

# **STUDENT HANDBOOK 2014-2015**



**Developing Skills for a Lifetime**

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**Lake Career & Technical Center**  
**Student Handbook**  
**2014-2015**

Dear Students:

Welcome to the Lake Career and Technical Center (LCTC)! You are embarking upon what could be the start of a fulfilling career. As a student at LCTC you will be challenged with the most technologically equipped laboratories and up-to-date curriculum. Being a student at LCTC allows you to gain the skills necessary to continue your education beyond high school, and make you more marketable in the workplace. LCTC's primary focus areas include: ensuring your success by emphasizing the importance of attending school daily, developing your reading and literacy within your technical program area, and preparing you to be college and career ready.

Our success is measured through your accomplishments. We want your experience to be uniquely rewarding. We hope you will find us helpful when you need assistance, knowledgeable in the program you have chosen for training, responsible in providing a safe environment for learning, and demanding of your very best.

To that end we provide qualified teachers, a strong supportive staff, a solid curriculum developed with the help of business and industry advisory committees, and an excitement about the possibilities the future holds for those who prepare. On behalf of the LCTC staff, best wishes for a very successful year.

Sincerely,



Mrs. Jackie Jenkins, Director  
Lake Career & Technical Center

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

## **ADMINISTRATION OF MEDICATIONS TO STUDENTS**

### **Definitions**

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

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

### **General**

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

The administration of medications is a nursing activity that must be performed by or under the supervision of a registered professional nurse. A registered professional nurse may delegate the administration of medication to a licensed practical nurse or unlicensed personnel who are trained by the nurse to administer medications. The registered professional nurse is responsible for developing written procedures for training unlicensed personnel in the administration of medications and for supervising the administration of medication by others. The nurse or designee must maintain thorough documentation of all medications administered to students.

Students are not to carry any medication (prescription or over-the-counter) on their person except to deliver to and from the school nurse's office or as specified below for those students self-administering medications. Controlled substances are not allowed on the school bus.

Nurses must use reasonable and prudent judgment to determine whether to administer particular medications to students while also working in collaboration with parents/guardians and school administration. In carrying out their legal duty to protect the health, welfare and safety of students, nurses will, when necessary, clarify authorized prescriber orders and respond in accordance with such clarifications.

The district shall not knowingly administer medications in an amount exceeding the recommended daily dosage listed in the *Physician's Desk Reference (PDR)* or other recognized medical or pharmaceutical text. The district will not administer the first dose of any medication. Parents/Guardians are encouraged to arrange to administer prescription medications themselves when possible.

### **Over-the-Counter Medications**

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

### **Prescription Medications**

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

### **Self-Administered Medications**

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

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

### **Possession of Self-Administered Medications**

An authorized prescriber may recommend that an individual student with a chronic health condition be allowed to be in possession of his or her medication on district property for the purposes of self-administration. The district will permit possession of medication for the treatment of asthma or anaphylaxis on district property, at district-sponsored activities and in transit to and from school or activities in accordance with law. The district will also permit the possession of other medications for the purposes of self-administration as required by the student's 504 plan or IEP. The district may otherwise permit the possession of medications for self-administration in accordance with law. No student will be permitted to possess any medication unless the parent/guardian has submitted all required authorizations and releases in accordance with this policy.

### **Emergency Medication**

All student-occupied buildings in this district are equipped with prefilled epinephrine auto syringes that can be administered by the school nurse when the nurse believes, based on his or her training, that a student is having a life threatening anaphylactic reaction. Epinephrine will only be administered in accordance with written protocols provided by an authorized prescriber. The Board will purchase an adequate number of prefilled epinephrine auto syringes based on the recommendation of the school nurse, who will be responsible for maintaining an adequate supply.

### **Consequences**

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

### **ASBESTOS CONTROL**

The Camdenton 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:

- Use specifically accredited/certified persons to conduct inspections on all school buildings for asbestos-containing material.
- Take appropriate action to control the release of asbestos fibers, upon completion of inspection.

- 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.
- 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.

### **Asbestos**

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

### **ATTENDANCE**

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

The Camdenon R-III School Board recognizes the importance of regular student attendance to a successful learning experience. Research supports the fact that attendance is crucial to improving student achievement. The Board further recognizes that:

- Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process.
- The benefits of classroom instruction, once lost, cannot be entirely regained.
- The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study in order to meet the district's student achievement goals.
- Holding students and their parents/guardians responsible for attendance is part of the district's larger mission to train students to be productive citizens and employees.
- State law reflects the importance of regular attendance by establishing compulsory school attendance and charging this Board to enforce that law.
- State law authorizes school boards to make all needful rules for organization and government in the district.

Therefore, regular and punctual patterns of attendance will be expected of each student enrolled in the Camdenon R-III School District.

**Development of Rules and Procedures:** The superintendent, with the assistance of building-level administrators and other administrative and professional staff, shall establish rules and procedures for student attendance within the district. The primary purpose of the district's attendance rules and procedures shall be to change behavior, not to punish students.

No rule or procedure will preclude a student from making up work missed due to any type of absence, including absences due to suspension.

**Attendance Standards:** The following absences will be excused. Documentation must be provided as indicated.

- Illness or injury of the student, with written parent verification for up to five (5) days. On the sixth day of consecutive absence, verification from a medical provider will be required.
- Illness or injury of a member of the student's family when the student's presence is necessary or expected, with parent verification.

- Medical appointments, with written appointment confirmation by medical provider.
- Funeral, with written excuse from parent. The building principal may require a program or other evidence from services as well.
- Religious observances, with written excuse from parent.
- Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with written excuse from parent.
- Absences due to parental request (which include vacation days) will be excused up to eight (8) days at which time additional absences due to parent requests will be marked unexcused.
- Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.
- Students are permitted two college visits during their junior year and four 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 attendance status.

All other absences and any absence for which required documentation is not provided are unexcused.

**Make-Up and Incomplete Work:** Students will be expected to complete all work, including but not limited to exams, assignments, papers, projects, quizzes, etc. **IT IS THE RESPONSIBILITY OF THE STUDENT** to obtain assignments. Make-up assignment(s) (written and/or lab) will be determined by the instructor.

For extended absences (whether out of school suspension or for illness), the parent/guardian should contact the LCTC instructor for assignments prior to returning to class.

**Consequences for Violations:** For students with any away from assigned area, truancy, or out of school suspension, there will be a 1% 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.

**Leaving School During the Day:** A student's responsibility is to their schoolwork during the school day. Any student checking out of school must have parent or guardian permission and must sign out in the LCTC office. **Three tardies and/or leaving early equals one absence per semester.**

### AWARDS AND HONORS

**DEPARTMENTAL AWARDS:** A student must maintain a grade of "B" or better in their program; 96% attendance recommended; be an active member in a career and technical student organization; have a good attitude and be cooperative; and any other instructor stipulations. For every 10 students per program, one award may be given. Seniors who graduate early - may write a letter to request that they be considered for year-end recognition.

**ELKS CLUB STUDENT OF THE MONTH/YEAR:** Two students each month will be chosen. Students are recommended by his/her instructor and chosen by the LCTC staff. Each student receives a cash award as well as attending a luncheon in his/her honor. A plaque is presented at the end of the year. The students of the year receive a plaque and a cash award.

**LCTC PASSPORT:** An LCTC Passport leatherette folder will be issued to seniors/adults who have completed at least a 2-hour block course at LCTC; must have at least an A- (90%) grade for the first semester as well as the third quarter progress grade at LCTC; average 95% attendance during the current year (Note: If there are extenuating circumstances for lower than 95% attendance, it should be discussed between the student and the instructor and documentation on the student's part should be made as to why the 95% attendance criteria could not be met); achieve 100% of essential skills mastered; be a member of a career and technical student organization and be recommended by the instructor. A Passport contains:

- An administrator's letter that introduces and explains the purpose of the Passport.
- Student's resume.

- A Certificate of Completion.
- Competency list identifying tasks mastered by the student.
- Current year attendance record.

### **LCTC SCHOLARSHIPS:**

- Articulation
- Camdenon R-III Foundation
- FFA
- Flavel Butts
- Fun Runner's Car Club
- Lake Ozark Corvette Scholarship
- Mike Wingate
- Tools of the Trade

For more information on these scholarships, please see the Lake Career & Technical Center Counselor.

### **NATIONAL TECHNICAL HONOR SOCIETY:**

#### Qualifications for Nomination:

- Student must have a cumulative high school G.P.A. of 3.0 or higher.
- All career and technical semester grades must be a B+ or higher.
- The student must be recommended by a technical instructor.
- Student must be enrolled in a 2- or 3-hour block and have earned at least two credits from the Lake Career & Technical Center by the end of their senior year to qualify.
- Membership in a career and technical student organization.
- Student must have completed 7 semesters of high school.

### **EXEMPLARY ATTENDANCE:**

- Each student with at least 95% attendance at LCTC will be rewarded on a monthly basis.
- Students will be rewarded for having at least 98% attendance at LCTC at the end of each quarter for each LCTC class he/she attends.
- Students who have at least 98% attendance at LCTC at the end of each semester will qualify for a reward.
- End of Year – Recognition for students who have at least 98% attendance at LCTC will be made.

**\*Please note that 3 tardies and/or leaving early equals one absence per semester.\***

### **SUPERIOR ACHIEVEMENT:**

- Students will be rewarded for having at least a 95% (A) grade at the end of each quarter for each LCTC class he/she attends.
- Students who have at least 95% (A) grade at LCTC at the end of each semester will qualify for a reward.

Note: Students may be disqualified for awards and honors and/or participation in the recognition ceremony if he/she receives five or more consecutive days of any form of suspension. Students may appeal disqualification or removal to the Recognition/Attendance Team following these procedures:

Step 1: Written letter given to the team Chair for review.

Step 2 : If denied, may request a formal presentation to the team which will also include the instructor and – when appropriate – the lead Career and Technical Student Organization advisor.

### **BREAK**

An instructor supervised break may be given. This break is a privilege that can be removed by the instructor or administrator. Break area must be left neat and orderly after use, or vending machines will be turned off. There should be no running, scuffling, loud talk, or profanity in the halls or break area at anytime. NO CHANGE IS AVAILABLE IN THE OFFICE. Applications for refunds are available from the office.



## CALENDAR

August 19 .....	School Begins
August 29 .....	No School for Students – Professional Collaboration
September 1 .....	No School – Labor Day
September 12 .....	Early Release – Professional Collaboration
October 16 .....	End of First Quarter - Early Release – Professional Collaboration
October 17 .....	No School for Students – Teacher Work Day
October 23 .....	Parent-Teacher Conferences 4 – 8 pm
October 28 .....	Parent-Teacher Conferences 4 – 8 pm
October 31 .....	No School
November 25 .....	Early Release – Professional Collaboration
November 26 – 28 .....	No School – Thanksgiving Vacation
December 19 .....	End of First Semester – Christmas Vacation begins at 12:30 pm
January 5 .....	School Resumes
January 19 .....	No School for Students – Professional Development/Collaboration
February 13 .....	Early Release – Professional Collaboration
February 16 .....	No School – President’s Day
March 12 .....	End of Third Quarter - Early Release – Professional Collaboration
March 13 .....	No School for Students – Teacher Work Day
April 1 .....	Early Release – Professional Collaboration
April 2-6 .....	No School – Easter Break
May 20 .....	Early Release – School Term Ends – 12:30 pm
May 21 .....	Teacher Work Day

### **MAKE-UP SCHEDULE FOR MISSED SCHOOL DAYS:**

1<sup>st</sup> Day - May 21; 2<sup>nd</sup> Day - May 22; 3<sup>rd</sup> Day - May 26; 4<sup>th</sup> Day - May 27; 5<sup>th</sup> Day - May 28; 6<sup>th</sup> Day - May 29;  
7<sup>th</sup> Day – June 1; 8<sup>th</sup> Day – June 2.

## CAMDENTON R-III SCHOOL DISTRICT STRATEGIC PLAN 2012-2015

**Vision:** Everyone learning every day.

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

### CAREER & TECHNICAL STUDENT ORGANIZATIONS

**FFA, FTA, and SkillsUSA:** Each organization offers various contests, awards, and leadership opportunities.

- FFA, FTA, and SkillsUSA are organizations that prepare students for the world of work by developing social and leadership abilities as well as occupational skills.
- Membership provides a chance for students in the business, trades, technical and industrial areas to compete with students from other schools in the same occupational field.
- FFA, FTA, and SkillsUSA activities have been incorporated into the training course and participation is expected.
- Benefits of being an active participant:
  - Belong to a positive group.
  - Community involvement.
  - Networking opportunities and meeting new people.
  - Leadership possibilities.
  - Enhance your resume for both job and scholarship applications.
  - Provides an opportunity to excel.
  - Gain confidence through competition.
  - Work as part of a team.
  - Many LCTC Honors incorporate active participation in a student organization.

**Students who are a member of a CTSO will get to attend a picnic at the end of the year!**

Note: CTSO Competition/Officer Stipulations

- Students may be disqualified from team or individual competitive events, CTSO picnic, and/or removal from office if he/she receives five or more consecutive days of any form of suspension or five disciplinary reports resulting in a form of suspension.
- Students may also be disqualified from continuing competition if they violated rules on a field trip or competitive event.
- Students may appeal disqualification or removal to the Recognition/Attendance Team following these procedures:  
Step 1: Written letter given to the team Chair for review.  
Step 2 : If denied, may request a formal presentation to the team which will also include the instructor and the lead Career and Technical Student Organization advisor.

**CLASS SCHEDULE**

When you arrive at the Lake Career & Technical Center, you should go directly to your class. You are expected to stay in your class/lab area unless you have written permission from your instructor to leave.

You are expected to stay in your program area until your class ends. If for any reason you need to leave, you must obtain permission from your instructor along with parent/guardian and check out through the Lake Career & Technical Center office prior to leaving. It is very important that the school know where students are during the time assigned to the Lake Career & Technical Center.

<b>LCTC Schedule</b>	<b>Daily Schedule</b>	<b>Early Release</b>	<b>CHS Late Start</b>
1st Hour Begins - 1 hour classes	8:07	8:07	9:00
1st Hour Begins - Block classes	8:13	8:13	9:00
1st Hour Ends	8:50	8:29	9:37
2nd Hour Begins	9:10	8:49	9:57
2nd Hour Ends	N/A	N/A	N/A
Sending School Students Dismiss	Osage 10:40	--	--
4 <sup>th</sup> Hour Begins - LEAD Time	10:47	N/A	N/A
4 <sup>th</sup> Hour Ends – (3 <sup>rd</sup> Hour on Early Release & Late Start)	11:07	9:33	11:17
Lunch	11:10 - 11:40	--	11:20-11:50
5th Hour Begins	11:47	9:52	11:57
5th Hour Ends	N/A	N/A	N/A
6th Hour Begins	12:40	10:25	12:49
6th Hour Ends	1:13	10:37	1:19
7th Hour Begins	1:33	10:57	1:39
7th Hour Ends	2:06	11:09	2:09
8th Hour Begins	2:26	11:29	2:29
8th Hour Ends	3:12	12:01	3:12
Lunch – Early Release/Collaboration Days		12:05 – 12:35	

**DISCIPLINARY CONSEQUENCES**

Consequences for inappropriate actions and behavior are listed in the LCTC Handbook. For CHS students, consequences are also linked to the Privilege system. CHS students should refer to his/her High School Handbook for information regarding this system. LCTC Administration works in coordination with the sending schools with regard to disciplinary action.

### **DRIVING, PARKING and SHUTTLE BUS**

All students shall observe all rules regarding speed limits, safety zones and parking. All student vehicles must be parked in front of the Lake Career & Technical Center building. Cars parked in an illegal manner or in an undesignated parking area may be subject to tow at the owner's expense. Students are not permitted to sit in cars or return to a car during the regular school day without permission from the Career & Technical Center office. The Camdenton School District does not assume responsibility for damage to vehicles parked on school property. Report damage to the school office and to the Camdenton Police Department.

CHS students who hold a gold or platinum card may drive to and from LCTC by him or herself and with caution. Violation of this privilege results in:

First Offense: Saturday School

Subsequent Offense: Saturday School and card reduction to purple for 9 weeks.

All other high school students - Driving between the high school and LCTC during the school day is permitted with **PRIOR** written permission from the appropriate building administrator. Vehicles may not be moved during the school day from the high school parking areas to LCTC without **PRIOR** written permission from the appropriate building administrator. Likewise, vehicles may not be moved during the school day from the Lake Career & Technical Center to the high school without **PRIOR** written permission from the appropriate building administrator. Adult students or Horizon students are **NOT** allowed to transport high school students during the school day. Sending school students must have **PRIOR** written permission to drive to LCTC from the instructor, Lake Career & Technical Center office, home school principal, and parents/guardians.

### **SHUTTLE BUS USE**

Students who do not have a platinum or gold card and travel to and from the high school to LCTC must use the campus shuttle bus. Students riding/driving/transporting (without prior permission) are subject to disciplinary action.

### **EMBEDDED CREDIT**

Students must meet the requirements for all established components with at least an 80% average. Students will have an opportunity to re-do work that does not meet the criteria until mastery is met. A standardized assessment (COMPASS test) will be administered at the beginning of the first year and at the end of his/her senior year. The test results at the end of the 2nd year may be used for admission to postsecondary institutions that require the COMPASS. These scores will be included on each child's permanent record.

### **Technical English**

One unit of elective English/Communication Arts credit will be awarded to students completing at least four credits in a career and technical education program and upon successful completion of the English/Communication Arts criteria established. A value of .5 credit may be awarded at the end of each year.

LCTC courses awarding English/Communication Arts credit include:

- Computer Repair & Networking
- Crime Scene Investigation/Law Enforcement
- Culinary Arts
- Graphics
- Health Occupations I
- Health Occupations II/Clinical Experience
- Introduction to Culinary Arts
- Medical Terminology—The Human Body
- Photography
- Smart Tech & Tech Mech
- Teacher Education

### **Technical Mathematics**

One unit of elective mathematics credit will be awarded to students completing at least four credits in a career and technical education program and upon successful completion of the mathematics criteria established. A value of .5 credit may be awarded at the end of each year.

LCTC courses awarding Mathematics credit include:

- Ag. Power & Construction
- Automotive Diagnostics Electronics and Engines
- Automotive Technology
- Building Trades
- Collision Repair & Customizing Basics
- Collision Repair Technology
- Marine Power & Extreme Sports Technology
- Metal Fabrication
- Power Sports Technology
- Woodworking & Cabinetmaking

### **Technical Science**

One unit of elective science credit will be awarded to students completing at least four credits in a career and technical education program and upon successful completion of the science criteria established. A value of .5 credit may be awarded at the end of each year.

LCTC courses awarding Science credit include:

- Animal Science
- Conservation of Natural Resources
- Livestock Operations & Management
- Turf & Landscape Management

### **EMERGENCY PLANS/SAFETY DRILLS**

#### **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.

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.

**EMERGENCY SCHOOL DISMISSAL**

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

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

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

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

**If 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 sometimes existing conditions that will cause some roads to be unsafe for the operation of school buses where we might not be able to get to all drop-off locations. If you have a doubt about the safety of your road, please contact your driver.

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, Camdenton R-III School Closing Bulletin Board, and the Camdenton School District website:

<i>RADIO , TV STATIONS, SCHOOL WEBSITE, BULLETIN BOARD PHONE NUMBER</i>	<i>LOCATION</i>
KTTS FM 94.7; KSGF AM 1260; KSGF FM 104.1; KTXR FM 101.3; KWND FM 91.1; 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 and KSPR-TV Channel 33 local – Ch 8 cable	Springfield
KMYK FM 93.5; KRMS AM 1150; KLOZ FM 92.7 and KQUL FM 102.7	Osage Beach

KCLQ FM 107.9; KLWT AM 1230; KJEL FM 103.7 and KBNN AM 750	Lebanon
KCLR FM 99.3; KTXY FM 107; FCMQ FM 96.7; KLSC FM 92.9; KTGR AM 1580; KBIA FM 91.3	Columbia
KTKS FM 95.1	Versailles
KOMU TV Channel 8, ABC 17	Columbia
KRCG TV Channel 13	Jefferson City
KZWV 101.9	Eldon
KCVO 91.7 (early release only)	Camdenton
KZNN FM 105.3 and KTTR FM 99.7 & AM 1490; KXMO FM 95.3, SAM FM 103.1	Rolla
Camdenton R-III School Closing Bulletin Board Phone Number 317-3400	Camdenton
<a href="http://www.camdentonschools.org">www.camdentonschools.org</a>	Camdenton

Anytime the radio stations do not announce school being closed, **school will be in session**. Please DO NOT call the main office switchboard at 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, call the Bulletin Board phone number at 317-3400, or the District website [www.camdentonschools.org](http://www.camdentonschools.org).

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.

### 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. The district's coordinator for ELL programs is the director of interventions and may be contacted at (573) 346-9245.

### FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

Please be advised that upon request the school district is required by law to release “Directory Information” concerning your child. The school district designates the following items as “Directory Information”: Student’s name; date and place of birth; parents’ names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district sponsored or district recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful, are protected by FERPA, or are an invasion of privacy. Parents or eligible students will have ten (10) school days after this annual public notice to view the student’s directory information and to provide notice in writing to the school district that they choose to not have this information released. Unless notified to the contrary in writing to the building administrator within ten (10) school days after school starting or enrolling, the school district may disclose any of those items designated as directory information without prior written consent.

### FIELD TRIP PROCEDURE (CTSO OR CLASSROOM)

In order to participate as an officer, in a competition, field trip, or activity that takes a student out of a class outside of his/her LCTC class, the student should be **passing all** his/her classes.

- Students will need to obtain permission from the instructor’s class in which he/she will miss.

*Teachers are not obligated to approve participation if the students' behavior is unacceptable or if the student has incomplete assignments and/or poor or failing grades.*

- Any student who has any form of suspension on the dates(s) of the activity will not be able to participate.
- Any student violating the code of conduct/school rules at any activity, including conferences and competitions, will not be allowed to participate in any future activities, conferences, and contests. Officers will also be removed from his/her office.

### **FIRST AID**

The classroom/lab area and the office maintain facilities for first aid. If the injury requires more attention than can be provided by the instructor, a student will be sent or brought to the office. Any student who is ill will be referred to the school nurse for evaluation. Students and teachers should report all accidents on appropriate forms supplied by the Counselor's office.

### **GRADING**

Each class at LCTC will use the following categories for grading:

- Work Ethics which includes:
  - Attitude – Positive and Enthusiastic
  - Attendance – Reliable and Punctual
  - Accountability – Honest and Trustworthy
  - Appearance – Look and Dress Appropriately
  - Ambition – Eager to Learn and Develop
  - Acceptance – Willing to Follow Rules
  - Appreciation – Serve Customers Cheerfully
- Attendance - Lake Career & Technical Center will comply with and support each of the high school's attendance policies. Absences that are excused (per each high school's handbook) will be considered excused at Lake Career & Technical Center as well. In the event of an absence, the following is expected:
  - **Notifying his/her instructor, in writing, prior to the absence. Information should include name, class period(s) missed, date of absence along with reason.**
  - **Contacting his/her instructor (or parent/guardian contacted the home high school) before the start of class. If the instructor is not available, a message may be left. The LCTC Office is open from 7:30 a.m. to 3:30 p.m.**
    - *Preference is for the student to contact his/her LCTC instructor as part of the pre-employment expectation.*
- AST – This category is used to track Power Standards. Power Standards are selected from national, state, and/or local learning objectives for each subject area. See program handbook or the instructor's webpage for a complete listing.
- Lab/Projects
- Written/Homework (Examples: daily work, out of class work)
- Technical English/Math/Science Assignments
- Test/Quizzes (Examples: assessments, exams – written and/or performance, quizzes)

**Make-Up and Incomplete Work:** Students will be expected to complete all work, including but not limited to exams, assignments, papers, projects, quizzes, etc. **IT IS THE RESPONSIBILITY OF THE STUDENT** to obtain assignments. Make-up assignment(s) (written and/or lab) will be determined by the instructor.

**Grading Procedure:** Total points accumulated from all assignments will be used to establish the semester grade. The semester exam will be included in the cumulative semester grade. All students must take the semester exam and no exemptions will be allowed. The exam may be a combination of a performance and/or written assessment.

The following scale is used at LCTC to issue grades:

A	95% - 100%	C	73% - 76%
A-	90% - 94%	C-	70% - 72%
B+	87% - 89%	D+	67% - 69%
B	83% - 86%	D	63% - 66%
B-	80% - 82%	D-	60% - 62%
C+	77% - 79%	F	59% and below

### **HEAD LICE**

In keeping with the Camdenton R-III School District's policy of avoiding the unnecessary exclusion of students from school, the district will not exclude otherwise healthy students from school due to nit infestations. Students with head lice will be excluded from school. Children will be excluded from school until they have been treated with an appropriate pediculosis shampoo. The essential components of a no-lice policy are the following:

- Early detection of head lice infestations through routine screening.
- Distribution of educational material to school staff and parents on head lice, nit combing, and treatment such as "A Parent's Guide to Head Lice" brochure (available at local health departments).
- Treatment of children with live lice.

### **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. The district's homeless coordinator is the Assistant Principal at Dogwood Elementary and may be contacted at (573) 346-9239.

### **INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)**

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

The Camdenton R-III School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Camdenton R-III School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).



The Camdenton R-III School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Interventions Offices from 8:00 a.m. and 4:00 p.m.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact the Interventions Offices at (573) 346-9242. This notice will be provided in native languages as necessary.

### **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 a 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.

## **LAKE CAREER & TECHNICAL CENTER GOALS**

*Developing Skills for a Lifetime!*

### **Goals:**

- Each year, prior to attending LCTC, students will receive career guidance information in order to select a related career and technical program that will assist students in making the transition from LCTC to related employment, continuing education, or entering the military consistent with their expressed interests at a minimum of 88.7% placement rate.
- Each year, students will demonstrate responsibility within the technical program as exhibited by:
  - maintaining an attendance rate of 95%;
  - 80% of the career and technical education students will obtain the 80% average in order to gain credit utilizing the “embedded” credit(s) opportunity in Communication Arts, Mathematics, and/or Science;
  - 80% of the students will master a minimum of 80% of the Power Standards or grow a minimum of 25%.

### **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, career and technical 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.

#### **NON-DISCRIMINATION AND ANTI-HARASSMENT**

**Anti-Discrimination Law Compliance:** As a political subdivision, employer, recipient of federal funds and education institution, the Board of Education is prohibited from, and hereby declares a policy against, engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, religion, sex, national origin, ancestry, disability, age or use of leave protected by the Family and Medical Leave Act, in its programs, activities and with regard to employment. The Board is an equal opportunity employer.

Marital, maternal or paternal status shall not affect the rights and privileges of district students to receive an education. Those students are eligible to participate in all activities and receive all honors the same as any other student enrolled in the school district.

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

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

**Compliance Officer Appointment:** To ensure that these obligations are met, the Board designates the following individual to act as the district's nondiscrimination laws compliance coordinator, who shall also be the appointee for all laws specifically mandating such an appointment, and who shall have the duty of keeping the superintendent informed of the state of compliance with this policy district wide: Assistant Superintendent in Charge of Personnel, Camdenton R-III School District; PO Box 1409; Camdenton, MO 65020-1409; (573) 346-9208; Fax (573) 346-9211.

**Reporting and Complaint:** Complaints and reports regarding discharge of the duties summarized in this policy should be addressed to the compliance coordinator. Any employee of the district or member of the Board of Education who becomes apprised of a possible violation of this policy must report the matter to the coordinator. In the event the compliance coordinator is the subject of a report that would otherwise be made to the compliance coordinator, reports should instead be directed to the superintendent, who will assume the coordinator's duties for the purpose of that complaint.

**Grievance Procedure and Resolution of Complaints:** The administration will establish an effective grievance procedure and take any other actions necessary to carry out this policy, with due regard for the substantive and procedural rights of all parties concerned.

**Confidentiality and Records:** To the extent permitted by law, any public record held by this school district that is generated or received pursuant to this policy shall be closed and available only to the Board acting as a quorum, a committee appointed by the Board to carry out this policy on a permanent or ad hoc basis, the compliance coordinator and other administrators whose duties require access to the record in order to carry out this policy. Such persons may share access, on an individual basis, to such records with complainants or participants in a grievance or other resolution, only to the extent such disclosure promotes the purposes of this policy and is not prohibited by FERPA or any other law. Certain other limited disclosures may be required when material in the records is integral to an action affecting a constitutionally recognized property or liberty interest.

**Public Notice and Dissemination:** A copy of this will be posted in a public area of each building used for instruction and/or administrative offices. A copy of this policy will also be distributed annually to employees,

parents or guardians, and students. The administration is directed to further publicize this policy and provide for such training or instruction as necessary to ensure district wide compliance and anti-discrimination laws, including instruction in recognizing behavior indicative of a violation of this policy.

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

### **PARENT PORTAL**

The Parent Portal system is accessed through a web-based system. Parents/Guardians will be able to view your child's attendance history, schedule, grades, and lunch account information. Information for your child is available only with a password. **ALL PASSWORDS ARE DISTRIBUTED THROUGH EMAIL.** It is the parent's responsibility to keep this password private. Passwords cannot be issued via phone conversation. Passwords will not be issued to the student. Parents must have an email address to view your child's records in Parent Portal. Please provide the email address that you would like used for student information notifications. You may use only one email address, for example, home or work, but email cannot be sent to both. **Parents must complete a form and provide a photo ID to the school office in person.**

### **PERSONAL GROOMING AND APPEARANCE**

All students under the age of twenty-one (21) years and not graduated from high school or obtained their GED are to abide by these rules and regulations. Adult students should refer to the General Rules and Regulations in the Adult Student Handbook for their dress and conduct guidelines. Secondary students are to refer to their appropriate high school dress code.

Employers put great emphasis on personal grooming and appearance. When prospective employers visit the school or a class or when you apply for a job, the first thing they notice is the appearance of students. It is important that they be favorably impressed if they are to be interested in hiring LCTC graduates. You are making an effort to prepare for employment so you need to be moving toward the type of career, dress and grooming that will assist in your goal.

### **ACCESSORIES**

Headbands/bandanas/sunglasses are not appropriate school wear.

### **APPEARANCE**

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

### **INAPPROPRIATE MARKINGS**

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

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

### **PERSONAL HYGIENE**

Personal hygiene is extremely important for all students. Students are expected to be clean and free of odor while at school. Students should bathe and shampoo regularly, as well as use deodorant on a daily basis. Hair must be combed, clean, and well groomed. Shaved heads, including Mohawk-type haircuts are unacceptable. Hands and nails must be clean, i.e., wash after leaving work, physical education, and the technical 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.

## **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.

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.

- Complaints on behalf of individual students should first be addressed to the teacher or employee involved.
- 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.
- 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.
- 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.

## **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:

- Information on eligibility for free and reduced-cost school meals.
- 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.
- 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.
- 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:

- 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.
- A school accountability report card for each school building will be provided to each household with a student enrolled in the district and to all media outlets serving the district.
- Information on the district's obligations under the Individuals with Disabilities Education Act (IDEA) will be provided to the public.

### **SAFETY AND DRESS**

Each student, teacher, and staff member must be alert to potentially hazardous situations and to initiate appropriate remedial procedures necessary to correct any unsafe working conditions that are encountered. Safe working habits are to be continually stressed and enforced, including the following regulations regarding personal safety.

#### **CLOTHING AND JEWELRY**

Neckties, full-length sleeves, other loose clothing, watches, and finger rings shall not be worn by individuals when they are engaged in any kind of work where, if worn, will create potentially hazardous conditions.

#### **EYE SAFETY**

Missouri State Law, 170.005, requires eye protection in technical lab classes. All students, instructors, and observers are required to have and to use approved safety glasses whenever eye hazards exist, and more specially when they are engaged in or exposed to hazards created by:

- Milling, sawing, shaping, turning, grinding, and stamping of any solid materials.
- Hot liquids, molten metal, solids, gases, and caustic or explosive materials.
- Tempering, heat treating, or kiln firing of materials.
- All types of gas and electric welding, cutting, brazing, and all types of soldering.
- Repairing and servicing vehicles and other equipment where foreign objects may be thrown or dropped onto the face.

The laboratories have been divided into three groups:

- Labs requiring full-time use of safety glasses are: AUTOMOTIVE, COLLISION REPAIR, CONSTRUCTION, MARINE & POWER SPORTS, and METAL FABRICATION.

In these labs requiring full-time use of safety glasses:

- Students are required to put on safety glasses before the beginning of any lab operations.
- Visitors to the lab are required to put on safety glasses prior to entering the area.
- A visitor's area, approved by the director and marked as such, will be established in all labs requiring the use of safety glasses. Visitors need not wear glasses within these areas.
- Labs having designated safety glasses areas and/or operations requiring the wearing of protection intermittently are: AGRICULTURAL EDUCATION, COMPUTER INTEGRATION, and GRAPHICS TECHNOLOGY.

In these labs where the wearing of safety glasses full-time may not be required:

- Operations assigned by the instructor will be identified to the student prior to performance of the operations.
- Equipment requiring the use of safety glasses will be labeled with approved labels.
- Visitors will have safety glasses before being allowed close observation of designated operations or equipment.
- Approved floor markings will indicate restricted eye protection areas.
- The following labs do not require safety glasses: CULINARY, HEALTH SCIENCES, PRE-TEACHER EDUCATION, PHOTOGRAPHY and VIDEO EDITING.

## **FOOTWEAR**

Shoes appropriate to the working conditions in the area must be worn by students and instructors. In labs/shops where there is a danger of stepping on sharp objects or having tools, materials or equipment fall on or strike the feet, safety shoes are highly recommended.

## **HAIR**

Hair nets/hair restraints shall be worn by all individuals engaged in any kind of work where long hair presents a potentially hazardous condition.

## **SAFETY GLASSES**

One pair of safety glasses will be issued to each student needing them. Replacement of lost or damaged safety glasses is the student's responsibility. Individual students may purchase, at their own expense, prescription safety glasses, providing they meet state law requirements and the standards of the American Material Standard Practice for Occupational and Educational Eye and Face Protection. Students who do not have the proper eye protection cannot be involved in any operation or lab/shop that requires safety glasses. It is the teacher's responsibility to make their students wear safety glasses. Teachers are responsible for all facets of lab safety, including safety area, glasses, signs, clothing, hair and visitor safety. The eye protection procedures of LCTC are in agreement with and comply with Missouri Statute Sections 170.005, 170.007 and 170.009. Violations of the safety policy will be dealt with as follows:

First Offense: Teacher conference/report filed with administration.  
Second Offense: Conference with administration, parent notification.  
Third Offense: Student may be removed from program.

## **SECURITY CAMERAS**

LCTC has security/surveillance cameras both inside and outside the building. Students and patrons are being video recorded at all times.

## **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 district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

### **Reporting to Law Enforcement**

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

A school administrator shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

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

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

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

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

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

- The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
- The student is enrolled in and attending 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 the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

### **Academic Consequences**

Students who have been assigned out-of-school suspension will be issued a 1% academic deduction per day for class periods missed.

### **Prohibited Conduct**

The following are descriptions of prohibited conduct as well as potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. All consequences must be within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy. The attempt to commit an offense is punishable to the same degree as the listed offense.

## **Violations Against Persons**

### **Assault**

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 arose as a result of a district-sponsored activity, it is a class D felony.

First Offense: 1-180 days out-of-school suspension/alternate suspension program (ASP), parent conference to re-enter school, or expulsion.

Second Offense: 1-180 days out-of-school suspension/alternate suspension program (ASP), parent conference to re-enter school, or expulsion.

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

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

Subsequent Offense: Expulsion

Assault of a Staff Member



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.

**Assault with a Weapon (see Board policy JFCJ)**

First Offense: Expulsion.

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

First Offense: Detention, in-school suspension, or 1-180 days out-of-school suspension/alternate suspension program (ASP).

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

**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.

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.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension/alternate suspension program (ASP), parent conference to re-enter school, or expulsion.

**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)**

- Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

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

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension/alternate suspension program (ASP), or expulsion.

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

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

Subsequent Offense: 1-180 days out-of-school suspension/alternate suspension program or expulsion.

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

First Offense: 1-10 days suspension; parent conference to re-enter school.  
Second Offense: 1-180 days suspension; parent conference to re-enter school; possible expulsion.  
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 an intent to harm. All alleged threats will be considered in light of their entire factual context, including the surrounding events and the reaction of the listener. This definition was based on guidelines from the Juvenile Office of the Twenty-Sixth Judicial Circuit Court.

First Offense: Principal/Student conference, 1-180 days out-of-school suspension/alternate suspension program (ASP); parent conference to re-enter school.  
Second Offense: Principal/Student conference, 1-180 days out-of-school suspension; parent conference to re-enter 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.

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

### **Violations Against Property**

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

First Offense: 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.  
Subsequent Offense: 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

**Automobile or Vehicle Misuse/Careless Driving/Parking Violations** – Uncourteous or unsafe driving on or around the Camdenton School campus. This also includes students who park in no-parking areas or park blocking other cars.

First Offense: Moved to red lot; possible loss of parking privileges for 1-5 school days.  
Second Offense: Loss of parking/driving on district property privileges for 5 school days.  
Third Offense: Loss of parking/driving on district property privileges for 30 school days.  
Fourth Offense: Loss of parking/driving on district property privileges for the semester. Vehicle will be towed at owner's expense.

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

First Offense: 2-5 days out-of-school suspension/alternate suspension program (ASP); parent conference.

Second Offense: 10-180 days out-of-school suspension/alternate suspension program (ASP); parent conference; possible expulsion.

**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.

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

Subsequent Offense: Restitution. Detention or in-school 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 district property. A person commits the crime of making a false bomb report if he or she knowingly makes a false report or causes a false report to be made to any person that a bomb or other explosive has been placed in any public or private place or vehicle.

First Offense: Restitution. Warning from principal, detention, 1-180 days suspension, or expulsion.

Second Offense: Restitution. 1-180 days suspension, or expulsion.

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

First Offense: Confiscation. 1-180 days suspension; possible expulsion.

Second 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.

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

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

**Incendiary Devices** – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff.

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

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

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

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

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

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

- **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:

1. Electronic communication devices must not be heard or seen in hallways during passing.
2. 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.
3. Students may use cell phones to TEXT ONLY!
4. Headphones/ear buds must be used when listening to music.

***Camdenton R-III School District is not responsible or liable for damage, loss or theft of personal electronic communication devices. The district will not be responsible for technological support of students' personal electronic devices, and students are required to ensure that all devices are free from viruses.***

First Offense:	Confiscation and parent/guardian will be required to pick up the device.
Second Offense:	Confiscation, and parent/guardian will be required to pick up the device. 2 days in-school suspension or Saturday School, and 5 days red card.
Subsequent Offense:	Confiscation and parent/guardian will be required to pick up the device. 4 days in-school suspension or 2 Saturday Schools, 10 days red card, and possible loss of network user privileges.

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

First Offense:	Restitution. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days out-of-school suspension/alternate suspension program (ASP) or expulsion.
- Using video or audio recording equipment on district property or at district activities except: if required by a district-sponsored class or activity; at performances or activities to which the general public is invited such as athletic competitions, concerts and plays; at open meetings of the Board of Education or committees appointed by or at the direction of the Board; or as otherwise permitted by the principal.
 

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

**Theft** – Stealing or attempting to steal private or school property; knowing possession of stolen property.

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

**Unauthorized Entry** – Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district

facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

First Offense: Detention, in-school suspension, or 1-180 days out-of-school suspension/alternate suspension program (ASP).

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

**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.

First Offense: Restitution; suspension; possible expulsion.

Second Offense: Restitution and suspension; possible expulsion.

### **Violations Against Public Decency and Good Order**

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

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

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

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

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

Subsequent Offense: Nullification of forged document. In-school suspension, or 1-180 days out-of-school suspension/alternate suspension program (ASP).

**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.

First Offense: Conference with student and parents/detention/Saturday School; 1-3 days in-school suspension/alternate suspension program (ASP).

Second Offense: Saturday School, 1-10 days out-of-school suspension; parent conference.

Subsequent Offense: 3-10 days out-of-school suspension/alternate suspension program (ASP).

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

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

Second Offense: Saturday School, 1-10 days out-of-school suspension.

Subsequent Offense: 5-10 days out-of-school suspension/alternate suspension program (ASP).

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

First Offense: Detention, 1-10 days in-school suspension.

Second Offense: 1-10 days out-of-school suspension/alternate suspension program (ASP).

Third Offense: 1-180 days out-of-school suspension/alternate suspension program (ASP); possible expulsion.

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

First Offense: Conference and warning.

Second Offense: Detention, in-school suspension; parent conference.

Subsequent Offense: Minimum of 5 days suspension.

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

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

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

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

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

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

### **Violations Against Public Health & Safety**

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

- 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.

First Offense: Up to 180 days out-of-school suspension/alternate suspension program (ASP).

- 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 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 the ISS Center until he or she can provide a test result from an approved evaluation agency indicating that the student's body is clear of all prohibited substances.

Subsequent Offense: 1-180 days out-of-school suspension/alternate suspension program (ASP); expulsion.

- 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.

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

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

**Tobacco Possession or Use (see Board policy 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.

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

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

### **Violations Against School Administration**

**Articles Prohibited at School** – Students are expected to exhibit the behavior of young adults; therefore, the following items have no place in district buildings: skate boards, handcuffs, water guns, radios, guns of any type, chains of any type (including those used to attach to billfolds), mace and mace-like products and any other item considered to be a danger or nuisance to the operation of the school.

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

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

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

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

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

**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 for the remainder of the assigned suspension. Additional suspension may be assigned by the assistant principal depending on the reason for dismissal.

First Offense: 1-10 days out-of-school suspension.

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

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

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

**Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences** – Violating the conditions of a suspension, expulsion or other disciplinary consequence 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.

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

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

**Lockers (see Board policy JFG)** – Lockers are school property and provided as a convenience for students to use. They are to be kept clean. Camdenon 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)** – Students who are tardy to school or who are not in the classroom ready to begin work when the tardy bell rings are tardy to class. The following policy will be used if the program specific handbook does not identify a procedure:

First Offense (3rd tardy):	Parent notification.
Second Offense (5th Tardy):	2 detentions (lunch or after-school).
Third Offense (7th Tardy):	Saturday School or after-school detention.
Fourth Offense (9th Tardy):	In-school suspension.
Subsequent Offense:	In-school suspension/alternate suspension program (ASP), personal escort to/from class, or other measures deemed appropriate by administration to improve attendance habits.

**Truancy from School or Class (see Board policy JED and procedure JED-AP2)** – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

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

### **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 a bus 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.

**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.

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



Third Offense: Saturday School for each action following the initial warning and thereafter, or loss of riding privileges.

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

First Offense: Saturday School and/or 2-5 days suspension off bus.

Second Offense: Saturday School and/or 2-10 days off bus.

Third Offense: 1-3 weeks off bus.

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

**Bringing Dangerous Items on Bus** - Includes matches, stink bombs, lighters, flammable items.

First Offense: 3-15 days off bus.

Second Offense: 1-3 weeks off bus.

Third Offense: 3-5 weeks off bus.

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

**Fighting and/or Assault**

First Offense: 3-10 days suspension off bus.

Second Offense: 1-3 weeks suspension off bus.

Third Offense: 3-5 weeks suspension off bus.

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

**Creating a Hazard or Dangerous Situation\*** - Operating or handling of bus equipment.

First Offense: 3-10 days off bus.

Second Offense: 1-5 weeks off bus.

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

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

**Damaging or Vandalizing the Bus**

First Offense: 3-10 days off bus; restitution.

Second Offense: 3-5 weeks off bus; restitution.

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

**Use or Possession of Tobacco Products**

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

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

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

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

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

Second Offense: 1-4 weeks off bus.

Third Offense: 3-5 weeks off bus.

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

**Verbal Abuse of Bus Driver/Monitor** - Includes use of vulgar or obscene language and gestures.

First Offense: 3-15 days off bus.

Second Offense: 3-5 weeks off bus.

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

**Physical Abuse of Bus Driver/Monitor** - Immediate ten (10) days out-of-school suspension and referral to superintendent for long-term suspension and recommendation of expulsion.

## 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 the 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 directly 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 websites, 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.

## **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:

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

- Any other protected information survey, as defined above, regardless of the funding source.
- 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.
- 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.

### **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:

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.

## TECHNOLOGY USAGE/SAFETY

### **Student Users**

No student will be given access to the district's technology resources until the district receives *User Agreements* signed by the student and the student's parent/guardian. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign the *User Agreement* without additional signatures.

### **General Rules and Responsibilities**

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

- Applying for a user ID under false pretenses or using another person's ID or password is prohibited.
- Sharing user IDs or passwords with others is prohibited, and users will be responsible for using the ID or password. A user will not be responsible for theft of passwords and IDs, but may be responsible if the theft was the result of user negligence.
- Deleting, examining, copying or modifying files or data belonging to other users without their prior consent is prohibited.
- Mass consumption of technology resources that inhibits use by others is prohibited.
- Use of district technology for soliciting, advertising, fundraising, commercial purposes or financial gain is prohibited, unless authorized by the district.
- 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.
- 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.
- The district prohibits the use of district technology resources to access, view or disseminate information that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors.
- Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
- The district prohibits the use of district technology resources to access, view or disseminate information that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful district policies and procedures.
- The district prohibits any use that violates any person's rights under applicable laws, and specifically prohibits any use that has the purpose or effect of discriminating or harassing any person on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy or use of leave protected by the Family and Medical Leave Act.
- The district prohibits any unauthorized intentional or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction. The district will hold users responsible for such damage and will seek both criminal and civil remedies, as necessary.
- Users may only install and use properly licensed software, audio or video media purchased by the district or approved for use by the district and users must have written permission from the superintendent or designee for such installation and use. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.

- At no time will district technology or software be removed from the district premises, unless authorized by the district.
- All users will use the district's property as it was intended. Technology resources will not be moved or relocated without permission from the superintendent or designee. All users will be held accountable for any damage they cause to district technology resources.

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

- All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator.
- Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
- Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
- The unauthorized copying of system files is prohibited.
- Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
- Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
- The introduction of computer viruses, hacking tools or other disruptive or destructive programs into a district computer, network or any external networks is prohibited.

### **Online Safety and Confidentiality**

Curricular or non-curricular publications distributed using district technology will comply with the law and Board policies on confidentiality.

All district employees will abide by state and federal law, Board policies and district rules when using district technology resources to communicate information about personally identifiable students. Employees will take precautions to prevent negligent disclosure of student information or student records.

All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet and are prohibited from sharing such information unless authorized by the district. Student users shall not agree to meet with someone they have met online without parental approval and must promptly disclose to a teacher or another district employee any message the user receives that is inappropriate or makes the user feel uncomfortable.

### **Electronic Mail**

A user is responsible for all e-mail originating from the user's e-mail account.

- Forgery or attempted forgery of e-mail messages is illegal and is prohibited.
- Unauthorized attempts to read, delete, copy or modify e-mail of other users are prohibited.
- Users are prohibited from sending unsolicited mass e-mail. The district considers more than one (1) address per message, per day a violation, unless the communication is a necessary, employment-related function or an authorized publication.
- All users must adhere to the same standards for communicating electronically that are expected in the classroom and that are consistent with district policies and procedures.
- Users must obtain permission from the superintendent or designee before sending any districtwide e-mail messages.

**Exceptions**

Exceptions to district rules will be made for district employees or agents conducting an investigation of a use that potentially violates the law, district policies or procedures. Exceptions will also be made for technology administrators who need access to district technology resources to maintain the district's resources or examine and delete data stored on district computers as allowed by the district's retention policy.

**Waiver**

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

**TELEPHONE USAGE**

The school phones are strictly for business use only. Students are not allowed to receive personal phone calls. In the event of an emergency, a staff member will place the call or see that the student receives the message.

**TOOLS, SUPPLIES, TEXTBOOKS**

The tools, equipment, supplies, textbooks and reference materials are provided by LCTC. You can appreciate the fact these items are expensive for the technical programs offered at LCTC. We urge you to do your very best to take care of the books and equipment that are assigned to you. If these items are returned with just normal wear, there will be no charge. However, if books, tools or any equipment assigned to you are lost or damaged through carelessness, the replacement cost will be charged to you.



**Faculty Contact Information**  
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**Guidance**

**Mrs. Liz Pogue**, Counselor – 346-9277 – [epogue@camdentonschools.org](mailto:epogue@camdentonschools.org)

**Mrs. Lori Matthes**, Guidance Secretary – 346-9276 - [lmatthes@camdentonschools.org](mailto:lmatthes@camdentonschools.org)

**Ag. Power & Construction, Greenhouse Production, Intro to Agriculture, Turf & Landscape Management**

**Mr. Jeff Kitchen**, Instructor – 346-9237 – [jkitchen@camdentonschools.org](mailto:jkitchen@camdentonschools.org)

**Animal Science, Introduction to Agriculture, Livestock Operations & Management**

**Mr. Josh Toops**, Instructor – 317-3444 – [jtoops@camdentonschools.org](mailto:jtoops@camdentonschools.org)

**Automotive Tech, Automotive Diagnostics Electronics & Engines, Pro-Auto Maintenance (Exploration)**

**Mr. Dennis Perkins**, Instructor – Ext. #364 – [dperkins@camdentonschools.org](mailto:dperkins@camdentonschools.org)

**Building Trades, Woods Technology, Woodworking & Cabinetmaking**

**Mr. Ryan Bearden**, Instructor – Ext. #368 – [rbearden@camdentonschools.org](mailto:rbearden@camdentonschools.org)

**Collision Repair & Customizing Basics, Collision Repair Technology**

**Mr. Garry Briscoe**, Instructor – Ext. #365 – [gbriscoe@camdentonschools.org](mailto:gbriscoe@camdentonschools.org)

**Computer Repair & Networking, Smart Home/Tech Mech, Game Design**

**Mr. Lynn Cramer**, Instructor – Ext. #378 – [drcramer@camdentonschools.org](mailto:drcramer@camdentonschools.org)

**Crime Scene Investigation/Law Enforcement, Introduction to Law Enforcement**

**Officer Chis Edgar**, Instructor – Ext # 572 – [cedgar@camdentonschools.org](mailto:cedgar@camdentonschools.org)

**Culinary Arts, Exploring Culinary Careers, Introduction to Culinary Arts**

**Chef Jackie Wilson**, Instructor – Ext. #370 – [jwilson@camdentonschools.org](mailto:jwilson@camdentonschools.org)

**Foundations of Education, Intro to Teaching, Teacher Education**

**Mrs. Janene Rauba**, Instructor – Ext. #372 – [jrauba@camdentonschools.org](mailto:jrauba@camdentonschools.org)

**Graphics, Photography, Video**

**Mr. Chuck Poe**, Instructor – Ext. #360 – [cpoe@camdentonschools.org](mailto:cpoe@camdentonschools.org)

**Health Occupations**

**Mrs. Jerri Webb**, Instructor – Ext. #373 – [jwebb@camdentonschools.org](mailto:jwebb@camdentonschools.org)

**Health Occupations II/ Clinical Experience, Introduction to Health Care, Medical Terminology**

**Mrs. Amy Wackerman**, Instructor – [awackerman@camdentonschools.org](mailto:awackerman@camdentonschools.org)

**Marine Power & Extreme Sports Tech, Power Sports Tech, Intro to Power Sports & Power EquipTech**

**Mr. Tim Keeney**, Instructor – 346-9260 - [tkeeney@camdentonschools.org](mailto:tkeeney@camdentonschools.org)

**Marine Service Technology – Adults**

**Mr. Larry Wittrock**, Instructor – 346-9260 - [lwittrock@camdentonschools.org](mailto:lwittrock@camdentonschools.org)

**Metal Fabrication**

**Mr. Robert Hayes**, Instructor – Ext. #363 – [bhayes@camdentonschools.org](mailto:bhayes@camdentonschools.org)

**Student Services**

Communication Arts – **Mrs. Angela Tynes** Instructor – Ext. #375 – [atynes@camdentonschools.org](mailto:atynes@camdentonschools.org)

Mathematics – **Mr. Jack Dulle**, Instructor – Ext. #407 - [jdulle@camdentonschools.org](mailto:jdulle@camdentonschools.org)