



***Camdenton Middle School  
Parent/Student Handbook  
2016-2017***

**CAMDENTON MIDDLE SCHOOL**  
**PO Box 1409**  
**Camdenton, Missouri 65020**  
**[www.camdentonschools.org](http://www.camdentonschools.org)**

**Accredited by DESE in Performance**  
**Fully Accredited by AdvancED**

**WELCOME  
TO  
CAMDENTON MIDDLE SCHOOL**

We welcome you to a new school year at CMS. As you embark on this journey, we hope that you will let us help you grow and learn. Whether you are returning to CMS or this is your first year in the middle school, know that we are here to help in every way that we can. Below are some basic names and numbers of people who can and will help you as the school year begins and progresses. Once again, welcome to CMS and as always...

**IT'S A GREAT DAY TO BE A LAKER!!!**

**Building Administration**

|                                    |                    |
|------------------------------------|--------------------|
| Principal's Office Phone:          | 573-346-9257       |
| Principal's Office Fax:            | 573-317-9288       |
| Principal:                         | Matthew Stacey     |
| Principal's Secretary:             | Jenelle Horton     |
| Attendance Secretary:              | Rachel Christensen |
| Assistant Principal Phone:         | 573-317-3458       |
| Assistant Principal Fax:           | 573-317-3457       |
| Assistant Principal:               | William Kurtz      |
| Secretary for Assistant Principal: | Thalia Porter      |

**Guidance**

|                                |                  |
|--------------------------------|------------------|
| Guidance Office Phone:         | 573-346-9256     |
| Guidance Office Fax:           | 573-346-9249     |
| Counselor:                     | Stephanie Meyer  |
| Counselor:                     | Elizabeth Grover |
| Guidance Department Secretary: | Karen Grogan     |

**\*Many of the topics covered in this handbook are excerpts of board policies. These policies can be viewed in their entirety by going to the board policies tab on the school website, [www.camdentonschools.org](http://www.camdentonschools.org), or by visiting the Office of the Superintendent.**

**Teacher Work Day**  
No Students

**Professional Development**  
No Students

**Early Release/Collaboration**  
2:00 p.m.

**Early Dismissal**  
12:30 p.m.

**Holiday/NO SCHOOL**

| August 2016 |    |    |    |    |
|-------------|----|----|----|----|
| M           | Tu | W  | Th | F  |
| 1           | 2  | 3  | 4  | 5  |
| 8           | 9  | 10 | 11 | 12 |
| 15          | 16 | 17 | 18 | 19 |
| 22          | 23 | 24 | 25 | 26 |
| 29          | 30 | 31 |    |    |

| September 2016 |    |    |    |    |
|----------------|----|----|----|----|
| M              | Tu | W  | Th | F  |
|                |    |    | 1  | 2  |
| 5              | 6  | 7  | 8  | 9  |
| 12             | 13 | 14 | 15 | 16 |
| 19             | 20 | 21 | 22 | 23 |
| 26             | 27 | 28 | 29 | 30 |

| October 2016 |    |    |    |    |
|--------------|----|----|----|----|
| M            | Tu | W  | Th | F  |
| 3            | 4  | 5  | 6  | 7  |
| 10           | 11 | 12 | 13 | 14 |
| 17           | 18 | 19 | 20 | 21 |
| 24           | 25 | 26 | 27 | 28 |
| 31           |    |    |    |    |

| November 2016 |    |    |    |    |
|---------------|----|----|----|----|
| M             | Tu | W  | Th | F  |
|               | 1  | 2  | 3  | 4  |
| 7             | 8  | 9  | 10 | 11 |
| 14            | 15 | 16 | 17 | 18 |
| 21            | 22 | 23 | 24 | 25 |
| 28            | 29 | 30 |    |    |

| December 2016 |    |    |    |    |
|---------------|----|----|----|----|
| M             | Tu | W  | Th | F  |
|               |    |    | 1  | 2  |
| 5             | 6  | 7  | 8  | 9  |
| 12            | 13 | 14 | 15 | 16 |
| 19            | 20 | 21 | 22 | 23 |
| 26            | 27 | 28 | 29 | 30 |

## Schedule

|                         |  |
|-------------------------|--|
| Aug. 4, 5, 15           | New Teacher Orientation  |
| Aug. 16, 17, 18, 19, 22 | Teacher Work Days  |
| Aug. 17                 | Middle School Meet/Teacher Night   |
| Aug. 18                 | All Elem. Meet the Teacher Night<br>Osage Beach, Hurricane Deck, Dogwood,<br>& Hawthorn Elementaries |
| Aug. 18                 | Oak Ridge Intermediate, High School &<br>Horizons Meet/Teacher Night                                 |
| Aug. 23                 | SCHOOL BEGINS  |
| Sept. 2                 | Professional Development Day   |
| Sept. 5                 | Labor Day – No School  |
| Oct. __                 | Homecoming   |
| Oct. 20                 | Last Day of 1 <sup>st</sup> Quarter (41 days)  |
| Oct. 21                 | Teacher Work Day   |
| Nov. 23 through 25      | Thanksgiving Vacation  |
| Dec. 21                 | Christmas Vacation Begins at 12:30 p.m.  |
| Dec. 22 through Jan. 2  | Last Day of 2 <sup>nd</sup> Quarter (40 days)<br>Christmas Vacation                                  |
| Jan. 2                  | PD Day/Teacher Work Day  |
| Jan. 3                  | School Resumes   |
| Jan. 16                 | Martin Luther King, Jr. Day – No School  |
| Feb. 20                 | Presidents' Day – No School  |
| Mar. 9                  | Last Day of 3 <sup>rd</sup> Quarter (46 days)  |
| Mar. 10                 | Teacher Work Day   |
| Apr. 13 through 17      | Spring Break   |
| May 18                  | Graduation   |
| May 19                  | School Term Ends, 12:30 p.m.   |
| May 22                  | Last Day of 4 <sup>th</sup> Quarter (47 days)<br>Teacher Work Day                                    |
| May 29                  | Memorial Day   |

174 Student School Days  
185 Teacher Contract Days

## Make-Up Schedule for Missed School Days

|                     |         |                     |         |
|---------------------|---------|---------------------|---------|
| 1 <sup>st</sup> Day | Jan. 16 | 5 <sup>th</sup> Day | May 24  |
| 2 <sup>nd</sup> Day | Feb. 20 | 6 <sup>th</sup> Day | May 25  |
| 3 <sup>rd</sup> Day | May 22  | 7 <sup>th</sup> Day | May 26  |
| 4 <sup>th</sup> Day | May 23  | 8 <sup>th</sup> Day | Apr. 13 |

Summer School Begins June \_\_, 2017

| January 2017 |    |    |    |    |
|--------------|----|----|----|----|
| M            | Tu | W  | Th | F  |
| 2            | 3  | 4  | 5  | 6  |
| 9            | 10 | 11 | 12 | 13 |
| 16           | 17 | 18 | 19 | 20 |
| 23           | 24 | 25 | 26 | 27 |
| 30           | 31 |    |    |    |

| February 2017 |    |    |    |    |
|---------------|----|----|----|----|
| M             | Tu | W  | Th | F  |
|               |    | 1  | 2  | 3  |
| 6             | 7  | 8  | 9  | 10 |
| 13            | 14 | 15 | 16 | 17 |
| 20            | 21 | 22 | 23 | 24 |
| 27            | 28 |    |    |    |

| March 2017 |    |    |    |    |
|------------|----|----|----|----|
| M          | Tu | W  | Th | F  |
|            |    | 1  | 2  | 3  |
| 6          | 7  | 8  | 9  | 10 |
| 13         | 14 | 15 | 16 | 17 |
| 20         | 21 | 22 | 23 | 24 |
| 27         | 28 | 29 | 30 | 31 |

| April 2017 |    |    |    |    |
|------------|----|----|----|----|
| M          | Tu | W  | Th | F  |
| 3          | 4  | 5  | 6  | 7  |
| 10         | 11 | 12 | 13 | 14 |
| 17         | 18 | 19 | 20 | 21 |
| 24         | 25 | 26 | 27 | 28 |

| May 2017 |    |    |    |    |
|----------|----|----|----|----|
| M        | Tu | W  | Th | F  |
| 1        | 2  | 3  | 4  | 5  |
| 8        | 9  | 10 | 11 | 12 |
| 15       | 16 | 17 | 18 | 19 |
| 22       | 23 | 24 | 25 | 26 |
| 29       | 30 | 31 |    |    |

| June 2017 |    |   |    |   |
|-----------|----|---|----|---|
| M         | Tu | W | Th | F |
|           |    |   | 1  | 2 |

# CMS 2016-2017

## Class Schedules

### CMS Daily Schedule

Homeroom on Monday, ACI Tuesdays-Thursdays

|   |                    |
|---|--------------------|
| 1 <sup>st</sup> Hour                            | 8:14-8:59          |
| 2 <sup>nd</sup> Hour                            | 9:02-9:47          |
| 3 <sup>rd</sup> Hour                            | 9:50-10:35         |
| 4 <sup>th</sup> Hour                            | 10:38-11:23        |
| <b>7<sup>th</sup> Lunch/8<sup>th</sup> IWD</b>  | <b>11:26-11:48</b> |
| <b>8<sup>th</sup> Lunch/ 7<sup>th</sup> IWD</b> | <b>11:51-12:13</b> |
| 5 <sup>th</sup> Hour                            | 12:16-1:01         |
| 6 <sup>th</sup> Hour                            | 1:04-1:49          |
| 7 <sup>th</sup> Hour                            | 1:52-2:37          |
| 8 <sup>th</sup> Hour                            | 2:40-3:25          |

### CMS Friday Collaboration Schedule

|   |                    |
|---|--------------------|
| 1 <sup>st</sup> Hour Homeroom                   | 8:14-8:34          |
| 2 <sup>nd</sup> Hour                            | 8:37-9:17          |
| 3 <sup>rd</sup> Hour                            | 9:20-10:00         |
| 4 <sup>th</sup> Hour                            | 10:03-10:43        |
| 5 <sup>th</sup> Hour                            | 10:46-11:26        |
| <b>8<sup>th</sup> Lunch/ 7<sup>th</sup> IWD</b> | <b>11:29-11:51</b> |
| <b>7<sup>th</sup> Lunch/8<sup>th</sup> IWD</b>  | <b>11:54-12:16</b> |
| 6 <sup>th</sup> Hour                            | 12:19-12:59        |
| 7 <sup>th</sup> Hour                            | 1:02-1:42          |
| 8 <sup>th</sup> Hour                            | 1:45-2:24          |

### CMS Assembly Schedule

|   |                    |
|---|--------------------|
| 1 <sup>st</sup> Hour Homeroom                   | 8:14-8:34          |
| 2 <sup>nd</sup> Hour                            | 8:37-9:17          |
| 3 <sup>rd</sup> Hour                            | 9:20-10:00         |
| 4 <sup>th</sup> Hour                            | 10:03-10:43        |
| 5 <sup>th</sup> Hour                            | 10:46-11:26        |
| <b>8<sup>th</sup> Lunch/ 7<sup>th</sup> IWD</b> | <b>11:29-11:51</b> |
| <b>7<sup>th</sup> Lunch/8<sup>th</sup> IWD</b>  | <b>11:54-12:16</b> |
| 6 <sup>th</sup> Hour                            | 12:19-12:59        |
| 7 <sup>th</sup> Hour                            | 1:02-1:42          |
| 8 <sup>th</sup> Hour                            | 1:45-2:24          |
| 1 <sup>st</sup> Hour                            | 2:27-3:25          |

Students are notified not to arrive until 7:30 or stay at school after 3:30, unless involved in a specific sport or activity. There will not be any school-provided supervision of your child before or after those times. Parents may not drop off their child before 7:30 or leave them after 3:30.

# ATTENDANCE

## STUDENT ABSENCES AND EXCUSES

Consistent school attendance is an absolute prerequisite for success at the Camdenton R-III School District. The district believes that through regular daily attendance, along with active and regular participation in learning, leads to improved student achievement. Regular school attendance also promotes a level of responsibility that will develop and prepare students for adulthood, for the workforce and to be contributing members of our community.

Regular school attendance and participation is a factor in determining student achievement. Students cannot learn if they are not present. Poor attendance may reinforce bad habits and ultimately limit a student's success in future education or employment.

Attendance and punctuality are extremely important career skills. Employers are interested in hiring persons with excellent work habits and attendance records. It is the goal of the district to emphasize the importance of these characteristics to our students in order to be career-ready.

While preparing our students for successful careers beyond high school, the district works to be in compliance with Missouri Compulsory Attendance laws, the guidelines of the Missouri Department of Elementary and Secondary Education (DESE), and guidance from the U.S. Department of Education. DESE annually evaluates school district accreditation and student success on the progress of the state goal that at least 90% of all district students attend school 90% of the time. Nationally, the U.S. Department of Education recommends that students that miss more than 10% of school are chronically truant. Missing 10% of school days equates to 17 days of school per year to stay within the 90% guideline.

The responsibility for appropriate attendance lies with the student and parent or guardian. Naturally, there are times when a student cannot or should not be present in the school setting. This may be due to illness or other reasons not within the control of the student.

As directed by the Board, the following procedures will be used to implement the district's attendance policy.

### **Definitions**

**Attendance** – A student is considered to be in attendance if the student is physically present in a class; participating in a district-sponsored or district-approved activity; participating in a class through alternative methods or media as allowed by Board policy; receiving homebound services; or receiving services at another location pursuant to law or by arrangement of the district.

**Parent** – A parent, guardian or person acting as a parent in the absence of the parent or guardian if the student is under 18. If the student is 18 or otherwise emancipated, the student will serve as the parent for purposes of this procedure.

**Tardy** – A student is tardy if the student arrives after the expected time class or school begins, as determined by the district. Tardiness will be counted as part of an absence and accrue on the student's attendance percentage.

**Truancy** – A student is truant if the student is absent from class or school without the knowledge and consent of the parents and the administration. A student is also considered truant if the student leaves school without the consent of the principal or accumulates excessive unjustifiable absences, even with parental consent. Truancy is a type of unverified absence.

**Unverified Absence** – An absence that has no official documentation or rationale for the student's absence. Absences will have a comment in the student information system stating the reason for absence from the parent or guardian.

**Verified Absence** – An absence that has been verified with official documentation for the absence provided by the parent or guardian. These absences will have a comment in the student information system explaining the reason for the absence, who presented the documentation, and what type of documentation was presented. This verification can also come from the school nurse.

**Educational Neglect** – Failure by the person responsible for the care, custody and control of a child to ensure the child attends school in accordance with law. Educational neglect is different from truancy (a status offense). Educational neglect occurs when a child is continuously absent from school through intent or neglect of the parent/guardian or caretaker. When a child is absent through his or her own intent, this is truancy and not reportable as child abuse or neglect.

### **Attendance Standards**

#### ***Daily Absence Reporting***

Parents and guardians are encouraged to call their student's school to report an absence by 9:00 a.m. each day of the student's absence. The district utilizes an automated phone call system that will call the phones of parents/guardians whose student's absence is unverified. Students whose parents/guardians have not contacted the school on the day of their absence will be

considered unverified.

Student attendance will be monitored by the building administrator, counselor or social worker. When the student's average daily attendance rate drops below 93%, parents/guardians may be notified.

### ***Verified Absences***

Certain absences will be considered verified with appropriate official documentation. Appropriate documentation must be provided as indicated and presented to the student's school the day the student returns. Verified absences include, but are not limited to:

1. Illness or injury of the student, with official documentation from the doctor's office or school nurse.
2. Medical counseling or dental appointments, with official documentation from the doctor's office.
3. Funeral, with a copy of the funeral notice or obituary.
4. Religious observances, with official program or document.
5. Court appearances, with official court documentation.
6. College visits with official documentation from the college visited. Students are permitted six college visits as a total between their junior and senior year.
7. Driver's test verification.
8. Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.
9. Change of placement or court appearance or court-ordered activity for students in foster care.
10. Family emergency.

### ***Unverified Absences***

All other absences without official documentation will be unverified. These absences will be considered unverified and used in the consideration of additional support services from the school social worker, the Children's Division, the Juvenile Justice Center or the Camden County Prosecuting Attorney.

### **Consequences for Violations**

The district uses average daily attendance percentages. All absences, late check-ins or early check-outs are figured into the average daily attendance percentages.

1. Any time a student is absent and a parent/guardian has not contacted the school, the principal or designee may attempt to contact the parent/guardian by phone.
2. When a student's average daily attendance percentage reaches 93%, the parent/guardian may be contacted by the principal or designee to notify the parent/guardian of the accumulated absences to date and to specify any particular concerns.
3. When a student's average daily attendance rate reaches 90%, the principal may send a letter to notify the parent/guardian of the accumulated absences to date and specify any particular concerns.

4. When a student's average daily attendance rate reaches 88%, the principal may schedule a conference with the parents/guardians. The purpose of the 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 to improve student attendance.
5. When a student's average daily attendance rate reaches 85%, the district will determine whether there is a reason to suspect educational neglect or whether the parent/guardian is violating the compulsory attendance laws. If so, the district will contact the Children's Division of the Department of Social Services or the Juvenile Justice Center.
6. When a student's average daily attendance rate reaches 80%, the district may make contact with the Children's Division of the Department of Social Services for educational neglect, or may contact the Juvenile Justice Center and the Camden County Prosecuting Attorney for suspicion of violating the Missouri Compulsory Attendance laws.

When determining what action to take in response to a declining daily average attendance, the district will factor the amount of verified and unverified absences into the decision. Students with greater amounts of unverified absences than verified absences will be considered at greater risk of educational neglect.

Students will be expected to make up all assignments from missed classes, including, but not limited to, exams, assignments, papers, projects, quizzes, etc., regardless of whether an absence is verified or unverified. 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.

### **Attendance Expectations**

The district has identified student attendance as a major focus area for preparing students to be college-and career-ready. Students' attendance will be reviewed every three weeks, and students meeting an attendance rate of 90% or higher will be eligible for recognition. Falling below a 90% average daily attendance rate will cause students to lose the privilege to park in the high school parking lot and attend activities and events for the next three-week attendance period. These events include, but are not limited to, athletic events, dances and prom. Additionally, a student must be in attendance a minimum of four class periods to be considered eligible to participate in an activity on that date unless it is a prearranged absence due to a family emergency.

High school students will be permitted a maximum of eight absences per class per semester. High school students will not earn credit for a class if the student is considered absent nine or more times per semester.

College visits, medical appointments, illnesses and out-of-school suspension days are counted as absences and accrue toward the eight day absence limit.

### **Attendance Appeal Process**

The Attendance Committee shall meet to consider appeals regarding exceptions to the excessive absence policy and the loss of credit pursuant to such policy. The committee shall include, but is not limited to, a principal/dean, A+/Academy coordinator, counselor, and two teachers. Other persons may be designated to serve as deemed appropriate.

Pursuant to the district attendance policy and procedure, students who have accrued nine absences attributable to illness, a chronic condition, emergencies or special circumstances (fire, tornado, car accident, etc.) may appeal to the Attendance Committee for the purpose of requesting to present their information. An appeal must be filed no later than ten days after the semester ends.

The Attendance Committee will consider all the facts under the circumstance of each case in deciding whether to grant or deny credit due to school attendance. Relevant factors may include, but are not limited to:

1. The reason(s) for the accrued absences.
2. The extent to which the reasons for each absence were documented at the time of the absence or at the time of appeal.

3. The distribution of absences during the semester.
4. The duration of each period of absence.
5. The pattern of attendance prior to the current semester in question.
6. Consideration of whether all class work has been satisfactorily completed and to the extent to which class objectives have been met.

The appeal must be made on the appeal form provided to the parent that includes the following information:

1. Date of appeal.
2. The complete explanation of the reason(s) why the appeal should be granted.
3. Any appropriate documentation.
4. Signature of the parent or legal guardian.

Within one week of the Attendance Committee's final decision, the student and parents/guardians will be notified of the decision.

### **Notice and Due Process**

A summary of the Board-adopted attendance policy and related procedures will be published in student and other handbooks and posted on the district's website. In addition, students and their parents will be notified prior to the imposition of any consequence and given the opportunity to appeal the imposition of the consequence to the superintendent. On appeal, the student and his or her parents may present evidence that the student has missed fewer days than the district's records show or that an absence recorded as unverified should have been recorded as verified. An appeal will not be taken based on whether the reason for the absence justifies an exception to this rule.

### **Intervention and Engagement Strategies**

The district will utilize the following intervention and engagement strategies as part of the district's overall approach to improve student attendance and achievement. The superintendent or designee will:

1. Conduct community-wide public relations efforts that stress the importance of regular school attendance.
2. Collaborate with community groups and other organizations that engage youth in activities to create a consistent message about the importance of education.

Building-level administrators and staff will:

1. Distribute monthly attendance percentages so students and staff can monitor attendance levels. Individual student attendance information will not be publicly available.
2. Assign truant students to academic support, detention, Saturday school, alternative suspension program or in-school suspension rather than out-of-school suspension.
3. Assign students who are frequently absent to a staff mentor or participation in a group advisory program.

### **Evaluation**

Principals, with the assistance of building staff, will conduct annual evaluations of all strategies used to improve student attendance. The evaluations will include:

1. A summary of which strategies are being implemented.
2. The number of participants.



3. Records of targeted interventions for particular students.
4. Changes in overall attendance rates.
5. Changes in attendance rates and academic achievement of students participating in the various strategies.
6. Changes in attendance rates and academic achievement of individual students receiving targeted intervention.
7. Any other data that can be used to assess the effectiveness of strategies and interventions.

Strategies found to be ineffective will be modified or replaced. The principal will provide evaluation information to the superintendent.

\* \* \* \* \*

*Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.*

## **Student Sign In/Out Procedures**

Students at CMS are not permitted to sign themselves in or out. If arriving late, a parent must accompany the student to the office and sign them in. A student may not leave the school grounds by themselves any time during the school day. 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, guardians or designee will be required to show I.D.** 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. Students are not allowed to use personal communication devices to contact parents in order to be picked up from school early, unless approved by the building administration. This can and will result in a violation of the school cell phone policy listed in this handbook.

## **Emergency School Dismissal**

In our efforts to improve communications between parents and school, the Camdenton 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 School Reach, 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.

## **Statewide Assessments**

The District will implement the components of the Missouri Assessment Program (MAP) and End-Of-Course Exams (EOC) in order to monitor the progress of all students, as set forth by the Missouri State Board of Education. 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.

## **Emergency Safety Procedures**

Emergency safety plans have been developed for fire, tornado, earthquake, and Intruder 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.

## **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. Drug –sniffing dogs may be used for such inspection and search both in the building and anywhere on campus. Students are not to change lockers without approval of the guidance office. The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances. Other searches of lockers, computers, and other district equipment may be conducted without notice. Additional searches of bags, purses, coats, electronic devices, and other personal possessions will be conducted in accordance with law.

## **Cafeteria**

### **Cafeteria Procedures:**

Camdenton Middle School uses a computerized cashiering system. This is a debit system, therefore, money is deposited on a student's account and meals are charged off as purchased. All students are encouraged to use this accounting system rather than paying cash. By having an account, the lines move quickly and students will have a record of their account balance and transactions.

### **District Charge Policy:**

A middle school student is allowed to charge up to \$5.00. Students are allowed to carry a negative balance for charged meals only. No A-la-carte items can be charged. After the \$5.00 charge limit is reached, the student will receive an alternative lunch such as a sandwich and milk until charges are paid. The first alternative lunch will be free of charge. Any additional alternative meals served will be charged against the student's account \$.40 each. There is no alternative meal for breakfast.

## **STUDENT DISCIPLINE**

### **Student Code of Conduct**

The Student Code of Conduct is designed to foster student responsibility, respect for others and to ensure the orderly cooperation of the district schools. In determining the consequence or punishment for acts violating the standard of conduct, the responsible school official will examine the facts and circumstances surrounding the case. No code can be expected to list each and every offense that may result in the use of disciplinary action; however, it is the purpose of the code to list certain offenses which, if committed by a student, will result in the imposition of a specific penalty. Out-of-school suspensions are unexcused absences. Board administrators may establish further rules and regulations and, if needed, deviate from the handbook for the maintenance of proper school discipline. 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. 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. In arriving at the consequences or discipline to be imposed, consideration shall be given to:

- The maturity level of the student
- Attitude of the student
- Any extenuating circumstances including satisfactory completion of intervention/behavior plans.
- The seriousness of the act
- Prior incidents of misconduct
- Intent of the student
- Degree of involvement of the student
- Appropriateness of the punishment

Although not indicated in the individual consequences, a disciplinary report will be sent home with the student any time a student is involved in a discipline problem, unless it is a minor infraction. Also, a parent conference may be required at anytime to discuss a particular problem. **On the day of the disciplinary action, a student is not allowed to attend or participate in extracurricular activities or any other district-sponsored after-school activities; for example, dances, BACK-UP, etc. Student athletes who have completely served their consequences will be eligible for after-school activities but will be subject to team rules regarding conduct.** Students involved in misconduct may lose the privilege of participation or may be denied extracurricular activities. Listed below are disciplinary actions or consequences that may occur:

- Conference and parent notification
- Referral to the counselor's office
- Lunch Detention/Morning Detention
- Detention
- Saturday School
- Suspension of bus privileges
- In-school suspension
- Conflict resolution training
- Development of a behavior plan
- Out-of-school suspension
- Expulsion
- Restitution/Payment of replacement cost

#### **Reporting to Law Enforcement**

It is the policy of the Camdenton R-III School District to report all crimes occurring on district property to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF. A school administrator 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.

#### **Conflict Resolution**

Camdenton Middle School will utilize the Guidance department, School Resource Officers, and any other relevant entity, pursuant to board policy, to maximize the achievement of students and minimize destructive or distractive behaviors. Consequently, CMS has introduced Conflict Resolution training in situations of inappropriate interactions including bullying, fighting, and assault. School administrators or their designees may participate in conflict mediation with multiple students and/or teach specific conflict resolution strategies to students. Satisfactory completion of this training, determined solely by the building principal or designee, may be a significant factor in determining the final punitive consequences levied on the student. For example, out of school suspension requirements may be reduced based on the satisfactory completion of this program. Satisfactory completion will be determined by the active participation of the student, development of a behavior plan/agreement, ability of student to honestly discuss the discipline-related situation, and other situation-specific factors as determined by the principal or designee.

#### **Conditions of Suspension, Expulsion and Other Disciplinary Consequences**

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

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

## **Prohibited Conduct**

The following is a list of examples of types of misconduct that shall result in disciplinary action. 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. The attempt to commit an offense is punishable to the same degree as the listed offense.

### **VIOLATIONS AGAINST PERSONS**

#### **Assault (201)**

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.

***First Offense:*** Detention, 1-20 days ISS, conflict resolution training, 1 to 180 days out-of-school suspension, parent conference to re-enter school, or expulsion.

***Second Offense:*** Up to 180 days out-of-school suspension and parent conference to re-enter school, or expulsion.

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. (203).

**First Offense:** 10-180 days out of school suspension

**Second Offense:** Expulsion

3. Assault to a Staff Member (3).

**First Offense:** 10 days out-of-school suspension immediately and referral to the superintendent for expulsion.

4. Assault with a Weapon (see Board policy JFCJ).

**First Offense:** Expulsion.

### **Bullying and Cyber Bullying (see Board policy JFCF)**

Bullying is defined as the 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.

**First Offense:** Principal conference, detention, completion of bullying training, in-school suspension, or 1-180 days out-of school suspension.

**Subsequent Offense:** In-school suspension, Saturday school, 1-180 days out-of-school suspension or expulsion.

### **Dangerous Items**

Dangerous items are defined by the possession of any item that could harm a student in any way, including chains of any type (including those used to attach to billfold), mace and mace-like products, and handcuffs.

**First Offense:** Saturday School, in-school suspension, or out-of-school suspension.

**Second Offense:** 1-180 days out-of-school suspension or expulsion.

### **Fighting (see also "Assault")**

Is defined as mutual combat in which both parties have contributed to the conflict either verbally or by physical action. Consequences may be applied to any person contributing to the altercation either by viewing or with verbal exchanges.

**First Offense:** Detention, Saturday School, in-school suspension, conflict resolution training, or out-of-school suspension.

**Second Offense:** 3-20 days in-school suspension and/or out-of-school suspension.

**Third Offense:** 10-40 days in-school suspension and/or out-of-school suspension.

### **Gang-Related Behavior**

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

### **Harassment, including Sexual Harassment (see Board policy AC)**

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language 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.

**First Offense:** Principal/Student conference, detention, 2-10 days in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Subsequent Offense:** 5-10 days in-school suspension, 1-180 days out-of-school suspension or expulsion.

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

**First Offense:** 1-10 days in-school suspension, 1-180 days out-of-school suspension or expulsion.

**Subsequent Offense:** 1-180 days out-of-school suspension or expulsion.

#### **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.

**First Offense:** Saturday School, in-school suspension or out-of-school suspension.

**Second Offense:** 1-180 days out-of-school suspension or expulsion.

**Third Offense:** Expulsion.

#### **Threats of Serious Injury or Death or Verbal Assault (see Board policy JGG)**

A serious threat, either written, pictorial or verbal, for this policy 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.

**First Offense:** Principal/Parent/Student conference, behavior plan, 2-10 days in-school suspension, and/or 1-180 days out-of-school suspension. There will be a conference with legal authorities to re-enter school.

**Second Offense:** Principal/Parent/Student conference; 5-20 days of in-school suspension and/or 1-180 days of out-of-school suspension or expulsion. Ongoing counseling may be required at the parent's expense. The student must take a safety assessment given by middle school counselors. There will be a conference with legal authorities to re-enter school.

#### **Weapons/Firearms (see Board policy JFCJ)**

Students are forbidden to bring onto district property any item considered to be a weapon as defined in law or Board policy, including any firearm as defined in 18 U.S.C. § 921, any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2). Examples include a blackjack, clubs, firearms, concealable firearms, explosive weapon, firearm silencer, gas gun, knife, machine gun, projectile weapon, chains, metal knuckles, pistol, 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 other type or form of ammunition. This includes any destructive device.

**First Offense:** One (1) calendar year out-of-school suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

**Second Offense:** Expulsion.

## **VIOLATIONS AGAINST PROPERTY**

### **Arson**

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

**First Offense:** Detention. 1-180 days out-of-school suspension or expulsion. Restitution will be required, if appropriate.

**Second Offense:** Expulsion. Restitution will be required, if appropriate.

### **Extortion**

Extortion is defined as threatening/intimidating any person for the purpose of obtaining money or anything of value.

**First Offense:** Detention, Saturday School, in-school suspension, out-of-school suspension and possibly restitution.

**Second Offense:** Out-of-school suspension and referral to law enforcement, expulsion and possibly restitution.

### **False Alarms**

**(see also "Threats of Serious Injury or Death or Verbal Assault")**

Making any false alarms, such as bomb threats, setting off fire alarms, tampering with emergency equipment or making unauthorized 911 calls; communicating a threat or false report for the purpose of frightening, or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property. A person commits the crime of making a false bomb report if he/she knowingly makes a false report or causes a false report to be made to any person that a bomb or other explosive has been placed in any public or private place or vehicle.

**First Offense:** Restitution. Principal/Student conferences, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Second Offense:** Restitution. In-school suspension, 1-180 days out-of school suspension, or expulsion.

### **Fireworks**

Students are forbidden to bring, possess or use fireworks of any type on district grounds or property. Examples include firecrackers, smoke bombs, etc.

**First Offense:** In-school suspension, out-of-school suspension.

**Second Offense:** 1-180 days out-of-school suspension or expulsion.

### **Gambling**

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

**First Offense:** Principal/Student conference, loss of privileges, detention, or in-school suspension.

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

### **Incendiary Devices**

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.

**First Offense:** Confiscation. Warning, principal/student conference, detention, or in-school suspension.

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

### **Technology Misconduct**

#### **(see Board policy EHB , EHBA, 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 to evade or disable a filtering/blocking device.

**First Offense:** Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.

**Subsequent Offense:** Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

2. It should be understood that the use of student owned electronic communication devices at school is a privilege and not a right. If it becomes clear to the administration that the good faith, in which this privilege was extended, has been violated by misuse, then the result may be the loss of this privilege, individually or as a student body. Incidents which would constitute such misuse are the following:

- Disruption to the educational process or normal school activity.
- Any situation violating school rules or policy.

This policy may be reviewed or revoked at any time during the school year due to these types of misuse

#### **Camdenton R-III Schools are not responsible or liable for damage, loss, or theft of personal electronic communication devices.**

Definition of electronic communication devices: Any cell phones, multi-media equipped devices (examples iPad, iPod, tablet, laptop, MP3 player, pagers, etc.).

Students may use personal electronic communication devices during non-instructional times only, unless the use is part of the instructional program, required by a district sponsored class or activity, or otherwise permitted by the building principal. Use of personal electronic communication devices during non-instructional times is restricted as follows:

1. Electronic communication devices must not be heard or seen in hallways during passing time.
2. Use of electronic communication devices will be allowed before school and lunch.
3. Students may use cell phones to TEXT ONLY!!
4. Headphones/ear buds must be used when listening to music.

**First Offense** -If any areas of this policy are violated, the electronic communication device will be taken away from the student and **the parent/guardian will have to pick it up.**

**Second Offense** – The parent/guardian must pick up the electronic communication device, and after school detention.

**Third Offense** – The parent/guardian must pick up the electronic communication device, and 2 days ISS or Saturday School.



***Subsequent Offense*** – The parent/guardian pick up the electronic communication device, and 4 days ISS or 2 Saturday Schools, and possible loss of network privileges.

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.

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

***Subsequent Offense:*** Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

4. Using video or audio recording equipment on district property or at district activities except: if required by a district-sponsored class or activity; at performances or activities to which the general public is invited such as athletic competitions, concerts and plays; at open meetings of the Board of Education or committees appointed by or at the direction of the Board; or as otherwise permitted by the principal.

***First Offense:*** Confiscation. Principal/Student conference, detention, or in-school suspension.

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

### **Theft**

Theft, attempted theft or knowing possession of stolen property.

***First Offense:*** Detention, Saturday School, in-school suspension, or out-of-school suspension. Restitution.

***Second Offense:*** Out-of-school suspension or expulsion. Restitution.

### **Unauthorized Entry**

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

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

***Subsequent Offense:*** 1-180 days out-of-school suspension or expulsion.

### **Vandalism (see Board policy ECA)**

Vandalism is defined as willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

Students are expected to take reasonable care of district property. Students shall pay for books, school supplies, school equipment or other district property lost or damaged beyond ordinary wear and tear. Payment shall be assessed by the principal of the school concerned, or a designated person, in accordance with the price of the book or other article lost or damaged.

Any student who carelessly or intentionally defaces or damages district property shall be required to pay for all damages and may be subject to additional disciplinary action. According to state law, parents or guardians of juveniles under the age of 18 are responsible for vandalism, loss or damage caused by their children. Proceedings against the unemancipated minor may be initiated for any balance not paid by the parent or guardian. In the default of payment, the case shall be reported to the proper legal authorities or filed in small claims court.

***First Offense:*** Detention, 2-10 days suspension from school technology for misuse of school equipment, Saturday School, in-school suspension, 1-180 days out-of-school suspension, or expulsion, restitution.

***Second Offense:*** In school suspension, 10-15 days suspension from school technology, 1-180 days out-of-school suspension or expulsion, restitution.

**Third Offense:** 1-180 days ISS, Expulsion, restitution.

## **VIOLATIONS AGAINST PUBLIC DECENCY AND GOOD ORDER**

### **Academic Dishonesty**

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

**First Offense:** No credit for the work, grade reduction, or replacement assignment and detention, in-school suspension or out of school suspension.

**Subsequent Offense:** No credit for the work, grade reduction, course failure, removal from extracurricular activities, in school suspension, and/or out of school suspension.

### **Dishonesty**

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

**First Offense:** Nullification of forged document. Warning from principal, detention, or in-school suspension.

**Subsequent Offense:** Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.

### **Defiance of Authority, Insubordination (34), Disrespectful or Disruptive Conduct or Speech (20)** **(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.

All of the adult employees of Camdenton Middle School have certain responsibilities to the school and, in order to carry out these responsibilities, they have certain authority to correct students when the need arises. If any student is corrected by any adult employee, whether the employee is faculty, clerical, custodial or bus driver, the student is expected to accept such correction.

**First Offense:** Detention, 1-10 days in-school suspension, or out-of-school suspension.

**Second Offense:** 2-10 days in-school suspension, or out-of-school suspension.

**Third Offense:** 5-10 days in-school suspension, 10-180 days out-of-school suspension or expulsion.

### **Obscene or Profane Language, Use of**

**First Offense:** Detention, Saturday School, 1-3 days in-school suspension or out-of-school suspension.

**Second Offense:** 3-5 days ISS, development of a behavior plan, and/or 3-5 days out-of-school suspension.

**Third Offense:** 10 to 180 days out-of-school suspension.

### **Public Display of Affection (PDA)**

The public display of affection, including, but not limited to, kissing and groping, is not appropriate behavior at school.

**First Offense:** Detention.

**Subsequent Offense:** Detention, Saturday School, and/or ISS.

### **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.

**First Offense:** Confiscation. Principal/Student conference, detention, or in-school suspension.

**Subsequent Offense:** Confiscation. Detention, in-school suspension, 1-180 days out-of school suspension, or expulsion.

### **Sexual Activity**

Sexual activity is defined as acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

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

**Subsequent Offense:** Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

## **VIOLATIONS AGAINST PUBLIC HEALTH & SAFETY**

### **Drug /Alcohol Abuse (see Board policies JFCH and JHCD)**

1. Any student determined to be under the influence of or in possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act. This policy includes the possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

**First Offense:** Up to 180 days out-of-school suspension.

- a. The student may be placed in an alcohol rehabilitation or counseling center for evaluation, treatment and/or counseling at the parents' expense. Treatment and counseling shall be determined by the professional staff of the rehabilitation or counseling center.
- b. Camdenton R-III Schools will provide educational materials to the staff of the rehabilitation center or provide education through homebound study.
- c. Upon release from the rehabilitation program, the student will be placed in the Camdenton R-III School District's In-School Suspension (ISS) Center for the remainder of the suspension.
- d. The ISS Center shall provide for continuing the education of the student through the certified ISS Center Teacher.
- e. The student shall attend counseling sessions as recommended by the rehabilitation or counseling center at the parents' expense. Parents shall provide transportation to and from the counseling agency.
- f. The student may be absent from the ISS Center due to illness or death in the immediate family. Parents shall notify the ISS Center when the student is absent. Any days absent shall be made up at the end of the suspension.
- g. The student shall not participate in any school or student activities during the suspension.

**Second Offense:** Expulsion.

2. Sale, purchase or distribution prescription drug, alcohol, narcotic substance,

unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substance and illegal drugs defined as substances identified schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

**First Offense:** Up to 180 days suspension.

**Second Offense:** Expulsion.

### **Tobacco, Possession or Use of (See Board Policy AH)**

Possession or use 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.

**First Offense:** Confiscation, detention, 3 -5 days in-school suspension.

**Second Offense:** Confiscation, 5 -10 days in-school suspension.

**Third Offense:** Confiscation, 10 days out-of-school suspension.

## **VIOLATIONS AGAINST SCHOOL ADMINISTRATION**

### **Cafeteria Misconduct**

All students are requested to follow these procedures:

1. The students eating lunch at school must do so in the cafeteria. This includes lunches brought from home as well as cafeteria lunches.
2. We expect each student to exhibit good table manners and be courteous to others.
3. All students are to be seated while eating lunch and seating is on a first-come, first-serve basis.
4. Boisterousness or loud behavior will not be tolerated in the cafeteria or in the waiting area.
5. Throwing of anything in the cafeteria will not be tolerated.
6. Each student is to leave his/her eating area clean and tidy. Trays, dishes and refuse are to be taken to the disposal window.
7. All students are expected to remain in the cafeteria.
8. Classroom halls are not to be used as a waiting or conversation area at any time. Students should not go past the main office until the lunch shift is over. Students may use restroom facilities by the main office during lunch upon receiving permission.
9. Students need to ask permission to leave the cafeteria area for any reason.

**First Offense:** Detention or Saturday School.

**Second Offense:** Saturday School or in-school suspension.

**Third Offense:** Saturday School, in-school suspension, or out-of-school suspension.

### **Closed Campus (see "Truancy")**

As soon as students arrive on campus, they are to enter school and are to remain there until the student is authorized to leave through parental checkout or at the end of the school day.

Students need to stay in the Camdenton Middle School building unless signing out with the parent or guardian or special permission is given by the principal(s). Violations will be treated as truancy.

**Dismissal from In-School Suspension (16)** – Any student who is disruptive in the In-School Suspension Center may be dismissed by the supervisor and referred to the assistant principal's office.

**First Offense:** 1 extra day of in-school suspension or 1-3 days out-of school suspension, and a parent conference.

**Second Offense:** 3-5 days out-of-school suspension and a parent conference.

**Third Offense:** 5-10 days out-of-school suspension and a parent conference.

### **Failure to Adhere to After-School Activities Rules**

Students are given rules and regulations for various activities and sports. Consequences could result in loss of privilege to attend the after-school activities or in privileges revoked and removal from the team.

### **Failure to Adhere to the Approved Dress Code (see Board policy JFCA)**

#### **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. This dress code will be enforced by all faculty members and administration and the interpretation of the dress code will be left to the sole discretion of the administration. Exceptions to the grooming and dress code for health or religious reasons will be considered on a case-by-case basis.

#### **Personal Hygiene.**

Personal hygiene is extremely important for all students. Students are expected to be clean and free of odor while at school. 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. Hands and nails must be clean; i.e., 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.**

Items of clothing and buttons may not bear alcoholic beverages, drugs or tobacco insignias, advertisements, or writing which is provocative, profane, rude, and suggestive or otherwise inappropriate writing.

#### **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.

##### **a. Girls**

- (1) Students should be neat in their appearance.
- (2) Appropriate sundresses and blouses may be worn as long as no undergarments are exposed. Those having no straps or open backs are unacceptable and straps must be at least one inch wide.
- (3) Miniskirts are acceptable, but must be longer than the length of the closed fist when the arms are extended at full length at the side. No Spandex or tight knit skirts will be allowed.
- (4) Loose fitting shorts will be allowed. Shorts may not be shorter than the length of the closed fist when the arms are extended at full length at the side. This includes all points of the shorts. Tight fitting shorts and 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.
- (5) Leggings and knit pants(including yoga pants) are appropriate for the classroom as long as a shirt, shorts /or the outer clothing meets the dress code and must not be shorter than the length of the closed fist when the arms are extended at full length at the side.
- (6) Boxer shorts are inappropriate outerwear.
- (7) Guidelines for Slacks
  - (a) Trousers, slacks, jeans, and sweatpants should be neat, clean, and proper fitting and not inappropriately cut up or torn. Holes in pants will be allowed from the knee down. Any holes above the knee must be covered by a patch and no flesh may showing.
  - (b) Governmental military issue wear is not acceptable.

- (c) Two pieces of camouflage outfits (for instance, shirts, jackets, and pants) worn together, or one-piece camouflage outfits are not acceptable.
- (8) Blouses and Tops
  - (a) Bare waistline clothing and see-through clothing are not acceptable.
  - (b) Untucked shirts must cover the waistline at all times.
  - (c) Tight-fitting shirts and/or low cut apparel are not acceptable.
- (9) Underclothing/Sleepwear
  - (a) Clothing meant to be worn as underwear is not acceptable.
  - (b) Girls must wear bras.
  - (c) Camisoles should be worn under semi-sheer blouses.
  - (d) Clothing meant to be worn solely as sleepwear is not acceptable.
- (10) Accessories
  - Hats, caps, visors, and coats are to be removed when entering the building and placed in the student's locker until the end of school unless given permission to do otherwise.
  - (b) Headbands/bandannas/sunglasses are not appropriate school wear.

b. **Boys**

- (1) Students should be neat in their appearance.
- (2) 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 or tank tops must be worn with a t-shirt underneath.
- (3) Loose fitting shorts will be allowed. Shorts may not be shorter than the length of the fist when the arms are extended at full length at the side. This includes all points of the shorts. Tight-fitting shorts and 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.
- (4) Boxer shorts are inappropriate outerwear.
- (5) Students should be neat in their dress and should not wear anything that leads to sloppiness, such as inappropriately cut-up clothing: sweatshirts, sweatpants, jeans and shirts.
- (6) Guideline for Slacks
  - (a) Trousers, slacks, jeans and sweatpants should be neat, clean and proper fitting and not inappropriately cut up or torn. Holes in pants will be allowed from the knee down. Any holes above the knee must be covered by a patch and no flesh may be showing.
  - (b) Government military issue wear is not acceptable.
  - (c) Two pieces of camouflage clothing (i.e., shirts, jackets, pants) worn together, or one-piece camouflage outfits are not acceptable.
  - (d) Sagging pants below the waistline showing underwear or buttocks are not acceptable.
- (7) Underclothing/Sleepwear
  - (a) Clothing meant to worn as underwear is not acceptable.
  - (b) Clothing meant to be worn solely as sleepwear is not acceptable.
- (8) Accessories
  - (a) Hats, caps, visors, and coats are to be removed when entering the building and placed in the student's locker until the final bell rings to go home unless given permission to do otherwise.
  - (b) Headbands/bandannas/sunglasses are not appropriate school wear.
  - (c) Safety. Teachers will determine safety requirements needed in their classrooms and students must conform in dress, accessories, and hair confinement.
  - (d) Off-Campus, School-Sponsored Trips. Principals and sponsors will be responsible for setting the appropriate dress consistent with the dress code for all students from their administrative unit who participate in off-campus school-sponsored events.

***First Offense:*** Conference and correction immediately at school, if possible.

**Second Offense:** Parent notified to correct violation prior to student returning to school. The student will serve in-school suspension until violation is corrected.

**Subsequent Offenses:** Student will serve in-school suspension until corrected plus 2-10 days, and/or out-of-school suspension in continuous or flagrant cases.

#### **Failure to Attend After-School Detention or Saturday School**

Students are required to attend at the assigned date or have parental request through the administration for any schedule change. Students are required to bring pencil/pen, paper, books and materials to study.

Failure to attend detention without prior request for change of date will result in Saturday School assignment.

Failure to attend Saturday School without prior request for change of date will be a reassignment of Saturday School, in-school suspension or out-of-school suspension.

#### **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. Restitution amount shall be assessed by the principal of the school concerned, or a designated person, in accordance with the price of the book or other item lost or damaged.

**First Offense:** Restitution, Principal/Student Conference, detention, or in-school suspension

**Second Offense:** Restitution, detention, or in-school suspension

#### **Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences**

Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation entitled, "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 disciplinary policy.

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

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

#### **General Classroom Disruptions**

Unsolicited talking, moving around, pestering of classmates and other acts disruptive or distracting to the learning environment.

**First Offense:** Detention, Saturday School, 2-3 days in-school suspension or out-of-school suspension.

**Second Offense:** 3-5 days in-school suspension or out-of-school suspension.

**Third Offense:** 3-10 days out-of-school suspension.

#### **Hallway Misconduct**

Students are to walk on the right side of hallways and sidewalks. They are not to run, push, shove, trip or be involved in any type of rowdy behavior that could result in an injury.

**First Offense:** Detention or Saturday School.

**Second Offense:** Saturday School.

**Third Offense:** Saturday School, 2-10 days in-school suspension, or out-of-school suspension.

### **Horseplay**

Physically grabbing or pushing another student without intent to injure but use of physical action in play that could injure.

**First Offense:** Detention, Saturday School or in-school suspension.

**Second Offense:** Saturday School or in-school suspension.

**Third Offense:** 2-3 days out-of-school suspension.

### **Possession of Nuisance Items**

Including, but not limited to disruptive devices including water guns/water balloons.

**First Offense:** Confiscation and conference. Parents will be responsible for picking up the item.

**Second Offense:** Confiscation, Saturday School and parent responsible to pick up the item after student has served the assigned Saturday School.

**Third Offense:** Confiscation, In School Suspension, and parent responsible to pick up item after student has served the assigned In School Suspension.

**Fourth Offense:** Out-of-school suspension.

### **Tardiness (see Board policy JED and procedure JED-AP2)**

Students are considered tardy when they are not in their classrooms and in their seats ready to begin work when the teacher begins class.

Students reporting late to school must report first to the office to sign in on a sign-in sheet provided on the office counter. The student must be accompanied by a parent or guardian or must have a note explaining the reason for lateness to school to help determine if the tardy is excused or unexcused.

Students who are late or tardy to class should report directly to their classroom teacher. If a student is tardy to class, the teacher will make the decision whether the tardy is "excused" or "unexcused."

Continued tardiness on the part of any student will be viewed as a serious matter.

The teacher will record all tardies. Upon the third unexcused tardy, the fourth unexcused tardy and every tardy thereafter, the teacher will send the student to the assistant principal's office with a disciplinary report form listing the dates of the unexcused tardies. Tardies will start over at each quarter. Students who do not obtain an admit slip before school and who must leave class to acquire an admit slip will be issued an unexcused tardy.

**First Offense** -3 unexcused tardies: 1-3 lunch detentions, Detention.

**Second Offense** -4 unexcused tardies: After school detention or Saturday School.

**Third Offense** -5 unexcused tardies: Saturday School or in-school suspension.

### **Truancy (see Board policy JED and procedure JED-AP2)**

Any unauthorized absence from school is to be considered truancy. Although this is commonly thought of as an absence of which the parent is unaware, certain absences of which the parent is aware will be treated in the manner of truanies, such as excessive non-justifiable absences, even with the consent of parents/guardians. Any student who tells his/her parents that there will be no school, or that it is acceptable to participate in a so-called skip day will be considered truant. In addition, any student leaving the middle school grounds before school starts after being brought to the school grounds by bus or other transportation will be considered truant whether or not they are able to return to school before the tardy bell rings. The middle school campus operates as a closed campus and any student leaving the campus during the school day without permission will be considered truant even if no class time is missed. Students are not to leave the middle school campus at the end of the day and then return to catch the bus. The middle school campus consists of the middle school building and the immediate grounds. The elementary, senior high, and LCTC schools are considered off campus unless attending classes in one of these buildings. Students are not to go to them without a pass from the middle school office.

**First Offense:** Detention, Saturday School or in-school suspension.

**Subsequent Offense:** Missing 1 to 2 periods -1 day of Saturday School or in-school suspension. Missing 3 to 8 periods -2 days of Saturday School or in-school suspension.



**Unsportsmanlike Conduct**  
**(see Board policy IGDJA and procedure IGDJA-AP)**

Any violation of the sportsmanship guidelines by any team member, coach or fan.

***First Offense:*** Conference with student.

***Second Offense:*** Notification to parent and after-school detention, or banned from all extracurricular activities.

***Third Offense:*** Saturday School, suspended from athletic teams, or banned from all extracurricular activities.

DRAFT

# **Transportation**

## **VIOLATIONS ON BUS/TRANSPORTATION**

**Bus or Transportation Misconduct (see Board policy JFCC and procedure JFCC-AP)** – Bus transportation is a school service. Students are responsible to the driver at all times and are expected to be courteous and considerate to other students as well. When buses are being loaded, students are to form separate lines for each bus. No student may board the bus except as directed by the driver. Any misconduct occurring on the school bus is subject to the consequences listed for such conduct in this regulation, in addition to suspension or loss of riding privileges. Safety rules for bus riders can be found in procedure JFCC-AP. 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 that are serious enough to cause the principal(s) to disregard a step-by-step approach and take more significant action to resolve the problems. Violations such as smoking on the school bus, using profanity, fighting, use, possession, or sale of any form of drugs or alcohol, refusing to follow reasonable directions of the bus driver, and other types of serious misbehavior may result in immediate and/or permanent suspension from riding the school bus. The sequence of consequences may be changed, and other rules may be established as determined necessary by school administrators to ensure proper safety standards. Again, any conduct on the school bus is subject to consequences listed in other sections of this regulation.

### **Inappropriate Conduct**

1. Standing while bus is moving, yelling, littering in the bus, use of food or drink, not sitting in assigned seat, shoving or pushing, not following directives of drivers, etc.:  
  
*First Offense:* Detention (MS); or Saturday School; parent contact.  
*Second Offense:* Saturday School.  
*Third Offense:* Saturday School for each action following the initial warning and thereafter, or loss of riding privileges.
  2. Throwing items (in or out of the bus). This includes shooting rubber bands or paper wads.  
  
*First Offense:* Detention (MS); Saturday School; or 2-5 days suspended off bus.  
*Second Offense:* Saturday School; or 2-10 days off bus.  
*Third Offense:* 1-3 weeks off bus.  
*Fourth Offense:* Suspension off bus for the remainder of the school year.
  3. Bringing dangerous items on bus . Includes matches, stink bombs, lighters, & flammable items.  
  
*First Offense:* 3-15 days off bus.  
*Second Offense:* 1-3 weeks off bus.  
*Third Offense:* 3-5 weeks off bus.  
*Fourth Offense:* Suspension off bus for the remainder of the school year.
  4. Fighting and/or assault.  
  
*First Offense:* 3-10 days suspended off bus.  
*Second Offense:* 1-3 weeks suspended off bus.  
*Third Offense:* 3-5 weeks suspended off bus.  
*Fourth Offense:* Suspension off bus for the remainder of the school year.
  5. Creating a hazard or dangerous situation; operating or handling of bus equipment (102).  
*First Offense:* 3-10 days off bus.  
*Second Offense:* 1-5 weeks off bus.  
*Third Offense:* Suspension off bus for the remainder of the school year.
- \* Severe situation (for example, opening back door while bus is in motion) would result in suspension off bus for the remainder of the school year.

6. Damaging or vandalizing the bus.

*First Offense:* 3-10 days off bus and restitution.

*Second Offense:* 3-5 weeks off bus and restitution.

*Third Offense:* Suspension off bus for the remainder of the school year and restitution.

7. Use or possession of tobacco products.

*First Offense:* Confiscation; 3-15 days off bus.

*Second Offense:* Confiscation; 3-5 weeks off bus.

*Third Offense:* Confiscation; suspension off bus for the remainder of the school year.

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

*First Offense:* Saturday School; or 3-15 days off bus.

*Second Offense:* 1-4 weeks off bus.

*Third Offense:* 3-5 weeks off bus.

*Fourth Offense:* Suspension off bus for the remainder of the school year.

9. Verbal abuse of bus driver/monitor, including use of vulgar or obscene language and gestures.

*First Offense:* 3-15 days off bus.

*Second Offense:* 3-5 weeks off bus.

*Third Offense:* Suspension off bus for the remainder of the school year.

10. Physical abuse of bus driver/monitor.

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

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

Emergency snow routes are run by 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. This will be announced over the local radio stations (not television) prior to opening of school that morning, and will be run by the buses both am and pm routes that day. This eliminates confusion for parents on the location of where the children will be picked up or dropped off due to changing conditions during the day. 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 routes. Before winter weather arrives, your bus driver will provide you with a map or letter concerning pick-up and drop-off point for an emergency route. If you do not receive this information, please contact your assigned driver.

#### **IF SCHOOL IS CANCELLED DURING THE SCHOOL DAY DUE TO WEATHER CONDITIONS, THE EMERGENCY SNOW ROUTE WILL BE IN EFFECT AUTOMATICALLY FOR THE PM ROUTE!**

Even when an emergency snow route is not called, there are conditions that will cause some roads to not be safe for the operation of some school buses. Your driver should notify you in advance if this is a problem on your road and this decision is left to the discretion of the driver of that route during inclement weather. For more information or any emergency situations concerning the transporting of your child, please contact the Transportation Department at 346-9292.

#### **School Bus Changes**

School approval must be given for bus riding changes. Parents must write a note indicating the name of the student, date, bus number change, and day telephone number for verification purposes, and parent's signature. The request must also include the name and address of the student with whom the student is riding home. Requests for bus changes must be received by the office no later than 2:00 PM. On Early Release days, the request must be received no later than 11:30 AM. After the principal approves the

request, the original bus pass will be kept in the office, and a copy given to the student. The student must present the bus pass to the bus driver in order to be allowed to ride a different bus.

## **Health Services**

All children attending school must be in compliance with the current State School Law, Rules and Regulations. School districts are mandated to enforce this law on behalf of the Missouri Department of Health. It is the responsibility of the parent/guardian to provide your child's immunization records to the school health clinic. Students not in compliance will be excluded from school until requirements mandated by Missouri State School Law are met.

### **Immunization Law**

All students must present documentation of month, day and year of each immunization. Students must present immunization records to schools, and all immunizations must be up-to-date before students may attend classes. To remain in school, students "in progress" must receive immunizations as soon as they become due. Religious and Medical exemptions will be allowed. **All students entering 8<sup>th</sup> grade are required, by the State of Missouri, to have a current TDAP Immunization.**

### **MEDICAL ILLNESS DURING SCHOOL**

A student may be sent home from school by the clinic nurse with an oral or auxiliary body temperature of 100 degrees or more, whether other symptoms are present or not. The student may return to school when he/she has been fever free for at least 24 hours without the use of fever reducing medications.

### **MEDICAL ILLNESS DURING AN EPIDEMIC**

A student may be sent home from school by the clinic nurse with an oral or auxiliary 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 medications.

### **IMMUNOSUPPRESSIVE THERAPY (Allergy Injections)**

Immunosuppressive Therapy (Allergy Injections) will not be administered to students in Camdenton R-III School District clinics.

### **SPECIAL HEALTH CARE NEED: PEANUT ALLERGIES**

Each building clinic should treat the handling of student and staff members with peanut allergies in this manner:

- Mail/send action-plan form letter home to parents to complete and return to the clinic
- Post laminated front door sign
- Post laminated classroom door sign
- Mail/send letters to parents/guardians of all classmates requesting they NOT send any snacks containing nuts to the classroom
- Personally in-service the teachers with students having a Peanut Allergy in their classroom to address signs and symptoms of an anaphylactic reaction and the use of an epipen. Complete the in-service form and place it in the student's health file
- Stickers to be placed on classroom doors and health charts
- Alert the bus driver with student with Peanut Allergy on their bus to address the signs and symptoms of anaphylactic reaction and use of student's epipen. Complete the in-service form and place it in the student's file

## **Medication**

1. All medications must be delivered to the school principal, nurse 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. Students shall be provided privacy when receiving medications.
5. 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.

6. 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 and 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

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.

## **Notification of Earthquake Safety**

Please be aware of the safety information found at <http://www.fema.gov/earthquake-safety-school>.

## **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 Camdenton 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.

## **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 non-homeless 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.

### **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.

## **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>

## **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

## **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 scoop or meaning of any law in any forum.

## **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>

## **Directory Information**

*Excerpt from Policy JO:* The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, including the district's webpage and any district-sponsored social media website, or to any person without first obtaining written consent from a parent or eligible student:

Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams;



dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records are protected by FERPA or would be considered harmful or an invasion of privacy.

**To limit directory information being released as stated above for your middle school student please submit a written request to the attendance officer at Camdenton Middle School.** In this manner, a parent or legal guardian can prevent an identified picture or other directory information pertaining to a specific student from being released to news outlets or released for use on our website.

Note that this prevents the school from including these students in any releases regarding awards, honor rolls, etc.

## **CAMDENTON R-III SCHOOL DISTRICT** **PUBLIC NOTICE**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private school, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Camdenton R-III School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay. The Camdenton R-III School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Camdenton R-III School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parent/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). The Camdenton R-III School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Special Services Administrative Offices between the hours of 8:00-4:00. Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be complied by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact the Special Services Administrative Offices at (573) 346-9242. This notice will be provided in native languages as necessary.

