

**CAMDENTON  
R-III  
SCHOOLS**

Student/Parent  
Handbook  
2013-2014

Dogwood PreK-2  
Hurricane Deck PreK-4  
Osage Beach PreK-4  
Hawthorn 3-4  
Oak Ridge 5-6

Dr. Tim Hadfield  
Superintendent of Schools

Mr. Ryan Neal  
Assistant Superintendent for Academic Services

Mrs. Roma France  
Assistant Superintendent for Data Analysis and Technology

Dr. Jim Rich  
Assistant Superintendent for Human Resources and Transportation

Visit the Camdenton R-III District Website at:  
[www.camdentonschools.org](http://www.camdentonschools.org)

## Reminders for all Parents/Guardians

- Call your student's school as soon as you can the morning of each day your child is absent.
- Please help us by thinking "safety" for your child. Children should not arrive before 7:45 a.m. when teachers are required to be on duty for supervision.
- Please remember when signing your child out early from school to always bring an I.D. (driver's license) for verification, and safety of your child.
- Always send a note with transportation changes. Young children get confused and frightened when they don't know the plan of action for what they should do at the end of their school day.
- Please notify the office as soon as possible when you have a change of telephone numbers or address.

### Preschool Reminders

**Arrival to School:** Please help us keep your child safe by bringing your child no earlier than the parent drop-off time. Teachers are not required to be on duty before that time.

**Picking up your child:** Please bring an I.D. (driver's license) for verification and safety of your child when picking your child up from school.

**Student absence:** If your child is absent please call your child's school each day.

**Transportation:** Transportation is not provided for preschool children unless the child has an Individualized Education Plan (IEP). Students with an IEP riding the bus must have an adult get the child on and off the bus each day, unless the school has written permission for a student 12 or older to do so. The student will be brought back to school if there is no adult to meet the bus. If transportation changes, please call 346-9242.

**Student Absences:** Attendance is important. If your child is absent, please call the building your child attends. If a student without an IEP does not attend school for 8 days without an excuse, their place at preschool may be filled by someone else.

**Address/Telephone Changes:** please inform the child's teacher or call 346-9242 when you have a change of telephone numbers or address.

**Lunch or Breakfast:** All preschool students will eat breakfast or lunch at school with the class. Parents have the option of packing a breakfast or lunch or participating in the school breakfast or lunch program.

**Early dismissal:** if school is dismissed early or cancelled due to weather or other reasons, parents will be notified through SchoolReach.

**Starting Preschool:** in order to start preschool, the child's birth certificate and immunization records must be on file.

**Camdenton R-III School District**  
**Strategic Plan 2012-2015**  
“Everyone learning every day”

**Mission**

To create a learning community that maximizes each individual’s performance for future success.

**Strategic Goal Areas**

Student Performance

Develop and enhance quality educational/instructional programs to improve performance and enable students to meet their personal, academic, and career goals.

Facilities/Support/Instructional Resources

Recruit, attract, develop, and retain highly qualified staff to carry out the LEA (local educational agency)/District mission, goals, and objectives.

High Quality Staff

Provide and maintain appropriate instructional resources, support services, and functional and safe facilities.

Parent and Community Development

Promote, facilitate, and enhance parent, student, and community involvement in LEA/District educational programs.

Effective Governance

Govern the LEA/District in an efficient and effective manner providing leadership and representation to benefit the students, staff, and patrons of the district.

**Collective Commitments**

(Based on the work of Robert Marzano and Colleagues)

Guaranteed and Viable Curriculum  
Challenging Goals and Effective Feedback  
Parent and Community Involvement  
Safe and Orderly Environment  
Collegiality and Professionalism

**Objectives**

- Educators will improve student learning through the implementation of research based strategies.
- The Camdenton R-III School District will improve student performance in the area of communication arts.
- The Camdenton R-III School District will improve student performance in the area of mathematics.
- Through the budgeting process, place an emphasis on instructional support positions, instructional resources, and library resources.
- Professional development will align with research based instructional strategies.
- Develop a facilities improvement plan focused on student learning.
- Create, promote, and maintain positive school and community relationships.
- Through effective leadership, the Camdenton R-III School District will promote a positive, collaborative, and caring learning environment.

***Anti-Discrimination Harassment Policy***

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

# WELCOME TO THE CAMDENTON R-III ELEMENTARY SCHOOLS

We are pleased that you are a part of our excellent school system. You will find friendly, dedicated teachers to guide and help you. Our school offers unlimited learning opportunities for children in the Camdenton District, and it is necessary for us to unite in our efforts to make this a good school year.

We sincerely hope your school days here will be enjoyable, and we expect you to take advantage of every opportunity to improve yourself and your school.

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

<b>Dogwood Elementary School</b> .....	(573) 346-9239
<i>Shawn Dandoy, Principal</i>	Fax: (573) 346-9291
<i>Laura O'Quinn, Assistant Principal</i>	
<b>Hawthorn Elementary</b> .....	(573) 317-3450
<i>Todd Shockley, Principal</i>	Fax: (573) 317-3452
<i>Lucinda Varner, Assistant Principal</i>	
<b>Oak Ridge Intermediate School</b> .....	(573) 346-9280
<i>Terry Jacob, Principal</i>	Fax: (573) 346-9286
<i>Tracy Evans, Assistant Principal</i>	
<b>Hurricane Deck Elementary</b> .....	(573) 374-5369
<i>Christy Page, Principal</i>	Fax: (573) 374-4416
<b>Osage Beach Elementary</b> .....	(573) 348-2461
<i>Renee Slack, Principal</i>	Fax: (573) 348-2820
<b>Director of Special Services</b> .....	(573) 346-9242
<i>Lorri Travis, Director</i>	Fax: (573) 346-9290
<i>Nick Cotta, Assistant Director</i>	
<b>Transportation</b> .....	(573) 346-9292
<i>Gary Cuendet, Director</i>	

*Camdenton R-III School District Home Page is currently on the internet and can be accessed by the following URL:*

**<http://www.camdentonschools.org>**

Camdenton R-III Schools are fully accredited with Distinction in Performance by the Missouri State Department of Elementary and Secondary Education and are accredited by the North central Association of Schools.

The content of this handbook could be amended during the school year due to unexpected changes in state and federal law and local Board Policies. The most recent changes to this Handbook can be viewed on the District's website under Student handbooks or Board Policies at [www.camdentonschools.org](http://www.camdentonschools.org) or by contacting the Superintendent's office.

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## **Academics**

### ***Art Department***

The basic skills in Art are taught and children are encouraged to develop an appreciation for art in everyday in living.

### ***Physical Education Department***

Physical Education includes physical activities for kindergarten through sixth grade, selected and conducted for purposes of developing the individual physically, mentally, emotionally, and socially.

### ***Library***

The library is provided as a central resource center for pupils and teachers.

### ***Music Department***

Music is provided for kindergarten through sixth grade. Music classes teach music for enjoyment, appreciation, and also to develop basic music skills.

## **Assessments**

### ***Reporting to Parents***

At the end of each nine weeks, a report of pupil progress is sent to parents of each elementary child on a regular report form. The report includes the student's attendance, his/her progress in school subjects, in personal and social characteristics, and in work and study habits.

In addition to the report form, numerous other means of reporting to and involving parents in planning for the child's growth are utilized. Parent-teacher conferences are used frequently and are scheduled at the end of the first and third quarter for all elementary students (K-6).

The guidance counselor is available to parents at all times to help interpret and report children's progress. Informal notes, telephone calls, and sending samples of student's work are other methods used.

Fourth quarter report cards are given to students the last day they are scheduled to attend. If a student will be absent the last day, he/she may pick up their report card in the office after the last day.

### ***Assessment Program***

#### ***Policy IL***

The District will use assessments as one indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The Board directs the Superintendent or designee to create procedures governing assessments consistent with law and Board policy.

In cooperation with the administrative and instructional staff, the Board will annually review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary.



The District will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

### **District Assessment Plan**

The superintendent or designee shall ensure that the district has a written assessment plan that shall test competency in the subject areas of English, reading, language arts, science, mathematics, social studies and civics, as required by law.

The purposes of the district wide assessment plan are to facilitate and provide information for the following:

1. *Student Achievement* -- To produce information about relative student achievement so that parents/guardians, students and teachers have a baseline against which to monitor academic progress. Within the limitations of group testing instruments, the information should be useful to serve as a validation device for other measures of student progress.
2. *Student Counseling* -- To serve as a tool in the counseling and guidance of students for advisement and further direction.
3. *Instructional Change* -- To provide data that will assist in the preparation of recommendations for instructional program changes to:
  - a. Help teachers with instructional decisions, plans and changes regarding classroom objectives and program implementation;
  - b. Help the professional staff formulate and recommend instructional policy and curriculum; and
  - c. Help the Board of Education adopt instructional policies.
4. *School and District Evaluation* -- To provide indicators of the progress of the district toward established goals.
5. *Adequate Yearly Progress* -- To determine student progress toward meeting the goals established by the Missouri State Board of Education pursuant to the No Child Left Behind Act.

There shall be broad-based involvement in the development of the assessment program and its implementation. Instructional staff will be given training and responsibilities in coordinating the program. Every effort will be made to ensure that testing contributes to the learning process rather than detracts from it. Efforts shall also be made to incorporate necessary culture-free and culture-fair tests to assure that measurements are reasonably accurate.

### **Reading Assessment**

The District will administer a reading assessment to students in kindergarten through sixth grades to determine whether additional reading instruction and retention are needed, as required by law. The district will also administer a reading assessment to all students who transfer to the district in grades four, five, or six, and to all students attending summer school due to a reading deficiency, as required by law.

The reading assessment will be a recognized method, or combination of methods, of assessing a student's reading ability. Results of assessments will be expressed as reading at a particular grade level. The Superintendent or designee will determine which methods of reading assessment the District will utilize.

## **English Proficiency Assessments**

The District will annually assess the English reading, writing, and oral language skills of its students with limited English proficiency.

## **Statewide Assessments**

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the Show-Me Standards, as set forth by the Missouri State Board of Education.

End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). In courses where EOC assessments are given, the superintendent or designee will determine what percent of the course grade will be decided by performance on EOC assessments.

If a student is taking a course that requires an EOC assessment and is failing the course or for some other reason may be required to retake the course, the district may choose to delay administration of the EOC assessment until the student has completed the course the second time. A team consisting of the course instructor, the principal and a counselor will determine when delayed administration of an EOC assessment is appropriate. In the case of a student with an Individualized Education Program (IEP), the IEP team will make the determination.

The School Board authorizes the superintendent to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance.

The district's policy on student participation in statewide assessments shall be provided at the beginning of the school year to each student and the parent, guardian or other person responsible for every student under 18 years of age. The policy will also be kept in the district office and be available for viewing by the public during business hours of the district office.

## **National Assessment of Educational Progress**

If chosen, the district will participate in the National Assessment of Educational Progress (NAEP) as required by law.

## **Attendance**

### ***Policy***

The following absences will be excused. Documentation must be provided as indicated.

1. Illness or injury of the student, with written parent verification up to 5 days. On the 6<sup>th</sup> day of consecutive absence, verification from a medical provider will be required.
2. Illness or injury of a member of the student's family when the student's presence is necessary or expected with parent verification.
3. Medical appointments, with written appointment confirmation by medical provider.
4. Funeral, with written excuse from parent. The building principal may require a program or other evidence form services as well.
5. Religious observances, with written excuse from parent.

6. Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with written excuse from parent.
7. Absences due to parental request will be excused up to ten (10) days at will time additional parent requests will be marked unexcused. (This would include vacation days).

All other absences and any absence for which required documentation is not provided are unexcused. (Board Policy JED and JEP-API)

### *Consequences for Violations Grades K-6*

Attendance in early grades is crucial to later academic development. In addition, attendance habits are formed in early grades, and many later attendance problems can be averted with intensive family and student interventions in early grades. For this reason building principals, with the assistance of building staff, will closely monitor student attendance and implement intervention strategies and other actions as follows:

1. Any time a student is absent and the parents have not contacted the school, the building principal or designee will attempt to contact the parent by phone.
2. When a student has accumulated eight (8) excused absences or three (3) unexcused absences in any semester, the building principal or designee will send a letter to notify the parent of the number of accumulated absences to date and specify any particular concerns.
3. When a student has accumulated 12 excused absences or four (4) unexcused absences, the building principal will schedule a conference with the parents at a time convenient with the parents. The purpose of this conference is to determine why the student is not attending school regularly; to examine the student's academic performance; to communicate district attendance expectations; to provide information about compulsory attendance laws and educational neglect; to elicit suggestions from family members about increasing the student's engagement with school; and to create an attendance plan that includes specific intervention strategies designed to improve the student's attendance.
4. When a student has accumulated 15 excused absences or five (5) unexcused absences, the district will determine whether there is reason to suspect educational neglect or whether the parent is violating the compulsory attendance laws. If so, the district will contact the Children's Division (CD) of the Department of Social Services and/or the Juvenile Justice Center.
5. More than 20 excused absences or five (5) unexcused absences will be a factor in determining whether the student may be retained or required to attend summer school as a condition of promotion. A second contact to the CD for educational neglect and/or the Juvenile Justice Center for suspicion of violating compulsory attendance laws may be made.

Students are expected to make up assignments from missed classes within the time period established in each building. Students who do not complete missed assignments in the required time may be required to attend academic support sessions outside of the regular school day.

The building principal may waive any conference if the absences were caused by a specific event or long-term illness. In cases where the district is aware that a student must be absent for an extended period of time, the district will arrange for the student to receive instruction by other appropriate means.

#### **Notice and Due Process**

All students have a right to due process. See board policy JED.

### ***Truancy***

Any unauthorized absence from school is considered truancy. Although this is commonly thought of as an absence of which the parents are unaware, certain absences of which the parent is aware will be treated in the manner of truanies. The penalty for truancy will be as follows:

First Offense: Report to parents and to In-School Suspension

Second Offense: Report to Juvenile Officer or assign to In-School Suspension

Third Offense: Placement in In-School Suspension

### ***Tardiness***

Students arriving after 8:10 a.m. at Hurricane Deck Elementary or Osage Beach Elementary or after 8:20 a.m. at Dogwood Elementary or Hawthorn Elementary or after 8:15 for Oak Ridge Intermediate are considered tardy.

**A parent/guardian is required to accompany the student(s) to the main office in order to complete the necessary tardy forms.**

### ***Student Sign Out Procedures***

Children are not permitted to leave the school grounds by themselves any time during the school day.

Parents requesting release of a child during school hours should send a note to the teacher, whenever possible. The parent must also come to the main office to sign the child out, at which time the student will be called to the office. Parents or designee will be required to show I.D.

Only the principals have the authority to release children from school.

The principal, at the nurse's recommendation, may release a child because of illness. This release must be to the parents or to authorized and reliable adults, if the parent is not available. Every effort will be made to contact the parent in all cases.

### ***Conditions Requiring Note From Parents***

We realize there are some students who have physical care needs that the teacher needs to be aware of and a note is needed in the following cases:

1. Their physical activities are restricted for a short period of time, limited physical education participation or remaining inside for play.
2. They need extra restroom privileges.
3. They need medication administered through the nurse's office.
4. Change in address, telephone number, place of employment, child's babysitter, or emergency numbers.
5. Doctor or dental appointment during school hours.
6. Change of destination of child after school or when a different person picks up a child.

## 2013-2014

### CALENDAR of EVENTS

August 20.....	First Day of School
August 30 .....	No School .....Professional Collaboration
September 2.....	No school..... Labor Day
September 13 .....	*Early Release.....Professional Collaboration
October 17 .....	*Early Release.....Professional Collaboration
October 18.....	No school.....Teacher Work Day
October 22.....	4:00PM-8:00 PM.....Parent/Teacher Conferences
October 29.....	4:00PM-8:00 PM.....Parent/Teacher Conferences
November 1 .....	No School.....No School
November 26 .....	*Early Release.....Professional Collaboration
November 27-29.....	No School.....Thanksgiving Vacation
December 20 .....	*Early Release.....Christmas Vacation begins
December 23 –January 3.....	No School.....Christmas Vacation
January 6.....	School Resumes
January 20.....	No School.....Staff Development
February 14 .....	*Early Release.....Professional Collaboration
February 17.....	No School.....President’s Day
March 13 .....	*Early Release.....Professional Collaboration
March 14.....	No School.....Teacher Work Day
April 16 .....	*Early Release.....Professional Collaboration
April 17-21.....	No School.....Easter Break
May 21.....	Early Release 12:30 PM.....School Term Ends
May 22.....	Teacher Work Day

*Calendar Notes*

**Early Release Collaboration Dates:**

September 13, October 17, November 26, February 14, March 13, April 16

**MAKE-UP SCHEDULE for MISSED DAYS OF SCHOOL**

1 <sup>st</sup> Day.....	May 22
2 <sup>nd</sup> Day.....	May 23
3 <sup>rd</sup> Day.....	May 27
4 <sup>th</sup> Day.....	May 28
5 <sup>th</sup> Day.....	May 29
6 <sup>th</sup> Day.....	May 30
7 <sup>th</sup> Day.....	June 2
8 <sup>th</sup> Day.....	June 3

The Calendar of Events is subject to change if the Board of Education must revise attendance days due to an emergency situation. If changes are made by the Board, announcements will be published in area newspapers.

DRAFT

## **Department of Interventions**

### ***Special Education Services***

Camdenton R-III School District complies with all Federal, State, and Local guidelines associated with IDEA (Individuals with Disabilities Act) and Section 504.

### ***Special Programs***

Services available to students who qualify are:

1. Screening – Birth to age 5
2. Parents as Teachers
3. Early Childhood Special Education for children ages 3-5 (Kindergarten age not eligible)
4. Title 1 Reading Grades 1-6
5. Title 1 Language Arts Grades 1-6
6. Enrichment Program (Gifted) K-12
7. ELL (English Language Learners)
8. Laker Pack – after school program
9. Section 504 Accommodations
10. Project PASS

## **Discipline**

### ***Policy***

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 Camdenon 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 (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

### **Documentation in Student's Discipline Record**

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

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 (5) 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        |
| 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 (10) days except as otherwise provided by law.

### ***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.

*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*

1. **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.

*Disciplinary Actions:* 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.

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

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

3. **Assault** – 1. 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.

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.

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

4. **Bullying/Extortion (see Board policy JFCF)** – Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs,

extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyber bullying or cyber threats. Cyber bullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyber threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

**Disciplinary Actions:** I, II, III and IV

5. **Dishonesty** – Any act of lying, whether verbal or written, including forgery.

**Disciplinary Actions:** I, II, III and IV

6. **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.

**Disciplinary Actions:** II, III, and IV

7. **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.

**Disciplinary Actions:** III and IV

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.

8. **Extortion** – Threatening or intimidating any person for the purpose of obtaining money or anything of value.

**Disciplinary Actions:** I, II, III, and IV

9. **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.

**Disciplinary Actions:** I, II, III, and IV

**10. 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.

**Disciplinary Actions:** I, II, and III

**11. 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 school property. A person commits the crime of making a false bomb report if he/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.

**Disciplinary Actions:** III and IV

**12. Fighting (see also "Assault")** – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

**Disciplinary Actions:** III and IV

**13. 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.

**Disciplinary Actions:** *First offense:* Principal/Student conference, loss of privileges, detention, or in-school suspension. *Second offense:* Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

**14. 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.

**Disciplinary Actions:** I, II, III, and IV

**15. 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.

**Disciplinary Actions:** I, II, III, and IV

**16. Hazing (see Board policy JFCF)** – 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.

***Disciplinary Actions:*** I, II, III, and IV

**17. 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.

***Disciplinary Actions:*** *First offense:* Confiscation. Warning, principal/student conference, detention, or in-school suspension. *Second offense:* Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**18. Nuisance/Dangerous Items** – Bringing any of the following items to school which create problems and that take time away from and detract from learning: toys, dolls, balls, electronic devices, games portable media players or other gadgets that are not authorized for educational purposes. Only with written 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.

***Disciplinary Actions:*** I, II, and III

**19. Profanity/Obscenities** – Profanity or obscenity at any time, at school, on the playground, or while riding district transportation or at the bus stop.

***Disciplinary Actions:*** II and III

**20. Public Display of Affection (PDA)** – Physical contact that is inappropriate for the school setting, including, but not limited to, kissing and groping.

***Disciplinary Actions:*** I, II, III, and IV

**21. Sexting 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.

***Disciplinary Actions:*** *First offense:* Confiscation. Principal/Student conference, detention, or in-school suspension. *Second offense:* Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

***Disciplinary Actions:*** *First offense:* Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension. *Second offense:* Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**23. Sexual Harassment (see Board policy AC)** – Use of unwelcome verbal, written or symbolic language or unwelcome physical contact based on gender or of a sexual nature. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances. Examples of harassing contact include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether or not the touching occurred through or under clothing.

***Disciplinary Actions:*** I, II, III, and IV

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

1. 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.

**Disciplinary Actions:** Restitution. Principal/Student conference, loss of user privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other electronic devices during the regular school day, including class change time, mealtimes 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.

**Disciplinary Actions:** Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

**Disciplinary Actions:** Restitution. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

4. Using video or audio recording equipment on district property or at district activities except: if required by a school-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.

**Disciplinary Actions:** Confiscation. Principal/student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

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

**Disciplinary Actions:** I, II, III, and IV

**26. 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.

**Disciplinary Action:** I, II, III, and IV

**27. 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.

**Disciplinary Action:** II and III

**28. Truancy (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.

**Disciplinary Action:** III and IV

**29. 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.

*Disciplinary Actions:* II, III, and IV

**30. 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 school, staff or students. Restitution required.

*Disciplinary Actions:* III and IV

**31. Weapons/Firearms (see Board policy JFCJ)** – Students are forbidden to bring onto school 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.

*Disciplinary Actions:* III and IV

To read policy in its entirety, refer to Policy JG-R1.

### ***In-School Suspension (ISS)***

The purposes of ISS are broad:

1. To reduce by at least fifty percent the number of students suspended and expelled from the district.
2. To reduce the district's drop-out rate by at least one-fourth.
3. To continue educating students who would otherwise be suspended from or drop-out of school because they have missed academic work.
4. To help students to learn to manage their own behavior in order to return to their regular classrooms.

### ***Referrals***

Referrals to ISS may be made only by Juvenile Court Officials, Principals, and Assistant Principals of the Elementary, Middle School, and High School Buildings, based upon teachers' written referrals or administrators' own judgments about the student's behavior. Assignments of number of days in ISS are the prerogative of the principals and assistant principals. Normally, students will not be sent to ISS on the same day as the suspension decision without making an effort to notify parents. Students will be sent to ISS only after:

1. Suspension forms have been written;
2. Phone calls to parents have been made, when possible; or
3. Letters or notification have been mailed to parents;
4. Assignments have been gathered;
5. ISS has been contacted.

### ***Reason for Referral***

1. Repeated truancy from classes or school.
2. Major behavioral problems including disruption of classes, improper bus behavior, abusive language, defiance of authority, assaultive behavior, etc.



3. Fighting
4. Excessive tardiness to class.
5. Use of alcohol in any form.
6. Possession or under the influence of alcohol on school property.
7. Theft in school.
8. Court referrals.
9. Other behavioral problems as judged by the building principal or juvenile officials.

### ***Accumulating Assignments***

Administrators are responsible for collecting assignments for ISS bound students prior to their placement in ISS. Forms designating individualized assignments will either be placed in teachers' mailboxes early enough that they may be completed at the end of the day or forms may be hand carried to the specific teachers involved. These forms must precede or accompany students bound for ISS.

The classroom teacher will provide assignments, requiring a full day of work activities, for each student placed in ISS. Students are responsible for returning completed assignments to their teachers for grading and inclusion in the normal academic plans for class work.

### ***Inductive Procedure for ISS***

Students will appear for ISS at the designated start of the school day. Students will bring with them.

1. All textbooks from all courses in which they are enrolled.
2. Supplies of notepaper, pencils, erasers, etc.

When arriving at ISS, the student will be handed:

1. The assignment forms from the classroom teacher.
2. A sheet listing the regulations and time schedules of ISS. Each student will be assigned to an individual carrel.

### ***Rules and Regulations for ISS***

1. Students will remain in the assigned carrels for the entire day. Students must ask permission to leave the carrels.
2. Students will not speak to any other student or the instructor without permission.
3. Students will be productive in course assignments.
4. No food or drink will be allowed in ISS.
5. ISS students will eat together in the room from 11:30-12:00.
6. Two restroom breaks will be allowed during the school day – one in the morning and one in the afternoon.
7. An unexcused tardy will add one full day in ISS.
8. A student may be placed in ISS only two times. After that, any behavior resulting in suspension shall be out-of-school suspension.
9. Upon completion of ISS, the principal may hold a conference with parents/guardians before the student is readmitted to regular class.

### ***Infractions and Responses to ISS***

1. Tardiness of any ISS time schedule will add one day in ISS for each occurrence.
2. Excused absences will delay, not eliminate, ISS detention and the time must be served upon returning to school. A medical excuse from a physician may be required.

3. Unexcused absences will be handled by the building principals who have the option of contacting the Juvenile Officer.

#### ***Non-Attendance Procedure***

1. The ISS teacher will contact the building principal.
2. Principal will contact parents.
3. Principal or ISS may contact Juvenile Officer.

#### ***Incidents Which May Result in Ejection for ISS***

1. Sleeping
2. Refusal to work
3. Disruptive behavior (talking, noises, profanity, etc.)  
Defiance of authority, at which time two things occur:
  - a. The building principal will be called, who in turn will call the Juvenile Officer.
  - b. The Juvenile Officer or parents will come to school to collect the student.

#### ***Saturday School Purpose***

1. To eliminate removal from classroom instructional time for non-classroom problems.
2. To help students to learn to manage their own behavior in order to return to their regular classroom.
3. To assist in the effectiveness of In-School Suspension by alleviating overcrowding due to the assignment of problems that are not classroom-related; i.e. excessive tardies, truancy, hallway behavior, tobacco violations, and bus violations.
4. To be assigned for any behavioral problems as deemed necessary by the building administrator or juvenile officials.
5. To be used as another avenue to remediate problems rather than to preclude any discipline in place.

#### ***Referrals***

Referrals to Saturday School may be made only by juvenile court officials, Director of Vocational Technical School, principals, and assistant principals of the elementary, middle, and high school buildings, based upon teachers' written referrals or administrators' own judgments about the student's behavior. Students will be sent to Saturday School only after:

1. Disciplinary Forms have been written;
2. Phone calls to parents have been made, when possible;
3. Letters of notification have been mailed to parents;
4. Students have been scheduled through a principal or assistant principal.

#### ***Rules and Procedures for Saturday School***

1. Students are responsible for their own transportation.
2. Students will not speak to any other student or instructor without permission.
3. Students are responsible for bringing all study materials and assignments. No one will be allowed to go to lockers.
4. No student will be allowed to sleep.
5. No food or drink will be allowed.

6. No headsets, electronic equipment, or games are allowed. Only appropriate educational items are allowed.
7. Appropriate restroom breaks will be allowed.
8. Suggested hours for Saturday School is from 8:30 am until 12:00 noon.
9. Adjustment and rescheduling of Saturday School will be done only one time with prior notification (nonwritten) from parents to building principal or assistant principal.
10. In case of illness, parent must notify Saturday School coordinator on the day of the Saturday School assignment by 8:45 am.

### ***Infractions***

1. Failure to attend Saturday School assignment will result in either reassignment, ISS, or OSS.
2. Students entering Saturday School more than fifteen minutes late will be given a second Saturday School assignment.
3. Failure to observe Saturday School rules and procedures will result in further disciplinary action.

### ***Responsibilities of Juvenile Authorities***

1. Assign to ISS for community misconduct.
2. Support decisions of school authorities.
3. Collect students at the request of school authorities.
4. Detain students in an appropriate place until a disposition has been made and/or parents have been contacted.
5. Arrange for family psychological counseling.

### ***Suspension from School***

Principals shall have the power to suspend any pupil who willfully and persistently violates school regulations or when the conduct of such pupil is injurious to the operations and/or facilities of the school. The period of suspension should be from one to ten days or until a conference can be arranged with parents. With the written approval of the Superintendent, this period of suspension may be continued indefinitely; but in each case, the parents must have written notice of such suspension. In the case of a suspension by the Superintendent for more than ten days, the pupil, or his parents or others having his custodial care, may appeal the decision of the Superintendent to the board, according to the provision outlined in Section 167.171 RsMO.

No Pupil Shall Be Suspended from School Unless:

The pupil is given oral or written notice of the charges against him; if the pupil denies the charges, he shall be given an oral or written explanation of the facts which form the basis of proposed suspension.

The pupil shall be given an opportunity to present his version of the incident; in the event of a suspension for more than ten days, where the pupil gives notice that he wishes to appeal the suspension to the board, the suspension shall stay until the board renders its decision, unless in the judgment of the Superintendent, the pupil's presence poses a continuing danger.

Any punishment shall be administered without malice.

## Dress Code

### *Philosophy of Dress and Grooming Code*

As an educational institution, the school has a responsibility to help students learn what is expected of them by society in areas of behavior, dress, and hygiene. It is important that young men and women develop proper hygiene and grooming habits at an early age.

The general appearance of the student's body not only affects attitude and behavior, but makes a statement as to the kind of school this community has. The following regulations of dress, grooming, and hygiene have been established in order to provide an attitude and environment in and out of class that will enable students to work up to their potential and reach their highest possible goals. **Students in violation will be required to change their dress to meet the dress code or be suspended.** This dress code will be enforced by all faculty members and administration and the interpretations of the dress code will be left to the sole discretion of the administration.

### *Personal Hygiene*

Personal hygiene is an essential life skill required of all students attending Camdenton R-III Schools. Inappropriate hygiene habits can contribute to the spread of disease and create an unhealthy environment in a school. Students are expected to be clean and free of odor while at school and students should bathe and shampoo regularly as well as use deodorant on a daily basis. Hair must be combed, clean and well groomed. Shaved heads, including Mohawk-type haircuts are unacceptable. **Male students must be clean shaven at all times unless a student has a medical excuse from a doctor.** Sideburns should not be lower than the bottom of the earlobe and a student's hands and nails must be clean, (example: wash after leaving work, physical education and the vocational classes).

If it becomes apparent that a student is violating this section on personal hygiene, the student may be required by faculty and/or administration to bathe, shampoo or groom prior to returning to the classroom. If such a request is made, an attempt shall be made to keep the request confidential.

### *Inappropriate Markings*

Clothing and accessories may not bear alcoholic beverage, drug or tobacco insignias, advertisements or writing that is provocative, profane, rude and suggestive.

### *Appearance*

Any attire, accessories or hairstyles including marks on exposed skin, or unnatural hair color deemed to create a health, safety or discipline concern will be considered inappropriate for school and will not be allowed.

### *Dress Code Regulations*

#### *Shirts and General Attire*

- Appropriate sundresses and blouses may be worn as long as no undergarments are exposed. Those having no straps or open backs are not acceptable.

- Blouses and tops: Bare waistline clothing and see-through clothing are not acceptable; untucked shirts must cover the waistline at all times; tight-fitting shirts and/or low-cut apparel is not acceptable.
- Shirts may not be made of fishnet or mesh if worn alone. Shirts must be buttoned appropriately if worn alone. Sport shirts, sweatshirts and dress shirts will be acceptable as long as they have no undesirable writings or markings as defined above. Cutouts, tank tops or see-through clothing such as mesh shirts must be worn with a t-shirt underneath.
- Clothing meant to be worn as underwear is not acceptable.
- Camisoles should be worn under semi-sheer blouses.
- Clothing meant to be worn solely as sleepwear is not acceptable.

### ***Shorts and Skirts***

- Skirts and shorts may be no shorter than the fingertips while standing. No spandex or tight-knit skirts will be allowed.
- Loose fitting shorts will be allowed. Shorts may be no shorter than the fingertips while standing. Tight fitting shorts commonly referred to as bicycle pants or weight-lifting pants will not qualify as shorts under this provision and therefore will not be allowed, unless worn underneath clothing that complies with the dress code.
- Leggings and knit pants are appropriate for the classroom as long as a shirt covering the buttocks is worn.
- Boxer shorts are not appropriate for the classroom.

### ***Pants***

- Trousers, slacks, jeans and sweatpants should be neat, clean, proper fitting and not be inappropriately cut-up or torn.
- Government military issue wear is not acceptable.
- Two (2) pieces of camouflage clothing (example: shirts, jackets, pants) worn together or one (1) piece camouflage outfits are not acceptable.
- Sagging pants below the waistline or showing underwear or buttocks are not acceptable.
- Holes in pants will be allowed from the knee down. Any holes above the knee must be covered by a patch either inside or outside of the garment and no flesh may be showing through the hole.

### ***Accessories***

- Hats, caps, visors and coats are to be removed when entering the building and placed in the student's locker or backpack.
- Headbands/Bandanas/Sunglasses are not appropriate school wear.

### ***Safety***

Teachers will determine safety requirements needed in their classrooms and students must conform in dress, accessories and hair confinement.

### ***Off-Campus, School-Sponsored Trips***

Principals and sponsors will be responsible for setting the appropriate dress for all students from their administrative unit who participate in off-campus, school-sponsored events consistent with the dress code.

The study and revision of the dress code will be an ongoing process including members of the Camdenon student dress code committee (principal, student council president, Board member and community representative). Exceptions to the grooming and dress code for health or religious reasons will be considered on a case-by-case basis.

**Emergency School Dismissal**

In our efforts to improve communications between parents and school, the Camdenon R-III School District has instituted a telephone broadcast system that enables school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal school cancellation, or late start. The service may also be used from time to time to communicate general announcements. This service is provided by SchoolReach, which specializes in school-to-parent communications. When used, the service will simultaneously call all listed phone numbers in our present contact list and will deliver a recorded message from a school administrator. The service will deliver the message to both live answer and answering machines. No answers and busy signals will be automatically retried twice in 16 minute intervals after the initial call.

The Camdenon R-III School District will continue to report school closings due to snow or weather on the following TV and radio stations:

RADIO AND TV STATIONS	LOCATION
KTTS FM 94.7 KSGF AM 1260 KSGF FM 104.1 KTXR FM 101.3 DWND FM 31.1 KWTO AM 560 KOMG FM 92.9 KWFC FM 89.1 KOSP FM 106.7 KKLH FM 104.7 KWTO FM 98.7  KDEB-TV Channel 27 Local – Ch 2 cable KOLR-TV Channel 10 local – Ch 9 cable KY-3 TV Channel 3 local – Ch 12 cable KOZK-TV Channel 21 local KSPR-TV Channel 33 local – Ch 8 cable	Springfield
KMYK FM 93.5 KRMS AM 1150	Osage Beach
KCLQ FM 107.9 KLWT AM 1230 KJEL FM 103.7 KBNN AM 750	Lebanon
KCLR FM 99.3 Y107 FM 106.9 FCMQ FM 96.7	Columbia

KLSC FM 92.9 KTGR AM 1580 KBLA FM 91.3	
KTKS FM 95.1	Versailles
KOMY TV Channel 8	Columbia
KRCG TV Channel 13	Jefferson City
ABC-17	Columbia
KZ WV 101.9	Eldon
KCVO 91.7 (early release only)	Camdenton
KLOZ FM 92.7 KQUL FM 102.7	Osage Beach
KZNN FM 105.3 KTTR FM 99.7 & AM 1490	Rolla

Anytime the radio stations do not announce school being closed, school will be in session. Please DO NOT call the school, as it “ties up” telephone lines and makes it difficult to handle necessary school business. Radio stations are ALWAYS NOTIFIED IMMEDIATELY AFTER A DECISION ON SCHOOL DISMISSAL IS MADE. Parents need only to listen to the radio for repeated announcements concerning the closing of school.

Be sure your child knows ahead of time what to do if school is dismissed early or if after school activities are canceled. It is impossible for all students to individually use school phones to make these arrangements once school is dismissed.

### ***Emergency Safety Procedures***

Emergency safety plans have been developed for fire, tornado, and earthquake emergencies for each individual building. The Camdenton R-III School District has an emergency safety plan that is in addition to our individual building plans.

### **English Language Learners**

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Identifying students who are English language learners (ELL) and ensuring them equal access to appropriate programs are the first steps to improving their academic achievement levels.

### **Enrollment and Age Requirements**

#### **Entrance Age for Kindergarten**

To be admitted to kindergarten in the Camdenton R-III School District, a child must be five (5) years old on or before July 31 prior to the school year in which he or she plans to enroll.

#### **Entrance Age for First Grade**

To be admitted to first grade in the Camdenton R-III School District, a child must be six (6) years old on or before July 31 prior to the school year in which he or she plans to enroll. Any child who has completed the kindergarten year shall not be required to meet the age requirements for entrance into first grade.

**The following are required for students enrolling for the first time in the  
Camdenton R-III School District:**

1. Birth Certificate
2. Immunization Record (up-to-date)
3. Social Security Number
4. Proof of Residency

**Family Educational Rights and Privacy Act**

Please be advised that upon request the school district is required by law to release “Directory Information” concerning your child. The school district designates the following items as “Directory Information”: student’s name, parent’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, photographs, and video or other electronic formats. Parents or eligible students will have ten (10) school days after this annual public notice to view the student’s directory information and to provide notice in writing to the school district that they choose to not have this information released. Unless notified to the contrary in writing to your child’s principal within ten (10) school days after school starting or enrolling, the school district may disclose any of those items designated as directory information without prior written consent. The FPCO web site address is:

<http://www2.ed.gov/policy/gen/guid/fpc/ferpa/index.html>

**Guidance Department**

The Elementary Counselor’s main objective is to assist each individual child to become a well-adjusted, successful student. Counselors may meet with individual students, small groups of student, or whole classrooms to provide appropriate lessons to address student’s social and emotional needs.

**Health Room**

The Camdenton R-III School District employs full-time registered nurses, licenses practical nurses and health aids. Students who are injured or become ill at school will be sent to the nurse’s office. If the illness or injury is assessed to be of such a nature that the student should go home, the student’s parents or guardians will be telephoned. It is important that the parents complete and sign the health information card that is sent home with your student on the first day of school. Please be sure to include name and phone numbers of persons to be contacted in the event that parents or guardians cannot be reached.

Responsibilities of health services personnel include:

1. Develop and maintain a practical and appropriate system for providing first aid and emergency care for student and staff who become injured or ill at school.
2. Identify and exclude from school those students and staff with communicable diseases and initiate appropriate follow-up to ensure their prompt re-admission.
3. Prevent the outbreak and spread of communicable diseases through consistent enforcement of existing laws and school policies regarding immunizations for students and school personnel.
4. Monitor and maintain a clean, safe, and healthful school environment so that conditions that might interfere with the teaching /learning climate are minimized.



5. Develop, implement, and evaluate a comprehensive health education curriculum to prepare students to assume responsibility for their own health.
6. Establish a School Health Advisory Council with a membership that includes school officials, representatives from various health professions, health organizations, parents, students, and leaders within the community.

***Missouri School Immunization Requirements***

- All students must present documentation of month, day, and year of each immunization before they attend school.
- All immunizations must be up-to-date before students are permitted to attend classes.
- To remain in school, students “in progress” must have an Imm.P.14 on file and must receive immunizations as soon as they become due.
- Religious and medical exemptions are allowed. The appropriate exemption card must be on file (Imm.P11A or Imm.P12)

Grades	Required Immunizations Per Grade
K-3	4+ DTaP/DTP/DT/Td1                      3+ hepatitis B 3+ polio2                                      1 varicella (chickenpox) or proof 2 MMR (measles, mumps, rubella)      or disease3
4-6	4+ DTaP/DTP/DT/tD1

***Medical Illness Procedure During an Epidemic Procedure***

A student may be sent home from school by the clinic nurse with an oral or axillary body temperature of 99 degrees or more if:

- The student presents, with rhinitis, nasal and/or chest congestion, cough with or without expectoration, sore throat, and body aches;
- If the student is not feeling well and there is a person they live with who has a fever and experiencing the above named symptoms;
- The child may return to school when he/she has been fever-free for at least 24 hours without the use of fever reducing medicines.

***Medication***

1. All medications must be delivered to the school principal or designee by the parent/guardian in a properly labeled container from the pharmacy or in the manufacturer's original packaging.
2. All medications must be accompanied by a written administration request from the parent/guardian.
3. Medications will be stored in an environmentally appropriate locked area to which the school nurse and school principal have keys.
4. The school nurse will maintain proper documentation of all medications and their administration. Documentation will minimally include the:
  - Student's name
  - Prescriber's name
  - Pharmacy
  - Prescription number
  - Name of the medication
  - Dosage
  - Date and time administered

- Reasons for not giving medications as prescribed (e.g., vomiting, spills, refusal)
  - Name and signature of person who actually administered the medication
5. Students shall be provided privacy when receiving medications.
  6. The school nurse will work with the student, parents/guardians and teachers in determining how best to deliver the medication to the student during the school day.
  7. If the district maintains epinephrine premeasured auto-injection devices, a list of students whose parents/guardians indicate that they cannot receive epinephrine will be kept with the devices.

### **Handling and Disposal of Medications**

1. Schedule II controlled substances shall be inventoried upon receipt and daily by the person administering the drug.
2. The record of the drug count shall be maintained in a log or on the student's medication record.
3. Any count discrepancies shall be reported to the school nurse for further investigation.
4. Controlled substances shall be kept in double-locked storage, such as a locked box within a locked cabinet, to which the school nurse and the school principal or designee shall have keys.
5. Expiration dates on all medications will be checked on a routine basis.
6. Parents/Guardians may retrieve their student's medications from the school at any time during school hours.
7. When possible, all unused, discontinued or expired medication shall be returned to the parent/guardian and the return documented.
8. The school nurse may destroy medications if the parent/guardian consents, if a witness observes and if the destruction is properly documented.
9. All medications shall be returned to the parent/guardian or destroyed at the end of the school year.

### **Homelessness**

The Camdenton R-III School District Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education.

Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Children and youths who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory children who meet one (1) of the above-described circumstances.

### **Enrollment/Placement**

The district will consider the best interest of the homeless student, with parental involvement, in determining whether he or she should be enrolled in the school of origin or the school that nonhomeless students who live in the attendance area in which the homeless student is actually living are eligible to attend. To the extent feasible, and in accordance with the homeless student's best interest, the homeless student should continue his or her education in the school of origin, except when contrary to the wishes of the parent or guardian.

### **Services**

Each homeless student shall be provided services comparable to services offered to other students in the district including, but not limited to, transportation services; educational services for which the student meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities and gifted students; vocational programs and technical education; school meals programs; preschool programs; before- and after-school care programs; and programs for students with limited English proficiency. Homeless students will not be segregated in a separate school or in a separate program within a school based on the students' status as homeless.

### **Transportation**

If the homeless student's school of origin and temporary housing are located in the Camden R-III School District, the district will provide transportation to and from the school of origin at the request of the parent, guardian or homeless coordinator, provided it is in the best interest of the student. If the homeless student's school of origin and temporary housing are located in two (2) different school districts, the districts will equally share the responsibility and costs for transporting the student.

### **Records**

Any records ordinarily kept by the school for each homeless student, including immunization records, academic records, birth certificates, guardianship records and evaluations for special services or programs shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made and so that records may be transferred in a timely fashion when a homeless student enters a new school district. Copies of records shall be made available upon request to students or parents in accordance with the Family Educational Rights and Privacy Act (FERPA), upon transfer from the district. See the district website for complete policy.

### **Lunch/Breakfast Program**

All students are required to eat in the cafeteria. (This includes students who bring lunches from home.)

Students are required to remain in the cafeteria for a minimum of 25 minutes for lunch before being dismissed. This is to encourage each child to take time to eat. All children are expected to observe good manners and obey cafeteria regulations.

Lunch, breakfast, and milk prices are set by the Board of Education in August of each school year and announced in the newspaper. Students are encouraged to pay for meals by check, when convenient, to aid in case that money is misplaced.

Students bringing lunches from home may purchase milk. **Students are not to bring soda pop or energy drinks in cans, bottles, or containers.**

All parents filing from free or reduced lunches for their children must pay for hot lunches until their application has been review and processed.

A student is allowed to charge up to \$10.00. After the \$10.00 charge limit is reached, the student will receive an alternative lunch such as a sandwich and milk. The first alternative meal will be free of charge. Any additional alternative meals served will be charged against the student's account \$.40 each. A student owing \$10.00 will not be allowed to eat breakfast and there is no alternative meal for breakfast.

### **Migrant Students**

The Board of Education of the Camdenon R-III School District directs the administration to identify migratory children in the district, as required by law, and to develop written administrative procedures for ensuring that migrant students receive services for which they are eligible. In developing and implementing a program to address the needs of migratory children the district will:

1. Identify migratory students and assess the educational and related health and social needs of each identified student.
2. Provide a full range of services to migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, elective classes, fine arts classes, etc.
3. Provide migratory children with the opportunity to meet the same statewide assessment standards that all children are expected to meet.
4. To the extent feasible, provide advocacy and outreach programs to migratory children and their families and professional development for district staff.
5. Provide parents an opportunity for meaningful participation in the program.

If a migrant student is identified by the district, the superintendent or designee will notify the State Director and request assistance if needed.

### **Miscellaneous**

#### ***After School Detention***

The A.S.D. program for grades 3 – 6 is located in the Oak Ridge Intermediate building from 3:13 – 4:30 PM and is supervised by a certified instructor. The day of the detention will be determined by the supervising instructor.

The purposes of the After School Detention are broad:

1. To teach students that there are consequences for inappropriate actions, and
2. To help students learn to manage their own behavior in order to return to their regular classroom.

#### ***Bicycles (Camdenton Campus)***

Students riding bikes to school are required to immediately park the bicycles in the racks or designated area and go into the elementary building.

Bicycles are not to be ridden until the end of the school day. It is recommended that students lock their bikes in order to prevent theft. The school is not responsible for the loss of bicycles.

For safety, it is recommended that students wait until bus and high school traffic has left before proceeding on their bicycles.

### ***Book Fees***

One set of textbooks and workbooks are furnished free to all elementary students. If the original books are lost or defaced by writing, broken bindings, soiled, or torn, and cannot be used appropriately, the student shall pay for the cost of replacing the damaged or lost book.

Students shall pay a fee for each lost or damaged library book. However, that does not cover the actual replacement fee.

### ***Class Parties***

A room chairperson may be selected each year by the Parent Teacher Organization (P.T.O.). Parties last approximately an hour. Two parents may be chosen from each room to assist with parties.

We ask that no lengthy birthday parties be given in the rooms. If parents or pupils desire to bring treats for birthdays such should be done during regular snack time and only with consent of the teacher.

**Children will not be permitted to give surprise parties for teachers during the school day, i.e., soliciting money from classmates to buy a group gift. Giving a gift from an individual student to his teacher is a personal matter and should be handled individually.**

Please do not send birthday invitations to school unless the entire class is invited.

### ***Complaint Procedures***

The following steps are to be followed by parents/guardians or the public when questions or complaints arise regarding the operation of the school district or federal programs administered by the Department of Elementary and Secondary Education (DESE) that cannot be addressed through other established procedures.

1. Complaints on behalf of individual students should first be addressed to the teacher or employee involved.
2. Unsettled matters from (1) above or problems and questions concerning individual schools should be presented in writing to the principal of the school. The principal will provide a written response to the individual raising the concern within five (5) business days of receiving the complaint or concern.
3. Unsettled matters from (2) above or problems and questions concerning the school district should be presented in writing to the superintendent. The superintendent will provide a written response to the individual voicing the concern within five (5) business days of receiving the complaint or concern.
4. If the matter cannot be settled satisfactorily by the superintendent, it may be brought to the Board of Education. Written comments submitted to the superintendent or the secretary of the Board will be brought to the attention of the entire Board. The Board will address each concern or complaint in an appropriate and timely manner.

The decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case the complainant may go to the appropriate section of DESE and from there on to the United States Secretary of Education.

The Board considers it the obligation of the professional and support staff of the district to field the questions of parents/guardians or the public. Accordingly, the district will inform patrons of this complaint procedure and its availability.

Complaints regarding district compliance with nondiscrimination laws will be processed according to policy AC. Employee grievances will be processed in accordance with the established employee grievance procedure or as otherwise required by law. All other grievances for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure.

### **Student Complaints and Grievances**

Alleged acts of unfairness or any decision made by school personnel, except as otherwise provided for under student suspension and expulsion, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the school principal or a designated representative.

The following guidelines are established for the presentation of student complaints and grievances:

- Any grievance to be considered shall be presented to the building principal and shall be in writing.
- The principal shall respond in writing to the grievance within ten (10) school days following receipt of the written grievance. If the student, after having reported the grievance and receiving the principal's response, feels further action is needed, he/she may request a hearing with the principal.
- If a decision is reached that further action is needed, a hearing with the superintendent may be requested.
- Any student who, after having reported the grievance to the superintendent, feels further action is needed may request a hearing by the Board of Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board shall be final.

All persons are assured that they may utilize this procedure without reprisal.

### ***Make-Up Homework***

Procedure for requesting homework for students who are unable to come to school:

1. Parents should call the office early in the morning in order for the teacher to have ample time to prepare the homework.
2. The homework may be picked up at the end of the day in the office.

### ***Interviews with Police or Juvenile Officers/Other Law Enforcement Officials***

When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private.

The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians. If the interviewer raises a valid objection to the notification, parents will not be notified.

### ***Locker Searches***

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

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

### ***Lost and Found***

Anything lost or found should be reported to the principal's office immediately. To help eliminate confusion, children's coats, sweaters, book bags, ball gloves, caps, etc. should be name-marked for identification. Such markings will increase the chance of children finding lost items.

### ***Non-Discrimination Disclaimer***

#### **Anti-Discrimination Law Compliance**

As a political subdivision, employer, recipient of federal funds and educational institutions, the Board of Education is prohibited from, and hereby declares a policy against, engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, religion, sex, national origin, ancestry, disability, age or use of leave protected by the Family and Medical Leave Act, in its programs, activities and with regard to employment. The Board is an equal opportunity employer. Marital, maternal, or paternal status shall not affect the rights and privileges of district students to receive an education. Those students are eligible to participate in all activities and receive all honors the same as any other students enrolled in the school district.

#### **Collateral Prohibitions**

As part of this obligation, the Board is also prohibited from and declares a policy against:

1. Retaliatory actions based on making complaints or prohibited discrimination or participation in an investigation, formal proceeding or information resolution concerning prohibited documents.
2. Aiding, abetting, inciting, compelling or coercing discrimination; and
3. Discrimination against any person because of such person's association with a person protected from discrimination due to one or more of the above stated characteristics.

#### **Compliance Officer**

The Board designates the following individual to act as the district's compliance officer:

Assistant Superintendent in Charge of Personnel

Camdenton R-III School District

P.O. Box 1409

Camdenton, MO 65020-1409

Phone: 573-346-9208/Fax: 573-346-9211

#### **Confidentiality and Records**

To the extent permitted by law, any public record held by this school district that is generated to the received pursuant to this policy shall be closed and available only to the Board acting as quorum, a committee appointed by the board to carry out this policy on a permanent or ad hoc basis, the compliance coordinator and other administrators whose duties require access to the record in order to carry out this policy. Such persons may share access, on an individual basis, to such records with complaints or participants in a

grievance or other resolution, only to the extent such disclosure promote the purposes of this policy and is not prohibited by FERPA or any other law. Certain other limited disclosures may be required when material in the records is integral to an action affecting a constitutionally recognized property or liberty interests.

#### **Public Notice and Dissemination**

A copy of this policy will be posted in a public area of each building used for instruction and/or administrative offices. A copy of this policy will also be distributed annually to employees, parents or guardians, and students. The administration is directed to further publicize this policy and provide for such training or instruction as necessary to ensure district wide compliance with anti-discrimination laws, including instruction in recognizing behavior indicative of a violation of this policy.

#### **Limitations**

Nothing in this policy shall be construed as creating a cause of actions. Neither the proscriptions of, nor actions taken under, this policy shall on that basis stop the Board from fully arguing for or against the existence of any fact and the scope or meaning of any law in any forum.

#### ***Notification of Asbestos***

To promote the health and safety of the students, staff and patrons of the district, and to ensure the environment is reasonably protected from hazardous materials, the Board of Education of the Camdenon R-III School District directs the administration under the guidance of the superintendent to develop procedures which address the purchase, storage, handling, transportation and disposal of hazardous materials for all school facilities and operations of the district. Emergency response actions and evacuation plans will also be coordinated with the procedures.

The district shall survey and assess the exposure of friable asbestos in all buildings. This report shall be filed with appropriate state agencies, and will be available for public review in the superintendent's office. The district shall take all steps necessary to comply with the Asbestos Hazard Emergency Response Act, as described in regulations of the EPA.

#### ***Nuisance Items***

One of the main goals of Camdenon R-III Elementary Schools is to increase students' time-on-task. We are always looking for better ways to increase students' learning time and instructors' teaching time. We are asking parents' cooperation and help in this endeavor by seeing to it that students do not bring toys and nuisance items to school. Skateboards are prohibited at school. Much valuable learning time is lost by the distraction and discipline problems created by toys and nuisance items at school.

The only time a student is allowed to bring items other than routine school supplies to school is for "Show and Tell" activities in the primary grades. Students must have written teacher permission to bring any item other than school supplies to school. Any toy or nuisance item brought to school will be confiscated.

Nuisance items include, but are not limited to, the following examples: portable media players or other gadgets that are not authorized for educational purposes, trading cards, handheld video games, Heelys (shoes with wheels), etc.

#### ***Public Notice***

The following documents may be found on the office information wall and on the district website and on the Department of Elementary and Secondary Education website at:

[www.dese.mo.gov](http://www.dese.mo.gov)

- Public Notice Required by AHERA



- Public Notice Required by Americans with Disabilities Act
- Complaint Procedure
- IDEA
- 504
- ELL
- Homeless

### ***Parental Rights to Inspect Materials used in Sexuality Instruction***

The district is required to notify the parent/guardian of each student enrolled in the district of the basic content of the district's human sexuality instruction to be provided to the student and of the parent's/guardian's right to remove the student from any part of the district's human sexuality instruction. The district is required to make all curriculum materials used in the district's human sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction.

### ***Sale of Articles at School***

Sale of articles by a student in school is prohibited by school policy.

### ***School Insurance***

The Camdenon R-III Elementary Schools do not have accidental insurance coverage on students. For that reason, an accident insurance policy through a private insurance carrier is made available to those parents who wish to purchase it. Through the plan, students are covered while traveling to and from school and during school hours. All claims will be handled by direct mail, with assistance from the school nurse. Insurance letters will be sent home the first week of school explaining the coverage.

### ***School Pictures***

Pictures are taken each fall. A picture of each child is needed for use in the office for identification and for permanent records. All children should have pictures taken, but no parent is required to purchase pictures. A yearbook will be available for each student to purchase. Yearbooks are prepaid.

### ***School Property***

We encourage all students to be proud of our schools and feel it is the duty of each student to respect the school's property. Students who deface or lose school property shall be required to pay for the damage or loss.

### ***Student Files and Permanent Records***

Permanent records are kept on each child in the Elementary Principal's office and are available to parents upon request. The Counselor or Principal must be present while the parents examine any permanent record documents. This is necessary in order to explain documents and test data.

Permanent records include family information, pupil's attendance, grades in school subjects, standardized test scores, and a record of social and personal habits. Parent should reports any change in required enrollment information so that we may keep our records accurate. The school shall use the legal name of each student on all school records and report cards.

### ***Tuition***

There is no charge for enrollment or registration for elementary students (kindergarten through grade six) who are legal residents in our district. Children whose parents do not live in the Camdenton School District must pay tuition. Children living with relatives in the Camdenton District, but whose parents live elsewhere, must be considered as non-resident pupils and pay a tuition fee set by the Board of Education. All non-resident students must be assigned by the Superintendent and have fees paid before enrolling.

### **Playground Rules and Regulations**

A good school climate is warm, friendly, positive, safe, and orderly. In order to have a good school climate, it is necessary that we have policies and rules concerning recess behavior and supervision. All students should be able to enjoy recess periods without fear of being injured, or being bullied, harassed, or threatened by other students.

Students should never retrieve balls or play items that go out of the playground area. Students should notify supervisors when a play item goes over the fence. The supervisor should supervise as the student retrieves the item or the supervisor may choose to retrieve the item.

### ***General Guidelines***

1. Safety and respect for others shall be the major concern.
2. For safety reasons, all students need to wear tennis shoes for climbing equipment on the playground. Flip-flops are not appropriate.
3. Any behavior or misuse of equipment which deviates in a noticeable hazardous manner shall be considered out of order, and proper correction shall be made accordingly.
4. Abusive behavior such as pushing, shoving, quarreling, scuffling, and bullying is unacceptable.
5. If student demands on a piece of equipment causes overloads to the point of danger to the participants, supervisors will need to assist groups in setting up effective rotations.
6. Students are to stay within the enclosed boundaries of the school grounds at all times.
7. Any damage to the equipment or building should be immediately reported to the principal's office.

### ***Use of Playground Equipment***

Each piece of equipment is designed for a specific purpose and a maximum capacity. Classroom teachers should provide instruction as to the expected use of this equipment.

### ***Weather Conditions Limiting Outdoor Recess***

Students should not go outdoors for recess when there is any type or degree of precipitation or when the temperature is below 20 degrees or wind chill factor is below 16 degree.

### **Procedures**

#### ***Classroom Visitation Policy***

All visitors during the regular school day shall check in at the building office prior to proceeding elsewhere in the building. Due to the disruptive effect on instructional activities and breach of student confidentiality which can occur due to unstructured

observations by parents/legal guardians of students during classroom instructional time, it is the policy of Camdenon R-III Schools that no parent(s)/legal guardians or relatives of students may observe classes during instructional time in the school day. Visitation by preschool children and/or children from other schools shall be discouraged (See Board Policy KK)

### ***Student Transfer and Moving Procedures***

1. The school should be notified as soon as possible, in writing that a student will be leaving. We encourage a three day notice.
2. A check-out sheet will be completed stating all school and library books have been returned and fees have been paid.
3. The report card and school records, including discipline records as stated under the Safe Schools Act, will be sent directly to the new school upon receiving written request.
4. The student is responsible for cleaning out his/her desk and locker and returning all school materials.

### ***Telephone Procedure***

We deliver all emergency telephone calls and messages to children and teachers. We request that teachers and students not be asked to come to the telephone during class time.

### **Protection of Pupil Rights Amendment (PPRA)**

The Protection of Pupil Rights Amendment (PPRA) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning: Political affiliations; Mental and psychological problems potentially embarrassing to the student and his/her family; Sex behavior and attitudes; Illegal, anti-social, self-incriminating and demeaning behavior; Critical appraisals of other individuals with whom respondents have close family relationships; Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred. For more information go to:

<http://www2.ed.gov/policy/gen/guid/fpco/ppra/index.html>

## Schedule

### *Daily Schedule for Dogwood*

7:45.....	Building Opens
7:55.....	Children report to classroom
8:20.....	School begins
11:00-12:30.....	Lunch
3:17.....	Dismissal

### *Daily Schedule for Hurricane Deck*

7:45.....	Children report to classroom
8:05.....	Morning announcements
8:10.....	Tardy bell rings
3:05.....	Dismissal

Breakfast is served in the classroom from 7:50-8:10 free of charge

### *Daily Schedule for Osage Beach*

8:00.....	Children report to classroom
8:10.....	Tardy bell/School Begins
3:05.....	Dismissal

### *Daily Schedule for Hawthorn*

7:45.....	Building Opens
8:15.....	Children report to classroom
8:20.....	School begins
11:00-11:30.....	Lunch (3 <sup>rd</sup> grade)
11:35-12:05.....	Lunch (4 <sup>th</sup> grade)
3:21.....	Dismissal

### *Daily Schedule for Oak Ridge*

7:50-8:15.....	First bell rings/students eat breakfast/report to class
8:15.....	School begins
3:13.....	Dismissal

## **PRESCHOOL SCHEDULE**

Monday, Tuesday, Wednesday, Thursday

### **Preschool at Dogwood Elementary 573-346-9239**

Morning Session 8:00 a.m. to 11:00 a.m.:

7:45 a.m. parent drop-off

Breakfast 8:30 to 9:00 a.m.

11:00 a.m. parent pick-up

Afternoon Session 12:15 p.m. to 3:15 p.m.:

12:00 p.m. parent drop-off

Lunch 12:30 to 1:00 p.m.

3:15 p.m. parent pick-up

### **Preschool at Hurricane Deck Elementary 573-374-5369**

Morning Session 7:50 a.m. to 10:50 a.m.:

7:35 a.m. parent drop-off

Breakfast 7:50 to 8:15 a.m.

10:50 a.m. parent pick-up

Afternoon Session 12:00 p.m. to 3 p.m.:  
11:45 parent drop-off  
Lunch 12:00 p.m. to 12:25 p.m.  
3:00 parent pick-up

**Preschool at Osage Beach Elementary 573-348-2461**

Morning Session 8:00 a.m. to 11:00 a.m.:  
7:45 a.m. parent drop-off  
Breakfast 8:00 to 8:25 a.m.  
11:00 a.m. parent pick-up  
Afternoon Session 12:00 p.m. to 3 p.m.:  
11:45 parent drop-off  
Lunch 12:00 p.m. to 12:25 p.m.  
3:00 parent pick-up

**Student Placement**

***Building Placement for Students***

All elementary children must go to the school that is located in the area in which they live. Change in this procedure must be made through the Superintendent's Office. Such a placement will be accepted by the Principal only when notified by the Superintendent that a special assignment has been made.

***Classroom Placement for Students***

Room placement is made by the principal in collaboration with teachers, guidance counselors, and special education staff. Some factors considered in placement are: social traits, work habits, pupil's ability and achievement, comments by guidance department and recommendations of teachers.

After careful consideration of the information on each child, placement is made with a teacher where the child will have the best opportunity for learning. It is impossible for us to make placement strictly by parental request. Anytime a parent feels a room assignment needs to be changed, the following procedure must be used:

1. A letter signed by the parent stating the reasons for change must be presented to the principal.
2. A conference will be held with the principal and parents.

**Technology**

***Usage Agreement***

No student will be given access to the district's technology resources until the district receives a signature from the parent/guardian indicating they have read and understand all policies set forth in the Student/Parent Handbook.

**Privacy**

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources, including e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with e-mail access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by district administrators or their designees at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with district policies and rules and investigating potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets.

### **Violations of Technology Usage Policies and Procedures**

Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. The district will cooperate with law enforcement in investigating any unlawful use of the district's technology resources.

### **Damages**

All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

### **General Rules and Responsibilities**

The following rules and responsibilities will apply to all users of the district's technology resources:

1. Applying for a user ID under false pretenses or using another person's ID or password is prohibited.
2. Sharing user IDs or passwords with others is prohibited, and users will be responsible for using the ID or password. A user will not be responsible for theft of passwords and IDs, but may be responsible if the theft was the result of user negligence.
3. Deleting, examining, copying or modifying files or data belonging to other users without their prior consent is prohibited.
4. Mass consumption of technology resources that inhibits use by others is prohibited.
5. Use of district technology for soliciting, advertising, fundraising, commercial purposes or financial gain is prohibited, unless authorized by the district.
6. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.

7. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
8. The district prohibits the use of district technology resources to access, view or disseminate information that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors.
9. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
10. The district prohibits the use of district technology resources to access, view or disseminate information that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful district policies and procedures.
11. The district prohibits any use that violates any person's rights under applicable laws, and specifically prohibits any use that has the purpose or effect of discriminating or harassing any person on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy or use of leave protected by the Family and Medical Leave Act.
12. The district prohibits any unauthorized intentional or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction. The district will hold users responsible for such damage and will seek both criminal and civil remedies, as necessary.
13. Users may only install and use properly licensed software, audio or video media purchased by the district or approved for use by the district and users must have written permission from the superintendent or designee for such installation and use. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
14. At no time will district technology or software be removed from the district premises, unless authorized by the district.
15. Users will use the district's property as it was intended. Technology resources will not be moved or relocated without permission from the superintendent or designee. All users will be held accountable for any damage they cause to district technology resources.

### **Technology Security and Unauthorized Access**

1. All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator.
2. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
3. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
4. The unauthorized copying of system files is prohibited.

5. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
6. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
7. The introduction of computer viruses, hacking tools or other disruptive or destructive programs into a district computer, network or any external networks is prohibited.

**Waiver**

Any user who believes he or she has a legitimate educational purpose for using the district’s technology in a manner that may violate any of the district’s policies or procedures may request a waiver from the building principal, superintendent or their designees. In making the decision to grant a waiver to a student, the administrator shall consider the purpose, age, maturity and level of supervision involved.

**No Warranty/No Endorsement**

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district’s technology resources area is available on an “as is, as available” basis.

The district is not responsible for loss of data, delays, nondeliveries, misdeliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district’s technology resources

**Transportation**

***Bus Safety Regulations***

**Grades K-6**

**KEEP YOUR BUS RIDING PRIVILEGES**

**COOPERATE, FOLLOW INSTRUCTIONS OF DRIVER OR MONITOR.**

**FOLLOW THESE SAFETY RULES:**

1. Use classroom voices, classroom language, and classroom conduct.
2. Use of food or drink is prohibited
3. Pets, glass, flammable or other dangerous items are prohibited
4. Stay seated keeping hands, body, and objects to yourself and inside the bus. No fighting!
5. Place all debris or all litter in trash receptacle when exiting the bus. Keep our school buses clean.
6. Do not operate or handle bus equipment or cause destruction of the bus.
7. Tobacco, alcohol, or illegal substances are prohibited.

**Note:** The bus driver or Principal is authorized to assign seats.

Adopted: May 13, 1996

Camdenton R-III School District, Camdenton, MO

The rules of conduct and consequences listed have been established to maintain safe passage of students riding buses to and from school. These rules apply while students are on the bus and at or near bus stops. Certain discipline problems may occur on a bus which is serious enough to cause the principal(s) to disregard a step-by-step approach and take more significant action to resolve the problems. The sequences may be changed and other rules may be established as determined necessary by school administrators to ensure proper safety standards. **Referral to law enforcement will be used at the discretion of the administrators.**



## Infractions & Consequences

### Inappropriate conduct

Standing while bus is moving, throwing items (in or out of bus), yelling, littering in the bus, use of food or drink, not sitting in assigned seat, shoving or pushing, not following directives of bus driver, etc.

1<sup>st</sup> offense – Conference with principal and parent notified, or loss of privileges

2<sup>nd</sup> offense – Saturday school or loss of privileges

3<sup>rd</sup> offense – 1 to 5 days bus suspension, or loss of privileges

**Dangerous Items:** Matches, fireworks, lighters, flammable items, etc.

### Fighting

**Creating a Hazardous or Dangerous Situation** (include operating or handling of bus equipment, i.e. opening back door while the bus is in motion or jumping over/going under front crossing control arm)

**Damaging or Vandalizing the Bus** (restitution required)

**Use of Obscene or Vulgar Language and/or Gestures** (student to student)

**Disrespect or Verbal Abuse of Driver/Monitor** (includes use of vulgar or obscene language or gestures)

### Harassment/Sexual Harassment

1<sup>st</sup> offense – Saturday School, loss of privileges or 3-10 days bus suspension

2<sup>nd</sup> offense – 3-15 days bus suspension

3<sup>rd</sup> offense – 10-20 days bus suspension

4<sup>th</sup> offense - 15-30 days bus suspension

### Physical Abuse of Bus Driver/Monitor

Immediate 1 day Out of School Suspension and referral to Superintendent for expulsion

### Assault

### Use or Possession of Tobacco Products

### Use or Possession or Under the Influence of Alcohol

### Use, Possession, or Under the Influence of Mood Altering or Illegal Substance

### Use or Possession of Weapons

### Use or Possession of Firearms

Buildings/District policy applies

Adopted: May 13, 1996 - Camdenton R-III School District, Camdenton, MO

## **Elementary Transportation Policy**

In order to enhance the safety and security of the elementary students who ride a Camdenton school bus, student riders in grades Kindergarten through sixth grade will not be allowed to ride a bus other than their assigned bus.

A student rider is assigned to a bus for pick-up and delivery at home or a baby-sitter, whichever is the normal designated bus stop. All students must be on time and outside at their assigned bus stops.

Parents are responsible for picking up the child(ren) at school or at the normal designated bus stop. Kindergarten students will not be released without a parent, guardian, or sibling of middle school age or older present at the bus stop.

Bus changes may be made if a notice is given in writing and must be given to the school office, NOT the bus driver! Phone calls or requests for transportation changes will not be made after 2:00 pm.

The parent or guardian must write a note indicating the first and last name of the student, date, bus number change, day telephone number for verification purposes, and have a parent/guardian signature. The student will notify their teacher of the note, and will bring the note to the office. The office personnel will write a bus pass. A copy will be given to

the student and one copy will stay in the office. The student must present the copy to the bus driver in order to be allowed to ride a different bus.

A student can only have 1 student guest on the bus. This guest student must have a note in order for the office to issue a bus pass.

### ***Bus Emergency Snow Routes***

To ensure the safety of your child or children in transporting them to and from school during inclement weather, the following is offered to help you understand the definition of an emergency snow route should this circumstance occur.

Emergency snow routes are run by some school buses when the majority of main roads have been plowed, but the secondary or side roads have not been plowed, or there is reasonable doubt of unsafe conditions.

In the event that emergency snow routes are to be in effect it will be broadcast over the local radio stations and go out on the School Reach call system, prior to the opening of school that morning, and snow routes will be run by the buses on both a.m. and p.m. routes that day. This eliminates confusion for parents on the location of where the children will be dropped off due to varying conditions during the day. **With this in mind and to ensure the safety of all bus riders, it will be necessary for the parent/guardian or approved adult on file to pick the student(s) up from the designated emergency snow route stop.**

Due to the different types of roads in our district, and the routing of certain school buses, not all bus routes have an emergency snow route. Your student's driver will pass out route information as it pertains to your route. This is typically done the first week of November each year.

**If school is cancelled mid-day, due to inclement weather, the emergency snow routes would be in effect automatically for early release routes.**

Even when an emergency snow route is not called, there are sometimes existing conditions that will cause some roads to be unsafe for the operation of school buses where we might not be able to get to all drop-off locations. If you have a doubt about the safety of your road, please contact the driver.

For more information or any emergency situations concerning the transporting of your child, please contact the Transportation Department at 346-9292.

### **Volunteer Program**

#### **Volunteers in Public Schools (VIPS)**

Anyone who enjoys helping students achieve great things can volunteer with the district. A volunteer is defined as a non-salaried individual who offers services contributing to the education of Camdenton R-III students. Volunteers and staff work as a team to provide support based on the unique experiences and skills of the volunteer. These services complement and enrich the ongoing school program.

With over 4,000 students in 8 schools, there are many ways you can help:

- On-going – This volunteer is helping on a regular, scheduled basis and may continue providing service over many months or years.
- Short-term – This volunteer may assist with a special event or project and/or may be on-call. Service hours and length of service will vary.

#### **Procedure:**

- An information meeting is set with the Volunteer Coordinator
- You will be asked to complete a Volunteer Registration Form. This information is for program use only and will not be given to any other organization, group, or person.

- Volunteer placement is then coordinated to suit your schedule.
- Always report to the school office before beginning your day. Volunteers sign in and out in the Volunteer Sign-In Box. Volunteers wear your badges when in the building.

**As a Volunteer You Should Have:**

- A professional commitment to your volunteer activity
- Regular attendance
- Good health
- A cooperative attitude
- A commitment to confidentiality

The VIPS Coordinator is Joi Dickemann  
To volunteer please contact Joi at 573-346-9243  
Or [jdickemann@camdentonschools.org](mailto:jdickemann@camdentonschools.org)

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