55	\$238,954.33	\$202,519.30	\$155,762.54
March		\$288,183.00	\$645,113.36	\$355,349.54	\$261,119.46	\$327,659.47	\$165,512.88	\$150,227.03	\$213,795.04	\$151,813.65
April		\$209,003.76	\$250,777.23	\$623,165.38	\$611,927.60	\$304,963.31	\$155,347.87	\$112,346.51	\$145,756.34	\$169,280.63
May		\$293,487.96	\$210,957.88	\$330,653.24	\$281,544.76	\$195,502.35	\$161,885.14	\$198,171.03	\$326,388.68	\$125,881.05
June		\$394,830.02	\$279,578.73	\$570,849.67	\$627,090.46	\$347,913.00	\$166,397.33	\$210,294.04	\$307,724.92	\$238,590.03

*04-05 Jan. included \$330,159.26 which was pd by Stop Loss. Claims were \$270,197.65 that we pd.

ENDING BAL.	12-13 Med-Pay	11-12 Med-Pay	10-11 Med-Pay	09-10 Med-Pay	08-09 Med-Pay	07-08 Med-Pay	06-07 Med-Pay	05-06 Med-Pay	04-05 Med-Pay	03-04 Med-Pay
July	\$2,342,401.12	\$1,778,463.34	\$1,290,123.31	\$1,519,208.40	\$2,219,251.64	\$2,247,901.71	\$2,743,175.51	\$1,990,479.12	\$1,405,052.13	\$732,281.15
August	\$2,020,500.95	\$1,555,840.66	\$1,068,654.63	\$1,084,739.74	\$1,943,307.87	\$1,972,318.12	\$2,516,667.11	\$1,844,329.10	\$1,293,874.89	\$652,166.64
September	\$2,018,458.75	\$1,656,465.73	\$1,084,561.66	\$1,223,531.50	\$1,983,836.00	\$2,061,260.27	\$2,591,203.84	\$1,876,376.20	\$1,412,907.63	\$604,225.16
October	\$1,944,978.04	\$1,849,342.69	\$1,086,260.23	\$1,380,986.96	\$2,069,605.93	\$2,040,015.95	\$2,647,375.12	\$1,922,364.82	\$1,546,279.68	\$752,563.91
November	\$1,970,544.15	\$1,916,054.51	\$1,118,232.16	\$1,437,355.85	\$1,881,910.94	\$2,035,990.32	\$2,725,325.48	\$1,997,768.23	\$1,587,513.47	\$727,790.43
December	\$1,923,248.19	\$1,947,829.81	\$1,182,695.03	\$1,407,949.09	\$1,801,549.29	\$2,071,788.95	\$2,751,330.33	\$2,043,557.19	\$1,641,944.28	\$719,625.14
January	\$1,504,828.88	\$1,932,663.64	\$1,242,822.18	\$1,291,254.88	\$1,750,245.27	\$1,987,174.73	\$2,719,007.58	\$2,139,116.83	\$1,621,403.72	\$752,419.67
February	\$1,803,485.61	\$1,921,673.92	\$1,409,517.93	\$1,192,724.07	\$1,776,115.70	\$1,939,554.54	\$2,803,867.63	\$2,148,965.93	\$1,668,769.75	\$827,471.99
March		\$1,943,934.31	\$1,081,226.00	\$1,222,988.32	\$1,860,988.26	\$1,988,239.08	\$2,890,136.79	\$2,245,745.08	\$1,735,650.63	\$914,136.08
April		\$2,040,436.96	\$1,272,477.12	\$1,069,996.72	\$1,521,756.36	\$1,991,081.99	\$2,984,645.73	\$2,384,039.28	\$1,861,600.57	\$975,544.29
May		\$1,979,020.73	\$1,318,582.01	\$1,204,401.70	\$1,545,804.73	\$2,068,391.30	\$3,077,731.48	\$2,436,022.30	\$1,796,353.55	\$1,088,051.57
June		\$2,587,708.04	\$1,861,584.09	\$1,458,538.89	\$1,883,552.42	\$2,448,550.87	\$3,597,945.49*	\$2,848,470.13	\$2,163,214.87	\$1,503,987.81

*July 1, 2007 we transferred \$1,000,000.00 out of Medical Trust Fund per Ron Hendricks. February 2007 - Classified \$100,920.00 was for February was not deposited til March.

**Camdenton R-III
Flex Benefit Account
First National Bank**

Account # 7228968

Balance 2/01/2013

\$45,839.45

Deposits

\$21,231.90 Premium

\$23.71 Refund

\$15.00 Refund

\$4.37 Interest

Total Deposits

\$21,274.98

Withdrawals

\$ 953.51

1,956.07

2,326.10

323.64

3,200.12

2,524.22

2,346.72

1,155.07

1,094.02

4,881.04 Claims

Total Withdrawals

\$20,760.51

Balance 2/28/2013

\$46,353.92



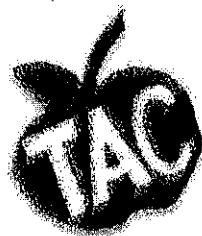
Teachers' Association of Camdenton Salary Proposal

March 11, 2013

Proposes the district shall:

- Move each employee down and/or over one step (1.4%) on the pay scale.
- Give an additional 2% pay increase across the board to all teachers.
- Provide a \$250.00 reimbursement per completed credit hour on graduate level courses.
- Complete a feasibility study with a long-term focus on competitive salaries, both for new teachers and veteran teachers.
- Fully fund Career Ladder (back to original \$5,000 for Level Three).
- Continue the current retirement plan.
- Continue accumulation of Personal Leave (9 days per year) and continue the reimbursement policy that currently stands with the exception of not penalizing staff for donating to sick leave pool.

IT IS A GREAT DAY TO BE A LAKER!!!!



- F. State Vocational Aid is estimated to be \$140,000.
- G. State food reimbursement is estimated to be \$10,000.
- H. Education and Library (AEL) is estimated to be \$16,000.
- I. High Needs Fund is estimated to be \$170,000.

FEDERAL RECEIPTS

- A. Medicaid reimbursement is estimated to generate \$120,000.
- B. Civil Penalties revenue is estimated to be \$166,000.
- C. Adult Basic Education is estimated to be \$22,000.
- D. IDEA 94-142 revenue is estimated to be \$770,000.
- E. Early Childhood Special Education is estimated to be \$87,000.
- F. The federal lunch program is estimated to be \$873,000. The federal breakfast program is estimated to be \$280,000. After school snack reimbursement is estimated to be \$13,000.
- G. Title I program revenue is estimated to be \$1,105,000.
- H. Federal Title II-A revenue is estimated at \$170,000.
- I. Title III revenue is anticipated to be \$10,000.
- J. 21st Century revenue is anticipated to be \$735,280.

- H. It provides for Workers Compensation Insurance, Medicare, FICA Insurance, (Social Security), and Unemployment Compensation Insurance that is associated with some certified staff and classified staff.
 - Medical 1,406 (from salary)
 - Unemployment \$0 (from salary)
- The estimated costs of these benefits are:
 - Medicare Certified \$281,250
 - Medicare Classified \$5,686
 - FICA (Social Security) \$493,462
 - Volunteer Compensation \$207,443
 - Unemployment \$51,000

- I. It provides \$223,050 for substitute salaries in the event that certified staff members are unable to work. This budget assumes substitute pay will increase \$2.50 per day from the current rate of \$77.50.
- J. It provides \$108,274 for professional development for district certified staff.
 - Vocational Enhancement Grant \$102,550
 - 21st Century Grant \$184,866
 - Title I - Improving Academic Achievement of Disadvantaged \$759,205
 - Title I - Improving Academic Achievement of Disadvantaged \$1,201,353

- K. This budget assumes the following grant expenditures:
 - Alternative Education Grant \$102,550
 - 21st Century Grant \$184,866
 - Title I - Improving Academic Achievement of Disadvantaged \$759,205
 - Title I - Improving Academic Achievement of Disadvantaged \$1,201,353

Classified Staff

- A. It provides for increases in classified staff salaries in the amount of 2.15%. It provides for the employment of:
 - Paraprofessionals 16
 - Computer Lab Educators 7

NON-CURRENT RECEIPTS

- A. Sale of surplus property is estimated at \$5,000.

REVENUE FROM OTHER DISTRICTS

- A. Career & Technical Education revenues from Mankin Creek, Clinch Springs, and School of the Ozarks is estimated to be \$110,000.
- B. Tuition for students assigned to the Juvenile Detention Center who reside in other school districts is estimated to be \$5,000.

- Library Aides 8
 - Instructors 3
 - Preschool Aides 4
 - Focus Room Para 2
 - Special Services Aides 21
 - Title I Aides 6
 - Title I Para 5
 - Nurses 3
 - Screening Office 45
 - Classroom 44
 - Technology Department 7
 - Maintenance 10
 - Director of Maintenance 2
 - Bus Drivers 3
 - Transportation Director 0
 - Cooks 35
 - Attendance Coordinator 1
 - PASS (after school program) 2
 - Volunteer Program 1
 - Campus Supervisor 1
 - Energy Specialist 1
 - Music Aide 1
- B. It continues medical and life insurance benefits for all classified members who work a 172.5 day contract and thirty hours per week. The classified employees not covered under the district insurance program are bus drivers and part-time "incentive" workers. No increase per employee per month is budgeted for 2013-14 for medical insurance. For medical insurance, \$450 per employee per month or \$5,400 annually is budgeted. Life insurance costs are estimated to remain at \$17 per one thousand dollars of salary. The life insurance benefit remains at one times the medical and life insurance benefits for classified staff are estimated to cost \$1,022,782.
- C. It provides for three (3) Full-time Parents As Teachers Educators. The total cost of the benefits as Teachers Program is \$174,842.
- D. It provides for the continuation of the Volunteer Coordinator/Community Relations Director position and the expenditures associated with the program. The total cost of the Volunteer Coordinator/Community Relations program is \$135,340.

2013-2014 Preliminary Budget

EXPENDITURE ASSUMPTIONS

March 11, 2013

Central Staff

- A. It provides for funding a \$51,650 base salary for health care workers. This is a \$900 increase on the base. The base salary has not increased since the 2007-2008 year. The health care workers will remain one-half step or \$250 between them. Teachers on Step 2 and above will receive a full step increase. The health care workers will receive a full step increase. The health care workers will receive an average percent increase of 2.15% as compared to 2012-2013.
 - 35 x \$1,650 = \$57,750
 - 34 x 2,100 = \$71,400
 - 175 x 3,500 = \$612,500
 - Total Match = \$741,650
- B. It provides for local funding of the Career Leader Program only. The estimated number of teachers who will participate in the Career Leader Program and at least one step that will be participating is as follows: Stage I - 33; Stage II - 34; Stage III - 175. The district cost for Stage I is \$1,650 — Stage II is \$2,100 — Stage III is \$3,500.
- C. It does provide for an increase for extra duty compensation of 2.15%.
- D. It provides for continuing the Preschool Program for four-year old students implemented in 2008-09.
- E. It provides for funding the sick leave reimbursement policy and the "On the Job Incentive Program". Incentive pay will continue to be \$250 in 2013-14 (\$250 per day for up to eleven days).
- F. It provides for a 1.45% match in teacher retirement costs that districts are required to pay. Teachers are to receive the same percentage as last year. The total amount budgeted for teacher retirement is \$1,221,052.
- G. It provides for continuing the medical and life insurance benefits provided by the district. No increase in payment is anticipated. For medical insurance, \$450 per employee per month or \$5,400 annually is budgeted. Life insurance costs are estimated to remain at \$12 per one thousand dollars of salary. The life insurance benefit remains at one times the contract with a maximum of \$10,000 and a maximum of \$150,000 per employee. Total expenditures for life and health insurance for certified staff are estimated to be \$2,057,688.

- E. An "On-the-job Incentive Plan" that was established in the 1986-87 school year for classified staff will continue. The pay for sick leave days will be at a rate of \$10.00 per day, or a maximum of \$40 per year (11 x \$40 = \$440). Estimated cost for classified "On-the-job Incentive" is \$75,990.
- F. It provides for the 6.40% match in non-teacher retirement that the district is required to pay. The total amount budgeted for non-teacher retirement is \$622,116.
- G. It provides \$79,945 for substitute classified salaries in the event that classified staff members are unable to work or pre-district food services workers and substitutes are used.

Capital Outlay

- A. It provides for expenditures for computers, furniture and other instructional equipment as follows:

Project	Description	Number of Equipment	Unit Cost	Estimated Total
1111	Desktop Computer	11,000	417.65	4,594,150
1111	Hardware (Printer)	10,000	4,866	48,660,000
1111	Software (Printer)	3,000	2,700	8,100,000
1111	Office Equipment	3,000	180	540,000
1111	Office Furniture	4,000	2,000	8,000,000
1111	Media School	2,000	13,620	27,240,000
1151	High School	2,000	13,620	27,240,000
1151	Intermediate/Elementary	4,500	4,320	19,440,000
1171	Alternative School	2,500	3,780	9,450,000
1221	Special Education	1,500	22,200	33,300,000
1271	ESOL	5,000	0	0
1331	Professional Development	5,000	0	0
1333	At-Risk/Behavioral	0	0	0
1661	Adult Education	500	0	0
2121	Culture/Community	3,224	0	0
2122	Career Guidance	0	0	0
2131	Health Services	300	1,050	315,000
2211	Computer Technology	3,000	85,300	255,900,000
2217	21 st Century Grant	0	10,057	0
2311	Library Services	13,400	17,820	238,788,000
2311	Library Services	4,000	5,000	20,000,000
2411	Building Administration	5,320	610	3,247,200

SALARY DEDUCTIONS

All salary deductions will normally be subject to Board approval and are voluntary on the part of the individual employee, except for deductions for absences not covered by paid leave or those required by law. The district will regularly pay employees for work performed and will not make deductions from salary except as required by law or in accordance with Board policy.

Voluntary Deductions

The employee must authorize all voluntary deductions in writing. The district ~~will~~ deduct the administrative cost of compliance in addition to the deduction amounts authorized by the employee.

The payroll shall include the following deductions:

1. State and federal withholding taxes as provided by law (government tax schedules are used).
2. Retirement contributions as provided by law.
3. Salary deductions for unauthorized or unpaid absences of ~~selected~~ personnel shall be computed by dividing the contracted salary, excluding extra-duty pay, by the number of days in the contract period. Deductions for other personnel shall be based upon the hourly rate of individual employees.
4. Dues for health insurance of members of family upon written request of the employee.
5. Contributions to the Missouri Educational Employees' Memorial Scholarship Program shall be voluntary, but not subject to Board approval.

The Board may authorize voluntary payroll deductions from compensation earned by employees if five or more employees so request. These deductions may be taken for, but are not limited to, credit unions, tax-sheltered annuities, individual retirement accounts (IRAs), membership dues, group insurance premiums or other voluntary contributions. The amount deducted will be remitted to the organization, company or association authorized by the employee. ~~in addition to the amount authorized, the district may deduct any administrative costs of compliance.~~ The Board shall not be responsible for any good-faith error in the administration of this service.

If the district provides a system of payroll deduction, the district will, upon written request by five or more employees, provide employees with the option of contributing to a continuing committee through payroll deduction. A continuing committee is a committee of continuing existence that 1) is not formed, controlled or directed by a candidate; 2) is not a candidate or campaign committee; and 3) has the primary or incidental purpose of receiving contributions or making expenditures to

Cross Refs: GBBDA, Family and Medical Leave
GCBDA, Professional Staff Short-Term Leaves and Absences
GDBDA, Support Staff Leaves and Absences

Legal Refs: §§ 160.041, 028, 168.300, 173.267, RSMo.

Camdenton R-III School District, Camdenton, Missouri

influence or attempt to influence the action of voters. No employee will be subjected to any adverse employment action based on his or her participation or lack thereof in such a program.

Involuntary Deductions

The district will make all deductions as required by law and will make deductions when presented a garnishment, wage attachment or other legal order. The superintendent or designee may authorize an administrative fee for processing these mandatory deductions when allowed by law.

In addition, the district may make deductions from an employee's salary or wages for unauthorized absences, absences for which there is no paid leave or absences that exceed the paid leave provided to the employee. The district may also make deductions for disciplinary purposes, such as an unpaid suspension, in accordance with law and district policy.

The district may make deductions when an employee clearly owes the district money and the deduction does not otherwise violate the law.

Salary deductions for exempt employees shall be computed by dividing the salary, excluding extra-duty pay, by the number of days in the contract period. Deductions for nonexempt employees shall be based upon the hourly rate of the individual employee.

Improper Deductions

The Board of Education prohibits improper pay deductions. Employees who believe that improper pay deductions have been taken should immediately report the concern to the assistant superintendent. Employees will be reimbursed for improper deductions. If an employee's request for reimbursement is denied, the employee may appeal that decision by following the grievance procedure set forth in Board policy. Nothing in the policy shall prevent the district from properly charging absences against sick leave, personal leave or other such leave or from making deductions from pay for unapproved or unpaid absences, as established in Board policy.

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 08/08/1994

Revised: 12/13/1999; 08/11/2003; 12/12/2005[]

REFERENCE COPY

FILE: EBBA
Critical

ILLNESS AND INJURY RESPONSE AND PREVENTION

District personnel will provide appropriate first aid and emergency treatment, and contact emergency medical services (EMS) when appropriate, for any individual who is injured or becomes ill while on district property, on district transportation or at a district activity. Further medical attention, including the cost of services provided by EMS, is the responsibility of the individual unless otherwise required by law.

In accordance with law, any qualified employee will be held harmless and immune from civil liability for administering epinephrine, medications, cardiopulmonary resuscitation (CPR) or other lifesaving methods in good faith and according to standard medical practice. A qualified employee is one who has been trained to administer medication or medical services according to standard medical practice. Procedures for handling emergencies will be established and distributed in each school building.

Training

The superintendent or designee, in consultation with the school nurse, is authorized to implement a program to train students and employees in CPR and other lifesaving methods. If CPR instruction is provided to students in grades 9-12, instruction will be based on a program established by the American Heart Association, the American Red Cross or a similar nationally recognized program and will be delivered as required by law.

Incident Reports

Employees must report all work-related injuries and illnesses to their supervisor immediately and will be required to provide the details of the injury or illness in writing. Staff who witness any injury or observe the onset of a serious illness on district property, on district transportation or at a district activity will prepare a written incident report on the incident report form available in each building. A copy of the incident report form will be filed with the appropriate designee as soon after witnessing the event as possible. Accidents of a serious nature must be reported by telephone to the superintendent at the earliest possible moment.

The superintendent is charged with providing the Board periodic statistical reports on the number and types of injuries occurring on district property or at district activities as well as information on individual accidents or injuries as necessary when Board action on the matter is required.

Protective Equipment

The superintendent or designee will continuously review job descriptions and district activities to improve safety in the district. The district will provide protective equipment when it is required by

FILE: EBBA
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REFERENCE COPY

law or when it is determined by the superintendent or designee to be necessary to maintain district safety standards. In accordance with law, students, staff and visitors must wear eye protective devices in career, technical and industrial technology courses and laboratories involving chemicals, welding, construction, vehicle repair or other activities as designated by the district. When protective equipment is provided, all persons are required to use protective equipment as directed. Failure to do so will result in disciplinary action including removal from school property or the activity requiring protective gear.

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 08/08/1994

Revised: 10/09/1995; 07/10/2006; 05/09/2011

Cross Refs: GBEA, Workers' Compensation
GBEBA, Drug-Free Workplace
JFCA, Student Dress Code
JHC, Student Health Services and Requirements
JHCD, Administration of Medications to Students
JHCF, Student Allergy Prevention and Response

Legal Refs: §§ 167.621, 624, 630, 635, 170.005, 310, RSMo.

Camdenton R-III School District, Camdenton, Missouri

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FILE: ECG
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ANIMALS ON DISTRICT PROPERTY

Animals are not allowed on district property, including district transportation, except in accordance with law and policy.

Definitions

The following definitions shall be used for the purpose of applying this policy.

Animals – Any nonhuman creature.

Handler – The individual responsible for the care and control of an animal. The handler for a service animal will generally be the individual with a disability; however, under some circumstances, the handler may be someone other than the individual with the disability.

Service Animal – Any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, intellectual, or mental disability, on a full-time basis. The work or tasks performed by a service animal must be directly related to the disability of the individual being served. Examples of work or tasks include, but are not limited to: assisting individuals who are blind or have low vision with navigation and other tasks; alerting individuals who are deaf or hard of hearing to the presence of people or sounds; providing physical support and assistance with balance and stability to individuals with mobility disabilities; and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

For the purposes of this policy and subject to the limitations herein, a miniature horse will also be considered a service animal.

Tether – A harness, leash or other similar restraint.

Therapy Animal – Any animal that assists in a service animal's and whose primary purpose is to provide emotional support, well-being, comfort or companionship.

Service Animals

Service animals are permitted on district property, including district transportation, in accordance with law and policy. The use of service animals is subject to the terms and conditions of this policy; however, if the service animal is a miniature horse, the district will first determine if such

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FILE: ECG
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modifications are reasonable by considering the size and weight of the miniature horse and whether the horse's presence in the facility compromises legitimate safety requirements.

All service animals must be under the control of their handlers. Service animals must have a tether unless the handler is unable to use one or unless the use of a tether would interfere with the service animal's performance of its tasks. Tethers are not permitted unless they are under the control of the handler through some other means, such as voice commands or hand signals.

The district will not allow service animals to remain on district property if they are not housebroken or are out of control. If a service animal is properly excluded from district property, the individual with a disability served by the animal will be given the opportunity to participate in the program, service or activity without having the service animal on district property.

District officials may verify that an animal qualifies as a service animal by asking whether the animal is required because of a disability and what work or tasks the animal has been trained to perform. If it is not readily apparent, except as otherwise specified in this policy, district officials will not inquire about the nature or extent of the individual's disability or require the individual to provide documentation that the animal is a service animal.

Animals as Accommodations for Employees and Students

Employees and students may use service animals pursuant to the "Service Animals" section of this policy. District officials may require an employee or student to improve a job or the nature and extent of the employee's or student's disability as permitted by law.

Employee requests for use of an animal other than a service animal as an accommodation must be made in accordance with Board policy. If the employee's request for an animal other than a service animal is granted, the rules for use of the animal will be specified at the time the accommodation is granted.

A student with a disability will only be allowed to have an animal other than a service animal as an accommodation in accordance with the student's individualized education program (IEP) or Section 504 plan. If a student's IEP or Section 504 plan allows the use of an animal other than a service animal, the district will make every effort to accommodate the student's request. The district will be primarily responsible for the care and control of the animal. The district will not be responsible for the care and control of any animal used as an accommodation unless otherwise provided in the IEP or Section 504 plan.

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Animals Used in Instruction

General

- Animals with venom that is harmful to humans will not be allowed on district property.
- Minors (K-12 students) will not be allowed on district property without parental consent. A written release from the parent is required to allow a minor to be present with a service animal. All written permissions are not required in the opinion of a veterinarian.
- Animals are prohibited from being on district property if anyone has been ticked or charged for the duration of the animal.
- Animals will never be maintained in or near an area where outside air is brought into district buildings.
- Live animals may not be transported on district transportation and, unless specific permission for the animal is granted, animals must be kept in a pen, cage or tank while on district property.
- If students will be handling live animals, the employee responsible for the animal must instruct the students in proper handling techniques designed to minimize the danger of injury to the students and the animal. Protective clothing or equipment must be used when warranted.

Therapy Animals

Staff members may use therapy animals in the course of their regular duties only after receiving permission for the use of the animal. The use of therapy animals will be used. Before permission to use therapy animals is granted, staff members must provide:

- Proof that the animal is certified to be a therapy animal.
- An explanation of how the animal will be used, including research supporting the use of therapy animals.
- A plan for how the staff member will provide for the care and control of the animal.
- A plan for how the staff member will accommodate students with allergies to the animal.

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FILE: ECG
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Adopted: 05/12/2012

Revised:

- AC: Prohibition against Discrimination, Harassment and Retaliation
- GBE: Staff Health and Safety
- IGBA: Programs for Students with Disabilities
- JRC: Harassment, Intimidation and Searches
- JRCF: Student Injury Prevention and Response
- KL: District Policies and Procedures
- KL: Visitors to District Property Events

Legal Refs: 28 C.F.R. Part 35

Candemon R-II School District, Candemon, Missouri

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Animals Used as Part of the Curriculum

Staff members who wish to use live animals to implement the curriculum must obtain permission from the superintendent. Before permission is granted, the superintendent will be notified and staff members must provide their building administrator with:

- A statement that the animal does not present a danger to students or staff members.
- A statement of the instructional purpose, tied to the district's curriculum, that the animal will serve.
- A plan for how the staff member will provide for the care and control of the animal.
- A plan for how the staff member will accommodate students with allergies to the animal.

The requirements of this subsection will be waived for courses that routinely use live animals, such as courses in the district's agriculture, inspection program, when the course curriculum has been approved by a supervisor.

Animal Exhibits

As part of the instructional program, students and staff members may be granted permission to develop exhibits that feature various forms of wildlife. Any plan to develop a habitat must be presented to the appropriate building administrator in advance of the project. The building administrator will be notified and staff members must provide their building administrator with information prior to giving approval for the project.

Animals Used by Law Enforcement

The district allows the use of animals by law enforcement personnel in conjunction with the performance of their official duties. The district will not be held responsible for any injury to students or liability stemming from instruction when using animals.

Note: The reader is encouraged to check the index located at the beginning of this section for specific policies and to review administrative procedures and/or forms for related information.

CONSTRUCTION CONTRACTS BIDDING AND AWARDS

The Camdenton R-III School District seeks to provide and maintain safe facilities capable of supporting the educational mission of the district, while at the same time utilizing public funds prudently.

Definitions

For the purposes of this policy, the following definitions apply:

Construction – Building a new facility or improving, enlarging, altering, painting, decorating, excavating, demolishing or performing major repairs on an existing facility.

Facility – A building, structure, stadium, field or parking lot, or part thereof, such as a roof or heating or air conditioning system.

Major Repair – Replacement or repair of existing facilities when the size, type or extent of the facility is changed or increased.

Project Planning

Construction projects will be planned to cause the least disruption to the district's educational program and to ensure the safest possible environment for students, staff and the public. District staff will rely on the district's long-term facilities plan when making decisions regarding construction and major repair of district facilities. The district is committed to providing accessible facilities. All projects will comply with laws regarding accommodations for individuals with disabilities, and the district will consider recommended accommodations as well.

Before bidding a project, the district will determine whether engineering, architectural or land surveying services are required and will select those services in accordance with law and Board policy. The superintendent or designee is authorized to contact legal counsel for assistance in drafting or reviewing proposed contract language.

The district may enter into a union-only project labor agreement if the district 1) is utilizing no more than 50 percent of state funds on the construction project, 2) conducts an impact analysis, 3) publishes the results of that analysis and the reasons for requiring such an agreement, and 4) holds a public hearing, as required by law. The district will publish its determination on whether to require a union-only project labor agreement within 30 days of the public hearing.

Purchasing Materials

All materials purchased either directly by the district or indirectly by the contractor or subcontractors must comply with legal requirements, including the purchasing preferences required by law.

Bidding

All construction projects that may exceed an expenditure of \$15,000 shall be advertised in a newspaper of general circulation, in accordance with law, and may also be advertised in business, trade or minority newspapers or other modes of communication such as the district's website or other websites. Projects will not be split or artificially divided for the purpose of avoiding these competitive bidding requirements.

Prior to advertising for bids, the superintendent or designee and the architect or construction manager, if applicable, will draft detailed bid specifications for the construction project. Bid specifications will include all legal mandates including, but not limited to, requiring:

1. Compliance with prevailing wage requirements.
 2. Laborers to receive mandatory safety training.
 3. ~~Laborers to be Missouri residents or residents of approved states when excessive unemployment restrictions apply.~~
 4. Contractors bidding on a contract for services in excess of \$5,000 to provide a sworn affidavit and supporting documentation that affirms the contractor's participation in a federal work authorization program, such as E-Verify, and that the bidder will not employ illegal workers for the project. A contractor is only required to provide this affidavit to the district annually.
- §. A performance bond if the project is estimated to exceed \$25,000.

The Board of Education may also require a bidder's bond in an amount determined by the estimated cost of the project.

In accordance with the Sunshine Law and Board policy, the Board will discuss bid specifications in closed session, and the content of bid specifications will remain confidential until they are officially approved by the Board or published for bidding. Likewise, sealed bids and related documents will be closed until the bids are opened.

Sealed bids may be opened at a public meeting of the Board of Education or by administrative personnel. In either case, all bids shall be publicly opened, and the date, time and place of the bid opening shall be included in the bid notice. Notice of the bid opening will also be posted for the public.

The district will not entertain bids that are not made in accordance with the specifications furnished by the district. The district reserves the right to waive minor technical defects in a bid, reject any or all bids, reject any part of a bid and to advertise for new bids. If the scope of the project changes substantially, the district will rebid the project.

The Board will determine which responsible bidder has the lowest bid and direct the superintendent or designee to negotiate a satisfactory contract prior to final approval of the bid.

Contracting

The superintendent or designee is authorized to consult legal counsel regarding contract language. Any contract the district enters into must include all legally required provisions. The contract must be approved by an affirmative vote of a majority of the whole Board to be binding.

Payment

When applicable, the architect or construction manager shall approve all payment requests from contractors prior to submission to the Board of Education for payment. The superintendent or designee will examine all work performed on projects where no architects or construction managers are used.

Pursuant to prevailing wage laws, an Affidavit of Compliance must be filed with the district before payment will be approved. The district will withhold and retain any amounts due as a result of any violation of the prevailing wage law prior to making final payment with any contractor.

The district will make prompt payment on any invoices received, after thorough inspection of the work provided and verification that all legal requirements have been met. However, in accordance with law, the district may retain a portion of the payment until after the entire project has been completed. The Board must approve the payment of all bills by an affirmative vote of a majority of the whole Board.

Construction Projects Conducted on Behalf of the District

The district appreciates business and community support of its educational mission and welcomes both financial and physical contributions to the district. It is important for taxpayers and patrons to understand that various laws apply to projects conducted on behalf of the district, even if not directly

funded by the district. Further, because the district facilities are used by a large number of people, it is essential that all construction projects adhere to the highest level of quality and safety. The district and the donor must ensure compliance with all applicable laws before a construction project is conducted on school grounds, regardless of the source of the labor or method of payment.

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 08/08/1994

Revised: 12/13/1999; 06/13/2005; 01/10/2011]

Cross Refs: BBFA, Board Member Conflict of Interest and Financial Disclosure
DIF, Purchasing
DK, Payment Process

Legal Refs: §§ 34.057, .059, .216, 107.170, 162.301, 177.086, 285.530, 290.210 - .340, ~~§60-~~
~~§89-~~292.675, 432.070 - .080, 493.010 - .140, 610.021, RSMo.
8 C.S.R. 30-3.010 - .060

Camdenton R-III School District, Camdenton, Missouri

STAFF CELL-PHONE-USE OF COMMUNICATION DEVICES

The Camdenton R-III School District encourages district employees to use technology, including cell phone communication devices, to improve efficiency and safety. The district expects all employees to use such communication devices in a responsible manner that does not interfere with the employee's job duties. Employees who violate district policies and procedures regarding cell phone governing the use of communication devices may be disciplined, up to and including termination, and may be prohibited from possessing or using a cell phone communication device while at work. Cell phone communication devices may not be used in any manner that would violate the district's policy on student-staff relations.

Definitions

Cell Phone Communication Device - Any portable device except laptops that sends or receives calls or text messages, allows the retrieval of e-mail or provides access to the Internet.

Use/Using - Answering the phone or talking on the phone; sending or responding to a text, e-mail or other communication; opening and viewing pictures or digital recordings; opening and listening to music or audio communications; continuously checking a communication device; or any activity with a communication device that interferes with the employee's job duties or appropriate supervision of students.

General Cell-Phone-Use

The district prohibits any employee cell phone use from using any communication device that interrupts or disrupts the performance of duties by the employee or otherwise interferes with district operations, as determined by the employee's supervisor. This prohibition applies regardless of whether the cell phone communication device used is owned by the employee or provided by the district.

Employees are responsible for keeping communication devices secure and, if possible, password protected!

Supervision of students is a priority in the district, and employees who are responsible for supervising students must concentrate on that task at all times. Employees shall not use a cell phone communication device when they are responsible for supervising students unless any of the following conditions occurs:

1. There is an emergency. The device is being used to instruct the students being supervised at the time.

2. The use is necessary to the performance of an employment-related duty at that particular time and cannot be avoided.

3. The employee has received specific and direct permission from a supervisor. Supervisors shall limit such permission to unusual circumstances such as communication regarding a family birth or surgery.

- 4) There is an emergency!

Even when these conditions exist, the employee is responsible for obtaining assistance in adequately supervising students during the approved use so that students are supervised at all times.

Use in Vehicles

Regardless of other provisions of this policy, unless there is an emergency, employees shall not use cell phone communication devices when:

1. Driving district-provided vehicles.
2. Operating a vehicle in which a student is being transported on district property when the transportation is provided as part of the employee's job.
3. Supervising students who are entering or exiting a vehicle, crossing thoroughfares or otherwise safely reaching their destinations.

Even in emergency situations, employees should first take all possible safety precautions before using cell phone communication devices.

Technology Safety

To protect district technology, the district does not allow personal cell phones to be synchronized with the district's network. Employees should contact the district's technology director for alternative methods of synchronization, if feasible.

Use of District-Provided Cell-Phone Communication Devices

The district may provide cell phone communication devices and service to some employees to assist them in carrying out their employment-related duties on and off district property. Use of a district-provided cell phone communication device is a privilege. The superintendent or designee has sole discretion as to which employees will be provided cell phone communication devices and may recall any previously issued cell phone communication device. Employees do not have any expectation of

privacy in district-provided cell phone communication devices or any information stored on them, and such phones/devices may be confiscated and searched at any time.

Employees are expected to exercise reasonable care to protect district-provided cell phone communication devices from damage or theft and must report any such incidents immediately. The district may require employees to reimburse the district for any damage or theft that was the result of the employee's negligence. Users of district-provided cell phone communication devices must abide by any use limitations included in the district's service contract.

Personal Use of District-Provided Cell-Phone Communication Devices

Personal use of district-provided cell phone communication devices is permissible as long as the use does not exceed the limits of the applicable plan. However, personal use of a cell phone is not permitted if the phone or service is paid for under E-Rate. An employee whose use exceeds plan limitations will be required to reimburse the district for all expenses beyond those covered by the plan and may have privileges suspended or revoked unless the employee can show that all use was for employment-related duties and the phone/device was not used for personal reasons. The amount of personal use of a communication device or service paid for under E-Rate can be no greater than the cost allocation submitted in the request for the E-Rate discount!

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 01/10/2011

Revised:

Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation
EHB, Technology Usage

Legal Refs: U.S. Const. amend. IV
47 C.F.R. §§ 54.500, 513, 532

Camdenton R-III School District, Camdenton, Missouri

PROFESSIONAL STAFF SHORT-TERM LEAVES AND ABSENCES

Constant contact with students and staff is important to the learning environment and district operation, and therefore is an essential duty of a professional staff member's position. When a professional staff member is unavoidably absent, frequently absent or absent for an extended period of time, the learning environment and district operations deteriorate, and the students suffer.

The district will allow professional staff members to be absent from their duties for the reasons and the length of time listed in Board policy, as long as these absences are not excessive.

Professional employees may be terminated for excessive absences. Unless authorized by the Board or superintendent, a substitute assigned to pay, an employee's absence is considered excessive if it:

- 1. Is for a reason not granted as paid or protected leave under Board policy.
- 2. Exceeds the number of days allowed by the Board for that particular leave type.
- 3. Exceeds the number of days allowed by the Board for that particular leave type.

5. Notwithstanding the amount of paid leave accumulated, absence for any reason exceeds 30 days in a calendar year, or exceeds five days a month, 20 days in a semester, or 40 days per school year, notwithstanding the amount of paid leave accumulated.

Even if the absence is authorized by the Board or the superintendent, if the absence occurs for a reason not granted as paid leave under Board policy or if it exceeds the number of days the employee has been granted under a designated leave, the employee's salary will be docked.

No employee will be disciplined or penalized for absences qualifying for protection under the Family and Medical Leave Act (FMLA) or other applicable law (see Board policy, GCBD4).

The district may require an employee to provide the district a doctor's note or other verification of illness from a health care provider before the district applies sick leave or other applicable paid leave to the absence. In accordance with law, the district may require an employee to present a physician's fitness to return to work whenever the employee is absent from work due to the employee's health.

Authorized Leaves

- Any regular employee of the school system is covered with exception of Administrators.

- This policy does not apply to temporary or substitute staff members, or those employed on an hourly basis, unless otherwise noted.
- District administrators are granted leave as provided by district policy GCBD4.

Paid Leave

Within this category, certified staff will be provided nine days of paid leave per year. The unused leave days each year will accumulate, except where specifically noted. The accumulation will be unlimited, except where specifically noted, and the accumulated leave may be used in subsequent years. The nine days of paid leave will be earned on a pro rata basis based on a nine-month contract.

In case of a necessary absence of a teacher, he or she shall notify the principal at the earliest possible time so that a substitute may be provided. However, the principal should be notified in regard to the teacher's return to work in time to disseminate the services of the substitute.

The following leaves with pay will be provided to full-time professional staff employees. Regular part-time professional staff employees will receive these leaves on a pro rata basis.

- Personal illness (including illness, injury or incapacity of the employee) - The Board reserves the right to require a physician's certification, or other appropriate certification, attesting to the necessity of the absence and the status of the employee's impairment. FMLA and other applicable laws and provisions apply to FMLA-qualifying absences, even if such absences are paid sick leave.

Staff members who are ill are encouraged to stay home to promote healing and reduce the risk of infecting others, especially during a pandemic or other significant health event. In the event of a pandemic or other health event, the district may require staff members to be closed to all staff and students or just students. If students are absent only to students, staff members are expected to work regular substitutes or use appropriate leave.

A district employee may not use sick leave during the period the employee receives Workers' Compensation for time lost to work-related incidents.

Any certified employee who is a member of a retirement system shall remain a member during any period of leave under sick leave provisions of the district or under Workers' Compensation. The employee shall also receive creditable service credit for such leave time, if the employee makes contributions to the system equal to the amount of contributions that he or she would have made had he or she been on active service status.

- Family illness - Family illness is limited to illness, injury or incapacity of an employee's immediate family. The Board defines "immediate family" to include:
 - The employee's spouse.
 - The following relatives of the employee or the employee's spouse: parents, children, adult child's spouse, siblings and any other family member residing with the employee.
 - Any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver. (Note: Family for FMLA purposes is more limited.)

Family illness in combination with bereavement leave is limited to not more than a total of nine days and leave in any one year. In a critical situation, the number of days may be extended by the Board of Education within the limits of accumulated leave. Unpaid leave may be granted in accordance with the FMLA.

Personal Leave - Two personal days each year is granted to each employee. This leave will be accumulated, all future personal leave days will accumulate as sick leave days.

Absent request for use of personal days (PD) must be made to the building administrator two days in advance, unless the situation is an emergency. Use of personal leave is subject to supervisor's approval. However, 30 days' notice is required by law if the leave qualifies as FMLA leave and such notice is practical. Personal days cannot be taken on the day immediately preceding or following a scheduled school holiday. The five days of personal leave will be earned on a pro rata basis based on a nine-month contract.

A district employee may not use personal leave days during the period the employee receives Workers' Compensation for time lost to work-related incidents.

Vacation - Administration and other certificated personnel employed on a 12-month basis will receive a minimum of two weeks of vacation per year.

REFERENCE COPY

Requests may be approved based on these priorities:

- 1) Being a program presenter
- 2) Representing the district by virtue of office or position held in an organization.
- 3) Supervising students who have gained eligibility to attend a state conference.
- 4) Representing the district in an official capacity.
- 5) Attending professional staff development activities.

National - National conferences are more time consuming and costly; however, the district may approve participation in national conferences based on these priorities:

- a. Being a program presenter.
- b. Representing the state by virtue of office or position held in an organization.
- c. Supervising students who have gained eligibility to attend a national conference.
- d. Representing the school district.
- e. Attending professional staff development activities.

These requests, complete with cost estimates, must be submitted to the building administrator by October 15 or as early as possible and must be approved by the superintendent.

International Activities - Any request to travel outside the continental United States must be reviewed by the superintendent and presented to the Board of Education for approval.

Advanced Professional Training Leave - One day each year may be granted to certified personnel for the arrangement of their advanced professional training with the approval of the superintendent or designee. There is an accumulation of professional leave.

Holidays - Certified staff employees employed on a 12-month basis shall receive the following paid holidays: Independence Day, Labor Day, Thanksgiving Day, Christmas Day, President's Day and Memorial Day.

The district will grant paid and unpaid holidays in accordance with the academic calendar adopted by the Board. Holidays may be modified or eliminated as needed when the academic calendar is changed due to inclement weather or for other reasons. Holidays may change from year to year.

Should school be in session on an assigned nonworking day, then July 3 following will be given as a comp day. Should July 3 fall on a Saturday or Sunday, the following Monday will be the paid holiday and the following Tuesday will be the paid holiday for Independence Day.

Professional Leave - Leave for professional purposes, such as attending classes or conferences, meeting with mentors or participating in other approved professional growth activities, will not be docked if prior approval is secured from the building administrator and the superintendent. Professional leave may be granted for the following:

- a. Substitute (Regional District) - The Cumberland River School District encourages maximum student participation in all activities approved by the Missouri State High School Activities Association (MSHSAA) or certified by the Missouri State Department of Elementary and Secondary Education (DESE).

The district also encourages staff to actively assume leadership roles in this level of activities to assure that these activities are educationally sound and that they promote student growth and development.

These activities must be approved by the building administrator.

b. State - The quality of excellence of the education in Missouri is a shared responsibility of each district within the state. The Cumberland River School District recognizes that its contribution can be made by encouraging selective involvement of its staff in leadership, developmental and competitive activities. The building administrator, in consultation with the staff member, may approve this involvement and the staff member shall be held responsible for the activities. Approval should be made before accepting the travel request and preferably by October 15 of the school year or as soon as possible.

REFERENCE COPY

Unless otherwise provided, the following leaves will be provided to full-time and part-time professional employees.

- 1. Holidays - Certified staff employees employed on a 12-month basis shall receive the following paid holidays: Independence Day, Labor Day, Thanksgiving Day, Christmas Day, President's Day and Memorial Day.

The district will grant paid and unpaid holidays in accordance with the academic calendar adopted by the Board. Holidays may be modified or eliminated as needed when the academic calendar is changed due to inclement weather or for other reasons. Holidays may change from year to year.

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REFERENCE COPY

PROFESSIONAL STAFF SHORT-TERM LEAVES AND ABSENCES

Constant contact with students and staff is important to the learning environment and district operation, and therefore is an essential duty of a professional staff member's position. When a professional staff member is unavoidably absent, frequently absent or absent for an extended period of time, the learning environment and district operations deteriorate, and the students suffer.

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- 3. Exceeds the number of days allowed by the Board for that particular leave type.

5. Notwithstanding the amount of paid leave accumulated, absence for any reason exceeds 30 days in a calendar year, or exceeds five days a month, 20 days in a semester, or 40 days per school year, notwithstanding the amount of paid leave accumulated.

Even if the absence is authorized by the Board or the superintendent, if the absence occurs for a reason not granted as paid leave under Board policy or if it exceeds the number of days the employee has been granted under a designated leave, the employee's salary will be docked.

No employee will be disciplined or penalized for absences qualifying for protection under the Family and Medical Leave Act (FMLA) or other applicable law (see Board policy, GCBD4).

The district may require an employee to provide the district a doctor's note or other verification of illness from a health care provider before the district applies sick leave or other applicable paid leave to the absence. In accordance with law, the district may require an employee to present a physician's fitness to return to work whenever the employee is absent from work due to the employee's health.

Authorized Leaves

- Any regular employee of the school system is covered with exception of Administrators.

PROFESSIONAL STAFF SHORT-TERM LEAVES AND ABSENCES

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- Any regular employee of the school system is covered with exception of Administrators.

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- District administrators are granted leave as provided by district policy GCBD4.

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Within this category, certified staff will be provided nine days of paid leave per year. The unused leave days each year will accumulate, except where specifically noted. The accumulation will be unlimited, except where specifically noted, and the accumulated leave may be used in subsequent years. The nine days of paid leave will be earned on a pro rata basis based on a nine-month contract.

In case of a necessary absence of a teacher, he or she shall notify the principal at the earliest possible time so that a substitute may be provided. However, the principal should be notified in regard to the teacher's return to work in time to disseminate the services of the substitute.

The following leaves with pay will be provided to full-time professional staff employees. Regular part-time professional staff employees will receive these leaves on a pro rata basis.

- Personal illness (including illness, injury or incapacity of the employee) - The Board reserves the right to require a physician's certification, or other appropriate certification, attesting to the necessity of the absence and the status of the employee's impairment. FMLA and other applicable laws and provisions apply to FMLA-qualifying absences, even if such absences are paid sick leave.

Staff members who are ill are encouraged to stay home to promote healing and reduce the risk of infecting others, especially during a pandemic or other significant health event. In the event of a pandemic or other health event, the district may require staff members to be closed to all staff and students or just students. If students are absent only to students, staff members are expected to work regular substitutes or use appropriate leave.

A district employee may not use sick leave during the period the employee receives Workers' Compensation for time lost to work-related incidents.

Any certified employee who is a member of a retirement system shall remain a member during any period of leave under sick leave provisions of the district or under Workers' Compensation. The employee shall also receive creditable service credit for such leave time, if the employee makes contributions to the system equal to the amount of contributions that he or she would have made had he or she been on active service status.

- Family illness - Family illness is limited to illness, injury or incapacity of an employee's immediate family. The Board defines "immediate family" to include:
 - The employee's spouse.
 - The following relatives of the employee or the employee's spouse: parents, children, adult child's spouse, siblings and any other family member residing with the employee.
 - Any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver. (Note: Family for FMLA purposes is more limited.)

Family illness in combination with bereavement leave is limited to not more than a total of nine days and leave in any one year. In a critical situation, the number of days may be extended by the Board of Education within the limits of accumulated leave. Unpaid leave may be granted in accordance with the FMLA.

Personal Leave - Two personal days each year is granted to each employee. This leave will be accumulated, all future personal leave days will accumulate as sick leave days.

Absent request for use of personal days (PD) must be made to the building administrator two days in advance, unless the situation is an emergency. Use of personal leave is subject to supervisor's approval. However, 30 days' notice is required by law if the leave qualifies as FMLA leave and such notice is practical. Personal days cannot be taken on the day immediately preceding or following a scheduled school holiday. The five days of personal leave will be earned on a pro rata basis based on a nine-month contract.

A district employee may not use personal leave days during the period the employee receives Workers' Compensation for time lost to work-related incidents.

Vacation - Administration and other certificated personnel employed on a 12-month basis will receive a minimum of two weeks of vacation per year.

REFERENCE COPY

Requests may be approved based on these priorities:

- 1) Being a program presenter
- 2) Representing the district by virtue of office or position held in an organization.
- 3) Supervising students who have gained eligibility to attend a state conference.
- 4) Representing the district in an official capacity.
- 5) Attending professional staff development activities.

National - National conferences are more time consuming and costly; however, the district may approve participation in national conferences based on these priorities:

- a. Being a program presenter.
- b. Representing the state by virtue of office or position held in an organization.
- c. Supervising students who have gained eligibility to attend a national conference.
- d. Representing the school district.
- e. Attending professional staff development activities.

These requests, complete with cost estimates, must be submitted to the building administrator by October 15 or as early as possible and must be approved by the superintendent.

International Activities - Any request to travel outside the continental United States must be reviewed by the superintendent and presented to the Board of Education for approval.

Advanced Professional Training Leave - One day each year may be granted to certified personnel for the arrangement of their advanced professional training with the approval of the superintendent or designee. There is an accumulation of professional leave.

Holidays - Certified staff employees employed on a 12-month basis shall receive the following paid holidays: Independence Day, Labor Day, Thanksgiving Day, Christmas Day, President's Day and Memorial Day.

The district will grant paid and unpaid holidays in accordance with the academic calendar adopted by the Board. Holidays may be modified or eliminated as needed when the academic calendar is changed due to inclement weather or for other reasons. Holidays may change from year to year.

Should school be in session on an assigned nonworking day, then July 3 following will be given as a comp day. Should July 3 fall on a Saturday or Sunday, the following Monday will be the paid holiday and the following Tuesday will be the paid holiday for Independence Day.

Professional Leave - Leave for professional purposes, such as attending classes or conferences, meeting with mentors or participating in other approved professional growth activities, will not be docked if prior approval is secured from the building administrator and the superintendent. Professional leave may be granted for the following:

- a. Substitute (Regional District) - The Cumberland River School District encourages maximum student participation in all activities approved by the Missouri State High School Activities Association (MSHSAA) or certified by the Missouri State Department of Elementary and Secondary Education (DESE).

The district also encourages staff to actively assume leadership roles in this level of activities to assure that these activities are educationally sound and that they promote student growth and development.

These activities must be approved by the building administrator.

b. State - The quality of excellence of the education in Missouri is a shared responsibility of each district within the state. The Cumberland River School District recognizes that its contribution can be made by encouraging selective involvement of its staff in leadership, developmental and competitive activities. The building administrator, in consultation with the staff member, may approve this involvement and the staff member shall be held responsible for the activities. Approval should be made before accepting the travel request and preferably by October 15 of the school year or as soon as possible.

REFERENCE COPY

Unless otherwise provided, the following leaves will be provided to full-time and part-time professional employees.

- 1. Holidays - Certified staff employees employed on a 12-month basis shall receive the following paid holidays: Independence Day, Labor Day, Thanksgiving Day, Christmas Day, President's Day and Memorial Day.

The district will grant paid and unpaid holidays in accordance with the academic calendar adopted by the Board. Holidays may be modified or eliminated as needed when the academic calendar is changed due to inclement weather or for other reasons. Holidays may change from year to year.

Should school be in session on an assigned nonworking day, then July 3 following will be given as a comp day. Should July 3 fall on a Saturday or Sunday, the following Monday will be the paid holiday and the following Tuesday will be the paid holiday for Independence Day.

Professional Leave - Leave for professional purposes, such as attending classes or conferences, meeting with mentors or participating in other approved professional growth activities, will not be docked if prior approval is secured from the building administrator and the superintendent. Professional leave may be granted for the following:

- a. Substitute (Regional District) - The Cumberland River School District encourages maximum student participation in all activities approved by the Missouri State High School Activities Association (MSHSAA) or certified by the Missouri State Department of Elementary and Secondary Education (DESE).

The district also encourages staff to actively assume leadership roles in this level of activities to assure that these activities are educationally sound and that they promote student growth and development.

These activities must be approved by the building administrator.

b. State - The quality of excellence of the education in Missouri is a shared responsibility of each district within the state. The Cumberland River School District recognizes that its contribution can be made by encouraging selective involvement of its staff in leadership, developmental and competitive activities. The building administrator, in consultation with the staff member, may approve this involvement and the staff member shall be held responsible for the activities. Approval should be made before accepting the travel request and preferably by October 15 of the school year or as soon as possible.

REFERENCE COPY

PROFESSIONAL STAFF SHORT-TERM LEAVES AND ABSENCES

Constant contact with students and staff is important to the learning environment and district operation, and therefore is an essential duty of a professional staff member's position. When a professional staff member is unavoidably absent, frequently absent or absent for an extended period of time, the learning environment and district operations deteriorate, and the students suffer.

The district will allow professional staff members to be absent from their duties for the reasons and the length of time listed in Board policy, as long as these absences are not excessive.

Professional employees may be terminated for excessive absences. Unless authorized by the Board or superintendent, a substitute assigned to pay, an employee's absence is considered excessive if it:

- 1. Is for a reason not granted as paid or protected leave under Board policy.
- 2. Exceeds the number of days allowed by the Board for that particular leave type.
- 3. Exceeds the number of days allowed by the Board for that particular leave type.

5. Notwithstanding the amount of paid leave accumulated, absence for any reason exceeds 30 days in a calendar year, or exceeds five days a month, 20 days in a semester, or 40 days per school year, notwithstanding the amount of paid leave accumulated.

Even if the absence is authorized by the Board or the superintendent, if the absence occurs for a reason not granted as paid leave under Board policy or if it exceeds the number of days the employee has been granted under a designated leave, the employee's salary will be docked.

No employee will be disciplined or penalized for absences qualifying for protection under the Family and Medical Leave Act (FMLA) or other applicable law (see Board policy, GCBD4).

The district may require an employee to provide the district a doctor's note or other verification of illness from a health care provider before the district applies sick leave or other applicable paid leave to the absence. In accordance with law, the district may require an employee to present a physician's fitness to return to work whenever the employee is absent from work due to the employee's health.

Authorized Leaves

- Any regular employee of the school system is covered with exception of Administrators.

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FILE: GDBDA
Critical

SUPPORT, STAFF LEAVES AND ABSENCES

Consistent staffing is important to the learning environment and district operation and therefore is an essential duty of all employees. When an employee is routinely tardy, frequently absent or is absent for an extended period of time, the learning environment and district operations deteriorate, and the students suffer.

Employees may be terminated for excessive absences. Unless authorized by the Board or the superintendent, or otherwise authorized by law, an employee's absence is considered excessive if:

- 1. In a for a reason not granted as paid or protected leave under Board policy 444-2-1.
- 2. Exceeds the number of days allowed by the Board for that particular leave, and is not pre-approved by law.
- 3. Notwithstanding the amount of paid leave accumulated, absence for any reason is in excess of 20 days in any one calendar year, 20 days in any semester or 40 days per school year, notwithstanding the amount of paid leave accumulated.

No employee will be disciplined or terminated for absences qualifying for protection under the Family and Medical Leave Act (FMLA) or other applicable law (see Board policy GDBDA 444-2-1). The district may require an employee to provide the district's administrator with notification of illness from the employee's provider before the district applies sick leave or other applicable paid leave to the absence. In accordance with law, the district may require an employee to present a certification of illness to return to work whenever the employee is absent from work due to the employee's health.

Definitions

At-Will Employment – Employment for an indefinite period that may be assigned or terminated in accordance with Board policy.

Period of Active Employment – Days when an employee is expected to be at work. Each employee will be notified as to the length of his or her period of active employment.

Authorized Leaves

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Absence from duty of any member of the support staff hinders the effectiveness of the school system. The employee makes contributions to the system equal to the amount of contribution that he or she would have made had he or she been in active service status.

For certain authorized leave, the district will ensure the support employee against loss of salary. For some leaves, no pay will be provided and some leaves will not be authorized.

Coverage

- < All regular support staff employees of the school system are covered.
- < Temporary or substitute employees are not covered unless otherwise noted.

Paid Leave

Within this category, support staff will be provided nine days of paid leave per year. The unused leave days each year will accumulate. The accumulation will be unlimited, except where specifically noted, and the accumulated leave may be used in subsequent years.

In case of a necessary absence of an employee, he or she shall notify the supervisor at the earliest possible time so that a substitute may be provided. Likewise, the supervisor should be notified in regard to the employee's return to work in time to discontinue the services of the substitute.

The following leaves with pay will be provided to full-time support staff employees:

- 1. Personal illness (including illness, injury or incapacity of the employee) – The Board reserves the right to require a physician's certificate, certification, or other significant health event, in the event of a pandemic or other significant health event, which may be closed to all staff and students or just students. If schools are closed only to students, staff members are expected to work regular schedules or use appropriate leave.

A district employee may not use paid leave during the period the employee reserves Workers' Compensation for time lost to work-related incidents.

Any support staff employee who is a member of a retirement system shall remain a member during any period of leave under sick leave provisions of the district or under Workers' Compensation.

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Critical

Compensation. The employee shall also receive creditable service credit for such leave time as the employee makes contributions to the system equal to the amount of contribution that he or she would have made had he or she been in active service status.

Family illness – Family illness is limited to illness, injury or incapacity of an employee's immediate family. The Board defines "immediate family" to include:

- < The employee's spouse.
- < The following relatives of the employee or the employee's spouse: parents, children, children's spouses, siblings and any other family member residing with the employee.
- < Any other person whom the employee has legal guardianship of, for whom the employee has power of attorney and is the attorney-in-fact. (Note: "Family" for FMLA purposes is more limited.)

Family illness in combination with bereavement leave is limited to not more than 15 days in any one calendar year. Bereavement leave is limited to the number of days set by the Board of Education for each type of death within the FMLA.

Personal Leave – Two personal leave days each year are granted to each employee. This leave may be used for any purpose. Personal leave days will accumulate as sick leave personal leave be accumulated. All future personal leave days will accumulate as sick leave days.

Absences may be charged against personal leave for court appearances, unless applicable law requires the employee to be present. Absences may be charged against personal leave for court appearances, unless applicable law requires the employee to be present. Absences may be charged against personal leave for court appearances, unless applicable law requires the employee to be present.

A written request for use of personal days must be made to the supervisor two days in advance of the absence. Personal days are not to be used for any purpose other than that specified in the FMLA leave and such notice is essential. Personal days cannot be taken on the day immediately preceding or following a scheduled school holiday. The two days of personal leave will be earned on a pro rata basis based on an employee's work days.

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A district employee may not use personal leave days during the period the employee receives Workers' Compensation for time lost to work-related incidents.

Vacation – Support staff employees working a minimum of 230 days shall be entitled to two weeks of vacation with pay. However, this rule does not apply until after one full year of employment. Employees who work a minimum of 240 days for two years will earn an additional week of vacation per year for a total of three weeks of vacation per year.

Employees may not accumulate more than one year of vacation days on the anniversary date of employment. If excess approved by the superintendent. Vacation days are earned monthly and may be used for any purpose. Employees must request for vacation in writing and receive written authorization before taking vacation days. If the employee's absence may disrupt district operations, the supervisor has the discretion to deny a request for vacation or to limit the time of the employee may take his or her vacation.

If employment is terminated early for any reason, vacation days will be pro-rated based on the number of days worked.

A district employee may not use vacation days during the period the employee receives Workers' Compensation for time lost to work-related incidents.

Bereavement Leave – After an employee has had one year of employment with the district, the employee may take bereavement leave as set out below. The district may require verification of the need for the leave.

Bereavement Family – When a death occurs in the employee's immediate family, the employee may take up to three days off with pay. The Board defines "immediate family" in this policy to include:

- < The employee's spouse.
- < The following relatives of the employee or the employee's spouse: parents, children, children's spouses and siblings.

Use of the three days of bereavement leave for immediate family would not reduce any possible payments under the on-call incentive plan.

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Extended Family – The number of days an employee may take for bereavement leave for an extended family member, death will be determined by the principal and superintendent in consultation with the employee and will be taken from the employee's accrued paid leave. Bereavement leave in combination with family illness is limited to not more than nine days per leave per year. The Board defines "extended family" for this leave to include:

- < The following relatives of the employee or the employee's spouse: grandparents, grandchildren, aunts, uncles and any other family member residing with the employee.
- < Close personal friends of the employee.
- < Any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver.

Unless otherwise provided, the following leaves will be provided to full-time support staff employees:

Holidays – The Hamilton R-III School District will pay support staff for the following holidays provided the holiday falls during the period of active employment: Independence Day, Labor Day, Thanksgiving Day, Christmas Day, President's Day and Memorial Day.

The district will request paid and unpaid holidays in accordance with the schedule adopted by the Board. Holidays may be modified or eliminated as needed when the academic calendar is changed due to inclement weather or for other reasons. Holidays may change from year to year. Should a paid holiday fall on Saturday or Sunday, the following Monday will become a paid holiday.

Should school be in session on an assigned nonworking day, then the day's following will be given as a compensatory day. Should July 3 fall on a Saturday or Sunday, the following Monday will be the paid holiday and the following Tuesday will be the paid holiday for Independence Day.

Professional Leave – Employees may be granted professional leave to attend classes or conferences for professional development or to attend to professional activities. Professional leave must be requested by the immediate supervisor, arranged well in advance and is not considered bereavement leave.

Support staff employees shall attend meetings and/or workshops called by their supervisor. Support staff employees attending required workshops or conferences will be reimbursed by the district.

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Per OER 19A.04 (04) - GDBDA-COM-0133

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FILE: GDBDA
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Should a meeting/holiday be held on a day when employees would not be expected to work, employees will be compensated for attending said workshop or given compensatory time off.

Military Leave – The Board shall grant military leave as required by law. Members of the National Guard or any reserve component of the U.S. Armed Forces who are engaged in the National Guard or any reserve component of the U.S. Armed Forces shall receive any federal financial year (October 1 – September 30) without impairment of efficiency rating or any other right, regular leave or any other rights or benefits. Employees shall provide the district an official order verifying that they are required to report to duty.

Education Leave – Any employee who is appointed to an education job position to take law may be eligible for education leave for a period of one year. The employee must be employed by the district at the time of the appointment. The employee will be compensated for the time spent in education. The employee will serve as an education judge. No employee will be terminated, disciplined, demoted or otherwise subjected to adverse action based on the employee's service as an education judge.

Leaves to Vote – Employees who do not have three consecutive hours free from work while the polls are open will be granted a leave period of up to three hours to permit employees three consecutive hours while the polls are open for the purpose of voting. Requests for such leave must be made prior to election day, and the employee's supervisor will designate work to be done on election day. Any employee who will properly request leave to vote and use the leave for that purpose will not be subject to discipline, termination or loss of wages or salary.

July Duty Leave – Both the philosophy and the policies of the Hamilton R-III School System have always attempted to foster and promote educational development and growth through the participation of all staff in the district. The district has a strong tradition of faculty, support staff and administrators. This service is one of these areas of community involvement. This policy is to ensure that the Hamilton R-III School District does not monetarily penalize support staff for performing their community duty serving on a jury when called to do so.

It shall be the policy of the Hamilton R-III Board of Education to pay those support staff who are called to jury duty during their contract term. The support staff who are called to jury duty will receive a monthly salary had they not been called to jury duty and the pay they would receive as jurors.

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Extended Family – The number of days an employee may take for bereavement leave for an extended family member, death will be determined by the principal and superintendent in consultation with the employee and will be taken from the employee's accrued paid leave. Bereavement leave in combination with family illness is limited to not more than nine days per leave per year. The Board defines "extended family" for this leave to include:

- < The following relatives of the employee or the employee's spouse: grandparents, grandchildren, aunts, uncles and any other family member residing with the employee.
- < Close personal friends of the employee.
- < Any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver.

Unless otherwise provided, the following leaves will be provided to full-time support staff employees:

Holidays – The Hamilton R-III School District will pay support staff for the following holidays provided the holiday falls during the period of active employment: Independence Day, Labor Day, Thanksgiving Day, Christmas Day, President's Day and Memorial Day.

The district will request paid and unpaid holidays in accordance with the schedule adopted by the Board. Holidays may be modified or eliminated as needed when the academic calendar is changed due to inclement weather or for other reasons. Holidays may change from year to year. Should a paid holiday fall on Saturday or Sunday, the following Monday will become a paid holiday.

Should school be in session on an assigned nonworking day, then the day's following will be given as a compensatory day. Should July 3 fall on a Saturday or Sunday, the following Monday will be the paid holiday and the following Tuesday will be the paid holiday for Independence Day.

Professional Leave – Employees may be granted professional leave to attend classes or conferences for professional development or to attend to professional activities. Professional leave must be requested by the immediate supervisor, arranged well in advance and is not considered bereavement leave.

Support staff employees shall attend meetings and/or workshops called by their supervisor. Support staff employees attending required workshops or conferences will be reimbursed by the district.

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STUDENTS IN FOSTER CARE

The Camdenton R-III School District recognizes that students in foster care face unusual educational challenges. The purpose of this policy is to remove barriers to, and provide opportunities for, academic excellence for foster care students.

Foster Care Student – Any K–12 student who is residing in a foster care setting in this state.

The district designates the superintendent as the liaison for foster care students. The liaison will provide assistance regarding all aspects of the enrollment, placement, transfer and withdrawal of children in foster care.

Enrollment and Placement of Foster Care Students

The district will initially place foster care students in the same courses and programs the students were in while attending the previous district to the extent this district offers such courses and programs. Such placements may include, but are not limited to: honors classes; ~~vocational~~ vocational, technical and career pathway courses; and International Baccalaureate (IB), Advanced Placement (AP), ~~Special Education~~ English Language Learner (ELL), special education and gifted programs. If necessary, the district will waive course or program prerequisites or other preconditions for placement in courses or programs offered at the district. After placement, the district may perform additional evaluations to ensure that the student has been placed appropriately and may change the student's placement after consultation with the student's foster parent.

Access to Records

The district will provide foster parents and other legal guardians access to student records and will respond within three business days to a request for records by another district when the request involves a foster care student. In accordance with law, the district will allow a child placement agency access to a foster care student's records for the purposes of assisting the school transfer or placement of a student and fulfilling educational case management responsibilities required by the juvenile officer or by law.

Attendance

If a student in foster care is absent from school due to a decision by a court or child-placing agency to change the student's placement or due to a verified court appearance or related court-ordered activity, the grades and credit of the student will be calculated as of the date the student left school, and the district will not lower the student's grade as a result of absence under these circumstances.

Programs and Activities

The district will encourage foster care students to participate in extracurricular activities and assist them in joining extracurricular activities. Locally imposed application deadlines for participation in extracurricular activities will be waived for foster care students who are otherwise eligible to participate in the activities. Participation in activities governed by the Missouri State High School Activities Association (MSHSAA) will be permitted in accordance with the rules established by MSHSAA. Foster care students are automatically eligible for participation in the district's free nutrition program.

Graduation

In order to facilitate timely graduation of foster care students, the district will:

1. Waive specific courses required for graduation if similar course work has been satisfactorily completed in another school. If such course work is not waived, the district will provide reasonable justification for the denial.
2. Accept the results of exit exams, end-of-course exams, nationally norm-referenced tests or alternative testing from another school to satisfy district testing requirements related to graduation.
3. Accept for credit full or partial course work completed at the previous school attended in accordance with district policy.

If a foster care student who enrolls in the district at the beginning of or during his or her senior year cannot meet the district's graduation requirements by the end of the senior year, even after all alternatives have been considered, the liaison will contact the student's previous district to determine if the student is eligible to receive a diploma from the previous school.

The Camdenton R-III School District will award a diploma to foster care students who transfer out of the district at the beginning of or during the senior year if, considering all courses, tests and attendance at the school to which the student transferred, the student has met the Camdenton R-III School District graduation requirements.

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted:

Cross Refs: JEC, School Admissions
JECB, Admission of Nonresident Students
JEC, Assignment of Students to Grade Levels/Classes
JED, Student Absences and Excuses
JO, Student Records

Legal Refs: §§ 160.1990, 167.018 - .019, 210.760, .1050, RSMo.

Camdenton R-III School District, Camdenton, Missouri

EXTENDED INSTRUCTIONAL PROGRAMS

The Camdenon R-III School District shall attempt to provide continuous progress in education to fit the needs of individuals of the community. In meeting these needs, the district may provide programs beyond those offered during the regular school day. The district will pursue all available state or federal aid for its extended instructional programs.

Adult Education

The Board may provide school facilities for the purpose of maintaining and expanding programs and services for persons interested in adult education. Such programs shall be commensurate with the needs of the community. The Board may provide administrative, ancillary and other supportive services needed to enhance the quality of the adult education program; however, the program shall be provided only out of revenue derived by school districts from sources other than state appropriations.

The director of adult and community education shall be responsible for organizing courses related to general, equivalency, aesthetic, and/or recreational programming for adults and also shall be designated as the person to organize courses for undergraduate credit.

Early Childhood

The Board recognizes the critical importance of the early years in determining the educational development of children and, insofar as resources permit, encourages programs designed to help meet the physical, emotional, social and intellectual needs of preschool-age children.

The district will provide services to students with disabilities beginning at age three in accordance with the Individuals with Disabilities Education Act (IDEA) and as required by other applicable law.

Extended School Year

Extended school year (ESY) services may be necessary to provide a child with a disability a free appropriate public education pursuant to the law of special educational services. A student's Individualized Education Program (IEP) team will determine whether ESY services are necessary and the length, nature and type of services to be provided.

Extended-Day Child Care

The district may establish before- and after-school child care programs for students between the ages of five and 14 and for the children of students. The district may establish such a program directly or with any not-for-profit corporation and may charge a fee for such programs.

Reading Improvement Instruction (Grades K-3)

The district may provide a program of reading improvement instruction for students in kindergarten through third grade who do not meet the district's objectives for reading. Students receiving such instruction can be counted toward additional average daily attendance for extra hours of instruction falling outside the traditional school day.

Reading Improvement Instruction (Grades 3-6)

The district will design and implement a reading improvement plan with at least 30 hours of additional reading instruction or practice outside the regular school day for students in grades four through six who do not meet minimum standards on the district's reading assessment, as required by law. The district will also design and implement reading improvement plans for students determined prior to the beginning of any school year to have a cognitive ability insufficient to meet minimum reading standards for students in grades three through six, as required by law. The district will administer reading assessments and implement reading improvement plans for students in grades three through six in accordance with law. Reading improvement plans will include at least 30 hours of additional reading instruction or practice outside the regular school day.

Remediation as a Condition of Promotion

The district requires remediation as a condition of promotion to the next grade level for any student identified by the district as failing to master skills and competencies established for that particular grade level. The superintendent or designee shall determine which skills and competencies must be mastered, how they are to be assessed and what remediation is appropriate. The district may operate remediation programs outside the regular school day, including summer school. Such remediation shall recognize that different students learn differently and shall employ methods designed to help those students achieve at high levels. The district will pursue all available state or federal aid for such programs.

Summer School

The district shall establish a summer school program for reading instruction with a minimum of 40 hours of reading instruction and practice for all students with a reading improvement plan. The district may offer a pre-kindergarten summer school to students who will reach the age of five before August 1 of the school year beginning in that calendar year. Summer school may also be utilized for remediation as a condition of promotion.

Supplementary Educational Services

The district may be required to arrange for provision of free supplementary educational services to low-income students who attend a school that has been identified for school improvement as required by law. The district will notify parents of children eligible to receive these services and provide these parents with a list of state-approved service providers in the area, a description of the services available and, if requested, assist the parents in selecting a provider.

The district, in consultation with the parents and the provider, will develop a plan for improving the student's achievement for every child receiving services. The plan will articulate how progress reports will be shared with the parents and the school. This plan will be consistent with the IEP of any student receiving special services under IDEA.

Violence Prevention

The district may provide a violence prevention instructional program. The program shall instruct students of the negative consequences of membership in or association with criminal street gangs or street gang activity, encourage nonviolent conflict resolution of problems facing youth, present alternative constructive activities for the students and encourage community participation in program instruction. The program shall be administered as appropriate for different grade levels and shall not be offered for academic credit. The district will contact the Department of Elementary and Secondary Education for guidance in establishing a violence prevention instructional program and will apply for any available state or federal aid.

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 08/08/1994

Revised: 09/19/2002

Legal Refs: §§ 160.053, .500, 161.650, 167.200-240, 645, 171.091, 178.280, 290, 693, 695, RSMo.
Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 - 1417
34 C.F.R. Part 300
No Child Left Behind Act of 2001, 20 U.S.C. §§ 6301 - 7941

DISTRICT-SPONSORED INSTRUCTION OPTIONS

The Camdenton R-III School District strives to provide a diverse range of courses to meet student needs and interests. In addition to traditional course options, the district encourages staff to seek nontraditional methods of instruction to assist students toward graduation and career and technical preparation. Staff are particularly encouraged to seek nontraditional alternatives to provide a wider range of courses for students. In addition, the district may utilize diverse instruction options for homebound students, students under long-term suspension or other students the district determines to be in need of alternative programming.

Nontraditional instruction may include off-campus instruction, virtual instruction or other instructional experiences outside the regular classroom setting. Before arranging for course credit for nontraditional instruction, staff must verify that such instruction is eligible for state aid and is consistent with the instructional goals of the district.

Unless otherwise required by law, participation in nontraditional instruction programs is a privilege. Students who do not succeed in alternative instructional environments may be transferred to other programs, including the district's standard program. Students are subject to district discipline while participating in nontraditional courses. Unless otherwise required by law or approved by the superintendent or designee, students who fail to complete a course, drop out without district permission or are expelled from a course will not be allowed to take another nontraditional course at district expense.

Virtual Instruction

The district may offer virtual courses to enrolled students through district staff or by contracting through a vendor. In addition, the district may pay for a student to enroll in courses provided by through the Missouri School Boards' Association (MSBA) Online Learning Consortium, Missouri K-12 Online, the Missouri Virtual Instruction Program (MoVIP), the University of Missouri's Center for Distance and Independent Study or other providers approved by the Board.

In order for the district to enroll a student in virtual instruction under this policy, the student must currently be enrolled in the district and remain enrolled in the district throughout the course until credit is earned. A district counselor must approve the course as academically appropriate for the student and must determine that the course will not hinder the student's progress toward timely graduation with his or her class. All grades and credits earned through district-sponsored virtual instruction will be accepted as if earned within the district. The district will collect state funding to the extent possible for resident students enrolled in virtual instruction.

Dual Enrollment

In addition to offering dual credit courses, the district may enter into an agreement with a Missouri public community college or university to offer students postsecondary courses on the postsecondary school's campus at the district's expense. Students will receive both high school and college credit.

Missouri Senior Cadets Program

Eligible high school students may mentor students in grades K-8 and earn one hour of elective class credit toward graduation. The student may also receive college tuition reimbursement, in accordance with law.

Mentoring activities must be approved by the student's principal and counselor. Credit will be issued once a student has served a minimum of ten hours per week during the school year. An eligible student must:

1. Be a high school senior.
2. Be a Missouri resident.
3. Have a cumulative grade point average of at least 3.0 on a four-point scale or the equivalent.
4. Plan to attend college.

School Flex Program

The district may participate in a program that allows a student to be employed or attend an off-campus college or a technical/career program while still being considered a full-time student of the school district. The program is only open to juniors and seniors who have approval from the principal and their parents/guardians. To participate in the program, the student must:

1. Attend the district a minimum of two instructional hours per school day.
2. Pursue a timely graduation.
3. Provide evidence of college or technical/career education enrollment and attendance or proof of employment and labor that is aligned with the student's career academic plan developed in conjunction with the district.
4. Refrain from being expelled or suspended while participating in the program.

5. Pursue course and credit requirements for a diploma.
6. Maintain a 95 percent attendance rate.

A student will not receive academic credit for his or her off-campus education or employment under this program, but the student will be considered a full-time student of the district.

Other Off-Campus Programs

The district may offer the following off-campus learning experiences to juniors and seniors:

1. Academic Programs – The district may offer academic courses that include an off-campus, applied knowledge component. Students will receive elective credit for the course, and no more than two units of credit may be awarded in any school year. Students may not receive payment for their off-campus experience and must be supervised by an appropriately certificated staff member.
2. Career Exploration Programs – The district may offer programs to assist students in career exploration by exposing them to a variety of occupations practiced at the job site. The program will have a related instructional component at the secondary level and will be supervised by an appropriately certificated staff member. Students will receive elective credit, and no more than two units of credit may be awarded each school year. Students may not be paid for the work performed in association with the program.
3. Cooperative Career Education Programs – The district may design programs to provide structured, off-campus work experiences in a controlled environment along with related career and technical and academic instruction. The program will have a related instructional component at the secondary level and will be supervised by an appropriately certificated staff member. Students will receive elective credit, and no more than two units of credit may be awarded during any school year. The student must be considered an employee for the work performed and receive payment for services provided.
4. Work Experience for Students with Disabilities – The district may organize or participate in work experience programs for students who have individualized education programs (IEPs) that indicate the need for work experience. These work experiences may occur through a Cooperative Work Experience Program or a Sheltered Workshop Program. Students may be paid for their off-campus work and will receive no more than two elective credits per year.

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 01/14/2008

Revised: 02/14/2011

Cross Refs: JEA, Compulsory and Part-Time Attendance

Legal Refs: §§ 160.375-339, 161.670, 162.1250, 167.223, RSMo.
5 C.S.R. 50-500-01020-100.230

Camdenton R-III School District, Camdenton, Missouri

ACADEMIC ACHIEVEMENT

The evaluation of the academic achievement of students in the school district is based on the premise that students have diverse capabilities, interests and individual patterns of growth and learning. It is essential that the professional staff have adequate information to assess a student's educational needs, growth patterns and other factors necessary to design instructional plans for the student. Sharing of information among parents/guardians, teachers and students is an integral part of the evaluative process.

Through the district's methods of student evaluation and parent/guardian-student-teacher communications, the district strives to meet the following objectives:

- < Parents/Guardians are to be informed regularly, at least four times a year, as to the progress their children are making in school.
- < Parents/Guardians will be alerted and conferred with as soon as possible when a student's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration.
- < Insofar as is possible, distinctions will be made between a student's attitude and academic performance.
- < At comparable levels, the school district will strive for consistency in grading and reporting, except when inappropriate for certain classes or students.
- < When grades are given, the school staff will take particular care to explain the meaning of the marks and symbols to students and parents/guardians.

The issuance of grades on a regular basis serves to promote a process of continuous evaluation of student performance in the school district.

Grading shall not be influenced by pressure from parents/guardians. ~~In addition, grades are not to be used as a disciplinary measure.~~

* * * * *

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

GRADUATION REQUIREMENTS

The Board of Education for the Camdenton R-III School District establishes the following graduation policy and instructs the administration to develop all necessary procedures for proper implementation.

Requirements

A student must meet the following requirements in order to graduate from the Camdenton R-III School District, unless the stated exceptions apply. The student must:

1. Complete a total of 25 credits, including credits required by the State Board of Education.
2. Pass proficiency exams concerning American History, American Institutions, and the Missouri and U.S. Constitutions.
3. Successfully complete a course of instruction of at least one semester in length on the institutions, branches and functions of the government of the state of Missouri, including local governments, the U.S. government and the electoral process.
4. Have earned credit in the Camdenton R-III School District's educational program between the ninth and twelfth grades.
5. Have completed a minimum of six semesters between the ninth and twelfth grades.

Exceptions

1. Graduation requirements for a student with a disability receiving special education services pursuant to the Individuals with Disabilities Education Act (IDEA) may be determined according to the student's Individualized Education Program (IEP).
2. Students transferring from another accredited Missouri school as a junior or senior who cannot reasonably complete the district's requirements may be permitted to graduate based on the successful completion of a program of studies that would have met the graduation requirements at the school formerly attended, including the requirements of (2) and (3) above.
3. The district will waive the requirement to pass proficiency exams concerning American History, American Institutions, and the Missouri and U.S. Constitutions for students who transfer from another state if they can document the successful completion of a course of instruction in the institutions, branches and functions of state government, including local

governments, the U.S. government and the electoral process. Such instruction must have been completed in grades nine through twelve.

4. Students who transfer from another state or country or an unaccredited private, public or home school and who are placed in the ninth grade will be required to meet all established graduation requirements. If such a student is placed in the tenth grade or higher, the district will work with the student and the parents/guardians to develop a program of studies that will result in graduation if successfully completed.
5. ~~Graduation requirements for foster care students will be modified or waived in accordance with law and Board policy.~~
6. Eligible students who successfully complete the Missouri Option Program (formerly the GED Option Program) will be awarded a high school diploma.

Earning Credit

1. The superintendent or designee is directed to assign credit values for courses offered by or through the school district and to develop formulas and procedures for awarding credit to transfer students who transfer from a district that uses a different standard for awarding credit.
2. The Camdenton R-III School District recognizes units of credit obtained through accredited schools and school districts, including credits earned through correspondence courses or courses delivered primarily through electronic media, such as satellite video, cable video or computer-driven or online courses. For the purposes of this policy, an "accredited school" is the Missouri Virtual Instruction Program (MoVIP); a private agency where students with disabilities are placed by a public school; or any school or school district accredited by the Missouri Department of Elementary and Secondary Education (DESE), the North Central Association of Colleges and Schools (NCA), the Independent Schools Association of the Central States (ISACS) or the University of Missouri Committee on Accredited Schools Non-Public (CAS). If a school or school district is located in another state or country, that school or school district must be accredited by that state's or country's department of education, NCA, ISACS or the equivalent agencies.
3. With district-level administrator approval, students may earn credit by successfully completing Camdenton High School level courses prior to entering the ninth grade. ~~For students in the graduating class of 2010 and beyond, if the course is taken prior to entering ninth grade but taken in the Camdenton High School, it may be counted toward meeting all graduation requirements, including state minimum requirements. Students graduating prior to 2010 may use this credit to meet subject area requirements and district graduation~~

~~requirements, but may not count the credit toward meeting the minimum number of credits required by the State Board.~~

4. Completion of a three-unit course in either Horticulture or Health Occupations through the Lake Career and Technical Center program of studies satisfies the third unit of required science elective credit for graduation purposes.
5. Students may earn credit for a subject that has been embedded into another subject-area course in accordance with guidelines established by DESE.
6. The district will award credit to students who can demonstrate mastery of competencies for a particular course by successfully completing a district-approved mastery assessment tool.
7. Students may earn credit by other means as approved by the Board and in accordance with law.

Diplomas

Students will be awarded either a diploma or certificate of attendance in accordance with this policy and as permitted by law.

A student in the household of an active duty member of the military, including some veterans who are deceased or injured as defined by law, who transfers to the Camdenton R-III School District from another state at the beginning of or during his or her senior year who will not meet the graduation requirements of the district by the end of the senior year will receive a diploma from the sending school district if the student is able to meet the graduation requirements of the sending district. Representatives from the Camdenton R-III School District and the sending district will work with the student to facilitate this alternative. If the sending district refuses to cooperate, the Camdenton R-III School District will use best efforts to allow the student to graduate by the end of the senior year.

Poster care students will be awarded a diploma in accordance with law and Board policy.

Students who complete the district's graduation requirements while under the jurisdiction of the juvenile court will be awarded a high school diploma even if the student completes the requirements in a different school district.

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 08/08/1994

Revised: 02/09/2004; 01/14/2008; 04/13/2009; 01/10/2011; 03/14/2011

Cross Refs: JECC, Assignment of Students to Grade Levels/Classes

MSIP Refs: 6.3

Legal Refs: §§ 160.1990, 2000, 161.670, 167.019, 170.011, 171.171, RSMo.
5 C.S.R. 50-500-04020-100.230
5 C.S.R. 60-100-02020-500.330

Camdenton R-III School District, Camdenton, Missouri

CEREMONIES AND OBSERVANCES

The Board of Education recognizes the value of district-sponsored programs and ceremonies during school hours and at other appropriate times. Recognizing achievement and talent encourages further learning. District-sponsored programs, ceremonies and observances also provide an opportunity to involve the community in public education.

Programs, Ceremonies and Observances

1. The flag of the United States of America will be prominently displayed, either on the outside of the building or upon a pole erected in the school yard, at every school in the district during school hours.
 2. Pursuant to state law, the Pledge of Allegiance will be recited in at least one scheduled class of every student no less than once a week. However, no student will be required to participate in the recitation.
 3. ~~The text of the Bill of Rights of the U.S. Constitution will be displayed in all school buildings in a conspicuous and legible manner.~~
4. Teachers and students should observe the following days with the appropriate exercises, as required by law:
- < Bird Appreciation Day (March 21)
 - < Prisoners of War Remembrance Day (April 9)
 - < Patriots' Day (April 19)
 - < Constitution Day and Citizenship Day (September 17, or the preceding or following week if this date falls on a weekend or holiday)
 - < Missouri Day (the third Wednesday of October)
 - < Veterans Day (as closely as possible to November 11)
 - < Pearl Harbor Remembrance Day (December 7)
4. The district may observe the following days and months, as recommended in state statute:
- < Missouri Lifelong Learning Month (February)

- < Math, Engineering, Technology and Science Week (the first week of March)
- < Arbor Day (the first Friday in April)
- < Jefferson Day (April 13)
- < Emancipation Day (June 19)
- < Emergency Services Day (September 11)
- < POW/MIA Recognition Day (the third Friday of September)
- < Disability History and Awareness Month (October)
- < Bill of Rights Day (December 15)

5. The district may host a diploma ceremony on or around Veterans Day for any veteran receiving an honorary diploma from the Department of Elementary and Secondary Education (DESE) pursuant to "Operation Recognition."

The superintendent or designee will create administrative procedures addressing how ceremonies and observances will be conducted.

Religious Content in Programs and Ceremonies

The schools of the Camdenton R-III School District, as well as all employees of the district as governmental officials, are required by law to remain neutral and refrain from endorsing any particular religious belief. However, this policy should not be interpreted to preclude the factual and objective teaching about religions, religious holidays and religious differences.

In particular, music, art, literature and drama with religious themes and programs involving religious themes will be permitted if presented in an objective manner without sectarian indoctrination. Religious content included in any student performance or ceremony will be selected on the basis of independent educational merit.

To the extent required by law, district employees or officials shall not lead attendees of a district-sponsored event in prayer or any other religious ritual, nor shall they direct, whether implicitly or explicitly, a student to lead attendees in a prayer or any other religious ritual. However, this policy shall not be used to deny any student, employee or district official any personal legal right of expression.

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 08/08/1994
 Revised: 08/11/2003; 06/13/2005; 12/12/2005; 01/10/2011; 06/11/2012
 Cross Refs: KG, Community Use of District Facilities
 Legal Refs: Mo. Const. art. I, §§ 5 - 8, art. IX, § 8
 §§ 9.030, .040, .070, .072, .100, .105, .110, .115, .130, .138, .140, .141, .161, .160.360, 162.946, 170.049, 171.021, RSMo.
 U.S. Const. amend. I
 Patriotic and National Observances and Ceremonies, 36 U.S.C. § 106
 Santa Fe Independent Sch. Dist. v. Doe, 530 U.S. 290 (2000)

Camdenton R-III School District, Camdenton, Missouri

REFERENCE COPY

FILE: JCB
Critical

INTRADISTRICT TRANSFERS

All students must transfer between district schools when their residence changes to a different attendance area, unless exempted by the superintendent or designee. Further, the district maintains the ability to transfer students between schools as needed.

1. Students with disabilities may be assigned to attend a school outside the student's attendance area by the [Section] 504 team or pursuant to the student's Individualized Education Program (IEP). Administrators participating in these decisions will notify the admissions office as soon as the decision is made to place a student outside his or her attendance area.
2. The superintendent or designee may direct the intradistrict transfer of students for the health, safety or welfare of the student, to maintain discipline and safety in the schools, to better meet the educational needs of the student or to address overcrowding in school.

Transfer of Pupils Within the Camdenton Public Schools

Transfer of a pupil from one elementary room to another within the Camdenton District will be granted only when there is evidence that the pupil or the school will benefit from such a transfer. If, after a transfer has been granted, principals find that transferred pupils are doing unsatisfactory work or are not living up to the terms agreed upon in the transfer, the matter should be promptly reported to the superintendent's office, and the transfer may be revoked. Principals may recommend that certain pupils be transferred from one school to another, but the final disposition remains with the superintendent.

Voluntary Transfers to Schools Outside Attendance Areas

Students who have previously transferred to a school outside the student's attendance area due to school improvement measures mandated by federal law will be allowed to continue attending the school they transferred to until they have completed the highest grade offered in that school. The district will not provide transportation to these students.

Students enrolled in a school identified for school improvement or identified as persistently dangerous pursuant to federal and state law may transfer to another public school within the district that has not been so identified. A student who has been a victim of a violent criminal offense on school property as defined by state regulation may, upon request, transfer to another public school in the district. The transfer will be allowed in accordance with law.

Otherwise, students may request to transfer to a different district school subject to available space and eligibility as determined by the district. Once a student has begun attendance at a school, he or she cannot transfer to another school until the next semester begins, unless the student's residence

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changes to a new attendance area or unless otherwise allowed required by law. The parents or guardians must submit their request to transfer to the district school prior to the beginning of the new semester. Transportation will not be provided to students transferring to schools outside the student's attendance area, unless required by law.

Transfer of Elementary Students Within the Camdenton Public Schools

Transfer of a student from one elementary room to another within the Camdenton School District will be granted only when there is evidence that the student or the school will benefit from such a transfer. If, after a transfer has been granted, principals find that transferred students are doing unsatisfactory work or are not living up to the terms agreed upon in the transfer, the matter should be promptly reported to the superintendent's office, and the transfer may be revoked. Principals may recommend that certain students be transferred from one school to another, but the final disposition of the transfer remains with the superintendent.

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 08/11/2003

Revised: 06/13/2005

Cross Refs: FC, School Closings, Consolidations and Reorganizations
IGBA, Programs for Students with Disabilities

Legal Refs: § 162.1190, RSMo.
5 C.S.R. 50-955-10020-100210
Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 - 1417
The Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794
Americans with Disabilities Act, 42 U.S.C. §§ 12101 - 12213
No Child Left Behind Act of 2001, 20 U.S.C. §§ 6301 - 7941
34 C.F.R. Part 104
34 C.F.R. Part 300

Camdenton R-III School District, Camdenton, Missouri

ASSIGNMENT OF STUDENTS TO GRADE LEVELS/CLASSES

The Board believes that the grade placement and class assignment for a student should reflect the grade level and/or program of study which is appropriate to the student's academic, social and emotional needs.

Students entering the Camdenton R-III schools by transfer from other public schools outside the school district or from private or parochial schools shall submit evidence of achievement in the grade last attended. In the middle school and high school, a transcript of an entering student's record shall be obtained from the school last attended. Grade placement of a student may be adjusted on the basis of achievement tests administered by district personnel, or on the basis of other factors which the principal and the staff of the school concerned believe make such adjustments desirable. The district's administrative staff will make the final decision regarding assignment of students to grade levels or classes.

Transfers from Accredited Schools

The grade level achieved or the units of credit completed in the previous school(s) that the student has attended shall be accepted, provided these schools are accredited schools. Units of credit shall be determined on the basis of the Carnegie Unit of credit given for the successful completion of a year's study of one subject in a secondary school.

For the purposes of this policy, an "accredited school" is the Missouri Virtual Instruction Program (MoVIP); a private agency where students with disabilities are placed by a public school; or any school or school district accredited by the Missouri Department of Elementary and Secondary Education (DESE), the North Central Association of Colleges and Schools (NCA), the Independent Schools Association of Central States (ISACS), or the University of Missouri Committee on Accredited Schools (CAS). Credit may be transferred from a public or nonpublic high school or school district in another state accredited by that state's department of education, NCA, ISACS or the equivalent agencies.

A student who transfers to the Camdenton R-III School District from these accredited schools or school districts shall be enrolled in the appropriate grade level, continuing at the current grade placement. If transfer is effected at the beginning of the school year, the student shall be placed in the grade to which previously promoted. After careful observation and evaluation of the student's progress, chronological age, previous educational experience, achievement tests and consultation with parents and/or guardians, a student may be reassigned to a program that more adequately meets the needs of the student.

Transfers from Unaccredited Schools

Parents/Guardians may place their child in a school or instructional program other than the program offered by the public schools. Parents/Guardians should be advised that if they choose to transfer their child to the public school from an unaccredited school or school district or home school, then the child will not be guaranteed comparable placement in the public schools, but will be assigned to schools and classes in accordance with Board policy.

Resident students entering or re-entering the Camdenton R-III Schools from a school or school district not accredited by the State Department of Education in the state in which the school or school district is located resides and/or are not accredited by a recognized accrediting agency by that state (such as NCA or CAS) will enter as follows:

Kindergarten Through Grade 8

Students will be tested by the local district-wide testing instrument and/or an individually administered achievement test at the grade level at which they have been enrolled at the unaccredited (private or home-school) school. Each student will then be placed in the Camdenton R-III School District based on the results of the testing. No entering or re-entering student from an unaccredited (private or home-school) school will be assigned a grade, classroom or teacher until test results are obtained and reviewed by the Camdenton staff responsible for placement decisions. All testing for academic placement will be completed expeditiously and in accordance with previously scheduled testing after formal request by parents or guardians or it becomes known that a previously entered student last attended an unaccredited (private or home-school) school.

Grades 9 through 12

Students will be accepted and placed initially at the grade level as indicated by records of the unaccredited (private or home-school) school while their records are reviewed to determine whether credit(s) attained at the unaccredited institution are consistent with the standards established by DESE and/or the other approved accrediting agencies within the state. If at the time of entrance or re-entrance a student cannot do satisfactory work, complete their work as established by local standards, or they have credit(s) disallowed because they do not meet the standards as set by the approved accrediting agencies of the state of Missouri, they will be placed in accordance with their demonstrated work and/or their allowed transferable credit(s). Seniors who transfer from unaccredited (private or home-school) schools must successfully complete one full year (two semesters) of work at Camdenton R-III High School before graduation.

Kindergarten through Grade 12

Students identified as needing special education will be placed in accordance with their individualized education programs (IEPs).

Students who test above their entering grade level or age group will not be placed on a grade level higher than their age appropriate level.

Testing for entry or re-entry will be done by the regular counselor at each level (elementary, middle school or high school) and/or attendance unit.

The decision of the principal regarding student placement and acceptance of credit may be appealed to the superintendent, with a final hearing before the Board of Education.

Transfers of Students of Military Families

If a transfer student is in the household of an active duty member of the military, including some veterans who are deceased or injured as defined by law, the district will initially place the student in the same courses and programs the student was in while attending the previous district, to the extent the district offers such courses and programs. Such placements may include, but are not limited to: honors classes; career and technical courses; and International Baccalaureate, Advanced Placement, English Language Learner and gifted programs. After placement, the district may perform additional evaluations to ensure that the student has been placed appropriately and may change the student's placement after consultation with the student's parent/guardian.

Transfers of Students in Foster Care

Students in foster care will be placed in courses and programs pursuant to law and the district's policy on foster care students.

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 08/08/1994

Revised: 08/11/2003; 01/14/2008; 09/13/2010

Cross Refs: IGBA, Programs for Students with Disabilities
IGBCA, Programs for Homeless Students
IGBE, Students in Foster Care
IKF, Graduation Requirements
IKFB, Graduation Exercises

Legal Refs: §§ 160.2000, 161.670, 167.031, 171.171, RSMo.
5 C.S.R. 50-560-04020-100.230

Camdenton R-III School District, Camdenton, Missouri

STUDENT DISCIPLINE
(Elementary)

Introduction

Our goal is to guide each child to develop desirable character traits so that he/she ultimately is able to exercise the ideal type of discipline -- self-discipline. We will strive to see that every child is treated with fairness and respect. We will not permit any child to disrupt school in any manner to the degree that the educational opportunities of other children are hindered. As a member of the school community, a student enjoys certain rights and accepts certain responsibilities. These rights and responsibilities should be emphasized equally. 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.

We believe that good school discipline is essential in order to have an educational atmosphere where orderly learning is both encouraged and possible to maintain. School district personnel, including all administrators, faculty and noncertified staff, are responsible for the care and supervision of students and are both authorized and expected to hold every student strictly accountable for any disorderly conduct. Good discipline is to be maintained at all times in classes, in school buildings, on school property, on school transportation, during recess periods, in cafeterias, and during all school-sponsored activities. The consequences of improper behavior are set forth in the discipline plan with individual disciplinary action to be determined by student attitudes and specific circumstances of the situations. Every effort is made to keep parents informed of behavior, both positive and negative, through conferences, telephone calls, notes and letters.

School administrators may establish further rules and regulations and, in some cases, deviate from the handbook for the maintenance of proper school discipline. Students should be aware that the order of consequences will not always be followed due to the many different circumstances surrounding each individual case, previous incidents and warnings, student attitude, and extenuating circumstances.

Reporting to Law Enforcement

It is the policy of the Camdenton R-III 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 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.

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

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

If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

Consequences of Violating Standards and Disciplinary Actions

Violations of the Standards of Student Conduct are grouped into four categories. Options or disciplinary actions available to the responsible school officials for the various violations are as follows:

Category I - Those violations to be handled by the teacher, sponsor or individual immediately at hand.

1. Conference with student (warning)
2. Conference with counselors/administrators
3. Parental contact/conference
4. Seating reassignment
5. Isolation within classroom/outside classroom
6. Withholding of privileges including recesses
7. Extra work assignment
8. Temporary removal from class
9. Referral to principal
10. Confiscation of nuisance items
11. Contract with student
12. Detention before or after regular school hours

Category II - Those violations to be handled by the principal or director.

1. Conference with student (warning)
2. Contract with student
3. Parental contact/conference
4. Loss of privilege (recess, field trip, track meet, etc.)
5. In-school isolation/Time out
6. Saturday School
7. Restitution/School service
8. After-School Detention
9. In-school suspension not to exceed five days
10. A combination of the above
11. Seating reassignment

Category III - Those more serious violations to be handled by the principal or director.

1. Student/Parent conference
2. Contract with student
3. Saturday School
4. Loss of privileges (recess, field trip, track meet, etc.)
5. Restitution/School service
6. In-school suspension
7. In-school isolation/Time out
8. After-School Detention
9. Out-of-school suspension not to exceed 10 calendar days, handled by the principal
10. Referral to superintendent
11. Out-of-school suspension not to exceed 180 calendar days, handled by the superintendent
12. Expulsion as determined by the Board of Education
13. Referral to outside authorities
14. A combination of the above

Category IV - Those violations to be referred to authorities outside the school organization.

1. Referral to appropriate non-school authorities
2. Other consequences as circumstances warrant
3. Possible documentation in student's discipline file
4. Serious violations of the district's discipline policy as derived from the Safe Schools Act of 1996 in which Board policy and/or state law applies

The consequences for repeat offenders may be elevated to a higher category if circumstances warrant.

In determining the consequence or punishment for acts violating the standards of conduct, the responsible school official shall examine the facts and circumstances surrounding the case. Disciplinary actions are not listed in any kind of sequential order. Any one or a combination of actions might be used. The attempt to commit any offense is punishable in the same manner as the listed offense. In arriving at the consequence or discipline to be imposed, consideration shall be given to:

1. The maturity level of the student
2. Any extenuating circumstances
3. The seriousness of the act
4. Prior incidents of misconduct

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5. Intent of the student
6. Degree of involvement of the student
7. Appropriateness of the punishment

Students charged with misconduct shall be accorded due process to include at least the following:

1. An oral or written explanation of the charges against him/her
2. Prior to suspension, if the charges are denied, an oral or written explanation of the facts that form the basis for the proposed suspension;
3. Prior to suspension, an opportunity to present the student's version of the incident;
4. An opportunity to appeal to the next higher authority as permitted by school policy and the right to be reinstated pending appeal in the case of a suspension of more than ten days except as otherwise provided by law.

Academic Dishonesty

Academic Dishonesty – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty, and other misconduct related to academics.

Specific Acts of Misconduct

Following are specific acts of misconduct that violate the Standards of Student Conduct along with the category of the violation. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. All consequences must be within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

Minor Misconduct

1. Misbehavior in the Classroom – Persistent refusal to do assignments and homework, refusal to attend to task at hand. Unsolicited talking, wisecracks, moving about, pestering of classmates, chewing gum in class, and other acts disruptive or distracting to the learning environment.

Disciplinary Actions - I and II

2. Misbehavior in the Cafeteria – Excessive noise, discourteous to others, moving about, not following instructions.

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Disciplinary Actions - I and II

3. Misbehavior in the Hall/Restroom – Running, excessive noise, horseplay, disrupting classes in session, throwing items, climbing or swinging on doors or walls.

Disciplinary Actions - I and II

4. Misbehavior on the Playground (see playground rules) – Failure to obey any playground rules and regulations.

Disciplinary Actions - I and II

5. Misbehavior on School Transportation (see Board policy JFCC and procedure JFCC-AP)

6. Selling or Trading Articles in School – Selling or trading articles with other students in school or on school transportation.

Disciplinary Actions - I and II

7. Tardiness (see Board policy JED and procedure JED-API) – Habitually arriving at school late for a reason not related to operational transportation problems.

Disciplinary Actions - I and II

Serious Misconduct

Academic Dishonesty – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty, and other misconduct related to academics.

First Offense:	No credit for the work, grade reduction, or replacement assignment.
Subsequent Offense:	No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

Arson – Starting or attempting to start a fire or causing or attempting to cause an explosion.

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Category of Disciplinary Action:	III and IV
Consequences:	In-school suspension, 1-180 days out-of-school suspension or expulsion, parent conference upon return.

Assault

- 1] ~~Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person; Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third degree.~~

Category of Disciplinary Action:	III and IV
Consequences:	Immediate 1-180 days out-of-school suspension or expulsion, parent conference upon return.

- 2] ~~[Knowingly causing or attempting to cause serious bodily injury or death to another person, recklessly causing serious bodily injury to another person, or any other act that constitutes assault in the first or second degree.]~~

First Offense:	10-180 days out-of-school suspension or expulsion.
Subsequent Offense:	Expulsion.

Bullying and Cyberbullying (see Board policy JFCF) – Intimidation or harassment of a student or multiple students perpetrated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts,

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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.

Category of Disciplinary Action:	I, II, III and IV
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Dishonesty – Any act of lying, whether verbal or written, including forgery.

Category of Disciplinary Action:	I, II, III and IV
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Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved) – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

Category of Disciplinary Action:	II, III and IV
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Drugs/Alcohol (see Board policies JFCH and JHCD)

Possession, sale, purchase, distribution of unauthorized prescription drugs, alcohol, imitation controlled substances, counterfeit substances, narcotic substance, unauthorized inhalants, drug paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act, or attendance while under the influence of or soon after consuming any of the foregoing

Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense

Category of Disciplinary Action:	III and IV
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1. Recommendation may be made for the student to be placed in a drug rehabilitation or counseling program. The length of stay shall be determined by the professional staff of the rehabilitation or counseling center.
2. Camdenon R-III Schools will provide educational materials to the staff of the rehabilitation center or provide education through homebound study. Only those subjects which are part of core curriculum will be included. Subjects requiring special equipment such as Band and Industrial Arts will not be included.
3. Upon completion of the rehabilitation program, the student may be assigned to the Camdenon R-III School District's In-School Suspension Center for the remainder of the suspension. Education will be continued by a certified teacher assigned to the In-School Suspension Center.
4. The student shall attend weekly counseling sessions as recommended by the rehabilitation or counseling center.

Second Offense

Category of Disciplinary Action:	III and IV
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Extortion – Threatening or intimidating any person for the purpose of obtaining money or anything of value.

Category of Disciplinary Action:	I, II, III and IV
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Failure to Care for or Return District Property – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

Category of Disciplinary Action:	III and IV
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Gambling – Betting on an uncertain outcome, regardless of stakes, engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

First Offense:	Principal/Student conference, loss of privileges, detention, or in-school suspension.
Subsequent Offense:	Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Gang-Related Behavior – Conflict between groups of individuals and/or grouping for the purpose of intimidation or retaliation or to commit any other kind of illegal act will not be tolerated. Apparel, jewelry, grooming or behaviors or symbols that by virtue of color, arrangement, or other distinctive attributes denote membership in gangs that advocate drug use, violence or disruptive behavior, or that otherwise present a threat of disruption or danger in the school environment, are prohibited.

Category of Disciplinary Action:	I, II, III and IV
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Harassment, including Sexual Harassment (see Board policy AC)

Use of material or unwelcome physical contact of a sexual nature or unwelcome verbal, written or symbolic language or unwelcome physical contact based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic. Examples of harassing contact include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing, or pushing or fighting based on protected characteristics.

First Offense:	Restitution, Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Restitution, Detention or in-school suspension.

Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences – Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy. Student will be reported to law enforcement for trespassing if expelled.

Category of Disciplinary Action:	I, II, III and IV
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False Alarms (see also "Threats of Serious Injury or Death or Verbal Assault") – Making any false alarms, such as bomb threats, setting off fire alarms, tampering with emergency equipment or making unauthorized 911 calls; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property. A person commits the crime of making a false bomb report if he or she knowingly makes a false report or causes a false report to be made to any person that a bomb or explosive has been placed in any public or private place or vehicle.

Category of Disciplinary Action:	III and IV
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Fighting (see also "Assault") – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

Category of Disciplinary Action:	I, II, III and IV
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Hazing (see Board policy JPCF) – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing may occur even when all students involved are willing participants.

Category of Disciplinary Action:	I, II, III and IV
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Incendiary Devices or Fireworks – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

First Offense:	Confiscation, Warning, principal/student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation, Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Nuisance/Dangerous Items – Bringing any of the following items to school which create problems and that take time away from and detract from learning such as: toys, dolls, balls, MP3 players and other electronic devices; games, portable media players or other gadgets that are not authorized for educational purposes. Only with approval from a teacher may one of the items above be brought to school, when it will be used in a learning activity. Items that may be considered dangerous are prohibited including, but not limited to: laser lights, pocket knives, stink bombs and flammable items.

Category of Disciplinary Action:	I, II and III
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Profanity/Obscenities – Profanity or obscenity at any time, at school, on the playground, or while riding district transportation or at the bus stop.

Category of Disciplinary Action:	II and III
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Public Display of Affection (PDA) – Physical contact that is inappropriate for the school setting, including, but not limited to, kissing and groping.

Category of Disciplinary Action:	I, II, III and IV
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Sexing and/or Possession of Sexually Explicit, Vulgar or Violent Material – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Confiscation. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Sexual Activity – Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Technology Misconduct (see Board policy EHB and procedure EHB-AP)

- Attempting, regardless of success, to gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

First Offense:	Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

- Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or the misuse of any other electronic devices during the regular school day, including instructional class time, class change time, breakfast or lunch times or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

First Offense:	Confiscation, principal/student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

- Violations, other than those listed in (1) or (2) above, of Board policy EHB and procedure EHB-AP other than those listed in (1) or (2) above or any policy or procedure regulating student use of personal electronic devices.

First Offense:	Restitution. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

- Using video or audio recording equipment on district property or at district activities except if required by a district-sponsored class or activity, at performances or activities to which the general public is invited such as athletic competitions, concerts and plays; at open meetings

of the Board of Education or committees appointed by or at the direction of the Board; or as otherwise permitted by the principal.

First Offense:	Confiscation. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Theft – Theft, attempted theft or knowing possession of stolen property.

Category of Disciplinary Action:	I, II, III and IV
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Threats of Serious Injury or Death or Verbal Assault (see Board policy JGG) – A serious threat, either written, pictorial or verbal, is defined as: A threat of injury that, if inflicted, could cause permanent disabling or result in the death of one or more persons or a threat to bring a lethal weapon to school and use it. Disciplinary action is justified if a reasonable person, upon receiving the threat, would believe the threat to be a serious expression of an intent to harm. All alleged threats will be considered in light of their entire factual context, including the surrounding events and the reaction of the listener.

Category of Disciplinary Action:	I, II, III and IV
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Tobacco Use and/or Possession (see Board policy AH) – Use or possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD, tobacco in any form on district property, on district transportation or at district activities.

Category of Disciplinary Action:	II and III
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Tuancy (see Board policy JED and procedure JED-AP1) – Absence from school without the knowledge and consent of parent/guardian and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians. Students disciplined as truant will be removed from extracurricular activities

Category of Disciplinary Action:	III and IV
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Unauthorized Entry – Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

Category of Disciplinary Action:	II, III and IV
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Vandalism/Destruction of Property (see Board policy ECA) – Knowingly vandalizing, defacing, or otherwise damaging or attempting to cause damage to real or personal property belonging to the district, staff or students. Restitution required.

Category of Disciplinary Action:	III and IV
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Weapons/Firearms (see Board policy JFCJ) – Students are forbidden to bring onto district property any item considered to be a weapon as defined in law or Board policy, including any firearm as defined in 18 U.S.C. § 921, any instrument or device defined in § 571.010, RSMo, or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2). Examples include blackjack, clubs, firearm silencer, gas gun, knife, machine gun, projectile weapon, chains, metal knuckles, razor, ice pick, rifle, shotgun, spring gun, or switchblade knife. This includes any type of weapon by whatever name that will or that may be readily converted to expel a projectile by the action of an explosive or other propellant. Also included are explosives of any type, point gas, bombs, and any type or form of ammunition. This includes any destructive device.

Category of Disciplinary Action:	III and IV
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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 08/08/1994

Revised: 08/11/2003; 07/10/2006; 01/11/2010; 05/09/2011;

MSIP Refs: 6.6

Camdenton R-III School District, Camdenton, Missouri

DRAFT

First Offense:	3-10 days off bus.
Second Offense:	1-5 weeks off bus.
Third Offense:	Suspension off bus for the remainder of the school year.

- Severe situation (for example, opening back door while bus is in motion) would result in suspension of bus for the remainder of the school year.

6.

First Offense:	3-10 days off bus and restitution.
Second Offense:	3-5 weeks off bus and restitution.
Third Offense:	Suspension off bus for the remainder of the school year and restitution.

7.

First Offense:	Confiscation; 3-15 days off bus.
Second Offense:	Confiscation; 3-5 weeks off bus.
Third Offense:	Confiscation; suspension off bus for the remainder of the school year.

8.

First Offense:	Standby School on 3-15 days off bus.
Second Offense:	1-4 weeks off bus.

Third Offense:	3-5 weeks off bus.
Fourth Offense:	Suspension off bus for the remainder of the school year.

- 9. Verbal abuse of bus driver/facilitator, including use of vulgar or obscene language and gestures (113).

First Offense:	3-15 days off bus.
Second Offense:	3-5 weeks off bus.
Third Offense:	Suspension off bus for the remainder of the school year.

10. Physical abuse of bus driver/facilitator (109).

Immediate ten (10) days out-of-school suspension and referral to superintendent for long-term suspension and recommendation of expulsion.

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 08/28/1994

Revised: 08/11/2003; 05/14/2004; 07/10/2006; 07/16/2007; 01/11/2010; 03/09/2011;

05/28/2012

MSIP Ref: 0.6

Camden R-10 School District, Camden, Missouri

Subsequent Offense:	Restitution, loss of user privileges, 1-180 days out-of-school suspension/alternate suspension program (ASP) or expulsion.
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- Using video or audio recording equipment on district property or at district activities except:
 - Recording of student activities for the purpose of documenting a violation of the general public is invited such as athletic competitions, concerts and plays or to assist the general public in the use of district facilities.
 - Recording of the Board of Education or committees appointed by or at the direction of the Board, or its subcommittee permitted by the principal.

First Offense:	Confiscation, Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation, Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension/alternate suspension program (ASP).

Third - Stealing or attempting to steal private or school property, knowing possession of stolen property.

First Offense:	Return of or restitution for property, Warning from principal, detention, 3 to 10 days in-school suspension, or 1 to 180 days out-of-school suspension/alternate suspension program (ASP).
Second Offense:	Return of or restitution for property, 1 to 180 days out-of-school suspension/alternate suspension program (ASP) or expulsion.

Unauthorized Entry - Entering or assisting any other person to enter a district facility, office, locker or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

First Offense:	Detention, in-school suspension, or 1-180 days out-of-school suspension/alternate suspension program (ASP).
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Subsequent Offense:	1-180 days out-of-school suspension/alternate suspension program (ASP) or expulsion.
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Vanadium (see Board policy JCA) - Knowingly vandalizing, defacing or otherwise damaging or attempting to cause damage to real or personal property belonging to the district, staff or students. Intentional vandalism is a class A misdemeanor unless the damage to, or loss of, the property is in excess of \$10,000, which is then considered a class D felony.

First Offense:	Restitution; suspension; possible expulsion.
Second Offense:	Restitution and suspension; possible expulsion.

VIOLATIONS AGAINST PUBLIC DECENCY AND GOOD ORDER

Academic Dishonesty - Cheating on tests, assignments, projects or similar activities; plagiarizing; copying or fraudulently presenting work; fabrication of facts, sources or other supporting material; submitting assignments, including academic dishonesty, and other misconduct related to academics.

First Offense:	Collected paper, no credit for the assignment, notification to parent/guardian.
Subsequent Offense:	Collected paper, no credit for the assignment, notification to parent/guardian; suspension.

Dishonesty - Any act of lying, whether verbal or written, including forgery.

First Offense:	Notification of forged document, Warning from principal, detention, in-school suspension, 1-10 days out-of-school suspension/alternate suspension program (ASP).
Subsequent Offense:	Notification of forged document, In-school suspension, 1-180 days out-of-school suspension/alternate suspension program (ASP).

Disrespectful or Discursive Speech or Conduct (see Board policy AC) If illegal harassment or discrimination is involved - Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defamatory, considered inappropriate in educational settings or that manifests and substantially disrupts the educational process. This includes, but is not limited to, the following:

- Stalking or harassing a student or staff member.
- Stalking or harassing a student or staff member in a public place.
- Stalking or harassing a student or staff member in a public place.
- Stalking or harassing a student or staff member in a public place.

 Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Conference with student and parent/detention/Saturday suspension program (ASP).
Second Offense:	Saturday School, 1-10 days out-of-school suspension; parent conference.
Subsequent Offense:	3-10 days out-of-school suspension/alternate suspension program (ASP).

Inaction/Inaction/Failure to Follow Directive of a Staff Member

First Offense:	1-3 days in-school suspension.
Second Offense:	Saturday School, 1-10 days out-of-school suspension.
Subsequent Offense:	5-10 days out-of-school suspension/alternate suspension program (ASP).

Offense or Profane Language, Use of

First Offense:	Detention, 1-10 days in-school suspension.
Second Offense:	1-10 days out-of-school suspension/alternate suspension program (ASP).
Third Offense:	1-180 days out-of-school suspension/alternate suspension program (ASP), possible expulsion.

Public Display of Affection - The public display of affection, including, but not limited to, kissing and groping, when taken or viewed, is not appropriate behavior at school.

First Offense:	Conference and warning.
Second Offense:	Detention, in-school suspension, parent conference.
Subsequent Offense:	Minimum of 5 days suspension.

Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material - Students may not use technology or otherwise, sexually explicit, vulgar or violent material including, but not limited to, text messages, social media posts, or other electronic communications. The prohibition does not apply to consensual material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Confiscation, Principal/Student conference, detention, or in-school suspension, or 1-180 days out-of-school suspension/alternate suspension program (ASP).
Subsequent Offense:	Confiscation, Detention, in-school suspension, 1-180 days out-of-school suspension/alternate suspension program (ASP), or expulsion.

Sexual Activity - Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension/alternate suspension program (ASP).
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension/alternate suspension program (ASP), or expulsion.

VIOLATIONS AGAINST PUBLIC HEALTH & SAFETY

Drugs/Alcohol (see Board policies JFCH and JFCD)

- Possession of or attendance while under the influence of or soon after consuming any prescription drug, alcohol, tobacco, substance, unapproved substance, controlled substances and illegal drugs defined as substances identified under subchapter I, II, III, IV or V in section 202(c) of the Controlled Substances Act.
 - Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or medicinal drug or actual preparation.

First Offense:	1-180 days out-of-school suspension/alternate suspension program (ASP).
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- Recommendation may be made for the student to be placed in a drug rehabilitation or counseling program. The length of stay shall be determined by the professional staff of the rehabilitation or counseling center.
- Completion of JII Schools will provide educational materials to the staff of the rehabilitation center or provide education through homework study. Only those subjects which are part of core curriculum will be included. Subjects requiring special equipment such as Band and Industrial Arts will not be included.
- Upon completion of the rehabilitation program, the student may be assigned to the Completion of JII School District's In-School Suspension (ISS) Completion program (ASP) for the remainder of the suspension. Education will be continued by a certified teacher assigned to the ISS Center.
- The student shall attend counseling sessions as recommended by the rehabilitation or counseling center.
- Upon return to school, the student may be placed in the ISS Center until he or she can provide a test result from an approved evaluation agency indicating that the student's body is clear of all prohibited substances.

Subsequent Offense:	1-180 days out-of-school suspension/alternate suspension program (ASP), or expulsion.
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- Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unapproved substance, controlled drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances

Identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act

First Offense:	1-180 days out-of-school suspension/alternate suspension program (ASP) or expulsion.
Second Offense:	180 days out-of-school suspension or expulsion.

Tobacco Possession or Use (see Board policy AII) - The possession or use of any tobacco or tobacco-like products, electronic cigarettes, or other nicotine delivery products on district property, in any district building, on any district vehicle, or at any district activity, such as ball games, sporting activities or other recreational activities, is prohibited. Possession or use of tobacco products or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JFCC.

First Offense:	Confiscation and 5 days in-school suspension/alternate suspension program (ASP).
Subsequent Offense:	Confiscation and 10 days in-school suspension/alternate suspension program (ASP).

VIOLATIONS AGAINST SCHOOL ADMINISTRATION

Articles Prohibited at School - Students are expected to exhibit the behavior of young adults; therefore, the following items are not permitted in district buildings: status boards, handsets, walkie-talkies, radios, pagers or any type of chain of any type (including those used to attach to ballfolds), mass and other electronic devices and any other item considered to be a danger or nuisance to the operation of the school.

Closed Campus - District schools operate with a closed campus policy. This means that once a student arrives on the campus, he or she is to remain there until he or she is authorized to leave or at the end of the school day.

Dismissal From In-School Suspension - Any student who is disruptive in the ISS Center may be dismissed by the supervisor and referred to the assistant principal's office.

First Offense:	1-3 days out-of-school suspension.
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REFERENCE COPY

FILE: JG-R3
Critical

Second Offense:	5-10 days out-of-school suspension.
Third Offense:	10 days out-of-school suspension.

Dismissal from Alternate Suspension Program (ASP) - A new student assigned to ASP who is disruptive in the classroom and/or at community service will be referred to the assistant principal's office and assigned out-of-school suspension for the remainder of the assigned suspension. Additional suspension may be assigned by the assistant principal depending on the reason for dismissal.

First Offense:	1-10 days out-of-school suspension.
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Failure to Attend Saturday School - Students who are assigned to Saturday School are required to have in their possession a copy of their Saturday School report and bring books and materials to study. It is the student's responsibility to attend assigned Saturday School. Work is not an excuse.

First Offense:	1-3 days in-school suspension.
Subsequent Offense:	1-3 days in-school suspension.

Failure to Meet Conditions of Suspension, Expulsion, or Other Disciplinary Consequences - Violating the conditions of a suspension, expulsion, or other disciplinary consequence is not limited to participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

REFERENCE COPY

FILE: JG-R3
Critical

First Offense:	Verbal warning, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
Subsequent Offense:	1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

Lockers (see Board policy JED) - Lockers are school property and provided as a convenience for students to use. They are to be kept clean. Cambridge Hill High School reserves the right to inspect and search any and all lockers at whatever time and for whatever reason deemed necessary. This right is reserved to maintain integrity of the school environment and to protect other students.

Students should not keep money and valuables in their lockers. If they do, they are at their own risk. Students are assigned lockers by the office and are not to change lockers without notifying the office. Changing lockers or jamming locks may result in in-school suspension.

Truancy (see Board policy JED and procedure JED-AP2) - Students who are tardy to school or who are late in the afternoon ready to begin work when the trolley bell rings are tardy to class.

First Offense (6th-8th):	Parent notification.
Second Offense (6th-8th):	2. Identifiers (week or after-school).
Third Offense (7th-8th):	Saturday School or after-school detention.
Fourth Offense (9th-12th):	In-school suspension.
Subsequent Offense:	In-school suspension/alternates suspension program (ASP), personal escort to/from class or other measure deemed appropriate by administration to improve attendance habits.

Truancy from School or Class (see Board policy JED and procedure JED-AP2) - Absence from school without the knowledge and consent of parents/guardians and the school administrator, excessive and/or unjustifiable absences, even with the consent of parents/guardians.

REFERENCE COPY

FILE: JG-R3
Critical

First Offense:	Detention, Saturday School, or in-school suspension, and/or removal from extracurricular activities.
Second Offense:	Detention, Saturday School, or 3 days in-school suspension, and removal from extracurricular activities.
Third Offense:	3-5 days in-school suspension/alternates suspension program (ASP), and removal from extracurricular activities.
Subsequent Offense:	5-10 days in-school suspension/alternates suspension program (ASP), and removal from extracurricular activities.

VIOLATIONS ON BUSTransPORTATION

Bus or Transportation Misconduct (see Board policy JFCC and procedure JFCC-AP) - An important objective of the Cambridge Hill School District and the Cambridge Hill School Transportation Department is to offer a safe, efficient and efficient transportation program. Safety rules for bus riders can be found in procedure JFCC-AP. The rules of conduct and consequences for bus riders are as follows: 1. Students are not to be on the bus during the loading or unloading process. These rules apply while students are on the bus. 2. Students are not to be on the bus during problems may occur on bus that are serious enough to cause the principal(s) to disregard a step-by-step approach and take more a prudent action to resolve the problems. Violations such as smoking on the school bus, use of profanity, fighting, use of drugs, refusing to follow reasonable directions of the bus driver, and other types of serious misbehavior may result in immediate and/or suspension from the bus. 3. Students are not to be on the bus during the loading or unloading process and other rules may be established as determined necessary by school administrators to ensure proper safety standards.

1. Inappropriate Conduct:

Smoking while bus is moving, yelling, listening to the bus, use of food or drink, not sitting in assigned seat, drinking or peeing, not following directions of driver, etc.

First Offense:	Saturday School; parent contact.
Second Offense:	Saturday School.

REFERENCE COPY

FILE: JG-R3
Critical

Third Offense:	Saturday School for each action, following the initial warning and thereafter, or loss of riding privileges.
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2. Throwing items (in or out of the bus)

This includes shooting rubber bands or paper wads.

First Offense:	Saturday School and/or 2-5 days suspension off bus.
Second Offense:	Saturday School and/or 2-10 days off bus.
Third Offense:	1-3 weeks off bus.
Fourth Offense:	Suspension off bus for the remainder of the school year.

3. Bringing Dangerous Items on Bus

Includes matches, sink, bombs, lighters, flammable items.

First Offense:	3-15 days off bus.
Second Offense:	1-3 weeks off bus.
Third Offense:	3-5 weeks off bus.
Fourth Offense:	Suspension off bus for the remainder of the school year.

4. Fighting and/or Assault

First Offense:	3-10 days suspension off bus.
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REFERENCE COPY

FILE: JG-R3
Critical

Second Offense:	1-3 weeks suspension off bus.
Third Offense:	3-5 weeks suspension off bus.
Fourth Offense:	Suspension off bus for the remainder of the school year.

5. Cheating a Hazard or Dangerous Situation*

Operating or handling of bus equipment.

First Offense:	3-10 days off bus.
Second Offense:	1-5 weeks off bus.
Third Offense:	Suspension off bus for the remainder of the school year.

* Severe situation (for example, opening back door while bus is in motion) would result in suspension off bus for the remainder of the school year.

6. Damaging or Vandalizing the Bus

First Offense:	3-10 days off bus; restitution.
Second Offense:	3-5 weeks off bus; restitution.
Third Offense:	Suspension off bus for the remainder of the school year; restitution.

7. Use or Possession of Tobacco Products

First Offense:	Confiscation, 3-15 days off bus.
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REFERENCE COPY

FILE: JG-R3
Critical

Second Offense:	Confiscation, 3-5 weeks off bus.
Third Offense:	Confiscation; suspension off bus for the remainder of the school year.

8. Use of obscene or vulgar language and gestures (student-to-student)

First Offense:	Saturday School, or 3-15 days off bus.
Second Offense:	1-4 weeks off bus.
Third Offense:	3-5 weeks off bus.
Fourth Offense:	Suspension off bus for the remainder of the school year.

9. Verbal Abuse of Bus Driver/Monitor

Includes use of vulgar or obscene language and gestures.

First Offense:	3-15 days off bus.
Second Offense:	3-5 weeks off bus.
Third Offense:	Suspension off bus for the remainder of the school year.

10. Physical Abuse of Bus Driver/Monitor

Immediate ten days out-of-school suspension and referral to superintendent for long-term suspension and recommendation of expulsion.

ADMINISTRATION OF MEDICATIONS TO STUDENTS

Definitions

Medications – For the purposes of this policy, medications include prescription drugs and over-the-counter drugs, including herbal preparations and vitamins. Medications also include substances that claim or purport to be medicinal or performance enhancing.

Authorized Prescriber – Includes a health-care provider licensed or otherwise authorized by state law to prescribe medication.

General

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

The administration of medications is a nursing activity that must be performed by or under the supervision of a registered professional nurse. A registered professional nurse may delegate the administration of medication to a licensed practical nurse or unlicensed personnel who are trained by the nurse to administer medications. The registered professional nurse is responsible for developing written procedures for training unlicensed personnel in the administration of medications and for supervising the administration of medication by others. In accordance with law, any trained or qualified employee will be held harmless and immune from civil liability for administering medication in good faith and according to standard medical practices. A qualified employee is one who has been trained to administer medication according to standard medical practices.

The nurse or designee must maintain thorough documentation of all medications administered to students.

Nurses must use reasonable and prudent judgment to determine whether to administer particular medications to students while also working in collaboration with parents/guardians and the school administration. In carrying out their legal duty to protect the health, welfare and safety of students,

nurses will, when necessary, clarify authorized prescriber orders and respond in accordance with such clarifications.

The district shall not knowingly administer medications in an amount exceeding the recommended daily dosage listed in the Physician's Desk Reference (PDR) or other recognized medical or pharmaceutical text. Except for the emergency use of a prefilled epinephrine auto syringe or asthma-related rescue medication, the district will not administer the first dose of any medication. Parents/Guardians are encouraged to arrange to administer prescription medications themselves when possible.

Students are not to carry any medication (prescription or over-the-counter) on their person except as specified below for those students self-administering medications. Controlled substances are not allowed on the school transportation bus. A parent/guardian must deliver medications to school unless they are self-administered as specified below.

Over-the-Counter Medications

The district may administer over-the-counter medication to a student upon receipt of a written request and permission to do so by the parent/guardian. All over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label.

Prescription Medications

The parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed.

Possession and Self-Administration of Medications

The district will permit a student to possess and self-administer medications in accordance with an IEP or Section 504 plan or in accordance with state law allowing students to possess and self-administer medications for a chronic health condition. However, permission to possess and self-administer medications may be revisited if there is evidence that the student is not handling or administering the medication appropriately or that the student's actions may be harming his or her own health or the health and safety of other persons.

Students with IEPs or Section 504 Plans

Students may possess and self-administer medications in accordance with the student's IEP or Section 504 plan.

Self-Administered Medications - Students with Chronic Health Conditions

An authorized prescriber or a student's IEP or Section 504 team may recommend that an individual student with a chronic health condition assume responsibility for his or her own medication as part of learning self-care. The district will allow students to self-administer medication for the treatment of a chronic health condition including, but not limited to, asthma and anaphylaxis. Students may possess and self-administer medications for the treatment of asthma and anaphylaxis and other chronic health conditions in accordance with this policy and law. The district will permit the self-administration of other medications as required by the student's Section 504 plan or IEP. The district will not allow any permit students to possess and self-administer medications unless:

1. The medication was prescribed or ordered by the student's physician.
2. The physician has provided a written treatment plan for the condition for which the medication was prescribed or authorized that includes a certification that the student is capable of and has been instructed in the correct and responsible use of the medication and has demonstrated to the physician or the physician's designee the skill level necessary to use the medication.
3. The student has demonstrated proper self-administration technique to the school nurse.
4. The student's parents/guardian have signed a statement authorizing self-administration and acknowledging that the district and its employees or agents will incur no liability as a result of any injury arising from the self-administration of such medication unless such injury is a result of negligence on the part of the district or its employees or agents.

Possession of Self-Administered Medications

An authorized prescriber may recommend that an individual student with a chronic health condition be allowed to be in possession of his or her medication on district property for the purposes of self-administration. The district will permit possession of medication for the treatment of a chronic health condition including, but not limited to, asthma or anaphylaxis, on district property, at district-sponsored activities and in transit to and from school or activities in accordance with law. The district will also permit the possession of other medications for the purpose of self-administration as required by the student's Section 504 plan or IEP. The district may otherwise permit the possession of medications for self-administration in accordance with law. No student will be permitted to possess any medication unless the parent/guardian has submitted all required authorizations and releases in accordance with this policy.

Emergency Medications

All student-occupied buildings in this district are equipped with prefilled epinephrine auto syringes that can be administered by the and asthma-related rescue medications. The school nurse or another school employee trained and supervised by the school nurse may administer these medications when they nurse or trained employee believes, based on his or her training, that a student is having a life-threatening anaphylactic reaction or life-threatening asthma episode. In accordance with law, qualified employees will be held harmless and immune from civil liability for administering epinephrine in good faith and according to standard medical practice.

Epinephrine and asthma-related rescue medications will only be administered in accordance with written protocols provided by an authorized prescriber. The Board will purchase an adequate number of prefilled epinephrine auto syringes and asthma-related rescue medications based on the recommendation of the school nurse, who will be responsible for maintaining an adequate supply.

Consequences

Students who possess or consume medications in violation of this policy while on district grounds, on district transportation or during a district activity may be disciplined up to and including suspension or expulsion. Employees who violate this policy may be disciplined up to and including termination. District administrators will notify law enforcement when they believe a crime has occurred.

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 08/08/1994

Revised: 12/13/1999; 07/10/2006; 01/08/2007; 05/09/2011

Cross Refs: EBB, Communicable Diseases
EBBA, Illness and Injury Response and Prevention

Legal Refs: §§ 167.621 - .6395, 335.016, .066, 338.059, 577.625, .628, RSMo.
Davis v. Francis Howell Sch. Dist., 138 F.3d 754 (8th Cir. 1998)

STUDENT ALLERGY PREVENTION AND RESPONSE

The purpose of this policy is to create an organized system for preventing and responding to allergic reactions. This policy is not a guarantee of an allergen-free environment; instead, it is designed to increase awareness, provide education and training, reduce the chance of exposure and outline responses to allergic reactions. The best form of prevention for life-threatening allergies is avoidance of the allergen.

Research shows that allergies can negatively impact student achievement by affecting concentration, auditory processing and attendance. Further, healthy students are better learners. In addition to posing health risks, allergies can be potentially deadly for some individuals.

This policy applies to district facilities to which students have access and includes transportation provided by the district. The Board instructs the superintendent or designee to develop procedures to implement this policy.

Identification

Each school will attempt to identify students with life-threatening allergies, including food allergies. An allergic reaction is an immune system response to a substance that itself is not harmful but that the body interprets as being harmful. Allergic reactions can range from mild to severe and can even be life threatening. At enrollment, the person enrolling the student will be asked to provide information on any allergies the student may have.

Prevention Students with Known Allergies

Students with allergies that rise to the level of a disability as defined by law will be accommodated in accordance with district policies and procedures pertaining to the identification and accommodation of students with disabilities. An individualized health plan (IHP), including an emergency action plan (EAP), may be developed for students with allergies that do not rise to the level of a disability.

All staff members are required to follow any Section 504 plan or IHP/EAP developed for a student by the district. Staff members who do not follow an existing Section 504 plan or IHP/EAP will be disciplined, and such discipline may include termination.

Prevention

Staff members shall not use air fresheners, oils, candles or other such items intended to add fragrance in any district facilities. This provision will not be construed to prohibit the use of personal care

items that contain added fragrance, but the principal may require staff members to refrain from the use of personal care items with added fragrance under particular circumstances.

Staff members are prohibited from using cleaning materials, disinfectants, pesticides or other chemicals except those provided by the district.

The district will not serve any processed foods, including foods sold in vending machines, that are not labeled with a complete list of ingredients. Vended items must include a list of ingredients on the individual package. The food service director will create an ingredient list for all foods provided by the district as part of the district's nutrition program, including food provided during the school day and in before- and after-school programs. This list will be available upon request.

Prepackaged items used in concessions, fundraisers and classroom activities must include a list of ingredients on the package. If the package does not contain a list of ingredients, the list of ingredients must be available at the location where the package is sold or provided.

Education and Training

All staff members will be regularly trained on the causes and symptoms of and responses to allergic reactions. Training will include instruction on the use of ~~prefilled epinephrine emergency auto-injection devices, syringes and the administration of asthma-related rescue medications.~~

In accordance with law, qualified employees will be held harmless and immune from civil liability for administering epinephrine or asthma-related rescue medications in good faith and according to standard medical practices. A qualified employee is one who has been trained to administer medication, including epinephrine, in accordance with standard medical practice.

Age-appropriate education on allergies and allergic reactions will be provided to students as such education aligns with state Grade-Level Expectations (GLEs) for health education. Education will include potential causes, signs and symptoms of allergic reactions; information on avoiding allergens; and simple steps students can take to keep classmates safe.

Confidentiality

Information about individual students with allergies will be provided to all staff members and others who need to know the information to provide a safe learning environment for the student. Information about individual students with allergies will not be shared with students and others who do not have a legitimate educational interest in the information unless authorized by the parent/guardian or as otherwise permitted by law, including the Family Educational Rights and Privacy Act (FERPA).

Response

Response to an allergic reaction shall be in accordance with established procedures, including application of the student's Section 504 plan or IHP/EAP. Information about known allergies will be shared in accordance with FERPA. Each building will maintain an adequate supply of ~~prefilled epinephrine premeasured auto-injection devices, syringes and asthma-related rescue medications~~ to be administered in accordance with Board policy.

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 05/24/2011

Revised:

- Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation
ADF, District Wellness Program
~~EBBA, Illness and Injury Response and Prevention~~
ECC, Animals on District Property
EF, Food Services Management
EFB, Free and Reduced-Cost Food Services
IGBA, Programs for Students with Disabilities
IGD, District-Sponsored Extracurricular Activities and Organizations ~~Groups~~
ICA, Field Trips and Excursions

- Legal Refs: §§ 167.208, ~~635~~, RSMo.
Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 - 1417
34 C.F.R. Part 300
The Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794
34 C.F.R. Part 104
Americans with Disabilities Act, 42 U.S.C. §§ 12101 - 12213
National School Lunch Act, 42 U.S.C. §§ 1751 - 1769
Child Nutrition Act of 1966, 42 U.S.C. §§ 1771 - 1785
7 C.F.R. Parts 210, 220, 227

Camdenton R-III School District, Camdenton, Missouri

REPORTING AND INVESTIGATING CHILD ABUSE/NEGLECT

The Camdenton R-III School District and its employees will take action to protect students and other children from harm including, but not limited to, abuse and neglect, and will respond immediately when discovering evidence of harm to a child. Employees must cooperate fully with investigations of child abuse and neglect. The district prohibits discrimination, negative job action or retaliation against any district employee who in good faith reports alleged child abuse or neglect, including alleged misconduct by another district employee.

Employees failing to follow the directives of this policy or state or federal law will be subject to discipline including, but not limited to, termination, and may be subject to criminal prosecution.

Public School District Liaison

The superintendent shall designate a specific person or persons to serve as the public school district liaison(s) and forward that information to the local division office of the Children's Division (CD) of the Department of Social Services. The liaison(s) shall develop protocols in conjunction with the chief investigator of the local division office to ensure information regarding the status of a child abuse or neglect investigation is shared with appropriate school personnel.

The liaison(s) will also serve on multidisciplinary teams used in providing protective or preventive social services along with law enforcement, the juvenile officer, the juvenile court and other agencies, both public and private.

It will be the responsibility of the liaison(s) to arrange for training and information necessary to assist staff members in identifying possible instances of child abuse and neglect, including annual updates regarding any changes in the law. Additionally, the liaison is charged with implementing a planned program of personal safety and awareness education, including methods for preventing sexual abuse, that shall be provided to teachers, students and parents/guardians.

Reporting Child Abuse/Neglect

The Board of Education requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee acting in his or her official capacity who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, will immediately make a report to the school administrator or designee, including any report of excessive absences that may indicate educational neglect. The school principal or designee will then become responsible for making a report via the Child Abuse and Neglect Hotline to the CD, as required by law. This policy does not preclude any employee from directly reporting abuse or neglect to the CD; however, the school

personnel administered pursuant to district policy, or if it is determined that the sole purpose of the report is to harass a district employee, the superintendent, Board president or a designee of either will notify the juvenile officer or law enforcement of the county in which the alleged incident occurred. The district will jointly investigate the matter with the juvenile officer or a law enforcement officer designated by the juvenile officer. The superintendent, Board president and their designees are authorized to contact and utilize the district's attorney to assist in the investigation.

Once the investigation is concluded, the juvenile officer or law enforcement officer and the investigating district personnel will issue separate reports of their findings, no later than seven days after the district receives notice of the allegation from the CD. The reports must contain a statement of conclusion as to whether the preponderance of evidence supports a finding that the alleged incident of child abuse is substantiated or unsubstantiated. The Board will consider the separate reports and will issue its findings and conclusions, if any, within seven days after receiving the last of the two reports. The findings and conclusions will be made as required by state law and will be sent to the CD.

Sexual Misconduct Involving an Employee

The district takes all allegations of sexual misconduct seriously, regardless of the source. When an allegation is made, district employees will immediately take appropriate action to protect students and other children, which will include reporting to the CD in accordance with Board policy and notifying the superintendent. The superintendent or designee will contact law enforcement, suspend the employee pending an investigation, and begin an investigation.

In accordance with law, if a student reports alleged sexual misconduct on the part of a teacher or other employee of a school district to a district employee, the employee who receives the report shall notify the superintendent immediately and forward the allegation to the CD within 24 hours of receiving the information. The superintendent will also forward the allegation to the CD within 24 hours of receiving the report. The CD will investigate all allegations of sexual misconduct involving district employees.

Referral to the Office of Child Advocate for Children's Protection and Services

If the CD determines that a report of child abuse or neglect is unsubstantiated, the district or a district employee may request that the report be referred to the Office of Child Advocate for Children's Protection and Services for additional review.

Information from the Children's Division

In accordance with law, as mandated reporters district employees reporting child abuse and neglect are entitled upon request to information on the general disposition of a report of child abuse or

official or employee must notify the school administrator or designee immediately after making a report.

~~In accordance with law, if a student reports alleged sexual misconduct on the part of a school district employee to an employee of this district, the employee who receives the report and the superintendent shall forward the allegation to the CD within 24 hours of receiving the information.~~

The school administrator or designee will inform the superintendent or designee and the liaison(s) that a report has been made and will keep them aware of the status of the case. The school administrator or designee may also notify law enforcement or the juvenile office when appropriate. If the school administrator or designee has reason to believe that a victim of such abuse or neglect is a resident of another state or was injured as a result of an act that occurred in another state, then, in addition to notifying the Missouri CD pursuant to this policy, he or she may also make a report to the child protection agency with the authority to receive such reports, pursuant to law, in the other state.

~~In accordance with law, if a student reports alleged sexual misconduct on the part of a school district employee to an employee of this district, the employee who receives the report and the superintendent shall forward the allegation to the CD within 24 hours of receiving the information. For the purposes of this policy, the term "sexual misconduct" is defined as engaging in any conduct with a student, on or off district property, that constitutes the crime of sexual misconduct, illegal sexual harassment as defined in policy AC, as determined by the district; or child abuse involving sexual behavior, as determined by the CD.~~

Investigating Child Abuse/Neglect

Except in situations involving sexual misconduct, when the CD receives a child abuse report alleging that an employee of the district has abused a student, the report shall be immediately referred to the superintendent (or the president of the School Board in situations concerning the superintendent), who will conduct an initial investigation. If the initial investigation determines that the report relates to a spanking by a certificated district employee or the use of reasonable physical force against a student for the protection of persons or property by any district personnel administered pursuant to district policy, or if it is determined that the sole purpose of the report is to harass a district employee, the report will be investigated as detailed below in accordance with law. All other reports of any nature will be immediately returned to the CD for investigation, and the superintendent (or Board president, if applicable) will take no further action.

Harassment, Spanking or Protection of Persons or Property

If the report to the CD relates to a spanking by a certificated district employee or the use of reasonable physical force against a student for the protection of persons or property by any district

neglect and may receive findings and information concerning the case at the discretion of the CD. The CD will also notify the district when a student is under judicial custody or when a case is active regarding a student.

Any information received from the CD will be kept strictly confidential in accordance with law and will only be shared with district employees who need to know the information to appropriately supervise the student or for intervention and counseling purposes. All written information received by any public school district liaison or the district shall be subject to the provisions of the Family Educational Rights and Privacy Act (FERPA). Information received from the CD will not be included in the student's permanent record.

Immunity

In accordance with law, any person who in good faith reports child abuse or neglect; cooperates with the CD or any law enforcement agency, juvenile office, court, or child-protective service agency of this or any other state in reporting or investigating child abuse or neglect; or participates in any judicial proceeding resulting from the report will be immune from civil or criminal liability.

Any person who is not an employee of the district and who in good faith reports to a district employee a case of alleged child abuse by any district employee will be immune from civil or criminal liability for making such a report or for participating in any judicial proceedings resulting from the report.

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 08/08/1994

Revised: 08/11/2003; 09/13/2004; 07/10/2006; 05/09/2011; 06/11/2012;

Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation
GBH, Staff/Student Relations
GBLB, References
GCPD, Suspension of Professional Staff Members
GCPE, Termination of Professional Staff Members
GCPF, Nonrenewal of Professional Staff Members
GDPD, Nonrenewal, Suspension and Termination of Support Staff Members

STUDENT RECORDS

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.

The superintendent or designee will provide for the proper administration of student records in accordance with law, will develop appropriate procedures for maintaining student records and will standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The superintendent and building principals shall ensure the superintendent in developing the will develop a student records system that includes protocols for releasing student education records. Principals and Administrators are responsible for maintaining and protecting the student education records in his-or-her building and developing protocols for releasing student education records each school. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

Definitions

Eligible Student – A student or former student who has reached age 18 or is attending a postsecondary school

Parent – A biological or adoptive parent of a student, a guardian of a student, or an individual acting as a parent or guardian in the absence of the student's parent or guardian

Student – Any person who attends or has attended a school in the school district and for whom the district maintains education records

Health Information

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

Parent and Eligible Student Access

All parents may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law. These rights transfer from

the parent to the student once the student becomes an eligible student; however, under the Missouri Sunshine Law, parents maintain some rights to inspect student records even after a student turns 18. The district will extend the same access to records 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 modified.

If a parent or eligible student believes an education record related to the student contains information that is inaccurate, misleading or in violation of the student's privacy, the parent or eligible student may use the appeals procedures created by the superintendent or designee to request that the district amend the record.

The district will annually notify parents and eligible students of their rights in accordance with law.

Directory Information

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed. Parents and eligible students will be notified annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released.

Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district e-mail addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information.

The school district designates the following items as directory information:

General Directory Information – The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:

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.

Limited Directory Information – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services;

The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses;

Students in kindergarten through eighth grade – Student's name; parent's name; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; honors and awards received; artwork or course work displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

High school and vocational school students – Student's name; parent's name; address; telephone number; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based 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; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound 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 20 U.S.C. § 1232g (b)(1)(E) 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 as allowed by law.

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.

Military and Higher Education Access

The district will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law unless the parent or student notifies the district in writing not to disclose the information to those entities.

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 08/08/1994

Revised: 08/13/2001; 09/13/2004; 12/12/2005

Cross Refs: BBFA, Board Member Conflict of Interest and Financial Disclosure
EFB, Free and Reduced-Cost Food Services
EHB, Technology Usage
EHBC, Privacy Protection
GBCB, Staff Conduct
IGBA, Programs for Students with Disabilities
IGBE, Students in Foster Care
IGDB, Student Publications
IAC, Instructional Media Centers/School Libraries
IL, Assessment Program
KB, Public Information Program
KBA, Public's Right to Know
KDA, Custodial and Noncustodial Parents
KI, Public Solicitations/Advertising in District Facilities
KKB, Audio and Visual Recording
KNAJ, Relations with Law Enforcement Authorities

Legal Refs: §§ 167.020, .022, .115, .122, .123, 210.115, .865, 452.375, 376, 610.010 - .028, RSMo.
Americans with Disabilities Act, 42 U.S.C. §§ 12101 - 12213
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g
Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h
Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 - 1417
No Child Left Behind Act of 2001, 20 U.S.C. §§ 6301 - 7941
The Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794
34 C.F.R. Part 99
Oregon County R-VI School District v. LeMon, 739 S.W.2d 533 (Mo.Ct.App. 1987)

Camdenton R-III School District, Camdenton, Missouri

DRAFT

SUPPORT STAFF SICK LEAVE DONATION

Effective July 1, 2001, a sick leave donation policy shall be implemented. All **Camdenton R-III** classified personnel who qualify under the sick leave and personal leave policy, GDBDA, will be covered under this plan.

The incentive sick leave donation policy shall be implemented using the following guidelines:

1. Unused sick days will accumulate as sick leave. Unused personal leave days will accumulate as personal leave up to a maximum of five days; after five personal days have accumulated, all future personal leave days will accumulate as sick leave days.
2. Of the 11 days that are given for sick leave and personal leave, any classified employee may donate up to five days annually to another classified employee who has used up all of his/her sick leave days for unusual and lengthy absences due to serious illness or accident.
3. No recipient of donated sick leave days may accept and use more than 90 such days in any one school year.
4. In order to request assistance, the employee must have used all of his/her sick leave days plus five consecutive days. In certain instances, absences resulting from an ongoing critical illness/disability need not be consecutive after the initial five-day loss of pay is satisfied (example: chemotherapy). The need for such an arrangement must receive prior approval by the School Board.
5. Donations must be deducted from current year's available leave days before accumulated leave days from previous years may be used.
6. Application for use of the sick leave donation policy shall be made to the superintendent or designee in writing.
7. Employees who have met all requirements and have completed designated employment periods in the Camdenton R-III School District may draw days from policy as follows:
 - a. Beginning first-year employees and employees beginning their second year of employment -- 30 days.
 - b. Employees beginning their third year or fourth year of employment -- 60 days.
 - c. Employees beginning their fifth year of employment and above -- 90 days.
8. Donations of sick leave days will not reduce the donor's on-the-job incentive pay.

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 07/01/2001

Revised: 03/27/2006; 10/22/2007; 02/14/2011; 06/11/2012

Camdenton R-III School District, Camdenton, Missouri