

**CAMDENTON HIGH SCHOOL**  
**PO Box 1409**  
**Camdenton, Missouri 65020**  
**www.camdentonschools.org**

Accredited by DESE with Distinction in Performance  
Accredited by North Central Association

**WELCOME  
TO  
CAMDENTON HIGH SCHOOL**

We welcome back all students returning to Camdenton High School. If you are a new student at Camdenton High School, welcome to CHS. The principal's office and the counseling office are available to assist all students with questions and directions.

**Building Administration**

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Horizons Phone – 573-346-6336  
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Pat McWhirter	Counselor	(A-E)
Tim Roettgen	Counselor	(F-L)
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Laura Poignant	Counselor	(S-Z)
Jeannie Miller	Counselor	Horizons

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**CAMDENTON HIGH SCHOOL**  
**MISSION STATEMENT**

The faculty of CHS will strive to create better relationships with students, hold high expectations for all students, and create avenues to improve the performance of all students by focusing on the following:

- **Educational planning** (goal setting, college and career development)
- **Academic Assistance** (identify students who are in need of assistance and provide them with all necessary resources to find success at CHS as well as enhancing the learning of our advanced students)
- **Decision Making** (provide an educational program whereby positive behaviors and decision making are rewarded through a clear system of privileges and responsibilities)

**Collective commitments (the commitments we have made to each other, through professional development, to enhance student learning):**

- Design common summative and formative assessments and analyze the data generated by common assessments.
- Design and implement a system of student privileges that reinforce positive behavior and decisions.
- Create a freshman mentoring program designed to improve students' experience upon entry into the school and provide early support for students.
- Use data to identify strengths and weaknesses in student performance and instruction and develop a formal plan to address these issues.
- Collaborate at the content level and leadership level to identify what students should know in each content area, assess them in a fair and common fashion, and have honest dialogue regarding the improvement of student performance.

**SCHOOL DISTRICT GOALS AND OBJECTIVES**

**Camdenton R-III School District**

**Committed to Excellence in Student Achievement**

**Mission**

The Camdenton R-III School District commits to creating an environment that extends to the entire school community by fostering educational experiences to ensure individuals reach their full potential

and perform to their highest level. This will be accomplished through a set of comprehensive programs and services that provide opportunities for students to achieve their goals as measured by appropriate standards.

**Vision**

The Camdenon R-III School District promotes a collaborative learning environment where students and staff are motivated to maximize their potential. The District commits to excellence in student achievement.

**Guiding Principles**

Our guiding principles are centered around Marzano's (2003) research on What Works in Schools:

**Guaranteed and Viable Curriculum**

- Comprehensive data-driven curriculum that improves student achievement
- Vertically and horizontally aligned curriculum
- Accessible and implemented curriculum used by District staff
- Implemented grade level expectations guide teacher instruction
- Use of higher level questioning skills by teachers
- Highly-engaged learning practiced by students
- Varied research-based best practices implemented by teachers

**Challenging Goals and Effective Feedback**

- Common assessments exist to provide instruction and enable professional dialogue
- Individual student feedback is continually provided
- Challenging goals are being established and aligned for the entire school community
- An environment is being fostered to enable students to challenge themselves

**Parent and Community Involvement**

- Communication between the school, parents, community, and students will be ongoing
- Parents and community members are involved and encouraged to be a part of the school environment
- Our District will strive to eliminate cultural and socio-economic bias
- Parental support and communication is essential to high achievement and student learning

- Administration, teachers, and staff will listen to parents/community ideas and concerns
- School information will be readily accessible
- Parents and community will be involved in the school by volunteering and participating at all levels
- Our entire school community is treated with dignity and respect
- An open and comfortable environment is desirable for parent involvement
- Our District will provide opportunities for teachers and parents to collaborate about the child's progress/problems and develop strategies for improvement

#### **Safe and Orderly Environment**

- Sustain an orderly school climate where behavioral expectations are clearly defined
- Provide a safe learning environment
- Provide opportunities to develop positive interpersonal relationships
- Provide clean and well maintained facilities
- Provide an environment where all students, staff, and parents feel comfortable
- Treat all students with a consistent approach at all times
- Practice of good citizenship by students and staff will result in a positive school climate and mutual respect

#### **Collegiality and professionalism**

- Our District is a learning organization that continually collaborates, communicates, and learns together
- Professional development shall be directly related to the mission and vision of the District
- Our District will recruit and maintain a highly qualified staff and provide continual high quality professional development
- Our District will work to serve students and create a learner-centered environment
- Teachers will model good manners and professional demeanor
- Teachers are able to expand their education
- Teachers will collaboratively work together to solve student issues and increase student achievement in a progressive learning environment
- Teacher collaboration shows strategies being shared during planned times to enhance learning

**CAMDENTON HIGH SCHOOL**

**2015-2016 DAILY SCHEDULES**

**MONDAY**

<b>Period</b>	<b>Begin</b>	<b>End</b>	<b>Time</b>	<b>5 minute passing</b>
<b>1</b>	8:10	9:03	53	
<b>2</b>	9:08	10:01	53	
<b>3</b>	10:06	10:59	53	
<b>5</b>	11:04	12:12	68	LUNCH A = 11:04-11:24 B = 11:28-11:48 C = 11:52-12:12
<b>6</b>	12:17	1:10	53	
<b>7</b>	1:15	2:08	53	
<b>8</b>	2:13	3:06	53	

**ADVISORY - TUESDAY**

<b>Period</b>	<b>Begin</b>	<b>End</b>	<b>Time</b>	<b>5 minute passing</b>
<b>1</b>	8:10	8:57	47	
<b>2</b>	9:02	9:49	47	
<b>3</b>	9:54	10:41	47	
<b>LEAD</b>	10:46	11:17	31	CSTN 11:12-11:17
<b>5</b>	11:22	12:30	68	LUNCH A = 11:22-11:42 B = 11:46-12:06 C = 12:10-12:30
<b>6</b>	12:35	1:22	47	
<b>7</b>	1:27	2:14	47	
<b>8</b>	2:19	3:06	47	

**INTERVENTION/ENRICHMENT**

**WEDNESDAY & THURSDAY**

<b>Period</b>	<b>Begin</b>	<b>End</b>	<b>Time</b>	<b>5 minute passing</b>
<b>1</b>	8:10	8:55	45	
<b>2</b>	9:00	9:45	45	
<b>3</b>	9:50	10:35	45	
<b>LEAD</b>	10:40	11:25	45	CSTN 11:20-11:25
<b>5</b>	11:30	12:36	66	LUNCH A = 11:30-11:50 B = 11:53-12:13 C = 12:16-12:36
<b>6</b>	12:41	1:26	45	
<b>7</b>	1:31	2:16	45	
<b>8</b>	2:21	3:06	45	

**FRIDAY**

<b>Period</b>	<b>Begin</b>	<b>End</b>	<b>Time</b>	<b>5 minute passing</b>
<b>1</b>	8:10	8:53	43	
<b>2</b>	8:58	9:41	43	
<b>3</b>	9:46	10:29	43	
<b>5</b>	10:34	11:17	43	
<b>6</b>	11:22	12:30	68	LUNCH A = 11:22-11:42 B = 11:46-12:06 C = 12:10-12:30
<b>7</b>	12:35	1:18	43	
<b>8</b>	1:23	2:06	43	

\*Students arriving prior to 7:50 a.m. must report to the CHS Commons Area. Students are not permitted in the academic wing prior to 7:50 a.m. unless they have a pass from a CHS faculty or staff member.

**HORIZONS DAILY SCHEDULE**

<b>Period</b>	<b>Monday</b>	<b>Tuesday Advisory</b>	<b>Wed / Thurs Intervention Enrichment</b>	<b>Friday Early Release</b>
<b>1</b>	8:10 - 9:03	8:10 - 8:57	8:10 - 8:55	8:10 - 8:53
<b>2</b>	9:08 - 10:01	9:02 - 9:49	9:00 - 9:45	8:58 - 9:41
<b>3</b>	10:06 - 10:59	9:54 - 10:41	9:50 - 10:35	9:46 - 10:29
<b>4</b>	none	10:46 - 11:17	10:40-11:25	none
<b>5</b>	11:04 - 12:12	11:22 - 12:30	11:30 - 12:36	10:34 - 11:17
<b>Lunch A</b> <i>Stuart Blanton Schwantes Heilman</i>	<i>11:04 - 11:24</i>	<i>11:22 - 11:42</i>	<i>11:30 - 11:50</i>	<i>11:22 - 11:42*</i>
<b>Lunch B</b> <i>Schaefer Davis Esther Hartmann</i>	<i>11:04 - 11:24</i>	<i>11:22 - 11:42</i>	<i>11:30 - 11:50</i>	<i>11:22 - 11:42*</i>
<b>6</b>	12:17 - 1:10	12:35 - 1:22	12:41 - 1:26	*11:22 - 12:30
<b>7</b>	1:15 - 2:08	1:27 - 2:14	1:31 - 2:16	12:35 - 1:18
<b>8</b>	2:13 - 3:05	2:19 - 3:05	2:21 - 3:05	1:23 - 2:05
<b>9</b>	3:19 - 4:06	3:19 - 4:06	3:19 - 4:06	X
<b>10</b>	4:10 - 4:57	4:10 - 4:57	4:10 - 4:57	X
<b>11</b>	5:01 - 5:48	5:01 - 5:48	5:01 - 5:48	X
<b>12</b>	5:52 - 6:39	5:52 - 6:39	5:52 - 6:39	X
<b>13</b>	6:43 - 7:30	6:43 - 7:30	6:43 - 7:30	X

## **ENROLLMENT AND GUIDANCE PROCEDURES**

### **Guidance Counseling**

The primary goal of all counseling services is to help each student maximize his/her individual potential and become a productive member of society. At the high school level, career and educational planning are crucial to a student's future. Counselors help students identify potential career choices, steps necessary to achieve their goals, and resources available to them. The following services and activities are provided by the Guidance Office:

- Individual counseling
- Group counseling
- System support
- Referral to outside counseling resources
- Working, in conjunction with teachers and parents, to monitor student academic progress, address concerns, and identify individuals in need of special programs, such as: Project Pass, Summer School, Career Development Center, Capstone, and Special Education
- Monitoring specific programs, such as Homebound and 504
- Administration of standardized tests, such as CTBS, MAP, AP, PLAN, PSAT, IQ and End of Course ("EOC") exams
- Monitoring of high-school-specific programs, such as Dual Enrollment and Advanced Placement
- Organizing student informational events, such as College Night, Financial Aid Night, Parent/Senior Scholarship Night and PLAN and PSAT parent informational meetings
- Providing information and guidance regarding resumes, personal essays, college applications, financial aid, scholarships and military opportunities.

### **Enrollment and Registration**

Pre-enrollment is held each spring. At this time, each student makes a schedule of the courses they would like to take the following year. All new students are given an opportunity to enroll during a fixed week during the month of August. The exact dates are announced in the newspaper.

### **Schedule Change**

The development and maintenance of a balanced and effective master schedule is another critical aspect of the quality educational program offered at Camdenon High School. Funding for staffing allocations is

based on the enrollment and placement of students in our master schedule. Significant changes to the master schedule can result in course overloads for many teachers and may result in overcrowding in our classrooms.

### **Schedule Change Policy**

*Before the first meeting of a class, schedule changes **will not** be made unless one of the following criteria is met:*

- The student does not meet the prerequisite shown in the course description.
- Administrative reasons based on error, class imbalance, course additions, hour changes, LCTC schedule, and graduation requirements, etc.

*After the semester begins, schedule changes **will not** be made unless one of the following criteria is met:*

- Student does not meet the prerequisites as shown in the course description.
- Student class placement is inappropriate for ability level.
- Administrative reasons based on error, class imbalance, course additions, hour changes, LCTC schedule or graduation requirements.
- Students must get the “Request to Drop/Change a Course” form from the Guidance Office.
- The student, teacher, parent/guardian, and administrator must sign the “Request to Drop/Change a Course” form.
- If the student does not meet one of the criteria above and drops a class after the first 10 days of the semester, an “F” will be recorded on the transcript and included in the student’s GPA calculations.

*Students who want to change a year-long class at the end of the first semester must meet the following guidelines:*

- The teacher, parent/guardian, and administrator must confer and agree (email, phone, or written).
- Any student wishing to withdraw from an IB class **MUST** meet with the IB Coordinator, counselor, course instructor, and parent/guardian.
- Students must get the “Request to Drop/Change a Course” form from his/her teacher.
- The student, teacher, parent/guardian, and administrator must sign the “Request to Drop/Change a Course” form.
- The student must see his/her counselor to make the change.



**A teacher may request that a student be removed from a year-long class at the end of the first semester based on a conference between a teacher and parent/guardian concerning a student's academic or behavioral difficulties under the following guidelines:**

- Both the parent/guardian and teacher must agree to place the student in another class.
- If both parties are not in agreement, an administrator will review the situation.

*Parent/Guardian or Student Initiated Change of Teacher:*

- The teacher and parent/guardian must confer about the problem.
- After working on the problem for at least two weeks, the teacher and the student must decide if they can work together.
- The student and parent/guardian must request a teacher change.
- There must be a meeting with the student, teacher, parent/guardian, counselor, and assistant principal to discuss this problem.
- If a decision is reached to make the change, the student will be placed into a section with available capacity.

#### **College Credit Opportunities (Advanced Placement)**

Advanced Placement is a national program developed by Educational Testing Service which allows academically-accelerated students who wish to pursue college level studies while still in high school to receive credit or appropriated placement from participating colleges or universities. Students working for Advanced Placement credit are required to take an external examination. The exam is graded and evaluated on a scale of 1 to 5 and ranked by Educational Testing Service. These ranks are then sent to participating colleges or universities specified by the student. Not all colleges or universities participate. In Missouri, most colleges accept one or more courses for credit, including three state universities, three campuses of Missouri University, and Evangel College in Springfield. The cost of the exam for each course is determined by Educational Testing Service and is to be paid for by the student if they wish to take the exam for credit. Courses offered for testing include Calculus, Advanced Chemistry, English Literature, American Government, Comparative Government, Behavioral Science, and Advanced Biology. Advanced Placement courses are marked (AP). A student must contact the university or college he or she plans to attend prior to taking the Advanced Placement Exam in May. Students are encouraged to contact the university or college they plan to attend regarding the university's

policy in regard to credit.

### **College Credit Opportunities (International Baccalaureate)**

The International Baccalaureate Diploma is a pre-university diploma, utilizing international standards, based on an integrated curriculum, infused with globalism. The diploma is an “international admission credential.” It is offered in 1200 schools, in 117 countries. There are approximately 440 schools in the United States offering the IB Diploma. Worldwide, 60,000 students are working towards the diploma; 28,500 students in the United States are enrolled in the program.

The program is a rigorous course of studies, leading to external examination, in six academic areas, which meet the needs of highly motivated secondary school students. Designed as a comprehensive curriculum, which allows its graduates to fulfill requirements of various national education systems, the diploma model is based on the pattern of no single country but incorporates the best elements of several.

Diploma candidates are required to select one subject from each of the six subject groups, which correspond to the principle domains of knowledge. At least three and not more than four are taken at higher level (HL), the others at standard level (SL). HL courses represent a recommended 240 teaching hours, SL courses 150 hours. By arranging work in this fashion, students are able to achieve depth of study in the context of a broad and coherent curriculum over the two-year period. The diploma is displayed in the shape of a hexagon with six academic areas or subject groups concurrently, and students are exposed to the two great traditions of learning: the humanities and the sciences.

### **College Credit Opportunities (State Fair Community College)**

Seniors who wish to pursue college credit from State Fair Community College may enroll in Art, English, Algebra, History, Science, and Business courses during the night classes offered at the Lake Area Career and Technical School. Students must rank in the upper 50 percent of their class, have a GPA of 3.0 or higher and receive written permission from the high school counselor prior to enrollment. These courses are in addition to the student's regular high school schedule.

### **Dual Enrollment with State Fair Community College**

Juniors and Seniors in the upper 50% and have a 3.0 GPA at CHS may dual enroll for college credit with State Fair Community College. Interested students should contact the high school counseling

department for information about cost and placement testing. Students are not eligible for financial aid while in high school. Each student will have a college transcript and grades will apply to a college GPA. Placement tests and scores are required for most classes. The following courses are offered for dual enrollment.

### **Dual Credit**

Credit	Course
1.0	BIO 112 General Biology (HW)
1.0	CHEM 123 Intro to Chem w/Lab (HW)
0.5	ENG 101 Composition (HW)
0.5	ENG 102 Composition (HW)
0.5	HIST 101 US History Pre-1887 (HW)
0.5	HUM 108 World Civilization (HW)
0.5	MATH 114 College Algebra (HW)
0.5	PSY 101 Gen. Psychology (HW)
0.5	SPTH 101 Public Speaking (HW)
0.5	SPTH 107 Intro to Theater (HW)
0.5	BADM 107 Advanced Personal Finance (HW)

Payment will be due within the first two weeks of classes. Books will be provided by CHS at no cost. A student may elect to enroll in the class for high school credit only.

### **Dual Credit Online Classes**

Credit	Course
0.5	BSMT 108 Principals of Management
0.5	SOC 100 General Sociology
0.5	CJ 102 Intro to Criminal Justice
0.5	CIS 103 Intro to CIS
0.5	ART 101 Art Appreciation
0.5	BADM 107 Advanced Personal Finance (HW)

Payment will be due within the first two weeks of classes. Books will be provided by CHS at no cost.

### **Minimum College Admission Requirements**

English	4 Units (Two units emphasizing composition or writing skills are required)
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Mathematics	3 Units (High School level algebra and beyond, i.e. algebra II, geometry, trigonometry, calculus, math analysis)
Social Studies	3 Units
Science	3 Units (One of which must be a laboratory science)
Visual/ Performing Arts	1 Unit (Fine arts courses in visual arts, music, theater)
Electives	3 Units (Selected from foreign language and/or combinations of the above courses – two units of foreign language are strongly recommended)

These are the **MINIMUM** requirements for admission to public 4-year Missouri colleges. It is important to check the requirements of each college to determine if their requirements exceed those shown above. For example, the University of Missouri requires two years of foreign language.

There are activities throughout the year to assist parents and students with the college selection and application process such as College Night, and Financial Aid Night.

#### **A+ School Student Financial Incentive**

CHS is involved in the A+ Schools Program. Graduates will be eligible for state reimbursement for the cost of tuition to a Missouri public community college, or vocational technical school. To be eligible, each student must enter into written agreement with the school prior to high school graduation, and:

- Have attended a designated A+ School for three consecutive years prior to high school graduation;
- Graduated with a cumulative grade point average of 2.5 points or higher on a 4.0 scale;
- Have at least 95% attendance record for the four-year period;
- Performed fifty hours of unpaid tutoring or mentoring for other students;
- Maintained a record of good citizenship and avoidance of the unlawful use or possession of drugs or alcohol;
- Register for the Selective Service, if applicable; and

- Make a documented, good faith effort to secure all available federal post-secondary student financial assistance funds that do not require repayment (by filling out the FAFSA form student's senior year).
- Beginning with the class of 2015, students will need to achieve proficient or advanced on the Algebra I end of course exam (EOC); or complete the first semester at a post-secondary institution with a minimum of 12 hours or the equivalent and 2.50 grade point average prior to receiving A+ tuition reimbursement.

The student's financial incentive will be available for a period of 48 months after high school graduation; completion of 105% of the hours required for the program; or receipt of an associate's degree for a qualifying student covers the cost of tuition and general fees, subject to legislative appropriation.

### Report Cards

Report cards showing the standing of pupils are issued at the end of each quarter, which consists of nine weeks. A computerized report card is given listing each subject and grade. This report should be examined by the parents. Semester and end of year grade reports are mailed. All other grade reports are given directly to the student to take home.

### Grades

Grades are indicated by the letters:

A = Excellent                      C = Average                      F = No credit  
 B = Above average                D = Below average

### CHS Weighting System

Grade	Percentage	Regular Courses	Honors Weight	Advanced Weight
A	100-95	4.00	4.50	5.00
A-	94-90	3.67	4.17	4.67
B+	89-87	3.33	3.83	4.33
B	86-83	3.00	3.50	4.00
B-	82-80	2.67	3.17	3.67
C+	79-77	2.33	2.83	3.33
C	76-73	2.00	2.50	3.00
C-	72-70	1.67	2.17	2.67
D+	69-67	1.33	1.83	2.33

D	66-63	1.00	1.50	2.00
D-	62-60	0.67	1.17	1.67
F	59-0	0.00	0.00	0.00

A multiplier will be applied after the completion of the sixth and seventh semesters (for scholarship and collegiate purposes) and at the end of the eighth semester that will account for the number of academic courses taken during the academic career of a student. This is a “value added” multiplier applied to the student grade point average, which adjusts for the number of courses taken during the high school career by giving a higher multiplier to students who take a full schedule each academic year (e.g. do not take study halls or other non-credit courses) and provides a more equitable format for students who are involved in co-curricular courses. A cap of up to 28 credits is applied during the sixth and seventh semester calculations and 28 during the eighth semester calculation, which indicates that student is rewarded for taking courses up to the capped number, and no further value may be added by taking classes beyond the established caps. All subjects count toward class rank.

#### **Graduation Requirements**

Graduation requirements for the Camdenton R-III School District shall be a minimum of 25 units of credit completed during grades nine and above.

Students will be required to enroll in six or seven units of credit each year, so that a total of 25 credits are completed by the end of the senior year, and complete eight (8) semesters of enrollment in order to graduate. An exception will be made for students who complete their requirements on an alternate schedule.

In addition to the personal plan of study for graduation, a student must pass proficiency exams concerning American History, American Institutions, and the Missouri and the United States Constitutions to qualify for graduation from the district. No student shall graduate without having successfully completed a course of instruction, of at least one semester in length, on the institutions, branches and functions of the government of the State of Missouri, including local governments; the United States government; and the electoral process.

Qualified students with disabilities who meet the goals and objectives of the IEP and the credit requirements will be eligible for graduation

and a diploma.

25 Total Units of Credit for Graduation

Social Studies	3 Units		
		Grade 9	World History
		Grade 10	American History
		Grade 11	Government Pass Missouri & U.S. Constitution Exams
English	4 Units		
		Grade 9	Communication Arts I
		Grade 10	Communication Arts II
		Grade 11	Communication Arts III
		Grade 12	Comm. Arts Elective
Math	3 Units		
Science	3 Units		
		Grade 9	Freshman Physics
		Grade 10	Chemistry
		Grade 11	Biology
Fine Art	1 Unit		
Personal Finance	.5 Unit		
Practical Art	.5 Unit		
Physical Education	1 Unit		
Health	.5 Unit		
Electives	8.5 Units		

**Early Graduation**

Graduation, with all attendant privileges, will be allowed any time after six (6) semesters of attendance beginning with grade nine (9) and attainment of all requirements as set by the state and the Camdenton R-III School District. Early graduation should be part of a cooperative plan arrived at by students, their parent/guardian and the school. The term "early graduation" as used in this policy refers to students who meet the six (6) semester requirement but decide to graduate before attending eight (8) semesters of high school.

**General Rules for All Early Graduates**

1. The student who chooses to graduate early is required to submit

written notification to the high school principal by September 30 of his or her final year with the district.

2. Upon approval by the Board of Education, the student will be allowed to participate in the spring graduation ceremonies and will be considered an alumnus for all other activities. If approved, the student will be allowed to attend senior meetings concerning the ordering of caps, gowns, announcements, etc., as related to graduation.
3. Students graduating early are not eligible for competitive recognitions that are based on grade point average (GPA) and class rank. These include, but are not limited to: cum laude, magna cum laude, and summa cum laude.
4. Students should check with colleges to which they are applying as to their eligibility for college-based scholarships and awards.
5. Students will be allowed to apply for scholarships; however eligibility and selection will be left to the discretion of local scholarship committees.

#### Six (6) Semester Graduate

For students graduating after six (6) semesters, the following guidelines apply:

1. Students must achieve advanced or proficient on all required state assessments (e.g., end-of-course assessments).
2. All grades will be averaged for six (6) semesters and the student's class rank and GPA will be based on his or her cohort group.

#### Seven (7) Semester Graduate

For students graduating after seven (7) semesters, the following guidelines apply:

1. Students are not eligible for end-of-the-year awards such as academic letter and department awards.
2. All grades will be averaged for seven (7) semesters.

#### **Graduation Ceremonies**

A student shall have completed all requirements for graduation as set forth by the Camden R-III Board of Education in order to participate in Honors Day and graduation ceremonies. Example: If a student fails a course the second semester, fails to complete a correspondence course, or fails their Missouri Option Exam, he or she will not be allowed to participate in graduation ceremonies. The student will receive his/her diploma only after completion of all requirements. In addition to these requirements, any student wishing to take part in



commencement exercises and enrolled in the Missouri Option program through Horizons must take their exam one week prior to graduation to ensure adequate time for results to be received and communicated to Camdenton High School. A student may choose to test after the one week deadline; however, that student will not be eligible to take part in the Camdenton High School graduation ceremony and will receive his/her diploma after verification of a passing score on the Missouri Option exam is received by the Horizons' Director. A student transferring to Camdenton from another district must complete a minimum of the last semester of the senior year in order to graduate and receive a Camdenton diploma.

### **Missouri Option Diploma**

The Missouri Option Program is for students in Missouri high schools. Camdenton High School has been approved to offer this program. The program allows for students 17 years of age or older and at least one year's credit behind their cohort class to stay in school, participate in meaningful classes and support services and have the opportunity to graduate "on schedule" if they meet state and district requirements. If a student stays enrolled and completes all requirements, they are eligible to graduate and receive a Missouri High School diploma. Contact your counselor or building administrator to learn more about this option for a diploma.

### **Recognition of Seniors**

In the interest of encouraging and recognizing outstanding academic achievement, summa cum laude, magna cum laude and cum laude graduates will be selected for each high school graduating class. The summa cum laude, magna cum laude and cum laude graduates will be selected according to the following procedure:

Summa Cum Laude	Highest honors 4.2 GPA or higher
Magna Cum Laude	High honors 4.0 - 4.19 GPA
Cum Laude	Honors 3.8 – 3.99 GPA

Sophomores must have completed a minimum of one weighted class per semester.

Juniors must have completed a minimum of two weighted classes per semester.

Seniors must have completed a minimum of three weighted classes per semester.

A student transferring from another school district must complete the

last four semesters in this school as a full time student and must complete 12 semester weighted classes to qualify for Cum Laude recognition.

#### **Presidential Award for Educational Excellence**

This award is given to seniors who have met the following criteria:  
Grade Point Average – Students are to earn a grade average of 90 on a 100-point scale, and A- on a letter scale or a 3.5 on a 4.0 scale. Students must also score at or above the 85 percentile on a standardized achievement test such as the ACT (reading or math) or SAT.

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

The personal records of each student are kept on the Missouri Approved Accumulative Record Form. This record includes the student's courses and grades earned, standardized test scores, enrollment records, health records, a record of attendance and his/her rank in class for the four years of high school.

These records are kept in a fireproof vault after they have left school. Many times the school is called upon to write recommendations for students. The information for these recommendations comes from the permanent records. Students or their parents may inspect these records by contacting the guidance office.

#### **Withdrawal or School Transfer**

The parent or guardian of the student withdrawing shall furnish the guidance office with a written statement giving date of departure and the destination. On the last full day of attendance, the student will be required to pick up an official withdrawal form from the guidance office. The student will present the withdrawal form to each teacher for a signature and current grade. The student will be responsible for turning in all textbooks, library books, lunch money owed, and cleaning out lockers.

After the withdrawal form has been completely filled out by school personnel, the student is to return the withdrawal form to the guidance office. A copy of the form will be given to the student to take to the next school. The school records will be forwarded to the new school upon written request.

#### **Tutoring Program**

The purpose of this program is to provide educational assistance in the academic areas for any student enrolled in grade 9 through 12 in

Camdenton High School. Any student may be referred by his/her teacher(s), parent/guardian, counselor or principal.

### **Military Recruiters**

Military services will be allowed to set up in the Commons Area and hand out materials and talk to students.

- Students will be allowed to talk to military recruiters during their lunch periods. (It is recommended that the recruiters contact the student at home prior to contacting them at school.) Military recruiters must check in with the main office and stay in their assigned areas.
- The Camdenton R-III School District complies with the release of directory information as allowed by federal law.

### **College Representatives**

College representatives schedule visits at the high school to inform students about their institution and to allow students to ask questions.

### **College Visits**

We recognize that it is necessary for students to visit colleges from time to time as they prepare to continue their education. Students are permitted two (2) college visits during their junior year and four (4) college visits during their senior year. Students must provide verification of the college visit upon their return to school. Approved college visits will not affect a student's perfect attendance status.

## **FINAL EXAMINATIONS (High School only)**

All classes in the high school curriculum will be expected to give finals with the exception of vocational courses as defined by the State Department of Education in which finals will be optional. A final examination will be given at the end of each semester. This test will equal 20% of the semester grade.

### **Final Exam Schedule**

Final exams will be given in each content area during the last two or three days of school for each academic semester. The schedule for final exams will be determined by the building leadership team and communicated to students and parents during the course of the semester.

## HIGH SCHOOL HOMEWORK POLICY

### **Philosophy**

Homework is a necessary part of learning, and it is reasonable to expect homework of some type in every academic class. As an extension of classroom work, homework should enhance everyday teaching and not be merely busy work. It is important to build a positive attitude toward homework and not use homework assignments as a disciplinary device.

### **Purpose**

The purpose of a homework policy is to emphasize the importance of homework, not to insist on a set number of hours. Homework will vary according to the type of class and the speed at which the student works and learns.

### **Guidelines**

- The amount of homework and the type of assignments will vary according to the class.
- Instructions regarding materials necessary to complete the homework assignments will be given when making the assignments.
- Allowance for differential assignments is necessary as homework assignments are sometimes short term, sometimes long term, sometimes product oriented, sometimes written, etc.
- Studying for tests, reviewing notes, and recopying notes are types of homework.
- Teachers will notify students in advance of what constitutes a late homework assignment and how the late assignments will be handled.
- Students will be held accountable for their homework whenever it is given. It will be recorded as a part of their class grade.

### **Makeup Work**

In the event of excused absence, parents should contact the Attendance Officer for the High School at (573) 346-9299 or for Horizons at (573) 346-6336 to obtain homework from the day's absence. Teachers will be given adequate time to collect materials and send to the main office. Generally, parents may pick up homework at the end of the school day if a parent requests it by 8:15 in the morning.

### **Work Assigned in Advanced**

Assignments such as term papers, essays, projects etc. assigned in advanced of absence are due the day the student returns to school and

do not qualify for extended time.

**Field Trips and Homework**

Students who are going to be absent because of a field trip, athletic event, music trip or contest are encouraged to request homework assignments from teachers prior to leaving on the trip.

**STUDENT ACTIVITIES**

**Extra-Curricular Activities**

An attempt is made to make the activities of Camdenon High School a valuable part of the educational program. The purpose of these activities is not to replace regular school work, but rather to supplement school work. Activities include:

**Activity Pass**

Activity student and adult passes are available for purchase at the high school office. The pass will admit the student or parent to any middle/senior high athletic event, except district and state playoffs and drama productions.

**Athletic Teams**

**Boys:**

Baseball, Basketball, Cross Country, Football, Golf, Tennis, Track, Soccer, Wrestling

**Girls:**

Basketball, Cross Country, Golf, Tennis, Track, Volleyball, Soccer, Softball

**Athletic Eligibility**

To be eligible to participate in athletics, a student must pass three credits each semester of the school year and adhere to MSHSAA and school eligibility rules. Please refer to the Student Athletic Handbook for further details.

**Athletic Participation Fee**

The Camdenon R-III Board of Education adopted a policy requiring a \$30 fee to participate in athletics or cheerleading, for grades 7-12. This is a one-time fee per student for participation in one or more sports during the school year and must be paid in the high school office prior to the start of official practice in that sport. There will be a maximum fee of \$60 per family.

### **Clubs and Activities**

Art Club; Chess Club; Circle of Friends; DECA; Drama Club; Fellowship of Christian Athletes; Future Business Leaders of America; Family, Career and Community Leaders of America; Future Farmers of America; Future Teachers of America; Hi Step; Interact; Key Club; Lakers Offering Safe Transportation Tips; LASER Robotics; Math Club; Mud Club; National Honor Society; Prom (Junior Class); Science Club; Skills USA; Speech & Debate; Student Council; Trap Shooting Club; Technology Student Association; World Language Club; Yearbook; Young Democrats; Young Republicans.

- No club or activity shall be organized in the name of the school without the approval of the principal.
- Each club must be chartered by the Student Council and have a written constitution on file in the office.
- Permission for having social activities of any kind must be obtained from the principal in advance of the activity.
- All money and dues collected from any source must be deposited in the high school office.
- Each club must have a faculty sponsor.

**It is a privilege, not a guaranteed right, to participate in any activity.** Any violations of school or Missouri State High School Activities Association's rules may make a student ineligible to participate in the activity program.

### **Music:**

Bel Canto Singers, Concert Choir, Color Guard, Jazz Band, Marching Band, Pep Band, Winter Guard.

### **National Honor Society**

The National Honor Society is an organization for outstanding students in grades 10, 11, & 12. Students are selected by a faculty advisory committee. The following criteria are required for membership:

- Scholarship = 3.75 weighted grade point average or above, GPA must be maintained.
- Examples must be demonstrated and maintained in Leadership be demonstrated and maintained in Service.
- Examples must be demonstrated and maintained in Character.

These qualities for membership must be maintained throughout their high school years in order to maintain membership. An induction ceremony will be held in the spring to honor new members. Students

must be present for the induction in order to be a member.

### **Student Council**

Student Council is student participation in government. Each spring Student Council officers are elected for the forthcoming school year. Senators and representatives are elected from each class. Student Council holds monthly meetings to plan activities for the high school. Students interested in Student Council must have a minimum of 25 signatures from students and approval of a teacher and administrator on a petition in order to have their name on the ballot. Petitions may be obtained from the office or the Student Council sponsor.

### **Prom/Prom Dates**

The Junior/Senior Prom is a traditional activity held during the late spring for Camdenton juniors and seniors and their dates. Guidelines for Prom are as follows:

- The school shall decide the location of the prom and enter into a contract for music.
- The school shall provide funds and/or help students raise funds for payment of Prom activities. This may include students working in concession stands during ball games.
- The junior class and sponsors shall be responsible for planning and decorations at the Prom.
- Out-of-school dates shall be approved by the school administration and will be charged a fee to attend Prom. Out of school dates must be under the age of 21. School dropouts will not be allowed to attend Prom.
- Students in grades 9 and 10 shall be allowed to attend Prom only when they are the invited dates of a junior or senior student. Students below grade 9 are not permitted to attend Prom.

### **Scheduling Conflicts with Other Activities**

Every effort is made to avoid scheduling more than one activity on the same day. Conflicts do occur because students are involved in more than one activity. The following guidelines apply when conflicts occur:

- District and State events take precedent over the other scheduled activities.
- Events scheduled on the school calendar take precedent over rescheduled events.

### **Citizenship Requirements for Extra-Curricular Activities**

Students who represent Camdenton High School in extracurricular

activities such as athletic, music and debate must be creditable citizens and judged so by school staff and administrators. Students, whose character or conduct is such as to reflect discredit upon themselves or the school, are not considered creditable citizens. Conduct shall be satisfactory within the standard of school discipline policies.

A student shall not be considered eligible while under suspension or with an unexcused absence. A student must be in attendance a minimum of four class periods to be considered eligible to participate in an activity on that specific date unless it is a prearranged absence due to a family emergency such as a death.

#### **Transportation to Extra-Curricular Activities**

The school provides transportation to extra-curricular activities. Students are required to ride the bus to events on school transportation unless alternate transportation is approved by the building administrators. Any student riding to an activity on school transportation must return on school transportation unless a parent or guardian requests in person with the sponsor or administrator to assume the responsibility for the student's return after the activity is complete.

A parent may also request in writing that the student may ride home with another parent. The request must be made in advance of the trip and receive approval of the principal or assistant principal prior to the trip. A copy of the request will be kept on file in the high school office.

Failure to follow proper procedure could result in loss of participation privileges.

### **OZARK CONFERENCE**

Camdenton High School is a member of the Missouri Ozark Conference. As a member of MSHSAA and the Ozark Conference, Camdenton High School follows all policies and guidelines of the association. Member schools of the Ozark Conference include:

Camdenton	Joplin	Parkview	Waynesville	Kickapoo
Glendale	Lebanon	Rolla	West Plains	Hillcrest

#### **Ozark Conference Creed**

The **Ozark Conference** is proud of the behavior and sportsmanship displayed by its **players, coaches, and spectators** who:

- value healthy rivalries, encourage spirited and fair play, and



- appreciate positive support;
- represent themselves, their teams, and their school with pride and poise;
- treat visiting teams and officials as guests, extending to them every courtesy; and
- are modest in victory and gracious in defeat.

The primary purpose of **Ozark Conference** interscholastic athletics is to promote the physical, mental, moral, and emotional well-being and development of all involved through the medium of contests.

### **Ozark Conference Sportsmanship Standards**

Ozark Conference players, coaches and spectators will:

- regard game officials as fair, accept their decisions as final, and treat officials with respect;
- respect the property of our school and other schools.
- Cheer for their team;
- treat the opponents' coaches, players and spectators with respect;
- show appreciation of good play by both teams;
- accept the decisions and judgments of the coaches;
- wear t-shirts/clothing that displays positive language;
- remain off the playing field/court before, during and after events;
- be modest in victory and gracious in defeat; and
- maintain an atmosphere of good sportsmanship at all times.

**Ozark conference players, coaches and spectators will refrain from:**

- actions that will offend, embarrass, or intimidate any individual athlete;
- actions that will call attention to yourself;
- taunts, chants, noises, cheers, jeers, songs, profanity or motions directed at the opposing team, coach, or school;
- using noisemakers;
- throwing objects; and
- displaying signs of any type other than official school banners.

Failure to comply with the Ozark Conference Sportsmanship Standards may result in your removal from the site of competition and may result in further disciplinary action.

## **AWARDS AND HONORS**

### **Academic Letter**

Students will earn an Academic Letter based on the following criteria:

#### 1st Year Academic Letter

- Must be a Sophomore, Junior or Senior
- Must have completed two weighted classes
- 3.8 cumulative weighted grade point average

#### 2nd Year Academic Letter

- Previously earned an Academic Letter
- Must have completed four weighted classes
- Can be earned Junior or Senior year
- 3.8 cumulative weighted grade point average

#### Senior Academic Letter:

- Previously earned an Academic Letter
- Must have completed six weighted classes, with a minimum of one weighted class during senior year.
- 3.8 cumulative grade point average

The letter will be presented to students during an honors assembly held during the month of May.

### **Academic All Conference Award**

The student must have a non-weighted GPA of 3.85-4.0 cumulative.

### **Service Award**

The purpose of a School and Community Service Award is to encourage students to participate in school and community service projects. College admissions offices and scholarship committees are looking for students who have good grades, high test scores, involvement in extra-curricular activities, and have given time to school and community service projects.

Examples of School and Community Service include:

- |                     |                  |
|---------------------|------------------|
| Hospital Volunteer  | Peer Tutor       |
| Key Club Activities | Adopt-A-Highway  |
| Cleanup Project     | Meals on Wheels  |
| Cancer Drive        | Heart Fund Drive |

Lake Cleanup Project  
Red Cross Blood Drive  
Salvation Army

Lamb House  
Nursing Home  
Working in local church

Service is an activity without pay or reward for the betterment of a student and/or the community. Students are responsible to turn in their community service hours to the Guidance Office. Awards will be given for completion of service hours as follows: 10-40 hours certificate, 41-99 hours medal, 100 hours or more plaque.

Approval forms are available in the high school guidance office.

#### **Student of the Month/Year**

- Rotary Club: Two students, one boy and one girl may be selected as "Students of the Month" by the Rotary Club. Criteria for selection may include: academic class-work, involvement in student activities, demonstration of leadership skills, demonstration of community service, school attendance and tardiness to classes, and dependability. The Rotary Club honors each student with a certificate and news story in the local paper. The Rotary Club selects "Students of the Year" and provides them a cash award at the spring awards assembly.
- Elks Lodge #2705: Two students, one male and one female will be chosen each month as "Students of the Month". Students are recommended by their teachers based on academics, citizenship and community service. Each Student of the Month receives a cash award from the Elks Lodge as well as attending a luncheon in their honor. The Elks Lodge presents a plaque to each Student of the Month at the spring awards assembly. From the group of Students of the Month, one female and one male student are selected as Students of the Year. Students of the Year receive a plaque and a cash award from the Elks Lodge at the spring awards assembly.

#### **Attendance Recognition**

A student with perfect attendance for the year determined by hourly classroom reports and office records will receive an attendance award in an honors assembly during the fourth quarter.

#### **All School Awards Assembly**

Awards will be presented for the following in an assembly in May:  
Academic Letters; Scholar Athlete Awards; Attendance; School and Community Service Awards, and Departmental Awards

## CLINICS

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

Responsibilities of the school's health program include:

- Develop and maintain a practical and appropriate system for providing first aid and emergency care for students and staff who become injured or ill at school.
- Identify and exclude from school those students and staff with communicable diseases and initiate appropriate follow-up to ensure their prompt re-admission.
- Prevent the outbreak and spread of communicable diseases through consistent enforcement of existing laws and school policies regarding immunizations for students and school personnel.
- Monitor and maintain a clean, safe and healthful school environment so that conditions that might interfere with the teaching/learning climate are minimized.
- Develop, implement and evaluate a comprehensive health education curriculum to prepare students to assume responsibility for their own health.
- Establish a School Health Advisory Council with a membership that includes school officials, representatives from various health professions, health organizations, parents, students, and leaders within the community.

### **Student Health Card**

**Student health cards** will be included in the parent/guardian information packet that is handed out to students the first week of school. **These health cards must be filled out and signed by the parent/guardian and returned to school where they will be on file in the health clinic. NO MEDICATIONS WILL BE GIVEN TO ANY STUDENT WITHOUT THE RETURN OF THAT STUDENT'S HEALTH CARD.**

### **Medications**

To better serve the students, please note the following guidelines on medications:

- **All medications are to be kept in the clinic.**
- All prescription medications must be in the original prescription bottle and plainly marked (*duplicate prescription bottles are available at your pharmacy*).
- Students are not to carry any medication (*prescription or over-the-counter, including performance enhancing substance*) on their person/or in their locker, with the exception of prescribed inhalers for asthma.
- Over-the-counter medications need to be sent in original containers.
- Only the recommended dose on the bottle will be given.
- Parents are to send a note including the child's name, medication name, time to be given and the stop date.
- **NO controlled substances (i.e. Pain relievers, ADHD meds and muscle relaxers) are to be sent on the bus or brought to school by the students.** Parents must bring these types of medications in to the clinic and sign them in with the nurse.
- Parents will be notified to pick up controlled medications after 30 days or grant permission for the clinic staff to destroy them.
- The parent/guardian of the student must assume responsibility for informing school health personnel of any change in the student's health or change in medication.

### **Immunosuppressive Therapy (Allergy Injections)**

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

### **Immunization Law**

All Students must present documentation of month, day and year of each immunization. Students must present immunization record to school, and all immunizations must be up-to-date **before being permitted to 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. Grades 9 thru 12 must have received at least 3 doses of DtaP, DTP, DT or TD. TD Booster is required ten (10) years after last dose of DtaP, DTP, DT or TD. Grades 9 thru 12 must have received at least 3 doses of Polio with the last dose given on or after fourth (4<sup>th</sup>) birthday. Two doses of Measles are required on or after first (1<sup>st</sup>) birthday and 1 dose of

Mumps and 1 dose of Rubella is required on or after first (1<sup>st</sup> birthday). Hepatitis B series is required (3 dose or the 2 dose Merck Recombivax).

Parents will be notified of students “out of compliance” with immunization law by three (3) letters or a phone call from the clinic. If a student then remains “out of compliance,” he/she will be immediately excluded from attending classes.

#### **Medical Illness During School**

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

- The student presents with rhinitis, nasal and/or chest congestion, cough with or without expectoration, sore throat and body aches;
- If the student is not feeling well and there is a person they live with who has a fever and experiencing the above named symptoms.

**The child may return to school when he/she has been fever free for at least 24 hours without the use of fever reducing medications.**

#### **Elevator Keys**

- Students will receive an elevator key from the clinic staff and **only with a physician’s order or medical necessity deemed by clinic staff.**
- Teachers will obtain elevator keys from the clinic staff with written permission from principal only.
- A contract, “Elevator key contract” will be signed by the student, teacher or parent/guardian requesting the key for 7 days at a time.
- The student must renew the “Elevator key contract” every 7 days.
- There will be a key replacement cost of \$20.00 charged to the student’s school account if the key is not returned within 7 days from the end of the contract.
- Elevator keys are to be returned to the clinic staff only.

## **CAMDENTON HIGH SCHOOL ATTENDANCE POLICY**

### **Student Attendance**

Consistent school attendance is an absolute prerequisite for success in each class. The responsibility for appropriate attendance lies with the student and parent or guardian. Naturally, there are times when a student cannot and should not be present in the school setting. This may be due to illness or other reasons not within the control of the student. For student absence please call the Attendance Officer at 573-346-9299 (High School) or 573-346-6336 (Horizons).

When a student arrives to school after an absence, the student must report to his/her assigned assistant principal and receive a pass indicating the reason for the absence. When a student arrives late to school, regardless of the reason, he/she must report to the Attendance Officer to sign in and receive a pass. Students who arrive late to school due to documented scheduled appointments are not considered tardy. A note or phone call from a parent/guardian will not excuse a tardy.

If a student has an appointment with a recognized educational representative in the school (e.g. counseling, A+, etc.), he/she should obtain a pass from the individual causing the absence.

In the event of a parent pick up from school during the regular school day, the parent should report to the main office and see the Attendance Officer.

### **Leaving School during the Day**

**Any student leaving school for any reason must sign out in the main office. Any student not signing out before leaving school will be assigned a Saturday School. Any student checking out of school must have permission from a parent, guardian or individual listed as an emergency contact. A student's responsibility is to their school work during the school day.**

**Students cannot leave with anyone under the age of 21 unless they are family members. This includes students who are 18 years of age or students who do not live with parents unless the student is considered emancipated under state law.**

### **Attendance Expectations**

Student attendance is crucial to student achievement, and it is

imperative that students are in attendance each day in order to receive high quality instruction and effectively become college and career ready. Camdenon High School has identified student attendance as a major focus area and has established a goal that each student will maintain an hourly attendance rate of 90% or higher. All absences will count against a student's attendance, with the exception of college visits as defined on page 19 of this Handbook. Students' attendance will be reviewed every three weeks, and students meeting the 90% goal will be eligible for recognition. Falling below a 90% 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.

In the event that extenuating circumstances cause unavoidable absences, students will be given the opportunity through an appeals process to explain the reasons for their absences. An appeals committee will review the information and will make a determination regarding loss of privileges.

Documentation for all absences must be provided. Any absence for which required documentation is not provided will be coded as "absence without justification".

#### **Consequences for Violations**

Students will be expected to make up all assignments from missed classes, including, but not limited to, exams, assignments, papers, projects, quizzes. Each building may set reasonable limits regarding the timeframe in which missed work may be completed. **Attendance and participation are part of a successful learning experience, so students who are away from assigned area, truant or have been assigned out-of-school suspension will be issued a ½% academic deduction per day, for class periods missed.** The total percentage points will be deducted from the total grade at the end of each semester per class period.

The district will contact the Children's Division (CD) of the Department of Special Services/Juvenile Officer or the local prosecutor in cases where the district has a reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parents or that parents are in violation of the compulsory attendance law. No such action will be taken unless other strategies and interventions have been implemented and proven ineffective.



### **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 was recorded incorrectly for away from assigned area, truancy, or out of school suspension. An appeal will not be taken based on whether the reason for the absence justifies an exception to this rule.

### **Missouri School Improvement Plan 5 Performance Standard 4: Attendance Rate**

In accordance with the Missouri School Improvement Plan 5 Performance Standard 4: Attendance Rate, Camdenton High School has a goal for this school year that 90% of the students will be in attendance 90% of the time. This goal is in place because one of the most important things a student can do to achieve academic success is also one of the most basic: be in attendance at school on a daily basis.

In order to help reach the high school goal of 90% of the students being in attendance 90% of the time, it has been determined that steps must be taken to help us reach this goal. Accordingly, students falling below 90% during a 3-week reporting period will lose the privilege to park at the parking lot at the high school and will have to park at the soccer field below the school as well as losing their privilege to attend activities / events for the following 3-week attendance review period.

Our attempts to improve Camdenton's daily attendance rate and help our school reach the 90% of the students being in attendance 90% of the time are not all based around the removal of privileges as incentives. We are also implementing several incentive opportunities for students as well to help with a student's daily attendance rate. For example, there will be monthly rewards for students who maintain a 95% attendance rate for the month as well as other quarterly and semester rewards as well.

Camdenton High School wants to build a culture of attendance and it is only through communication that this culture can be constructed. Successful efforts start with educating students and families that regular

attendance, from a student's first day of school, is essential to long-term academic success.

### **CAMDENTON HIGH SCHOOL DRESS CODE**

The Camden High School Student Dress Code Committee has articulated the following rationale for student dress at Camden High School. This rationale will be explained to students at the beginning of each school year, and students will be expected to comply with the standard of dress set forth by the Camden R-III School District. Students failing to comply with the standards set forth by this rationale will be subject to disciplinary consequences and possible restriction from the educational environment. When dealing with issues related to student dress, Camden High School Administration will request the student make appropriate changes to their attire within one school day. If the student fails to comply, restriction of student privileges and/or disciplinary consequences will occur.

Rationale for the Camden High School Student Dress Code:

- Student attire should not interfere with the process of learning or distract students while in the learning environment.
- Student attire should reflect the standards set forth by our community and school board. While on campus during school hours or at activities, students are expected to follow the adopted dress code.
- Students preparing to enter the world of business through cooperative programs, work release, or programs of the like shall be informed of the dual standards of dress in business and industry and will be expected to comply with these standards while on the job site.

#### **Personal Hygiene**

Personal hygiene is essential life skill required of all students at Camden High School. Inappropriate hygiene habits can contribute to the spread of disease and create an unhealthy environment in a school. Students are expected to be clean and free of odor while at school, and students should bathe and shampoo regularly as well as use deodorant on a daily basis. Hair must be combed, clean, and well groomed. Student's hands and nails should be clean (example: wash after leaving work, physical education, and the vocational classes). If it becomes apparent that a student is violating this section on personal hygiene, the

student may be required by faculty and/or administration to bathe, shampoo or groom prior to returning to the classroom. If such a request is made, an attempt shall be made to keep the request confidential.

### **Inappropriate Markings**

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

### **Appearance**

Any attire deemed to be educationally disruptive, or deemed to create a health, safety, or discipline concern will be considered inappropriate for school and will not be allowed.

### **Regulations**

Students should be neat in their appearance and students should not wear anything that leads to sloppiness, such as inappropriately cut up clothing (e.g. sweatshirts, sweat pants, jeans or shirts) is not acceptable.

The following items are included to assist students in defining appropriate dress at Camdenon High School. Interpretation of the dress code will be at the sole discretion of the Camdenon High School Administration. Examples include, but are not limited to, the following:

#### Shirts and General Attire

- Appropriate sun-dresses and blouses may be worn as long as **no undergarments are exposed. Sundresses and blouses having no straps or open backs are not acceptable.**
- Blouses and tops: **Bare waistline clothing and see-through clothing is not acceptable**, un-tucked shirts must cover the waistline at all times, tight-fitting shirts and/or low-cut apparel is not acceptable.
- Shirts may not be made of fishnet or mesh if worn alone. Shirts must be buttoned appropriately if worn alone. Sport shirts, sweatshirts, and dress shirts will be acceptable as long as they have no undesirable writings or markings as defined above. Cutouts, tank tops or see thru clothing such as mesh shirts must be worn with a t-shirt underneath.
- Clothing meant to be worn as underwear is not acceptable.
- Girls must wear bras.
- Camisoles should be worn under semi-sheer blouses.

- Clothing meant to be worn solely as sleepwear is not acceptable.
- Students will be expected to wear appropriate footwear at all times.

#### Shorts and Skirts

- Skirts and shorts may be no shorter than the end of the student's fist while standing. No spandex or tight-knit skirts will be allowed. No portion of the student's buttocks may be exposed while wearing skirts or shorts even if the skirts or shorts fall within the fist rule.
- Loose-fitting shorts will be allowed. Shorts may be no shorter than the end of the student's fist while standing. Tight fitting shorts commonly referred to as bicycle pants or weight lifting pants, will not qualify as shorts under this provision and, therefore, will not be allowed, unless worn underneath clothing that complies with the dress code. No portion of the student's buttocks may be exposed while wearing skirts or shorts even if the skirts or shorts fall within the fist rule.
- Boxer shorts as outerwear are not appropriate for the classroom.

#### Pants

- Trousers, slacks, jeans and sweat pants 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 either inside or outside of the garment, and no flesh may be showing through the hole.
- Two pieces of camouflage clothing (example: shirts, jackets, pants) worn together, or one piece camouflage outfits are not acceptable.
- Sagging pants below the waistline or showing underwear or buttocks are not acceptable.

#### Accessories

- Hats, caps, visors, and coats are to be removed when entering the building and placed in the student's locker until the eighth hour bell rings to go home.
- Headbands/bandanas/sunglasses are not appropriate school wear.

#### **Safety**

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

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

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

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

### **School Sponsored Uniforms or Special Activities**

Exceptions to the student dress code may be made in the case of appropriate team or club uniforms, special school events, and other specific activities designated by the principal.

### **Enforcement of the CHS Student Dress Code**

Consistent enforcement of the student dress code is critical to the culture and environment of any high school. Based on committee recommendations, the following procedure will be utilized to ensure that the standards for student dress are implemented in a fair and consistent manner:

- First Period Dress Check- While taking roll during first period, teachers will conduct a cursory check of student attire upon entering the classroom. Students violating dress code will be referred to the appropriate assistant principal.

## **VEHICLE REGISTRATION/DRIVING/PARKING** **(High School Only)**

Driving to school and parking on school property are privileges and therefore the district may regulate those who drive. Each student will need to have a parking permit signed by both student and parents which lists the regulations for driving and parking, on file in the high school office. Each student wishing to park on campus shall receive copies of the district student drug testing policy and the drug testing consent form which shall be read, signed and dated by the student and the student's parent/guardian.

Students in grades 10-12 must turn in the drug testing consent form to the high school office by the deadline set for the school year before the student will be allowed to obtain a student parking pass. If a student is

18 years of age and living with a parent/guardian, he or she still must have both the student and parent/guardian signatures. If the student is 18 years of age and does not reside with a parent/guardian, the student's signature is all that is required. Students in grades 10-12 will not be eligible to obtain a student parking pass for ten (10) school days after the required forms are completed and returned to the high school office. The complete Student Drug Testing Policy is contained in Camdenon R-III School District Policies JFCI and JFCI-AP.

Freshmen old enough to drive will need special permission from Administration to drive and park on school property.

#### **Assigned Parking Spots**

Each student will receive a free hang tag with a number which designates the assigned parking space. In the event the hang tag is lost, the student will be assigned a new parking space and corresponding hang tag.

#### **Driving and Parking Regulations**

- Students must display the hang tag on the rear view mirror (or on the dash board of the vehicle if there is no rear view mirror) when the vehicle is parked on school property during the school day. Failure to properly display the hang tag is considered a parking violation.
- Students must park in the assigned parking space and must park within the lines marking a parking space. If a student parks in an inappropriate parking space, he/she will be given consequences consistent with the sections entitled "Penalties for Driving and Parking Violations".
- Students are not to park in the visitor spaces, handicapped spaces, fire lanes, exits, entrances or areas designated for staff.
- Students are not to park in the areas marked with yellow stripes or outside the end of a row of parking spaces.
- Students are to observe the speed limits and drive in a safe manner.
- **Any student vehicle parked illegally may be towed at the owner's expense. (i.e. vehicle parked in handicapped, in no parking zone, in fire lanes or not in proper parking space.)**

**Students on "Red card" are not allowed to park on campus. In the event that a student must drive due to "COOP" obligations or other situations approved by administration, the student must park in the "Red card" lot located at the bottom of the main entrance road across from the soccer stadium.**

## **SCHOOL BUSES**

### **School Bus Conduct**

An important objective of the Camdenton R-III School District and the Camdenton R-III School Transportation Department is to offer a safe, effective and efficient transportation program. In order to achieve this objective, it is necessary to establish rules and regulations for the conduct of students riding school buses. The regulations are intended to serve the best interests of all students.

### **School Bus Safety Regulations**

To keep your bus-riding privileges, cooperate with, and follow instructions of, the driver or monitor.

Follow these safety rules:

1. Use classroom voices, classroom language, and classroom conduct.
2. Use of food or drink is prohibited
3. Glass, flammable or other dangerous items are prohibited.
4. No pets, animals, insects or reptiles of any kind are allowed on buses.
4. Stay seated keeping hands/body and objects to yourself and inside the bus. NO FIGHTING!
5. Place all debris or all litter in trash receptacles when exiting the bus. Keep our school buses clean!
6. Do not operate or handle bus equipment or cause destruction of a bus.
7. Tobacco, alcohol or illegal substances are prohibited.
8. All students must be on time and outside at their assigned bus stops.
9. Bus driver or monitor is authorized to assign seats.

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, at, or near bus stops. Certain discipline problems may occur on buses which 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, use of profanity, fighting, use, possession or sales 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. Referral to law enforcement can be included and used at the discretion of administrators.

### **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.

## **TECHNOLOGY USAGE POLICY**

No student will be given access to the district's technology resources until the district receives a *User Agreement* signed by the student. Students who do not have a *User Agreement* on file with the district may be granted permission to use district technology by the superintendent or designee.

**Privacy:** A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources.

All district technology resources are considered district property. The district may maintain or improve technology resources at any time. The district may remove, change or exchange hardware or other technology between buildings, classrooms, employees, students or any other user at any time without prior notice. Authorized district personnel may load or delete new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time.

The district may examine all information stored on district technology resources at any time. The district may monitor employee and student technology usage. Electronic communications, all data stored on the district's technology resources and downloaded material, including



files deleted from a user's account, may be intercepted, accessed or searched by district administrators or designees at any time.

**Violations of Technology Usage Policies and Procedures:** Use of the district's technology resources is a privilege, not a right. A user's privileges may be suspended pending an investigation concerning use of the district's technology resources. Any violation of district policies, regulations or procedures regarding technology usage may result in temporary, log-term or permanent suspension of user privileges.

The administration may use disciplinary measures to enforce district policies, regulations and procedures. Students may be disciplined, suspended, or expelled, for violating the district's policies, regulations and procedures. Any attempted violation of district policies, regulations or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

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

#### **General Rules and Responsibilities**

The following rules and responsibilities will be followed by all users of the district technology resources:

1. Applying for a user ID under false pretenses is prohibited.
2. Using another person's user ID and/or password is prohibited.
3. Sharing one's user ID and/or password with any other person is prohibited. A user will be responsible for actions taken by any person using the ID or password assigned to the user.
4. Deleting, examining, copying or modifying files and/or data belonging to other users without their prior consent is prohibited.
5. Mass consumption of technology resources that inhibits use by others is prohibited.
6. Unless authorized by the district, non-educational Internet usage is prohibited.
7. Use of district technology for soliciting, advertising, fundraising, commercial purposes or for financial gain is prohibited, unless authorized by the district.

8. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
9. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
10. Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
11. Accessing, view or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
12. Accessing, viewing or disseminating information using school or district resources, including e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.
13. Any use that has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited.
14. Any unauthorized, deliberate or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
15. Users may only install and use properly licensed software, audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitation of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.

16. At no time will district technology or software be removed from the district premises, unless authorized by the district.
17. All users will use the district's property as it was intended. Technology or technology hardware will not be lifted, moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.
18. All damages incurred due to the misuse of the district's technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.

**Technology Security and Unauthorized Access:** All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator.

No person will be given access to district technology if he or she is considered a security risk by the superintendent or designee.

1. Forgery or attempted forgery of e-mail messages is illegal and is prohibited.
2. Unauthorized attempts to read, delete, copy or modify e-mail of other users are prohibited.
3. Users are prohibited from sending unsolicited electronic mail to more than one (1) address per message, per day, unless the communication is necessary, employment-related function or an authorized publication.
4. All users must adhere to the same standards for communicating online that are expected in the classroom and that are consistent with district policies, regulations and procedures.

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

**No Warranty/No Endorsement:** **The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis.**

The district is not responsible for loss of data, delays, non-deliveries, or service interruptions. The district does not guarantee the accuracy or quality of information obtained from the Internet or use of its technology resources. Access does not include endorsement of content or the accuracy of the information obtained.

### **MISCELLANEOUS INFORMATION**

#### **Academic Dishonesty**

Whenever a student is guilty of cheating, the teacher shall collect the student's paper, mark a zero for the work, and notify the parent and office immediately as to the action taken. The parent shall be notified that a second offense will require a conference and may result in ISS or OSS and a loss of privilege will be assessed.

#### **Cafeteria Procedures**

The Commons Area is used for seating during meal times. It provides seating for approximately 450 students. There are two Meal Service Areas. The Scramble Area uses a "scramble" type of service, allowing students to select foods from various stations before paying at the cashier stands. The other service area is offered at the Concession Stand. This area provides a variety of options and allows students to move quickly through a service line. **No backpacks are allowed in the lunch lines or Scramble Area.** Camdenton High School uses a computerized cashiering system. This is a debit system, whereas, 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. This system also gives students the responsibility of managing their account in a college-like fashion. Students will use their ID cards to purchase breakfast, lunch, and A-la-carte items from their accounts.

- Students wishing to open an account or credit their account must do so before school in the cafeteria with the cashier.
- Students in the Scramble Area who do not have their ID cards on a particular day may use the line designated "No Card" to purchase items for that day. Students who do not have their ID card in the Concessions Stand Area will be sent to the end of the line. If they have lost their ID card they will need to replace it. If they abuse these guidelines they will be sent to their principal.

- **Student Charges:** When an account balance is up to negative \$1.00, students are allowed to charge one reimbursable lunch if he/she forgets meal money. Students are allowed to carry a negative balance for the charged lunch only. No A-la-carte items or breakfast items can be charged. If a student has charged one reimbursable lunch and money has not been deposited on their account, they will be offered an alternative lunch of a sandwich and milk. The first alternative lunch will be free of charge. Any additional alternative meals served will be charged against the student's account \$.40 each up to \$3.00. Once the \$3.00 limit is reached no meals will be offered to the student. There is no alternative meal for breakfast.

All students must be in the Commons Area during their lunch shift, unless permission is given by a principal. No food or beverages (other than water in clear plastic bottles) are permitted outside the Commons Area unless prior approval is granted by a teacher or administrator.

#### **Calculators for Math Classes, Use of**

In order for students to learn, develop, and demonstrate the knowledge necessary to continue in mathematics, calculators should be used sparingly when learning the fundamental skills at the Pre-Algebra and Algebra I levels. It would be at the discretion of each teacher, but it is felt that the basic operations taught in the early parts of their math development need to be learned without a calculator. Calculator usage should be reserved for problem solving, pattern development, and larger computations. The intent is for the students to learn to think logically and rationally, not merely to solve math problems.

#### **Care of School Property**

It is the responsibility of each student to see that school property is kept in good condition. It is not necessary to mark on desks or walls. Steps are to be used in the gym, not the seat of the bleacher seats. Do not slam doors so as to cause breakage of the windows. Pupils will be held responsible for the proper care for all books, supplies, apparatus, and furniture furnished them by the Board of Education.

#### **Class Officers**

Class officers, consisting of president, vice president, secretary, and treasurer, are elected during the first month of school. Students interested in running for class office must submit a petition to place their name on the ballot. Class officers are responsible for all class projects including Prom.

### **Class Rings**

Class rings are traditional but not required for students. Camdenton High School does provide students who wish to order a class ring, with a ring company who comes to the school to size rings and take orders. The company provides a wide choice of styles and ring prices. The order date is in October with the delivery date sometime in May.

### **Emergency Safety Procedures**

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

### **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 SchoolReach, which specializes in school-to-parent communications. When used, the service will simultaneously call all listed phone numbers in our present contact list and will deliver a recorded message from a school administrator. The service will deliver the message to both live answer and answering machines. No answers and busy signals will be automatically retried twice in 16 minute intervals after the initial call.

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

#### RADIO AND TV STATIONS

#### LOCATION

KTTS FM 94.7

Springfield

KSGF AM 1260

KSGF FM 104.1

KTXR FM 101.3

DWND FM 31.1

KWTO AM 560

KOMG FM 92.9

KWFC FM 89.1

KOSP FM 106.7

KKLH FM 104.7

KWTO FM 98.7

KDEB-TV Channel 27 Local – Ch 2 cable

KOLR-TV Channel 10 Local – Ch 9 cable  
KY-3 TV Channel 3 Local – Ch 12 cable  
KOZK-TV Channel 21 Local  
KSPR-TV Channel 33 Local – Ch 8 cable  
KMYK FM 93.5  
KRMS AM 1150  
KCLQ FM 107.9  
KLWT AM 1230  
KJEL FM 103.7  
KBNN AM 750  
KCLR FM 99.3  
Y107 FM 106.9  
FCMQ FM 96.7  
KLSC FM 92.9  
KTGR AM 1580  
KBLA FM 91.3  
KTSK FM 95.1  
KOMY TV Channel 8  
KRCG TV Channel 13  
ABC 17  
KZWV 101.9  
KCVO 91.7 (early release only)  
KLOZ FM 92.7  
KQUL FM 102.7  
KZNN FM 105.3  
KTTR FM 99.7 & AM 1490

Osage Beach

Lebanon

Columbia

Versailles

Columbia

Jefferson City

Columbia

Eldon

Camdenton

Osage Beach

Rolla

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

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

#### **Food and Beverage Consumption**

No food or beverages (other than water in a clear plastic container) may be consumed outside the Commons Area unless preapproved by a teacher or administrator.

### **Homecoming and Court-Warming**

Homecoming and Court-Warming activities are under the direction of the Student Council. Homecoming is held during football season and Court-Warming is held during basketball season. A queen is elected to reign over each of these festivities.

### **Identification Badges**

All students will receive an ID badge which will be used to check materials out of the library, purchase school lunches and for admission to student activities.

### **Insurance**

Limited coverage insurance is available to all students. A packet will be available for each student on the first day of classes. Purchase of this program is optional. Students participating in school activities must provide evidence they are covered by adequate insurance.

### **Insurance and Field Trips**

All students participating in any school-sponsored trip outside the school district should have insurance. Parents must fill out the permit form and sign it giving their permission for students to take a field trip. All students should have some form of health and/or accident insurance to take part in out-of-school trips.

### **Library Media Center**

In the Library Media Center, students have access to a variety of print and electronic materials in addition to academic assistance. The LMC is open from 7:00 a.m. to 4:00 p.m. Monday through Thursday and 7:00 a.m. to 3:30 p.m. on Friday.

- A student is permitted to come from a class to the library if he or she has a library pass and is not on Red card.
- Overdue notices are distributed periodically throughout the year. Students are expected to keep their accounts in good standing. Those with overdue and/or lost books are not permitted to check out additional resources. Please speak to the Library Media Specialist regarding lost materials.

### **Lockers**

Lockers are school property and provided for books, school supplies, coats and hats. Because of damage to lockers and cost to the district to clean lockers each year, students are not to mark on lockers, or tape any item or picture to the inside of lockers. Because of health concerns, food and beverages are not to be kept in the locker longer than the



school day. Lockers will be inspected and students will be asked to clean out lockers. School administration may inspect and search any and all lockers at whatever time and for whatever reason deemed necessary. Drug –sniffing dogs may be used for such inspection and search. Please help keep the lockers clean. Students are not to change lockers without approval of the guidance office.

#### **Posters/Signs/Advertisements**

Any poster or sign or advertisement must have the approval and signature of the Administrator before being posted in the building.

#### **School Pictures**

School pictures are a part of the school tradition. The senior high school provides a photography service for school pictures. Each student is required to have a picture made for records; however, students do not have to purchase pictures.

#### **School Reach**

The school district will use a phone call system to alert parents and/or guardians of unusual or emergency situations (i.e. school cancellation, early dismissal).

#### **Searches**

1. Students have no expectation of privacy in lockers, desks, computers or other district-provided equipment or areas.
2. The district will conduct periodic and unannounced administrative searches of lockers, computers and other district equipment.
3. The district uses dogs to indicate the presence of alcohol, drugs or other prohibited substances on campus, including the parking lot.
4. Additional searches of bags, purses, coats, electronic devices and other personal possessions and cars in accordance with law.
5. 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.

#### **Senior Portraits**

Seniors will provide the yearbook staff with a picture for the yearbook and newspapers senior editions. Photos must be approved by the yearbook staff for the yearbook.

#### **Shuttle Bus Use**

Any students traveling to and from the high school to the LCTC or Oak Ridge buildings must use the campus shuttle bus.

### **Snow Routes for Buses**

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

Emergency snow routes are run by some school buses when the majority of main roads have been plowed, but the secondary or side roads have not been plowed and there is reason to believe that road conditions are unsafe.

In the event that emergency snow routes are to be in effect it will be broadcast over the local radio stations (not television) and go out on the School Reach call system, prior to opening of school that morning and will be run by the buses both a.m. and p.m. routes that day. This eliminates confusion for parents on the location of where the children will be dropped off due to varying conditions during the day. **With this in mind and to ensure the safety of all our bus riders, it will be necessary for the parent/guardian or approved adult on file to pick student(s) up from the designated snow route stop.**

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

**If we were to call off school during mid-day, due to inclement weather, the emergency snow routes would be in effect automatically for early release routes.**

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

### **Telephones**

The office telephone is for school business and it may be used by students only in cases of an emergency with the permission of the secretary or the principal. Messages and deliveries from home should be left in the office. Students will be called out of class only in an emergency.

**Textbooks**

Textbooks are furnished by the district and are issued at the beginning of each year. Students who lose or damage a book while it is checked out to them will be expected to pay for it.

**Visitors**

Because of the crowded conditions, students are not allowed to bring visitors to school. Visitors work a hardship on both teachers and pupils. Parents are always welcome, but are encouraged to make an appointment to see a teacher, the principal, or visit. All visitors are required to check in with the office and display a visitor pass at all times.

**Yearbook**

The CHS yearbook called the REKAL is published by the yearbook staff. The sale of the yearbook occurs each spring. In order that the activities of an entire school year may be placed in the yearbook, the yearbook is not delivered until early September.

**LEAD TIME****LEAD Time and the Camdenton High School Learning Community Format**

The students and staff of Camdenton High School have embarked on a journey to create an environment that stresses academic and social success for all students in a rigorous curriculum that prepares students for the next chapter of their life. This process has led to the development of a systematic series of academic interventions facilitated by student Intervention Teams (a counselor and administrator) who work with a specific grouping of students through their four years of high school and the continuum of privileges that provides opportunities for students to find greater academic success during the course of the regular school day.

In addition to these academic interventions, the privilege system was developed to reward students for attaining the academic and behavioral expectations of our school. Student Advisory will take place each week, wherein teachers are grouped with a smaller number of students to discuss academic and advisory issues. Teachers now engage in professional collaboration around clearly defined course outcomes in each content area and a series of common assessments designed to

identify areas needing instructional improvement and engage in systematic instructional interventions to improve student performance.

It is our sincere desire that these programs will improve the school environment; create safety nets for those students needing assistance, closer relationships between staff and students, and an increased emphasis on academic success for all students.

### **STUDENT PROCESSES**

#### **Student Tutorials/Enrichments**

- Student Tutorials and Enrichments are held during LEAD Time weekly on Wednesday and Thursday. Students assigned to a Tutorial will report directly to their designated teacher's classroom and the teacher will take roll for his/her students.
- Students not assigned to a Tutorial will attend an Enrichment class during LEAD Time. Enrichment teachers will take roll for their students.
- All attendance rules apply to the Tutorials/Enrichments period (e.g. policies regarding tardiness and truancy), so it will be essential that students are in their assigned area when the bell rings.
- **Students should have identification cards with them at all times. No card = Red card.**

#### **Student Tutors in Success Tutorials**

- Student tutors will be selected by the A+ Office, and specific attention will be paid to student proficiency in each of the four core areas and in foreign languages (Spanish/French). Student tutors will have a platinum card and be extended additional privileges for their contributions to others (e.g. hang tags will be assigned to student tutors for parking privileges closest to the building); however, students do have higher expectations and failure to perform tutorial duties faithfully will result in removal of privilege, and assignment to a regular tutorial/enrichment classroom.
- Student tutors are expected to be actively engaged in the tutoring process for the entire class period and are to serve as assistants to their designated teachers.
- Student tutors will report directly to the tutorial assigned and roll will be taken by the Tutorial teacher.

### **Privilege and Restriction Areas**

When a student has achieved Platinum or Gold Card status, he/she will have additional privileges during the school day and on the grounds of the school facility. Additional privileges are extended to students in the following physical areas of the school campus:

- Student Commons Area during tutorial time
- Library space (as available) during tutorial time
- Gym space (as available) during tutorial time

Restriction areas are established for students who fail to comply with behavioral, attendance, or academic expectations. Students on Red card are not allowed to leave classes (including tutorial) and lose parking privileges.

### **Parking Restriction**

Students on Red card status will lose their ability to park on campus. They may be assigned parking at the soccer field. Parking spaces are assigned by number and those students who are under restrictions will be monitored. Continuing to park on campus while on Red card will result in vehicle being towed at the owner's expense. Red card students who must drive for personal reasons are required to park on the lower lot near the soccer stadium. If these vehicles impede the movement of vehicles to and from the maintenance shed or the traffic to any of the district facilities in this area, they will be towed at the owner's expense.

## **CAMDENTON HIGH SCHOOL PRIVILEGE SYSTEM**

The following system of assigning student privileges for behavioral and academic achievement has been developed by the students and faculty of Camdenton High School. Students will be assigned privileges by grade level at the beginning of each year (e.g. Seniors- gold cards, Juniors, Sophomores, and Freshmen- purple cards), and if a student continues to meet expectations, will maintain this level throughout the school year. When a student experiences behavioral or academic difficulties, he/she may be moved to a different level of privileges in the system by an administrator or intervention team (a team consisting of an administrator and counselor).

Privileges are extended throughout the school day and during LEAD Time on Monday, Wednesday and Friday of each week. Students selected to be Freshmen Mentors, Sophomore Mentors and Tutorial

Tutors will receive platinum card status, which guarantees additional privileges during the regular school day. Those interested in being tutors or mentors will need to listen to the bulletin for information on the process, which is announced in February every year. Students must understand that this is a selective process whereby interviews will be conducted and past performance evaluated. **Students on red card status:**

- are extended no privileges;
- are prohibited from traveling during class time;
- are prohibited from attending afterschool activities;
- must park at the lower lot near the soccer stadium.

Platinum	Gold	Purple	Red
<ul style="list-style-type: none"> <li>▶ Junior and Senior Freshman and Sophomore Mentors and Tutorial Tutors</li> <li>▶ No F's (reviewed by an administrator every 15 day reporting period)</li> <li>▶ No Referrals</li> <li>▶ Cumulative hourly attendance rate shall not drop below 90%.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Seniors and 2nd semester Juniors (2<sup>nd</sup> semester juniors may apply for card if he/she has all A/B's, maintains a 95% attendance rate and has no referrals)</li> <li>▶ No F's (reviewed by an administrator every 15 day reporting period)</li> <li>▶ No referrals</li> <li>▶ Cumulative hourly attendance rate shall not drop below 90%.</li> </ul>	<ul style="list-style-type: none"> <li>▶ 1st semester Juniors, Sophomores, and Freshmen.</li> <li>▶ Seniors or 2<sup>nd</sup> semester Juniors who moved to a purple for attendance purposes.</li> <li>▶ Seniors who moved to a purple for academic reasons.</li> <li>▶ No discipline that resulted in a loss of privileges.</li> <li>▶ Cumulative hourly attendance rate shall not drop below 80%.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Cumulative hourly attendance below 80%.</li> <li>▶ Major or recurring discipline referrals.</li> <li>▶ Attendance will be reviewed by intervention team.</li> </ul>
Privileges	Privileges	Privileges	Privileges
Can travel without a note or pass. Preferred parking (closest) Early release to lunch Free or reduced admission to activities.	Can travel without a note or pass. Reduced admission to activities Preferred parking. Unstructured tutorial time.	Attend all events. Teacher initiated hall passes. Regular parking privileges.	No privileges. Possible private dining. No hall passes No attendance at activities. Must park at the

Early dismissal at the end of the school day with teacher permission.			Red Card Lot.
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### STUDENT CODE OF CONDUCT

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of 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.

### CONSEQUENCES

#### **Lunch Detention**

Students are expected to report immediately to this designated area after receiving their lunch. Students are not allowed to speak to others in Lunch Detention. The monitor will have a list of students who are to serve lunch detentions.

#### **Saturday School/After-School Detention**

The Purpose of Saturday School or After-School Detention is to:

- Eliminate removal from the classroom instructional time.
- Help students learn to manage their own behavior in order to return to their regular classrooms.
- Assist in the effectiveness of in-school suspension by alleviating overcrowding.
- Be assigned for any behavioral problems as judged by the building principals or juvenile officials.
- Be used as another avenue to remedy problems rather than to preclude any discipline in place.

#### **Referrals**

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

- Disciplinary forms have been written.
- Parent notice via written notification or phone call.
- The Saturday School or After-School Detention supervisor has been contacted.

**Rules and Procedures for Saturday School and After-School Detention**

- Students are responsible for their own transportation.
- Students will not speak to any other student or the instructor without permission from the instructor.
- Students are responsible for bringing all study materials and assignments, and/or the teacher may provide instruction and assignments or ways to help students learn to manage their own behavior. The instruction and assignments may include reading, discussion, research, writing of essays, speakers etc. Students will not be allowed to go to lockers.
- Students ARE NOT allowed to sleep.
- Except for water, no food or drink will be allowed.
- No headsets, electronic equipment, games, etc. are allowed. Only appropriate educational items are allowed.
- Two restroom breaks will be allowed.
- Hours for Saturday School are from 8:30 a.m. to 12:00 p.m.
- Hours for After-School Detention are from 3:20 p.m. to 5:20 p.m.
- Adjustment and rescheduling of Saturday School or After-School Detention will be done only one time with prior notification from parents to building principal or assistant principals.

**Rules and Procedures for In-School Suspension (ISS)**

- Students will report for ISS at the designated start of the school day.
- Students will bring with them:
  - All textbooks from all courses in which they are enrolled.
  - Supplies of note paper, pencils, erasers, etc.
- When arriving at the ISS classroom, students will be handed:
  - The assignment forms from teachers.
  - A sheet listing the regulations and time schedules of ISS.
 Each student will be assigned to an individual desk.
- Students will be productive in course assignments.
- No food or drink will be allowed in ISS, except for water and lunch as provided below.
- ISS students will eat lunch together in the ISS room from 12:30



p.m. - 1:00 p.m.

- Restroom breaks will be allowed at 10:30 a.m., 12:45 p.m. and 2:00 p.m.
- Assistant Principals have authority to assign extra days for incompleteness of work or tardiness to ISS.
- Students will not be allowed to put heads down on desk or sleep.
- No music players, headsets, radios, etc. allowed in the ISS room.

### **Infractions and Responses in ISS**

Absences will not delay nor eliminate ISS and the time must be served upon return to school. Medical excuses from a physician may be required.

### **Alternate Suspension Program (“ASP”)**

The mission statement of Camden R-III School District is to enable all students to become responsible, productive citizens in a changing world. Our purpose is to help students accomplish this in any way possible while having “everyone learning every day”. One of the ways the Camden District is helping students accomplish this goal is by providing the Alternate Suspension Program (“ASP”) as an alternative to out-of-school suspension (“OSS”).

The Alternate Suspension Program offers an alternative to the traditional OSS program. Through this program, students receive credit for their time out of the classroom. They learn skills to become responsible, productive citizens by participating in community service projects and learning employability skills. Also, they are allowed to receive all class work and if completed on time, the student can receive credit for their schoolwork. Through this program, Camden students will have the advantage of a program that will help them learn to be successful at school and in the community.

### **Alternate Suspension Program Agreement**

The following are the guidelines for the Alternate Suspension Program.

- The student will arrive at the assigned area on specified days Monday – Friday 8:00 a.m. to 3:00 p.m.
- The student will arrive on time each day assigned and report to the Alternate Suspension Coordinator at designated location.
- During the assigned time, the student will participate in Community Service activities as scheduled by the Alternate Suspension Coordinator.
- During the assigned time, the student will complete coursework

related to employability skills as instructed by the Alternate Suspension Coordinator.

- During the assigned time, the student will work on assignments provided by the student's classroom teachers as supervised by the Alternate Suspension Coordinator.
- The student will bring all textbooks and needed materials to complete assigned coursework of classes enrolled in at Camdenon High School.
- The student will be responsible for completing all coursework assigned by the end of assigned days. This will be done during the school day and at home.
- The student will be responsible for turning in all work to individual teachers when they return to the classroom.
- Extra time will be assigned if a student does not arrive on time or is absent from the program.
- All days assigned must be completed with and approved by Alternate Suspension Coordinator.
- Student will **not** be allowed to participate in or attend any after school activities.
- All Camdenon School District Policies apply to this program.

#### **Long Term Suspension Program**

Long Term Suspension is defined as: Out of school suspension days added on by the Superintendent of Schools that surpass the 10 days OSS that principals have assigned. In the case of Long Term Suspension, the student will be given the option to be assigned a homebound teacher to assist him/her in continuing education for the designated term of the Long Term Suspension.

Homebound teachers will be staff members in the school district. The teachers will be hired to educate the individual student for the term of the assigned discipline. Homebound teachers will meet with the individual student a minimum of 5 hours per week, after school, at an agreed upon location.

#### **STUDENT DISCIPLINE**

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. School administrators may establish further rules and regulations and in some cases deviate from the handbook for the maintenance of proper school discipline. This code includes, but is not necessarily limited to, acts of students on school property, including playgrounds, parking lots and school transportation, or at a school activity, whether on or off school property.

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

It is the policy of the Camdenton R-III School District to report all crimes occurring on school grounds 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.

#### **Participation in Activities**

Students who are suspended or expelled for any reason are prohibited from attending or taking part in any district-sponsored activity, regardless of location, or any activity that occurs on district property. Students who violate this provision will be required to leave the activity and may face further discipline, including an additional period of suspension or expulsion.

#### **Prohibition against Being on or Near School Property during Suspension**

All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the superintendent or designee.

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 public school in the district unless one (1) of the following conditions exist:

- The student is under the direct supervision of the student's parent, legal guardian or custodian.
- The student is under the direct supervision of another adult designated by the student's parent, legal guardian or custodian. The designation must be made in advance and in writing to the principal of the school that suspended the student.
- The student is in an alternative school that is located within 1,000 feet of a public school in the district.
- 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 this prohibition he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension," listed below.

#### **Prohibited Conduct**

The following are descriptions of prohibited conduct as well as potential consequences for violation. 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**

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. If the act occurs on district property, on district transportation or arises as a result of a district-sponsored activity, it is a class D felony.

<b>Number of Offenses</b>	<b>Consequences</b>	<b>Loss of Privilege</b>
First Offense:	1 to 180 days out-of-school suspension/ alternate suspension program (ASP); parent conference to re-enter school; or expulsion.	Red card during suspension; possible red card upon return. Students on platinum or gold cards will be on purple card for a minimum of two weeks upon re-entry to school.
Second Offense:	1 to 180 days out-of-school suspension/ alternate suspension program (ASP); parent conference to re-enter school; or expulsion.	Red card during suspension; possible red card upon return. Students on platinum or gold cards will be on purple card for a minimum of two weeks upon re-entry to school.

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.

<b>Number of Offenses</b>	<b>Consequences</b>	<b>Loss of Privilege</b>
First Offense	10-180 days out-of-school suspension or expulsion.	Red card during suspension; possible red card upon return. Students on platinum or gold cards will be on purple card for a minimum of two weeks upon re-entry to school.
Subsequent Offense:	Expulsion	

3. Assault of a Staff Member

Number of Offenses	Consequences	Loss of Privilege
First Offense:	10 days out-of-school suspension immediately and referred to the superintendent for expulsion. Student will also be referred to law enforcement officials.	Red card during suspension; possible red card upon return. Students on platinum or gold cards will be on purple card for a minimum of two weeks upon re-entry to school.

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

Number of Offenses	Consequences	Loss of Privilege
First Offense:	Expulsion	

**Bullying and Cyberbullying (see Board policy JFCF)** – Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyberthreats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

Number of Offenses	Consequences	Loss of Privilege
First Offense:	Detention; in-school suspension; or 1-180 days out-of-school suspension/alternate suspension program (ASP).	Red card during suspension; possible red card upon return. Students on platinum or gold cards will be on purple card for a minimum of two weeks upon re-entry to school.
Second Offense:	1-180 days out-of-	Red card during

	school suspension/ alternate suspension program (ASP); or expulsion.	suspension; possible red card upon return. Students on platinum or gold cards will be on purple card for a minimum of two weeks upon re-entry to school.
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**Fighting (see also “Assault”)** – Mutual combat in which both parties have contributed to a 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.

Number of Offenses	Consequences	Loss of Privilege
First Offense:	Principal/student conference; detention; in-school suspension; or 1-180 days out-of-school suspension/alternate suspension program (ASP); parent conference to re-enter school.	Red card during suspension; possible red card upon return. Students on platinum or gold cards will be on purple card for a minimum of two weeks upon re-entry to school.
Second Offense:	In-school suspension; 1-180 days out-of-school suspension/alternate suspension program (ASP); parent conference to re-enter school, or expulsion.	Red card during suspension; possible red card upon return. Students on platinum or gold cards will be on purple card for a minimum of two weeks upon re-entry to school.

**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.

<b>Number of Offenses</b>	<b>Consequences</b>	<b>Loss of Privilege</b>
First Offense:	Principal/Student conference; detention; in-school suspension, 1-180 days out-of-school suspension/alternate suspension program (ASP); or expulsion.	Red card during suspension; possible red card upon return. Students on platinum or gold cards will be on purple card for a minimum of two weeks upon re-entry to school.
Subsequent Offense:	In-school suspension; 1-180 days out-of-school suspension/alternate suspension program (ASP); or expulsion.	Red card during suspension; possible red card upon return. Students on platinum or gold cards will be on purple card for a minimum of two weeks upon re-entry to school.

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.

<b>Number of Offenses</b>	<b>Consequences</b>	<b>Loss of Privilege</b>
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First Offense:	In-school Suspension; 1-180 days out-of-school suspension/alternate suspension program (ASP); or expulsion.	Red card during suspension; possible red card upon return. Students on platinum or gold cards will be on purple card for a minimum of two weeks upon re-entry to school.
Subsequent Offense:	1-180 days out-of-school suspension/alternate suspension program (ASP); or expulsion.	Red card during suspension; possible red card upon return. Students on platinum or gold cards will be on purple card for a minimum of two weeks upon re-entry to school.

**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 school-sponsored activity. Hazing may occur even when all students involved are willing participants.

Number of Offenses	Consequences	Loss of Privilege
First Offense:	1-10 days suspension; alternate suspension program (ASP); parent conference to re-enter school.	Red card during suspension; possible red card upon return. Students on platinum or gold cards will be on purple card for a minimum of two weeks upon re-entry to school.
Second Offense:	1-180 days suspension; alternate	Red card during suspension; possible

	suspension program (ASP); parent conference to re-enter school; possible expulsion.	red card upon return. Students on platinum or gold cards will be on purple card for a minimum of two weeks upon re-entry to school.
Third Offense:	Possible expulsion	

**Threats of Serious Injury or Death or Verbal Assault (see Board policy JGG)** – A serious threat, either written, pictorial or verbal, is defined as: A threat of injury that, if inflicted, could cause permanent disabling or result in the death of one or more persons or a threat to bring a lethal weapon to school and use it. Disciplinary action is justified if a reasonable person, upon receiving the threat, would believe the threat to be a serious expression of 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. This definition was based on guidelines from the Juvenile Office of the Twenty-Sixth Judicial Circuit Court.

<b>Number of Offenses</b>	<b>Consequences</b>	<b>Loss of Privilege</b>
First Offense:	Principal/Student conference, 1-180 days out-of-school suspension/alternate suspension program (ASP); parent conference to re-enter school.	Red card during suspension; possible red card upon return. Students on platinum or gold cards will be on purple card for a minimum of two weeks upon re-entry to school.
Second Offense:	Principal/Student conference; 1-180 days out-of-school suspension/ Alternate suspension program (ASP); parent conference to re-enter school.	Red card during suspension; possible red card upon return. Students on platinum or gold cards will be on purple card for a minimum of two weeks upon re-entry to school.
Third Offense:	Expulsion	

**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 firearm, explosive weapon, firearm silencer, gas gun, knife, machine gun, projectile weapon, chains, metal knuckles, rifle, shotgun, pistol, 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, poisonous gas, bombs and any type or form of ammunition. This includes any destructive device.

<b>Number of Offenses</b>	<b>Consequences</b>	<b>Loss of Privilege</b>
First Offense:	One calendar year out-of-school suspension/alternate suspension program (ASP); expulsion, unless modified by the Board upon recommendation by the superintendent.	Red card during suspension; possible red card upon return. Students on platinum or gold cards will be on purple card for a minimum of two weeks upon re-entry to school.
Second Offense:	Expulsion.	

#### **VIOLATIONS AGAINST PROPERTY**

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

<b>Number of Offenses</b>	<b>Consequences</b>	<b>Loss of Privilege</b>
First Offense:	1-180 days out-of-school suspension/alternate suspension program (ASP); or expulsion. Restitution if appropriate.	Red card during suspension; possible red card upon return. Students on platinum or gold cards will be on purple card for a minimum of two weeks upon re-entry to

		school.
Subsequent Offense:	1-180 days out-of-school suspension/alternate suspension program (ASP); or expulsion. Restitution if appropriate.	Red card during suspension; possible red card upon return. Students on platinum or gold cards will be on purple card for a minimum of two weeks upon re-entry to school.

**Automobile or Vehicle Misuse/Careless Driving** – Discourteous or unsafe driving on or around the Camdenon School District Campus.

Number of Offenses	Consequences	Loss of Privilege
First Offense:	Vehicle moved to the red lot; possible loss of parking privileges for 1-5 school days.	Red card 1 week.
Second Offense:	Loss of parking/driving on Camdenon High School Campus and/or district property for 5 school days.	Red card 2 weeks.
Third Offense:	Loss of parking/driving on district property privileges for 30 school days.	Red card for 30 days.
Fourth Offense:	Loss of parking/driving on district property privileges for the semester. Vehicle will be towed at owner's expense	Red card for the semester.

1. **Parking Violations** – Parking violations include students who park in no-parking areas, park blocking other cars, or park on campus while on Red card.

Number of Offenses	Consequences	Loss of Privilege
First Offense:	Warning and vehicle moved to the red lot;	Red card 1 week.

	possible loss of parking privileges for 1-5 school days.	
Second Offense:	Loss of parking/driving on district property privileges for 30 school days.	Red card 2 weeks.
Third Offense:	Loss of parking/driving on district property privileges for the semester. Vehicle will be towed at owner's expense	Red card for 30 days.

**2. Failure to properly display the parking hang tag.**

<b>Number of Offenses</b>	<b>Consequences</b>	<b>Loss of Privilege</b>
First Offense:	Warning and vehicle moved to the red lot.	
Second Offense:	Loss of parking/driving on district property privileges for 5 school days.	Red card 1 week.
Third Offense:	Loss of parking/driving on district property privileges for 30 school days.	Red card for 30 days.

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

<b>Number of Offenses</b>	<b>Consequences</b>	<b>Loss of Privilege</b>
First Offense:	2-5 days out-of school suspension/ alternate suspension program (ASP); parent conference.	Red card during suspension; possible red card upon return. Students on platinum or gold cards will be on purple card for a minimum of two weeks upon re-entry to school.
Second Offense:	10-180 days out-of-	Red card during

	school suspension/ alternate suspension program (ASP); parent conference; possible expulsion.	suspension; possible red card upon return. Students on platinum or gold cards will be on purple card for a minimum of two weeks upon re-entry to school.
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**Failure to Care for or Return District Property** – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

Number of Offenses	Consequences	Loss of Privilege
First Offense:	Restitution. Principal/Student conference, detention, or in-school suspension.	Red card during suspension.
Subsequent Offense:	Restitution. Detention or in-school suspension.	Red card during suspension.

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

Number of Offenses	Consequences	Loss of Privilege
First Offense:	Restitution. Warning from principal; detention, 1-180 days suspension/	Red card during suspension; possible red card upon return. Students on platinum

	alternate suspension program (ASP); or expulsion.	or gold cards will be on purple card for a minimum of two weeks upon re-entry to school.
Subsequent Offense:	Restitution. 1-180 days suspension/ alternate suspension program (ASP); or expulsion.	Red card during suspension; possible red card upon return. Students on platinum or gold cards will be on purple card for a minimum of two weeks upon re-entry to school.

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

<b>Number of Offenses</b>	<b>Consequences</b>	<b>Loss of Privilege</b>
First Offense:	Confiscation. 1-180 days suspension/ alternate suspension program (ASP); possible expulsion.	Red card during suspension; possible red card upon return. Students on platinum or gold cards will be on purple card for a minimum of two weeks upon re-entry to school.
Subsequent Offense:	Confiscation. 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.

<b>Number of Offenses</b>	<b>Consequences</b>	<b>Loss of Privilege</b>
First Offense:	Principal/Student conference, loss of privileges, detention, or	Red card during suspension; possible red card upon return.

	in-school suspension.	Students on platinum or gold cards will be on purple card for a minimum of two weeks upon re-entry to school.
Subsequent Offense:	Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension/alternate suspension program (ASP).	

**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.

<b>Number of Offenses</b>	<b>Consequences</b>	<b>Loss of Privilege</b>
First Offense:	Confiscation. Warning, principal/student conference, detention or in-school suspension.	Red card during suspension; possible red card upon return. Students on platinum or gold cards will be on purple card for a minimum of two weeks upon re-entry to school.
Subsequent Offense:	Confiscation. Principal/student conference, detention, in-school suspension, or 1-10 days out-of-school suspension/alternate suspension program (ASP).	Red card during suspension; possible red card upon return. Students on platinum or gold cards will be on purple card for a minimum of two weeks upon re-entry to school.



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

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

Number of Offenses	Consequences	Loss of Privilege
First Offense:	Restitution. Principal/Student conference, loss of user privileges, detention, in-school suspension/ alternate suspension program (ASP).	Red card during suspension; possible red card upon return. Students on platinum or gold cards will be on purple card for a minimum of two weeks upon re-entry to school.
Subsequent Offense:	Restitution. Loss of user privileges; 1-180 days out-of-school suspension/ alternate suspension program (ASP); or expulsion.	Red card during suspension; possible red card upon return. Students on platinum or gold cards will be on purple card for a minimum of two weeks upon re-entry to school.

2. **Use of Electronic Communication Devices** – The use of student-owned electronic communication devices, defined as any cell phones or multi-media equipped devices (Examples: iPad, iPod, tablet, laptop, MP3 player, pagers, etc.), at school is a privilege and not a right. If the use of any student-owned electronic communication device disrupts the educational process or normal school activity, or violates any district rule or policy, then the result may be the loss of this privilege, individually or as a student body. This policy may be reviewed or revoked at any time during the school year. 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:

- a. Electronic communication devices must not be heard or seen in hallways during passing time.
- b. Use of electronic communication devices will be allowed before school, during lunch, during designated breaks (LCTC and Horizons only), LEAD time for Gold/Platinum card holders and by students who have earned travel privileges.
- c. Students may use cell phones to TEXT ONLY!
- d. Headphones/ear buds must be used when listening to music.

Camden R-III School District is not responsible or liable for damage, loss or theft of personal electronic communication devices.

<b>Number of Offenses</b>	<b>Consequences</b>	<b>Loss of Privilege</b>
First Offense:	Confiscation, principal/student conference; detention; or in-school suspension.	Loss of privilege. Red card during suspension or detention.
Second Offense:	Confiscation and parent/guardian notification to pick up the device. Two days in-school suspension or Saturday School.	Loss of privilege. Five days red card.
Subsequent Offense:	Confiscation and parent/guardian will be required to pick up the device. Four days in-school suspension or two Saturday Schools.	Ten days red card and possible loss of network user privileges.

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

<b>Number of Offenses</b>	<b>Consequences</b>	<b>Loss of Privilege</b>
First Offense:	Restitution.	Red card during

	Principal/student conference; detention; in-school suspension; or 1-180 days out-of-school suspension/alternate suspension program (ASP).	suspension; possible red card upon return. Students on platinum or gold cards will be on purple card for a minimum of two weeks upon re-entry to school.
Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days out-of-school suspension/alternate suspension program (ASP) or expulsion.	Red card during suspension; possible red card upon return. Students on platinum or gold cards will be on purple card for a minimum of two weeks upon re-entry to school.

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.

<b>Number of Offenses</b>	<b>Consequences</b>	<b>Loss of Privilege</b>
First Offense:	Confiscation. Principal/student conference, detention, or in-school suspension.	Red card during suspension; possible red card upon return; Students on platinum or gold card will be on purple card for a minimum of two weeks.
Subsequent Offense:	Confiscation. Principal/student conference, detention, in-school suspension, or 1-10 days out-of-school suspension/alternate	Red card during suspension; possible red card upon return. Students on platinum or gold cards will be on purple card for a minimum of two

	suspension program (ASP).	weeks upon re-entry to school.
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**Theft** – Stealing or attempting to steal private or school property; known possession of stolen property.

<b>Number of Offenses</b>	<b>Consequences</b>	<b>Loss of Privilege</b>
First Offense:	Return of or restitution for property. Warning from principal; detention, 3 to 10 days in-school suspension; or 1 to 180 days out-of-school suspension/alternate suspension program (ASP).	Red card during suspension; possible red card upon return. Students on platinum or gold cards will be on purple card for a minimum of two weeks upon re-entry to school.
Subsequent Offense:	Return of or restitution for property. 1 to 180 days out-of-school suspension/alternate suspension program (ASP); or expulsion.	Red card during suspension; possible red card upon return. Students on platinum or gold cards will be on purple card for a minimum of two weeks upon re-entry to school.

**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.

<b>Number of Offenses</b>	<b>Consequences</b>	<b>Loss of Privilege</b>
First Offense:	Detention; in-school suspension; or 1-180 days out-of-school suspension/alternate suspension program (ASP).	Red card during suspension; possible red card upon return. Students on platinum or gold cards will be on purple card for a

		minimum of two weeks upon re-entry to school.
Subsequent Offense:	1-180 days out-of-school suspension/alternate suspension program (ASP); or expulsion.	Red card during suspension; possible red card upon return. Students on platinum or gold cards will be on purple card for a minimum of two weeks upon re-entry to school.

**Vandalism (see Board policy ECA)** – Knowingly vandalizing, defacing or otherwise damaging or attempting to cause damage to real or personal property belonging to the district, staff or students. Institutional vandalism is a class A misdemeanor unless the damage to, or loss of, the property is in excess of \$10,000, which is then considered a class D felony.

<b>Number of Offenses</b>	<b>Consequences</b>	<b>Loss of Privilege</b>
First Offense:	Restitution; suspension; possible expulsion.	Loss of privilege; Red card during suspension; possible red card upon return. Students on platinum or gold card will be on purple card for a minimum of two weeks upon re-entry to school.
Subsequent Offense:	Restitution and suspension; possible expulsion.	Red card during suspension; possible red card upon return. Students on platinum or gold card will be on purple card for a minimum of two weeks upon re-entry to school.

**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.

<b>Number of Offenses</b>	<b>Consequences</b>	<b>Loss of Privilege</b>
First Offense:	Collect paper; no credit for the assignment; notification to parent/guardian.	Loss of privilege.
Subsequent Offense:	Collect paper; no credit for the assignment; notification to parent/guardian; suspension.	Loss of privilege.

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

<b>Number of Offenses</b>	<b>Consequences</b>	<b>Loss of Privilege</b>
First Offense:	Nullification of forged document. Warning from principal, detention; in-school suspension; 1-10 days out-of-school suspension/alternate suspension program (ASP).	Red card during suspension; possible red card upon return. Students on platinum or gold cards will be on purple card for a minimum of two weeks upon re-entry to school.
Subsequent Offense:	Nullification of forged document; in-school suspension; 1-180 days out-of-school suspension/alternate	Red card during suspension; possible red card upon return. Students on platinum or gold cards will be on purple card for a

	suspension program (ASP) or expulsion.	minimum of two weeks upon re-entry to school.
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**Disrespectful or Disruptive Speech or Conduct (see Board policy AC if illegal harassment or discrimination is involved)** – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions, including talking in class when told not to do so. Students will not be disciplined for speech in situations where it is protected by law.

<b>Number of Offenses</b>	<b>Consequences</b>	<b>Loss of Privilege</b>
First Offense:	Conference with student and parents/detention/Saturday School; 1-3 days in-school suspension/alternate suspension program (ASP).	Loss of privilege for up to three weeks
Subsequent Offense:	Saturday School; 1-10 days out-of-school suspension/alternate suspension program (ASP); parent conference.	Red card during suspension; possible red card upon return. Students on platinum or gold cards will be on purple card for a minimum of two weeks upon re-entry to school.
Subsequent Offense:	3-10 days out-of-school suspension/alternate suspension program (ASP).	Red card during suspension; possible red card upon return. Students on platinum or gold cards will be on purple card for a minimum of two weeks upon re-entry to school.

**ID Violation** – Displaying or using another Student’s ID card; displaying or using any other card while on Red card.

<b>Number of Offenses</b>	<b>Consequences</b>	<b>Loss of Privilege</b>
First Offense:	3 days in-school suspension.	

**Insubordination/Failure to Follow Directive of a Staff Member.**

<b>Number of Offenses</b>	<b>Consequences</b>	<b>Loss of Privilege</b>
First Offense:	1-3 days in-school suspension.	Loss of privilege for up to three weeks
Subsequent Offense:	Saturday school; 1-10 days out-of-school suspension /alternate suspension program (ASP).	Red card during suspension; possible red card upon return. Students on platinum or gold cards will be on purple card for a minimum of two weeks upon re-entry to school.
Subsequent Offense:	5-10 days out-of-school suspension /alternate suspension program (ASP).	Red card during suspension; possible red card upon return. Students on platinum or gold cards will be on purple card for a minimum of two weeks upon re-entry to school.

**Obscene or Profane Language, Use of**

<b>Number of Offenses</b>	<b>Consequences</b>	<b>Loss of Privilege</b>
First Offense:	Detention, 1-10 days in-school suspension.	Red card during suspension; possible red card upon return; Students on platinum or gold card will be on purple card for a minimum of two



		weeks.
Second Offense:	1-10 days out-of-school suspension/alternate suspension program (ASP).	Red card during suspension; possible red card upon return. Students on platinum or gold cards will be on purple card for a minimum of two weeks upon re-entry to school.
Subsequent Offense:	1-180 days out-of-school suspension/alternate suspension program (ASP); possible expulsion.	Red card during suspension; possible red card upon return. Students on platinum or gold cards will be on purple card for a minimum of two weeks upon re-entry to school.

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

Number of Offenses	Consequences	Loss of Privilege
First Offense:	Conference and warning.	Loss of privilege
Second Offense:	Detention; in-school suspension; parent conference.	Red card for a minimum of three weeks.
Subsequent Offense:	Minimum of 5 days suspension.	Extended red card (administrator discretion)

**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.

<b>Number of Offenses</b>	<b>Consequences</b>	<b>Loss of Privilege</b>
First Offense:	Confiscation; principal/student conference; detention; in-school suspension; or 1-180 days out-of-school suspension/alternate suspension program (ASP).	Red card during suspension; possible red card upon return (duration to be determined by administration); Students on platinum or gold card will be on purple card for a minimum of two weeks upon re-entry to school.
Subsequent Offense:	Confiscation; detention, in-school suspension; 1-180 days out-of-school suspension/alternate suspension program (ASP); or expulsion.	Red card during suspension; possible Red card upon return (duration to be determined by administration); Students on Platinum or Gold card will be on Purple card for a minimum of two weeks upon re-entry to school.

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

<b>Number of Offenses</b>	<b>Consequences</b>	<b>Loss of Privilege</b>
First Offense:	Principal/Student conference; detention; in-school suspension; or 1-180 days out-of-school suspension/alternate suspension program (ASP).	Red card during suspension; possible Red card upon return (duration to be determined by administration); Students on Platinum or Gold card will be on Purple card for a minimum of two weeks upon re-entry to

		school.
Subsequent Offense:	Detention; in-school suspension; 1-180 days out-of-school suspension/alternate suspension program (ASP); or expulsion.	Red card during suspension; possible red card upon return (duration to be determined by administration); Students on platinum or gold card will be on purple card for a minimum of two weeks upon re-entry to school.

**VIOLATIONS AGAINST PUBLIC HEALTH & SAFETY**

**Drugs/Alcohol (see Board policies JFCH and JHCD)**

1. 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.

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

<b>Number of Offenses</b>	<b>Consequences</b>	<b>Loss of Privilege</b>
First Offense:	Up to 180 days out-of-school suspension/alternate suspension program (ASP).	Red card during suspension; possible red card upon return. Students on platinum or gold cards will be on purple card for a minimum of two weeks upon re-entry to school.
<p>a. Recommendation may be made for the student to be placed in a drug rehabilitation or counseling program. The length of stay shall be determined by the professional staff of the</p>		

rehabilitation or counseling center.

- b. Camdenon R-III Schools will provide educational materials to the staff of the rehabilitation center or provide education through homebound study. Only those subjects which are part of core curriculum will be included. Subjects requiring special equipment such as Band and Industrial Arts will not be included.
- c. Upon completion of the rehabilitation program, the student may be assigned to the Camdenon R-III School District's In-School Suspension (ISS) Center/alternate suspension program (ASP) for the remainder of the suspension. Education will be continued by a certified teacher assigned to the ISS Center.
- d. The student shall attend counseling sessions as recommended by the rehabilitation or counseling center.
- e. Upon return to school, the student may be placed in ISS until he or she can provide a test result from an approved evaluation agency indicating that the student's body is clear of all prohibited substances.

Subsequent Offense:	1-180 days out-of-school suspension/alternate suspension program (ASP); expulsion.	Red card during suspension; possible red card upon return (duration to be determined by administration); Students on platinum or gold card will be on purple card for a minimum of two weeks upon re-entry to school.
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2. Sale, purchase or distribution of any 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.

<b>Number of Offenses</b>	<b>Consequences</b>	<b>Loss of Privilege</b>
First Offense:	1-180 days out-of-school suspension /alternate suspension program (ASP); or expulsion.	Red card during suspension; possible red card upon return (duration to be determined by administration); Students on platinum or gold card will be on purple card for a minimum of two weeks upon re-entry to school.
Subsequent Offense:	180 days out-of-school suspension /alternate suspension program (ASP); or expulsion.	Red card during suspension; possible red card upon return (duration to be determined by administration); Students on platinum or gold card will be on purple card for a minimum of two weeks upon re-entry to school.

**Tobacco Possession or Use (see Board policy AH)** – The possession and/or use of any tobacco, tobacco-like products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. This includes all activities, such as ball games. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

<b>Number of Offenses</b>	<b>Consequences</b>	<b>Loss of Privilege</b>
First Offense:	Confiscation and 5	Red card during

	days in-school suspension/alternate suspension program (ASP).	suspension; red card upon return. Students on platinum or gold card will be on purple card for a minimum of two weeks upon re-entry to school.
Subsequent Offense:	Confiscation and 10 days in-school; 1-180 days out-of-school suspension /alternate suspension program (ASP).	Red card during suspension; red card upon return. Students on platinum or gold card will be on purple card for a minimum of two weeks upon re-entry to school.

## VIOLATIONS AGAINST SCHOOL ADMINISTRATION

### Articles Prohibited at School

Students are expected to exhibit the behavior of young adults; therefore, the following items have no place in the Camden High School building: skate boards, roller skates/roller shoes, hacky sacks (except in areas designated by school administration), handcuffs, walkie-talkies, water guns, guns of any type, chains of any type (including those used to attach to billfolds), mace and mace like products, laser lights and any other item considered to be a danger or nuisance to the operation of the high school. Any such item will be subject to confiscation. Use of electronic communication devices will be allowed before school, during lunch, during designated breaks (Horizons and LCTC only), LEAD time for Gold/Platinum card holders and by students who have earned travel privileges.

### Closed Campus

**Camden High School and Horizons operate from a closed campus policy. Students may not leave campus after arriving on school grounds without parent AND principal permission. Students may not leave at any time during the school day with an individual under the age of 21 unless that individual is a sibling and the school has received parental permission for the student to leave with the sibling.** Upon arrival at school, students are expected to immediately enter the Camden High School or Horizons buildings, as applicable. Students are not allowed to loiter in the parking lots before school.

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

<b>Number of Offenses</b>	<b>Consequences</b>	<b>Loss of Privilege</b>
First Offense:	1-3 days out-of-school suspension /alternate suspension program (ASP).	Red card during suspension; possible Red card upon return (duration to be determined by administration); Students on Platinum or Gold card will be on Purple card for a minimum of two weeks upon re-entry to school.
Second Offense:	5-10 days out-of-school suspension /alternate suspension program (ASP).	Red card during suspension; possible Red card upon return (duration to be determined by administration); Students on Platinum or Gold card will be on Purple card for a minimum of two weeks upon re-entry to school.
Subsequent Offense:	10 days out-of-school suspension /alternate suspension program (ASP).	Red card during suspension; possible Red card upon return (duration to be determined by administration); Students on Platinum or Gold card will be on Purple card for a minimum of two weeks upon re-entry to school.

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

<b>Number of Offenses</b>	<b>Consequences</b>	<b>Loss of Privilege</b>
First Offense:	1-10 days out-of-school suspension.	Red card during suspension; possible Red card upon return (duration to be determined by administration); Students on Platinum or Gold card will be on Purple card for a minimum of two weeks upon re-entry to school.

**Failure to Attend Saturday School** – Students who are assigned to Saturday School are required to have in their possession a copy of their Saturday School report and bring books and materials to study. It is the student’s responsibility to attend assigned Saturday School. Work is not an excuse.

<b>Number of Offenses</b>	<b>Consequences</b>	<b>Loss of Privilege</b>
First Offense:	1-3 days in-school suspension.	Red card during suspension; possible Red card upon return (duration to be determined by administration); Students on Platinum or Gold card will be on Purple card for a minimum of two weeks upon re-entry to school.
Subsequent	1-3 days in-school	Red card during



Offense:	suspension.	suspension possible Red card upon return (duration to be determined by administration); Students on Platinum or Gold card will be on Purple card for a minimum of two weeks upon re-entry to school.
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**Failure to Attend After-School Detention**– Students who are assigned to After-School Detention are required to have in their possession a copy of their After-School Detention report and bring books and materials to study. It is the student’s responsibility to attend assigned After-School Detention. Work is not an excuse.

<b>Number of Offenses</b>	<b>Consequences</b>	<b>Loss of Privilege</b>
First Offense:	1 day out-of-school suspension /alternate suspension program (ASP).	Red card during suspension; possible Red card upon return (duration to be determined by administration); Students on Platinum or Gold card will be on Purple card for a minimum of two weeks upon re-entry to school.
Subsequent Offense:	2 days out-of-school suspension /alternate suspension program (ASP).	Red card during suspension possible Red card upon return (duration to be determined by administration); Students on Platinum or Gold card will be on Purple card for a minimum of two weeks upon re-entry to school.

**Failure to Report to Assigned Lunch Detention** will result in further restriction of privileges and additional disciplinary consequences as noted below.

<b>Number of Offenses</b>	<b>Consequences</b>	<b>Loss of Privilege</b>
First offense	ASD/2 days in school suspension	Red card for a minimum of 3 weeks
Subsequent Offense	1 to 2 days out of school suspension/ or in school suspension	Red card for a minimum of 3 weeks, or length of time to be determined by administration.

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

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

<b>Number of Offenses</b>	<b>Consequences</b>	<b>Loss of Privilege</b>
First Offense:	Verbal warning, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.	Red card during suspension and two weeks red card upon return.
Subsequent Offense:	1-180 days out-of-school suspension; or expulsion. Report to	Red card during suspension and two weeks red card upon

	law enforcement for trespassing if expelled.	return.
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**Lockers (see Board policy JFG)** – Lockers are school property and provided as a convenience for students to use. They are to be kept clean. Camden R-III High School reserves the right to inspect and search any and all lockers at whatever time and for whatever reason deemed necessary. This right is reserved to maintain integrity of the school environment and to protect other students.

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

**Tardiness (see Board policy JED and procedure JED-AP2)** – Passing time between each class period is six minutes. It is the student’s responsibility to be in class on time. Student tardiness is tracked by period and consequences are assessed by period over the course of each quarter. A student’s tardiness returns to zero at the beginning of each new quarter. Students who are tardy to school or who are not in the classroom when the tardy bell rings are considered tardy to class. The consequences of excessive tardiness are as follows:

Number of Offenses	Consequences	Loss of Privilege
First Offense (3 <sup>rd</sup> Tardy):	Parent notification.	
Second Offense (5 <sup>th</sup> Tardy):	2 lunch detentions.	Red card one week
Third Offense (7 <sup>th</sup> Tardy):	Saturday school or after-school detention.	Red card for three weeks
Fourth Offense (9 <sup>th</sup> Tardy):	In-school suspension.	Red card (in excess of three weeks, length determined by administrator)
Subsequent Offense:	In-school suspension/alternate suspension program	Extended Red card (administrative discretion)

	(ASP), personal escort to/from class, or other measures deemed appropriate by administration to improve attendance habits.	
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**Truancy from School or Class (see Board policy JED and procedure JED-AP2)** – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

Number of Offenses	Consequences	Loss of Privilege
First Offense:	Detention, Saturday school, or in-school suspension, and/or removal from extracurricular activities.	Red card one week
Second Offense:	Detention, Saturday school, or 3 days in-school suspension, and/or removal from extracurricular activities.	Red card for a minimum of three weeks
Third Offense:	3-5 days in-school suspension/alternate suspension program (ASP), and/or removal from extracurricular activities.	Red card (in excess of three weeks, length determined by administrator)
Subsequent Offense:	5-10 days in-school suspension/alternate suspension program (ASP), and/or removal from extracurricular activities.	Extended Red card (administrative discretion)

**Violation of the Student Dress Code**

The entire staff of CHS is responsible for fair and consistent

enforcement of the student dress code. Students may be prompted by teachers to alter their attire at any time and if their attire is creating a disruption to the classroom environment. Consequences for failing to comply with the student dress code will be assessed by semester.

<b>Number of Offenses</b>	<b>Consequences</b>	<b>Loss of Privilege</b>
First offense:	The student will be sent to an administrator. After making a determination regarding the student's attire, the student will be expected to make the appropriate modifications to their attire or appearance. If making this modification requires the student to leave campus, the student will be expected to complete the school day and make the necessary modifications prior to returning to school the next day.	
Second Offense:	The student will be sent to an administrator for policy determination. At this time, the student will be expected to modify his/her attire or appearance. If the student must leave school to make the necessary modifications, a parent will be contacted, and the	Loss of privilege (administrative discretion)

	student will be sent home to make the modifications. <b>This will be considered an unexcused absence from school.</b>	
Third Offense:	The student will be sent to an administrator for policy determination. At this time, the student will be expected to modify his/her attire or appearance. The student will be assigned between one and three After-School detentions. During detention, students will complete an activity designed to raise their awareness of the necessity of proper dress and grooming in the school environment. If the student must leave school to make the necessary modifications, a parent will be contacted and the student will be sent home to make the modifications. <b>This will be considered an unexcused absence from school.</b>	Red card (in excess of three weeks, length determined by administrator)
Fourth and Subsequent Offenses:	The student will be sent to an administrator for policy determination.	Extended Red card (administrative discretion)

	<p>At this time, the student will be expected to modify his/her appearance. If the student must leave school to make the necessary modifications, a parent will be contacted and the student will be sent home to make the modification. <b>This will be considered an unexcused absence from school.</b> Saturday school(s) to multiple days of in-school suspension will be assessed depending on the severity and frequency of the infraction. Multiple warnings could result in immediate suspension.</p>	
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**VIOLATIONS ON BUS/TRANSPORTATION**

**Bus or Transportation Misconduct (see Board policy JFCC and procedure JFCC-AP)** – An important objective of the Camdenon R-III School District and the Camdenon R-III School transportation department is to offer a safe, effective and efficient transportation program. 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 on buses 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, use of profanity, fighting, use of any form of drugs, 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.

- 1. Inappropriate Conduct.** 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.

<b>Number of Offenses</b>	<b>Consequences</b>	<b>Loss of Privilege</b>
First Offense:	Saturday School; parent contact.	Red card (length determined by administrator)
Second Offense:	Saturday School;	Red card (length determined by administrator)
Subsequent Offense:	Saturday School for each action following the initial warning and thereafter, or loss of riding privileges.	Red card (length determined by administrator)

- 2. Throwing Items (in or out of the bus)** (includes shooting rubber bands or paper wads.)

<b>Number of Offenses</b>	<b>Consequences</b>	<b>Loss of Privilege</b>
First Offense:	Saturday School and/or 2-5 days suspension off bus.	Red card (length determined by administrator)
Second Offense:	Saturday School and/or 2-10 days off bus.	Red card (length determined by administrator)
Third Offense:	1-3 weeks off bus.	Red card (length determined by administrator)
Fourth Offense:	Suspension off bus for the remainder of the school year.	Red card (length determined by administrator)

- 3. Bringing Dangerous Items on Bus** (includes matches, stink bombs, lighters, flammable items).

<b>Number of</b>	<b>Consequences</b>	<b>Loss of Privilege</b>
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<b>Offenses</b>		
First Offense:	3-15 days off bus.	Red card (length determined by administrator)
Second Offense:	1-3 weeks off bus.	Red card (length determined by administrator)
Third Offense:	3-5 weeks off bus.	Red card (length determined by administrator)
Fourth Offense:	Suspension off bus for the remainder of the school year.	Red card (length determined by administrator)

#### **4. Fighting and/or Assault.**

<b>Number of Offenses</b>	<b>Consequences</b>	<b>Loss of Privilege</b>
First Offense:	3-10 days suspension off bus.	Red card (length determined by administrator)
Second Offense:	1-3 weeks suspension off bus.	Red card (length determined by administrator)
Third Offense:	3-5 weeks suspension off bus.	Red card (length determined by administrator)
Fourth Offense:	Suspension off bus for the remainder of the school year.	Red card (length determined by administrator)

#### **5. Creating a Hazard or Dangerous Situation (operating or handling of bus equipment)\*.**

<b>Number of Offenses</b>	<b>Consequences</b>	<b>Loss of Privilege</b>
First Offense:	3-10 days suspension off bus.	Red card (length determined by administrator)
Second Offense:	1-5 weeks suspension off bus.	Red card (length determined by administrator)
Third Offense:	Suspension off bus for the remainder of	Red card (length determined by

	the school year.	administrator)
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\* Severe situation (i.e. 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.**

<b>Number of Offenses</b>	<b>Consequences</b>	<b>Loss of Privilege</b>
First Offense:	3-10 days suspension off bus; restitution.	Red card (length determined by administrator)
Second Offense:	3-5 weeks suspension off bus; restitution.	Red card (length determined by administrator)
Third Offense:	Suspension off bus for the remainder of the school year; restitution.	Red card (length determined by administrator)

**7. Use or Possession of Tobacco Products.**

<b>Number of Offenses</b>	<b>Consequences</b>	<b>Loss of Privilege</b>
First Offense:	Confiscation; 3-15 days suspension off bus.	Red card (length determined by administrator)
Second Offense:	Confiscation; 3-5 weeks suspension off bus.	Red card (length determined by administrator)
Third Offense:	Confiscation; suspension off bus for the remainder of the school year.	Red card (length determined by administrator)

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

<b>Number of Offenses</b>	<b>Consequences</b>	<b>Loss of Privilege</b>
First Offense:	Saturday School; or 3-15 days off bus.	Red card (length determined by administrator)
Second Offense:	1-4 weeks suspension	Red card (length

	off bus.	determined by administrator)
Third Offense:	3-5 weeks off bus.	Red card (length determined by administrator)
Fourth Offense:	Suspension off bus for the remainder of the school year.	Red card (length determined by administrator)

**9. Verbal Abuse of Bus Driver/Monitor** (includes use of vulgar or obscene language and gestures).

Number of Offenses	Consequences	Loss of Privilege
First Offense:	3-15 days off bus.	Red card (length determined by administrator)
Second Offense:	3-5 weeks off bus.	Red card (length determined by administrator)
Third Offense:	Suspension off bus for the remainder of the school year.	Red card (length determined by administrator)

**10. Physical Abuse of Driver/Monitor.**

Number of Offenses	Consequences	Loss of Privilege
First Offense:	Immediate 10 days out-of-school suspension /alternate suspension program (ASP). and referral to superintendent for long-term suspension and recommendation of expulsion.	Red card (length determined by administrator)

**11. Shuttle Bus Violations**

Number of Offenses	Consequences	Loss of Privilege
First Offense:	Saturday School	Red card (length determined by

		administrator)
Second Offense:	Saturday School	Red card (length determined by administrator)
Third Offense:	Saturday School	Red card (length determined by administrator)

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## **CAMDENTON R-III SCHOOL DISTRICT POLICIES**

### **PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION**

The Camdenon R-III School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Camdenon R-III School District is an equal opportunity employer.

The Board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
  - a) Make complaints of prohibited discrimination or harassment.
  - b) Report prohibited discrimination or harassment.
  - c) Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If discrimination, harassment or retaliation that occurs off district property and that is unrelated to the district's activities negatively impacts the school environment, the district will investigate and address the behavior in accordance with this policy, as allowed by law.

#### **Additional Prohibited Behavior**

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

### **Boy Scouts of America Equal Access Act**

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

### **Interim Measures**

When a report is made or the district otherwise learns of potential discrimination, harassment or retaliation, the district will take immediate action to protect the alleged victim, including implementing interim measures. For example, the district may alter a class seating arrangement, provide additional supervision for a student or suspend an employee pending an investigation. The district will take immediate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

### **Consequences and Remedies**

If the district determines that discrimination, harassment or retaliation have occurred, the district will take prompt, effective and appropriate action to address the behavior, prevent its recurrence and remedy its effects.

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from school grounds or otherwise restricted while on school grounds. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

Students, employees and others will not be disciplined for speech in circumstances where it is protected by law.

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported to the Children's Division (CD) of the Department of Social Services.

Remedies provided by the district will attempt to minimize the burden on the victim. Such remedies may include, but are not limited to: providing additional resources such as counseling, providing access to community services, assisting the victim in filing criminal charges when applicable, moving the perpetrator to a different class or school, providing an escort

between classes, or allowing the victim to retake or withdraw from a class. The district may provide additional training to students and employees, make periodic assessments to make sure behavior complies with district policy, or perform a climate check to assess the environment in the district.

### **Definitions**

*Compliance Officer* – The individual responsible for implementing this policy, including the acting compliance officer when he or she is performing duties of the compliance officer.

*Discrimination* – Conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists.

*Grievance* – A verbal or written report (also known as a complaint) of discrimination, harassment or retaliation made to the compliance officer.

*Harassment* – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law or based on a belief that such a characteristic exists: graffiti; display of written material, pictures or electronic images; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property.

*Sexual Harassment* – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
6. Comments about an individual's body, sexual activity or sexual attractiveness.
7. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.
8. Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

*Working Days* – Days on which the district's business offices are open.

**Compliance Officer**

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

Assistant Superintendent in Charge of Personnel  
Camdenton R-III School District  
P.O. Box 1409  
Camdenton, MO 65020-1409  
Phone: 573-346-9208/Fax: 573-346-9211

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Superintendent  
Camdenton R-III School District  
P.O. Box 1409  
Camdenton, MO 65020-1409  
Phone: 573-346-9213/Fax: 573-346-9211



The compliance officer or acting compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination, harassment and retaliation in the Camdenton R-III School District.
3. Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances to ensure that additional discrimination, harassment and retaliation do not occur; and recommend consequences.
5. Review all evidence brought in disciplinary matters to determine whether additional remedies are available, such as separating students in the school environment.
6. Determine whether district employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.
7. Communicate regularly with the district's law enforcement unit to determine whether any reported crimes constitute potential discrimination, harassment or retaliation.
8. Oversee discrimination, harassment or retaliation grievances, including identifying and addressing any patterns or systemic problems and reporting such problems and patterns to the superintendent or the Board.
9. Seek legal advice when necessary to enforce this policy.
10. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
11. Make recommendations regarding changing this policy or the implementation of this policy.
12. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination, harassment and retaliation.
13. Perform other duties as assigned by the superintendent.

**Public Notice**

The superintendent or designee will continuously publicize the district's policy prohibiting discrimination, harassment and retaliation and disseminate information on how to report discrimination, harassment and retaliation. Notification of the district's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees. District bulletins, catalogs, application forms, recruitment material and the district's website will include a statement that the Camdenton R-III School District does not discriminate in its programs, services, activities, facilities or with regard to employment. The district will

provide information in alternative formats when necessary to accommodate persons with disabilities.

### **Reporting**

Students, employees and others may attempt to resolve minor issues by addressing concerns directly to the person alleged to have violated this policy, but they are not expected or required to do so. Any attempts to voluntarily resolve a grievance will not delay the investigation once a report has been made to the district.

Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment or retaliation directly to the compliance officer or acting compliance officer. All district employees will instruct all persons seeking to make a grievance to communicate directly with the compliance officer. Even if the potential victim of discrimination, harassment or retaliation does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding actions prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

Even if a grievance is not directly filed, if the compliance officer otherwise learns about possible discrimination, harassment or retaliation, including violence, the district will conduct a prompt, impartial, adequate, reliable and thorough investigation to determine whether unlawful conduct occurred and will implement the appropriate interim measures if necessary.

### **Student-on-Student Harassment**

Building-level administrators are in a unique position to identify and address discrimination, harassment and retaliation between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. The administrator has the ability to immediately discipline a student for prohibited behavior in accordance with the district's discipline policy. The administrator will report all incidents of discrimination, harassment and retaliation to the compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

### **Investigation**

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The district compliance

officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation.

In determining whether alleged conduct constitutes discrimination, harassment or retaliation, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not (the preponderance of the evidence standard) that discrimination, harassment or other prohibited behavior has occurred, the district will take immediate corrective action.

#### **Grievance Process Overview**

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the compliance officer may designate an alternative person to hear the grievance, or the next highest step in the grievance process will be used. For example, if the grievance involves the superintendent, the compliance officer may designate someone outside the district to hear the grievance in lieu of the superintendent, or the grievance may be heard directly by the Board.
2. An extension of the investigation and reporting deadlines may be warranted if extenuating circumstances exist as determined by the district's compliance officer. The person filing the complaint will be notified when deadlines are extended. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.
4. The district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.
5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will implement interim measures as described in this policy if necessary to prevent further potential discrimination, harassment or retaliation during the pending investigation.

#### **Grievance Process**

1. Level I – A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school

principal or other appropriate supervisor to conduct the investigation when appropriate.

Regardless of who investigates the grievance, an investigation will commence immediately, but no later than five working days after the compliance officer receives the grievance. The compliance officer or designee shall conduct a prompt, impartial, adequate, reliable and thorough investigation, including the opportunity for the person filing the grievance and other parties involved to identify witnesses and provide information and other evidence. The compliance officer or designee will evaluate all relevant information and documentation relating to the grievance.

Within 30 working days of receiving the grievance, the compliance officer will complete a written report that summarizes the facts and makes conclusions on whether the facts constitute a violation of this policy based on the appropriate legal standards. If a violation of this policy is found, the compliance officer will recommend corrective action to the superintendent to address the discrimination, harassment or retaliation; prevent recurrence; and remedy its effects. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance, the victim if someone other than the victim filed the grievance and any alleged perpetrator will be notified in writing, within five working days of the completion of the report, in accordance with law and district policy, regarding whether the district's compliance officer or designee determined that district policy was violated.

2. Level II – Within five working days after receiving the Level I decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate.

Within ten working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who initially filed the grievance, the victim if someone other than the victim filed the grievance and any alleged perpetrator will be notified in writing, within five working days of the superintendent's decision, regarding whether the superintendent or designee determined that district policy was violated.

3. Level III – Within five working days after receiving the Level II decision, the person filing the grievance, the victim if someone other

than the victim filed the grievance, or any alleged perpetrator may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the grievance and the alleged perpetrator will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance, the victim if someone other than the victim filed the grievance and the alleged perpetrator will be notified in writing, within five working days of the Board's decision, in accordance with law and district policy, regarding whether the Board determined that district policy was violated. The decision of the Board is final.

#### **Confidentiality and Records**

To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. The district will disclose information to the district's attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record. The district will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with the Missouri Secretary of State's retention manuals and as advised by the district's attorney.

#### **Training**

The district will provide training to employees on identifying and reporting acts that may constitute discrimination, harassment or retaliation. The district will instruct employees to make all complaints to the district's compliance officer or acting compliance officer and will provide current contact information for these persons. The district will inform employees of the consequences of violating this policy and the remedies the district may use to rectify policy violations. All employees will have access to the district's current policy, required notices and complaint forms. The district will provide additional training to any person responsible for investigating potential discrimination, harassment or retaliation.

The district will provide information to parents/guardians and students regarding this policy and will provide age-appropriate instruction to students.

## **PROGRAMS FOR STUDENTS WITH DISABILITIES**

It is the policy of the Board of Education to provide a free and appropriate public education for students with identified disabilities pursuant to the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 (Section 504), as amended by the Americans with Disabilities Act (ADA) Amendments Act of 2008.

### **General**

District staff, parents/legal guardians or other individuals who are authorized to refer students for evaluation under IDEA or Section 504 should make such referrals to relevant district staff as indicated in the district's written IDEA or 504 procedures. To obtain further information about IDEA and Section 504 referral procedures, individuals may contact the director of interventions.

All complaints regarding discrimination will be resolved in accordance with policy AC. Anyone who has a complaint or suspects discrimination should contact the compliance officer identified in policy AC.

The district will notify all parents and students of its obligations under this policy and the law.

Under the IDEA, a parent/legal guardian must provide written consent to the initial provision of special education and/or related services, in accordance with IDEA and State procedures, before the district is authorized to provide such services to a student who has been identified as disabled under the IDEA. If the parent/legal guardian of a student refuses to provide such consent, the district will have no obligation, under IDEA, to provide a free appropriate public education and special education services or related services to that student. In addition, if the parent/legal guardian of a student refuses to provide such consent, the student's parents/legal guardians will not receive the procedural and substantive protections of the IDEA and the student will be treated as a regular education student for disciplinary and other purposes.

The Board of Education prohibits the use of audio, video or other recording devices at meetings held pursuant to the IDEA or Section 504 of the Rehabilitation Act of 1973, as well as other meetings between district employees and parents. Exceptions to this prohibition will be made only when otherwise required by law or under unusual circumstances when such recording is necessary to ensure parental rights guaranteed under Part B of the IDEA. Requests for such exceptions must be made within a reasonable period of time prior to scheduled meetings. This prohibition does not apply to conversations held within view of district security cameras.

### **Students Eligible for Special Education Services under the IDEA**

The district's programs and services available to meet the needs of students with disabilities will be in accordance with applicable federal and state laws governing special education services, including the State and Local Plans for the implementation of Part B of the IDEA. However, if the State of Missouri does not receive or accept federal IDEA Part B funds, nothing in this policy shall be read to require anything, procedurally or substantively, that is not required by the governing law.

### **Students Placed in Private Schools by Their Parents**

The Camdenton R-III School District has no obligation to provide a free, appropriate public education (FAPE) or special education and related services to any individual student who has been placed by the student's parents or legal guardian in a private school when FAPE is not at issue. No parentally placed private school student has an individual right to any special education and related services. Rather, the district will comply with the provisions of the IDEA that require it to expend a proportionate amount of its IDEA Part B funds on the group of privately placed students as a whole.

### **Evaluation and Identification**

The Camdenton R-III School District will implement procedures, as identified by the IDEA, its federal implementing regulations, the Missouri State Plan for Part B of the IDEA, and the *Missouri Standards and Indicators Manual* that govern the evaluation and identification of students to determine whether any individual student qualifies as a student with a disability under the IDEA. Further, the Board authorizes the director of interventions to determine whether the district will use a severe discrepancy model or a response to intervention (RTI) model for the identification of students with a specific learning disability (SLD).

If the director of interventions concludes that the district should use an RTI model for the identification of a specific learning disability, the Board further authorizes the director of interventions to develop written procedures for implementation that, at minimum, incorporate guidelines developed by the Missouri Department of Elementary and Secondary Education.

### **Independent Evaluations**

The district may provide an independent educational evaluation (IEE) upon request of a parent or legal guardian in accordance with the IDEA and the Missouri State Plan for Part B of the IDEA. The Board of Education authorizes the director of interventions to develop IEE procedures, including evaluator criteria, cost and geographic guidelines, consistent with IDEA and the Missouri State Plan. The Board further delegates to the director of interventions the authority to make changes or revisions to the IEE procedures, as needed. Copies of the IEE procedures may be obtained by contacting the department of interventions office.

### **Extended School Year**

In some instances, the Board of Education recognizes that a student with a disability under the IDEA may require extended school year services (ESY) in order to receive a free appropriate public education. The Board of Education authorizes the special education director to develop procedures and guidelines for consideration of ESY services. Each IDEA eligible student's IEP team must determine that student's need for ESY services on at least an annual basis. If the IEP team determines that an individual student requires ESY services for the provision of a free appropriate public education, the team must document those services, including the frequency, duration and nature of services, in the student's IEP.

### **Mediation and Resolution Hearings**

The Board of Education authorizes the superintendent and/or the director of interventions to participate in mediations and/or resolution meetings held in accordance with the IDEA and Missouri law. The Board further authorizes the superintendent and/or the director of interventions to contact and consult with the district's legal counsel for legal advice prior to, during or after any IDEA mediation or resolution meeting. The Board further delegates to the superintendent or the director of interventions the authority to, on behalf of the district, enter into contractual resolution or settlement agreements. The Board also delegates to the superintendent and/or the director of interventions the authority and discretion to defer or decline to exercise such delegated authority and to take any proposed contractual resolution or settlement agreement to the Board of Education for its approval.

### **Students with Disabilities Pursuant to Section 504 Who Are Not Eligible for Special Education Services under the IDEA**

The district acknowledges its affirmative obligation to evaluate, identify and provide a free appropriate public education in the least restrictive environment to students with disabilities as defined by Section 504 and Title II of the ADA, as amended by the Americans with Disabilities Act Amendments Act. The Board of Education authorizes the district's Section 504 coordinator to develop or adopt written procedures to implement the district's obligations under Section 504 and Title II. The Board further delegates to the district's Section 504 coordinator the authority to make changes or revisions to those procedures, as needed. Copies of the district's written 504 procedures may be obtained by contacting the department of interventions.

### **PROGRAMS FOR HOMELESS STUDENTS**

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. If the homeless student is unaccompanied by a parent or guardian, the homeless coordinator will consider the views of the homeless student in deciding where he or she will be educated. The choice regarding placement shall be made regardless of whether the homeless student lives with the homeless parents or has been temporarily placed elsewhere.

The school selected shall immediately enroll the homeless student even if he or she is unable to produce records normally required for enrollment, such as previous academic records, immunization records, proof of residency or other documentation. However, the district may require a parent or guardian of a homeless student to submit contact information.

The district must provide a written explanation, including a statement regarding the right to appeal, to the homeless student's parent or guardian, or to the homeless student if unaccompanied, if the district sends him or her to a school other than the school of origin or other than a school requested by the parent or guardian.

If a dispute arises over school selection or enrollment in a school, the homeless student shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The homeless student, parent or guardian shall be referred to the district homeless coordinator, who will carry out the dispute resolution process as expeditiously as possible.

For the purposes of this policy, "school of origin" is defined as the school that the student attended when permanently housed or the school in which the student was last enrolled.

### **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.

### **Coordinator**

The Board designates the following individual to act as the district's homeless coordinator:

Assistant Principal Shannon Tompkins  
Camdenton R-III School District  
P.O. Box 1409  
Camdenton, MO 65020  
Phone: 573-346-9239 /Fax: 573-346-9291

The district shall inform school personnel, service providers and advocates working with homeless families of the duties of the district homeless coordinator. The homeless coordinator will ensure that:

1. Homeless students are identified by school personnel and by other entities and agencies with which the school coordinates activities.
2. Homeless students enroll and have a full and equal opportunity to succeed in schools in the district.
3. Homeless families and students receive educational services for which they are eligible, including Head Start, Even Start and preschool programs administered by the district, as well as referrals to health care services, dental services, mental health services and other appropriate services based on their assessed needs.
4. The parents or guardians of homeless students are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless students is disseminated where such students receive services, such as schools, family shelters and soup kitchens.
6. Enrollment disputes are mediated in accordance with law.
7. The parent or guardian of a homeless student and any unaccompanied student is fully informed of all transportation services, including transportation to the school of origin, and is assisted in accessing transportation to the school selected.
8. Unaccompanied students will be assisted in placement or enrollment decisions, their views will be considered and they will be provided notice of the right to appeal.
9. Students who need to obtain immunizations, or immunization or medical records, will receive assistance.

#### **Resolving Grievances**

*Level I* -- A complaint regarding the placement or education of a homeless student shall first be presented orally and informally to the district's homeless coordinator. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the homeless coordinator. The written charge must include the following information: date of filing, description of alleged grievances, the name of the person or persons involved

and a recapitulation of the action taken during the informal charge stage. Within five (5) business days after receiving the complaint, the coordinator shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the coordinator will inform the superintendent of the formal complaint and the disposition.

*Level II* -- Within five (5) business days after receiving the decision at Level I, the complainant may appeal the decision to the superintendent by filing a written appeals package. This package shall consist of the complainant's grievance and the decisions rendered at Level I. The superintendent will arrange for a personal conference with the complainant at his or her earliest mutual convenience. Within five (5) business days after receiving the complaint, the superintendent shall state a decision in writing to the complainant, with supporting evidence and reasons.

*Level III* -- If a resolution is not reached in Level II, a similar written appeals package shall be directed through the superintendent to the Board of Education requesting a hearing before the Board at the next regularly scheduled or specially called meeting. Within 30 business days after receiving the appeals package, the Board shall state its decision and reply in writing to the parties involved. For district purposes, the decision of the Board of Education is final.

*Level IV* -- If the complainant is dissatisfied with the action taken by the Board of Education, a written notice stating the reasons for dissatisfaction may be filed with the State Homeless Coordinator, Federal Discretionary Grants, P.O. Box 480, Jefferson City, MO, 65102-0480. An appeal of this decision can be made within ten (10) days to the Deputy Commissioner of Education.

#### **PROGRAMS FOR ENGLISH LANGUAGE LEARNERS**

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

#### **PROGRAMS FOR MIGRANT STUDENTS**

The Board of Education of the Camdenton R-III School District directs the administration to identify migratory children in the district, as required by law, and to develop written administrative procedures for ensuring that migrant

students receive services for which they are eligible. In developing and implementing a program to address the needs of migratory children the district will:

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

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

#### **PUBLIC COMPLAINTS**

The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved by addressing them at the level where the concern originated through communication with the appropriate staff members. The administration has developed procedures for addressing those issues, copies of which are available at each building. Any concern regarding federal programs administered by the Missouri Department of Elementary and Secondary Education (DESE) may also be appealed to DESE or the United States Department of Education as permitted or required by law.

If a complaint has been made and appealed in accordance with administrative procedures, the parent/guardian or member of the public may appeal the issue to the Board by submitting a written request to the superintendent or the secretary of the Board. The Board will address the complaint in an appropriate and timely manner.

#### **PUBLIC COMPLAINTS**

##### ***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.

#### **ASSESSMENT PROGRAM**

The district will use assessments as one (1) indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The Board directs the superintendent or designee to create procedures governing assessments consistent with law and Board policy.

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

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

#### **District Assessment Plan**

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

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

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

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

#### **English Proficiency Assessments**

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

#### **Statewide Assessments**

The district will implement the components of the Missouri Assessment

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

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

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

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

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

#### **National Assessment of Educational Progress**

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

#### **PUBLIC INFORMATION PROGRAM**

The district will abide by the Missouri Sunshine Law when making records available to the public. In particular, the following information will be available to the public at the district's administrative offices:

1. Information on the methods and materials used to teach reading in kindergarten through fourth grade in terms understandable to a layperson.
2. The number and percentage of students receiving remediation because they have not met reading standards on the state-mandated reading assessment. The information shall be presented in a way that does not permit personal identification of any student or educational personnel.
3. Information on eligibility for free and reduced-cost school meals.
4. All human sexuality curriculum materials. Parents will be notified



regarding the basic content of sexuality instruction and of their right to remove the student from any aspect of the program.

5. Information on procedures for filing a harassment or discrimination complaint will be posted in all buildings in addition to being available in the district office.
6. Information regarding schools identified for improvement, corrective action, restructuring or as persistently dangerous under federal law and an explanation of any options that parents have as a result, including public school choice and supplemental educational services.

The following information will be available to the public at the district's administrative offices as well as by the other methods specified:

1. All written Board policies, related documents and district handbooks will be available on the district's website if the district maintains a website. Copies of the district's discipline policies will also be provided to the student and parent or legal guardian of every student enrolled in the district at the beginning of every school year.
2. A school accountability report card for each school building in the district and the district as a whole will be produced in accordance with law and made available to the public. The district will provide information included in the report card to parents, community members, the print and broadcast news media, and legislators by December 1 annually or as soon thereafter as the information is available to the district. The district will distribute the information in substantive official communications such as student report cards. The district will make reasonable efforts to supply copies of the reports or other information regarding the reports to businesses such as real estate and employment firms, so that parents and businesses from outside the district that may be contemplating relocation have access to this information.
3. Information on the district's obligations under the Individuals with Disabilities Education Act (IDEA) will be provided to the public by conducting the following activities prior to November 1 each year:
  - Publish one (1) public notice in local newspapers that describes the school district's responsibility to provide special education and related services to children ages three (3) to 21. The notice must also describe the district's responsibility to refer infants and toddlers suspected of having a disability to the state early intervention system.
  - Air one (1) public notice on local radio and/or television stations during general viewing/listening hours that describes the school district's responsibility to provide special education and related services to children ages three (3) to 21.
  - Place posters/notices in all administrative offices of each building operated by the school district that describe the district's

responsibility to provide special education and related services to children ages three (3) to 21.

- Provide written information through general distribution to the parents/guardians of students enrolled in the school district that describes the school district's responsibility to provide special education and related services to children ages three to twenty-one.

### **STUDENT RECORDS**

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students.

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

#### **Definitions**

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

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

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

#### **Health Information**

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

### **Parent and Eligible Student Access**

All parents may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law. These rights transfer from the parent to the student once the student becomes an eligible student; however, under the Missouri Sunshine Law, parents maintain some rights to inspect student records even after a student turns 18. The district will extend the same access to records to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally modified.

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

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

### **Directory Information**

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

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

The school district designates the following items as directory information.

*General Directory Information* – The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, 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.

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

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

#### **Law Enforcement Access**

The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in federal law.

If the district reports a crime committed by a student with a disability as defined in the Individuals with Disabilities Education Act (IDEA), the district will transmit copies of the special education and disciplinary records to the authorities to whom the district reported the crime as allowed by law.

Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

### **Children's Division Access**

The district may disclose education records to representatives of the CD when reporting child abuse and neglect in accordance with law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance with law. CD representatives may also have access to directory information and may obtain access to student education records in emergency situations, as allowed by law.

### **Military and Higher Education Access**

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

## **STUDENT RECORDS**

### *Education Records*

#### **A. General**

1. Education records shall be retained according to the guidelines set forth in the retention schedules developed by the Office of the Missouri Secretary of State.
2. Teacher and staff comments on education records will be professional and for the limited purpose of serving the student.
3. It is the responsibility of the building administrator and the professional staff of the school to see that such records are kept secure, confidential and are utilized in accordance with the law.

#### **B. Review of Education Records by Parents or Eligible Students**

1. Education records shall be open for inspection by parents of a student or an eligible student. Both parents have access to their child's school records until and unless a court orders otherwise. Therefore, a copy of any applicable court order that restricts any parent's access to the student's education records must be filed with the school principal in order to certify to the district that a parent's access rights are limited or denied pursuant to the court's directions.
2. The parents or the eligible student should submit to the school principal a written request that identifies as precisely as possible the record or records they wish to inspect. The principal (or appropriate school official) will make the needed arrangements for access as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. Access must be given as soon as possible, but within three (3) business days. However, the period for document production may exceed three (3) days for reasonable cause. When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the portion of the record that pertains to other students.

3. If a parent or eligible student believes the education records related to the student contain information that is inaccurate, misleading or in violation of the student's privacy, he or she may ask the district to amend the record by following the appeals procedures outlined in this procedure.

**C. Transfer of Education Records**

1. The district will respond to a request for records from another school district enrolling a student within five (5) business days of receiving the request. However, if the student's record has been marked pursuant to notification by the highway patrol that the student has been classified as a missing child, the record shall not be forwarded to the requesting district and the district will notify the missing persons unit of the highway patrol of the record request.
2. Upon notification that a student has transferred to any other school district, the district will forward any written notification the district has received from a juvenile officer, sheriff, chief of police, or other appropriate law enforcement authority that a petition has been filed in juvenile court alleging that the student has committed an offense listed in § 167.115.1, RSMo., and the notification of disposition of such case, to the superintendent of the new school district in which the student has enrolled.

**D. Annual Notification of Rights to Parents and Students**

1. The district shall annually notify parents of students currently in attendance or eligible students in attendance of their rights under the Family Educational Rights and Privacy Act (FERPA) and FERPA regulation by publication in the student handbook(s) or by distributing notification to the parents or eligible student at the beginning of the school year.
2. Parents and/or students may request that the district not use a student's social security number at the time of enrollment.

**E. Annual Notification of Directory Information**

1. The district shall annually notify parents and eligible students of the directory information the district will release without written consent. Parents or eligible students will have ten (10) school days after the annual public notice 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 within the ten (10) school-day period, the school district may disclose any of those items designated as directory information without the parent or eligible student's prior written consent including in print and electronic publications of the school district.
2. Directory information is considered a "public record" that must be released by the district to any person who requests it under the Missouri Sunshine Law.

**F. Release of Education Records**

Disclosure of information from a student's education records will be made only with the written consent of the parent or eligible student, subject to the following exceptions. The district may disclose education record information without consent when the disclosure is:

1. To school officials who have a legitimate educational interest in the records.
2. To officials of another school, upon request, in which a student seeks or intends to enroll.
3. To authorized representatives of state and local educational authorities.
4. To law enforcement and juvenile justice authorities if the disclosure concerns law enforcement or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in 20 U.S.C. § 1232g (b)(1)(E).
5. To accrediting organizations to carry out their accrediting functions.
6. To parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954.
7. To parents of a student who is not an eligible student or to the student.
8. To comply with a judicial order or a lawfully issued subpoena.
9. In connection with a student's request for or receipt of financial aid to determine the eligibility amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
10. To the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the United States Department of Education or an official or employee of the Department of Education acting for the Secretary under a delegation of authority, or state and local education authorities in connection with an audit or evaluation of federal or state supported education programs or for the enforcement of or compliance with federal legal requirements relating to these programs.
11. To appropriate parties in a health or safety emergency.
12. To other persons authorized to receive education records pursuant to FERPA and 34 C.F.R., Part 99 or other applicable laws.

The school district will maintain a record of all requests for and/or disclosures of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom the information may be re-disclosed and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or the eligible student. This paragraph does not apply if the request was from or the disclosure was to:

1. The parent or eligible student.
2. School officials within the district who have a legitimate educational interest in the student's education records.
3. A party with written consent from the parent or eligible student.
4. A party seeking directory information.
5. A party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena if the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.

#### **G. Appeals Procedures**

Parents or eligible students have the right to ask to have education records corrected that they believe are inaccurate, misleading or in violation of their privacy rights. Following are the procedures for the correction of education records:

1. Parents or the eligible student must ask the school district to amend a record. In so doing, they should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of the student's privacy rights. The request should be made to the building principal.
2. The school district will decide whether it will amend the record as requested within a reasonable time after receiving the request. If it decides not to amend the record as requested, the district will notify the parents or eligible student of the decision and inform them of their right to a hearing to challenge the content of the student's education records on the grounds that the information included is inaccurate, misleading or in violation of the student's privacy rights.
3. Upon request, the school district will hold a hearing within a reasonable time after the request is received. The district will notify the parents or eligible student, reasonably in advance, of the date, place and time of the hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the district. The parents or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The parents or eligible student may be assisted by one (1) or more individuals of their choice, including an attorney.
5. The school district will prepare a written decision based solely on the evidence presented at the hearing within a reasonable period of time after the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If the school district decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the parents or eligible student of the amendment in writing.



7. If the school district decides that the challenged information is not inaccurate, misleading or in violation of the student's right of privacy, it will notify the parents or eligible student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
8. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the school district discloses the contested portion of the record, it must also disclose the statement.

### **SURVEYING, ANALYZING OR EVALUATING STUDENTS**

#### **Inspection**

Any parent may inspect, upon request, any instructional material used as part of the educational curriculum and all instructional materials, including teachers' manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any applicable program. Further, a parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term "instructional material" does not include academic tests or academic assessments.

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case where the district may collect information from students for the purpose of marketing or selling that information, parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with Board policy.

#### **Consent Required**

In accordance with law, no student, as part of any program wholly or partially funded by the U.S. Department of Education, shall be required to submit to a survey, analysis or evaluation (hereafter referred to as "protected information survey") that reveals any of the following information without written consent of a parent:

1. Political affiliations or beliefs of the student or the student's parent.
2. Mental or psychological problems of the student or the student's family.
3. Sex behavior or attitudes.
4. Illegal, antisocial, self-incriminating or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.

7. Religious practices, affiliations or beliefs of the student or the student's parent.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

#### **Notice and Opportunity to Opt Out**

In accordance with law, parents will receive prior notice and an opportunity to opt a student out of:

1. Any other protected information survey, as defined above, regardless of the funding source.
2. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, or any physical exam or screening permitted or required under state law, except for hearing, vision or scoliosis screenings.
3. Activities involving the collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing information to others.

The district will directly notify parents at the beginning of the school year of the specific or approximate dates during the school year when the above-listed activities will occur or are expected to be scheduled.

#### **Notification of Policy and Privacy**

In accordance with law, parents will be directly notified of this policy at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.

The district will take measures to protect the identification and privacy of the students participating in a protected information survey, regardless of the source of funding. These measures may include limiting access to the completed surveys and the survey results as allowed by law. All student educational records will be protected in accordance with law and Board policy JO.

The provisions of this policy applicable to parents will transfer to a student who is 18 years old or emancipated.

### **HAZARDOUS MATERIALS**

#### **Asbestos Control**

The Camdenon R-III School District will implement and maintain procedures necessary to comply with the Asbestos Hazard Emergency Response Act of 1986 (AHERA) by adhering to the following guidelines:

1. Use specifically accredited/certified persons to conduct inspections on all school buildings for asbestos-containing material.
2. Take appropriate action to control the release of asbestos fibers, upon completion of inspection.
3. Describe corrective steps and long-range maintenance in a management plan, to be made available to all concerned persons and filed with the appropriate state agencies.
4. Post warning(s) on all areas containing asbestos, and send a written notice to parents and employees, apprising them of the conditions.

Any further information concerning the school district's procedures for asbestos control can be found in the office of the director of buildings and grounds.

**EMERGENCY PLANS/SAFETY DRILLS**  
*(Districts Not Required to Hold Earthquake Drills)*

The superintendent or designee has the responsibility for developing and maintaining the district's emergency preparedness plans and emergency drill schedules. The district will supply the schools with safety equipment and train staff on emergency preparedness and violence prevention.

**Emergency Drills**

Emergency preparedness drills (fire, severe weather, tornado, bus evacuation, bomb threat, lockdown, shelter-in-place and evacuation) will be developed by the superintendent or designee in cooperation with the building principals. A sufficient number of drills will be conducted in each building to give instruction and practice in proper actions by staff and students. Emergency exiting procedures will be posted near the door in each instructional area. Instruction in fire drills shall be given early in the school year. Drills will be conducted monthly for fire evacuation, and the date, time to evacuate, weather conditions and time of drill will be recorded on a form provided by the superintendent's office. (Drills may be postponed in periods of severe weather.) Two (2) tornado drills will be conducted each year, one (1) in the early fall and the other in connection with the state-wide tornado drill in the spring. Reports of all drills will be submitted to the superintendent in May.

The decision to call for and execute drills will be the responsibility of the superintendent and/or the building principal. The district will cooperate and coordinate drills with other community agencies such as the fire department, law enforcement officials, emergency medical services and local emergency planning committees.

**District Emergency Plans**

It shall be the responsibility of the building principal, in cooperation with the appropriate emergency preparedness officials, to determine shelter areas in the

school building or outside that are best suited for the protection of students from severe storms, tornadoes or other emergencies, as well as determine the safest routes to reach those areas. In addition, the district will work with emergency preparedness officials to address off-site emergencies that may occur, such as accidents involving school transportation or emergencies on field trips.

Students and staff members may be retained for safety reasons at the school buildings or another safe place during actual emergency conditions. The district plan will include information on communicating with parents and instructions on how parents will locate their students in an emergency.

During actual emergency conditions, emergency personnel and emergency vehicles will have priority near the schools.

**Community Emergency Plan**

The Board directs the superintendent or designee to recommend an emergency preparedness plan, subject to Board adoption, to address the use of school resources, including school facilities, commodity foods, school transportation and equipment if a natural disaster or other community emergency occurs. The plan will authorize the superintendent or other designated school official to approve the use of school resources to provide relief to the community if an emergency occurs. The use of school resources under this section shall be subject to review by the Board within 30 days of authorization or as soon as reasonably possible.

**TEACHING ABOUT HUMAN SEXUALITY**

The Board of Education recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults. Therefore, pursuant to requirements of state law, if the district chooses to use any course materials and instruction relating to human sexuality and sexually transmitted diseases the materials and instruction shall be medically and factually accurate and shall:

1. Present abstinence from sexual activity as the preferred choice of behavior in relation to all sexual activity for unmarried students because it is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases and the emotional trauma associated with adolescent sexual activity. Students shall be advised that teenage sexual activity places them at a higher risk of dropping out of school because of the consequences of sexually transmitted diseases and unplanned pregnancy.
2. Stress that sexually transmitted diseases are serious, possible health hazards of sexual activity. Students shall be provided with the latest medical information regarding exposure to human immunodeficiency

virus (HIV), acquired immune deficiency syndrome (AIDS), human papilloma virus, hepatitis and other sexually transmitted diseases.

3. Present students with the latest medically factual information regarding both the possible side effects and health benefits of all forms of contraception, including the success and failure rates for the prevention of pregnancy and sexually transmitted diseases, or present students with information on contraceptives and pregnancy in a manner consistent with the provisions of the federal abstinence education law.
4. Include a discussion of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity and the consequences of adolescent pregnancy, as well as the advantages of adoption, including the adoption of special needs children, and the processes involved in making an adoption plan.
5. Teach skills of conflict management, personal responsibility and positive self-esteem through discussion and role playing at appropriate grade levels to emphasize that the student has the power to control personal behavior. Students shall be encouraged to base their actions on reasoning, self-discipline, sense of responsibility, self-control and ethical considerations, such as respect for one's self and others. Students shall be taught not to make unwanted physical and verbal sexual advances or otherwise exploit another person. Students shall be taught to resist unwanted sexual advances and other negative peer pressure.
6. Advise students of the laws pertaining to their financial responsibility to children born in and out of wedlock and advise students of the provisions of chapter 566, RSMo., pertaining to statutory rape.

The district will not permit a person or entity to offer, sponsor or furnish in any manner any course materials or instruction relating to human sexuality or sexually transmitted diseases to its students if the person or entity is a provider of abortion services. District personnel or district agents will not encourage students to have an abortion.

Students may be separated by gender for human sexuality instruction. Instruction in human sexuality is to be appropriate to the age of the students receiving such instruction.

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

## INTERROGATIONS, INTERVIEWS AND SEARCHES

### **Searches by School Personnel**

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 exigent circumstances exist.

It is a privilege, not a right, to park on school grounds. The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will turn up evidence that the student has violated or is violating either the law or the rules of the school.

The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.

School employees and volunteers, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available. If a student is strip searched, as defined in state law, by a school employee or a commissioned law enforcement officer, the district will attempt to notify the student's parents/guardians as soon as possible.

During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose underwear. Employees may also remove student clothing to investigate the potential abuse or neglect of a student, give medical attention to a student, provide health services to a student or screen a student for medical conditions.

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

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

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

### **Removal of Students From School By Law Enforcement Officials**

Before a student at school is arrested or taken into custody by law enforcement or other legally authorized person, the principal will verify the official's identity. To the best of his or her ability, the principal will verify the official's authority to take custody of the student. The school principal will attempt to notify the student's parents/guardians that the student is being removed from school.

### **Interview with the Children's Division**

Representatives of the Children's Division (CD) of the Department of Social Services may meet with students on campus. The district liaison will work with CD to arrange such meetings so they are minimally disruptive to the student's schedule. If the student is an alleged victim of abuse or neglect, CD may not meet with the student in any school building or child care facility where the abuse of the student allegedly occurred. The principal will verify and record the identity of any CD representatives who request to meet with or take custody of a student.

### **Contacts by Guardian Ad Litem and Court-Appointed Special Advocate**

When a court-appointed guardian ad litem or special advocate finds it necessary to interview a student during the school day or during periods of extracurricular activities, the school principal or designee must be notified. The principal will verify and record the identity of the individual through the court order which appoints him or her. The interview must be conducted in a private setting and with the least disruption to the student's schedule as possible.

**The content of this Handbook may be amended during the school year due to unexpected changes in state and federal law and local Board Policies. The most recent changes to this Handbook can be viewed on the District's website under Student Handbooks or Board Policies at [www.camdentonschools.org](http://www.camdentonschools.org) or by contacting the Camdenton R-III School District's Superintendent's Office.**

DRAFT



**2015-2016 HANDBOOK RECEIPT**

I have received a copy of the 2015-2016 Handbook for Camdenton High School and Horizons and understand that I am responsible for all information contained herein. This signed statement will be placed in my temporary discipline file.

Student Name: \_\_\_\_\_  
Please Print

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

Date: \_\_\_\_\_

**2015-2016 TECHNOLOGY USER AGREEMENT**

I have read the Camdenton R-III School District Technology Usage Policy on page 39 this Handbook and agree to abide by its provisions. I understand that violation of these provisions may result in disciplinary action taken against me including, but not limited to, suspension or revocation of my access to district technology.

I understand that my use of the district's technology is not private and that the school district may monitor my use of district technology including, but not limited to, accessing browser logs, e-mail logs and any other history of use. I consent to district interception of or access to all communications I send, receive or store using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

Student Name: \_\_\_\_\_  
Please Print

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

Date: \_\_\_\_\_