

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

**Regular Meeting – Administration Building, Board Room
July 14, 2014 – 5:30 p.m.**

Present:

Chris C. McElyea	President	Dr. Tim Hadfield	Superintendent
Nancy A. Masterson	Vice President	Roma France	Assistant Superintendent
Jackie Schulte	Member	Linda Leu	Secretary
Laura L. Martin	Member		
Tom Williams	Member		
Courtney R. Hulett	Member		

Absent:

Selynn Barbour	Dr. Ryan Neal	Assistant Superintendent
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I. CALL TO ORDER & RECITE PLEDGE OF ALLEGIANCE

The Camdenon R-III Board of Education met in Regular Session in the Board Room of the Administration Office on Monday, July 14, 2014. The meeting was called to order by President McElyea at 5:30 p.m. The pledge of allegiance was recited.

II. APPROVAL OF AGENDA

Regular Meeting – July 14, 2014
Strategic Plan Goal Area – Governance

Motion: Move to approve the agenda of the Regular July 14, 2014, meeting as presented.
Masterson/Schulte - all ayes.

III. PUBLIC COMMENT

There was no public comment.
Strategic Plan Goal Area – Parent & Community Development

IV. CONSENT ITEMS

Strategic Plan Goal Area – Governance

- A. Set Tax Rate Hearing Date for August 11, 2014, at 5:30 p.m.
- B. Accept Bid Recommendations for 2014-2015 for Dairy, Bread, Tires, and Fuel
The Board reviewed bid summaries for dairy, bread, tires, and fuel.
 - Recommendations:
 - Hiland Dairy for dairy products and Earth Grains for bread.
 - Stay with TCI for tires.
 - For fuel, continue with Lakeland Oil.
- C. Adopt Annual/Perpetual Calendar
The Board reviewed a proposed Annual/Perpetual calendar. This is the time of year the calendar is updated with a few minor revisions.
- D. Approve Student Handbooks (Elementary, Hawthorn, Oak Ridge, Middle School, High School/Horizons & Dress Code Revisions, & LCTC)
Student handbooks were presented. Handbooks may include policies which have previously been approved by the Board. Our handbooks also contain administrative procedures and rules which do not necessarily require Board approval; however, we have listed these handbooks as an item for the Board's consideration in order to enhance our communication process.
- E. Approve Transportation Handbook
The Transportation Department has updated the information contained in the handbook and is submitting it for approval.
- F. Approve Evaluation Documents for Teaching Staff for 2014-2015
The state model PBTE was recommended for approval by the Board of Education for use as the evaluation instrument for 2014-2015.

Motion: Move to approve consent items as presented.

Schulte/Martin – all ayes.

V. APPROVAL OF MINUTES & DOCUMENTATION

Strategic Plan Goal Area – Governance

A. Special Board Meeting, May 28, 2014.

Motion: Move to approve Special Board Meeting minutes and documentation of May 28, 2014.
Schulte/Williams - all ayes; Masterson and Martin abstained, absent.

B. Regular Board Meeting, June 9, 2014.

Motion: Move to approve Regular Board Meeting minutes and documentation of June 9, 2014.
Schulte/Hulett - all ayes; Williams and Martin abstained, absent.

C. Special Board Meeting, June 27, 2014.

Motion: Move to approve Special Board Meeting minutes and documentation of June 27, 2014.
Schulte/Martin - all ayes; Masterson abstained, absent.

VI. APPROVAL OF BILLS

Strategic Plan Goal Area – Governance

Motion: Move to approve all bills and addendum as submitted.
Martin/Masterson – all ayes.

VII. APPROVAL OF TREASURER’S REPORT

Strategic Plan Goal Area - Governance

Motion: Move to approve the June 2014 Treasurer’s Report as submitted.
Martin/Schulte - all ayes.

VIII. NEW BUSINESS

A. HEALTH SERVICES REPORT

Sue Blankenship, Coordinator of School Health Services, presented the Health Services Report including a review and current status of nurse specialty programs, student health programs, employee health programs, nurse continuing education, community education, changes to health services, and a list of health services staff for the upcoming school year.

Strategic Plan Goal Area – Governance

No motion necessary.

B. FOOD SERVICES REPORT, APPROVE FOOD SERVICE GUIDELINES & PRICES

Dawn Matthews submitted the written annual report and balanced scorecard from the Food Services Department. Also included were related food service documents. Free and reduced breakfast and lunch guidelines should be approved annually. The Board was also asked to consider increasing lunch prices five cents for student and adult lunches.

Strategic Plan Goal Area – Governance

Motion: Move to approve the 2014-2015 free and reduced breakfast and lunch guidelines as submitted and set student and adult breakfast and lunch prices for the 2014-2015 school year as proposed.

Williams/Schulte - all ayes.

	2014-2015
Elementary Lunch	1.90
Elementary Breakfast	1.10
Reduced Price Lunch	0.40
Reduced Price Breakfast	0.30
Secondary Lunch	2.25

Secondary Breakfast	1.20
Adult Breakfast	1.85
Adult Lunch	2.90

C. VOLUNTEER/COMMUNITY RELATIONS REPORT

Joi Dickemann, Director of the Department of Volunteers and Community Relations, presented their annual report and a balanced scorecard. Joi was available to answer questions regarding the submitted information.

Strategic Plan Goal Area – Governance

No motion necessary.

D. APPROVE CAREER LADDER FUNDING

Currently the District's Career Ladder Program is funded at 80% of the level of funding prior to the state withdrawing their share several years ago. Current funding for Career Ladder stages is as follows:

Strategic Plan Goal Area – Governance

Stage I: \$1,200 for 48 hours of Career Ladder time.

Stage II: \$2,400 for 72 hours of Career Ladder time.

Stage III: \$4,000 for 96 hours of Career Ladder time.

Motion: Move to approve Career Ladder funding at 80% for the 2014-2015 Career Ladder plan as recommended.

Masterson/Schulte - all ayes.

IX. UNFINISHED BUSINESS

A. ELEMENTARY CONSTRUCTION UPDATE

Dr. Hadfield provided construction project updates.

Strategic Plan Goal Area – Facilities/Support/Instructional Resources

No motion necessary.

B. ADOPT BOARD GOALS

The Board had a preliminary read of Board goals as presented by the committee and now they were asked for action for the upcoming year. A committee including Nancy (chair), Tom, Courtney, and Tim was formed to develop a staff survey regarding the performance of the Board.

Strategic Plan Goal Area – Governance

Motion: Move to adopt the 2014-2015 Board goals as revised.

Martin/Williams - all ayes.

X. BOARD WRAP-UP

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

Strategic Plan Goal Area - Governance

- Legislative Issues
- No Second July Board Meeting
- August Board Meeting Reports tentatively include: Library Media Services Report, Summer School Program Report
- Board and Administration Potluck Dinner – August 16, 2014, 7:00 p.m.
- All-Staff Breakfast – Monday, August 18, 7:00 a.m.
- MSBA Annual Conference, September 25-28, 2014
- Old Kinderhook –a portion of sales go to the Education Foundation on Mondays in July.

- September Board Meeting Date – September 15, 2014

No motion necessary.

XI. EXECUTIVE SESSION

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

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

Strategic Plan Goal Area - Governance

Motion: Move to adjourn to Executive Session.

Masterson/Schulte - Roll call vote: Masterson – aye, Schulte – aye, McElyea – aye, Hulett – aye, Williams – aye, and Martin – aye.

XII. ADJOURN MEETING

Motion: Move that the meeting adjourn.

Schulte/Hulett - all ayes.

Meeting adjourned at 9:13 p.m.

Chris C. McElyea - President of the Board

Linda Leu – Secretary of the Board

Bids for 2014-2015 School Year
Due June 23, 2014 - 10:00 a.m.

Camdenon R-III School District

		Escalating Bid	Escalating Bid
DAIRY			
1% white milk	1/2 pint	2354	2078
Skim Chocolate Milk	1/2 pint	2570	2294
Unflavored skim milk	1/2 pint	2344	2068
Low fat buttermilk	1/2 gallon	3920	3424
No fat cottage cheese	5#	7433	6537
No fat sour cream	5#	1167	1031
Individual sour cream	100 count	1053	917
Yogurt - Variety	4 oz	569	495
Yogurt - Variety	6 oz	589	515
Half & Half	Quart	2273	1997
Whipping Cream	Quart	4303	3767
Crave-a-Latte, Skim	Pint	NO BID	
Strawberry milk, skim	1/2 pint	2570	2294
Vanilla milk, skim	1/2 pint	NO BID	
Unflavored milk, skim	Pint	3144	2758
Chocolate milk, skim	Pint	3218	2832
Strawberry milk, skim	Pint	3417	2981
Tea	Pint	3340	2954
Lemonade	Pint	7109	6213
Lemonade Drink	Gallon	14573	12707
Punch Drink	Gallon	14873	12907
Cheese American Slice	160 cut	4078	3542
Shredded Cheddar	5 pounds	1071	935

Bids for 2014-2015 School Year
Due June 23, 2014 - 10:00 a.m.

Camdenon R-III School District

	Jackson Produce Co.	Kohl Wholesale	Hiland Dairy (Drop Sec)	Hiland Dairy
DAIRY				
<i>1/2 Pints</i>				
1% Unflavored Milk	1/2 pint		.2645	.2369
Skim Unflavored Milk	1/2 pint		.2600	.2324
Skim Chocolate Milk	1/2 pint		.2798	.2522
Skim Strawberry Milk	1/2 pint		.2798	.2522
<i>12 Oz. Bottles</i>				
Low-Fat Unflavored Milk	12 oz.		.7711	.6815
Skim Chocolate Milk	12 oz.		.7607	.6711
Skim Strawberry Milk	12 oz.		.7607	.6711
Orange Juice 100%	12 oz.		.69	.60
<i>Red Diamond</i>				
Tea-Unsweetened	Pint		.86	.75
Tea-Splenda	Pint		.86	.75
Tea - All	12 oz.		.71	.62
Drinking Water, 16 oz.	Case		4.77	4.14
<i>NO BID</i>				
Slice American Cheese, 160	Loaf		Board	Board
Shredded Cheddar Cheese	5 lbs.		Board	Board
Low-Fat Cottage Cheese	5 lbs.		9.35	8.19
Low-Fat Cottage Cheese, Ind.	4 oz.		.34	.29
Low-Fat Sour Cream	5 lbs.		8.30	7.24
<i>NO BID</i>				
Greek Yogurt, All Flavors	5.3 oz.		.83	.72
Yogurt, All Flavors	6 oz.		.55	.48
Yogurt, All Flavors	4 oz.		.55	.48

Give the price per unit as specified.

Submit Both a Firm Bid and an Escalating/De-Escalating Bid

*RECOMMEND for 2014-2015

Bids for 2014-2015 School Year
Due June 23, 2014 - 10:00 a.m.

Camdenon R-III School District

BREAD PRODUCTS		Escalating Bid	Escalating Bid
Whole Grain White Bread, 20 slice	1 1/2 lb.	1300	1140
Whole Grain Wheat Bread, 20 slice	1 1/2 lb.	1300	1140
Whole Grain French Bread, sliced	1 lb.	1300	1140
Whole Grain Texas Toast, 16 slice	1 1/2 lb.	1300	1140
Whole Grain Hamburger Buns, 4"	Packed 12/1	1300	1140
Whole Grain Hot Dog Buns, 6"	Packed 16/1	1300	1140
Whole Grain Deli Buns, Hoagie, 6"	Packed 8/1	1300	1140

WHOLE GRAIN BREAD PRODUCTS		Flowers Baking Co. Springfield, Fayetteville AR
NO BID		
Whole Grain White Wheat Bread, 20 slice	1 1/2 lb.	
Whole Grain Wheat Bread, 20 slice	20 oz.	
Whole Grain Texas Toast, 16 slice, White	1 1/2 lb.	
Whole Grain Hamburger Buns, 4"	Packed 12/1	
Whole Grain Hot Dog Buns, 6"	Packed 16/1	
Whole Grain Deli Buns, Hoagie, 6"	Packed 6/1	
Regular White Hot Dog Bun	Packed 16/1	
Regular White Hamburger Bun	Packed 12/1	

*RECOMMEND for 2014-2015

Submit Firm Bid Only

Bids for 2014-2015 School Year
Due June 23, 2014 - 10:00 a.m.

Camdenton R-III School District

TIRES	McKnight Center Jefferson City		Wilson Industrial Tire		Ozark O		McKnight		Last Year's BID	
	7/1/14 - 12/31/14 Amount	1/1/15 - 6/30/15 Amount	7/1/14 - 12/31/14 Amount	1/1/15 - 6/30/15 Amount	7/1/14 - 12/31/14 Amount	1/1/15 - 6/30/15 Amount	7/1/14 - 12/31/14 Amount	1/1/15 - 6/30/15 Amount	2013 7/1/13 - 12/31/13	2014 1/1/14 - 6/30/14
Firm Bid (Yes/No)			NO BID							
10 R 22.5 Michelin recap XDHT and casing - tubeless Michelin recap XDHT - tubeless Michelin XZE - 14 ply - tubeless					181.00 141.00 375.56	181.00 141.00 375.56	190.31 165.31 375.66	190.31 165.31 375.66	187.50 147.50 462.23	187.50 147.50 462.23
275/80 R 22.5 Michelin recap XDHT and casing 295/75 R 22.5 Michelin recap XDHT and casing					248.00 248.00	248.00 248.00	274.16 274.16	274.16 274.16	243.00 243.00	243.00 243.00
11 R 22.5 Michelin recap XDHT and casing - tubeless Michelin recap XDHT - tubeless Michelin XZE-2 - 14 ply - tubeless Michelin XDN-2 - 14 ply - tubeless					251.00 151.00 385.46 398.16	251.00 151.00 385.46 398.16	277.64 177.64 385.46 398.16	277.64 177.64 385.46 398.16	237.50 162.50 474.31 490.04	237.50 162.50 474.31 490.04
Credit offer for good carcasses 11 R 22.5 Credit offer for good carcasses 10 R 22.5					60.00 25.00	60.00 25.00	75.00 0	75.00 0	60.00 25.00	60.00 25.00
Tire Disposal Fee - any size					5.00	5.00	8.00	8.00	NC	NC

*RECOMMEND for 2014-2015

MUST BID ONLY TIRES REQUESTED
Bid amounts good for July 1, 2014, through June 30, 2015

Camdenton R-III School District

Bids for 2014-2015 School Year
Due June 23, 2014 - 10:00 a.m.

PETROLEUM		Terminal Origin - Freight rate from specified terminal to Camdenton School					
		Belle	Mt. Vernon	Jefferson City	St. Louis	Williams Pipeline Springfield	Williams Pipeline Columbia
*Lakeland Oil Co. LLC		0612	0734	0484	1247	0612	0612
Petroleum Traders Corp <i>No pickup for Sunrise Beach or Osage Beach.</i>	NO BID						
MFA Oil	NO BID						
Energy Companies	NO BID						
Empire Energy	NO BID						
Last Year's BID Lakeland Oil Co. LLC		Closed	0734	0484	1247	0612	0612

	*Lakeland Oil Co. LLC	Petroleum Traders Corp	MFA Oil	Energy Companies	Empire Energy	Last Year's BID Lakeland Oil
		NO BID	NO BID	NO BID	NO BID	
Profit per gallon to nearest tenth of a cent - for transport loads.	01					01
Profit per gallon to nearest tenth of a cent - for tank wagon deliveries.	055					055
Cost per treated gallon of fuel for anti-gel fuel additive	034					034
Cost per treated gallon of fuel for algacide additive	057					057

*RECOMMEND for 2014-2015

ANNUAL/PERPETUAL CALENDAR

July 2014

2014-2015	School District Perf. (Monitor Ends)	School District Vision (Ends Develop)	Connect to Ownership	Review Policies	Monitor Admin. Limitations	Agenda Consent Items	Agenda Items
July 2014	Program Evaluations Health Svcs Rpt Food Svcs Rpt & Approve Food Service Guidelines Library Media Svcs Rpt Volunteer/Community Relations Rpt				Approve Bills	Minutes Accept bids for next year: milk, bread, propane, tires, and heating oil/diesel/gasoline. Adopt Annual/Perpetual Calendar Approve Student Handbooks Approve Transportation Handbook Set Tax Rate Hearing Date Set Tuition Rate (July or August)	
NO REGULARLY SCHEDULED MEETING							
August 2014	Program Evaluations Summer School Program Report Curriculum & Instructional Effectiveness (incl. PD - AYP - MAP)			Odd Years - Readopt Policy BBFA, Conflict of Interest & Financial Disclosure	Approve Bills	Minutes Approve Spec-Ed. Compliance Plan Approve Local Career Ladder Plan Set Tuition Rate (July or August)	Set Tax Rate (This meeting or a second August meeting.) Surplus Property Sale Items Tentative List
NO REGULARLY SCHEDULED MEETING							
September 2014	Program Evaluations A+ Program/School to Work Rpt Bldgs & Grounds Review District Safety				Approve Bills	Minutes Ex. in Ed.	Classified Employee of the Month Approve Surplus Property Sale Items
NO REGULARLY SCHEDULED MEETING							
October 2014 <small>Obs. in 2013</small>	Program Evaluations Transportation Rpt/Bus Route Approval Annual Performance Report (APR)		Patron Panel Meeting		Approve Bills	Minutes Ex. in Ed. Snow Removal Bids	Classified Employee of the Month Review Next Year's School Calendar

2014-2015	School District Perf. (Monitor Ends)	School District Vision (Ends Develop)	Connect to Ownership	Review Policies	Monitor Admin. Limitations	Agenda Consent Items	Agenda Items
						Permission to Bid for Audit (Next in 2016.)	
NO REGULARLY SCHEDULED MEETING							
November 2014	Program Evaluations Federal/State Programs including Parent, Family and Community Involvement, PASS, ELL, Immigrant, Migrant, Homeless LCTC Annual Report CO Admin. & Bldg Admin. Eval. (Formative)				Approve Bills	Minutes Ex. in Ed. Preview Board Candidate Filing & Closing Dates Permission to Run Summer School Approve Early Graduation of Students	Classified Employee of the Month Approve Professional Development Plan
NO REGULARLY SCHEDULED MEETING							
December 2014 <small>100 in 2013</small>	Program Evaluations Interventions Report (PAT, Pre-Sch, 504, Sp Ed., etc.) Gifted Report Audit Report (Nov. or Dec.) Evaluate Supt. & Asst. Supts. (Summative)				Approve Bills	Minutes Ex. in Ed. Accept Audit Bid (In 2016 for yrs ending 2017, 2018, 2019.)	Classified Employee of the Month
NO REGULARLY SCHEDULED MEETING							
January 2015	Evaluate Building Administrators (Summative)	Strategic Plan Review (incl Mission & Goals)	Patron Panel Meeting		Approve Bills	Minutes Ex. in Ed.	Classified Employee of the Month Presentation of next year's school calendar.
NO REGULARLY SCHEDULED MEETING							
Jan 2015 <small>Possible 2nd Mtg</small>					Approve Bills		

2014-2015	School District Perf. (Monitor Ends)	School District Vision (Ends Develop)	Connect to Ownership	Review Policies	Monitor Admin. Limitations	Agenda Consent Items	Agenda Items
February 2015	Board Recognition <u>Program Evaluations</u> <i>Personnel Needs</i> <i>School Resource Officer Rpt</i>				Approve Bills	Minutes Ex. in Ed.	Classified Employee of the Month <i>When necessary – Appoint two Board members to serve on Bldg Trades Lot search.</i> Recognition of Career & Techn. Educ. Month Set Graduation Date Calendar Hearing - Approve next year's school calendar.
NO REGULARLY SCHEDULED MEETING							
March 2015	<u>Program Evaluations</u> <i>Technology Report</i>		Patron Panel Meeting		Approve Bills	Minutes Ex. in Ed.	Classified Employee of the Month TAC (Teachers Assoc. of Camden) Salary & Benefit Proposal for Next Year State Budget & Program Updates/Preliminary Budget Apprv Tech Plan every 3 yrs. (Next in 2017.)
March 2015 2 nd Mtg	<u>Program Evaluations</u> <i>Technology Report</i>				Approve Bills Classy Preliminary Draft Budget		Set Career Salary Schedule for 2015-2016
April 2015	<u>Program Evaluations</u> <i>Literacy Report (Dr. Neal)</i>				Approve Bills	Ex. in Ed. Resolution Requesting Blair Trust Funds	1 st Agenda: Minutes Election Results Adjourn Retiring Board 2 nd Agenda: Dissolve Board, Appt. Supt. as Chair Oath to New Board Members Election of Officers Classified Employee of the Month
April 2015	<u>Program Evaluations</u> <i>Literacy Report (Dr. Neal)</i>				Approve Bills	Approve Summer School Application (if not completed in April.) Approve Expenditures for CC & Dorothy Blair Trust	

2014-2015	School District Perf. (Monitor Ends)	School District Vision (Ends Develop)	Connect to Ownership	Review Policies	Monitor Admin. Limitations	Agenda Consent Items	Agenda Items
May 2015					Approve Bills	Minutes Ex. in Ed. Approve Summer School Application (if not completed in April.) Approve Expenditures for CC & Dorothy Blair Trust	Classified Employee of the Month
May 2015 Possible 2 nd Mtg					Approve Bills		
June 2015	<u>Program Evaluations</u> <i>School Climate/Discipline Rpt</i> <i>Guidance & Counseling Rpt</i> <i>Energy Education Rpt</i>		Patron Panel Meeting		Approve Bills	Minutes District Assessment Plan if revisions are necessary. Approve Facilities Rental Fees End of Yr Bus Rte Approval Energy Education Rpt	
June 2015 2 nd Mtg	Amendments to Current Year Budget Administrative Budget for Next School Year				Approve Bills	Approve Special Ed. Guidelines 2015-2016 (2015-2016)	

Reminders for all Parents/Guardians

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

CAMDENTON R-III SCHOOLS

Student/Parent Handbook 2014-2015
Dogwood PreK-2
Hurricane Deck PreK-4
Osage Beach PreK-4
Hawthorn 3-4

Dr. Tim Hatfield
Superintendent of Schools
Dr. Ryan Neal
Assistant Superintendent for Academic Services & Human Resources
Ms. Franca Romeo
Assistant Superintendent for Data Analysis and Technology

Visit the Camdenton R-III District Website at: www.camdentonschools.org

Camdenton R-III School District Strategic Plan 2012-2015 "Everyone learning every day"

Mission To create a learning community that empowers each individual's performance for future success

Strategic Goal Areas

- Student Performance**
Develop and enhance quality educational/instructional programs to improve performance and enable students to meet their personal, academic, and career goals.
- Facilities/Support/Operational Resources**
Recruit, attract, develop, and retain highly qualified staff to carry out the LEA's educational agency's district, state, and federal objectives.
- High Quality Staff**
Provide and maintain appropriate instructional resources, support services, and financial and safe facilities.
- Parent and Community Development**
Promote, facilitate, and enhance parent, student, and community involvement in LEA/District educational programs.
- Effective Governance**
Govern the LEA/District with efficient and effective, meaningful leadership and representation to benefit the students, staff, and citizens of the district.

Collective Commitments

- (Based on the work of Robert Marzano and Colleagues)
Guaranteed and Viable Curriculum
Challenging Goals and Effective Feedback
Parent and Community Involvement
Safe and Healthy Environment
Career and Postsecondary Readiness

Objectives

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

Camdenton R-III School District is committed to providing a safe and sound educational environment for its students. The Camdenton R-III School District is committed to maintaining a safe and sound educational environment for its students. The Camdenton R-III School District is committed to maintaining a safe and sound educational environment for its students. The Camdenton R-III School District is committed to maintaining a safe and sound educational environment for its students.

WELCOME TO THE CAMDENTON R-III ELEMENTARY SCHOOLS

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

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

- Camdenton R-III School District
P.O. Box 1469
Camdenton, MO 65820
- Dogwood Elementary School (573) 346-9239
Shawn Dondos, Principal Fax: (573) 346-9236
Olga O'Quinn, Assistant Principal
 - Hawthorn Elementary (573) 317-3450
Todd Blevins, Principal Fax: (573) 317-3452
Laurinda Torres, Assistant Principal
 - Oak Ridge Intermediate School (573) 346-9280
Tracy Evans, Principal Fax: (573) 346-9286
Olga Carroll, Assistant Principal
 - Hurricane Deck Elementary (573) 374-5369
Christy Glady, Principal Fax: (573) 374-4416
 - Osage Beach Elementary (573) 346-2461
Renee Slack, Principal Fax: (573) 349-2820
 - Director of Special Services (573) 346-9283
Lori Trevis, Director Fax: (573) 346-9280
Nek Cohn, Assistant Director
 - Transportation (573) 346-9292
Gary Curdick, Director

Camdenton R-III School District Home Page is currently on the internet and can be accessed by the following URL:
<http://www.camdentonschools.org>

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

The content of this handbook could be amended during the school year due to unexpected changes in state and federal laws and local Board Policies. The most recent changes to this Handbook can be viewed on the District's website under Student Handbook or Home Page at www.camdentonschools.org or by contacting the Superintendent's office.

2014-2015

CALENDAR OF EVENTS

August 19	No School	First Day of School
August 29	No School	Professional Collaboration
September 1	No School	Labor Day
September 12	*Early Release	Professional Collaboration
October 16	*Early Release	Professional Collaboration
October 17	No School	Teacher Work Day
October 21	4:00PM-4:40 PM	Parent/Teacher Conferences
October 28	4:00PM-4:40 PM	Parent/Teacher Conferences
October 31	No School	No School
November 25	*Early Release	Professional Collaboration
November 26-28	No School	Thanksgiving Vacation
December 19	*Early Release	Christmas Vacation begins
December 22-January 2	No School	Christmas Vacation
January 5	No School	School Resumes
January 19	No School	Staff Development
February 13	*Early Release	Professional Collaboration
February 16	No School	President's Day
March 12	*Early Release	Professional Collaboration
March 13	No School	Teacher Work Day
April 1	*Early Release	Professional Collaboration
April 2-6	No School	Easter Break
May 20	Early Release 12:30 PM	School Term Ends
May 21	No School	Teacher Work Day

Calendar Notes

Early Release Collaboration Dates: September 12, October 16, November 25, February 13, March 12, April 1

MAKE-UP SCHEDULE FOR MISSED DAYS OF SCHOOL

1 st Day	May 21
2 nd Day	May 22
3 rd Day	May 26
4 th Day	May 27
5 th Day	May 28
6 th Day	May 29
7 th Day	June 1
8 th Day	June 2

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

Schedule

Daily Schedule for Dogwood	
7:45	Building Opens
7:55	Children report to classroom
8:20	School begins
11:00-12:30	Lunch
3:17	Dismissal
Daily Schedule for Hurricane Deck	
7:45	Children report to classroom
8:15	Learning announcements
8:30	Timely roll page
3:05	Dismissal
Breakfast is served in the classroom from 7:50-8:10 free of charge	
Daily Schedule for Osage Beach	
8:00	Children report to classroom
8:10	Timely roll page
3:05	Dismissal
Daily Schedule for Hawthorn	
7:45	Building Opens
8:15	Children report to classroom
8:20	School begins
3:21	Dismissal
Daily Schedule for Oak Ridge	
7:50-8:10	First bell rings/ students eat breakfast/report to class
8:15	School begins
3:13	Dismissal

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Discipline

Policy
Our goal is to guide each child to develop desirable character traits so that he/she ultimately is able to exercise the ideal type of discipline - self-discipline. We will strive to see that every child is treated with fairness and respect. We will not permit any child to disrupt school in any manner so the degree that the educational opportunities of other children are hindered. As a member of the school community, a student enjoys certain rights and accepts certain responsibilities. These rights and responsibilities should be emphasized equally. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

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

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

Referring to Law Enforcement

It is the policy of the Camden 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 located in policy JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district 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.

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

1. An oral or written explanation of the charges against him/her
2. Prior to suspension, if the charges are denied, an oral or written explanation of the facts that form the basis for the proposed suspension;
3. Prior to suspension, an opportunity to present the student's version of the incident;
4. An opportunity to appeal to the next higher authority as permitted by school policy and the right to be reinstated pending appeal in the case of a suspension of more than ten (10) days except as otherwise provided by law.

Specific Acts of Misconduct

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

Minor Misconduct

1. Misbehavior in the Classroom - Persistent refusal to do assignments and homework, refusal to attend to work at hand, Unintended talking, whispering, moving about, pointing of classrooms, chewing gum in class, and other as disruptive or distracting to the learning environment.
Disciplinary Action - I and II
2. Misbehavior in the Cafeteria - Excessive noise, discourteous to others, moving about, not following instructions.
Disciplinary Action - I and II
3. Misbehavior in the Hall/Restroom - Running, excessive noise, hooligan, disrupting classes in restrooms, chewing gum, climbing or swinging on doors or walls.
Disciplinary Action - I and II
4. Misbehavior on the Playground (see playground rules) - Failure to obey any playground rules and regulations.
Disciplinary Action - School
5. Misbehavior on School Transportation (see Board policy JFCC and procedure JPC-A-P)
Disciplinary Action - I, II, III, and IV
6. Selling or Trading Articles in School - Selling or trading articles with other students in school or on school transportation.
Disciplinary Action - I and II
7. Tardiness (see Board policy JED and procedure JED-AP1) - Habitually arriving at school late for a reason not related to transportation problems.
Disciplinary Action - I and II

JJ. 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 tests.

Disciplinary Action: First offense: Principal/Student conference, loss of privileges, detention, or in-school suspension. **Second offense:** Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.
14. Gang-Related Behavior - Conflict between groups of individuals and/or groups for the purpose of intimidation or retaliation on the campus or 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 demonstrate membership in gangs that advocate drug use, violence or disruptive behavior, or that otherwise present a threat of disruption or danger to the school environment, are prohibited.
Disciplinary Action - I, II, III, and IV

15. Harassment, including Sexual Harassment (see Board policy AC)
Use of material or unwelcome physical contact of a sexual nature or unwelcome verbal, written or symbolic language or unwelcome physical contact based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic prohibited 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 taunting; intimidating or hostile acts based on protected characteristics. Examples of harassing conduct 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 flipping based on protected characteristics.
Disciplinary Action: I, II, III, and IV

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

17. Inappropriate Devices or Threats - Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using firearms.
Disciplinary Action: First offense: Confiscation/Principal/Student conference, detention, or in-school suspension. **Second offense:** Confiscation, Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

18. Nuisance/Dangerous Items - Bringing any of the following items to school which create problems and that take time away from and detract from learning: toys, dolls, balls, electronic devices, game portable media players or other objects that are not authorized for educational purposes. Only with written approval from a teacher may one of the items above be brought to school, when it will be used in a learning activity. Items that may be considered dangerous are prohibited including, but not limited to: laser lighters, pocket knives, sickle knives and flammable items.
Disciplinary Action: I, II, and III

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSA 10, or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

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

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

Consequences of Violating Standards and Disciplinary Actions

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

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

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

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

1. Conference with student (warning)
2. Contact with student
3. Parental contact/conference
4. Loss of privileges (recess, field trip, track meet, etc.)
5. Isolation within classroom/multimedia classroom
6. Saturday school
7. Restitution/School service

Serious Misconduct

1. Academic Dishonesty - Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts; scores or other supporting material; unauthorized collaboration, facilitating academic dishonesty; and other misconduct related to academic.
2. Disciplinary Action: First Offense: No credit for the work, grade reduction, or replacement assignment. Subsequent Offense: No credit for the work, grade reduction, course failure, or removal from extracurricular activities.
3. Absence - Starting or attempting to start a fire causing or attempting to cause an explosion.

Disciplinary Action: III and IV Consequences: In-school suspension, 1-100 days out-of-school suspension or expulsion, parent conference upon return.

3. 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; or any other physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third degree.
2. Knowingly causing or attempting to cause serious bodily injury or death to another person, recklessly causing serious bodily injury to another person, or any other act that constitutes assault in the first or second degree.

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

4. Bullying/Extortion (see Board policy JFCF) - Intimidation or harassment of a student or multiple students perpetrated by individuals or groups. Bullying includes, but is not limited to, physical actions, including violence, gestures, bullying, 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 cyber threats. Cyber bullying is sending or posting harmful or cruel text or files through the internet or other digital communication devices. Cyber threats are online materials that threaten or cause concern about violence against others, suicide or self-harm.
Disciplinary Action: I, II, III, and IV
5. Dishonesty - Any act of lying, whether verbal or written, including emphy.

Disciplinary Action: I, II, III, and IV

6. Inappropriate or Disruptive Conduct or Speech (see Board policy AC If Inapplicable or disruptive conduct or speech is involved) - Verbal or physical conduct or symbolic gesture or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defamatory, considered inappropriate in educational settings or that humiliates and humiliates or humiliates classroom work, school activities or school situations. Students will not be disciplined for speech in situations where it is protected by law.

Disciplinary Action: I, II, III, and IV

7. Drug/Alcohol (see Board policies JFCF and JHCD) Possession, sale, purchase, distribution of unauthorized prescription drugs, alcohol, imitation controlled substances, counterfeit substances, narcotic substances, unauthorized inhalants, or other substances, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(a) of the Controlled Substances Act, or attendance while under the influence of or

JR. Profanity/Offensives - Profanity or obscenity at any time, at school, on the playground, or while riding district transportation at the bus stop.

Disciplinary Action: II and III

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

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

Disciplinary Action: First offense: Principal/Student conference, detention, in-school suspension, or 1-100 days out-of-school suspension. **Second offense:** Denial of school suspension, 1-180 days out-of-school suspension, or expulsion.

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

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

22. Sexual Harassment (see Board policy AC) - Use of unwelcome verbal, written or symbolic language or unwelcome physical contact based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic prohibited by law. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances. Examples of harassing conduct include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether or not the touching occurred through or under clothing.
Disciplinary Action: I, II, III, and IV

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

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

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

2. Using, displaying or tearing on papers, photos, personal digital assistants, personal laptops or any other electronic devices during the regular school day, including class change time, maintenance or instructional class time, unless the use is part of the instructional program or a program, unless personal digital assistants, or any other electronic devices are used for district-sponsored class or activity, or otherwise permitted by the building principal.

Disciplinary Action: Confiscation, Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

3. Violations, other than those listed in (1) or (2), above, of Board policy EIB, procedure EIB-AP or any policy or procedure regarding student use of personal electronic devices.
Disciplinary Action: Restitution, Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

8. After-School Detention
9. In-school suspension not to exceed five (5) days
10. A combination of the above
11. Seating reassignment

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

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

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

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

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

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

1. The maturity level of the student
2. Any extenuating circumstances
3. The nature of the act
4. Prior incidents of misconduct
5. Intent of the student
6. Degree of involvement of the student
7. Appropriateness of the punishment

soon after consuming any of the foregoing. Possession, sale, purchase or distribution of any over-the-counter drug, harmful preparation or imitation drug or herbal preparation.

Disciplinary Action: I, II, III, and IV

1. Recommendation may be made for the student to be placed in a drug rehabilitation or counseling program. The length of any such shall be determined by the professional staff of the drug rehabilitation or counseling center.

2. Camden R-III Schools will provide educational materials to the staff of the rehabilitation center or provide education through homework aid. Only those subjects which are part of core curriculum will be included. Subjects requiring special equipment such as Band and Industrial Arts will not be included.

3. Upon completion of the rehabilitation program, the student may be assigned to the Camden R-III School District's In-School Suspension Center for the remainder of the suspension. Education will be continued by a certified teacher assigned to the In-School Suspension Center.

The student who is not successfully completing sessions as recommended by the rehabilitation or counseling center.

8. Extortion - Threatening or intimidating any person for the purpose of obtaining money or anything of value.
Disciplinary Action: I, II, III, and IV

9. Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences - Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in attending any district-sponsored activity or being on or near district property or the location where that activity is held. See the section of this regulation entitled, "Conditions of Suspension, Expulsion or 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 other school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy. Student will be reported to law enforcement for non-compliance.

Disciplinary Action: I, II, III, and IV

10. Failure to Care for or Return District Property - Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting equipment.

Disciplinary Action: I, II, III, and IV

11. False Alarms (see also "Threats of Serious Injury or Death or Verbal Abuse") - Making any false report for the purpose of frightening or disturbing people, disrupting the educational process or causing the evacuation or closure of school property. A person commits the crime of making a false report if he/she knowingly makes a false report or causes a false report to be made to any person that a bomb or explosive has been placed in any public or private place or vehicle.
Disciplinary Action: III, IV, and V

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

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

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

24. Theft - Theft, attempted theft or knowing possession of stolen property.
Disciplinary Action: I, II, III, and IV

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

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

28. Truancy (see Board policy JED and procedure JED-AP1) - Absence from school without the knowledge and consent of parent/guardian and the school administration, except on justifiable grounds, even with the consent of parent/guardian.
Disciplinary Action: III and IV

29. Unauthorized Entry - Entering or assisting any other person to enter a district facility, office, locker, or other place that is locked or not open to the general public, including, but not limited to, entering or assisting any other person to enter an unauthorized entrance, assisting unauthorized persons to enter a district facility through any entrance.
Disciplinary Action: II, III, and IV

30. Use of Dangerous Items or Property (see Board policy ECA) - Knowingly vandalizing, defacing, or otherwise damaging or attempting to cause damage to real or personal property belonging to the school, staff or members. Restitution required.
Disciplinary Action: I, II, III, and IV

31. Weapons/Explosives (see Board policy JFCF) - Students are forbidden to bring into school property any item considered to be a weapon as defined in law or Board policy, including any firearm as defined in 18 U.S.C. § 921, any instrument or device defined in § 921(b), or any instrument or device defined in § 921(c) as a dangerous weapon in 18 U.S.C. § 920(a)(2). Examples include: baseballs, clubs, firearm, airsoft, gas gun, knife, machine gun, projectile weapons, chains, metal knuckles, razors, fire, pick, sickle, shotgun, spring gun, or any instrument or device. This includes any type of weapon by whatever name that will or that may be readily converted to be used as a projectile by the action of an explosive or other propellant. Also included are explosive of any type, poison gas, bombs, and any type or form of incendiary device. This includes any explosive device.
Disciplinary Action: III and IV

To read policy in entirety, refer to Policy JC 81.

In-School Suspension (ISS)

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

Referrals

Referrals to ISS may be made only by Juvenile Court Officials, Principals, and Assistant Principals of the elementary, middle school, and high school buildings, based upon teachers' written referrals or administrators' own judgments about the student's behavior. Assignments of number of days in ISS are the prerogative of the principals and assistant principals. Normally, students will not be sent to ISS on the same day as the suspension decision without consulting in effort with parents. Students will be sent to ISS only after:

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

Reason for Referral

- 1. Repeated truancy from classes or school.
2. Major behavioral problems including disruption of class, improper bus behavior, abusive language, defiance of authority, assaultive behavior, etc.
3. Fighting.
4. Excessive tardiness to class.
5. Use of alcohol in any form.
6. Possession or under the influence of alcohol on school property.
7. Theft in school.
8. Court referrals.
9. Other behavioral problems as judged by the building principal or juvenile officials.

Assessing Assignments

Administrators are responsible for collecting assignments for ISS based students prior to their placement in ISS. Forms designating individual assignments will either be placed in teachers' mailboxes early enough that they may be completed at the end of the day or forms may be hand carried to the specific teachers involved. These forms must precede or accompany students bound for ISS. The classroom teacher will provide assignments, requiring a full day of work activities, for each student placed in ISS. Students are responsible for returning completed assignments to their teachers for grading and inclusion in the normal academic plan for class work.

Inductive Procedures for ISS

- 4. Detain students in an appropriate place until a high school has been made and/or parents have been contacted.
5. Arrange for family psychological counseling.

Suspension from School

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

No Pupil Shall be Suspended from School Unless:

- The pupil is given oral and written notice of the charges against him; if the pupil denies the charges, he shall be given an oral or written explanation of the facts which form the basis of proposed suspension.
The pupil shall be given an opportunity to present his version of the incident; in the event of a suspension for more than ten days, the pupil is given notice that he wishes to appeal the suspension to the board, the suspension shall stay until the board renders its decision, unless in the judgment of the Superintendent, the pupil's presence poses a continuing danger.
Any punishment shall be administered without notice.

Dress Code

Philosophy of Dress and Grooming Code

As an educational institution, the school has a responsibility to help students learn what is expected of them and society in terms of behavior, dress, and hygiene. It is important that young men and women develop proper hygiene and grooming habits as an early age. The general appearance of the student's body not only affects attitude and behavior, but makes a statement as to the kind of school the community has. The following regulations of dress, grooming, and hygiene have been established in order to provide an attitude and environment in and out of class that will enable students to work up to their potential and reach their highest possible goals. Students in violation will be required to change their dress to meet the dress code or be suspended. This dress code will be enforced by all faculty members and administration and the interpretation of the dress code will be left to the sole discretion of the administration.

Personal Hygiene

Personal hygiene is an essential life skill required of all students attending Camden R-II School. Inappropriate hygiene habits can contribute to the spread of disease and create an unhealthy environment in a school. Students are expected to be clean and free of odor while at school and students should bathe and shampoo regularly as well as use deodorant on a daily basis. Hair must be combed, clean and well groomed. Nails should be trimmed. Mouthwash, hairbrush, and comb should be used. Students must be clean shaven at all times unless a student has a medical excuse from a doctor. Sideburns should not be lower than the bottom of the earlobe and a student's

players, mobile phones, smart phones, tablet computers and video game devices owned by a student or a student's parent/guardian.

Acceptable Use

Possession or use of any personal electronic device on district property is a privilege, and students who fail to abide by this policy may forfeit this privilege. When approved by the building principal and/or designated authority, students will be allowed to bring personal electronic devices to school for use during the school day in the designated classrooms. Each building administrator, under the direction of the superintendent or designee, shall determine the appropriate areas of the school where students may use personal electronic devices and the extent to which such devices will be incorporated into the classroom curriculum.

Students may use personal electronic devices during the school day only if the student and parent/guardian sign and agree to the terms of the district's personal electronic devices agreement and the district's technology usage agreements entered into by the superintendent or designee. Students shall only access the Internet through district-provided networks during the school day. Student devices with a data plan through the student's parent/guardian's mobile provider must have the automatic network roam-off option on the school premises during the school day. The district will utilize a technology protection measure, such as a filter, on all district networks. Students shall not bypass or attempt to bypass the district's networks through any means.

Possession or use of personal electronic devices must not in any way disrupt the educational process in the school district, endanger the health or safety of the student or any other person in the district, invade the rights of others at school or involve illegal or prohibited conduct.

All use of personal electronic devices during the school day shall be for appropriate educational purposes only, not for personal use, and shall be consistent with the educational objectives of the district. Students using personal electronic devices must follow the same rules that apply to the use of district-provided technology. The district may examine the student's device to the extent allowed by law. The district administration may involve law enforcement if the district has reasonable suspicion that the device has been used for an illegal purpose or for a purpose that causes harm to others.

The district shall not be liable for theft, loss, damage, misuse or unauthorized use of any personal electronic communication device brought to school or school-sponsored programs/activities by a student.

No school funds shall be used to purchase programs or applications to be downloaded on any personally owned communication device used by students unless approved by designee.

Failure to abide by this policy shall subject the student to disciplinary action as outlined elsewhere in Board policy.

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

- 1. All textbooks from all courses in which they are enrolled.
2. Supplies of notebook, pencil, eraser, etc.
When not at ISS, the student will be handed:

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

Rules and Regulations for ISS

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

Infractions and Response to ISS

- 1. Tardiness of any ISS time schedule will add one day in ISS for each occurrence.
2. Excused absence will delay, not eliminate, ISS detention and the time must be served upon returning to school. A medical excuse from a physician may be required.
3. Unexcused absence will be handled by the building principals who have the option of contacting the Juvenile Officer.

Non-Attendance Procedure

- 1. The ISS teacher will call the building principal.
2. Principal will contact parent.
3. Principal or ISS will contact Juvenile Officer.

Incidents Which May Result in Ejection from ISS

- 1. Sleeping.
2. Refusal to work.
3. Disruptive behavior (talking, writing, profanity, etc.)
Defiance of authority, at which time no verbal warning will be given.
a. The building principal will be called, who in turn will call the Juvenile Officer.
b. The Juvenile Officer or parent will come to school to collect the student.

Saturday School

Purpose

- 1. To eliminate removal from classroom instructional time for non-classroom problems.

hands and nails must be clean, (example: wash after leaving work, physical education and the vocational class).

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

Inappropriate Markings

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

Appearance

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

Dress Code Regulations

- Appropriate sandals and blouses may be worn as long as no undergarments are exposed. Those having no straps or open backs are not acceptable.
Blouses and tops: Bare midriffs and see-through clothing are not acceptable. Unbuttoned shirts must cover the midriff at all times; tight-fitting shirts and/or low-cut apparel is not acceptable.
Skirts must not be made of fabric or mesh 1/2 worn above. Skirts must be buttoned appropriately if worn low. Spandex, lycra, and mesh are not acceptable.
Cuffs, collars, neck tops or see-through clothing such as mesh shirts must be worn with a 1/4 shirt underneath.
Clothing meant to be worn as underwear is not acceptable.
Cantilets should be worn under semi-short shorts.
Clothing meant to be worn solely as sleepwear is not acceptable.

Shirts and Shorts

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

Footwear

- Thongs, flip-flops, and open-toed sandals should be neat, clean, proper fitting and not be inappropriately cut-up or torn.

Cellular

- In accordance with this policy, personal electronic communication devices may be used in authorized areas or as determined by the administration as follows:
For educational and instructional purposes.
When the educational, safety, emergency, medical or security use of the device is approved by the teacher/facilitator, program supervisor or designee.
In accordance with this policy, personal electronic communication devices may not be used in unauthorized areas or as determined by the administration as follows:
Devices that interfere with the operation of the building's systems, facilities and infrastructure or digital network. No exception or permission may be authorized for students to possess or use such devices.
During tests, examinations and/or assessments unless the teacher/facilitator authorizes such use. When personal electronic communication devices are prohibited for use on tests, they must be stored in closed bins, such as book bags or purses, and may not be visible or turned on.
To chat, engage in unethical conduct or threaten someone's integrity.
To access and/or view internet websites that are blocked by the district's filtering system.
To take action that would invade the privacy rights of any student or employee, violate the rights of any student or employee, or harass, defame, intimidate, pressure or engage in violence, bully or cyberbully any student or employee.
To create, send, share, view or disseminate sexually explicit, obscene, pornographic, child pornographic or low images or video content, as such acts may be a crime under state and/or federal law.
To disrupt the educational or learning environment.
Devices that violate this policy and/or other relevant district policies shall be confiscated and retained by the building administrator. The confiscated device shall not be returned until a conference is held with the parent/guardian.
Violations of this policy should be reported to the assistant superintendent in charge of technology.

District's Wireless Network

The district does not guarantee that the district's wireless network is completely secure or that the district can protect the privacy of those using the district's wireless network. The district does not guarantee that all areas of the district shall have wireless coverage or that the wireless service level will be consistent from day to day. The district is not responsible for any loss of information that may arise from the use of the district's wireless network or for any loss, injury or damages resulting from the use of the wireless connection.

District Responsibility

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 before bringing them to school. Students who bring personal electronic devices to school do so at their own risk. The district assumes no responsibility for lost, stolen,

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

Referrals

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

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

Rules and Procedures for Saturday School

- 1. Students are responsible for their own transportation.
2. Students will not speak to any other student or instructor without permission.
3. Students are responsible for bringing all study materials and assignments. No one will be allowed to go to lockers.
4. No student will be allowed to sleep.
5. No food or drink will be allowed.
6. No headsets, electronic equipment, or games are allowed. Only appropriate educational items are allowed.
7. Appropriate restroom breaks will be allowed.
8. Suggested hours for Saturday School 1 from 8:30 am until 12:00 noon.
9. Adjustment and scheduling of Saturday School will be done only one time with prior notification (notification from parents to building principal or assistant principal).
10. In case of illness, parent must notify Saturday School coordinator on the day of the Saturday school assignment by 8:45 am.

Infractions

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

Responsibilities of Juvenile Authorities

- 1. Assign to ISS for community misconduct.
2. Support decisions of school authorities.
3. Notify students at the request of school authorities.

- Government military issue wear is not acceptable.
Two (2) pieces of camouflage clothing (example: shirts, jackets, pants) worn together or one (1) piece of camouflage clothing and one (1) piece of camouflage pants are not acceptable.
Sagging pants below the waistline or showing underwear or buttocks are not acceptable.
Holes in pants will be allowed from the knee down. Any holes above the knee must be covered by a patch or fabric or outside of the garment and no flaps may be showing through the hole.

Accessories

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

Safety

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

Off-Campus, School-Sponsored Trips

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

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

Electronic Device Policy

The Camden R-II School District recognizes that students increasingly have access to and are using personal electronic devices for many purposes, including educational purposes. The Board authorizes the superintendent and/or designated authority and building principals to designate classes, grade levels and/or buildings where teachers are encouraged to utilize and incorporate personal electronic devices into their instruction and lesson plans in accordance with this policy. Teachers who incorporate such technology into their classrooms shall, with the assistance of the principal or designee, make accommodations for those students who do not have access to personal electronic devices. No student shall be penalized in any fashion for failure to own or have access to personal electronic devices.

Personal Electronic Devices - Are communication devices with voice, text, data, and/or navigation capabilities that are able to access the Internet, transmit phone calls, text messages, e-mail messages or video communications, perform word processing and other computer and online applications, and/or provide location information. These include devices which are capable of electronically communicating, sending, receiving, storing, recording, producing and/or displaying information and data. These devices include, but are not limited to, electronic communication equipment such as laptops, portable media

damaged or misplaced device, including those that have been collected by district personnel. For policy in its entirety see policy EIEA at www.camdenr2schools.org.

Emergency School Disturbance

In our efforts to improve communication between parents and school, the Camden R-II School District has implemented 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 SchoolBeacon, which specializes in school-to-parent communication. 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 in both the Spanish and American English. No answers and busy signals will be automatically muted twice in 10 minute intervals after the initial call.

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

RADIO AND TV STATIONS	LOCATION
KTIS FM 94.7	Springfield
KSGF AM 1260	Springfield
KSPR FM 104.1	Springfield
KTVR FM 101.3	Springfield
DWVD FM 111.1	Springfield
KWTV AM 580	Springfield
KOMX FM 92.9	Springfield
KWCF FM 89.1	Springfield
KSPF FM 106.7	Springfield
KMLI FM 104.7	Springfield
KWTF FM 92.7	Springfield
WDBF-TV Channel 27 Local - Ch 2 cable	Springfield
KOLZ-TV Channel 10 Local - Ch 9 cable	Springfield
KV-3 TV Channel 3 Local - Ch 12 cable	Springfield
NOZZ-TV Channel 21 Local	Springfield
SPR-TV Channel 19 Local - Ch 8 cable	Springfield
NATV FM 93.5	Orange Beach
RBMS AM 1150	Orange Beach
KCLM FM 103.9	Labannon
RLWT AM 1230	Labannon
NEL FM 103.7	Labannon
KBNV AM 730	Labannon
KCLR FM 96.3	Labannon
Y107 FM 106.9	Labannon
FMCG FM 96.7	Labannon
KLSM FM 92.9	Labannon
KTOR AM 1580	Labannon
KILA FM 97.3	Labannon

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

Sale of Articles at School

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

School Insurance

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

School Pictures

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

School Property

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

Student Files and Permanent Records

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

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

Student Placement

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

Classroom Placement for Students

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

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

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

Technology

Usage Agreement

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

Privacy

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

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

Violations of Technology Usage Policies and Procedures

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

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of

Telephone Procedure

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

Transportation

Bus Safety Regulations

KEEP YOUR BUS DRIVING PRIVILEGES

COOPERATE, FOLLOW INSTRUCTIONS OF DRIVER OR MONITOR.

FOLLOW THESE SAFETY RULES

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

Note: The bus driver or Principal is authorized to assign seats. Pupil Absent May 13, 1999 Camdenton R-III School District, Camdenton, MO

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

Violations & Consequences

- Disruptive Conduct**
Standing while bus is moving, throwing items (in or out of bus), yelling, hitting in the bus, use of food or drink, not sitting in assigned seat, shouting or pushing, not following directions of bus driver, etc.
1st offense – Conference with principal and parent notified, or loss of privileges
2nd offense – Saturday school or loss of privileges
3rd offense – 1 to 5 days bus suspension, or loss of privileges
- Language Issues** – Swearing, slurs, threats, profanity, obscenity, etc.
- Physical**
Creating a Hazardous or Dangerous Situation (include opening or handling of bus equipment, i.e. opening back door while the bus is in motion or jumping overboard; under fire; crowding; control arm)
- Disrupting or Violating the Bus** (restroom required)
- Use of Obscene or Vulgar Language and/or Gestures** (student to student)

the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. The district will cooperate with law enforcement in investigating any unlawful use of the district's technology resources.

Damages

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

General Rules and Responsibilities

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

1. Applying for a user ID under false pretenses or using another person's ID or password is prohibited.
2. Sharing user IDs or passwords with others is prohibited, and users will be responsible for using the ID or password. A user will not be responsible for theft of passwords and IDs, but may be responsible if they were the result of user negligence.
3. Deleting, examining, copying or modifying files or data belonging to other users without their prior consent is prohibited.
4. Mass accumulation of technology resources that inhibits use by others is prohibited.
5. Use of district technology for selling, advertising, fundraising, commercial purposes or financial gain is prohibited, unless authorized by the district.
6. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
7. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
8. The district prohibits the use of district technology resources to access, view or disseminate information that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, defamatory, pervasively indecent or vulgar, or advertising any product or service not permitted to minors.
9. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
10. The district prohibits the use of district technology resources to access, view or disseminate information that constitutes harassment or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person's race, religion or ethnic origin), presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities or will cause the commission of unlawful acts or the violation of lawful district policies and procedures.
11. The district prohibits any use that violates any person's rights under applicable laws, and especially prohibits any use that has the purpose or effect of

Discipline or Verbal Abuse of Driver/Monitor (includes use of vulgar or obscene language or profanity)

- 1st offense – Saturday School, loss of privileges or 3-10 days bus suspension
 - 2nd offense – 2-15 days bus suspension
 - 3rd offense – 15-20 days bus suspension
 - 4th offense – 15-30 days bus suspension
- Physical Abuse of Bus Driver/Monitor**
Involves 1 day Out of School Suspension and referral to Superintendent for expulsion
- Use or Possession of Tobacco Products**
Use or Possession or Under the Influence of Alcohol
Use or Possession of Illegal Substance
Use or Possession of Weapons
Use or Possession of Firearms
Involves 1 day Out of School Suspension and referral to Superintendent for expulsion
- Adopted May 13, 1999 - Camdenton R-III School District, Camdenton, MO

Elementary Transportation Policy

In order to enhance the safety and security of the elementary students who ride a Camdenton school bus, student riders in grades Kindergarten through sixth grade will not be allowed to ride a bus other than their assigned bus. A student rider is assigned to a bus for pick-up and delivery at home or a baby-sitter, whichever is the normal designated bus stop. All students must be on time and outside at their assigned bus stops.

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

Bus changes may be made if a notice is given in writing and must be given to the school office. If the bus driver phone calls or requests for transportation changes will be made after 7:00 am. The parent or guardian must write a note indicating the first and last name of the student, date, bus number change, day telephone number for verification purposes, and have a parent/guardian signature. The student will notify their teacher of the note, and will bring the note to the office. The office personnel will write a bus pass. A copy will be given to the student and one copy will stay in the office. The student must present the copy to the bus driver in order to be allowed to ride a different bus. A student can only have 1 student given on the bus. This guest student must have a note in order for the office to issue a bus pass.

Bus Emergency Drive Routes

To ensure the safety of your child or children in transporting them to and from school during inclement weather, the following is offered to help you understand the definition of an emergency route 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 a significant amount 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 Busch call system, prior to the opening of school that morning, and snow routes will be run by the buses on both a.m. and p.m. routes this day. This eliminates confusion for parents on the location of where

the children will be dropped off due to varying conditions during the day. With this in mind and to ensure the safety of all bus riders, it will be necessary for the parent/guardian or approved adult on file to pick the students up from the designated emergency route route.

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

If school is cancelled mid-day, due to inclement weather, the emergency snow routes would be in effect automatically for every bus route.

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

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

- Good habits
- A cooperative attitude
- A commitment to confidentiality

The VIPS Coordinator is Jo DeJongmann
To volunteer please contact Jo at 373-346-9243
Or dejongmannjo@camdenon.net

PLEASE SIGN AND RETURN THIS PAGE TO THE SCHOOL

Handbook/Directory Information Acknowledgement

I have received a copy of the 2014-2015 Parent-Student Handbook, Standards of Pupil Conduct and Discipline Policy, Bus Safety Regulations, Technology Usage Agreement, and I understand that the rules and regulations set forth therein apply to all students of Camdenton R-III Elementary Schools.

Name of Student _____ Signature of Parent/Guardian _____
Date _____

only and will not be given to any other organization, group or person.

- > Volunteer agreement is then processed to add your schedule.
- > Always report to the school office before beginning your day. Volunteers sign in and out of the volunteer sign-in book. Volunteers wear your badge when in the building.

AREA VOLUNTEER YOU SHOULD HAVE

- > A professional commitment to your volunteer activity.
- > Regular attendance
- > Good health
- > A receptive attitude
- > A commitment to confidentiality.

NOTICE OF NONDISCRIMINATION

Applications for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all other or professional organizations with Cameron R-II School District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment in employment, in its programs and activities. Any person having inquiries concerning Cameron R-II School District's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964 (CRA), Title IX of the Education Amendments of 1972 (Title IX), Age Discrimination Act of 1975 (ADA), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title I of the Americans with Disabilities Act of 1990 (ADA) is directed to contact the Director of Special Programs, Cameron R-II School District, P.O. Box 1408, Camdenton, Missouri, 65020; (714) 346-5661. The Director of Special Programs has been designated by Cameron R-II School District to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, ADA, Section 504, and the ADA.

DISCLAIMER

The Cameron R-II School District does not discriminate on the basis of disability in admission to its programs, services, or activities. In order to ensure treatment of individuals with disabilities, or in any aspect of their operations. The Cameron R-II School District also does not discriminate on the basis of disability in its hiring or employment practices.

PUBLIC NOTICES

The following documents may be filed on the office of the Missouri Secretary of State:
Public Notice Required by ARSFA Public Notice Required by Arkansas State Constitution
Council of Foresters IDEA
SIA
Homesite

CAMDENTON R-II SCHOOL DISTRICT PUBLIC NOTICE

All responsible public agencies are required to locate, identify 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 impacted of having a disability and in need of special education even though they are attending from private schools. The Camdenton R-II School District certifies 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. Qualities include: various disabilities, emotional/behavioral, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay. The Camdenton R-II School District ensures that it will provide education and related services necessary to assist the child in the implementation of an individualized education program (IEP) and to ensure that the child is making progress in the general education curriculum. The Camdenton R-II School District ensures that generally acceptable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE to children with disabilities may be inspected and/or reviewed by those parents/guardians. Parents/guardians may request information in the educational record of the child to be inspected, including, but not limited to, the report or copy of the report of that child. Parents have the right to be consulted with the State 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-II School District has developed a Local Compliance Plan for the implementation of these Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's public and non-public response strategy, disclosure to third parties, retention and destruction of personally identifiable information and the agency's procedures that address any possible compliance with the Special Education Privacy Act (SEPA). This plan may be reviewed at the Special Services Administration Office between the hours of 8:00 AM and 4:00 PM. Local school districts in the State of Missouri are required to conduct an annual review of all children with disabilities or suspected disabilities from birth to age twenty-two (21) that reside in the district. This review must be completed by December 1st of each year. This information is limited to confidential and must include: name of the child; parent/guardian's name; address; date of birth and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact the Special Services Administration Office at (714) 346-6544. This notice will be provided in your language if necessary.

NOTIFICATION OF ASBESTOS REINSPECTION AND SURVEILLANCE

In compliance with the U.S. Environmental Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA) in June of 1990, we performed inspections of each of our school buildings for asbestos-containing materials. The inspection reports and asbestos management plans have been on file in each school's asbestos public record file.
The EPA requires us to perform reinspection of all buildings multiple every three years. During the month of July, 2002, certified asbestos inspectors performed these reinspections. An Asbestos Management Plan reviewed the results of the reinspection and recommended steps we should take to properly manage each asbestos material in our buildings. The results of the reinspection are on file in the management plan in the school's asbestos public record file. Everyone in contact with any area during normal school hours (Monday through Friday) from 8:00 AM to 4:00 PM. The Asbestos Program Manager is available to answer any questions you may have about asbestos in our buildings.
All areas that contain asbestos and/or fiber or combustible or non-combustible are monitored constantly and are checked by an accredited ARSFA Inspector every 90 days to insure no deterioration of their condition. This inspection is performed to ensure proper health and safety conditions for all employees and students of the school system.



Oak Ridge Intermediate Parent/Student Handbook 2014-2015

Dr. Tim Haffield Superintendent of Schools
Dr. Ryan Neal Assistant Superintendent for Academic Services and Human Resources
Mrs. Roma Franco Assistant Superintendent for Data Analysis and Technology

Visit the Camdenton R-III District Website at: www.camdentonr3.org

Camdenton R-III Schools are fully accredited by the Missouri State Department of Elementary and Secondary Education and are accredited by the North Central Association of Schools.

The content of this handbook could be amended during the school year due to unexpected changes in state and federal law and local Board Policies. The most recent changes to this Handbook can be viewed on the District's website under Student Handbooks or Board Policies at www.camdentonr3.org or by contacting the Superintendent's Office.

Oak Ridge Intermediate SCHOOL
PO Box 1409
Camdenton, Missouri 65028
www.camdentonr3.org

Accredited by DISE in Performance
Fully Accredited by AdvantED

WELCOME TO Oak Ridge Intermediate

We welcome you to our school year at ORI. As you embark on this journey, we hope that you will let us help you every day. Whether you are returning to ORI or this is your first year in the intermediate school, know that we are here to help in every way that we can. Please share some basic names and numbers of people who can help you as the school year begins and progresses.

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

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

- Building Administration
Principal's Office Phone: 573-336-9289
Principal's Office Fax: 573-337-9286
Principal: Tracy Evans
Principal's Secretary: Allison Swartz
Assistant Secretary: Susan Ward
Assistant Principal Phone: 573-336-9289
Assistant Principal Fax: 573-336-9289
Assistant Principal: Gina Conrad
Assistant Principal's Secretary: Renee Lambke
Counselor: Jerrita English
Counselor: Doreen Martin
Guidance Department Secretary: Renee Lambke

*Many of the rights reserved in this handbook are excerpts of board policies. These policies can be viewed in their entirety by going to the board policies tab on the school website mentioned on the first page of the handbook, or by contacting the Office of the Superintendent.

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Camdenton R-III School District Strategic Plan 2012-2015

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

Strategic Goal Areas
Student Performance
Facilities/Operational Resources
Human Capital
Board and Community Development
Professional Development
Collective Commitments

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

Anti-Discrimination/ Harassment Policy
The Camdenton R-III School District is committed to maintaining a workplace and educational environment that is free from harassment or discrimination on the basis of race, ethnicity, sex, religion, age, national origin, ancestry, disability, or any other characteristic protected by law. The Camdenton R-III School District is an equal opportunity employer.

Parents should be held responsible for ensuring that their child is ready for school by remembering the following procedures:
Call Oak Ridge Intermediate as soon as you know the morning of each day your child is absent.
Please help us by checking "ready" for your child. Children should not arrive before 7:45 a.m. when teachers are required to be ready for instruction.
Please remember when signing your child out early from school to always bring an I.D. (driver's license) for verification, and safety of your child.
Always send a note with transportation changes. Children get anxious when they don't know what they should do at the end of their school day.
Please notify the office as soon as possible when you have a change of telephone numbers or address.

CAMDENTON R-III SCHOOL DISTRICT 2014-2015

Table with columns for Month, Day, and School Status (Open, Closed, etc.) for the 2014-2015 school year.

Oak Ridge Intermediate 2014-2015

Class Schedules

ORI Monday Schedule
Homeroom 8:15-8:25
1st Block 8:25-9:15
2nd Block 9:15-10:05
3rd Block 10:05-10:55
4th Block 10:55-11:45
Lunch 11:45-12:30
5th Block 12:30-1:20
6th Block 1:20-2:10
7th Block 2:10-3:00

ORI Tuesday - Friday Schedule
Homeroom 8:15-8:25
Lunch 11:45-12:30
Lunch 12:30-1:20
1st Block 8:25-9:15
2nd Block 9:15-10:05
3rd Block 10:05-10:55
Lunch 11:45-12:30
Lunch 12:30-1:20
4th Block 1:20-2:10
5th Block 2:10-3:00

ORI Professional Collaboration Schedule (Early Release)

Table showing professional collaboration times for various grade levels (1st-5th) and subjects (Math, Science, Social Studies, Language Arts).

Students are not to be in school before 7:45 or stay at school after 3:30, unless involved in a specific sport or activity. There will not be any activities of your child before or after these times. Parents are expected not to drop off their child before 7:45 or have them after 3:30 due to this fact.

Accreditation

Accreditation
The basic skills in Art are taught and children are encouraged to develop an appreciation for art in everyday living.
Physical Education/Health Department
Physical Education includes physical activities for kindergarten through sixth grade, selected and conducted for purposes of developing the individual physically, mentally, emotionally, and socially.
Library
The library is provided as a central resource center for pupils and teachers.
Music Department
Music is provided for kindergarten through sixth grade. Music classes teach music for enjoyment, appreciation, and also to develop basic music skills.
Assessment
Reporting to Parents
At the end of each nine weeks, a report of pupil progress will be provided to parents of each elementary child on a regular report form. The report includes a student's attendance, teacher's report on student's progress, and social characteristics, and in work and study habits.
In addition to the report form, numerous other means of reporting to and involving parents in planning for the child's growth are utilized. Parent-teacher conferences are held frequently and are scheduled at the end of the nine and third quarters for all elementary students (K-6).
The guidance counselor is available to parents at all times to help interpret and report children's progress. Informal tests, telephone calls, and sending samples of student's work are other methods used.
Fourth quarter report cards are given to students the last day of school are scheduled to attend. If a student will be absent the last day, he/she may pick up their report card in the office after the last day.

Assessment Program

The District will use assessment as one indication of the success and quality of the district's education program. Further, the State requires us to participate in standardized assessments to provide for annual assessment as required by law. The Board desires the Department to continue to make provisions governing assessment consistent with law and Board policy.
In cooperation with the administrative and instructional staff, the Board will annually review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary.
The District will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).
District Assessment Plan
The superintendent/designee shall ensure that the district has a written assessment plan that shall not be completed in the subject areas of English, reading, language arts, science, mathematics, social studies and civics, as required by law.
The purpose of the district's assessment plan is to facilitate and provide information for the following:
Student achievement - To provide information about student achievement so that parents/guardians, students and teachers have a baseline against which to measure student progress. Within the limitations of group testing instruments, the information should be used to determine a valid baseline for the current assessment of student progress.
Annual Changeover - To serve as a tool in the monitoring and guidance of students for advancement and further direction.
Assessment Change - To provide data that will assist in the preparation of recommendations for instructional program changes.
Help teachers with instructional decisions, plan and change regarding classroom objectives and program implementation.
Help the professional staff formulate and recommend instructional policy and curriculum, and
Help the Board of Education adopt instructional policies.

There shall be broad-based involvement in the development of the assessment program and its implementation. Instructional staff will be given training and responsibilities in coordinating the program. Every effort will be made to ensure that testing conditions in the learning process rather than detract from it. Efforts shall also be made to insure necessary criteria for test and culture for test to assure that measurements are reasonably accurate.

Reading Assessment
The District will administer a reading assessment to students in kindergarten through sixth grade to determine whether additional reading instruction and resources are needed, as required by law. The District will also administer a reading assessment to all students who transfer to the district in grades five, five, or six, and to all students attending elementary school due to a change of residence, as required by law.
The reading assessment will be a commercial method, or combination of methods, of assessing a student's reading ability. Results of assessments will be reported to reading at a particular grade level. The superintendent or designee will determine which methods of reading assessment the District will utilize.
English Proficiency Assessments
The District will annually assess the English reading, writing, and oral language skills of its students with limited English proficiency.
Student Assessment
The District will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the Missouri Learning Standards, as set forth by the Missouri State Board of Education. Beginning this school year, MAP will use new Student Outcome Assessment Consortium test questions in English Language Arts and math to reflect new content in the Missouri Learning Standards. The assessments will also be administered online, just as current high school assessments are.

The online assessments will provide quicker results - within 10 days for grade-level assessment and five days for end-of-course exams - instead of waiting scores several months after students take the test. They also allow Missouri to transition to computer adaptive assessments, which can adjust the difficulty of questions based on student responses. This type of testing gives teachers, parents and students better information on their "mastery" of a subject.
Missouri has revised assessment administration to allow for more education instruction time. Rather than the full assessment, students in grades 3, 4, 5, and 7 will take 30-minute survey assessments in English language arts and math (one hour each). Students in grades 5 and 8 - the transition grades - will continue to take the full assessment in English language arts and math, as well as the science assessment.
The School Board authorizes the superintendent to establish a process designed to encourage the students of this district to give their best effort on each portion of any statewide assessment in any subject, but is not limited to incentives or appreciation items as a consequence of performance.

The district's policy on student participation in statewide assessments shall be provided at the beginning of the school year to each student and the parent, guardian, or other person responsible for every student under 18 years of age. The policy will also be left in the district office and available for viewing by the public during business hours of the district office.
Mid-Year Assessment of Educational Progress
If chosen, the district will participate in the National Assessment of Educational Progress (NAEP) as required by law.
Concurrent Assessment
Oak Ridge teachers use pre, post, and formative assessments to guide the instruction within each classroom. These assessments are also used to determine if a student needs to receive additional instruction during our intervention block. We also use outcome assessments to determine if students have mastered the given content and require enrichment. Our intervention/enrichment block is called Later Time and takes place Tuesday - Thursday for the first 50 minutes of the school day. Please see the flow chart below that describes Later Time.



WELCOME
TO
CAMDENTON MIDDLE SCHOOL

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

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

Building Administration

Principal's Office Phone: 573-346-9157
Principal's Office Fax: 573-346-9128
Principal: Paul Brown
Principal's Secretary: Jennifer Horton
Attendance Secretary: Karen Grogan
Assistant Principal Phone: 573-346-9157
Assistant Principal Fax: 573-346-9128
Assistant Principal: William Davis
Assistant Principal's Secretary: Thalia Jefferson

Guidance

Guidance Office Phone: 573-346-9156
Guidance Office Fax: 573-346-9149
Director of Guidance: Pat McWhirter
Counselor: Laura Propp
Guidance Department Secretary: Susan Gray

Table with columns for School Year, Month, and Day, showing dates for the 2014-2015 school year.

Camden Middle School
Parent/Student Handbook
2014-2015

CMS 2014-2015
Class Schedules

CMS Daily Schedule

Table showing daily class schedule from 7:00 AM to 3:00 PM.

CMS Assembly Schedule

Table showing assembly schedule from 7:00 AM to 3:00 PM.

CMS Professional Collaboration Schedule

Table showing professional collaboration schedule from 7:00 AM to 3:00 PM.

Students are urged not to arrive until 7:45 in any 1 school after 8:30, unless invited to a specific sport or activity. There will not be any repercussions of your child being early or late these times. Parents are urged not to drop off their child before 7:45 or leave them after 3:30, unless called.

Statewide Assessments

The District will implement the components of the Missouri Assessment Program (MAP) and End-of-Course Exams (EOC) in order to monitor the progress of all students as set forth by the Missouri State Board of Education. The School Board authorizes the Superintendent to establish a process designed to encourage the students of this district to do their best on each portion of any statewide assessment, which may include, but is not limited to, incentives or appropriate consequences as a consequence of performance.

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

Emergency Safety Procedures

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

Locker Searches

School lockers, desks and other district property are provided for the convenience of students, and as such, are subject to periodic searches 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 administrator, or reliable information provided by a reasonably trustworthy source. Searches of student property shall be limited to a 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 the student, and not in front of other students, and an accompanying administrator. Drug testing may be used for disciplinary purposes. Searches shall be limited to a scope based on the original justification of the search. There is no alternative cost for lockers.

Cafeteria

Lockdown Procedures

Camden Middle School uses a computerized locking system. This is a debit system. Therefore, money is deposited on a student's account and meals are charged off as purchased. All students are encouraged to use this accounting system when they pay for lunch. By doing so, students will have a record of their account balance and transactions.

Missile Charge Policy

A middle school student is allowed to charge up to \$5.00. Students are allowed to carry a negative balance for a limited number of days. No alternative cost for lockers. After the \$5.00 charge limit is reached, the student will receive an alternative lunch such as a sandwich and milk with charges not paid. The first alternative lunch will be free of charge. Any additional alternative lunches will be charged against the student's account \$4.00 each. There is no alternative cost for lockers.

*Many of the topics covered in this handbook are excerpts of board policies. These policies can be viewed in their entirety by going to the board policies link on the school website maintained on the first page of the handbook, or by visiting the Office of the Superintendent.

ATTENDANCE

Attendance is both crucial and vital to the success of students at CMS. We also understand there are times when students cannot be at school due to specific circumstances. Listed below are some guidelines to help communicate the attendance policy for CMS. You can find the full policy under the board policies link on the district website listed on the first page of this handbook.

Excuses/Exemptions for all after school activities including activities: If a student misses school without being excused by the principal, the student shall not be considered eligible for participation in any activity on the date unless it is a promulgated absence due to a family emergency. The student will not be eligible to participate in any subsequent district-sponsored activity a full day of school without an absence.

Students will not be considered eligible while under out of school suspension. If you are expelled or withdrawn from school because of disciplinary measures or while under suspension, you will not be considered eligible for 30 days from the date of expulsion or withdrawal from school.

Consequences for Attendance Violations

Building principals, with the assistance of building staff, will closely monitor student attendance and implement intervention strategies and other supports as follows:

- 1. Any time a student is absent and the parents have not contacted the school, the building principal or designee will attempt to contact the parent by phone.
2. Student is below attendance goal (90%) at reporting period.
3. When a student has accumulated 10 absences, the district will determine whether there is reason to suspect educational neglect or whether the parent is violating the compulsory attendance laws.
4. More than 30 unexcused absences or five (5) unexcused absences will be a factor in determining whether the student may be retained or referred to a child care center as a condition of protection.

Students are expected to make up any absences from missed classes within the time period established in each building. Students who do not accept this responsibility and/or are required to make up any absences will be required to attend academic support sessions outside of the regular school day.

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

Notice and Due Process All students have a right to due process. See board policy JDD.

ABSENTEE POLICIES

The following are a sample of common Absentee Codes and descriptions you may see on the SISIS-12 Parent Portal.

- Code O - Illness
- Illness or injury of the student, with written parent verification plus 1 consecutive day. On the day of consecutive absences, verification from a medical provider will be required.
- Medical (disease, dental, communicable, psychiatric, etc.) or appointment with parental and/or doctor's verification.
Code X - Excused
- Excused on injury of a member of the student's family when the student's presence is necessary or requested, with parent verification.
- Funeral, with written notice from parent. The building principal may require a program or other evidence from services as well.
- Religious observance, with written notice from parent.
- Other opportunities that cannot be scheduled outside attendance hours, such as court appearances, will require notice from parent.

Absentee due to parental request (which includes vacation days): Parent request should be verified by a written note or phone call from the parent or legal guardian. Parent requests will be considered excused for 8 days. After 8 days, additional "parent request" absences will be assessed. With written parent or legal guardian who is an active-duty member of the military who has been called to duty, or to leave home, or to be immediately transferred from deployment to a conflict zone or combat support position, with permission of the superintendent or designee will be excused.

Student Sign In/Out Procedures

Students at CMS are not permitted to sign themselves in or out. If arriving late, a parent must accompany the student to the office and sign them in. A student may not leave the school grounds by themselves any time during the school day. The parent must also come to the main office to sign the child out, at which time the student will be taken to the office. Students, parents, and designee will be required to show ID. The principal, at the parent's request, may release a child because of illness. This release must be to the parents or to authorized individuals, the parent is notified. Every effort will be made to contact the parent in all cases. Students are not allowed to use personal communication devices to contact parents in order to be picked up from school early, unless approved by the building administration. This can and will result in a violation of the school code of conduct policy listed in the handbook.

Emergency School Dismissal

In our efforts to improve communications between parents and staff, the Camden R-III School District has instituted a telephone-based system that enables school personnel to notify all households and parents by phone with advance notice of an emergency or unplanned event that causes early dismissal, school cancellation, or late start. The service may be used from time to time to communicate emergency circumstances. The service is provided by School Alerts, which specializes in school-to-parent communications. When used, the service will simultaneously call all listed phone numbers on the parent contact list and will deliver a recorded message from school administrators. The service will deliver the message to both the parent and secondary numbers. No response and reply signals will be automatically re-dialed twice in 10 minute intervals after the initial call.

Discipline in Student's Discipline Record

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

Consequences of Suspension, Expulsion and Other Disciplinary Consequences

All students who are suspended or expelled, regardless of the reasons, are prohibited from participating in or observing any district-sponsored activity, or being on or near district property or the location of any district activity for the reasons, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or events at state or 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 offense listed in 180.201, 180.202, or any act of violence or discipline prohibited by policy JDD, as a serious violation of school discipline, shall not be allowed to be within 1,000 feet of any district property or activity of the district, regardless of whether the activity takes place on district property, unless one (1) of the following conditions exist:

- 1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, by 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 the property.
2. The student resides within 1,000 feet of public school in the district and is on the property of his or her residence.
3. The student resides within 1,000 feet of public school in the district and is on the property of his or her residence.

If a student violates the prohibition in this section, he or she may be suspended or expelled in accordance with the offense. Further, the Most Serious of Suspensions, Expulsions or Other Disciplinary Consequences listed below.

STUDENT DISCIPLINE

Student Code of Conduct

The Student Code of Conduct is designed to focus on responsibility, respect for others and to ensure the orderly operation of the district schools. In determining the consequences of punishment for an act violating the student code of conduct, the responsible school official will consider the facts and circumstances surrounding the case. No code can be imposed in such a way that any offense that may result in the use of disciplinary action, however, if the purpose of the code is to punish offenses which, if committed by a student, will result in the imposition of a specific penalty. The code of conduct suspension or suspension from school administration may establish further rules and regulations and, if needed, derive from the handbook for the maintenance of proper school discipline. School administrators may establish further rules and regulations and, if needed, derive from the handbook for the maintenance of proper school discipline. Students should be aware that the code of conduct will not always be followed due to the nature of circumstances surrounding each individual case, previous incidents and warnings, student discipline, and extenuating circumstances. This code of conduct, but is not necessarily limited to, acts of students on district property, including possession, use, or use of district property, or of 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, or the code of conduct by violating the consequences or discipline to be imposed, consequences shall be given to:

- The maturity level of the student
- Attitude of the student
- Any extenuating circumstances
- The seriousness of the act
- Prior incidents of misconduct
- Intent of the student
- Degree of involvement of the student
- Appropriateness of the punishment

Although not included in the individual consequences, a disciplinary action will not be taken with a student any other student involved in a discipline problem, unless it is a most serious offense. Also, a parent conference may be required in any instance to discuss a particular problem. On the day of the disciplinary action, a student will be allowed to attend or participate in any district activity or any other district-sponsored after-school activities, for example, dances, BACQ, UV, etc. Student athletes who have satisfactorily served their consequences will be eligible for after-school activities but will be subject to the same rules regarding conduct. Students involved in misconduct may lose the privilege of participation or may be denied extracurricular activities. Listed below are disciplinary actions or consequences that may occur:

- In-school suspension
- Referral to the counselor's office
- Lunch detention
- Detention
- Saturday school
- Suspension of bus privileges
- In-school suspension
- Out-of-school suspension
- Expulsion
- Restitution/ payment of replacement cost

Response to Law Enforcement

It is the policy of the Camden R-III School District to report all offenses concerning student property to law enforcement, including, but not limited to, the crime of the student is required to report in accordance with law. A student is required to report an incident in policy JDD. A school administrator shall not be held liable for reporting an incident in policy JDD. A student is required to report an incident in policy JDD. A school administrator shall not be held liable for reporting an incident in policy JDD. A student is required to report an incident in policy JDD. A school administrator shall not be held liable for reporting an incident in policy JDD.

Protection of Pupil Rights Amendment (PPRA)

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

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning: Political affiliations; Mental and psychological problems potentially embarrassing to the student and their family; Sex behavior and attitudes; Illegal, anti-social, and delinquent acts and delinquent behavior; Criminal records of other individuals with whom respondents have close family relationships; Family composition and relationships, such as those of divorce, physical, and mental abuse; or Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Officer. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred. For more information go to: <http://www.ed.gov/ins/insindex.html>

Non-Discrimination/Disclaimer/Anti-Discrimination Law Compliance

As a political subdivision, employer, recipient of federal funds and educational 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 force protected by the Family and Medical Leave Act, in its programs, activities and with regard to employment. The Board is an equal opportunity employer. Harassment, sexual or personal abuse shall not affect the rights and privileges of district students to receive an education. These students are eligible to participate in all activities and events all across the same as any other students enrolled in the school district.

Collateral Prohibitions

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

1. Retaliatory actions based on making complaints or prohibited discrimination or participation in an investigation, formal proceeding or information resolution concerning prohibited documents.
2. Acting, attempting, instigating, controlling or operating discrimination and
3. Discrimination against any person because of such person's association with a person protected from discrimination due to one or more of the above noted characteristics.

Compliance Officer

The Board designates the following individual to act as the district's compliance officer:
Assistant Superintendent in Charge of Personnel
Camden R-II School District
P.O. Box 1409
Camden, MO 65202-1409
Phone: 372-346-2200 Fax: 372-346-9211

Confidentiality and Records

To the extent permitted by law, any public records held by this school district that is generated to the receipt of payment to the policy shall be closed and available only to the Board acting as sponsor, a court or agency authorized by the Board to enforce this policy or as hereinafter provided, the compliance officer and other administrators whose duties require access to the record in the due course of their

policy. Such persons may share access, on an individual basis, to such records with complaints or participants in a grievance or other conflict, 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 mandated in the records in regard to an action affecting a constitutionally recognized property or liberty interest.

Public Notice and Dissemination

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

Limitations

Nothing in this policy shall be construed as constituting a waiver of actions. Nothing that prescribes of, or affects, taxes under, this policy shall on that basis stop the Board from daily seeking for or against the existence of any law and the scope or meaning of any law in any forum.

Family Educational Rights and Privacy Act

Please be advised that upon request the school district is required by law to release "Directory Information" concerning your child. The school district designates the following items as "Directory Information": student's name, parent's name, address, telephone number, date and place of birth, course field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, photographs and video or other electronic format. Parents or eligible students will have ten (10) school days after this written public notice to review the student's directory information and to provide notice in writing to the school district that they choose to not have this information released. Unless notified to the contrary in writing to your child's principal within ten (10) school days after school starting or enrolling, the school district may disclose any of these items designated as directory information without prior written consent. The FERPA website address is: <http://www2.ed.gov/policy/ferp/ferp.html>

Directory Information

Excerpt from Policy 300 - The following information the district maintains about personally identifiable student may be disclosed by the district to the school community through, for example, district publications, including the district's webpage and any district-sponsored social media website, or to any person without first obtaining written consent from a parent or eligible student:

Student's name; date and place of birth; parent's 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 district for the purposes of accessing or communicating through electronic systems so long as that information is not accessible to access prohibited 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; interest 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 to an invasion of privacy.

To limit directory information being released as stated above for your child's school student please submit a written request to the attendance officer at Camden Middle School. In this manner, a parent or legal guardian can prevent a child's identified picture or other directory information from being released to news outlets or released for use on our website. Note that this prevents the school from including these students in any release reporting news, home visits, etc.

CAMDENTON R-II SCHOOL DISTRICT PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private school, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Camden R-II School District assumes 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, deafness, emotional disorders, hearing impairment and blindness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/low vision and young child with developmental delay. The Camden R-II School District assumes 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 Step program.

The Camden R-II School District assures that personally identifiable information collected, used, or maintained by the agency for the purpose of identification, evaluation, placement or provision of FAPE of children with disabilities may be imposed and/or withheld by their parent/guardian. Parent/guardian may request a 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 a complaint 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 Camden R-II 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 average, discipline 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 (GEP). This plan may be reviewed by the Special Services Administrative Office between the hours of 8:00-4:00. Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. The census may be completed by December 1 of each year. This information is treated as confidential and must include name of the child, parent legal guardian's name, address, birth date and age of the child, the child's disability, and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact the Special Services Administrative Office at (372) 346-9242. This notice will be provided in other languages as necessary.



CAMDENTON HIGH SCHOOL
PO Box 1405
Camden, NJ 08202
www.camdentonschool.org

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

WELCOME TO CAMDENTON HIGH SCHOOL

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

Building Administration
High School Phone - 875-346-9232
Horizon Phone - 875-346-6326
High School Fax - 875-346-9236
Horizon Fax - 875-346-0874

Table listing staff members and their roles: Brett Thompson (Principal), J. O. Hunter (Assistant Principal), Larry Lewis (Summer School Director), Anne Wall (Assistant Principal), Jeff Whitney (Assistant Principal), Tonia Papp (Athletic Director), Brent Stuart (Attendance - Horizon).

Guidance
Phone - 875-346-6275
Fax - 875-346-9244

Table listing counselors: Lisa Blum (Counselor), Tim Rostrom (Counselor), Tawna Flamm (Counselor), Randy Swartz (Counselor), Jessica Miller (Counselor).

TABLE OF CONTENTS

Table of contents for the handbook, listing various sections such as Student Handbook, Code of Conduct, and Student Activities with corresponding page numbers.

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CAMDENTON HIGH SCHOOL MISSION STATEMENT

The faculty of CHS will strive to create better relationships with students, hold high expectations for all students and ensure student participation in the performance of all students by focusing on the following:
- Educate, challenge, inspire, and motivate students to reach their potential.
- Provide a safe and secure environment for all students.
- Provide a supportive and caring environment for all students.

SCHOOL DISTRICT GOALS AND OBJECTIVES

Camden District of Education
The Camden R-II School District continues to maintain an environment that extends to the entire school community by fostering educational experiences that ensure students reach their full potential and perform to their highest level. This will be accomplished through a set of

comprehensive programs and services that provide opportunities for students to achieve their goals as measured by appropriate standards.

Values
The Camden 2011 School District provides a collaborative learning environment where students and staff are motivated to maximize their potential. The District continues to exemplify its student achievement.

Guiding Principles
Our guiding principles are contained in the Camden 2011 Research on What Works in Schools:

- Curriculum and Instruction**
- Comprehensive data-driven curriculum that improves student achievement
 - Vertically and horizontally aligned curriculum
 - Accessible and implemented curriculum used by District staff
 - Implementation of grade level expectations public teacher instruction
 - Use of higher level questioning skills by teachers
 - Highly scripted teaching practices by teachers
 - Vertical research-based best practices implemented by teachers

- Classroom Climate and Effective Feedback**
- Common assessments used to provide instruction and create professional dialogue
 - Individual student feedback is consistently provided
 - Challenging goals are being established and aligned for the entire school community
 - An environment is being fostered to enable students to challenge themselves

- Parent and Community Involvement**
- Communication between the school, parents, community, and students will be ongoing
 - Parents and community members are encouraged to be a part of school activities
 - Our District will strive to eliminate cultural and socio-economic barriers
 - Parental support and communication is essential to high achievement and student learning
 - Administration, teachers, and staff will listen to parents/community input and concerns
 - School information will be readily accessible

- Parents and community will be involved in the school by volunteering and participating in field trips
- Our entire school community is treated with dignity and respect
- An open and comfortable environment is desirable for parent involvement
- Our District will provide opportunities for teachers and parents to collaborate about the child's progress/needs and develop strategies for improvement

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

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

CAMDENTON HIGH SCHOOL DAILY SCHEDULE

2014-2015 Camdenton High School Schedule

Period	Time
1st	8:30 - 8:57 (27 min)
2nd	9:00 - 9:27 (27 min)
3rd	9:30 - 9:57 (27 min)
4th (LEAD Time)	10:00 - 1:00 (180 min)
5th	11:30 - 11:57 (27 min)
6th	12:00 - 12:27 (27 min)
7th	12:30 - 12:57 (27 min)
8th	1:00 - 1:27 (27 min)
9th	1:30 - 1:57 (27 min)
10th	2:00 - 2:27 (27 min)
11th	2:30 - 2:57 (27 min)
12th	3:00 - 3:27 (27 min)

*Student arriving prior to 7:50 a.m. must report to the CHS Office. Arrive at Camden High School by 7:50 a.m. unless they have a pass from a CHS faculty or staff member.

Camden High School Assembly Schedule

Period	Time
1st	8:30 - 8:57
2nd	9:00 - 9:27
3rd	9:30 - 9:57
4th	10:00 - 11:00 A Lunch
5th	11:00 - 11:57
6th	12:00 - 12:27
7th	12:30 - 12:57
8th	1:00 - 1:27
9th	1:30 - 1:57
10th	2:00 - 2:27
11th	2:30 - 2:57
12th	3:00 - 3:27

*Lead LEAD Time does not start

Camden High School / Lake Career and Technical Center Professional Collaboration Schedule (Each Day)

Period	CHS Time	LCTC Time
1st	8:10 - 8:30 (20 min)	8:27 - 8:29 (2 min)
2nd	8:42 - 9:00 (18 min)	8:13 arrival of 3-hour block bus
3rd	9:14 - 9:40 (26 min)	2-hour block (40 min)
4th	9:54 - 10:10 (16 min)	3-hour block (90 min)
5th	10:18 - 10:40 (22 min)	10:25 arrival
6th	10:50 - 11:10 (20 min)	10:37 arrival
7th	11:20 - 11:37 (17 min)	11:07 arrival for 2-hour block
8th	11:45 - 12:00 (15 min)	11:29 arrival
9th	12:15 - 12:30 (15 min)	12:01 arrival
10th	12:45 - 12:57 (12 min)	12:13 arrival (24 min)
11th	1:10 - 1:27 (17 min)	12:37 arrival (24 min)

* 3-hour LEAD Time does not start

- Days for Early Release**
- September 12
 - October 16
 - November 23
 - February 11
 - March 11
 - April 1

Camden High School Professional Collaboration Schedule (Each Day)

Period	Time
1st	7:45 - 8:00 a.m.
2nd	8:00 - 8:15 (15 min)
3rd	8:15 - 8:30 (15 min)
4th	8:30 - 8:45 (15 min)
5th	8:45 - 9:00 (15 min)
6th	9:00 - 9:15 (15 min)
7th	9:15 - 9:30 (15 min)
8th	9:30 - 9:45 (15 min)
9th	9:45 - 10:00 (15 min)
10th	10:00 - 10:15 (15 min)
11th	10:15 - 10:30 (15 min)
12th	10:30 - 10:45 (15 min)
13th	10:45 - 11:00 (15 min)
14th	11:00 - 11:15 (15 min)
15th	11:15 - 11:30 (15 min)
16th	11:30 - 11:45 (15 min)
17th	11:45 - 12:00 (15 min)
18th	12:00 - 12:15 (15 min)
19th	12:15 - 12:30 (15 min)
20th	12:30 - 12:45 (15 min)
21st	12:45 - 1:00 (15 min)

* 3-hour LEAD Time does not start

- Teacher Late Starts:**
- September 25
 - October 27
 - November 13
 - December 11
 - January 19
 - February 26
 - March 26
 - April 29
- Student Arrival Time for Late Start Days:**
- Students who arrive at school have permission to arrive at school at any time prior to the start of first hour
 - Students who do not have permission to arrive at school will arrive at school at the start of the first hour
 - Students who do not have permission to arrive at school will arrive at school at the start of the first hour
 - Students arriving prior to 8:30 a.m. must report to the CHS Office
 - Students are not permitted to be in the building wing prior to 8:30 a.m. unless they have a pass from a CHS faculty or staff member
 - Activities and supervision will be provided for all students from 7:30 a.m. to 8:30 a.m.

HORIZONS DAILY SCHEDULE

Period	Time	EARLY RELEASE	LATE START	ASSEMBLY SCHEDULE
1st	8:10-8:27	8:10-8:27	8:00-8:41	8:10-8:27
2nd	8:30-8:47	8:30-8:47	8:21-8:56	8:30-8:47
3rd	8:50-9:07	8:50-9:07	8:31-9:06	8:50-9:07
4th	9:10-9:27	9:10-9:27	8:41-9:16	9:10-9:27
5th	9:30-9:47	9:30-9:47	8:51-9:26	9:30-9:47
6th	9:50-10:07	9:50-10:07	9:01-9:36	9:50-10:07
7th	10:10-10:27	10:10-10:27	9:11-9:46	10:10-10:27
8th	10:30-10:47	10:30-10:47	9:21-9:56	10:30-10:47
9th	10:50-11:07	10:50-11:07	9:31-10:06	10:50-11:07
10th	11:10-11:27	11:10-11:27	9:41-10:16	11:10-11:27
11th	11:30-11:47	11:30-11:47	9:51-10:26	11:30-11:47
12th	11:50-12:07	11:50-12:07	10:01-10:36	11:50-12:07
13th	12:10-12:27	12:10-12:27	10:11-10:46	12:10-12:27
14th	12:30-12:47	12:30-12:47	10:21-10:56	12:30-12:47
15th	12:50-1:07	12:50-1:07	10:31-11:06	12:50-1:07
16th	1:10-1:27	1:10-1:27	10:41-11:16	1:10-1:27
17th	1:30-1:47	1:30-1:47	10:51-11:26	1:30-1:47
18th	1:50-2:07	1:50-2:07	11:01-11:36	1:50-2:07
19th	2:10-2:27	2:10-2:27	11:11-11:46	2:10-2:27
20th	2:30-2:47	2:30-2:47	11:21-11:56	2:30-2:47
21st	2:50-3:07	2:50-3:07	11:31-12:06	2:50-3:07
22nd	3:10-3:27	3:10-3:27	11:41-12:16	3:10-3:27
23rd	3:30-3:47	3:30-3:47	11:51-12:26	3:30-3:47
24th	3:50-4:07	3:50-4:07	12:01-12:36	3:50-4:07
25th	4:10-4:27	4:10-4:27	12:11-12:46	4:10-4:27
26th	4:30-4:47	4:30-4:47	12:21-12:56	4:30-4:47
27th	4:50-5:07	4:50-5:07	12:31-13:06	4:50-5:07
28th	5:10-5:27	5:10-5:27	12:41-13:16	5:10-5:27
29th	5:30-5:47	5:30-5:47	12:51-13:26	5:30-5:47
30th	5:50-6:07	5:50-6:07	13:01-13:36	5:50-6:07
31st	6:10-6:27	6:10-6:27	13:11-13:46	6:10-6:27
32nd	6:30-6:47	6:30-6:47	13:21-13:56	6:30-6:47
33rd	6:50-7:07	6:50-7:07	13:31-14:06	6:50-7:07
34th	7:10-7:27	7:10-7:27	13:41-14:16	7:10-7:27
35th	7:30-7:47	7:30-7:47	13:51-14:26	7:30-7:47
36th	7:50-8:07	7:50-8:07	14:01-14:36	7:50-8:07
37th	8:10-8:27	8:10-8:27	14:11-14:46	8:10-8:27
38th	8:30-8:47	8:30-8:47	14:21-14:56	8:30-8:47
39th	8:50-9:07	8:50-9:07	14:31-15:06	8:50-9:07
40th	9:10-9:27	9:10-9:27	14:41-15:16	9:10-9:27
41st	9:30-9:47	9:30-9:47	14:51-15:26	9:30-9:47
42nd	9:50-10:07	9:50-10:07	15:01-15:36	9:50-10:07
43rd	10:10-10:27	10:10-10:27	15:11-15:46	10:10-10:27
44th	10:30-10:47	10:30-10:47	15:21-15:56	10:30-10:47
45th	10:50-11:07	10:50-11:07	15:31-16:06	10:50-11:07
46th	11:10-11:27	11:10-11:27	15:41-16:16	11:10-11:27
47th	11:30-11:47	11:30-11:47	15:51-16:26	11:30-11:47
48th	11:50-12:07	11:50-12:07	16:01-16:36	11:50-12:07
49th	12:10-12:27	12:10-12:27	16:11-16:46	12:10-12:27
50th	12:30-12:47	12:30-12:47	16:21-16:56	12:30-12:47
51st	12:50-1:07	12:50-1:07	16:31-17:06	12:50-1:07
52nd	1:10-1:27	1:10-1:27	16:41-17:16	1:10-1:27
53rd	1:30-1:47	1:30-1:47	16:51-17:26	1:30-1:47
54th	1:50-2:07	1:50-2:07	17:01-17:36	1:50-2:07
55th	2:10-2:27	2:10-2:27	17:11-17:46	2:10-2:27
56th	2:30-2:47	2:30-2:47	17:21-17:56	2:30-2:47
57th	2:50-3:07	2:50-3:07	17:31-18:06	2:50-3:07
58th	3:10-3:27	3:10-3:27	17:41-18:16	3:10-3:27
59th	3:30-3:47	3:30-3:47	17:51-18:26	3:30-3:47
60th	3:50-4:07	3:50-4:07	18:01-18:36	3:50-4:07
61st	4:10-4:27	4:10-4:27	18:11-18:46	4:10-4:27
62nd	4:30-4:47	4:30-4:47	18:21-18:56	4:30-4:47
63rd	4:50-5:07	4:50-5:07	18:31-19:06	4:50-5:07
64th	5:10-5:27	5:10-5:27	18:41-19:16	5:10-5:27
65th	5:30-5:47	5:30-5:47	18:51-19:26	5:30-5:47
66th	5:50-6:07	5:50-6:07	19:01-19:36	5:50-6:07
67th	6:10-6:27	6:10-6:27	19:11-19:46	6:10-6:27
68th	6:30-6:47	6:30-6:47	19:21-19:56	6:30-6:47
69th	6:50-7:07	6:50-7:07	19:31-20:06	6:50-7:07
70th	7:10-7:27	7:10-7:27	19:41-20:16	7:10-7:27
71st	7:30-7:47	7:30-7:47	19:51-20:26	7:30-7:47
72nd	7:50-8:07	7:50-8:07	20:01-20:36	7:50-8:07
73rd	8:10-8:27	8:10-8:27	20:11-20:46	8:10-8:27
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76th	9:10-9:27	9:10-9:27	20:41-21:16	9:10-9:27
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82nd	11:10-11:27	11:10-11:27	21:41-22:16	11:10-11:27
83rd	11:30-11:47	11:30-11:47	21:51-22:26	11:30-11:47
84th	11:50-12:07	11:50-12:07	22:01-22:36	11:50-12:07
85th	12:10-12:27	12:10-12:27	22:11-22:46	12:10-12:27
86th	12:30-12:47	12:30-12:47	22:21-22:56	12:30-12:47
87th	12:50-1:07	12:50-1:07	22:31-23:06	12:50-1:07
88th	1:10-1:27	1:10-1:27	22:41-23:16	1:10-1:27
89th	1:30-1:47	1:30-1:47	22:51-23:26	1:30-1:47
90th	1:50-2:07	1:50-2:07	23:01-23:36	1:50-2:07
91st	2:10-2:27	2:10-2:27	23:11-23:46	2:10-2:27
92nd	2:30-2:47	2:30-2:47	23:21-23:56	2:30-2:47
93rd	2:50-3:07	2:50-3:07	23:31-24:06	2:50-3:07
94th	3:10-3:27	3:10-3:27	23:41-24:16	3:10-3:27
95th	3:30-3:47	3:30-3:47	23:51-24:26	3:30-3:47
96th	3:50-4:07	3:50-4:07	24:01-24:36	3:50-4:07
97th	4:10-4:27	4:10-4:27	24:11-24:46	4:10-4:27
98th	4:30-4:47	4:30-4:47	24:21-24:56	4:30-4:47
99th	4:50-5:07	4:50-5:07	24:31-25:06	4:50-5:07
100th	5:10-5:27	5:10-5:27	24:41-25:16	5:10-5:27
101st	5:30-5:47	5:30-5:47	24:51-25:26	5:30-5:47
102nd	5:50-6:07	5:50-6:07	25:01-25:36	5:50-6:07
103rd	6:10-6:27	6:10-6:27	25:11-25:46	6:10-6:27
104th	6:30-6:47	6:30-6:47	25:21-25:56	6:30-6:47
105th	6:50-7:07	6:50-7:07	25:31-26:06	6:50-7:07
106th	7:10-7:27	7:10-7:27	25:41-26:16	7:10-7:27
107th	7:30-7:47	7:30-7:47	25:51-26:26	7:30-7:47

offering international students, based on an integrated curriculum...

The program is a rigorous course of studies, leading to external examinations...

Diploma candidates are required to select one subject from each of three science groups...

The diploma is displayed in the shape of a hexagon with six academic areas of student progress...

College Credit Opportunity (State Fair Community College) Students who wish to pursue college credit from State Fair Community College...

Dual Enrollment with State Fair Community College Dual Enrollment with State Fair Community College... Students who wish to pursue college credit...

The following courses are offered for dual enrollment:

- Dual Credit Course: BIO 114 General Biology (HW), CHEM 113 Intro to Chem Lab (HW), ENG 101 Composition (HW), ENG 102 Composition (HW), HIST 101 US History Pre-1877 (HW), HIST 102 World Civilization (HW), MATH 114 College Algebra (HW), PSY 101 Gen. Psychology (HW), SPST 101 Public Speaking (HW), SPST 102 Intro to Speech (HW), BACHM 107 Advanced Personal Finance (HW)

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

- Dual Credit Dual-Enrollment Course: BUSI 106 Principles of Management, SOC 100 General Sociology, CJ 102 Intro to Criminal Justice, CIS 101 Intro to CIS, ART 101 Art Appreciation, BACHM 107 Advanced Personal Finance (HW)

Payment will be for within the first two weeks of classes. Blocks will be provided by CHS if no cost.

- Michigan College Admission Requirements: English: 4 Units, Mathematics: 3 Units, Social Studies: 3 Units

- Science: 3 Units, Visual/Performing Arts: 2 Units, Electives: 2 Units

There are the MICHIGAN requirements for admission to public 4-year Michigan colleges. It is important to check the requirements of each college to determine if their program meets those requirements.

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

A+ School Student Financial Incentive CHS is involved in the A+ School Program. Graduates will be eligible for what reimbursement for the cost of tuition in a Michigan public secondary college, or conditional scholarship.

- Have attended a graduation at school for three consecutive years prior to high school graduation, Graduated with a cumulative grade point average of 2.5 points or higher over 4 years, Have at least 90% attendance record for the four-year period, Maintained a record of good citizenship and avoidance of the use of force or possession of drugs or alcohol, Registered for the Selective Service, if applicable, and Made a documented, good-faith effort to secure all available federal post-secondary student financial assistance funds that do not require repayment by filling out the FAFSA form (student's name year), and Registering with the state of MI, students will need to address

proficiency as evidenced on the Algebra I end-of-course exam (EOC) or complete the first semester at a post-secondary institution with a minimum of 12 hours of equivalent dual-credit grade point average prior to receiving A+ tuition reimbursement.

The student's financial incentive will be available for a period of 40 months after high school graduation, completion of 18% of the hours required for the program, or receipt of an associate's degree. For a qualifying student covers the cost of tuition and general fee, subject to legislative appropriation.

Report Cards Report cards showing the standing of parents are issued at the end of each quarter, which consists of nine weeks. A completed report card is given to the student and parent. This report card is reviewed by the parent. Semester and end-of-year grade reports are mailed. All other grade reports are given directly to the student to take home.

Grades Grades are indicated by the letters: A = Excellent, C = Average, F = No credit, B = Above average, D = Below average

Table with 5 columns: Grade, Percentage, Credits, Weight, Weight. Rows A through F.

A multiplier will be applied after the completion of the math and science semesters for scholarship and college purposes and at the end of the eighth semester that will account for the number of students completing the academic career of a student. This is a "Yield Adjuster" multiplier applied to the student grade point average, which adjusts for the number of completions during the high school career prior to high school graduation. This multiplier is applied to the student's cumulative grade point average (GPA) to determine the student's final GPA. A cap of up to 20 credits is applied during the eighth semester, which indicates that student is awarded for taking courses up to the capped number and no further units may be indicated by taking classes beyond the established cap.

All subjects count toward the total. Graduation Requirements Graduation requirements for the Cambridge R-411 School District shall be a minimum of 23 units of credit completed during grades nine and above.

Students will be required to earn all or more units of credit in science, social studies or foreign language by the end of the senior year, and complete English (E) semester of enrollment in order to graduate. An exception will be made for students who complete their requirements on an alternate schedule.

In addition to the personal plan of study for graduation, a student must pass proficiency exams concerning American History, American Literature, and the Michigan and the United States Constitutions to qualify for graduation from the district. The student shall graduate without having successfully completed a course of instruction of at least one semester in length on the industrial, business and practices of the government of the State of Michigan, including local government, the United States government, and the national process.

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

Table with 3 columns: Social Studies, English, Math/Science, Fine Arts, Personal Finance, Physical Education, Health. Rows 1 through 5.

Early Graduation Graduation with all standard privileges, will be allowed any time after six (6) semesters of attendance beginning with grade nine (9) and completion of all requirements set by the state and the Cambridge R-411 School District. Early graduation should be part of a cooperative plan set up by students, their parents/guardians and the school. The term "early graduation" as used in this policy refers to students who meet the exit of all exit requirements but decide to graduate before attending eight (8) semesters of high school.

General Rule for All Early Graduates 1. The student who chooses to graduate early is required to submit written notification to the high school principal by September 30th of his or her final year with the district.

- 2. Upon approval by the Board of Education, the student will be allowed to participate in the senior graduation exercises and will be considered as a senior for admission activities. If approved, the student will be allowed to attend senior meetings concerning the planning of caps, gowns, accommodations, etc., related to graduation. 3. Students graduating early are eligible for competitive recognition that are based on grade point average (GPA) and other goals. These include, but are not limited to: team leader, team captain, and student council leader. 4. Students should check with colleges to which they are applying as to their eligibility for college-based scholarships and awards. 5. Students will be allowed to apply for scholarships, however, eligibility and selection will be left to the discretion of local scholarship committees.

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

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

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

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

Graduation Requirements A student shall have completed all credit courses for graduation as set forth by the Cambridge R-411 Board of Education in order to participate in Honors Day and graduation ceremonies. Example: If a student fails a course the second semester, fail to complete a corresponding course, or fails their Michigan Option Exam, he or she will not be allowed to participate in graduation ceremonies. The student will receive his or her diploma only after completion of all requirements. In addition to these requirements, any student wishing to take part in commencement exercises and enrolled in the Michigan Option program through Honors may wish to take an exit exam prior to graduation to ensure adequate preparation for results to be received and communicated by Cambridge High School.

A student may choose to test after the one week deadline; however, that student will not be eligible to take part in the Cambridge High School graduation ceremony and will receive his or her diploma after graduation a passing score on the Michigan Option exam is received by the Honors Director. A student transferring to Cambridge from another district must complete a minimum of the last semester of the senior year in order to graduate and receive a Cambridge diploma.

Michigan Option Diploma The Michigan Option Program is for students in Cambridge High School. Cambridge High School has been approved to offer this program. The program allows for students 19 years of age or older and at least one year of credit beyond their class to stay in school, participate in non-credit classes and support services and have the opportunity to graduate "on schedule" if their credit needs and district requirements. (If student stays enrolled and completes all requirements, they are eligible to graduate and receive a Michigan High School diploma.)

Contact your counselor or building administrator to learn more about this option for a diploma.

Recognition of Seniors In the interest of encouraging and recognizing outstanding academic achievement, seniors earn leader, team leader and team captain graduations will be selected for each high school graduating class. The seniors that lead, team captain leader and team leader graduates will be selected according to the following procedure:

- Seniors with Highest Honors: 4.0 GPA or higher, Alpha Cum Laude, Honor 33-39 GPA, Cum Laude. Seniors must have completed a minimum of one weighted class per semester. Seniors must have completed a minimum of three weighted classes per semester.

A student transferring from another school district must complete the last four semesters of high school as a full time student and must complete 12 semester-weighted classes to qualify for team leader recognition.

Prerequisite Area for Educational Externship This award is given to seniors who have met the following criteria: Grade Point Average - Students get a score of 2.5 on a 4.0 scale. Students must also score at or above the 95 percentile on a standardized achievement test such as the ACT (reading or math) or SAT.

Student Files and Personal Records The personal records of each student are kept on the Michigan Approved Accreditation Record Form. This record includes the student's courses and grades earned, standardized test scores, family records, health records, a record of attendance and other such data for the four years of high school.

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

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

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

Testing Program The purpose of this program is to provide educational assistance in the academic areas for any student enrolled in grade 9 through 12 in Cambridge High School. Any student may be referred by teacher, counselor, parent/guardian, counselor or principal.

Military Reserves Military reserves will be allowed to set up in the Cambridge Area and head

not maintain and take to students.
• Students will be allowed to talk to military veterans during their lunch periods. (It is recommended that the veterans contact the student at home prior to contacting them at school.) Military veterans must check in with the main office and stay in their assigned area.
• The Gardeners R-33 School District complies with the release of directory information as allowed by federal law.

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

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

FINAL EXAMINATIONS (High School only)

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

Final Exam Schedule
Final exams will be given in each course over the last two or three days of school for each semester session. The schedule for final exams will be determined by the building leadership team not communicated to students and parents during the course of the semester.

HIGH SCHOOL HONOR SOCIETY

Purpose
It is necessary part of learning, and it is reasonable to expect homework of some type in every academic class. As an extension of classroom work, homework should enhance everyday learning and not be

merely busy work. It is important to build a positive attitude toward homework and not use homework assignments as a disciplinary device.
Purpose
The purpose of a homework policy is to emphasize the importance of homework, not to limit on a set number of hours. Homework will vary according to the type of class and the speed at which the student works and learns.

Guidelines
• The amount of homework and the type of assignments will vary according to the class.
• Instructions regarding materials necessary to complete the homework assignments will be given when making the assignments.
• Allowance for differential assignments is necessary as homework assignments are not uniform about time, sometimes long term, sometimes project oriented, sometimes written, etc.
• Studying for tests, reviewing notes, and reworking notes are types of homework.
• Teachers will notify students in advance of when consistent late homework assignments will be given and penalties will be levied.
• Students will be held accountable for their homework, whenever it is given. It will be recorded as a part of their class grade.

Makeup Work
In the event of an excused absence, parents should contact the Attendance Officer for the High School at (731) 340-9799 or for Hixson at (731) 346-5000 to obtain homework from the day a student is absent. Teachers will be given advance time to collect homework and send to the main office. Occasionally, parents may pick up homework at the end of the school day if a parent requests by 8:30 in the morning.

Work Assigned in Advance
Assignments such as term papers, essays, projects etc. assigned in advance of classes so that the day the student returns to school and do not need to be excused for.

Field Trips and Homework
Students who are going to be absent because of a field trip, athletic event, parent's job or other activity are encouraged to request homework assignments from teachers prior to leaving on the trip.

STUDENT ACTIVITIES

Extra-Curricular Activities
An attempt is made to include the activities of Camden High School a valuable part of the educational program. The purpose of these activities is to give a regular school week, but before to supplement school work. Activities include:

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

Athletic Teams
Sports: Basketball, Cross Country, Football, Golf, Tennis, Track, Soccer, Wrestling
Activities: Basketball, Cross Country, Golf, Tennis, Track, Volleyball, Soccer, Softball

Athletic Eligibility
To be eligible to participate in athletics, a student must pass the requisite each semester of the school year and adhere to NIAHSAA and school district regulations. Please refer to the Student Activities Handbook for further details.

Athletic Participation Fee
The Camden Board of Education adopted a policy requiring a \$30 fee participation fee for each student participating in any sport or activity during the school year. This fee must be paid in full at the start of the school year. There will be a maximum fee of \$30 per family.

Club Activities
Art Club, Chess Club, Circle of Friends, DPCA, Drama Club, Fellowship of Christian Athletes, Future Business Leaders of America, Family, Career and Community Leaders of America, Future Teachers of America, Future Teachers of America, Hi-Step Robotics, Kiwi Club, Ladies Offering, Softball, Transportation Team, LASER Robotics, High Club, High Club, National Honor Society, Prom (Junior Class), Science Club, SIDAHSAA,

Speech & Debate, Student Council, Trap Shooting Club, Technology Student Association, World Language Club, Yearbook, Young Democrats, Young Republicans

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

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

Music:
Bad Cross Strings, Concert Choir, Color Guard, Jazz Band, Marching Band, Pep Band, Winter Guard

National Honor Society
The National Honor Society is an organization for outstanding students in grades 10, 11, & 12. Students are selected by a faculty advisory committee. The following criteria are required for membership:
• Scholarship - 3.75 weighted grade point average or above. GPA must be maintained.
• Examples must be demonstrated and maintained in Leadership by demonstrating and maintaining in Character.
These qualities for membership must be maintained throughout their high school years in order to maintain membership. An induction ceremony will be held in the spring to honor new members. Students must be present for the induction or order to be a member.

Student Council
Student Council is student participation in government. Each spring Student Council officers are elected for the following school year. Students are responsible for duties from each class. Student Council holds monthly meetings to plan activities for the high school. Students

Interested in Student Council must have a minimum of 25 signatures from students and approval of teacher and administrator on a petition in order to have their name on the ballot. Positions may be obtained from the office or the Student Council sponsor.

Prom/Prize Banquet
The Senior Prom is a traditional activity held during the last spring for Camden students and seniors and their dates. Candidates for Prom are as follows:

• The school shall decide the location of the prom and set the time a date for the event.
• The school shall provide funds and/or help students make funds for the prom.
• The senior class and sponsors shall be responsible for planning and decorations at the Prom.
• Out-of-school activities shall be approved by the school administration and will be subject to certain rules. Out-of-school dates must be the age of 21. School deposits will not be allowed to attend Prom.
• Students in grades 9 and 10 shall be allowed to attend Prom only when they are invited by a date or senior student. Students below grade 9 are not permitted to attend Prom.

Scheduling Conflicts with Other Activities
Every effort is made to avoid scheduling more than one activity on the same day. Conflicts do occur on some occasions as scheduled in more than one activity. The following guidelines apply when conflicts occur:
• District and State events take precedence over other scheduled activities.
• Events scheduled on the school calendar take precedence over outside events.

Character Requirements for Extra-Curricular Activities
Students who represent Camden High School as extra-curricular activities must be citizens, must and behave in a creditable manner and be judged so by school staff and administrators. Students whose character is considered such as to reflect discredit upon themselves or the school are not considered eligible for membership. Conduct shall be satisfactory within the standards of school disciplinary policies. A student shall not be considered eligible until under suspension with an unexcused absence. A student must be in attendance a minimum of

four character points to be considered eligible to participate in an activity on the specific date unless it is a programmed absence due to a family emergency or a late arrival.

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

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

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

OSAA CONFERENCE

Camden High School is a member of the Missouri State Conference. As a member of MSHSAA and the OHSAA Conference, Camden High School follows all policies and procedures of the association. Member schools of the OHSAA Conference include:

Camden, Fulton, Parkville, Wayneville, Kirksport, Rolla, Lebanon/West Plains

OHSAA Conference Creed
The OHSAA Conference is proud of the behavior and sportsmanship displayed by its players, coaches, and spectators.
• We value healthy athletes, encourage athletic and fair play, and appreciate positive support.
• We respect ourselves, our teams, and our school with pride and honor.
• We will follow the rules and officials as guests, extending to them every courtesy; and
• We make it victory and gracious in defeat.

The primary purpose of OHSAA Conference (voluntary addition) is to promote the physical, mental, moral, and emotional well-being and development of all involved through the methods of sports.

OHSAA Conference Sportsmanship Standards
OHSAA Conference players, coaches and spectators will:

- respect the property of our school and other schools.
• cheer for their team.
• treat the opponents' coaches, players and spectators with respect.
• show appreciation of good play by both teams.
• accept the decisions and judgments of the coaches.
• wear identifying tags that displays positive language.
• remain off the playing field/arena before, during and after events.
• be ready to replace and practice in defeat and
• maintain an atmosphere of good sportsmanship at all times.
OHSAA Conference players, coaches and spectators will never:
• behave in a way that is disrespectful, embarrassing, or intimidates any individual athlete.
• behave that will call attention to yourself.
• taunt, cheat, mock, abuse, yell, shove, profanity or actions directed at the opposing team, coach, or school.
• using profanity.
• throwing objects, and
• displaying signs of any type other than OHSAA Conference banners.

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

AWARDS AND HONORS

Academic Letter
The Student Council has approved the following criteria for receiving an Academic Letter:
• The student must have a 3.00 overall GPA. The student shall not have any grade below a C- for the first semester of the current year.
• Weighted class rank must be in the top 10% of the school.
• Weighted class rank must be in the top 10% of the school.
• Letter and awards must have 7

weighted classes for each semester or 4 weighted semester classes for the current year.

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

Academic All-Camden Award
The student must have a non-weighted GPA of 3.85-4.0 cumulative.

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

Examples of School and Community Service include:
Eight Volunteer Hour Task
Knowledge Dynamically Drive
Choir Project
Car Wash
Lawn Care Project
Fund Raising Drive
Lunch House
Working in local church

Students are responsible to sign in their community service hours to the Guidance Office. Awards will be given for completion of service hours as follows: 10-20 hours certificate, 41-99 hours medal, 100 hours or more plaque.

Award forms are available in the high school guidance office.

Student of the Month/Year
• Policy: One student, one boy and one girl may be selected as "Student of the Month" by the Student Council for academic achievement.
• Criteria: academic excellence, leadership, involvement in school activities, demonstration of leadership skills, demonstration of community service, school attendance and behavior, involvement in school.
• The Rotary Club honors each student with a certificate and name in the local paper. The Student Club selects "Students of the Year" and provides them a cash reward at the spring awards assembly.
• High School: 2000-2001, one male and one female will be named "Student of the Month" or "Student of the Year". Students are

recommended by their teachers based on academics, citizenship and community service. Each Student of the Month receives a cash award from the Elks Lodge as well as attending a luncheon in their honor. The Elks Lodge presents a plaque to each Student of the Month at the spring awards assembly. From the group of Students of the Month, one female and one male student are selected as Student of the Year. Students of the Year receive a plaque and a cash award from the Elks Lodge at the spring awards assembly.

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

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

CLUBS

Camden R-33 School District fulfills its obligation to provide a safe and sound educational program. Students who are injured or become ill at school will be sent to the clinic. If the illness or injury is assumed to be of such a nature that the student should be referred to a physician, the student will be referred. It is important that parents complete and sign the health information card that is sent home with your student on the first day of school. Please be sure to include name and phone numbers of persons to be notified in the event that parents or guardians cannot be reached.

Responsibilities of the school's health program include:
• Develop and maintain a practical and appropriate system for providing first aid and emergency care for students and staff who become injured or ill at school.
• Identify and exclude from school those students and staff with communicable diseases and advise appropriate follow-up to ensure their prompt re-admission.
• Provide information and resources to students and staff concerning communicable diseases through consistent and effective use of existing laws and school policies regarding transmission for students and school personnel.
• Monitor and communicate with, and with health care personnel regarding

listen to the radio for special announcements concerning the closing of school.

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

Food and Beverage Consumption
No food or beverage (other than water in a clear plastic container) may be consumed inside the Commons Area unless approved by a teacher or administrator.

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

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

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

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

Library Media Center
In the library media center, students have access to a variety of print and electronic materials in addition to academic materials. The LACC is open from 7:00 a.m. to 10:00 p.m. Monday through Thursday and 7:00 a.m. to 3:30 p.m. on Friday.
• A student is permitted to come from a class to the library if he or she

has a library pass and not on the road.
• Overdue notices are distributed periodically throughout the year. Students are expected to keep their accounts in good standing. Those with overdue notices and late books are not permitted to check out additional resources. Please drop in the Library Media Specialist regarding lost materials.

Lockers
Lockers are school property and provided for books, school supplies, coats and hats. Because of changing lockers and keys to the district in clean lockers each year, students are not to mark on lockers, or tape any item or picture to the inside of lockers. Because of health concerns, food and beverages are not to be kept in the locker longer than the school day. Lockers will be inspected and students will be asked to clean out lockers. School administration may inspect at any time and at any location at whatever time and for whatever reason deemed necessary. Out-of-district bags may be used for such inspection and search. Please help keep the lockers clean. Students are not to change lockers without approval of the guidance office.

Parental Signatures/Agreements
Any proposal or sign-out agreement must have the approval and signature of the Administrator before being posted in the building.

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

Student Search
The school district will use a phone call system to alert parents and/or parents of students or emergency situations (i.e., school cancellation, etc.) during class.

- Students**
1. Students have no expectation of privacy in lockers, desks, computers or other district provided equipment or areas.
 2. The district will conduct periodic and unannounced administrative searches of lockers, computers and other district equipment.
 3. The district does not prohibit the use of alcohol, drugs or other prohibited substances on campus, including the parking lot.
 4. Additional searches of bags, purses, coats, electronic devices and

other personal possessions will not be in accordance with law.
5. The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances.

Student Portraits
Students will provide the yearbook staff with pictures for the yearbook and yearbook article editions. Photos must be approved by the yearbook staff for the yearbook.

Shuttle Bus Use
Any students traveling to and from the high school to the LCC or Oak Ridge buildings must use the campus shuttle bus.

Snow Related for Buses
To ensure the safety of your child or children in transporting them from school during inclement weather, the following is offered to you to help you understand the definition of an emergency snow cover. If the circumstance should occur:

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

In the event that emergency snow routes are to be in effect it will be broadcast over the local radio stations (not television) and posted on the School Bus Stop sign, prior to opening of school the morning and will be run by the buses from 6 a.m. and 9:30 a.m. each day. The district cannot be held responsible for the safety of the children who will be dropped off due to varying conditions during the day. With this in mind and to ensure the safety of all we have a route, it will be necessary for the snow plow driver to approved routes on the 4th which will be up from the designated snow route day.

Due to the different types of roads in our district and the routing of certain school buses, not all bus routes have an emergency snow route. Your student's driver will post and have instructions of the route to you. This is typically done at 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 immediately for only one route.

Even when an emergency snow route is not called, there are conditions that will cause snow routes to be called for the operation of school buses, where you 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.

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

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

Visitors
Because of the crowded conditions, visitors are not allowed to bring visitors to school. Visitors work a tour on both sides and night. Parents are always welcome, but are encouraged to make an appointment. Please call the principal or call. All visitors must be accompanied by one of the office and display a visitor pass at all times.

Yearbook
The yearbook staff will be published by the yearbook staff. The sale of the yearbook occurs each year. In order for the activities of an entire school year they will be planned in the yearbook, the yearbook is not distributed until early December.

LEAD TIME

LEAD Time at the Camden High School Learning Community
The students and staff of Camden High School have embarked on a journey to create an environment that stresses academic and social success for all students in a genuine curriculum that prepares students for the next chapter of their life. This process has led to the development of a systematic series of academic interventions. Delivered by student intervention teams (a counselor and administrator) who work with a specific grouping of students through their four years of high school and the coordination of privileges the curriculum supports the students find greater academic success during the course of the regular school day.

In addition to these academic interventions, the privilege system was developed to reward students for attaining the academic and behavioral expectations of our school and to provide a positive reinforcement system, where teachers are grouped with a smaller number of students to discuss academic and behavioral issues. Teachers now engage in professional conferences and are held by defined source committees each content area and a series of common assessments designed to identify areas needing instructional improvement and engage in systematic instructional interventions to improve student performance.

If it our ultimate desire that these programs will improve the school environment, create safety nets for those students needing assistance, close relationships between staff, students, and in between, and improve academic success for all students.

STUDENT PROCESSES

Student Targets
1. Success Targets are held during LEAD Time weekly on Mondays, Wednesdays and Fridays. Students assigned to a Success Target will report daily to the Success Target, peer and assigned teacher will take note for these students. A call will ring approximately every 15 minutes to the principal, which will inform students to progress or allow time for the Success Target period (e.g. students reporting tardiness and missing) and will be essential that students are in their assigned area when the bell rings.
• If you are on a red card, you will not be allowed to be targeted.
• If you are on a purple card, verification from the teacher will be required prior to being released to the classroom. Gold and red students will be released at the time for privilege opportunities.
• Students should have identification cards with them at all times. No card = Red card.

Student Targets to Success Targets
• Student targets will be selected by the AP Office, and specific attention will be paid to student productivity in each of the four core areas (math, foreign language, Spanish/Foreign, student targets will have a minimum and will be extended additional privileges for their contributions to others (e.g. being late will be assigned to student status for making privileges closed to the building, however,

students do have higher expectations and allow to perform social class ability will result in removal of privilege, and engagement in a regular tutorial classroom.
• Student status is expected to be actively engaged in the learning process for the entire class period and to receive assistance at each tutorial instruction.
• Student status will report directly to the tutorial assigned staff will be taken by the Success Target teacher.

The Privilege Monitoring Program
The Privilege Monitoring Program is a program designed to ease the anxiety that students face upon entering high school. This program also provides a format for positive reactions between spectators and students near to the building.

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

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

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

Private Restroom
Students on Red card will have their ability to park on campus. They may be assigned parking at the corner of the school. Finding a space is assigned by number and these students who are under restriction will be monitored. Continuing to park on campus while on Red card will result in forfeiting access to the corner of the school. Red card students who must drive for personal reasons are required to park on the lower lot near the soccer stadium. If a student must leave the campus of privileges to and from the maintenance shed or the office to the office of the district facilities in this area, they will be required to report to the office.

CAMDEN HIGH SCHOOL PRIVILEGE SYSTEM

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

Privileges are extended throughout the school day during LEAD Time on Monday, Wednesday and Friday of each week. Students selected for Freshman, Sophomores, and Junior and Senior Targets will receive a platform and status, which guarantees additional privileges during the regular school day. These targeted students or members will need to refer to the bulletin for information on the process, which is renewed in February every year. Students must understand that this is a selective process, whereby students will be conducted and peer performance evaluated.

- Students on red card status:**
- are extended no privileges;
 - are prohibited from traveling during class time;
 - are prohibited from attending after-school activities;
 - must park at the lower lot near the soccer stadium.

Privilege	Card	Target	Target	Target
Junior and Senior Targets	Gold	Students are not on the road	1st semester	Compliment letter
Junior and Senior Targets	Gold	Students are not on the road	2nd semester	Compliment letter
Junior and Senior Targets	Gold	Students are not on the road	3rd semester	Compliment letter
Junior and Senior Targets	Gold	Students are not on the road	4th semester	Compliment letter
Junior and Senior Targets	Gold	Students are not on the road	5th semester	Compliment letter
Junior and Senior Targets	Gold	Students are not on the road	6th semester	Compliment letter
Junior and Senior Targets	Gold	Students are not on the road	7th semester	Compliment letter
Junior and Senior Targets	Gold	Students are not on the road	8th semester	Compliment letter
Junior and Senior Targets	Gold	Students are not on the road	9th semester	Compliment letter
Junior and Senior Targets	Gold	Students are not on the road	10th semester	Compliment letter
Junior and Senior Targets	Gold	Students are not on the road	11th semester	Compliment letter
Junior and Senior Targets	Gold	Students are not on the road	12th semester	Compliment letter
Junior and Senior Targets	Gold	Students are not on the road	13th semester	Compliment letter
Junior and Senior Targets	Gold	Students are not on the road	14th semester	Compliment letter
Junior and Senior Targets	Gold	Students are not on the road	15th semester	Compliment letter
Junior and Senior Targets	Gold	Students are not on the road	16th semester	Compliment letter
Junior and Senior Targets	Gold	Students are not on the road	17th semester	Compliment letter
Junior and Senior Targets	Gold	Students are not on the road	18th semester	Compliment letter
Junior and Senior Targets	Gold	Students are not on the road	19th semester	Compliment letter
Junior and Senior Targets	Gold	Students are not on the road	20th semester	Compliment letter
Junior and Senior Targets	Gold	Students are not on the road	21st semester	Compliment letter
Junior and Senior Targets	Gold	Students are not on the road	22nd semester	Compliment letter
Junior and Senior Targets	Gold	Students are not on the road	23rd semester	Compliment letter
Junior and Senior Targets	Gold	Students are not on the road	24th semester	Compliment letter
Junior and Senior Targets	Gold	Students are not on the road	25th semester	Compliment letter
Junior and Senior Targets	Gold	Students are not on the road	26th semester	Compliment letter
Junior and Senior Targets	Gold	Students are not on the road	27th semester	Compliment letter
Junior and Senior Targets	Gold	Students are not on the road	28th semester	Compliment letter
Junior and Senior Targets	Gold	Students are not on the road	29th semester	Compliment letter
Junior and Senior Targets	Gold	Students are not on the road	30th semester	Compliment letter
Junior and Senior Targets	Gold	Students are not on the road	31st semester	Compliment letter
Junior and Senior Targets	Gold	Students are not on the road	32nd semester	Compliment letter
Junior and Senior Targets	Gold	Students are not on the road	33rd semester	Compliment letter
Junior and Senior Targets	Gold	Students are not on the road	34th semester	Compliment letter
Junior and Senior Targets	Gold	Students are not on the road	35th semester	Compliment letter
Junior and Senior Targets	Gold	Students are not on the road	36th semester	Compliment letter
Junior and Senior Targets	Gold	Students are not on the road	37th semester	Compliment letter
Junior and Senior Targets	Gold	Students are not on the road	38th semester	Compliment letter
Junior and Senior Targets	Gold	Students are not on the road	39th semester	Compliment letter
Junior and Senior Targets	Gold	Students are not on the road	40th semester	Compliment letter
Junior and Senior Targets	Gold	Students are not on the road	41st semester	Compliment letter
Junior and Senior Targets	Gold	Students are not on the road	42nd semester	Compliment letter
Junior and Senior Targets	Gold	Students are not on the road	43rd semester	Compliment letter
Junior and Senior Targets	Gold	Students are not on the road	44th semester	Compliment letter
Junior and Senior Targets	Gold	Students are not on the road	45th semester	Compliment letter
Junior and Senior Targets	Gold	Students are not on the road	46th semester	Compliment letter
Junior and Senior Targets	Gold	Students are not on the road	47th semester	Compliment letter
Junior and Senior Targets	Gold	Students are not on the road	48th semester	Compliment letter
Junior and Senior Targets	Gold	Students are not on the road	49th semester	Compliment letter
Junior and Senior Targets	Gold	Students are not on the road	50th semester	Compliment letter

STUDENT CODE OF CONDUCT

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of the school system. In determining the consequences of student behavior, the school system will consider the student's record, the nature of the offense, and the student's attitude.

examine the facts and circumstances surrounding the case.

CONSEQUENCES

Leads Detention
Students are expected to report immediately to the designated area after receiving their leads. Students are not allowed to speak to others in Leads Detention. The member will have a list of students whose leads have been reviewed.

Saturday School/After-School Detention
The purpose of Saturday School or After-School Detention is to:
• Eliminate removal from the classroom structure since:
• Help students learn to manage their behavior in order to return to their regular classrooms.
• Assist in the effectiveness of in-school suspension by allowing re-enrollment.
• Be assigned for any behavioral problems as judged by the building principal or juvenile officer.
• Be held in a regular setting to remedy problems rather than to provide any discipline in place.

Referrals
Referrals to Saturday School or After-School Detention may be made by the building principal, principal, and assistant principals of the elementary, middle school, high school building, and the vocational school based upon teacher, administrator, or student referrals. Referrals are based on the student's behavior. Students will be sent to After-School Detention or Saturday School only if:
• Disciplinary forms have been written.
• Parent notice via written notification or phone call.
• The Saturday School or After-School Detention supervisor has been contacted.

Rules and Procedures for Saturday School and After-School Detention
• Students are responsible for their own transportation.
• Students will not speak to any other student or the instructor without the teacher's permission.
• Students are responsible for bringing all study materials and assignments, and the teacher will provide instruction and

- Students will be assigned if a student does not arrive on time or is absent from the program.
- All days assigned must be completed and approved by Alternate Suspension Coordinator.
- Students will not be allowed to participate in extracurricular activities.
- All Camden School District policies apply to this program.

Long Term Suspension Program

- Long Term Suspension is defined as: Out of school suspension days added on by the Superintendent of Schools that exceed the 10 days of out-of-school suspension.
- In the case of Long Term Suspension, the student will be given the option to be assigned a homeward teacher to maintain the continuing education for the designated term of the Long Term Suspension.
- Homeward teachers will be staff members in the school district. The teacher will be hired to educate the individual student for the term of the assigned discipline. Homeward teachers will meet with the individual student a minimum of 3 hours per week, after school, at an agreed upon location.

Rules and Procedures for In-School Suspension (ISS)

- Students will report for ISS to the designated area of the school day.
- Students will bring their:

 - All textbooks from all courses in which they are enrolled.
 - Supplies of note paper, pencils, erasers, etc.

- When entering the ISS classroom, students will be searched.
- The assignments from their teachers.
- A clean listing of regulations and time schedule of ISS.
- Each student will be assigned to an individual desk.
- Students will be productive in course assignments.
- No food or drink will be allowed in ISS, except for water and lunch as provided below.
- ISS students will eat lunch together in the ISS room from 12:30 p.m. to 1:00 p.m.
- Restroom breaks will be allowed at 10:30 a.m., 12:45 p.m. and 2:00 p.m.
- Assistant Principals have authority to assign extra days for non-compliance with rules or violations in ISS.
- Students will not be allowed to play heads down on desk or sleep.
- No music players, headphones, radios, etc. allowed in the ISS room.

Infractions and Penalties in ISS

Students will not play on electronic devices and the time must be used for work in the room. Infractions include: playing games on a computer, using cell phones, etc.

Alternate Suspension Program (ASP)

The Alternate Suspension Program (ASP) is a program designed to provide an alternative to the traditional out-of-school suspension. The program is designed to provide an alternative to the traditional out-of-school suspension. The program is designed to provide an alternative to the traditional out-of-school suspension.

Alternate Suspension Program (ASP)

- The following are the guidelines for the Alternate Suspension Program.
- The student will arrive at the assigned class on specified days Monday through Friday 8:00 a.m. to 3:00 p.m.
- The student will arrive on time each day assigned and report to the Alternate Suspension Coordinator at designated location.
- During the assigned time, the student will participate in Community Service activities as scheduled by the Alternate Suspension Coordinator.
- During the assigned time, the student will complete homework related to employability skills as instructed by the Alternate Suspension Coordinator.
- During the assigned time, the student will work on assignments provided by the student's classroom teachers as reported by the Alternate Suspension Coordinator.
- The student will bring all textbooks and materials to complete assigned coursework of classes enrolled in at Camden High School.
- The student will be responsible for completing all coursework assigned by the end of assigned days. This will be done during the school day in the home.
- The student will be responsible for having all work completed and turned in when they return to the classroom.

- Extra time will be assigned if a student does not arrive on time or is absent from the program.
- All days assigned must be completed and approved by Alternate Suspension Coordinator.
- Students will not be allowed to participate in extracurricular activities.
- All Camden School District policies apply to this program.

Long Term Suspension Program

- Long Term Suspension is defined as: Out of school suspension days added on by the Superintendent of Schools that exceed the 10 days of out-of-school suspension.
- In the case of Long Term Suspension, the student will be given the option to be assigned a homeward teacher to maintain the continuing education for the designated term of the Long Term Suspension.
- Homeward teachers will be staff members in the school district. The teacher will be hired to educate the individual student for the term of the assigned discipline. Homeward teachers will meet with the individual student a minimum of 3 hours per week, after school, at an agreed upon location.

STUDENT DISCIPLINE

No rule can be expected to be followed every minute that may result in the use of disciplinary action; however, it is the purpose of the code of student conduct to provide a framework for discipline. School administrators may establish further rules and regulations to be more specific than the handbook for the maintenance of proper school discipline. This code includes, but is not necessarily limited to, acts of defiance or school property, including damage, and/or behavior that interferes with the school activity, whether on or off school property.

Reporting to Law Enforcement

If a discipline violation by a student is reported to law enforcement, the school will cooperate with law enforcement, including, but not limited to, the release of the student to the custody of the parent or guardian. A list of crimes the student is required to report is included in policy 307.

A school administrator shall also notify the appropriate law enforcement agency and superintendent if a student is discovered in possession of a controlled substance or weapon in violation of the district policy 307.

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.

Disciplinary Action for Student's Discipline Record

The principal, designee or other administrator or school staff will maintain all discipline records as deemed necessary for the security purposes of the school and to associate with any and all policy 307.

Participation in Activities

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

Prohibited from Being on or Near School Property during Suspensions

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

Any student who is suspended for any offense listed in § 18.291, 18.292, or any other offense or discipline policy shall not be allowed to visit a school within 1,000 feet of any public school in the district unless one (1) of the following conditions exist:

- The student is under the direct supervision of the student's parent, legal guardian or custodian.
- The student is under the direct supervision of another adult designated by the student's parent, legal guardian or custodian. The designations must be made in advance and in writing either principal of the school that suspended the student.
- The student is in an alternative school that is located within 1,000 feet of a public school in the district.

The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates this prohibition he or she may be suspended or expelled in accordance with the offense. Failure to Meet Conditions of Suspension: Listed below.

Prohibited Conduct

The following are definitions of prohibited conduct as well as potential consequences for violations. 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. This attempt to control an offense is permissible to the same degree as the listed offense.

VIOLATIONS AGAINST PERSONS

Assault

1. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury, placing another person in apprehension of imminent physical injury, or intentionally causing or attempting to cause physical injury to another person. This includes the use of force or the threat of force to cause physical injury to another person. This includes the use of force or the threat of force to cause physical injury to another person.

Number of Offenses

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.

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

or gold cards will be on parole and for a minimum of two weeks upon re-entry to school.

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

Number of Offenses: 1-180 days out-of-school suspension; alternate suspension program (ASP); parent conference to re-enter school; or expulsion.

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

3. Assault of a Staff Member

Number of Offenses: 1-180 days out-of-school suspension; alternate suspension program (ASP); parent conference to re-enter school; or expulsion.

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

4. Assault with a Weapon (see Board Policy 312.1)

Number of Offenses: 1-180 days out-of-school suspension; alternate suspension program (ASP); parent conference to re-enter school; or expulsion.

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

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

Intimidation and Cyberbullying (see Board Policy 312.1) - Intimidation or harassment of a student or multiple students perpetrated by individual or groups. Bullying includes, but is not limited to physical actions, including violence, gestures, threats, or damaging property, oral or written taunts, including name-calling, cyberbullying, or threats, or threats of retaliation for reporting such acts. Bullying may also include verbalizing or cyberbullying. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberbullying includes online taunts that threaten or cause concern about violence against others, and/or the distribution of false information.

Number of Offenses: 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.

Subsequent Offense: 1-180 days out-of-school suspension; alternate suspension program (ASP); parent conference to re-enter school; 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 instigating or participating.

Number of Offenses: 1-180 days out-of-school suspension; alternate suspension program (ASP); parent conference to re-enter school; or expulsion.

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

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

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

school suspension/alternate suspension program (ASP); parent conference to re-enter school.

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

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

Carry-Related Incident - Carried between groups of individuals and/or groups for the purpose of intimidation or retaliation or to commit any other kind of illegal act will not be tolerated. Examples include, but are not limited to, carrying or displaying of weapons, jewelry, money, or other items that are prohibited in the school environment, or other items that are prohibited in the school environment.

Number of Offenses: 1-180 days out-of-school suspension; alternate suspension program (ASP); parent conference to re-enter school; or expulsion.

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

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

Harassment, including Sexual Harassment (see Board Policy 312.1)

1. Use of material of a sexual nature or unwelcome verbal, written or graphic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic prohibited by law. Examples of this type of harassment include, but are not limited to, racial jokes or comments, requests for sexual favors and other unwelcome sexual advances, graphic sexual contact, or threatening, intimidating or hostile acts based on a protected characteristic.

Number of Offenses: 1-180 days out-of-school suspension; alternate suspension program (ASP); parent conference to re-enter school; or expulsion.

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

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

suspension/alternate suspension program (ASP); or expulsion.

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

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

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic prohibited by law. Examples include, but are not limited to, touching or fondling of the genital areas, female breast exposure, or fondling of the breasts, or other sexual contact through undressing or pulling or displaying of clothing below the waistline.

Number of Offenses: 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 (ASP); or expulsion.

Final Offense: 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 (ASP); or expulsion.

Final Offense: 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 (ASP); or expulsion.

Final Offense: 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 (ASP); or expulsion.

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

Hazing (see Board policy JPCF) - Any activity that a reasonable person believes would adversely impact the mental or physical health or safety of a student...

Table with 3 columns: Number of Offense, Consequences, Loss of Privilege. Rows for First, Second, and Third Offenses.

Threat of Serious Injury or Death or Verbal Assault (see Board policy JPCF) - A written or oral threat, written, printed or verbal, directed at a student...

Table with 3 columns: Number of Offense, Consequences, Loss of Privilege. Rows for Second, Third, and Fourth Offenses.

Table with 3 columns: Number of Offense, Consequences, Loss of Privilege. Rows for First and Second Offenses.

Table with 3 columns: Number of Offense, Consequences, Loss of Privilege. Row for First Offense.

Table with 3 columns: Number of Offense, Consequences, Loss of Privilege. Rows for First and Subsequent Offenses.

Crashling - Being on an unsanctioned outcome, regardless of abuse, engaging in any game of chance or activity in which something of real or symbolic value may be won or lost.

Table with 3 columns: Number of Offense, Consequences, Loss of Privilege. Rows for First and Subsequent Offenses.

Inappropriate Devices - Possessing, displaying or using pen/lights or other devices used to cheat.

Table with 3 columns: Number of Offense, Consequences, Loss of Privilege. Rows for First and Second Offenses.

Weapons/Weapons (see Board policy JPCF) - Students are forbidden to bring any device, property or item considered to be a weapon as defined in law...

Table with 3 columns: Number of Offense, Consequences, Loss of Privilege. Row for First Offense.

Table with 3 columns: Number of Offense, Consequences, Loss of Privilege. Rows for Second and Third Offenses.

Extortion - Threatening or intimidating anyone for the purpose of with the intent of obtaining money or anything of value.

Table with 3 columns: Number of Offense, Consequences, Loss of Privilege. Rows for First and Second Offenses.

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 equipment.

Table with 3 columns: Number of Offense, Consequences, Loss of Privilege. Row for First Offense.

Table with 3 columns: Number of Offense, Consequences, Loss of Privilege. Rows for First and Subsequent Offenses.

Technology Misconduct (see Board policy JPCF and procedure 233-10.1) - Attempting, regardless of success, to gain unauthorized access to a technology system or information...

Table with 3 columns: Number of Offense, Consequences, Loss of Privilege. Row for First Offense.

Table with 3 columns: Number of Offense, Consequences, Loss of Privilege. Row for Second Offense.

VIOLATIONS AGAINST PROPERTY

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

Table with 3 columns: Number of Offense, Consequences, Loss of Privilege. Rows for First and Subsequent Offenses.

Automobile or Vehicle Misconduct/Driving - Driving on campus or inside during an on-campus or off-campus event.

Table with 3 columns: Number of Offense, Consequences, Loss of Privilege. Row for First Offense.

Table with 3 columns: Number of Offense, Consequences, Loss of Privilege. Row for Subsequent Offense.

False Alarm (see also "Threats of Serious Injury or Death or Verbal Assault") - Making any false alarm, such as bomb threat, setting off fire alarm, tampering with emergency equipment...

Table with 3 columns: Number of Offense, Consequences, Loss of Privilege. Rows for First and Subsequent Offenses.

Firearms - Students are forbidden to bring, possess or use firearms of any type on district grounds or property.

Table with 3 columns: Number of Offense, Consequences, Loss of Privilege. Row for First Offense.

Table with 3 columns: Number of Offense, Consequences, Loss of Privilege. Row for Subsequent Offense.

Use of Electronic Communication Devices - The use of student-owned electronic communication devices, defined as any cell phone or multi-media equipped devices...

Table with 3 columns: Number of Offense, Consequences, Loss of Privilege. Row for First Offense.

Second Offense:	Suspension. Conditional and possible suspension to pick up the device. Two days in-school suspension or Saturday School.	Loss of privilege. Five days not to ride.
Subsequent Offense:	Conditional and possible suspension will be required to pick up the device. Four days in-school suspension or two Saturday Schools.	Ten days not to ride and possible loss of driver's license privileges.

3. Violations other than those listed in (f) or (g) above or of Board policy E1B and procedure E1B-AP or any policy or procedure regarding student use of personal electronic devices.

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

4. Using video or audio recording equipment on district property or at district activities/events. If required by a district-sponsored class or activity, a participant has the right to refuse to participate in such activities unless such activities are necessary to complete the course and play at open level such as athletic competitions, concerts and plays at open level.

meeting of the Board of Education is exempt from being appointed by or at the direction of the Board, or as otherwise permitted by the statute.

Number of Offenses	Consequences	Loss of Privilege
First Offense:	Confiscation. Principal/teacher conference, detention, or in-school suspension.	Red card during suspension, possible red card upon return. Students on platform or gold cards will be on parole card for a minimum of two weeks upon re-entry to school.
Subsequent Offense:	Confiscation. Principal/teacher conference, detention, in-school suspension, or 1-180 days out-of-school suspension/alternate suspension program (ASP).	Red card during suspension, possible red card upon return. Students on platform or gold cards will be on parole card for a minimum of two weeks upon re-entry to school.

12th - Stealing or attempting to steal private or school property, known possession of stolen property.

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

	Days out-of-school suspension/alternate suspension program (ASP), or expulsion.	Student on platform or gold cards will be on parole card for a minimum of two weeks upon re-entry to school.
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Unauthorized Entry - Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked and not open to the general public, entering or assisting any other person to enter a district facility through an unauthorized entrance causing unauthorized persons to enter a district facility through any entrance.

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

Vandalism (see Board policy ECA) - Knowingly vandalizing, defacing or otherwise damaging or attempting to cause damage to real or personal property belonging to the district, staff or students. Intentional vandalism is a class A misdemeanor if the damage is, or loss of the property is in excess of \$1,000, which is then considered a class B felony.

Number of Offenses	Consequences	Loss of Privilege
First Offense:	Restitution.	Loss of privilege. Red card.

	suspension, possible expulsion.	card during suspension, possible red card upon return. Students on platform or gold cards will be on parole card for a minimum of two weeks upon re-entry to school.
Subsequent Offense:	Restitution and suspension, possible expulsion.	Red card during suspension, possible red card upon return. Students on platform or gold cards will be on parole card for a minimum of two weeks upon re-entry to school.

VIOLATIONS AGAINST PUBLIC DECENCY AND GOOD ORDER

Academic Dishonesty - Cheating on tests, assignments, projects or similar activities/assignments, claiming credit for another person's work. Fabrication of facts, sources or other supporting materials. Unauthorized collaboration, facilitating academic dishonesty, and other misconduct related to academic.

Number of Offenses	Consequences	Loss of Privilege
First Offense:	Called parent to credit for the assignment, notification to principal/parents.	Loss of privilege.
Subsequent Offense:	Called parent to credit for the assignment, notification to principal/parents, suspension.	Loss of privilege.

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

Number of Offenses	Consequences	Loss of Privilege
First Offense:	Notification of legal document. Warning from principal, detention, in-school suspension, 1-10 days out-of-school suspension/alternate suspension program (ASP).	Red card during suspension, possible red card upon return. Students on platform or gold cards will be on parole card for a minimum of two weeks upon re-entry to school.
Subsequent Offense:	Notification of legal document. In-school suspension, 1-180 days out-of-school suspension/alternate suspension program (ASP) or expulsion.	Red card during suspension, possible red card upon return. Students on platform or gold cards will be on parole card for a minimum of two weeks upon re-entry to school.

Disrespectful or Derisive Speech or Conduct (see Board policy AC & Large Instruments) - Verbal, written, printed or symbolic language or gesture that is directed against a person that is a violation of district policy or is otherwise rude, vulgar, obscene, considered inappropriate in educational settings, or that may result in a violation of district policy or is otherwise rude, vulgar, obscene, considered inappropriate in educational settings, or that may result in a violation of district policy. This includes talking in class when not to do so. Students will not be disciplined for speech in situations where it is protected by law.

Number of Offenses	Consequences	Loss of Privilege
First Offense:	Conference with student and parent/teacher/therapist/behavioral specialist. 1-3 days in-school suspension/alternate suspension program (ASP).	Loss of privilege for three weeks.
Subsequent Offense:	Saturday School, 1-10 days out-of-school.	Red card during suspension.

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

ID Violation - Displaying or using another student's ID card, displaying or using any other card on school property.

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

Harassment/Intimidation or Bullying - A Staff Member.

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

Subsequent Offense:	1-180 days out-of-school suspension/alternate suspension program (ASP).	Red card during suspension, possible red card upon return. Students on platform or gold cards will be on parole card for a minimum of two weeks upon re-entry to school.
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Number of Offenses	Consequences	Loss of Privilege
First Offense:	Detention, 1-10 days in-school suspension.	Red card during suspension, possible red card upon return. Students on platform or gold cards will be on parole card for a minimum of two weeks upon re-entry to school.
Second Offense:	1-10 days out-of-school suspension/alternate suspension program (ASP).	Red card during suspension, possible red card upon return. Students on platform or gold cards will be on parole card for a minimum of two weeks upon re-entry to school.
Subsequent Offense:	1-180 days out-of-school suspension/alternate suspension program (ASP), or expulsion.	Red card during suspension, possible red card upon return. Students on platform or gold cards will be on parole card for a minimum of two weeks upon re-entry to school.

Public Display of Affective - The public display of affection, including, but not limited to, kissing and groping, when not in excess.

	in and appropriate behavior at school.	Loss of privilege.
First Offense:	Conference and warning.	Loss of privilege.
Second Offense:	Detention, in-school suspension, parent conference.	Red card for a minimum of three weeks.
Subsequent Offense:	Minimum of 5 days suspension.	Extended red card (no conference/detention).

Sexual Assault/Possession of Sexually Explicit, Vulgar or Obscene Material - Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or obscene material, including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to 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.

Number of Offenses	Consequences	Loss of Privilege
First Offense:	Confiscation; principal/teacher conference; detention; in-school suspension, or 1-10 days out-of-school suspension/alternate suspension program (ASP).	Red card during suspension, possible red card upon return. Students on platform or gold cards will be on parole card for a minimum of two weeks upon re-entry to school.
Subsequent Offense:	Confiscation; in-school suspension, 1-180 days out-of-school suspension/alternate suspension program (ASP), or expulsion.	Red card during suspension, possible red card upon return. Students on platform or gold cards will be on parole card for a minimum of two weeks upon re-entry to school.

		on parole card for a minimum of two weeks upon re-entry to school.
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Sexual Activity - Acts of sexual stimulation, acts of sodomy, or acts of sexual intercourse.

Number of Offenses	Consequences	Loss of Privilege
First Offense:	Principal/Student conference; detention; in-school suspension, or 1-180 days out-of-school suspension/alternate suspension program (ASP).	Red card during suspension, possible red card upon return. Education to be determined by administrator. Students on platform or Gold cards will be on parole card for a minimum of two weeks upon re-entry to school.
Subsequent Offense:	Detention; in-school suspension, 1-180 days out-of-school suspension/alternate suspension program (ASP), or expulsion.	Red card during suspension, possible red card upon return. Education to be determined by administrator. Students on platform or gold cards will be on parole card for a minimum of two weeks upon re-entry to school.

VIOLATIONS AGAINST PUBLIC HEALTH & SAFETY

Drug/Alcohol (see Board policy J7)(1) and J8)(2) - Possession of or substance while under the influence of or use of, after consuming any unauthorized psychoactive drug, alcohol, toxic substance, unauthorized substance, restricted drug, restricted controlled substances drug, or restricted psychoactive drug, including substances and illegal drugs defined as substances identified under

schedules I, II, III, IV or V in section 2330a of the Controlled Substances Act.

Table with 3 columns: Number of Offense, Consequences, Loss of Privilege. Rows include First Offense (up to 180 days out-of-school suspension) and Subsequent Offense (1-180 days out-of-school suspension).

Table with 3 columns: Number of Offense, Consequences, Loss of Privilege. Row: Subsequent Offense (1-180 days out-of-school suspension).

Table with 3 columns: Number of Offense, Consequences, Loss of Privilege. Rows include First Offense (1-180 days out-of-school suspension) and Subsequent Offense (180 days out-of-school suspension).

Table with 3 columns: Number of Offense, Consequences, Loss of Privilege. Row: First Offense (1-3 days out-of-school suspension).

Table with 3 columns: Number of Offense, Consequences, Loss of Privilege. Rows include First Offense (1-3 days out-of-school suspension) and Subsequent Offense (1-3 days out-of-school suspension).

VIOLATIONS AGAINST SCHOOL ADMINISTRATION. Article 16 of the School Code is expected to address the behavior of young adults...

what gives, gives of any type, either of any type (including those used to attach to buildings, cars and more like products, laser rifles and any other item considered to be a danger or nuisance to the operation of the high school. Any such items will be subject to confiscation...

Classroom Cleanliness. Classroom Cleanliness and Performance from a closed campus setting. Any items not on the list may be subject to confiscation on school property...

Dismissal from a School Suspension - Any student who is dismissed from the ISS cannot be readmitted by the supervisor unless the student requests a re-entry.

Table with 3 columns: Number of Offense, Consequences, Loss of Privilege. Rows include First Offense (1-3 days out-of-school suspension) and Second Offense (3-10 days out-of-school suspension).

Table with 3 columns: Number of Offense, Consequences, Loss of Privilege. Rows include Subsequent Offense (1-180 days out-of-school suspension) and Subsequent Offense (180 days out-of-school suspension).

Dismissal from Alternative Suspension Program (ASP) - Any student assigned to ASP who is disruptive in the classroom or on campus...

Table with 3 columns: Number of Offense, Consequences, Loss of Privilege. Row: 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 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.

Table with 3 columns: Number of Offense, Consequences, Loss of Privilege. Rows include First Offense (1-3 days out-of-school suspension) and Subsequent Offense (1-3 days out-of-school suspension).

Failure to Attend After-School Detention - Students who are assigned to After-School Detention are required to have in their possession a copy of their After-School Detention report and bring books and materials to study...

Table with 3 columns: Number of Offense, Consequences, Loss of Privilege. Row: First Offense (1 day out-of-school suspension).

Table with 3 columns: Number of Offense, Consequences, Loss of Privilege. Rows include Subsequent Offense (2 days out-of-school suspension) and First Offense (1-3 days out-of-school suspension).

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

Table with 3 columns: Number of Offense, Consequences, Loss of Privilege. Rows include First Offense (1-3 days out-of-school suspension) and Subsequent Offense (1-3 days out-of-school suspension).

Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences - Violating the conditions of a suspension, expulsion or other disciplinary consequences including, but not limited to, participating in or attending any district-sponsored activity or being on any district property...

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being over the 180-day limit of district property during a suspension, consideration shall be given to whether the student poses a danger to the safety of any child or school employee and whether the student's presence is disruptive to the educational process...

Table with 3 columns: Number of Offense, Consequences, Loss of Privilege. Rows include First Offense (Verbal warning, 1-180 days out-of-school suspension) and Subsequent Offense (1-180 days out-of-school suspension).

Lockers (see Board Policy 310) - Lockers are school property and provided as a convenience for students to use. They are to be kept clean, uncluttered and free of any items that are not school property.

Students should not loiter and wait in their lockers. If they do, they may be cited for loitering and held in the office. Changing lockers or leaving lockers may result in school suspension.

Tardiness (see Board Policy 310) - Tardiness is school property and provided as a convenience for students to use. They are to be kept clean, uncluttered and free of any items that are not school property.

consequence of excessive tardiness as an offense.

Table with 3 columns: Number of Offense, Consequences, Loss of Privilege. Rows include First Offense (Parent notification), Second Offense (2 lunch detentions), Third Offense (Saturday school or after-school detention), and Subsequent Offense (In-school suspension).

Treasury (see Board Policy 310) - Treasury is school property and provided as a convenience for students to use. They are to be kept clean, uncluttered and free of any items that are not school property.

Treasury (see Board Policy 310) - Treasury is school property and provided as a convenience for students to use. They are to be kept clean, uncluttered and free of any items that are not school property.

Table with 3 columns: Number of Offense, Consequences, Loss of Privilege. Rows include First Offense (Detention, Saturday school) and Second Offense (Detention, Saturday school).

Student Placed in Private Schools by Their Parents
The Council on 11 School District has an obligation to provide to the
applicable state education agency (SEA) a copy of the student's records...

Disabilities and Identification
The Council on 11 School District will implement procedures as listed by
the IDEA to identify operating conditions of the school district...

If the district is not satisfied with the results of an evaluation, the
district may request a hearing to review the results of the evaluation...

Independent Evaluation
The district may provide an independent educational evaluation (IEE) upon
request of a parent of a child with a disability...

At-Risk School Year
In order to ensure the highest educational achievement for students with
a disability under the IDEA, the district will provide appropriate...

Mediation and Conflict Resolution
The Board of Education will provide mediation services to the
district and to the parents of students with disabilities...

Students with Health Care Plans
The district will ensure that students with health care plans are
provided with appropriate accommodations and modifications...

Programs for Gifted and Talented
The Council on 11 School District Board of Education recognizes the
need to provide appropriate educational programs for gifted and...

Programs for English Language Learners
The Board of Education recognizes the need to provide special educational
programs for English language learners...

Programs for Gifted and Talented
The Council on 11 School District Board of Education recognizes the
need to provide appropriate educational programs for gifted and...

Handbook
The district will ensure that the handbook is available to all students
and parents...

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and parents...

Handbook
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Services
The district will ensure that all students with disabilities receive
appropriate educational services...

Transportation
The district will ensure that all students with disabilities receive
appropriate transportation services...

Special Services
The district will ensure that all students with disabilities receive
appropriate special services...

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will notify the State Director and request assistance if needed.
GRIEVANCE COMPLAINTS
The Board of Education will ensure that all complaints are handled in a
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STUDENT HANDBOOK 2014-2015



Developing Skills for a Lifetime

Mrs. Jackie Jenkins, Director
Mrs. Kathy Hueste, Assistant Director
Mrs. Liz Pogue, Counselor

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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 literary within your technical program area, and preparing you to 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,

Jackie Jenkins
Mrs. Jackie Jenkins, Director
Lake Career & Technical Center

The district shall survey and assess the exposure of flammable aerosols 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 Airborne Hazard Emergency Response Act, as described in regulations of the EPA.

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.

- 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 agency.
- Post warning of all areas containing asbestos, and send a written notice to parents and employees, advising 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.

ADMISSION
The district shall survey and assess the exposure of flammable aerosols 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 Airborne 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 homework assignments, or receiving services at another location pursuant to law or agreement of the district.

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

- High attendance of students from regular classroom learning experiences disrupts the continuity of the instructional process.
- The benefits of classroom instruction, on time, 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 the Board to enforce the law.
- State law authorizes school boards to create all possible rules for organization and government in the district.

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

Development of Rules and Procedures: The superintendent, with the assistance of building-level administrators and other administrators 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 prohibit 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 absences, 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 requested, with parent verification.

August 19	School Begins
August 20	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 Conference 4 - 8 pm
October 28	Early Release - Professional Collaboration
October 31	No School - Winter Break
November 20	Early Release - Professional Collaboration
November 25	End of First Semester - Christmas Vacation begins at 12:00 pm
January 5	School Resumes
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 26	No School - Easter Break
May 20	Early Release - School Term Ends - 11:30 pm
May 21	Teacher Work Day

August 19	School Begins
August 20	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 Conference 4 - 8 pm
October 28	Early Release - Professional Collaboration
October 31	No School - Winter Break
November 20	Early Release - Professional Collaboration
November 25	End of First Semester - Christmas Vacation begins at 12:00 pm
January 5	School Resumes
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 26	No School - Easter Break
May 20	Early Release - School Term Ends - 11:30 pm
May 21	Teacher Work Day

MAKE-UP SCHEDULE FOR ABSENCED SCHOOL DAYS:
1st Day - May 21, 2nd Day - May 22, 3rd Day - May 26, 4th Day - May 27, 5th Day - May 28, 6th Day - May 29, 7th Day - June 1, 8th Day - June 2

CAMDENTON R-III SCHOOL DISTRICT STRATEGIC PLAN 2013-2015
Vision: To create a learning community that maximizes each individual's performance for future success
Mission: Every student learning every day.

CAREER & TECHNICAL STUDENT ORGANIZATIONS
FFA, PFA, and SkillsUSA: Each organization offers career content, awards, and leadership opportunities.
FFA, PFA, and SkillsUSA are organizations that prepare students for the world of work by developing social and leadership skills 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, PFA, and SkillsUSA activities have been incorporated into the twinning course and participation is required.

- Benefits of being an active participant:
 - Being a positive group.
 - Community involvement.
 - Networking opportunities and meeting new people.
 - Leadership positions.
 - Practical experience for the job and scholarship applications.
 - Provides an opportunity to excel.
 - Gain confidence through competition.
 - Write a resume for college.
 - Many LCTC Honors incorporate active participation in a student organization.

Students who are a member of a CTSO will not receive a diploma at the end of the year!

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 Handbook or Board Policies at www.camdentonschools.org or by contacting the superintendent's office.

ADMINISTRATION OF MEDICATIONS TO STUDENTS

Definitions
Medication - 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 to be beneficial or performance enhancing.
Authorized Prescriber - Includes a health care provider licensed or otherwise authorized by state law to prescribe medication.

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

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 medication 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 it 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 prescriptive medications to students while also consulting in collaboration with transportation and school administration. In carrying out their legal duty to protect the health, welfare and safety of students, nurses will, when necessary, clearly 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 on the *Patient's Care Reference (PCR)* or other recognized medical or pharmaceutical label. 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.

- Medical appointments, with written appointment confirmation by medical provider.
- Ferneral, with written excuse from parent. The building principal may require a program or other evidence from services visit.
- Religious observance, 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 excused days) will be excused up to eight (8) days at which time additional absences due to parent request 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, is on leave from, or is immediately returned from deployment to a combat zone or combat support position, with permission of the superintendent or principal.
- 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 absences for which required documentation is not provided are unexcused.

Make-Up and Encompass Work Students will be expected to complete all work, including but not limited to course assignments, papers, projects, quizzes, etc. IT IS THE RESPONSIBILITY OF THE STUDENT TO obtain assignments. Make-up assignments (written and/or oral) will be determined by the instructor.

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

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

Leaving School During the Day: A student's responsibility is to their schoolwork, during the school day. Any student that leaves out of school must have parent or guardian permission and must sign up in the LCTC Office. Three tardies without 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, 90% attendance recommended, be an active member in a career and technical student organization, have a good attitude and be cooperative, and may other instructor stipulations. For every 10 students per program, one award may be given. Seniors who graduate early - may receive a letter to request they be considered for year-end recognition.

ELKS CLUB STUDENT OF THE MONTH/AWARD: Two students each month will be chosen. Students are recommended by the instructor and chosen by the LCTC staff. Each student receives a cash award as well as attending a luncheon in honor of 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 keeps track of all awards and honors a student receives who have completed at least a 2-hour block and an LCTC must have at least an A (90%) grade in the first semester or well as the district quarter grade at LCTC, average 95% attendance during the entire year (Note: If there are extenuating circumstances for lower than 95% attendance, it should be discussed between the student and the instructor and documented on the student's passport) 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. **Awarding criteria:**
An administrator's letter that introduces and explains the purpose of the Passport.
Student's resume.

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 evidence 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 not allow students to self-administer medication for the treatment of asthma and inhalers/insulin to students 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 medication 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 trained in the correct and responsible use of the medication and has demonstrated to the physician or the student's designee that it is safe and necessary to use the medication.
- The student has demonstrated proper self-administration techniques 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 liability as a result of any injury arising from the self-administration of each 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 possess the medication for her medication for her medication for the purpose of self-administration. The district will permit possession and use of the medication for the treatment of asthma or inhalers/insulin on district property, at district-sponsored activities and on transit and from school or activities in accordance with law. The district will allow permit the possession of other medication for the purpose of self-administration as required by the student's 504 plan. The district may otherwise permit the possession of medication for self-administration in accordance with law. No student will be permitted to possess any medication unless the parent/guardian has submitted an approved authorization and is in accordance with this policy.

Emergency Medication
In buildings in this district an epinephrine auto-injector and/or epinephrine auto-injectors that can be administered by the school nurse or other trained staff, based on his or her training, that a student is having a life-threatening allergic reaction. Epinephrine will only be administered in accordance with written protocols provided by an authorized prescriber. The Board will purchase an adequate number of certified epinephrine auto-injectors 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, or district transportation during a district activity may be suspended 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.

ADMISSION CONTROL

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

- Use specifically accredited/identified 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.

- A Certificate of Completion
 - Complete any late identifying tasks mastered by the student.
 - Career year attendance record.
- LCTC SCHOLARSHIPS:**
Qualifications for Scholarship:
Student must have a cumulative high school GPA of 3.0 or higher.
All owner and technical student grants must be a 2+ 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 having early entrance per year order.
Student must have completed 7 semesters of high school.

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

NATIONAL TECHNICAL HONOR SOCIETY

- Qualifications for Membership:
Student must have a cumulative high school GPA of 3.0 or higher.
All owner and technical student grants must be a 2+ 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 having early entrance per year order.
Student must have completed 7 semesters of high school.

MEMBERSHIP ATTENDANCE

- Each student with at least 95% attendance at LCTC will be nominated on a monthly basis.
- Students will be reviewed for having at least 98% attendance at LCTC at the end of each quarter for each LCTC class holder status.
- Students who have at least 98% attendance at LCTC at the end of each semester will qualify for a award.
- End of Year - Recognition for students who have at least 98% attendance at LCTC will be made.

*Please note that if a student who is awarded having early entrance per year order.

SUPERIOR ACHIEVEMENT

- Students who are awarded for having at least a 95% (A) grade at the end of each quarter for each LCTC class holder status.
- Students who have at least 95% (A) grade at the end of each semester will qualify for a award.

Notes: Students may be disqualified from awards and honors unless participation in the recognition ceremony or holder receives five or more consecutive days of any form of suspension. Students may appeal disciplinary or non-disciplinary suspension to the Recognition/Achievement Team following these procedures:
Step 1: Write letter going on to the team Chair for review.
Step 2: If denied, may request a formal presentation to the team which will allow:
Include the instructor and - when appropriate - the lead Career and Technical Student Organization advisor.

BREAK

An instructor assigned break may be given. This is a privilege that can be removed by the instructor or administrator. Breaks must be left until and apply to the use, or sending a letter will be treated. There should be no running, shouting, loud talk, or profanity in the halls or break areas at anytime. NO CHANGES AVAILABLE IN THE OFFICE. Applications for refunds are available from the office.

Notes: CTSO Competition/Officer Regulations

- Students may be disqualified from team or individual competitive events, CTSO events, and/or removal from office if they are disqualified from one or more competitive events or if they are disqualified from one or more competitive events 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 presence of 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 classroom 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 your 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.

LCTC Schedule	Daily Schedule	Early Mornings	CHS Late Start
8th Hour Begins - 1st Hour Ends	8:00 - 8:50	8:00 - 8:50	9:00 - 9:50
9th Hour Begins - 10th Hour Ends	8:55 - 9:45	8:55 - 9:45	9:55 - 10:45
10th Hour Begins - 11th Hour Ends	9:50 - 10:40	9:50 - 10:40	10:50 - 11:40
11th Hour Begins - 12th Hour Ends	10:45 - 11:35	10:45 - 11:35	11:45 - 12:35
12th Hour Begins - 1st Hour Ends	11:40 - 12:30	11:40 - 12:30	12:40 - 1:30
1st Hour Begins - 2nd Hour Ends	12:35 - 1:25	12:35 - 1:25	1:35 - 2:25
2nd Hour Begins - 3rd Hour Ends	1:30 - 2:20	1:30 - 2:20	2:30 - 3:20
3rd Hour Begins - 4th Hour Ends	2:25 - 3:15	2:25 - 3:15	3:25 - 4:15
4th Hour Begins - 5th Hour Ends	3:20 - 4:10	3:20 - 4:10	4:20 - 5:10
5th Hour Begins - 6th Hour Ends	4:15 - 5:05	4:15 - 5:05	5:15 - 6:05
6th Hour Begins - 7th Hour Ends	5:10 - 6:00	5:10 - 6:00	6:10 - 7:00
7th Hour Begins - 8th Hour Ends	6:05 - 6:55	6:05 - 6:55	7:05 - 7:55
8th Hour Begins - 9th Hour Ends	7:00 - 7:50	7:00 - 7:50	8:00 - 8:50
9th Hour Begins - 10th Hour Ends	7:55 - 8:45	7:55 - 8:45	8:55 - 9:45
10th Hour Begins - 11th Hour Ends	8:50 - 9:40	8:50 - 9:40	9:50 - 10:40
11th Hour Begins - 12th Hour Ends	9:45 - 10:35	9:45 - 10:35	10:45 - 11:35
12th Hour Begins - 1st Hour Ends	10:40 - 11:30	10:40 - 11:30	11:40 - 12:30
1st Hour Begins - 2nd Hour Ends	11:35 - 12:25	11:35 - 12:25	12:35 - 1:25
2nd Hour Begins - 3rd Hour Ends	12:30 - 1:20	12:30 - 1:20	1:30 - 2:20
3rd Hour Begins - 4th Hour Ends	1:25 - 2:15	1:25 - 2:15	2:25 - 3:15
4th Hour Begins - 5th Hour Ends	2:20 - 3:10	2:20 - 3:10	3:20 - 4:10
5th Hour Begins - 6th Hour Ends	3:15 - 4:05	3:15 - 4:05	4:15 - 5:05
6th Hour Begins - 7th Hour Ends	4:10 - 5:00	4:10 - 5:00	5:10 - 6:00
7th Hour Begins - 8th Hour Ends	5:05 - 5:55	5:05 - 5:55	6:05 - 6:55
8th Hour Begins - 9th Hour Ends	6:00 - 6:50	6:00 - 6:50	7:00 - 7:50
9th Hour Begins - 10th Hour Ends	6:55 - 7:45	6:55 - 7:45	7:55 - 8:45
10th Hour Begins - 11th Hour Ends	7:50 - 8:40	7:50 - 8:40	8:50 - 9:40
11th Hour Begins - 12th Hour Ends	8:45 - 9:35	8:45 - 9:35	9:45 - 10:35
12th Hour Begins - 1st Hour Ends	9:40 - 10:30	9:40 - 10:30	10:40 - 11:30
1st Hour Begins - 2nd Hour Ends	10:35 - 11:25	10:35 - 11:25	11:35 - 12:25
2nd Hour Begins - 3rd Hour Ends	11:30 - 12:20	11:30 - 12:20	12:30 - 1:20
3rd Hour Begins - 4th Hour Ends	12:25 - 1:15	12:25 - 1:15	1:25 - 2:15
4th Hour Begins - 5th Hour Ends	1:20 - 2:10	1:20 - 2:10	2:20 - 3:10
5th Hour Begins - 6th Hour Ends	2:15 - 3:05	2:15 - 3:05	3:15 - 4:05
6th Hour Begins - 7th Hour Ends	3:10 - 4:00	3:10 - 4:00	4:10 - 5:00
7th Hour Begins - 8th Hour Ends	4:05 - 4:55	4:05 - 4:55	5:05 - 5:55
8th Hour Begins - 9th Hour Ends	5:00 - 5:50	5:00 - 5:50	6:00 - 6:50
9th Hour Begins - 10th Hour Ends	5:55 - 6:45	5:55 - 6:45	6:55 - 7:45
10th Hour Begins - 11th Hour Ends	6:50 - 7:40	6:50 - 7:40	7:50 - 8:40
11th Hour Begins - 12th Hour Ends	7:45 - 8:35	7:45 - 8:35	8:45 - 9:35
12th Hour Begins - 1st Hour Ends	8:40 - 9:30	8:40 - 9:30	9:40 - 10:30
1st Hour Begins - 2nd Hour Ends	9:35 - 10:25	9:35 - 10:25	10:35 - 11:25
2nd Hour Begins - 3rd Hour Ends	10:30 - 11:20	10:30 - 11:20	11:30 - 12:20
3rd Hour Begins - 4th Hour Ends	11:25 - 12:15	11:25 - 12:15	12:25 - 1:15
4th Hour Begins - 5th Hour Ends	12:30 - 1:20	12:30 - 1:20	1:30 - 2:20
5th Hour Begins - 6th Hour Ends	1:25 - 2:15	1:25 - 2:15	2:25 - 3:15
6th Hour Begins - 7th Hour Ends	2:20 - 3:10	2:20 - 3:10	3:20 - 4:10
7th Hour Begins - 8th Hour Ends	3:15 - 4:05	3:15 - 4:05	4:15 - 5:05
8th Hour Begins - 9th Hour Ends	4:10 - 5:00	4:10 - 5:00	5:10 - 6:00
9th Hour Begins - 10th Hour Ends	5:05 - 5:55	5:05 - 5:55	6:05 - 6:55
10th Hour Begins - 11th Hour Ends	6:00 - 6:50	6:00 - 6:50	7:00 - 7:50
11th Hour Begins - 12th Hour Ends	6:55 - 7:45	6:55 - 7:45	7:55 - 8:45
12th Hour Begins - 1st Hour Ends	7:50 - 8:40	7:50 - 8:40	8:50 - 9:40
1st Hour Begins - 2nd Hour Ends	8:45 - 9:35	8:45 - 9:35	9:45 - 10:35
2nd Hour Begins - 3rd Hour Ends	9:40 - 10:30	9:40 - 10:30	10:40 - 11:30
3rd Hour Begins - 4th Hour Ends	10:35 - 11:25	10:35 - 11:25	11:35 - 12:25
4th Hour Begins - 5th Hour Ends	11:30 - 12:20	11:30 - 12:20	12:30 - 1:20
5th Hour Begins - 6th Hour Ends	12:25 - 1:15	12:25 - 1:15	1:25 - 2:15
6th Hour Begins - 7th Hour Ends	1:20 - 2:10	1:20 - 2:10	2:20 - 3:10
7th Hour Begins - 8th Hour Ends	2:15 - 3:05	2:15 - 3:05	3:15 - 4:05
8th Hour Begins - 9th Hour Ends	3:10 - 4:00	3:10 - 4:00	4:10 - 5:00
9th Hour Begins - 10th Hour Ends	4:05 - 4:55	4:05 - 4:55	5:05 - 5:55
10th Hour Begins - 11th Hour Ends	5:00 - 5:50	5:00 - 5:50	6:00 - 6:50
11th Hour Begins - 12th Hour Ends	5:55 - 6:45	5:55 - 6:45	6:55 - 7:45
12th Hour Begins - 1st Hour Ends	6:50 - 7:40	6:50 - 7:40	7:50 - 8:40
1st Hour Begins - 2nd Hour Ends	7:45 - 8:35	7:45 - 8:35	8:45 - 9:35
2nd Hour Begins - 3rd Hour Ends	8:40 - 9:30	8:40 - 9:30	9:40 - 10:30
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11th Hour Begins - 12th Hour Ends	5:05 - 5:55	5:05 - 5:55	6:05 - 6:55
12th Hour Begins - 1st Hour Ends	6:00 - 6:50	6:00 - 6:50	7:00 - 7:50
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2nd Hour Begins - 3rd Hour Ends	5:00 - 5:50	5:00 - 5:50	6:00 - 6:50
3rd Hour Begins - 4th Hour Ends	5:55 - 6:45	5:55 - 6:45	6:55 - 7:45
4th Hour Begins - 5th Hour Ends	6:50 - 7:40	6:50 - 7:40	7:50 - 8:40
5th Hour Begins - 6th Hour Ends	7:45 - 8:35	7:45 - 8:35	8:45 - 9:35
6th Hour Begins - 7th Hour Ends	8:40 - 9:30	8:40 - 9:30	9:40 - 10:30
7th Hour Begins - 8th Hour Ends	9:35 - 10:25	9:35 - 10:25	10:35 - 11:25
8th Hour Begins - 9th Hour Ends	10:30 - 11:20	10:30 - 11:20	11:30 - 12:20
9th Hour Begins - 10th Hour Ends	11:25 - 12:15	11:25 - 12:15	12:25 - 1:15
10th Hour Begins - 11th Hour Ends	12:30 - 1:20	12:30 - 1:20	1:30 - 2:20
11th Hour Begins - 12th Hour Ends	1:25 - 2:15	1:25 - 2:15	2:25 - 3:15
12th Hour Begins - 1st Hour Ends	2:20 - 3:10	2:20 - 3:10	3:20 - 4:10
1st Hour Begins - 2nd Hour Ends	3:15 - 4:05	3:15 - 4:05	4:15 - 5:05
2nd Hour Begins - 3rd Hour Ends	4:10 - 5:00	4:10 - 5:00	5:10 - 6:00
3rd Hour Begins - 4th Hour Ends	5:05 - 5:55	5:05 - 5:55	6:05 - 6:55
4th Hour Begins - 5th Hour Ends	6:00 - 6:50	6:00 - 6:50	7:00 - 7:50
5th Hour Begins - 6th Hour Ends	6:55 - 7:45	6:55 - 7:45	7:55 - 8:45
6th Hour Begins - 7th Hour Ends	7:50 - 8:40	7:50 - 8:40	8:50 - 9:40
7th Hour Begins - 8th Hour Ends	8:45 - 9:35	8:45 - 9:35	9:45 - 10:35
8th Hour Begins - 9th Hour Ends	9:40 - 10:30	9:40 - 10:30	10:40 - 11:30
9th Hour Begins - 10th Hour Ends	10:35 - 11:25	10:35 - 11:25	11:35 - 12:25
10th Hour Begins - 11th Hour Ends	11:30 - 12:20	11:30 - 12:20	12:30 - 1:20
11th Hour Begins - 12th Hour Ends	12:25 - 1:15	12:25 - 1:15	1:25 - 2:15
12th Hour Begins - 1st Hour Ends	1:20 - 2:10	1:20 - 2:10	2:20 - 3:10
1st Hour Begins - 2nd Hour Ends	2:15 - 3:05	2:15 - 3:05	3:15 - 4:05
2nd Hour Begins - 3rd Hour Ends	3:10 - 4:00	3:10 - 4:00	4:10 - 5:00
3rd Hour Begins - 4th Hour Ends	4:05 - 4:55	4:05 - 4:55	5:05 - 5:55
4th Hour Begins - 5th Hour Ends	5:00 - 5:50	5:00 - 5:50	6:00 - 6:50
5th Hour Begins - 6th Hour Ends	5:55 - 6:45	5:55 - 6:45	6:55 - 7:45
6th Hour Begins - 7th Hour Ends	6:50 - 7:40	6:50 - 7:40	7:50 - 8:40
7th Hour Begins - 8th Hour Ends	7:45 - 8:35	7:45 - 8:35	8:45 - 9:35
8th Hour Begins - 9th Hour Ends	8:40 - 9:30	8:40 - 9:30	9:40 - 10:30
9th Hour Begins - 10th Hour Ends	9:35 - 10:25	9:35 - 10:25	10:35 - 11:25
10th Hour Begins - 11th Hour Ends	10:30 - 11:20	10:30 - 11:20	11:30 - 12:20
11th Hour Begins - 12th Hour Ends	11:25 - 12:15	11:25 - 12:15	12:25 - 1:15
12th Hour Begins - 1st Hour Ends	12:30 - 1:20	12:30 - 1:20	1:30 - 2:20
1st Hour Begins - 2nd Hour Ends	1:25 - 2:15	1:25 - 2:15	2:25 - 3:15
2nd Hour Begins - 3rd Hour Ends	2:20 - 3:10	2:20 - 3:10	3:20 - 4:10
3rd Hour Begins - 4th Hour Ends	3:15 - 4:05	3:15 - 4:05	4:15 - 5:05
4th Hour Begins - 5th Hour Ends	4:10 - 5:00	4:10 - 5:00	5:10 - 6:00
5th Hour Begins - 6th Hour Ends	5:05 - 5:55	5:05 - 5:55	6:05 - 6:55
6th Hour Begins - 7th Hour Ends	6:00 - 6:50	6:00 - 6:50	7:00 - 7:50
7th Hour Begins - 8th Hour Ends	6:55 - 7:45	6:55 - 7:45	7:55 - 8:45
8th Hour Begins - 9th Hour Ends	7:50 - 8:40	7:50 - 8:40	8:50 - 9:40
9th Hour Begins - 10th Hour Ends	8:45 - 9:35	8:45 - 9:35	9:45 - 10:35
10th Hour Begins - 11th Hour Ends	9:40 - 10:30	9:40 - 10:30	10:40 - 11:30
11th Hour Begins - 12th Hour Ends	10:35 - 11:25	10:35 - 11:25	11:35 - 12:25
12th Hour Begins - 1st Hour Ends	11:30 - 12:20	11:30 - 12:20	12:30 - 1:20
1st Hour Begins - 2nd Hour Ends	12:25 - 1:15	12:25 - 1:15	1:25 - 2:15

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 postponed information survey, regardless of the source of funding. These measures may include limiting access to the completed survey and the survey results as follows by law. All student educational records will be protected in accordance with law and Board policy 20.

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 parent/guardians, helps students avoid risks to their health and enables 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 issues associated with adolescent sexual activity. Students shall be told 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 best 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 contraceptive 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 abstinence, 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 ensure 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, and common moral/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 legal penalties to their financial responsibility for children born in and out of wedlock and advise students of the provisions of chapter 566, R.S.M., 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/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 in a public record prior to the use of such materials in actual instruction.

TECHNOLOGY USAGE POLICY

Student Users
No student will be given access to the district's technology resources until the student signs the *User Agreement* 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 their negligence.
- Deleting, examining, copying or modifying files or data belonging to other users without their prior consent is prohibited.
- Mass copying 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.
- Assessing fees for services without permission from an administrator is prohibited. A user who receives such services without permission is solely responsible for 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 obscene or vulgar or otherwise 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 a 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 humiliates 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 danger to the health, safety or welfare of others, or causes the disclosure of confidential information 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 local 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 provided 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, on necessary.
- Users may only install and use properly licensed software, music or videomedia 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.

All times 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 subjected 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 networking system or the files of another is prohibited.
- Use of district technology to connect to other systems, in violation 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 attempt to access a higher level of privilege on the technology resources without authorization is prohibited.
- The introduction of computer viruses, holding tools or other disruptive or destructive programs into a district computer, network or any external network 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 on 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 or message, or any violation, unless the communication is 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 case 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 enhance 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, staff members will place the call or see that the student receives the message.

TOOLS SUPPLY LIST (TEXTBOOKS)

The tools, equipment, supplies, textbooks and reference materials are provided by LICET. You can appreciate the fact these items are expensive for the technical programs offered at IATC. 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

John Carter & Technical Center
P.O. Box 1409, 209 Doss Blvd.
Cameron, MO 65920
(373) 346-9200
Fax: (373) 346-9284
www.cameronschools.org

- Mrs. Jackie Jenkins, Director - Ext. 4272 - jjenkins@cameronschools.org
- Mr. Bob Van Lan, Career Center Secretary - lan@cameronschools.org - 346-9366
- Mrs. Kathy Haertel, Assistant Director - Ext. 4273 - haertel@cameronschools.org
- Mrs. Cindy Walters, Adult and Community Education Secretary - cwalters@cameronschools.org - 346-9377
- Guidance**
Mrs. Lori Pege, Counselor - 346-9277 - lpege@cameronschools.org
- Mrs. Lari Mathis, Guidance Secretary - 346-9276 - lmathis@cameronschools.org
- Art Power & Construction, Construction Production, Intro to Architecture, Draft & Landscape Maintenance**
Mr. Jeff Shires, Instructor - 346-9377 - jshires@cameronschools.org
- Auto Body Repair, Introduction to Automotive, Heavy Truck Operation & Maintenance**
Mr. Josh Toops, Instructor - 317-3844 - jtoops@cameronschools.org
- Automotive Tech, Automotive Diagnostic Electronics & Fueling, Auto Area Maintenance (Explosion)**
Mr. Dennis Perkins, Instructor - Ext. 4264 - dperkins@cameronschools.org
- Building Trades, Wood Technology, Welding Shop & Cabinetmaking**
Mr. Ryan Berden, Instructor - Ext. 4104 - rberden@cameronschools.org
- Collation Printing & Desktop Publishing, Calligraphy, Graphic Technology**
Mr. Larry Brown, Instructor - Ext. 4245 - lrbrown@cameronschools.org
- Computer Repair & Networking, Smart Home Tech, Emergency Prep**
Mr. Lynn Crum, Instructor - Ext. 4278 - lcrum@cameronschools.org
- Crime Scene Investigation, Law Enforcement, Introduction to Law Enforcement**
Officer Chris Collier, Instructor - Ext. 4272 - ccollier@cameronschools.org
- Culinary Arts, Professional Culinary Careers, Introduction to Culinary Arts**
Chef Jackie Wilson, Instructor - Ext. 4278 - jwilson@cameronschools.org
- Foundations of Education, Intro to Teaching, Teaching**
Mrs. Janice Kasha, Instructor - Ext. 4272 - jkasha@cameronschools.org
- Graphic Arts, Photography, Video**
Mr. Chuck Fox, Instructor - Ext. 4260 - cfox@cameronschools.org
- Health Occupations**
Mrs. Jevell Work, Instructor - Ext. 4273 - jwork@cameronschools.org
- Health Occupations IV Clinical Experience, Introduction to Health Care, Medical Terminology**
Mrs. Abby Workman, Instructor - aworkman@cameronschools.org
- Marketing & Sales, Retail Store Tech, Power Sources Tech, Intro to Power Source & Power Equipment**
Mr. Tim Torrey, Instructor - 346-9360 - ttorrey@cameronschools.org
- Marketing Technology - Health**
Mr. Larry Whitlock, Instructor - 346-9360 - lwhitlock@cameronschools.org
- Math Education**
Mr. Robert Hays, Instructor - Ext. 4263 - rhays@cameronschools.org
- Student Services**
Communication Arts - Mrs. Angela Tyson, Instructor - Ext. 4275 - atyson@cameronschools.org
Mechanics - Mr. Jack Dahn, Instructor - Ext. 4407 - jahdahn@cameronschools.org

PERSONAL VEHICLE PARKING

All personal cars will park along the back fence below where the ash buses are parked. There are a few spaces outside the gate. Do not block other cars in. This pertains to all drivers.

MORNING ARRIVAL

No driver should plan to be at school before 7:40 a.m. and no student should be outside before 7:45 a.m. and all students should be off the bus by 8:10 a.m.

The first stop in the morning will be at the High School. The second stop will be at Oak Ridge Intermediate, followed by the Hamilton Elementary and Dogwood Elementary. Bus monitors will be on duty in each area to help in the unloading process. Any other procedure must be discussed with the Transportation Director.

BUS PARKING

After unloading in the morning, buses should be fueled if needed and returned to the proper parking place. Drivers taking their buses home for the day will leave campus via Jackson Street, not the street by the Middle School. Shuttle buses should park in lower lot. Spaces along the west side of the transportation office are for office staff, school owned vehicles, and visitors only. Under no circumstances will buses be parked in front or on either side of the transportation building any time of the day. NO PARKING of personal vehicles or buses along backside of LCFC.

AFTERNOON LOADING

All drivers will have their buses at either Oak Ridge Intermediate building no later than 2:55 p.m. or at the High School no later than 2:50pm. After loading at Oak Ridge Intermediate or the High School, buses will move into the area between the Middle School and Dogwood Elementary buildings as assigned. Buses should be dismissed to begin routes by approximately 3:00 p.m.

SPARE BUSES

Spare buses are at the transportation office. If you should have mechanical troubles on your bus, call the transportation office on your two-way radio or at 346-9234. There is a mechanic on duty from 8:30 a.m. to 4:00 p.m. each day. If you are unable to contact anyone at the transportation office, call the Head Mechanic at 346-2723 (473) or Transportation Director at 346-3018 (473).

6/18/2014

Daily Route TIME CARD GUIDELINES

- Allow yourself up to 15 minutes to do a daily pre-trip. A.M. time begins when bus driver leaves (whether from home or school). Example: If you are scheduled to leave your designated parking spot at 7am you should show as early as 6:45am as your start time to allow for your pre-trip.
- A.M. time ends when bus is parked at designated school lot unless driver parks bus at home and then A.M. time would end when last student is dropped off at school.
- P.M. time begins at the District appointed time to be at respective schools (this also pertains to other extra-curricular routes, i.e. Early Childhood, Project Pass, etc.).
- P.M. time ends when the bus is parked at the designated school lot unless driver parks bus at home and then P.M. time would end when the last student is dropped off (this also pertains to other extra-curricular routes, i.e. Early Childhood, Project Pass, etc.).

Staying time should not be reflected on your time cards. Time should be calculated to show 15 minutes before leaving to go directly to your first pick up.

6/18/2014

BUS DRIVER DRESS CODE

As an educational institution, the school has a responsibility to help students learn what is expected of them by society in areas of behavior, dress, and hygiene. We not only have the opportunity, but also the responsibility, to be a role model for these students by the way we present ourselves. Our general appearance not only affects attitude and behavior, but it also makes a statement as to the kind of school this community promotes.

Bus Drivers will practice good hygiene and will be well groomed. Hair, including facial hair, will be clean, well groomed and neat.

Appropriate attire will be worn while on duty. Clothing shall be clean and neat. If shorts or skirts are worn they should be of appropriate length (no shorter than just above the knee, i.e. walking shorts).

Jewelry or other items of apparel that might interfere with the safe operation of the vehicle are not appropriate. Clothing or buttons having words or slogans, which are obscene or offensive, are not acceptable.

Bus Drivers will wear shoes that fasten securely to the foot in the back and on top with the toe and heel areas closed. Sandals, spike heels, house slippers, surf-style, Crocs, slip-on and shower shoes are not appropriate.

The school will supply a jacket for each full-time driver to be worn while driving or accompanying a bus for the Camden R-III School District. Any time a driver quits or is terminated, the school may request the jacket back.

Failure to comply will result in the following: 1) first incident-verbal warning, documented in personnel file; 2) second incident-written warning, documented in personnel file, and 3) third incident could result in termination.

This dress code will be enforced and the interpretation of the dress code will be left to the sole discretion of the Transportation Director.

KINDERGARTEN AND EARLY CHILDHOOD

Kindergarten and Early Childhood students present special problems for bus drivers. We ask that you follow these practices to minimize difficulties.

MORNING ARRIVAL

When approaching Dogwood for morning drop offs, utilize your [redacted] [redacted] so the aide can easily identify which buses are transporting Early Childhood students.

Each driver must be sure that each Early Childhood student on their bus is taken off by assigned staff who will be on duty to greet them.

Under no circumstances will a driver pull up and stop a second time at main entrance of Dogwood without proper authorization for dropping off students.

NOON EARLY CHILDHOOD ROUTES

Noon bus routes will consist of Early Childhood students only. Morning classes will be dismissed at 10:50 a.m. from Hurricane Deck, 11:00 a.m. from Doge Beach and 11:00 a.m. from Dogwood. Students should never be allowed to get off the bus unless an adult is there to meet them. Occasionally, this will mean that a student must be brought back to school. Please handle/leave these students to the Special Education Office. They will call and locate parents and make arrangements for the student to be picked up.

AFTERNOON ROUTES

Teachers will assist each Kindergarten and Early Childhood student to the bus. Each driver should remain in their bus so the students can learn to locate the proper bus. Should you at any time not have your regular bus, please mark the substitute bus with the appropriate route number on the door side and stand by the bus to help them identify the correct bus. These students will not be allowed to get off the bus unless a parent, guardian or designated adult is there to meet them. An other sibling (High School, Middle School) will be allowed to take them off bus.

DISCIPLINE

Remember that Kindergarten and Early Childhood students have difficulty sitting on bus seats due to their small size. But, this does not mean they should not be expected to remain seated during the route. This should be emphasized the first week of school. Another point to remember is that older students antagonize the little ones. You might be "on guard" for this.

6/18/2014

SCHOOL BUS IDLE PROCEDURES

- No more than 3-5 minutes warm up when the temperature is above 32 degrees.
- If below 32 degrees, 15 minutes of warm up time is allowed.
- Turn off the bus during breaks in scheduling. Don't allow your bus to sit and idle while visiting with other drivers.
- Use your block heaters. This will help with their warm up.
- Don't start another driver's bus.
- Adjust times to arrive to school as close to loading and unloading time as possible. If you are sitting longer than the recommended warm up time, turn your bus off to eliminate idling times and to reduce harmful emissions. Exceptions include weather conditions or conditions that would compromise passenger safety.

LET'S SAVE FUEL

- Never drive over the posted speed limit.
- Avoid revving the engine.
- If you have a student that you continually have to wait on, try to correct the problem.
- Make sure tires are inflated properly.
- Don't ride your brakes. This can also shorten the life of the brake pads and cause the brakes to heat up.

USAGE OF CHECK BLOCK

All buses, either on or off school grounds when parked, will be secured down with the emergency brake and the bus properly checked before leaving the bus unattended. All buses are equipped with a check block, which shall be placed in front of or behind the right front tire to prevent the bus from rolling off if emergency brake would fail to hold or due to some other unknown factor.

USAGE OF KEYLOCK BOXES

All buses are equipped with key lock boxes on the dashboard area. These boxes were installed for the security of the bus and to enable any other driver or mechanic access anytime that the bus is needed as an emergency vehicle. Do not leave the keys to the ignition when leaving the bus unattended except on the transportation lot when taking a break in the driver's lounge. Otherwise, if bus is parked in the lot, it should be secured. The keys for the bus will be placed in the box regardless if the bus is parked at school or at home, day or night.

USAGE OF RED DIAMOND

The red 4" x 4" diamond on your bus will be placed where visible in the front windshield area any time after you have finished a bus route. This is a reminder that the driver has performed a walk-around of their bus to check for children left on the bus, and enables others to see it and know the bus is clear. Red diamond will not be visible in the windshield area when driving. If a student is inadvertently left on a bus after the driver has reached the bus it could result in termination of the bus driver. Failure to check for students, resulting in a student being left on the bus could result in disciplinary action and/or termination.

RADIO STATION

Radio Station 106.9 FM will be banned from all buses. This includes regular routes, trips, etc. This station is absolutely not to be listened to aboard any of the Camden R-III buses at any time.

6/18/2014

PRE-TRIP/TIME CARD REQUIREMENTS

Perform pre-trip inspection on your assigned school bus prior to morning route departure or trip departure (whichever comes first). Use the "Driver's Daily Pre-trip Report" to record and report areas of inspection and deficiencies noted during the daily school bus safety inspection.

Pre-trip inspection of vehicles shall include all 5 areas as indicated on pre-trip.

Any defects or deficiencies that affect the safety of vehicle operation or result in mechanical breakdown shall be reported immediately by radio. Otherwise, contact the Head Mechanic when you arrive at the stop, and also, document under inspection comments on the pre-trip.

The driver shall not operate the school bus if the defect or deficiency affects the safety of vehicle operation or could result in mechanical breakdown. (i.e. Cross arm, stop arm, 8-way, etc)

Always use route number/number when filling out the pre-trip form. (Route # is on outside of the bus and Bus # is on the inside of the bus)

Pre-trip/TIME cards will be filled out in a neat, appropriate and accurate manner, and returned to the Transportation Dispatcher by 5:00 P.M. the following Monday of each week.

On the time cards you MUST date them when you take for a shift. Please make sure also that it is the correct date. There are three places to sign on these cards...please sign in all three places. Round your hours to the nearest quarter hour...do not use 7:45...that would be 7:00. If these are not filled out correctly they will be returned to you until they are filled out correctly. You do not get paid from the time cards. Add your hours down and across. If you have any questions come into the office and talk to one of us.

Anyone driving an extra route of ANY type will have to do a daily mileage sheet. You can get these from Teresa. This includes Project Pass, Capstone, Tan Tar A, Early Childhood and Shuttle of any type.

Galions of fuel Do Not need to be documented on pre-trip. Quarts of oil should be documented. With our fueling system, all buses are able to fuel 24 hours a day, 365 days a year. Any bus that comes into the main campus will fuel at the transportation building.

6/18/2014

MAINTAINING STUDENT DISCIPLINE

Order must be maintained on the bus. When more serious behavior problems occur, remember some basic rules:

- Always control your temper. The driver is a person in a responsible position. Avoid shouting, arguing, scolding, or humiliating the students. Avoid physical force. Coercive should not be used unless in the case of emergency. Avoid creating issues that have to be settled later.
- A word of warning over the speaker system (if available) is a remark directed to the pupil, by name, may be enough. Also consider a five-minute conference with the pupil after arrival at school.
- If the problem is serious and requires immediate attention, pull off the road at a safe location and stop the bus. Stand up and speak to the student in a firm but courteous voice. Do not try to continue driving and dealing with the problem at the same time. If seating is changed, move the problem pupil to a seat near you. (The right front seat is usually best).
- Refer serious cases or repeated misconduct to an appropriate supervisor or school principal. Give all the facts and be sure the entire problem is understood. Often the child who causes problems on the bus is also causing problems elsewhere. Informing the administrator can help him deal with the whole problem.
- Drivers have no legal right to put a pupil off the bus except at the student's regular stop or at the school. However, if an emergency situation develops that requires drastic action, stop the bus at a safe location and radio the transportation office for assistance. Do not proceed until advised by proper authority.
- Be firm! Students will accept discipline actions. However, they will rebel against leniency.
- NEVER strike a student.
- Don't lose your composure and become hostile and judge them on how it annoys you.
- Remember that "life and death are in the power of the tongue." Don't criticize or ridicule.

In cases of continued misconduct write-up the student and report the pupil to the principal or assistant principal and ask that some action be taken toward withdrawing the pupil's right to ride the school bus.

In most cases, the first action taken is a reprimand or a withdrawal of bus privileges for a short time. If behavior does not improve when the student returns, the right to ride the bus may be denied for a longer period. This is usually done only after other measures have failed to improve the situation. (If you do not write-up the student, do not expect further action to be taken).

6/18/2014

PERSONAL USE OF BUSES

Effective February 26, 2009, after conferring with Administration, no driver will be allowed to use their bus for any non-school related activities (i.e. errands, Dr. appts., parking at another job site, etc.). All Camden R-III buses will only be allowed on designated routes and to and from home (if applicable). Otherwise, the bus will be parked on school property.

RIDE ALONG POLICY

Because of liability reasons, do not allow anyone that is not a Camden R-III student or employee ride your bus (i.e. grandchildren, children, spouse, etc.). Chaperones for field trips will go through the proper channels with the individual school for permission. If questioned by a principal, call the Transportation Office for guidance.

6/18/2014

USAGE OF 2-WAY RADIO

To eliminate cutting off the first of your remarks on the radio, always press the mic, wait for the radio to be clear, and then speak into mic. Always use patience and courtesy to others. When the radio is busy or has two parties talking, DO NOT interrupt or break in. Wait for that conversation to cease and then call out. All drivers and staff need to recognize the impact of improper usage of the radio. Areas that do not pertain to transporting our students or their well being do not need to be put out on the radio.

USAGE OF CELL PHONES

To eliminate the chance of distraction or accident, cell phones will be used, unless the bus is parked and secured off the roadway. Cell phones are to be turned off during all scheduled meetings.

USAGE OF RUBBER GLOVES

It is essential that each driver protect themselves and others from communicable diseases. Each bus has been supplied a small box of rubber gloves and a first-aid kit. If you use any of your supplies, please let the Head Mechanic know and he will replenish your supplies (gloves, gauze, hand-antiseptic, etc.).

Any time a student is to clean a bus for any reason (wrecking, picking up trash, washing windows, etc.) it is mandatory that they are wearing gloves for protection. All drivers should wear gloves for their own protection when cleaning the inside of the bus.

STAND-DOWN PROCEDURE

Any time the "stand down" (aka "Code Purple") call is given out on the radio, all buses that are on the campus grounds when the call is given will come to a stop and all radio traffic will cease until given the okay to continue as normal. This is only used in an emergency situation.

FUELING PROCEDURE

Fuel nozzle will not be left unattended while fueling. This will eliminate fuel spillage. No smoking around fuel pumps. Be sure fuel caps are secure before pulling away. Disciplinary action could result.

To reduce overall transportation costs, it will be necessary to restrict filling time of buses.

6/18/2014

BUS ROUTE BIDDING PROCEDURE

1. All full-time drivers will be notified, in memo form, information of the bid day and routes that will be up for bid.
2. All open routes will be advertised through a memo to all full-time drivers, and each full-time driver interested may bid on the open routes for which they are interested.
3. Full-time drivers will be considered first to fill the open bid routes. Prior performance and seniority will be considered as contributing factors to the selection.
4. On the same bid day the above will continue to the next set of open routes. If no full-time driver is interested in the route, then it will be taken off the board and filled by a sub-driver as selected by the Transportation Director at a later date.

Any routes that open after bid day three in school year will be announced and posted on the board at the transportation office and a letter or memo sent out to each driver designating a date on which that route will be bid on. Steps 2 thru 4 will be followed to fill that route.

ATTENTION: If a full-time driver is not able to attend a bid day, that driver may bid only those routes which are listed in the bid day memo. All requests will be denied and signed, and if requesting to bid on more than one open route, prioritize your request.

SENIORITY: Seniority for full-time bus drivers will be based on the first full-time day of employment. (Seniority is lost when employment ends.)

NOTES: Extraordinary circumstances relating to a route opening could cause the process to be waived by the appropriate administrator.

6/18/2014

Compensation Plans - Section V

2014-2015

7. All employees are covered under workman's compensation insurance for accidents occurring while on duty for the school district. All accidents must be reported to the supervisor immediately and an Accident Report Form completed.

8. All employees are covered under the District's liability insurance policy.

9. A forty-five (45) day waiting period from the date of hire by the Board of Education for full-time employment is required for employees. District paid medical and life insurance, and other voluntary insurance options. The coverage would begin the first day of the month following the forty-five (45) day waiting period. Full-time status is defined as being hired by the Board of Education as full time, and that the employee is required to work thirty (30) hours or more per week.

10. Vacation - Full-time classified employees who have worked a twelve-month work calendar shall be entitled to two (2) weeks of vacation per year. However, this rule does not apply until after one (1) full year of employment in the Candemore R-III School System.

Employees who have completed ten (10) years of experience with the district and have a twelve-month work calendar, will earn an additional week of vacation per year for a total of three (3) weeks of vacation per year.

Employees may not accumulate more than one (1) year of vacation days on the anniversary date of employment, unless approved by the Superintendent. Total vacation days for the year are credited on the anniversary date. However, vacation days are earned monthly during the twelve months.

Employees must request vacation days five (5) working days in advance unless there are extenuating circumstances.

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

11. On-the-Job Incentive Plan - All Candemore R-III School District classified employees filling under the support staff personnel absence and leave policy will be covered under the Incentive Plan. To be eligible for the Incentive Plan, classified employees must have completed a full year of employment (no partial year is eligible). See Page - On-the-Job Incentive Plan - End of this Section.

Classified Personnel Performance Based Evaluation Handbook

2014-2015

Compensation Plans - Section V

BUS DRIVER COMPENSATION PLAN

Daily Wage	Mileage (whichever is) above:
74.43	15 miles or less
81.85	15.1 miles to 30.0 miles
83.85	30.1 miles to 45.0 miles
89.70	45.1 miles to 60.0 miles
91.88	60.1 miles to 75.0 miles
96.04	75.1 miles to 90.0 miles
96.21	90.1 miles or more

Substitute drivers will be paid \$69.28 per day.

All field trip drivers will be paid \$14.75 per hour.

All trip drivers will be responsible for their own meal expense.

Full-time substitute/field trip drivers will be paid \$85.65 per day to do any type of driving, whether on campus or off, as long as it does not interfere with their regular district schedules. Their work hours will be determined by transportation management with a one hour lunch break. They will also substitute drive for regular route drivers as deemed necessary. Hours will be determined by transportation management, staying within a 40 hour week.

Total full-time substitute/field trip driving and bus driving shall not exceed forty (40) hours per week. All full-time substitute/field trip drivers will receive district paid benefits according to district board policy.

Early Childhood routes will pay \$31.28 per day for each day the route is run.

PASS Program routes will pay \$26.88 per day for each day the route is run.

PASS and Early Childhood drivers will not be allowed to take a trip that interferes with their route. If they are up for a trip during this time, they will be skipped.

Full-time drivers may request to drive an extra-curricular route (i.e., early childhood, pretest pass, captions). They may request to drive only one, in addition to their regular route.

\$1.90 per day will be added for wheelchair/seated bus routes.

Activity pay will be paid based on the attached sheet.

If route changes in miles and a daily wage change is required, immediately let the transportation secretary know. That change will become effective on the next day of the change. This will hold true for both added miles and reduction of miles.

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Compensation Plans - Section V

Route	Daily Rate	Rate	Hourly Rate
Chaperone	\$31.28	Driver Trainer	\$14.75
Chaperone Transfer	\$26.88	ICE PE	\$14.75
Early Childhood	\$31.28	Off Campus Special	\$10.70
Field Trip PASS	\$66.88	Shop Labor	\$10.70
Sub Driver	\$69.28	Type	\$14.75
Summer School	\$42.75		
The Fair A	\$10.44		
ESY	\$40.56		
Laker Pack	\$42.75		
See Notes	\$69.25		
Driver Learning Biz	\$46.28		

Candemore R-III School District

2014-2015

Compensation Plans - Section V

BASIC TERMS OF EMPLOYMENT

1. These basic terms of employment for Classified Employees are in addition to Candemore R-III Board Rules and Regulations. Specific Board Rules and Regulations concerning employment may be found in the Classified Employees handbook.

2. All employees are required to complete withholding, retirement, and background check forms. All personnel records will be maintained in the office of the Superintendent. Total annual salary will be divided into twelve (12) equal installments. Building assignments will be determined by the evaluating supervisor. A work calendar will be provided on or before June 30 each year for the following fiscal year.

3. Those entering the Candemore R-III District within the year must complete six months of full-time service prior to July 1st to receive a salary increase.

4. Outside experience may be credited on the plan up to a maximum of six years. The number of years allowed will be determined by the nature of previous experience of the applicant and the extent to which it provides training for work in the Candemore R-III District. Placement on the compensation plan is subject to the review of the Superintendent.

5. The compensation plan is reviewed annually and modifications may be made, dependent upon available funds. The plan provides for the salary range for the current fiscal year only. Salary Advancement beyond the entry level will be based on cost of living increases as approved by the Board of Education.

6. Twenty cents (\$0.20) per hour will be added for classified employees who have completed five consecutive years of employment with the District. An additional twenty cents (\$0.20) per hour is added for classified employees who have completed ten consecutive years of employment with the District. An additional twenty cents (\$0.20) per hour will be added for classified employees who have completed fifteen consecutive years of employment with the District. An additional twenty cents (\$0.20) per hour will be added for classified employees who have completed twenty consecutive years of employment with the District. An additional twenty cents (\$0.20) per hour will be added for classified employees who have completed twenty-five consecutive years of employment with the District. (Bus Drivers are not paid hourly and will receive a different but equal amount. See Interpretation page.)

2014-2015

Compensation Plans - Section V

On-the-Job Incentive Plan

On-the-Job Incentive Plan will operate as follows:

All classified employees who have earned sick days of sick leave and two personal leave days, and who have perfect attendance for that school year, will receive a schedule, will receive a \$40.00 per day stipend the July following the completion of that work year.

Classified employees who are absent:

Zero days will receive	\$440
One day will receive	400
Two days will receive	360
Three days will receive	320
Four days will receive	280
Five days will receive	240
Six days will receive	200
Seven days will receive	160
Eight days will receive	120
Nine days will receive	80
Ten days will receive	40
Eleven days or more will receive no stipend	

Days absent from the job will be determined by the number of sick and personal leave days taken during the work year. Should you make a donation of a sick day to another classified employee, you will not be penalized regarding the payment of the on-the-job incentive pay.

Classified Personnel Performance Based Evaluation Handbook

2014-2015

Compensation Plans - Section V

TRANSPORTATION SPECIAL/FIELD TRIP WAGE SCHEDULE

EXAMPLE ONLY

* Note: Drivers actual daily rate is used if you start with 4 hours and subtract 2 hours for the AM route and 2 hours for the PM route, that leaves 4 hours.

EXAMPLE ONLY

* Note: Drivers actual daily rate is used if you start with 4 hours and subtract 2 hours for the AM route, that leaves 6 hours.

For bus drivers who have completed five consecutive years of employment with the District, \$1.28 per day will be added to the daily wage. An additional \$1.28 per day will be added for bus drivers who have completed ten consecutive years of employment with the District. An additional \$1.28 per day will be added for bus drivers who have completed fifteen consecutive years of employment with the District. An additional \$1.28 per day will be added for bus drivers who have completed twenty consecutive years of employment with the District. An additional \$1.28 per day will be added for bus drivers who have completed twenty-five consecutive years of employment with the District.

Candemore R-III School District

On-the-Job Incentive Plan

On-the-Job Incentive Plan will operate as follows:

All classified employees who have earned nine days of sick leave and two personal leave days, and who have perfect attendance for that school year, will, at the discretion of the Superintendent, receive a \$40.00 per day stipend the July following the completion of that work year.

Classified employees who are absent:

Table with 2 columns: Days absent, Amount received. Rows include Zero days (\$440), One day (\$400), Two days (\$360), Three days (\$320), Four days (\$280), Five days (\$240), Six days (\$200), Seven days (\$160), Eight days (\$120), Nine days (\$80), Ten days (\$40), Eleven days or more (no stipend).

Days absent from the job will be determined by the number of sick and personal leave days during the work year. Should you make a donation of a sick day to another classified employee, you will not be penalized regarding the payment of the on-the-job incentive pay.

ACTIVITY TRIPS (Off campus pick-up/drop-off)

The majority of school-sponsored trips begin and end at the Camdenton R-11 main campus and the majority of people who have children on the bus are waiting at the main campus.

The sponsor should consult with the driver if a student(s) needs to be dropped off at any other location than at the main campus. The preferred drop points would be at the Harrison Deck or Cagle Beach schools. If a student needs to be dropped off because of a special situation, the sponsor should consult with the bus driver before leaving for that trip or the request should be placed on the trip request.

Those stops, other than schools, should be non-highway stops and preferably on the same side of the road as the return trip. The driver will decide whether the location will be a safe location to pull into and maneuver. Also, it will be possible for the driver to view the area when driving by during daylight hours on the way to the activity. If the driver advises that it is not safe to stop at that location the sponsor will have time to make other arrangements for the student to be dropped off at a safe location.

Under any circumstances should a route be altered due to a drop off. The bus should use the recommended route that has been approved and agreed upon by the Transportation Department, which is always the safest route for the bus and its riders.

6/18/2014

Please place in your driver handbook in Section 4.

Effective October 5, 2009, if you drive an extra-curricular duty route (Early Childhood, Project Pass, Captains) and you are also on the trip wheel and have accepted a trip that is cancelled for some reason (i.e. weather) you will be given the opportunity to accept the next available trip as a make-up that does not interfere with your extra-curricular duty route, and is within the weekly 40 hour limit.

This will be treated no differently than the regular trip wheel. When you are offered the make-up trip either respond that you have to pass, or accept the make-up trip. If you pass, another make-up will not be offered.

Effective August 23, 2010 full time shuttle drivers will no longer be placed on any trip wheels.

6/18/2014

ACTIVITY TRIP GUIDELINES

Student activity trips are a part of the program of the Camdenton Schools, but are not a contracted part of a bus driver's job description. In an effort to be fair to our regular drivers and to provide the necessary services to our students, the following guidelines have been developed:

- 1. Bus drivers will inform the Transportation Office Manager that they are interested in taking activity trips. Their names will be placed on the trip wheel in order of route number. The bus drivers will then be called according to their route number.
2. Mini trips (i.e. mini trip intercity with a route it will be assigned to a mini driver and will not affect the mini trip wheel. Whenever possible, mini trips will be assigned to a Shuttle/Utility driver as part of their regular work day.
3. An activity trip of three hours or longer is assigned according to the rotation and counts as a regular trip for purposes of the rotation. Anything under three hours is considered a mini trip and will be included in the mini trip rotation or assigned to a Shuttle/Utility driver as stated above. One exception: The Health Occupation trip request for the same day approximately 8:30am-10:30am and then 12:30pm-2:30pm. This will be assigned from the mini trip wheel and assigned to the same driver.
4. There will be three trip wheels for rotation, one for regular trips, one for over night trips, and one for mini-trips. Drivers may be on a regular wheel. Each wheel will count as its own rotation. If a driver was to be up on any two wheels on the same day, he/she will choose the trip they want to take and pass on the other. Trips will be assigned on a rotation basis by route number. As appropriate, routes should be marked to reflect the type of trip taken.
5. If a driver is assigned a trip, and is at the appropriate location when the trip is cancelled, that person will be paid for one hour, and will receive the next available trip. If a trip is cancelled before the driver reports, that person will receive the next available trip, within the constraints of a 40 hour work week. Other drivers already scheduled will not be changed.
6. If a driver is called and says "pass" on the trip, he/she will have to wait for the next number to appear on the next rotation of the applicable wheel. If a driver is called and says "pass" on the trip, he/she will make the person calling out the trip aware of how many hours they will have available within that same 40 hour work week. The work week is from 11:00am on Monday until 11:59pm on Saturday. If another trip becomes available within the constraints of the hours the driver has available within the same work week "pass" has been called, it will be offered to that driver according to the

6/18/2014

ACTIVITY TRIP RULES-DRIVERS

The following rules have been established for all activity trips:

- 1. The driver will make sure that the interior and exterior of the bus he/she is taking is in a neat and clean state before leaving for trips.
2. The driver is responsible to take the safest and best route from Camdenton R-11 Schools to the town in which the activity takes place. (See attached routes to High Schools and Middle Schools. If a location is not found in the attached routes the Transportation Department will determine the safest and best route.
3. It is the responsibility of the sponsor/coach to know the directions to the destination once they are in the town. Both the sponsor/coach and driver should work together.
4. It is the driver's responsibility to make sure plastic bags are available for trash. The driver and sponsor should do a walk-through to make sure the bus is clean. The driver is responsible for trash bags to be put in the proper trash containers and the lid closed on those containers.
5. The driver is responsible to make sure clean and appropriate clothes for the activity trip are available. Clean and appropriate clothes should be taken for appropriate clothes.
6. The driver is responsible for being at the proper location at loading time.
7. By state law, it is the driver's responsibility for making sure the rear emergency door is not blocked by any type of supplies or equipment that might be needed for the activity. DO NOT BLOCK THE EMERGENCY DOOR.
8. The driver of any Camdenton R-11 School District bus will drive in a careful and prudent manner and will exercise the highest degree of care while driving over all types of roads.
9. No trip bus will exceed 55 miles per hour upon any road posted greater than 55 miles per hour except for any trip bus on a four (4) lane divided highway or divided interstate, which has a posted speed limit of 70 miles per hour. The trip bus will not exceed 65 miles per hour on those roadways.
10. If a driver is stopped while operating a school bus and receives a written citation or warning for careless or imprudent driving, and/or speeding, he/she will be terminated from employment immediately. The driver will not be re-employed as a bus driver.
11. The driver, when stopping for something to eat, should be allowed to order fast so he/she can return to the bus early to supervise loading.
12. The driver will always remain with the activity group being transported. The only exception would be for a meal break to close proximity to the activity within a reasonable amount of time.

6/18/2014

TRIP SHEETS GUIDELINES

Any mileage sheet being completed does not need to have tenths of miles figured on it. This includes trip sheets.

Trip sheets need to be filled out in their entirety. In the blank for "bus" make sure you use the route number and bus number of the bus you are actually driving on trip. Beginning and ending odometer (not trip meter) readings must be filled in and be legible. DO NOT calculate the miles. All trip tickets need to be filled in, completed properly and correctly by noon the following work day. Any trip ticket that is not completed properly will be returned to the driver and will not be considered payable until it is corrected. If a driver does not return a properly completed and signed trip ticket within the allotted time (noon the following work day) his/her name will be removed from the trip list for a period of one month before being reinstated. Trip tickets need to be handed in to Deb. In her absence they can be turned in to Torrey or Gary. For the drivers out of Harrison Deck and Cagle Beach you may fax your trip sheets in.

The only time the beginning time of a trip is to be changed on a trip sheet is if it is authorized by the transportation office staff. The exception to that would be on a day a trip is being taken and the regular route would not have normally been driven (i.e. weekend or school out of session). On those days fifteen minutes can be added to the loading time for pre-trip inspection.

6/18/14

rotation of drivers who have called time. Priority will be given to the driver who has called with the most amount of available time. Otherwise, the rotation of the wheel will progress. A person calling time will not be offered a trip in a following week to make up for the trip he/she called time on.

Example: Three 16 hr trips and one 8 hr trip are going to be called out driver one and driver two take the trips. Driver three calls "pass" with 4 hrs available. Driver four calls "pass" with 10 hrs available. The rotation will continue until someone takes the 16 hr trip without going into overtime. If no one took the 16 hr trip we would go back to the drivers who had called time and offer the driver with the most available time without going into overtime or the least amount of overtime.

7. All trips and trip tickets will be handled as follows:

- a. All trips for the rotation will be placed on trip board in the transportation office. Trips will be posted by hour, and posted two days prior to trip when possible. Any trip request that comes in late will be assigned and posted.
b. Pick up trip tickets in holder next to trip board before taking trip.
c. It is the responsibility of each driver to have the trip ticket completely filled out and returned properly signed by both parties to the office manager by 12:00 noon the following work day. Any trip ticket that is not completed properly will be returned to that driver and will not be considered payable until completed properly and returned.

The following policy will be strictly implemented as of August 2009!

- d. If a driver does not return a properly completed and signed trip ticket within the allotted time (12:00 pm atomic time the following work day) his/her name will be removed from the trip list for a period of one month before being reinstated.

The trip tickets may be faxed to the transportation office (573)-346-9295 as a convenience.

Approved - 1995-97 School Year
Revised - 2005-2006 School Year
Revised - 2010-2011 School Year
Revised - 2011-2012 School Year
Revised - 2012-2013 School Year

6/18/2014

ACTIVITY TRIP RULES-SPONSOR/COACH

The following rules have been established for all activity trips:

- 1. It is the responsibility of the sponsor/coach to know the directions to the destinations once they are in the town. Both the sponsor/coach and driver should work together.
2. The sponsor/coach is responsible for the behavior of the students during the trip. It is also the sponsor/coach's responsibility that no one is kept in a minimum and when a large group is on the bus (35 to 40+ students) that the sponsor sit in the middle of the bus for supervision, especially at night with boys and girls on board.
3. It is the sponsor's responsibility to see that all trash is picked up at the end of each trip. Many times this bus has to be used on a route soon after the trip. The driver and sponsor/coach should do a walk-through to make sure the bus is clean.
4. It is the responsibility of the sponsor/coach to be prepared to load student and equipment at the prescribed time and location.
5. By state law, it is the driver's responsibility for making sure the rear emergency door is not blocked by any supplies or equipment that might be needed for that activity. DO NOT BLOCK THE EMERGENCY DOOR.
6. When stopping for something to eat, if the bus does not lock, a sponsor/coach should remain with the bus and the driver should be allowed to order fast so he/she can return to the bus early to keep the bus secure and supervise loading. Once the driver has returned to the bus with their meal the sponsor/coach can leave the bus to get their meal.

6/18/2014

All buses will be allowed to run the posted speed limits on any given roadway, but not to exceed the posted limit.

When multiple buses are traveling together, there should be a distance of at least 300' between buses.

Safety should always be the number one concern and speed should be determined by road conditions and weather, staying within the posted limit.

Jump to section: **Go directly to code:** **Search by Keyword:**

ABCDEFGHIJKLMNOPQRSTUVWXYZ **0-9** **FILE: E8ACA** **CRITICAL**

BUS DRIVER EXAMINATION AND TRAINING

All drivers of district transportation will be appropriately licensed and will carry all state and federal requirements for training and continuing education. In addition, the district may require drivers to attend training sessions and other professional development to maintain their position in the district.

In addition to the state and federal requirements, the district requires the following for all school bus drivers:

- Drivers will submit the names of all persons they transport to the superintendent or designee prior to the first day of school.
- Drivers will immediately notify the district if they are charged or convicted of any crime that might jeopardize their licensing.
- Before driving, all drivers must meet the physical examination and physical skills requirements set out in federal law for the operation of a commercial driver's license. The examination will be conducted annually during the summer by the district's medical director. The district may require additional physical examinations in accordance with law.
- Drivers will be neat and clean and display appropriate conduct while working for the district.
- Drivers may not use tobacco or tobacco products while on the bus and may only use a cell phone properly in accordance with district policy.
- Drivers will submit to drug and alcohol testing as required by law and district policy.

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

Address: 86661304
 Revised: 10/18/07, 03/14/2008
 Legal File: 88-338272, 88-060
 Missouri Center for Other Industries' School and Child Transportation Administrative Handbook
 MO School Bus Driver Manual
 Committee Issue: Vehicle Safety Act of 1986, Title XI of Public Law 99-570

EMERGENCY GUIDELINES FOR SCHOOLS AND CHILD CARE FACILITIES



Guidelines for helping an ill or injured child when a health professional is not available.

Missouri Department of Health and Senior Services, 2006



EMERGENCY GUIDELINES FOR SCHOOLS AND CHILD CARE FACILITIES



<ul style="list-style-type: none"> Allergic Reaction Asphyxia & Choking Bleeding Behavioral Emergency Bites Bleeding Stomach Seizures Stings Child Abuse Choking Communicable Diseases Cuts Diabetes 	<ul style="list-style-type: none"> Diarrhea Skin Problems Electric Shock Eye Problems Fainting Fever Fractures & Sprains Frostbite Headache Head Injuries Heat Stroke Hypothermia Medication Difficulties Mouth & Jaw Injuries Neck & Back Injuries Nose Problems Poisoning & Choking 	<ul style="list-style-type: none"> Pregnancy Puncture Wounds Rabies Seizures Splices Stops Stops/Quarrels Stops Stomachaches Tooth Problems Trauma Tics Unconsciousness Worthing Recommended First Aid Equipment & Supplies Emergency Numbers
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AN EQUAL OPPORTUNITY/AFIRMATION ACTION EMPLOYER
 Services provided on a nondiscriminatory basis.

HOW TO USE THE EMERGENCY GUIDELINES

The back page of the booklet contains important information about key emergency numbers in your area. It is important to complete this information as soon as you receive the booklet as you will need to have this information ready in an emergency situation.

The guidelines are arranged with tabs in alphabetical order for quick access. A colored flow chart format is used to guide you easily through all steps and symptoms from beginning to end. See the KEY TO SHAPES AND COLORS pages.

If there is any reason to suspect the injury may have been caused by physical abuse, refer to the school/district policy for reporting suspected abuse and calling the Child Abuse Hot Line, 1-800-332-3738. If there is reason to suspect the injury has been caused by bullying or interpersonal violence, report the incident to school authorities. If the injuries are not reported, the incidence may escalate due to the lack of consequences.

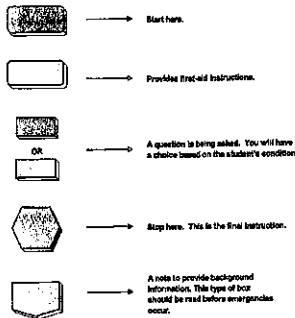
Take some time to familiarize yourself with the EMERGENCY PROCEDURES FOR AN INJURY OR ILLNESS sections. These procedures give a general overview of the recommended steps in an emergency situation and the safeguards that should be taken.

In addition to injury and illness information, you will find information about infection control and planning for students with special healthcare needs. The DHS's website (missouri.gov) under Health, School Health, Guidelines, has other manuals available on specific issues, including a document, Prevention and Control of Communicable Diseases, that contains disease-specific information about symptoms, transmission and exclusion from school or child care.

This edition has been 3-hole punched so that they may be placed in a binder to facilitate addition of information specific for your school or childcare setting and to update pages as appropriate.

Please consult your school nurse or childcare nurse consultant if you have any questions concerning the recommendations contained in the guidelines.

KEY TO SHAPES & COLORS



Green Shapes = Start
 Yellow Shapes = Continue
 Red Shapes = Stop
 Blue Shapes = Background Information

EMERGENCY PROCEDURES FOR INJURY OR ILLNESS

Remain calm and assess the situation. Be sure the situation is safe for you to approach. The following dangers will require caution: live electrical wires, gas leaks, chemical spills, building damage, fire, smoke, traffic or violence.

A responsible adult should stay at the scene and give basic support until the person designated to handle emergencies arrives (nurse or EMS).

Send word to the person designated to handle emergencies. This person will take charge of the emergency and provide instruction and further first aid as needed.

Do NOT give medications unless there has been prior approval by the parent/guardian, and according to an individualized emergency action or healthcare plan.

Do NOT move a severely injured or ill student unless absolutely necessary for immediate safety. If moving is necessary to prevent further injury, follow the guidelines for NECK AND BACK INJURIES section.

Call Emergency Medical Services (EMS) and arrange for transportation of the ill or injured student, if necessary.

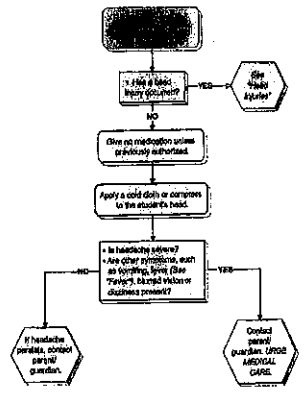
An administrator or a designated employee should notify the parent/guardian of the emergency as soon as possible to determine the appropriate course of action.

If the parent/guardian cannot be reached, notify a parent/guardian substitute and call either the physician or the hospital, designated on the Emergency Information Card, so they will know to expect the injured/ill student.

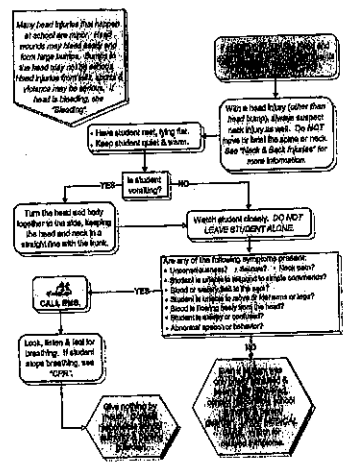
A responsible adult should stay with the injured/ill student.

An incident report should be completed on all serious injuries, according to school/facility policy.

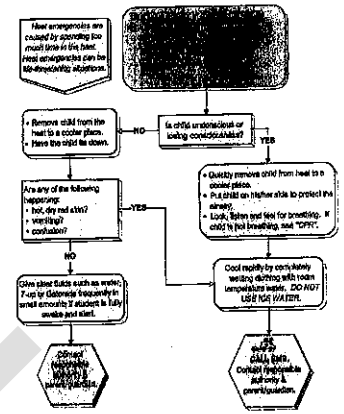
HEADACHE



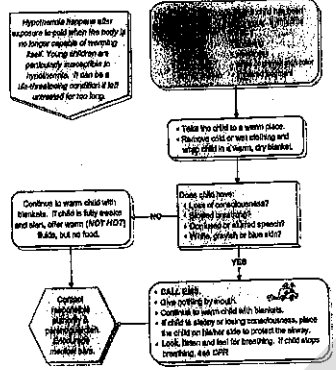
HEAD INJURIES



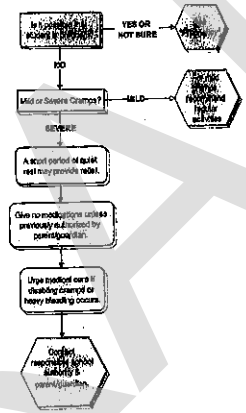
HEAT STROKE/HEAT EXHAUSTION



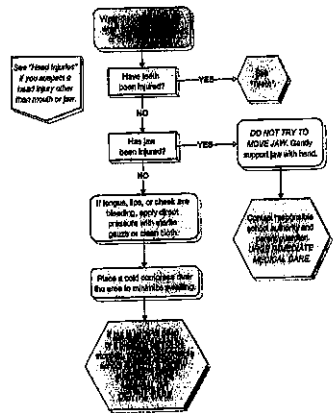
HYPOTHERMIA (EXPOSURE TO COLD)



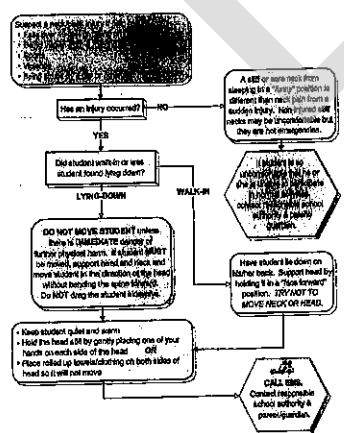
MENSTRUAL DIFFICULTIES



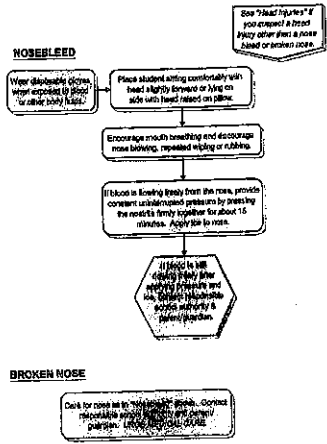
MOUTH & JAW INJURIES



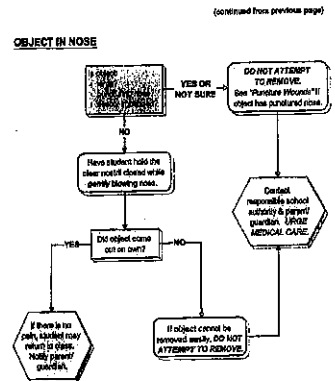
NECK & BACK INJURIES



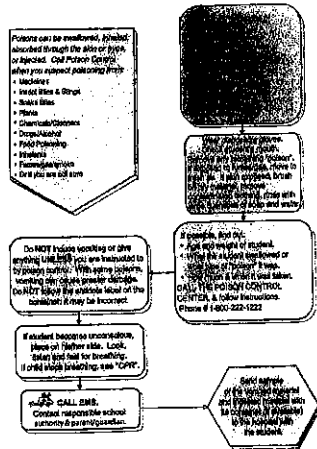
NOSE



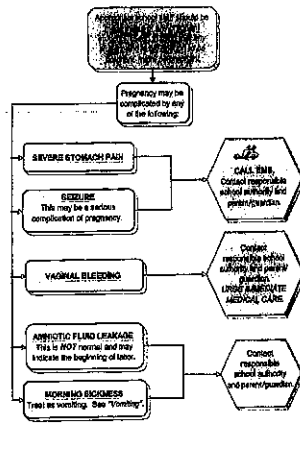
NOSE



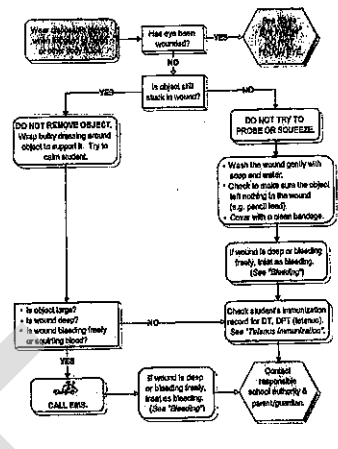
POISONING & OVERDOSE



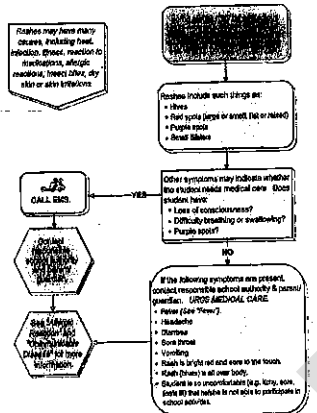
PREGNANCY



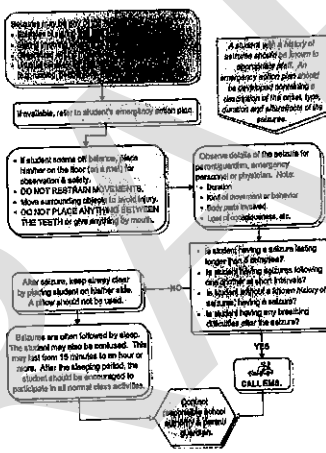
PUNCTURE WOUNDS



RASHES



SEIZURES



DRIVER OPERATION RULES AND REGULATIONS

- Section Bus Driver shall:
1. Follow these loading and unloading procedures:
A. If the school bus is equipped with a master switch, make sure it is in the "on" position.
B. Activate pre-warming amber flashing lights at least five hundred (500) feet before designated stop.
C. When stopping for a designated stop, apply brakes hard enough to light up the brake lights so that vehicles behind the school bus will know it is slowing down.
D. Pull as far to the right as practical on the traveled portion of the roadway and at a location so that the school bus is visible for at least three hundred (300) feet in both directions, and at least five hundred (500) feet on 60 m.p.h. or greater posted roads.
E. Approach walking students with extreme care, paying attention to the surface on which the school bus will stop (dry, slippery, slopes, rough ground, etc.).
F. Deactivate the pre-warming amber flashing lights and activate the red flashing warning lights, the stop arm, and crossing arm when opening the service door after stopping.
G. Check traffic in front and rear of the school bus before you give the students a hand signal that it is okay to cross the road.
H. Require students who must cross the roadway after leaving the bus and before boarding the bus to cross a minimum of ten feet (10') in front of the bus and only upon a signal given by the driver, monitor, or bus patrol when organized bus parties are used; and
I. Have students go directly to their seats and if seat belts apply to that student, encourage the student to fasten the seat belt before proceeding. When students are seated, check traffic and cross the front door to deactivate the red flashing warning light and stop arm/crossing arm. Under no condition is a driver to transport more than the legal posted capacity.
J. Seating space provided each passenger must be sufficient to ensure that the back of each passenger comes two full inches with the seat belt.
2. DRIVER WILL BE HELD PERSONALLY LIABLE if a child should be injured under these circumstances.
3. Driver shall travel the route(s) approved by the Board of Education. No changes in bus route shall be made by the driver without approval of the Assistant Superintendent, except temporary changes required due to road conditions, flash floods, etc.
4. In case of ice or snow, the school office shall announce over the radio if school is to be closed. WE SHALL RELY UPON THE JUDGMENT OF THE DRIVERS AS TO WHAT PART OF THEIR ROUTE THEY CAN COVER. Road conditions vary and all or certain parts of some routes may need to be omitted. THE SAFETY OF THE PUPILS IS THE MAJOR CONCERN. DO NOT PROCEED IF, IN YOUR JUDGMENT, IT IS NOT SAFE TO DO SO.
5. We desire to avoid having the children on the bus an undue length of time. The driver shall determine the latest starting time possible for loading the first child in the morning, so that you may arrive on campus no earlier than 7:40 a.m. When loading in the afternoon, it is the responsibility of the driver to be sure that all bus passes have been collected and are properly signed before leaving campus.
6. Safety: All students will be seated before the bus is in motion. Prohibit students from hanging arms out of bus, fighting or scuffling, standing in aisles, moving about in the bus and loud and boisterous talking, singing, etc. All these items are safety factors, and prevent the driver from giving adequate attention to driver duties, prevent him/her from hearing warning horns, etc. and causes undue damage to the bus.
7. The driver should never turn or reverse suddenly. He/she should avoid jerky starts and sudden stops and travel slowly over rough places.
8. The driver shall not follow within 100 feet of another vehicle except when passing.
9. A school bus shall, upon approaching any railroad crossing, be brought to a full stop by the driver within 50 feet or less than 15 feet from the crossing, and shall not proceed until due caution has been taken to ascertain that the course is clear. Emergency flares will be used at this time.
10. Students are not allowed to smoke, use tobacco or controlled substance, or have food, candy or any type of drink on the bus.
11. Students should never stand in the roadway while waiting for the bus.
12. The driver will not permit any other person to occupy his/her seat, drive the conveyance, or use the motor or any of the controls, excepting such persons as are approved by the Board of Education.

- 2. Activate the pre-warming amber flashing lights if a school bus stop must be made in close proximity to the crest of a hill or on curves with limited sight distance, approximately one hundred feet (100') before passing the crest so that vehicles following to the rear shall be made aware the bus is preparing to stop for the purpose of loading or unloading pupils.
3. Do not back school bus on school grounds unless, rear is guarded by school patrol or adult, and driver is advised that the way is clear. Backing of the bus at a home-around at the end of a road cannot be avoided. If children are present at that turnaround for loading or unloading, remember to load before backing and unload after backing. Always sound horn before backing bus. Backing the bus at any time shall be avoided if at all possible.
4. Use the strobe light, if the bus is equipped with a strobe light, to supplement other school bus lamps and signals, but only when visibility is so severely limited due to fog, heavy snowfall or other atmospheric conditions as to require the distinctive flashes of the strobe lamp to alert motorists to the presence of a school bus. The strobe lamp may be lit while the bus is slowing for a turn or stop, while turning or stopped and while regaining speed from a turn or stop. The strobe lamp may be lit only under the above conditions and only when the school bus is being operated as a school bus.
5. Follow these procedures when a school bus is disabled:
A. Stop the bus as far to the right as possible (on the shoulder, if available).
B. Secure the bus, activate hazard warning lights and set parking brake.
C. Keep children in bus. If location of the bus is unsafe, remove the children to a safer location.
D. Place triangular reflectors a minimum of one hundred feet (100') in both the front and rear of the bus.
E. Telephone, radio or send capable student to call authorities, giving bus location and description of condition; and
F. See that all pupils are delivered to their destinations.
6. Keep flashing and lights on front and rear of bus on so that all markings are clearly visible.
7. Keep service door closed at all times when bus is in motion.
8. Do not leave the driver's area of the bus with the motor running and students on board.
9. Fill the fuel tank only when there are no children in the bus.

- 10. Do not allow animals on the school bus except for seeing eye dogs or other specially trained animals necessary to furnishing special education services for handicapped children to comply with section 162.7(1), R.S.M.S.
11. Do not allow weapons or explosive material on the school bus.
12. Do not allow roller blades or skate boards on board bus.
13. Do not allow items carried on the bus to protrude into or block the aisle or be left in the driver or exit areas.
14. When leaving bus unattended for any reason, the driver will secure bus setting park brake, remove keys from ignition, and check front right tire.
15. The seat belt whenever the bus is in motion.
16. Do not drive any school bus:
A. For more than eight (8) consecutive hours. Hours will be consecutive unless individual cases operation of the vehicle for at least sixty (60) minutes; or
B. For more than an aggregate of twelve (12) hours in a twenty-four (24) hour period.
17. The driver will illuminate headlights, taillights and clearance lights whenever students are being transported.
18. While in the school bus, the children are in the custody of the school bus driver, and he/she is designated as the person responsible to the Board of Education and to the administration for their discipline and their protection.
19. The driver shall immediately report any discipline problems he/she needs assistance with to the proper administrator. There should be no delay in reporting fights, sexual harassment and other problems on the school bus. It is imperative to get these reports from the driver to the administrators before the parents contact the school.
20. No student should be allowed to leave the bus to ride to school or to ride home in another vehicle unless the request is made by a parent or legal guardian of the child or an administrator.
21. School buses shall not stop at unauthorized places for purposes of the student to purchase ice cream, pop, or other such items. This delays the schedule and endangers time hours by the parents, creates an unsafe safety hazard, and places parents and students who cannot afford those commodities in an unfavorable position. THE BUS

- 22. Driver shall travel the route(s) approved by the Board of Education. No changes in bus route shall be made by the driver without approval of the Assistant Superintendent, except temporary changes required due to road conditions, flash floods, etc.
23. In case of ice or snow, the school office shall announce over the radio if school is to be closed. WE SHALL RELY UPON THE JUDGMENT OF THE DRIVERS AS TO WHAT PART OF THEIR ROUTE THEY CAN COVER. Road conditions vary and all or certain parts of some routes may need to be omitted. THE SAFETY OF THE PUPILS IS THE MAJOR CONCERN. DO NOT PROCEED IF, IN YOUR JUDGMENT, IT IS NOT SAFE TO DO SO.
24. We desire to avoid having the children on the bus an undue length of time. The driver shall determine the latest starting time possible for loading the first child in the morning, so that you may arrive on campus no earlier than 7:40 a.m. When loading in the afternoon, it is the responsibility of the driver to be sure that all bus passes have been collected and are properly signed before leaving campus.
25. Safety: All students will be seated before the bus is in motion. Prohibit students from hanging arms out of bus, fighting or scuffling, standing in aisles, moving about in the bus and loud and boisterous talking, singing, etc. All these items are safety factors, and prevent the driver from giving adequate attention to driver duties, prevent him/her from hearing warning horns, etc. and causes undue damage to the bus.
26. The driver should never turn or reverse suddenly. He/she should avoid jerky starts and sudden stops and travel slowly over rough places.
27. The driver shall not follow within 100 feet of another vehicle except when passing.
28. A school bus shall, upon approaching any railroad crossing, be brought to a full stop by the driver within 50 feet or less than 15 feet from the crossing, and shall not proceed until due caution has been taken to ascertain that the course is clear. Emergency flares will be used at this time.
29. Students are not allowed to smoke, use tobacco or controlled substance, or have food, candy or any type of drink on the bus.
30. Students should never stand in the roadway while waiting for the bus.
31. The driver will not permit any other person to occupy his/her seat, drive the conveyance, or use the motor or any of the controls, excepting such persons as are approved by the Board of Education.

PLEASE SAVE THIS DOCUMENT

INCLEMENT WEATHER INFORMATION
SCHOOL CLOSING PHONE NUMBER IS 317-3400

No Snow Route CAMDENTON SCHOOL DISTRICT BUS SNOW ROUTE MEMO No Snow Route

PARENT/GUARDIAN

November 1, 2014

FROM: _____, Bus Driver Route # _____

Your student/s will NOT be affected by a snow route. Therefore, they should meet the bus at their normal bus stop at approximately the usual time.

If you have any questions, please call me at _____.

RADIO AND TV STATIONS

- Springfield (All Stations) KQUL (102.7) KOMU-TV
KFRD-KOZQ (96.7) KRSS (95.1) KZNN
KRMS (90.5) (1230 AM) KCLR (99.3) KRKO-TV
KIMX (101.9 FM) KTKY (106.9)
KCIQ (107.9) KCVQ (11.7)
KIRK-KTEL 103.7 KLOZ (91.7)

MEMO

TO: Parent or Guardian

FROM: Clay U. Coates
Transportation Director

RE: Emergency Snow Route For Buses

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

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

These routes will be broadcast over the local radio stations and/or School Reach, (not television) prior to opening of school that morning, and will be run by the buses both a.m. and p.m. routes that day. This eliminates confusion for parents on the location of where the children will be dropped off due to varying conditions during the day.

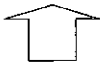
Due to the different types of roads in our district and the routing of certain school buses, not all bus routes have an emergency snow route. The attached map or letter from your driver is to better enable you in knowing if your child's or children's pick up and/or drop off points is on an emergency snow route.

If we were to call off school during midday, the emergency snow route is in effect automatically for that p.m. route.

Even when an emergency snow route is not called, there are conditions that may cause some roads to not be safe for the operation of some school buses. Your driver should notify you in advance if this is a problem on your route, and these are left up to the discretion of the driver on that route during inclement weather.

Thank you for your cooperation.

CAMDENTON R-III LINE-UP 2014-2015 FINAL LINE-UP



- #01 #56 #52
#02 #57 #53
#03 #58 #54
#04 #59 #55
#05 #60 #56
#06 #61 #57
#07 #62 #58
#08 #63 #59
#09 #64 #60
#10 #65 #61
#11 #66 #62
#12 #67 #63
#13 #68 #64
#14 #69 #65
#15 #70 #66
#16 #71 #67
#17 #72 #68
#18 #73 #69
#19 #74 #70
#20 #75 #71
#21 #76 #72
#22 #77 #73
#23 #78 #74
#24 #79 #75
#25 #80 #76
#26 #81 #77
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#40 #95 #91
#41 #96 #92
#42 #97 #93
#43 #98 #94
#44 #99 #95
#45 #100 #96
#46 #101 #97
#47 #102 #98
#48 #103 #99
#49 #104 #100
#50 #105 #101
#51 #106 #102
#52 #107 #103
#53 #108 #104
#54 #109 #105
#55 #110 #106



MIDDLE SCHOOL - DOGWOOD - HAWTHORN WILL SHUTTLE TO OAK RIDGE, HIGH SCHOOL AND HZ WHEN NECESSARY
BUS #26, #44 WILL GO OUT THE CABLES IN FRONT OF DOGWOOD ELEMENTARY
BUS #16, #17, #7, #30, #43, #41, #32, #2, #7 WILL TRAVEL HWY 404 AND PM



Table with 3 columns: Parking Slot #, Bus #, and Route. Lists routes for Oak Ridge Intermediate (5th & 4th grades).

Table with 3 columns: Parking Slot #, Bus #, and Route. Lists routes for High School (9th-12th grades).

CAMDENTON R-III SCHOOLS 2014-2015

School calendar grid for August 2014 through June 2015, including dates for Teacher Conferences, School Meetings, and various holidays.

07/02/14

07/02/14

This section contains copies of forms and information sheets that need to be filled out over certain times of the year. Some are returned to the Transportation Office and others get copied and out to parents or guardians of your riders. A school calendar for the upcoming year is also a part of this section.

PLEASE TAKE TIME TO LOOK OVER THIS SECTION AND FILL OUT PAPERS AS NECESSARY.

Letters to parents will be out no later than [redacted]
Sub information sheets will be turned in to office no later than [redacted]
New and updated route maps will be turned into office no later than [redacted]
Snow route papers will be distributed to parents the week of [redacted]

CAMDENTON R-III SCHOOLS

Dear Parent(s):
As a Camdenton R-III School District bus driver, I share your interest in your child's safety and well-being. In this capacity it is my direct responsibility to insure that throughout the school year your child is transported safely and efficiently to and from school.
It is my sincere hope that you, your child and I can develop a working relationship that will assist in our shared efforts to achieve a safe environment for all of those students placed in my charge for daily transport to and from school.
It is my intention to call upon you, the parent, when your help is needed. And, when I may be of service to you and/or your child in improving the school bus environment, I invite you to do the same.
Please keep in mind that your child's good school bus behavior is a necessary and very important contributor to school bus safety.
IMPORTANT TO YOU!
IMPORTANT TO ME!
IMPORTANT TO YOUR CHILDREN!
I wish to thank you in advance for your cooperation in assisting me in my commitment to ensure the safety of your child while on the bus.

Driver's Name (Print) Telephone Number Bus Route #

CAMDENTON R-III SCHOOLS SUB DRIVER INFORMATION SHEET

Form with fields for Driver Name, Route/Bus #, Line-Up Placement, SEAT ASSIGNMENT (SPECIFIC), NUMBER OF SEAT BELTS NEEDED AND STUDENTS NAME, NUMBER OF CHILD SEATS AND STUDENTS NAME, WHAT TIME DO YOU LEAVE CAMPUS OR HOME IN THE A.M., FIRST PICK UP TIME AND LOCATION, NAME THREE STUDENTS WHO COULD HELP ON BUS STOPS AND LOCATIONS IN THE A.M. AND P.M., RECOMMENDATIONS OR COMMENTS THAT WOULD HELP THE SUB DRIVER

07/02/14

TITLE: BUS DRIVER/PULL-TIME SHUTTLE BUS DRIVER

- QUALIFICATIONS:
1. Legitimate
 2. Safe Driving Record
 3. Successful Completion of driver training program
 4. Valid Driver License, valid commercial drivers license with school bus endorsement
 5. Ability to relate to people
 6. Must exhibit a positive attitude relative to the promotion of the interest of the Camdenton R-III Schools
 7. Shall be eligible to take drivers certification as the Board may find appropriate and acceptable.

REPORTS TO: Director of Transportation/Office Manager

JOB GOALS:

Provide children to and from classes on campus or a school related job or business in a safe and legal manner. To display courtesy, respect for the law and authority, safety in driving habits, and efficiency in time and effort.

To transport children to and from school on a school sponsored activity in a safe and legal manner. To display courtesy, respect for the law and authority, safety in driving habits, and efficiency in time and effort.

PERFORMANCE RESPONSIBILITIES:

1. Observe all safety rules and traffic laws by exhibiting safety first in all operations.
2. Establish a positive relationship between himself/herself and assigned students and their parents as appropriate, to promote safety and good conduct on the school bus.
3. Communicate with parents about the rules to address minor discipline issues before involving building administrators. Serious offenses may not require communication to parents, depending on the nature of the offense.
4. Instruct students assigned to his/her school bus regarding established rules and good conduct and safety on the school bus.
5. Transport assigned students over the designated routes, in accordance with established operating schedules and administrative rules.
6. Transport assigned students over the designated routes and evening bus routes, in accordance with established operating schedules and administrative rules.
7. Perform student procedures as outlined in the Driver's Handbook to ensure there are no students left unattended on the bus.
8. Maintain cleanliness of the assigned school bus, with frequent sweeping and dusting and wash other cleanable items as circumstances may, from time to time, require.
9. Perform daily safety inspections of his/her assigned school bus prior to morning route departure, completing the "Driver's Daily Report" to record and report deficiencies noted during the daily school bus safety inspection.
10. Execute and follow-up action as may be required to insure prompt correction of all equipment deficiencies recorded on his/her "Driver's Daily Report".
11. Maintain bus seats and pre-ops and reports to transportation office by 5:00 P.M. each Monday immediately following the previous week.
12. Conduct emergency school bus drills and safety demonstrations, when called upon to do so by the Administration.
13. Conduct himself/herself in accordance with all school bus driver rules and regulations, which have been, or may from time to time be established by the State and/or local Board of Education and/or the Superintendent of Schools.

6/18/2014

14. Attend no less than three school bus driver workshops conducted under the auspices of and as authorized by the Superintendent of Schools.
15. Maintain good personal hygiene and a personal appearance appropriate to his/her position as a representative of the Camdenton R-III Schools.
16. Submit a "Road Check" of records and make other written reports as the Administration may, from time to time direct.
17. When in a medical examination by the District's physician at least once a year prior to the first day of the school year. The Board of Education will bear the cost of the medical examination on the two days scheduled by the District Physician and Health Services personnel.
18. Perform other duties as assigned or deemed necessary.

TERMS OF EMPLOYMENT:
 Work days, hours, and salary as specified in district contract.

EVALUATION:
 Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

Reviewed and agreed to by: _____ Date: _____
 Transportation Director _____ Date: _____

6/18/2014

Camdenton R-III School District
 2014-2015 School Year
 Transportation Department Employee

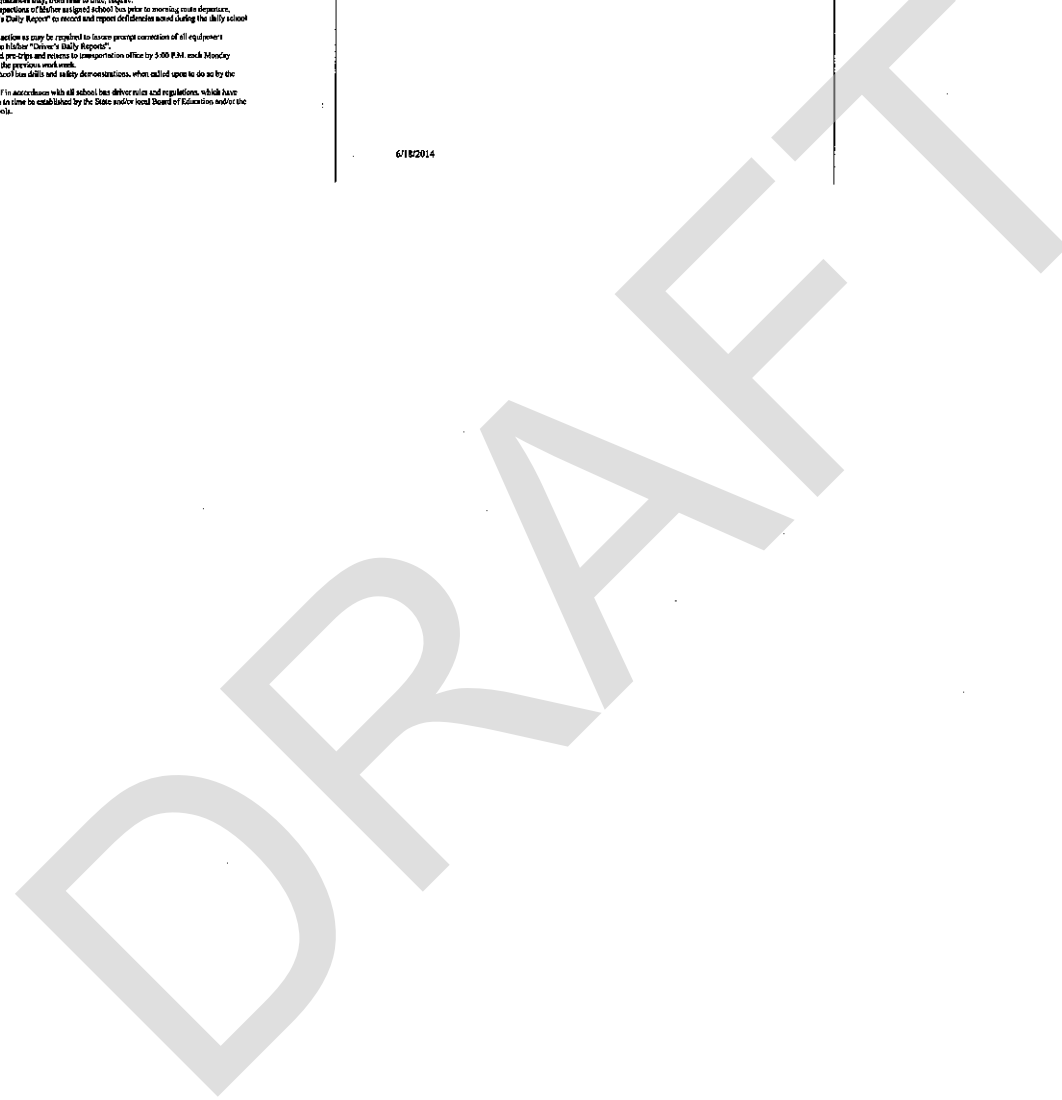
BUS DRIVER HANDBOOK ACKNOWLEDGMENT

I have received a copy of the Camdenton R-III Bus Driver Handbook which contains School District Policies and School Bus Guidelines.

I acknowledge that I have read the District Policies, including School Bus Guidelines and agree to abide by all provisions of the policies as a condition of my continued employment.

Employee Signature _____ Date _____

Please sign and return to Transportation Office by September 3, 2014.



Year	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Revenue	100	105	110	115	120	125	130	135	140	145	150
Expenses	95	100	105	110	115	120	125	130	135	140	145
Profit	5	5	5	5	5	5	5	5	5	5	5

The following table shows the revenue and expenses for the company from 2010 to 2020. The revenue is shown in the first column and the expenses are shown in the second column. The profit is shown in the third column.

- 1. Revenue: The total amount of money received by the company from its sales.
- 2. Expenses: The total amount of money spent by the company on its operations.
- 3. Profit: The amount of money left over after all expenses have been paid.

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- 2. Expenses: The total amount of money spent by the company on its operations.
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Year	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
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Revenue	100	105	110	115	120	125	130	135	140	145	150
Expenses	95	100	105	110	115	120	125	130	135	140	145
Profit	5	5	5	5	5	5	5	5	5	5	5

The following table shows the revenue and expenses for the company from 2010 to 2020. The revenue is shown in the first column and the expenses are shown in the second column. The profit is shown in the third column.

Year	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Revenue	100	105	110	115	120	125	130	135	140	145	150
Expenses	95	100	105	110	115	120	125	130	135	140	145
Profit	5	5	5	5	5	5	5	5	5	5	5

The following table shows the revenue and expenses for the company from 2010 to 2020. The revenue is shown in the first column and the expenses are shown in the second column. The profit is shown in the third column.

Year	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Revenue	100	105	110	115	120	125	130	135	140	145	150
Expenses	95	100	105	110	115	120	125	130	135	140	145
Profit	5	5	5	5	5	5	5	5	5	5	5

The following table shows the revenue and expenses for the company from 2010 to 2020. The revenue is shown in the first column and the expenses are shown in the second column. The profit is shown in the third column.

Year	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Revenue	100	105	110	115	120	125	130	135	140	145	150
Expenses	95	100	105	110	115	120	125	130	135	140	145
Profit	5	5	5	5	5	5	5	5	5	5	5

The following table shows the revenue and expenses for the company from 2010 to 2020. The revenue is shown in the first column and the expenses are shown in the second column. The profit is shown in the third column.

Year	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Revenue	100	105	110	115	120	125	130	135	140	145	150
Expenses	95	100	105	110	115	120	125	130	135	140	145
Profit	5	5	5	5	5	5	5	5	5	5	5

The following table shows the revenue and expenses for the company from 2010 to 2020. The revenue is shown in the first column and the expenses are shown in the second column. The profit is shown in the third column.

Year	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Revenue	100	105	110	115	120	125	130	135	140	145	150
Expenses	95	100	105	110	115	120	125	130	135	140	145
Profit	5	5	5	5	5	5	5	5	5	5	5

The following table shows the revenue and expenses for the company from 2010 to 2020. The revenue is shown in the first column and the expenses are shown in the second column. The profit is shown in the third column.

Timeline for completion of each NYS Multiple Choice Test

Year	Grade	Mathematics	Science	History	Language Arts	Physical Education	Art	Music	Foreign Language
2011	3	100%	100%	100%	100%	100%	100%	100%	100%
2012	4	100%	100%	100%	100%	100%	100%	100%	100%
2013	5	100%	100%	100%	100%	100%	100%	100%	100%
2014	6	100%	100%	100%	100%	100%	100%	100%	100%
2015	7	100%	100%	100%	100%	100%	100%	100%	100%
2016	8	100%	100%	100%	100%	100%	100%	100%	100%
2017	9	100%	100%	100%	100%	100%	100%	100%	100%
2018	10	100%	100%	100%	100%	100%	100%	100%	100%
2019	11	100%	100%	100%	100%	100%	100%	100%	100%
2020	12	100%	100%	100%	100%	100%	100%	100%	100%

2020-2021 School Year

Education Reform and Progress

The Education Reform and Progress Act of 2019 is a landmark piece of legislation that aims to improve the quality of education for all students in New York State. The Act includes provisions for teacher evaluation, student assessment, and school improvement. It also addresses issues such as teacher pay, student safety, and school choice. The Act is a comprehensive effort to address the challenges facing the education system and to ensure that every student has the opportunity to succeed.

2020-2021 School Year

Timeline for completion of the Educator Employment Contract

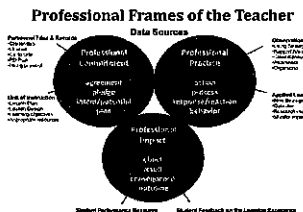
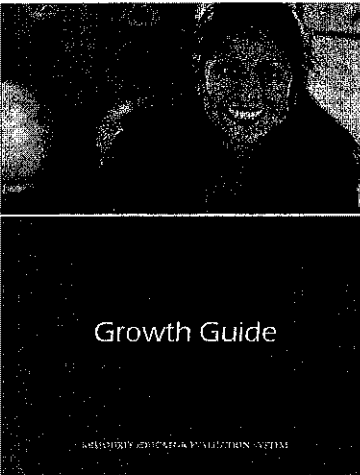
Year	Grade	Mathematics	Science	History	Language Arts	Physical Education	Art	Music	Foreign Language
2011	3	100%	100%	100%	100%	100%	100%	100%	100%
2012	4	100%	100%	100%	100%	100%	100%	100%	100%
2013	5	100%	100%	100%	100%	100%	100%	100%	100%
2014	6	100%	100%	100%	100%	100%	100%	100%	100%
2015	7	100%	100%	100%	100%	100%	100%	100%	100%
2016	8	100%	100%	100%	100%	100%	100%	100%	100%
2017	9	100%	100%	100%	100%	100%	100%	100%	100%
2018	10	100%	100%	100%	100%	100%	100%	100%	100%
2019	11	100%	100%	100%	100%	100%	100%	100%	100%
2020	12	100%	100%	100%	100%	100%	100%	100%	100%

2020-2021 School Year

Educator Employment Progress

Year	Grade	Mathematics	Science	History	Language Arts	Physical Education	Art	Music	Foreign Language
2011	3	100%	100%	100%	100%	100%	100%	100%	100%
2012	4	100%	100%	100%	100%	100%	100%	100%	100%
2013	5	100%	100%	100%	100%	100%	100%	100%	100%
2014	6	100%	100%	100%	100%	100%	100%	100%	100%
2015	7	100%	100%	100%	100%	100%	100%	100%	100%
2016	8	100%	100%	100%	100%	100%	100%	100%	100%
2017	9	100%	100%	100%	100%	100%	100%	100%	100%
2018	10	100%	100%	100%	100%	100%	100%	100%	100%
2019	11	100%	100%	100%	100%	100%	100%	100%	100%
2020	12	100%	100%	100%	100%	100%	100%	100%	100%

2020-2021 School Year



2020-2021 School Year

Teacher Growth Scale 1.1

Standard 1.1: Content Knowledge of the Discipline

The teacher understands the content, including major concepts, principles, and theories, and their relationships, and applies this knowledge to teaching experiences. The teacher understands the content, including major concepts, principles, and theories, and their relationships, and applies this knowledge to teaching experiences. The teacher understands the content, including major concepts, principles, and theories, and their relationships, and applies this knowledge to teaching experiences.

Level	1	2	3	4	5
1	1.1.1	1.1.2	1.1.3	1.1.4	1.1.5
2	2.1	2.2	2.3	2.4	2.5
3	3.1	3.2	3.3	3.4	3.5
4	4.1	4.2	4.3	4.4	4.5
5	5.1	5.2	5.3	5.4	5.5

2020-2021 School Year

Teacher Growth Scale 1.2

Standard 1.2: Content Knowledge of Pedagogical Content Knowledge

The teacher understands how to plan instruction, select content, and assess student learning. The teacher understands how to plan instruction, select content, and assess student learning. The teacher understands how to plan instruction, select content, and assess student learning. The teacher understands how to plan instruction, select content, and assess student learning.

Level	1	2	3	4	5
1	1.2.1	1.2.2	1.2.3	1.2.4	1.2.5
2	2.1	2.2	2.3	2.4	2.5
3	3.1	3.2	3.3	3.4	3.5
4	4.1	4.2	4.3	4.4	4.5
5	5.1	5.2	5.3	5.4	5.5

2020-2021 School Year

Teacher Growth Scale 1.3

Standard 1.3: Content Knowledge of Pedagogical Content Knowledge

The teacher understands how to plan instruction, select content, and assess student learning. The teacher understands how to plan instruction, select content, and assess student learning. The teacher understands how to plan instruction, select content, and assess student learning. The teacher understands how to plan instruction, select content, and assess student learning.

Level	1	2	3	4	5
1	1.3.1	1.3.2	1.3.3	1.3.4	1.3.5
2	2.1	2.2	2.3	2.4	2.5
3	3.1	3.2	3.3	3.4	3.5
4	4.1	4.2	4.3	4.4	4.5
5	5.1	5.2	5.3	5.4	5.5

2020-2021 School Year

Teacher Growth Scale 1.4

Standard 1.4: Content Knowledge of Pedagogical Content Knowledge

The teacher understands how to plan instruction, select content, and assess student learning. The teacher understands how to plan instruction, select content, and assess student learning. The teacher understands how to plan instruction, select content, and assess student learning. The teacher understands how to plan instruction, select content, and assess student learning.

Level	1	2	3	4	5
1	1.4.1	1.4.2	1.4.3	1.4.4	1.4.5
2	2.1	2.2	2.3	2.4	2.5
3	3.1	3.2	3.3	3.4	3.5
4	4.1	4.2	4.3	4.4	4.5
5	5.1	5.2	5.3	5.4	5.5

2020-2021 School Year

Teacher Growth Scale 1.5

Standard 1.5: Content Knowledge of Pedagogical Content Knowledge

The teacher understands how to plan instruction, select content, and assess student learning. The teacher understands how to plan instruction, select content, and assess student learning. The teacher understands how to plan instruction, select content, and assess student learning. The teacher understands how to plan instruction, select content, and assess student learning.

Level	1	2	3	4	5
1	1.5.1	1.5.2	1.5.3	1.5.4	1.5.5
2	2.1	2.2	2.3	2.4	2.5
3	3.1	3.2	3.3	3.4	3.5
4	4.1	4.2	4.3	4.4	4.5
5	5.1	5.2	5.3	5.4	5.5

2020-2021 School Year

Teacher Growth Scale 1.6

Standard 1.6: Instructional Strategies and Assessment

The teacher understands how to plan instruction, select content, and assess student learning. The teacher understands how to plan instruction, select content, and assess student learning. The teacher understands how to plan instruction, select content, and assess student learning. The teacher understands how to plan instruction, select content, and assess student learning.

Level	1	2	3	4	5
1	1.6.1	1.6.2	1.6.3	1.6.4	1.6.5
2	2.1	2.2	2.3	2.4	2.5
3	3.1	3.2	3.3	3.4	3.5
4	4.1	4.2	4.3	4.4	4.5
5	5.1	5.2	5.3	5.4	5.5

2020-2021 School Year

Teacher Growth Scale 1.7

Standard 1.7: Instructional Strategies and Assessment

The teacher understands how to plan instruction, select content, and assess student learning. The teacher understands how to plan instruction, select content, and assess student learning. The teacher understands how to plan instruction, select content, and assess student learning. The teacher understands how to plan instruction, select content, and assess student learning.

Level	1	2	3	4	5
1	1.7.1	1.7.2	1.7.3	1.7.4	1.7.5
2	2.1	2.2	2.3	2.4	2.5
3	3.1	3.2	3.3	3.4	3.5
4	4.1	4.2	4.3	4.4	4.5
5	5.1	5.2	5.3	5.4	5.5

2020-2021 School Year

Teacher Growth Scale 1.8

Standard 1.8: Instructional Strategies and Assessment

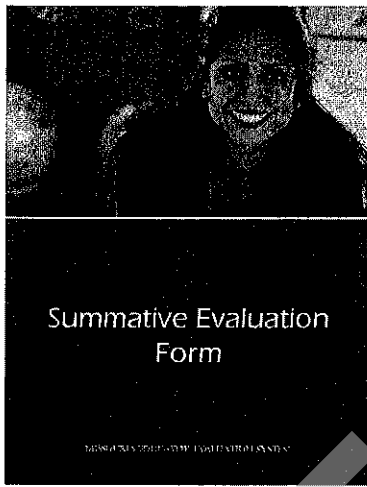
The teacher understands how to plan instruction, select content, and assess student learning. The teacher understands how to plan instruction, select content, and assess student learning. The teacher understands how to plan instruction, select content, and assess student learning. The teacher understands how to plan instruction, select content, and assess student learning.

Level	1	2	3	4	5
1	1.8.1	1.8.2	1.8.3	1.8.4	1.8.5
2	2.1	2.2	2.3	2.4	2.5
3	3.1	3.2	3.3	3.4	3.5
4	4.1	4.2	4.3	4.4	4.5
5	5.1	5.2	5.3	5.4	5.5

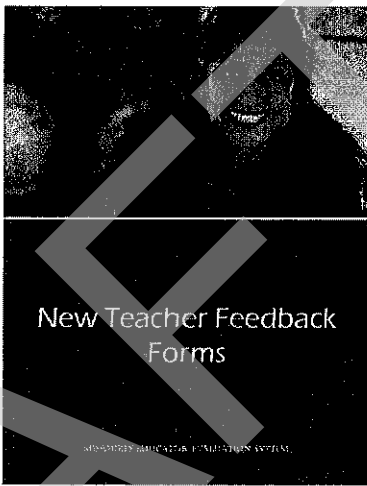
2020-2021 School Year

Performance Indicator Feedback Form. Includes fields for Teacher, School, Subject, and Academic Year. Contains a grid for rating performance indicators and a section for Teacher Comments.

Standard Overview Feedback Form. Includes fields for Teacher, School, Subject, and Academic Year. Contains a grid for rating teacher practices and a section for Teacher Comments.



Teacher Evaluation Summary Report. Includes fields for Teacher, School, Subject, and Academic Year. Contains a grid for rating standards and a section for Teacher Comments.



Form for 'Pilot in the Beginning of the School Year' with fields for Teacher, School, Subject, and Academic Year. Contains a grid for rating standards and a section for Teacher Comments.

Standard Overview Feedback Form (continued). Includes fields for Teacher, School, Subject, and Academic Year. Contains a grid for rating performance indicators and a section for Teacher Comments.

Standard Overview Feedback Form (continued). Includes fields for Teacher, School, Subject, and Academic Year. Contains a grid for rating performance indicators and a section for Teacher Comments.

Form for 'End Month of the School Year' with fields for Teacher, School, Subject, and Academic Year. Contains a grid for rating standards and a section for Teacher Comments.

Form for '2nd - 3rd Month of School (Year 1)' with fields for Teacher, School, Subject, and Academic Year. Contains a grid for rating standards and a section for Teacher Comments.

Form for '2nd - 3rd Month of School (Year 2)' with fields for Teacher, School, Subject, and Academic Year. Contains a grid for rating standards and a section for Teacher Comments.

Form for '4th Month of School (Year 1)' with fields for Teacher, School, Subject, and Academic Year. Contains a grid for rating standards and a section for Teacher Comments.

Form for '2nd - 3rd Month of School (Year 2)' with fields for Teacher, School, Subject, and Academic Year. Contains a grid for rating standards and a section for Teacher Comments.

Form for '4th - 5th Month of School (Year 1)' with fields for Teacher, School, Subject, and Academic Year. Contains a grid for rating standards and a section for Teacher Comments.

Form for 'End of School' with fields for Teacher, School, Subject, and Academic Year. Contains a grid for rating standards and a section for Teacher Comments.

Form for 'Pilot in the Beginning of the School Year' with fields for Teacher, School, Subject, and Academic Year. Contains a grid for rating standards and a section for Teacher Comments.

Board of Education

Bills Paid Early

July 14, 2014

Vendor Name	Invoice Description	PO Number	Amount
ACE America Insurance Co.	HS Summer Sports Coverage	105-12014	700.00
ACE America Insurance Co.	MS Summer Sports Coverage	105-12014	500.00
Total ACE America Insurance Co.			1,200.00
Allied Waste Services #435	Recycling Container		46.81
Total Allied Waste Services #435			46.81
Ameren Missouri	OBE Electric		31.86
Ameren Missouri	OBE Electric		3,214.51
Total Ameren Missouri			3,246.37
AT&T	OBE Home		227.18
AT&T	HDE Phane		220.26
Total AT&T			447.44
AT&T Long Distance	Long Distance HDE, OBE, Horizons		52.90
Total AT&T Long Distance			52.90
AT&T Mobility - Maint Cell	Cell Phones		456.06
AT&T Mobility - Maint Cell	Cellular Internet		172.50
Total AT&T Mobility - Maint Cell			628.56
Charter	District Local & LD, OBE Fiber		2,268.29
Total Charter			2,268.29
City of Camdenton	Campus Water Sewer		5,102.69
City of Camdenton	Horizons Water Sewer		28.78
Total City of Camdenton			5,131.47
City of Osage Beach	Water/Sewer		261.10
Total City of Osage Beach			261.10
Davis, Ingrid	Exercise Class	550-12059	455.00
Total Davis, Ingrid			455.00
Mad Science of Greater Kansas City	Workshop June 10, 2014	106-11481	210.00
Total Mad Science of Greater Kansas City			210.00
Nicklas, Jo B	Travel Expense		94.03
Nicklas, Jo B	Travel Expense		286.44
Total Nicklas, Jo B			380.47
Sunrise Beach Water System	HDE Water		558.11
Total Sunrise Beach Water System			558.11
The Food Bank for Central & NE MO	Camdenton R-III Buddy Packs		28.00

Board of Education

Bills Paid Early

July 14, 2014

Total The Food Bank for Central & NE MO			28.00
Grand Total			14,914.52
Allied Waste Services #435	Trash Service		46.81
Allied Waste Services #435	Trash Service		57.78
Allied Waste Services #435	Trash Service		174.04
Total Allied Waste Services #435			278.63
AT&T	JJC DSL		182.47
AT&T	Horizons Local, Campus Alarms		497.51
Total AT&T			679.98
AT&T Mobility - Maint Cell	SRO Internet Access		345.00
Total AT&T Mobility - Maint Cell			345.00
Charter	District Local & LD, OBE Fiber		1,866.66
Total Charter			1,866.66
Co-Mo Electric Cooperative Inc.	HDE Electric		3,109.40
Total Co-Mo Electric Cooperative Inc.			3,109.40
G's Smokehouse, LLC	Lunch for DLT Meeting	700-12082	372.00
Total G's Smokehouse, LLC			372.00
Sho-Me Technologies	7/01/14-7/31/14		976.66
Total Sho-Me Technologies			976.66
Sunrise Beach Water System	Water HDE		352.36
Total Sunrise Beach Water System			352.36
Grand Total			7,980.69

Board of Education

P Card Payments

June 2014

Vendor Name	PO Number	Invoice Number	Invoice Description	Amount
Andy Mark, Inc.	106-11691	83071	Robot Motors	1,751.43
BMO Harris MasterCard		352631175	T Nicklas Fuel	71.61
Candlewood Suites - Cape Girardeau	873-11978	65244673	Rooms for State Golf Tournament	198.00
Candlewood Suites - Cape Girardeau	873-11978	65173502	Rooms for State Golf Tournament	198.00
Candlewood Suites - Cape Girardeau	873-11978	65244598	Rooms for State Golf Tournament	198.00
Co-Mo Electric Cooperative Inc.		353521426	HDE Electric	2,931.39
Dierbergs - Lakeview Pointe	873-11979	353521430	End of Season Picnic	220.24
Enterprise Rent - A - Car		352166583	C Reeves Car Rental	755.66
Go Daddy		701571024	SSL Renewal	209.97
Laclede Electric Cooperative		2363800	Elementary	7,891.86
Laclede Electric Cooperative		2364000	Administration	1,086.54
Laclede Electric Cooperative		2371302	Horizons	455.15
Laclede Electric Cooperative		3782000	Maintenance bldg.	546.40
Ozarks Technical Community College	107-10474	Ref# 13830976	Refund - Overcharge from March	(50.00)
ScreenCountry, Inc.	805-12081	Order# 1402332695	LCD Screen	49.48
Summit Natural Gas of MO		00023330	Concession/Maint	171.79
UPS		00006X3421204	Shipping	176.25
UPS		00006X3421214	Shipping	64.07
UPS		00006X3421224	Shipping	49.12
UPS		00006X3421234	Shipping	59.85
Wal-Mart - LCTC	106-11958	00124	FRC Celebration Supplies	36.98
Grand Total				17,071.79

Monthly Financial Report								
	Incidental	Teachers	Capital Projects	Bond/Lease	Sub Total	Debt Service	Other Funds	Med. St Acct
June Opening Balance	\$ 17,232,561.09	\$ 5,665,604.10	\$ 5,477,534.56	\$ 23,657,478.96	\$ 52,033,178.71	\$ 2,394,210.49	\$ 54,427,389.20	\$ 1,274,603.55
June								
2014 Ending Balance	\$ 15,700,288.95	\$ -	\$ 6,266,413.36	\$ 31,784,166.83	\$ 43,750,869.14	\$ 2,296,119.92	\$ 46,046,989.06	\$ 1,767,915.91
2013 Ending Balance	\$ 16,186,273.00	\$ -	\$ 3,679,548.00	\$ 1,804,140.00	\$ 21,669,961.00	\$ 1,728,511.00	\$ 23,398,472.00	\$ 1,859,283.00
2012 Ending Balance	\$ 14,357,000.00	\$ -	\$ 4,784,093.00	\$ 1,797,674.00	\$ 20,948,767.00	\$ 1,746,557.00	\$ 22,695,324.00	\$ 2,567,708.00
2011 Ending Balance	\$ 12,749,139.00	\$ -	\$ 5,516,103.00	\$ 1,549,108.00	\$ 19,814,350.00	\$ 1,492,609.00	\$ 21,306,959.00	\$ 1,861,584.00
2010 Ending Balance	\$ 12,138,810.00	\$ -	\$ 4,439,508.00	\$ 1,839,668.00	\$ 18,417,986.00	\$ 1,611,144.00	\$ 20,029,130.00	\$ 1,458,539.00
2009 Ending Balance	\$ 12,677,648.00	\$ -	\$ 3,388,824.00	\$ 1,865,782.00	\$ 17,932,254.00	\$ 1,539,823.00	\$ 19,472,077.00	\$ 1,883,552.00
2008 Ending Balance	\$ 11,826,556.00	\$ -	\$ 2,803,305.00	\$ 1,675,211.00	\$ 16,405,072.00	\$ 1,441,241.00	\$ 17,846,313.00	\$ 2,448,551.00
2007 Ending Balance	\$ 11,180,489.00	\$ -	\$ 3,389,980.00	\$ 1,314,535.00	\$ 15,884,984.00	\$ 1,530,228.00	\$ 17,415,212.00	\$ 2,597,945.00
2006 Ending Balance	\$ 10,308,628.00	\$ (1,226,068.00)	\$ 1,598,404.00	\$ 1,145,356.00	\$ 11,826,320.00	\$ 1,214,342.00	\$ 13,040,662.00	\$ 2,848,470.00
June								
2014 Receipts	\$ 1,153,754.78	\$ 988,702.08	\$ 8,219,056.51	\$ 675.31	\$ 10,362,188.68	\$ 2,136,798.66	\$ 12,498,987.34	\$ 1,004,747.83
2013 Receipts	\$ 1,533,608.00	\$ 670,888.00	\$ 14,483.00	\$ 32,191.00	\$ 2,251,146.00	\$ 20,886.00	\$ 2,272,034.00	\$ 1,005,968.00
2012 Receipts	\$ 910,883.00	\$ 1,305,828.00	\$ 5,452.00	\$ 16,357.00	\$ 2,238,520.00	\$ 23,687.00	\$ 2,262,187.00	\$ 1,073,178.00
2011 Receipts	\$ 968,642.00	\$ 1,319,303.00	\$ 71,983.00	\$ 17,998.00	\$ 2,377,924.00	\$ 21,801.00	\$ 2,399,725.00	\$ 877,460.00
2010 Receipts	\$ 746,602.00	\$ 1,461,425.00	\$ 110,704.00	\$ 25,988.00	\$ 2,344,699.00	\$ 16,487.00	\$ 2,361,186.00	\$ 874,037.00
2009 Receipts	\$ 659,530.00	\$ 992,777.00	\$ 281,959.00	\$ 89,040.00	\$ 2,022,306.00	\$ 19,595.00	\$ 2,041,901.00	\$ 1,007,304.00
2008 Receipts	\$ 809,853.00	\$ 1,090,825.00	\$ 134,119.00	\$ 47,123.00	\$ 2,081,920.00	\$ 33,935.00	\$ 2,115,855.00	\$ 769,614.00
2007 Receipts	\$ (1,244,580.00)	\$ 3,398,043.00	\$ 84,284.00	\$ 38,122.00	\$ 2,273,869.00	\$ 33,974.00	\$ 2,307,843.00	\$ 723,032.00
2006 Receipts	\$ 1,070,720.00	\$ 1,069,014.00	\$ 63,742.00	\$ 39,067.00	\$ 2,242,543.00	\$ 31,565.00	\$ 2,274,108.00	\$ 707,579.00
June								
2014 Expenditures	\$ 2,016,026.92	\$ 6,654,306.18	\$ 8,100,177.71	\$ 1,673,987.44	\$ 18,644,498.25	\$ 2,234,889.23	\$ 20,879,387.48	\$ 612,036.47
2013 Expenditures	\$ 2,142,157.00	\$ 6,404,216.00	\$ 243,863.00	\$ -	\$ 8,790,236.00	\$ -	\$ 8,790,236.00	\$ 827,245.00
2012 Expenditures	\$ 2,351,067.00	\$ 6,186,186.00	\$ 276,648.00	\$ -	\$ 8,813,911.00	\$ 92.00	\$ 8,814,003.00	\$ 464,491.00
2011 Expenditures	\$ 1,994,462.00	\$ 6,094,709.00	\$ 124,856.00	\$ -	\$ 8,214,027.00	\$ -	\$ 8,214,027.00	\$ 334,457.00
2010 Expenditures	\$ 1,915,673.00	\$ 6,379,484.00	\$ 447,085.00	\$ -	\$ 8,742,242.00	\$ -	\$ 8,742,242.00	\$ 619,900.00
2009 Expenditures	\$ 1,728,471.00	\$ 6,181,687.00	\$ 115,403.00	\$ -	\$ 8,025,541.00	\$ -	\$ 8,025,541.00	\$ 669,556.00
2008 Expenditures	\$ 1,765,948.00	\$ 5,835,700.00	\$ 491,110.00	\$ -	\$ 8,092,758.00	\$ -	\$ 8,092,758.00	\$ 389,454.00
2007 Expenditures	\$ 1,519,737.00	\$ 5,568,938.00	\$ 103,759.00	\$ -	\$ 7,192,432.00	\$ -	\$ 7,192,432.00	\$ 1,202,818.00
2006 Expenditures	\$ 2,087,131.00	\$ 4,703,601.00	\$ 130,746.00	\$ -	\$ 6,931,478.00	\$ -	\$ 6,931,478.00	\$ 295,131.00

YTD								
2014 Receipts	\$ 19,386,457.70	\$ 23,648,075.11	\$ 9,923,212.67	\$ 27,108,329.89	\$ 80,064,075.37	\$ 5,481,489.37	\$ 85,545,564.74	\$ 5,335,659.85
2013 Receipts	\$ 20,878,386.00	\$ 23,430,327.00	\$ 677,885.00	\$ 1,508,841.00	\$ 46,495,439.00	\$ 2,200,331.00	\$ 48,695,770.00	\$ 5,304,475.00
2012 Receipts	\$ 19,364,673.00	\$ 23,265,679.00	\$ 602,443.00	\$ 1,807,333.00	\$ 45,040,028.00	\$ 2,263,083.00	\$ 47,323,111.00	\$ 4,610,291.00
2011 Receipts	\$ 16,552,188.00	\$ 24,145,694.00	\$ 4,668,087.00	\$ 1,167,023.00	\$ 46,532,992.00	\$ 1,827,598.00	\$ 48,360,590.00	\$ 4,708,071.00
2010 Receipts	\$ 16,818,188.00	\$ 24,093,506.00	\$ 4,728,032.00	\$ 1,304,344.00	\$ 46,742,070.00	\$ 1,826,434.00	\$ 48,568,504.00	\$ 4,723,385.00
2009 Receipts	\$ 15,828,673.00	\$ 23,571,338.00	\$ 4,369,828.00	\$ 1,379,945.00	\$ 45,149,962.00	\$ 1,789,518.00	\$ 46,949,500.00	\$ 4,329,726.00
2008 Receipts	\$ 15,523,002.00	\$ 22,232,148.00	\$ 4,621,385.00	\$ 1,608,844.00	\$ 43,985,379.00	\$ 1,980,888.00	\$ 45,966,267.00	\$ 3,734,855.00
2007 Receipts	\$ 14,826,749.00	\$ 20,786,698.00	\$ 3,417,383.00	\$ 1,357,442.00	\$ 40,388,252.00	\$ 1,904,011.00	\$ 42,292,263.00	\$ 3,543,868.00
2006 Receipts	\$ 16,770,325.00	\$ 16,310,171.00	\$ 2,196,457.00	\$ 1,346,216.00	\$ 38,623,169.00	\$ 1,774,421.00	\$ 40,397,590.00	\$ 3,514,365.00
YTD								
2014 Expenditures	\$ 16,966,598.55	\$ 25,893,918.63	\$ 9,810,487.09	\$ 5,322,163.06	\$ 57,983,167.33	\$ 4,911,880.17	\$ 62,895,047.50	\$ 5,427,826.99
2013 Expenditures	\$ 18,593,898.00	\$ 24,386,013.00	\$ 2,382,429.00	\$ 1,502,374.00	\$ 44,844,714.00	\$ 2,219,776.00	\$ 47,064,490.00	\$ 6,032,898.00
2012 Expenditures	\$ 16,333,980.00	\$ 24,682,718.00	\$ 1,331,223.00	\$ 1,557,958.00	\$ 43,905,869.00	\$ 2,029,419.00	\$ 45,935,308.00	\$ 3,884,467.00
2011 Expenditures	\$ 15,756,780.00	\$ 24,330,771.00	\$ 3,591,492.00	\$ 1,457,582.00	\$ 45,136,805.00	\$ 1,946,126.00	\$ 47,082,931.00	\$ 4,305,027.00
2010 Expenditures	\$ 16,268,146.00	\$ 24,572,947.00	\$ 4,006,968.00	\$ 1,408,245.00	\$ 46,258,306.00	\$ 1,755,145.00	\$ 48,011,451.00	\$ 5,148,379.00
2009 Expenditures	\$ 15,077,781.00	\$ 23,571,059.00	\$ 3,643,288.00	\$ 1,330,393.00	\$ 43,622,519.00	\$ 1,699,935.00	\$ 45,322,454.00	\$ 4,894,722.00
2008 Expenditures	\$ 14,776,962.00	\$ 22,232,147.00	\$ 5,208,026.00	\$ 1,248,153.00	\$ 43,465,288.00	\$ 2,069,876.00	\$ 45,535,164.00	\$ 3,884,049.00
2007 Expenditures	\$ 12,728,844.00	\$ 20,786,899.00	\$ 2,625,785.00	\$ 1,188,283.00	\$ 37,329,581.00	\$ 1,588,125.00	\$ 38,917,716.00	\$ 3,784,392.00
2006 Expenditures	\$ 14,962,932.00	\$ 17,564,925.00	\$ 1,891,482.00	\$ 1,152,717.00	\$ 35,572,056.00	\$ 1,977,559.00	\$ 37,549,615.00	\$ 2,829,108.00

Financial Summary – June 2014

July 2014

To: Board of Education

As a summary to our Board Meeting on June 27, 2014, the following are the District's end-of-year fund balances for the 2013-2014 fiscal year.

Incidental Fund	\$15,700,288.95
Teachers Fund	\$0
Capital Projects Fund	\$6,266,413.36
Bond/Construction Fund	\$21,784,166.83
Debt Service Fund	\$2,296,119.92
Total	\$46,046,989.06

The Incidental and Teachers Fund balance of \$15,700,288.95 is 36.63% of the total 2013-2014 Teacher and Incidental Fund expenditures. The Incidental and Teachers Fund balance decreased by \$485,984.37 from the balance on June 30, 2013. The Capital Projects Fund increased by \$782,725.58. The Debt Service Fund decreased by \$569,609.20.

The following are year-end balances for the past nine years.

	Incidental	Teachers	Capital Projects	Lease Purchase/Bond/Construction	Debt Services	Total
2006	\$9,082,560	\$0	\$1,598,404	\$1,145,356	\$1,214,342	\$13,040,662.00
2007	\$11,180,520	\$0	\$3,389,945	\$1,314,520	\$1,530,228	\$17,415,213.00
2008	\$11,926,556	\$0	\$2,803,305	\$1,675,211	\$1,441,241	\$17,846,313.00
2009	\$12,692,545	\$0	\$3,375,465	\$1,864,244	\$1,539,823	\$19,472,077.00
2010	\$12,138,810	\$0	\$4,439,508	\$1,839,668	\$1,611,144	\$20,029,130.00
2011	\$12,749,139.32	\$0	\$5,516,103.30	\$1,549,107.15	\$1,492,608.77	\$21,306,958.54
2012	\$14,367,000.15	\$0	\$4,784,092.51	\$1,797,673.71	\$1,746,556.93	\$22,695,323.30
2013	\$16,186,273	\$0	\$3,679,548	\$1,804,140	\$1,726,511	\$23,396,472
2014	\$15,700,288.95	\$0	\$6,266,413.36	\$21,784,166.83	\$2,296,119.92	\$46,046,989.06

The ending fund balance for the Self-Insurance Medical Account was \$1,767,315.90. This reflects a decrease of \$91,967.14 from the previous year-end fund balance. During the 2013-2014 school year we paid \$5,427,626.99 in discounted claims as compared to \$6,032,898 the previous year. This reflects a decrease of \$605,271.01.

Pledged Securities

Bank	Deposit Balance	FDIC Insurance	Balance	Securities Pledged	Amt Under/Over Collateralized
US Bank	\$1,767,315.91	\$250,000.00	\$1,517,315.91	\$2,500,000.00	\$982,684.09 Over
First National Bank	\$503,775.05	\$250,000.00	\$253,775.05	\$4,205,701.00	\$3,951,925.95 Over
Central Bank	\$4,666,826.52	\$250,000.00	\$4,416,826.52	\$5,297,573.54	\$880,747.02 Over

**2013-2014 MONTHLY
FINANCIAL STATEMENT**

JULY 2013 FINANCIAL STATEMENT Medical Self-Insurance Account					
Beginning Bal.	Revenue		Expenses		Ending Bal.
	Premiums	\$74,822.95	Fixed Premium	\$72,481.88	
	COBRA	\$1,160.15	Claims	\$236,361.32	
	Interest	\$58.32	Overpay/Refund	\$0.00	
	Reimb/Void Ck.	\$8,103.80	Sv. Chg./NSF Chks	\$100.65	
	Stop Loss Reimb.	\$464,863.70	ERRP Adm. fees	\$0.00	
\$1,859,283.05		\$549,008.92		\$308,943.85	\$2,099,348.12

AUGUST 2013 FINANCIAL STATEMENT Medical Self-Insurance Account					
Beginning Bal.	Revenue		Expenses		Ending Bal.
	Premiums	\$111,518.30	Fixed Premium	\$72,090.71	
	COBRA	\$0.00	Claims	\$315,541.80	
	Interest	\$16.70	Overpay/Refund	\$0.00	
	Reimb/Void Ck.	\$0.00	Sv. Chg./NSF Chks	\$101.35	
	Stop Loss Reimb.	\$3,515.01	ERRP Adm. fees	\$0.00	
\$2,099,348.12		\$115,030.01		\$387,733.86	\$1,826,664.27

SEPTEMBER 2013 FINANCIAL STATEMENT Medical Self-Insurance Account					
Beginning Bal.	Revenue		Expenses		Ending Bal.
	Premiums	\$369,410.40	Fixed Premium	\$72,266.49	
	COBRA	\$111.86	Claims	\$610,700.44	
	Interest	\$13.89	Overpay/Refund	\$0.00	
	Reimb/Void Ck.	\$0.00	Sv. Chg./NSF Chks	\$128.10	
	Stop Loss Reimb.	\$21.30	ERRP Adm. fees	\$0.00	
\$1,826,664.27		\$370,607.45		\$683,095.03	\$1,514,176.69

JANUARY 2014 FINANCIAL STATEMENT Medical Self-Insurance Account					
Beginning Bal.	Revenue		Expenses		Ending Bal.
	Premiums	\$482,565.05	Fixed Premium	\$72,090.71	
	COBRA	\$1,475.57	Claims	\$530,197.02	
	Interest	\$10.51	Overpay/Refund	\$0.00	
	Reimb/Void Ck.	\$6,836.34	Sv. Chg./NSF Chks	\$103.10	
	Stop Loss Reimb.	\$50,252.60	ERRP Adm. fees	\$0.00	
\$1,188,377.89		\$541,140.07		\$602,390.83	\$1,127,127.13

FEBRUARY 2014 FINANCIAL STATEMENT Medical Self-Insurance Account					
Beginning Bal.	Revenue		Expenses		Ending Bal.
	Premiums	\$368,980.05	Fixed Premium	\$72,190.67	
	COBRA	\$1,475.57	Claims	\$233,495.18	
	Interest	\$10.04	Overpay/Refund	\$0.00	
	Reimb/Void Ck.	\$0.00	Sv. Chg./NSF Chks	\$102.75	
	Stop Loss Reimb.	\$147,058.91	ERRP Adm. fees	\$0.00	
\$1,127,127.13		\$517,524.57		\$325,788.60	\$1,318,863.10

MARCH 2014 FINANCIAL STATEMENT Medical Self-Insurance Account					
Beginning Bal.	Revenue		Expenses		Ending Bal.
	Premiums	\$370,190.05	Fixed Premium	\$72,821.37	
	COBRA	\$580.93	Claims	\$341,882.88	
	Interest	\$11.44	Overpay/Refund	\$0.00	
	Reimb/Void Ck.	\$0.00	Sv. Chg./NSF Chks	\$102.75	
	Stop Loss Reimb.	\$35,444.47	ERRP Adm. fees	\$0.00	
\$1,318,863.10		\$406,226.89		\$414,807.00	\$1,310,282.99

OCTOBER 2013 FINANCIAL STATEMENT Medical Self-Insurance Account					
Beginning Bal.	Revenue		Expenses		Ending Bal.
	Premiums	\$372,745.75	Fixed Premium	\$72,278.56	
	COBRA	\$0.00	Claims	\$383,327.05	
	Interest	\$13.01	Overpay/Refund	\$0.00	
	Reimb/Void Ck.	\$7,844.35	Sv. Chg./NSF Chks	\$103.45	
	Stop Loss Reimb.	\$0.00	ERRP Adm. fees	\$0.00	
\$1,514,176.69		\$380,603.11		\$455,709.06	\$1,439,070.74

NOVEMBER 2013 FINANCIAL STATEMENT Medical Self-Insurance Account					
Beginning Bal.	Revenue		Expenses		Ending Bal.
	Premiums	\$374,545.75	Fixed Premium	\$72,769.69	
	COBRA	\$1,161.86	Claims	\$298,086.82	
	Interest	\$12.13	Overpay/Refund	\$0.00	
	Reimb/Void Ck.	\$0.00	Sv. Chg./NSF Chks	\$806.80	
	Stop Loss Reimb.	\$1,137.28	ERRP Adm. fees	\$0.00	
\$1,439,070.74		\$376,857.02		\$371,663.31	\$1,444,264.45

DECEMBER 2013 FINANCIAL STATEMENT Medical Self-Insurance Account					
Beginning Bal.	Revenue		Expenses		Ending Bal.
	Premiums	\$252,098.40	Fixed Premium	\$72,178.60	
	COBRA	\$2,370.21	Claims	\$438,077.43	
	Interest	\$11.96	Overpay/Refund	\$0.00	
	Reimb/Void Ck.	\$0.00	Sv. Chg./NSF Chks	\$111.10	
	Stop Loss Reimb.	\$0.00	ERRP Adm. fees	\$0.00	
\$1,444,264.45		\$254,480.57		\$510,367.13	\$1,188,377.89

APRIL 2014 FINANCIAL STATEMENT Medical Self-Insurance Account					
Beginning Bal.	Revenue		Expenses		Ending Bal.
	Premiums	\$370,705.05	Fixed Premium	\$73,009.22	
	COBRA	\$580.93	Claims	\$298,895.57	
	Interest	\$11.51	Overpay/Refund	\$420.00	
	Reimb/Void Ck.	\$11,476.47	Sv. Chg./NSF Chks	\$102.75	
	Stop Loss Reimb.	\$64,502.55	ERRP Adm. fees	\$0.00	
\$1,310,282.99		\$447,276.51		\$372,427.54	\$1,385,131.96

MAY 2014 FINANCIAL STATEMENT Medical Self-Insurance Account					
Beginning Bal.	Revenue		Expenses		Ending Bal.
	Premiums	\$371,545.05	Fixed Premium	\$72,418.13	
	COBRA	\$580.93	Claims	\$410,144.08	
	Interest	\$10.92	Overpay/Refund	\$0.00	
	Reimb/Void Ck.	\$0.00	Sv. Chg./NSF Chks	\$103.10	
	Stop Loss Reimb.	\$0.00	ERRP Adm. fees	\$0.00	
\$1,385,131.96		\$372,136.90		\$482,665.31	\$1,274,603.55

JUNE 2014 FINANCIAL STATEMENT Medical Self-Insurance Account					
Beginning Bal.	Revenue		Expenses		Ending Bal.
	Premiums	\$939,940.05	Fixed Premium	\$72,821.37	
	COBRA	\$580.93	Claims	\$437,341.00	
	Interest	\$11.04	Overpay/Refund	\$870.00	
	Reimb/Void Ck.	\$450.00	Sv. Chg./NSF Chks	\$1,003.10	
	Stop Loss Reimb.	\$63,765.81	ERRP Adm. fees	\$0.00	
\$1,274,603.55		\$1,004,747.83		\$512,035.47	\$1,767,315.91

2013-2014 School Year-to-Date (July 1 - June 30)			
*Premiums	\$4,459,066.85	Fixed Premium	\$869,417.40
COBRA	\$11,128.94	Claims	\$4,554,050.59
Interest	\$191.47	*Overpay/Refund	\$1,290.00
Reimb/Void Ck	\$34,710.96	Sv. Chg./NSF Chks	\$2,869.00
Stop Loss Reimb.	\$830,561.63	ERRP Adm. fees	\$0.00
Revenue Totals	\$5,335,659.85	Expenditure Totals	\$5,427,626.99

CLAIMS	13-14 Med-Pay	12-13 Med-Pay	11-12 Med-Pay	10-11 Med-Pay	09-10 Med-Pay	08-09 Med-Pay	07-08 Med-Pay	06-07 Med-Pay	05-06 Med-Pay	04-05 Med-Pay	03-04 Med-Pay
July	\$263,361.32	\$283,611.71	\$168,985.39	\$287,494.22	\$427,698.06	\$400,005.10	\$375,122.92	\$170,342.46	\$321,334.42	\$133,185.69	\$ 27,756.09
August	\$315,541.80	\$408,976.99	\$278,743.46	\$350,511.96	\$499,214.99	\$325,691.66	\$325,523.23	\$292,877.95	\$193,063.00	\$159,151.40	\$123,263.78
September	\$610,700.44	\$297,969.21	\$196,355.63	\$281,166.96	\$159,283.29	\$227,522.56	\$171,598.80	\$177,547.88	\$208,795.27	\$160,373.47	\$329,978.42
October	\$383,327.05	\$369,519.56	\$153,415.65	\$305,672.28	\$270,695.04	\$188,889.41	\$280,051.14	\$203,034.06	\$201,555.02	\$138,418.35	\$178,931.74
November	\$298,086.82	\$281,331.80	\$230,438.11	\$287,238.73	\$228,018.13	\$496,053.93	\$262,066.34	\$173,262.57	\$172,064.09	\$149,008.84	\$259,307.29
December	\$438,077.43	\$344,447.92	\$263,849.58	\$253,818.66	\$315,072.19	\$355,010.03	\$224,715.26	\$227,712.73	\$203,068.55	\$192,828.60	\$245,001.81
January	\$530,197.02	\$640,607.35	\$324,307.75	\$295,383.46	\$401,218.11	\$323,193.62	\$347,811.13	\$289,925.16	\$150,889.30	\$600,356.91*	\$200,497.18
February	\$253,495.18	\$335,319.29	\$309,115.12	\$158,984.63	\$382,084.19	\$288,437.52	\$223,255.51	\$170,715.55	\$238,954.33	\$202,519.30	\$155,762.54
March	\$341,882.88	\$542,822.33	\$288,183.00	\$645,113.36	\$355,349.54	\$261,119.46	\$327,659.47	\$165,512.88	\$150,227.03	\$213,795.04	\$151,813.65
April	\$298,895.37	\$377,751.83	\$209,003.76	\$250,777.23	\$623,165.38	\$611,927.60	\$304,963.31	\$155,347.87	\$12,346.51	\$145,756.34	\$169,280.63
May	\$410,141.08	\$528,231.95	\$293,487.96	\$210,957.88	\$330,653.24	\$281,544.76	\$195,502.35	\$161,885.14	\$198,171.03	\$326,389.68	\$125,881.05
June	\$437,341.00	\$755,193.69	\$394,830.02	\$279,578.73	\$570,849.67	\$627,090.46	\$347,913.00	\$166,397.33	\$210,294.04	\$307,724.92	\$238,590.03

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

ENDING BAL.	13-14 Med-Pay	12-13 Med-Pay	11-12 Med-Pay	10-11 Med-Pay	09-10 Med-Pay	08-09 Med-Pay	07-08 Med-Pay	06-07 Med-Pay	05-06 Med-Pay
July	\$2,099,348.12	\$2,342,401.12	\$1,778,463.34	\$1,290,123.31	\$1,519,208.40	\$2,219,251.64	\$2,247,901.71	\$2,743,175.51	\$1,990,479.12
August	\$1,826,664.27	\$2,020,500.95	\$1,555,840.66	\$1,068,654.63	\$1,084,739.74	\$1,943,307.87	\$1,972,318.12	\$2,516,667.11	\$1,844,329.10
September	\$1,514,176.69	\$2,018,458.75	\$1,656,465.73	\$1,084,561.66	\$1,223,531.50	\$1,983,836.00	\$2,061,260.27	\$2,591,203.84	\$1,876,376.20
October	\$1,439,070.74	\$1,944,978.04	\$1,849,342.69	\$1,086,260.23	\$1,380,986.96	\$2,069,605.93	\$2,040,015.95	\$2,647,375.12	\$1,922,364.82
November	\$1,444,264.45	\$1,970,544.15	\$1,916,054.51	\$1,118,232.16	\$1,437,355.85	\$1,881,910.94	\$2,035,990.32	\$2,725,325.48	\$1,997,768.23
December	\$1,188,377.89	\$1,923,248.19	\$1,947,829.81	\$1,182,695.03	\$1,407,949.09	\$1,801,549.29	\$2,071,788.95	\$2,751,330.33	\$2,043,557.19
January	\$1,127,127.13	\$1,504,828.88	\$1,932,663.64	\$1,242,822.18	\$1,291,254.88	\$1,750,245.27	\$1,987,174.73	\$2,719,007.58	\$2,139,116.83
February	\$1,318,863.10	\$1,803,485.61	\$1,921,673.92	\$1,409,517.93	\$1,192,724.07	\$1,776,115.70	\$1,939,554.54	\$2,803,867.63	\$2,148,965.93
March	\$1,310,282.99	\$1,791,355.63	\$1,943,934.31	\$1,081,226.00	\$1,222,988.32	\$1,860,988.26	\$1,988,239.08	\$2,890,136.79	\$2,245,745.08
April	\$1,385,131.96	\$1,881,033.82	\$2,040,436.96	\$1,272,477.12	\$1,069,996.72	\$1,521,756.36	\$1,991,081.99	\$2,984,645.73	\$2,384,039.28
May	\$1,274,603.55	\$1,680,562.96	\$1,979,020.73	\$1,318,582.01	\$1,204,401.70	\$1,545,804.73	\$2,068,391.30	\$3,077,731.48	\$2,436,022.30
June	\$1,767,315.91	\$1,859,283.05	\$2,587,708.04	\$1,861,584.09	\$1,458,538.89	\$1,883,552.42	\$2,448,550.87	\$3,597,945.49*	\$2,848,470.13

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

ENDING BALANCE	04-05 Med-Pay	03-04 Med-Pay
July	\$1,405,052.13	\$732,281.15
August	\$1,293,874.89	\$652,166.64
September	\$1,412,907.63	\$604,225.16
October	\$1,546,279.68	\$752,563.91
November	\$1,587,513.47	\$727,790.43
December	\$1,641,944.28	\$719,625.14
January	\$1,621,403.72	\$752,419.67
February	\$1,668,769.75	\$827,471.99
March	\$1,735,650.63	\$914,136.08
April	\$1,861,600.57	\$975,544.29
May	\$1,796,353.55	\$1,088,051.57
June	\$2,163,214.87	\$1,503,987.81

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

Account # 7228968

Balance 6/01/2014 **\$54,237.21**

Deposits **\$18,102.56 Premium**
\$220.20 Refund
\$5.04 Interest

Total Deposits **\$18,327.80**

Withdrawals
\$ 1,312.69
2,865.98
2,074.37
741.81
2,074.69
1,250.80
289.02
2,789.93
169.95
538.10
2,508.90
734.69
1,274.55 Claims

Total Withdrawals **\$18,625.48**

Balance 6/30/2014 **\$53,939.53**

Health Services Board Report

By Sue Blankenship, RN

July 7, 2014

Review and Current Status of Health Services Department:

1. NURSE SPECIALTY PROGRAMS:

- utilizes the extensive and diverse knowledge each nurse has gained in specific areas to further provide our students and staff expertise in:

- a. **Asthma Management/ Student Diabetes Club**-Tammie Lawson, RN
- b. **Diabetes Management/ Student Diabetes Club**-Amy Rabenold, RN
- c. **CPR/ AED/ First Aid Programming**- Kim Lapeyre, RN, Susan Neal, RN
- d. **Employee Health Program / Physical and Emotional Health Issues** -Sue Blankenship, RN
- e. **SISK-12 Medical Documentation** - Shelli Maher, RN
- f. **Immunization Program** - Sharon Sweatt, LPN
- g. **Medical Conditions/ Special Medical Needs/ Care plans/ 504's** - Kim Saab, RN
- h. **Infection Control/ Health Services Website Design for Health Services** -Susan Neal, RN

2. STUDENT HEALTH PROGRAMS:

- a. **Garden Grant at Dogwood Elementary- Hy-Vee "One Step" Gardening Grant** in cooperation with University of MO-Extension Service and many community
- b. **Miles For Smiles** program promotes opportunities for students to access affordable and convenient dental care by Miles For Smiles Program- a traveling Medicaid dental health program for students started in 2010 in one school and has now served students in all of our schools.
- c. **Camdenton Student Diabetic Club** is a Type-1 Diabetes Support Group facilitated by Amy Rabenold, RN and Tammie Lawson, RN. The focus of this program is to keep students and families abreast of all current trends in diagnosis, treatment, and resources for diabetic students.
- d. **Childhood Obesity Program**- Students in all grade levels were weighed and measured to assess BMI's. The parents of those students (with accelerated->95% BMI's) received letters informing parent/guardian of BMI and an offering of assistance with weight reducing measures. Also, **Fuel Up To Play 60** -a national interactive computer program has been introduced into five of our schools.. It is a program focused on combating childhood obesity.
- e. **Miles For Smiles**- A Medicaid funded mobile dental program which provides basic to comprehensive care to our students in each and every building.

\$140,000 of care was provided to our district children.

f. Student CPR/First Aid- High school and middle school students have access to learn CPR. 7 CPR/FA courses were offered to students and staff so that they can assist in emergency situations.

- We will initiate AHA School Challenge for Next Generation of Lifesavers CPR Training for MO public high school students- House Bill 105-32- starting fall of 2014.

g. Above The Influence. HS and MS nurses sponsor, promote and direct a national anti-alcohol and anti-drug campaign

h. Lakers' Listen- A student support group that has been meeting since December, 2011, focusing on student depression and/or anxiety awareness. In the meetings, students will have a nurse and counselor with an experiential and educational background in behavioral assessment as an immediate support system (within our system) to assist them.

- **Emergency suicide prevention** -Sue Blankenship, RN and Counseling Services Director partner to follow district procedures
- **Emotional Wellness Website** development- One of this groups focuses includes the development of an informative website for middle schoolers regarding teen suicide prevention, grief management, Establishment of this website will be incorporated into our district website to include Health Services emotional wellness policies; parental fill-out forms; health education pieces, referral medical and psychological facilities, etc.
- **Individual student support-** Sue Blankenship, RN meets with each student, face- to- face in a private setting at least once monthly.

3. EMPLOYEE HEALTH PROGRAMS:

-Customized to meet the needs of our employees. Also, to encourage and promote staff members to maintain personal health and adapt healthier lifestyles while having immediate access to health illness management.

a. Annual Employee Wellness Clinic- 200+ staff members for May, 2014 Clinic (most yet)

b. Monthly Health Observances Program -All nurses presented three employee wellness events in their buildings this year.

c. Building Three Employee Wellness Events All nurses presented in their buildings this year

d. Employee Weight Maintenance Program-Each nurse is now proficient in the body analysis machines purchased for each clinic

e. Nutritional education and exercise opportunities outside of school hours

- Three exercise opportunities per week are offered after school hours at various locations in school district
- Each nurse is proficient in **the body analysis machines** purchased for each building clinic.
- Each nurse provides an **open-door policy** for all employees to utilize a blood pressure, blood sugar and body analysis monitoring system within each

clinic.

f. Employees with Cancer Diagnosis- will have a nurse with an experiential and educational background as an immediate support system (within our system) to assist in making difficult decisions based around their diagnose and treatment thus making future medical planning as stress-free as possible. Nurse cancer educator, Annette Petersen, RN was immediately available and helpful in one employee cancer case this past year. She made contact with the employee within 24 hours of this employees request for nursing assistance.

g. Online Staff Health Related training (required) of health related components created for all staff training for:

- Blood Born Pathogens
- Universal Precautions
- Epi-Pen training

h. Depression, Anxiety or Occupational Burnout

Employees experiencing problems with this will have access to a nurse with an educational background in behavioral triage assessment as an immediate support system (within our system) to assist them in the formation of a treatment plan. This will be a component of our Laker Employee Assistance Program (LEAP) named "Lakers' Listen".

i. Lifestyles Management Computer Module by HealthLink. All nurses will incorporate online program into our district informational website for daily use by employees.

4. NURSE CONTINUING EDUCATION:

-Promote medical knowledge and reaction to clinic and school building issues:

- a. Nurses attended 8 Continuing Education Programs throughout year.

5. COMMUNITY EDUCATION:

a. Hy-Vee One Step Garden Grant Program

b. Public Service Radio Announcements- broadcasted through two local radio stations regarding various health promotion topics consistent with our Monthly Health Observances program

c. MSBA Nurse Presentation in Dixon, MO presenting the strengths of our Health Services program

d. Project Healthy Living

Nurse attends a monthly community group meeting to promote community wellness and recognize/minimize community risk factors

e. School Health Advisory Council- SHAC meetings were held in the District Administrative Board Room quarterly . These meetings are policy directed to promote community and interdisciplinary partnerships, activities and other cooperative initiatives.

f. Neighborhood School Nurses is a consortium, that we host, of neighboring

school health services directors to support each other and exchange ideas to further our promise that each and every student and staff will have immediate access to health promotion, illness management, and accident prevention. Nurses from several neighboring school districts meet at Camdenton High School.

6. CHANGES TO HEALTH SERVICES:

- a. Bus Driver Physicals- will not be done in house by our nurses and Dr. Abbott this year. Bus drivers will be seen in Dr. Abbott's office in Osage Beach, MO
- b. Osage Beach Elementary and Hurricane Deck Elementary's nurse position have been upgraded from LPN positions to RN positions.

7. HEALTH SERVICES STAFF FOR 2014-15 SCHOOL YEAR:

Sue Blankenship, RN, Coordinator
Nancy Dickerson, RN Middle School Clinic
Kim Lapeyre, RN Dogwood Clinic
Tammie Lawson, RN Oakridge Clinic
Shelli Maher, RN High School Clinic
Susan Neal, RN Hurricane Deck Elementary Clinic
Amy Rabenold, RN Hawthorn Clinic
Kimberly Saab, RN Hurricane Deck Clinic
Sharon Sweatt, LPN Dogwood Clinic
Substitute nurses and volunteers:
Rosemary Chance, LPN Substitute Nurse
Pat Dampier, LPN Substitute Nurse
Annette Petersen, LPN Substitute Nurse
Karen Harris, RN

Respectfully Submitted,

**Sue Blankenship, RN
Coordinator of Health Services
Camdenton School District**

Annual Food Service Report

June 24, 2014

2013-2014 School Year Highlights:

- The Food Service Department implemented the New Breakfast Meal Pattern mandated by USDA for the 2013-14 school year. The new meal pattern included an increase in whole grain servings and nutritional requirements.
- D.E.S.E. Food and Nutrition conducted its 3 year administrative review of our food service programs. We had a great review with no violations or fiscal action required.
- Annual Student Meals Served:
 - o Lunch Total = 488,489
 - Free = 279,021
 - Reduced = 37,594
 - Paid = 171,874
 - o Breakfast Total = 213,585
 - Free = 147,996
 - Reduced = 15,847
 - Paid = 49,742
 - o Total Snacks = 31,745
- Breakfast & Lunch Participation Rates
 - o Lunch = 74%; Down 3% from 12-13 SY
 - o Breakfast = 32%; Down 2% from 12-13 SY
- 65% of Lunches served were to free or reduced price students.
- 77% of Breakfasts served were to free or reduced price students.
- 58% of our student population qualifies for free or reduced price benefits.
- The food service department will continue to offer breakfast in the classroom at Hurricane Deck Elementary and Osage Beach Elementary no cost to the students.
- 31 food service employees maintained their level 1 certification through the National School Nutrition Association. Teresa Hays, manager Oak Ridge, has applied for level 2 and Lori Morris Cashier Osage Beach, is close to coursework completion for level 2. The Food Service Department continues to provide a stipend for those receiving and maintaining certification.
- Each site had 2 Health Inspections. Those sites feeding summer school had 3 inspections. All inspections had positive remarks. Any sited items have been addressed and corrected.
- The department continues to use social media to promote our meal programs. A Facebook page (Camdenton Schools Food & Nutrition) was created to share with the community the great things we are doing in food service.
- Camden Co. University Extension along with the Project PASS planted student gardens at Oak Ridge and Hurricane Deck. Vegetables from the gardens were used in our meals programs. The

PASS students enjoyed seeing the produce they had grown offered to all the students and staff on the serving line. It was a great Nutrition Education opportunity! Extension plans to start gardens at Hawthorn this fall.

- The Food Service Department along with Project Pass piloted the after school supper program at Hurricane Deck Elementary for the month of April. We received a lot of positive feedback from students and parents. We will continue to work with Project PASS and explore options to expand this program.
- Oak Ridge Intermediate and Dogwood Elementary each received a \$200.00 stipend from the Department of Health and Senior Services for implementing a Rainbow Day Event. The event encouraged colorful eating by having students select at least three different colors of fruits and vegetables from the salad bar. This was a very successful and fun event! We plan to offer it again next school in all buildings.

Recommendation

Recommend increasing meal prices 5 cents on paid student lunches and adult lunches to comply with The Healthy Hunger-Free Kids Act of 2010 Paid Lunch Equity requirements. Schools are required to charge students for paid meals at a price that is on average equal to the difference between free meal reimbursement and paid meal reimbursement; Schools that currently charge less are required to gradually increase their prices over time until they meet the requirement.

Approval

Board approval is needed for the Free and Reduced Price Guidelines (Policy Attachment A) for the 2014-2015 SY.

School Food Services Balanced Scorecard Summer 2014

		SCORING CRITERIA											
		Target	Stretch	Goal	Moderate			Risk					
Key Indicators	Measures				3	4	5				Raw Score		
Meal Participation	Lunch	1 High School/Horizons	85	80	75	70	65 (63)	60	55	50	40	<30	8
		2 Middle School	100	95	90	85	80	75	70	65	60	<60	8
		3 Oak Ridge Intermediate	100	95	90	85	80	75 (79)	70	65	60	<60	5
		4 Hawthorn Elementary	100	95	90	85	80	75	70	65	60	<60	8
		5 Dogwood	100	95	90	85	80	75	70	65	60	<60	5
		6 Hurricane Deck	100	95	90	85	80 (82)	75	70	65	60	<60	6
		7 Osage Beach	100	95	90	85	80	75	70	65	60	<60	3
	Breakfast	8 High School/Horizons	45	40	35	30	25	20	15	5	5	<5	3
		9 Middle School	45	40	35	30	25	20 (21)	15	10	5	<5	5
		10 Oak Ridge Intermediate	60	45	40	35	30	25	20	15	10	<10	6
		11 Hawthorn Elementary	80	45	35	30	25	20	15	10	10	<10	8
		12 Dogwood	80	45	35	30	25	20	15	10	10	<10	8
		13 Hurricane Deck (BIC)	100	95	90	85	80	75	70	65	60	<60	7
		14 Osage Beach (BIC)	100	95	90	85	80	75	70	65	60	<60	7
Meals Per Labor Hour	Meals Per Labor Hour	15 High School/Horizons	20	19	18	17	16	15	14	13	12	<12	8
		16 Middle School	20	19	18	17	16	15	14	13	12	<12	7
		17 Oak Ridge Intermediate	20	19	18	17	16	15	14	13	12	<12	4
		18 Hawthorn Elementary	20	19	18	17	16	15	14	13	12	<12	8
		19 Dogwood	20	19	18	17	16	15	14	13	12	<12	8
		20 Hurricane Deck	20	19	18	17	16	15	14	13	12	<12	5
		21 Osage Beach	20	19	18	17	16	15	14	13	12	<12	7
Poverty Outreach	Lunch	22 % Free and Reduced Participation State Average 63%	100	90	80	70	60 (66)	50	40	30	20	<20	8
	Breakfast	23 % Free and Reduced Participation State Average 81%	100	90	80	70	60	50	40	30	20	<20	7
Customer Focus	Student Satisfaction	24 % students saying are satisfied with the meals they receive	100	95	90	85	80	75	70	65	60	<60	
	Parent Satisfaction	25 % of parents saying child's needs are met	100	95	90	85	80	75	70	65	60	<60	
	Staff Satisfaction	26 % Staff participation	100	90	80	70	60 (63)	50	40	30	20	<20	5
Employees	Employee Satisfaction	27 % of staff who feel that the staff cares about them	100	95	90	85	80	75	70	65	60	<60	
		28 % of staff who feel that they have the opportunity to develop their skills	100	95 (96)	90	85	80	75	70	65	60	<60	
		29 % staff who feel that their building administrator supports them in their work	100	95	90 (88)	85	80	75	70	65	60	<60	

School Food Services Balanced Scorecard Summer 2014

		SCORING CRITERIA											
		Target	Stretch	Goal	Moderate			Risk					
Key Indicators	Measures				3	4	5				Raw Score		
Safety	Safe and Orderly Environment	30 Average Score of Health Inspections	100	90	85	80	75 (74)	70	65	60	<60	9	
	Budget	Food	31 % Food cost of Budget	30	35	40	45	50	55 (57)	60	65	70	<70
Personnel		33 % Personnel Cost of Budget	30	35	40	45	50	55	60	65	70	<70	8
Other		34 % Indirect Cost/Other of Budget	30	35	40	45	50	55	60	65	70	>15	10
TOTAL SCORE												average is 6.13	

**ELIGIBILITY CRITERIA FOR FREE AND REDUCED PRICE MEALS
EFFECTIVE JULY 1, 2014**

Household Size	Maximum Household Income Eligible for Free Meals		Maximum Household Income Eligible for Reduced Price Meals	
	Annually	Monthly	Annually	Monthly
1	\$15,171	\$1,265	\$21,590	\$1,800
2	20,449	1,705	29,101	2,426
3	25,727	2,144	36,612	3,051
4	31,005	2,584	44,123	3,677
5	36,283	3,024	51,634	4,303
6	41,561	3,464	59,145	4,929
7	46,839	3,904	66,656	5,555
8	52,117	4,344	74,167	6,181
Each add'l member	+ 5,278	+ 440	+ 7,511	+ 626
				+ 145

Family/Household means a group of people who may or may not be related and who do not live in an institution or a boarding house, but who are living as one economic group. Students who are temporarily away at school should be counted as members of the family; however, students who are full-time residents of an institution are considered a family of one.

Gross Income means income before deductions for income taxes, employee's social security taxes, insurance premiums, charitable contributions, bonds, etc. It includes the following:

1. Monetary compensation for services, including wages, salary, commissions, or fees;
2. Net income from non-farm self-employment
3. Net income from farm self-employment
4. Social security;
5. Dividends or interest on savings or bonds or income from estates or trusts;
6. Net rental income;
7. Public assistance or welfare payments;
8. Unemployment compensation;
9. Government civilian employee or military retirement, or pensions, or veterans payments;
10. Private pensions or annuities;
11. Alimony or child support payments;
12. Regular contributions from persons not living in the household;
13. Net royalties; and
14. Other cash income. Other cash income would include cash amounts received or withdrawn from any source including savings, investments, trust accounts, and other resources which would be available to pay the price of a child's meal.

Income does not include any income or benefits received under any Federal program, which are excluded from consideration as income by any legislative prohibition.

In a household where there is income from wages and self-employment and the self-employment reflects a negative net income, consider that income as zero so as not to offset the wages earned.

In applying guidelines, the family's current rate of income should be used in determining eligibility.

Current Income is defined as income received during the month prior to application if such income is representative. Where the prior month's income was much higher or lower than usual, expected income for this year (12 months starting from the prior month) may be used; for example, self-employed people, farmers, and migrant workers.

Foster Children whose care and placement is the responsibility of the State or who is placed by a court with a caretaker household is categorically eligible for free meals and may be certified without a application. Households with foster and non foster children may choose to include the foster child as a household member, as well as any personal income earned by the foster child on the same household application that includes the non foster children.

Institutionalized Children are considered a one-member family and only monies the child actually receives and controls shall be considered as income for determining eligibility.

Adopted Children for whom a household has accepted legal responsibility is considered to be a member of that household. If the adoption is a "subsidized" adoption, which may include children with special needs, the subsidy is included in the total household income.

Because some adopted children were first placed in families as foster children, parents may not be aware that, once the child is adopted, he/she must be determined eligible based on the economic unit and all income available to that household, including any adoption assistance, is counted when making eligibility determination.

**Missouri Department Of Elementary and Secondary Education
School Food Services
SFR035 Meal Count / Reimbursement Summary
July 2013 thru June 2014, 015-002 - CAMDENTON R-III**

School Lunch Program	Public Count	Total Count	Public Amount	NonPublic Amount	Total Amount
1. Average Daily Attendance	3,931	3,931			
2. Reimb. Lunches Served					
A. Full Price Lunches	171,874	171,874	\$81,874.64	\$0.00	\$81,874.64
B. Reduced Price Lunches	37,594	37,594	\$98,120.34	\$0.00	\$98,120.34
C. Free Lunches	279,021	279,021	\$839,853.21	\$0.00	\$839,853.21
D. Total Lunches Reimbursable	488,489	488,489			
E. Approved Add Sect 4	488,489	488,489			
3. Total Lunch Reimbursement			\$999,848.19	\$0.00	\$999,848.19
4. Lunches Not Reimbursable	0	0			
5. Adult Lunches	20,507	20,507			
6. No. Approved - Free	21,621	21,621			
7. No. Approved - Reduced	3,299	3,299			
8. Percent Free/Reduced Lunches Served	64.82%	64.82%			
9. Average Daily Participation	2,898	2,898			
10. Percent ADP of ADA	73.71%	73.71%			
School Breakfast Program	Public Count	Total Count	Public Amount	NonPublic Amount	Total Amount
1. Average Daily Attendance	3,933	3,933			
2. Reimb. Breakfasts Served					
A. Full Price Breakfasts	49,742	49,742	\$13,927.76	\$0.00	\$13,927.76
B-1. Reduced Price Breakfasts (Basic)	0	0	\$0.00	\$0.00	\$0.00
B-2. Reduced Price Breakfasts (Severe)	15,847	15,847	\$25,198.73	\$0.00	\$25,198.73
C-1. Free Breakfasts (Basic)	0	0	\$0.00	\$0.00	\$0.00
C-2. Free Breakfasts (Severe)	147,996	147,996	\$279,712.44	\$0.00	\$279,712.44
D. Total Breakfasts Reimbursable	213,585	213,585			
3. Total Breakfast Reimbursement			\$318,836.93	\$0.00	\$318,836.93
4. Breakfasts Not Reimbursable	0	0			
5. Adult Breakfasts	3,670	3,670			
6. Percent Free/Reduced Breakfasts Served	76.71%	76.71%			
7. Average Daily Participation	1,262	1,262			
8. Percent ADP of ADA	32.09%	32.09%			

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**Missouri Department Of Elementary and Secondary Education
School Food Services
SFR035 Meal Count / Reimbursement Summary
July 2013 thru June 2014, 015-002 - CAMDENTON R-III**

After School Snack Program	Public Count	Total Count	Public Amount	NonPublic Amount	Total Amount
1. Average Daily Attendance	258	258			
2. Reimb. Snacks Served					
A. Full Price Snacks	0	0	\$0.00	\$0.00	\$0.00
B. Reduced Price Snacks	0	0	\$0.00	\$0.00	\$0.00
C-1. Free Snacks (Area Eligible)	31,745	31,745	\$25,396.00	\$0.00	\$25,396.00
C-2. Free Snacks (Non Area Eligible)	0	0	\$0.00	\$0.00	\$0.00
D. Total Snacks Reimbursable	31,745	31,745			
3. Total Snack Reimbursement			\$25,396.00	\$0.00	\$25,396.00
4. Snacks Not Reimbursable	0	0			
5. Adult Snacks	0	0			
6. Percent Free/Reduced Snacks Served	100.00%	100.00%			
7. Average Daily Participation	252	252			
8. Percent ADP of ADA	97.67%	97.67%			
Combined Lunch, Breakfast, Snack, Milk					
1. Lunch/Breakfast/Snack/Milk					\$1,344,081.12

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Camdenton R-III Schools

Student Eligibility Report

6/4/2014

Building	Total	Student Eligibility				Eligibility by Application Type						
		Free	Reduced	Per Admin	%	Free	Reduced	Per Admin	%			
Camdenton High School	1247	516	83	599	41%	7%	648	52%	297	302	19	0
Camdenton Middle School	656	314	54	368	48%	8%	288	44%	148	220	8	0
Dogwood Elementary	861	523	52	575	61%	6%	286	33%	182	393	18	0
Hawthorn Elementary	513	298	39	337	58%	8%	176	34%	110	227	12	0
Horizons Center	19	15	0	15	79%	0%	4	21%	2	13	1	0
Hurricane Deck Elementary	161	109	7	116	68%	4%	45	28%	33	83	7	0
Oak Ridge Intermediate	611	312	46	358	51%	8%	253	41%	118	240	15	0
Osage Beach Elementary	230	100	9	109	43%	4%	121	53%	40	69	1	0
Total	4,298	2,187	290	2,477	51%	7%	1,821	42%	930	1,547	81	0

** Totals may vary due to Mid-Day Eligibility Changes

Results	Application Totals											
	Income	Free	Reduced	Per Admin	Homeless	Migrant	Runaway	Free	Reduced	Per Admin	Homeless	
Free Applications:	287	18	47	26	2	0	0	0	0	0	0	0
Reduced Applications:	174	0	0	0	0	0	0	0	0	0	0	0
Denied Applications:	54	0	0	0	0	0	0	0	0	0	0	0
Total Applications:	515	18	47	26	2	0	0	0	0	0	0	0

Eligibility	Student Eligibility Totals Based on Applications											
	Income	Free	Reduced	Per Admin	Homeless	Migrant	Runaway	Free	Reduced	Per Admin	Homeless	
Free:	489	29	58	3	1547	0	0	0	0	0	0	0
Reduced:	290	0	0	0	0	0	0	0	0	0	0	0
Denied:	81	0	0	0	0	0	0	0	0	0	0	0

Food Service Price Comparison

July 2014

Rolla 458-0100

nmcwhorter@rolla.k12.mo.us

	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
K-6 Breakfast	\$1.25	\$1.25	\$1.25	\$1.35	\$1.35	\$1.35	\$1.35
7-12 Breakfast	\$1.25	\$1.25	\$1.25	\$1.35	\$1.35	\$1.35	\$1.35
Elementary & MS Lunch	\$1.60	\$1.60	\$1.60	\$1.70	\$1.85	\$1.95	\$2.05
JH & HS Lunch	\$1.80	\$1.80	\$1.80	\$1.90	\$2.05	\$2.15	\$2.25
Adult Breakfast		\$1.50	\$1.50	\$1.50	\$1.50	\$1.70	\$1.70
Adult Lunch		\$2.50	\$2.50	\$2.75	\$2.85	\$2.95	\$3.05

School of the Osage 365-4091 x-1

mcpheetersl@osage.k12.mo.us

	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
K-5 Breakfast	\$.75	\$.75	\$.75	\$.75	\$.75	\$.85	\$.85
6-12 Breakfast	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.10	\$1.10
Elementary Lunch	\$1.25	\$1.25	\$1.25	\$1.25	\$1.25	\$1.40	\$1.40
Upper Elementary Lunch	\$1.35	\$1.35	\$1.35	\$1.35	\$1.35	\$1.50	\$1.50
Middle School Lunch	\$1.50	\$1.50	\$1.50	\$1.50	\$1.50	\$1.65	\$1.65
High School Lunch	\$1.75	\$1.75	\$1.75	\$1.75	\$1.75	\$1.90	\$1.90
Adult Breakfast	\$1.50	\$1.50	\$1.50	\$1.50	\$1.50	\$1.60	\$1.60
Adult Lunch	\$2.50	\$2.50	\$2.50	\$2.50	\$2.50	\$2.65	\$2.65

Waynesville 774-6499 (Fd. Svc. Office)

dhouse@waynesville.k12.mo.us

	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
Elementary Breakfast	\$1.25	\$1.25	\$1.25	\$1.25	\$1.25	\$1.25	\$1.25
MS & HS Breakfast	\$1.25	\$1.25	\$1.25	\$1.25	\$1.25	\$1.25	\$1.25
K-8 Lunch	\$1.65	\$1.65	\$1.65	\$1.75	\$1.75	\$1.85	\$1.85
9-12 Lunch	\$1.90	\$1.90	\$1.90	\$2.00	\$2.00	\$2.10	\$2.10
Adult Breakfast		\$2.05	\$2.05	\$2.05	\$2.05	\$2.05	\$2.05
Adult Lunch		\$2.50	\$2.50	\$2.50	\$2.50	\$2.85	\$2.85

Lebanon 417-532-3481 or 9141

balbright@lebanon.k12.mo.us

	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
K-8 Breakfast	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.10	\$1.10
9-12 Breakfast	\$1.10	\$1.10	\$1.10	\$1.10	\$1.10	\$1.20	\$1.20
Elementary Lunch	\$1.60	\$1.60	\$1.60	\$1.65	\$1.70	\$1.80	\$1.90
MS & HS Lunch	\$2.00	\$2.00	\$1.70	\$1.75	\$1.80	\$1.90	\$2.00
Adult Breakfast	\$1.50	\$1.50	\$1.50	\$1.50	\$1.50	\$1.60	\$1.60
Adult Lunch	\$2.10	\$2.10	\$2.10	\$2.10	\$2.15	\$2.25	\$2.25

Camdenton

	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15 Proposed
Elementary Breakfast	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.10	\$1.10
MS & HS Breakfast	\$1.10	\$1.10	\$1.10	\$1.10	\$1.10	\$1.20	\$1.20
Elementary Lunch	\$1.75	\$1.75	\$1.75	\$1.75	\$1.75	\$1.85	\$1.90
MS & HS Lunch	\$2.10	\$2.10	\$2.10	\$2.10	\$2.10	\$2.20	\$2.25
Adult Breakfast	\$1.75	\$1.75	\$1.75	\$1.75	\$1.75	\$1.85	\$1.85
Adult Lunch	\$2.75	\$2.75	\$2.75	\$2.75	\$2.75	\$2.85	\$2.90

CAMDENTON R-III FOOD SERVICE PROGRAM

Meal Price History

	2014-2015	2013-2014	2012-2013	2011-2012	2010-2011	2009-2010	2008-2009	2007-2008	2006-2007	2005-2006	2004-2005	2003-2004
Elementary Lunch	1.90	1.85	1.75	1.75	1.75	1.75	1.75	1.65	1.55	1.50	1.45	1.45
Elementary Breakfast	1.10	1.10	1.00	1.00	1.00	1.00	1.00	0.90	0.80	0.80	0.80	0.80
Reduced Price Lunch	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40
Reduced Price Breakfast	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30
Secondary Lunch	2.25	2.20	2.10	2.10	2.10	2.10	2.10	2.00	1.80	1.75	1.75	1.70
Secondary Breakfast	1.20	1.20	1.10	1.10	1.10	1.10	1.10	1.00	0.90	0.90	0.80	0.80
Adult Breakfast	1.85	1.85	1.75	1.75	1.75	1.75	1.75	1.50	1.30	1.30	1.30	1.25
Adult Lunch	2.90	2.85	2.75	2.75	2.75	2.75	2.75	2.50	2.30	2.30	2.30	2.25

Profit and Loss Statement
Camdenton R-III Food Service Program

Opening Balance July 1, 2013		\$	(58,240.84)		
Local Receipts					
Food Service - Students	Code 500-5151	\$	461,443.44		\$ (45,514.32)
Food Service - Adults	Code 500-5161	\$	59,316.20		3,123.42
Food Service - Non-Program	Code 500-5165	\$	74,810.08		(7,462.55)
Sub Total		\$	595,569.72		(49,853.45)
State Receipts					
Food Services - Students	Code 500-5333	\$	18,425.72		\$ 212.34
Sub Total		\$	18,425.72		\$ 212.34
Federal Receipts					
Federal Lunch Reimbursement	Code 500-5445	\$	999,848.19		\$ 9,919.01
Federal School Breakfast Reimbursement	Code 500-5446	\$	318,836.93		\$ (16,645.37)
After School Snack	Code 500-5448	\$	25,396.00		\$ 430.54
Summer School Reimbursement	Code 500-5481	\$	17,001.06		\$ 3,107.76
Sub Total		\$	1,361,082.18		\$ (3,188.06)
Grand Total Receipts				\$ 1,975,077.62	\$ (52,829.17)
Expenditures					
Food Service Expenditures	Code 500-2561	\$	1,847,844.31		\$ (327,708.56)
Food Service - Banquets	Code 500-2562	\$	44,956.08		\$ (1,126.08)
Sub Total				\$ 1,892,800.39	\$ (328,834.64)
Receipts less Expenditures		\$	82,277.23		\$ 289,898.77
Closing Balance as of June 30, 2014		\$	24,036.39		\$ 82,277.23
Amount Uncollected		\$	1,979.91		

Board Report 2014

Community Relations

How to measure an effective program and create a scorecard?

Annually:

District Profile - On the website and used for recruitment. This is a booklet containing information per building and also stats of the district.

Recruitment Information - compiled for job fairs. Used by administration and also placed on the website

Fall Sports Guide - 3,000 printed

Winter/Spring Sports Guide - 2,500 printed

Pictorial Directory - available to staff and board members

Maintaining the volunteer website

Quarterly:

First quarter newsletter - 19,558 residents and on the district website

Second quarter newsletter - 19,635 residents and on district website

Third quarter newsletter - 19,635 residents and on district website

Fourth quarter newsletter - 19,538 residents and on district website

The Patron Panel survey in 2012 found the district's newsletters are the number one way our residents hear about school news.

Special projects and media outreach:

Press releases to various media in our community, data included

MMEA program for musical groups selected to attend conference

TOY and EOY printed program

Terrific Kids Program - Community involvement and reached 224 students this school year

Looking Good Program - Local non-profit groups donated over \$2,500 that supports our teachers and nursing department with hygiene and clothing items.

Lake Area Food Bank Advisory Council member- meeting the needs of the community

Volunteers in Public Schools

The volunteer program did not measure the data in the past the way the district is now asking. Starting with the 2014-2015 school year, several of the areas listed below can be measured.

Parent Letters:

Number of letters sent to each parent at the beginning of the school year

Number of letters returned - interested or not interested

Number of interviews scheduled as a result of receiving the letter

Number of interviews scheduled due to word of mouth, press releases, or visits to a community organization

Number of second letters sent and returned responses

Number of new volunteers placed in the district

Number of returning volunteers

Number of teachers requesting a volunteer

Number of requests from teachers for copy machine or laminating assistance

Number of teachers not served

Total number of volunteers per building

Number of community organizations or businesses supporting the volunteer program.

**2013-2014 school year we had approximately 12 different groups. *However, this is an estimated number and could be much higher.*

The volunteer program is proud of the 300+ volunteers that assisted in some way this school year. Out of the 300+ volunteers, 26 volunteers reached the 100 or more hour mark for the very first time. Seventy-two returning volunteers continued to give over 100 hours of services. Thirty volunteers were nominated to receive the Volunteer of the Year award. Two hundred volunteers, staff members, and guests attended the annual dinner.

The total number of hours can be tracked by building in the future. Daily time cards were kept to calculate the above numbers, but are discarded at the end of every school year.

Special Programs:

OARS- Outstanding Adults Reading with Students

Oak Ridge Intermediate -120 students in the interventions program were involved in this quarterly program. Seventy-three volunteers were paired with students. Several volunteers signed up to read with more than one student. All students were matched with a volunteer. Effective measures would need to come from the Intervention teachers. Requests for volunteers were met.

Buddy Packs

Number of Schools Served- (7) Dogwood, Hawthorn, Oak Ridge, Hurricane Deck, Osage Beach, Macks Creek and Climax Springs

Total number of students served per week- 564 Dogwood 128, Hawthorn 75, Oak Ridge 79, Osage Beach 50, Hurricane Deck 73, Macks Creek 51, and Climax Springs 108

Total number of volunteer hours: 73.5 hours and 136 volunteers per month

Total dollar amount donated by outside resources- on supporting material.

Special Programs:

We can track special events per building. For instance, compiling the emergency handbook for all staff members, modules for the 2014-2015 school year, band and theater assistance, musical program assistance, health services screenings, reading week and grandparent's day, Valentine's Day and picture day assistance. If this is an area the district feels is important, we can break it down. If the district would also like to see workroom assistance compared to volunteers working with students, we can start to break it apart in that manner as well.

REQUEST FOR PAYMENT DETAIL

Project: 1319 / Ocean Beach Elementary School Invoice: 1041 Draw: 1319-0007 Period Ending Date: 02/28/2014 Detail Pg 4 of 13 Pgs

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
235	Grasscut F2&W Drive Lane	31,106.00						31,106.00	
236	Asphalt Paving East Parking	116,616.00						116,616.00	
237	Curb & Gutter	59,349.00						59,349.00	
238	Asphalt Paving SW Drive Lane	116,616.00						116,616.00	
239	Parking Lot Striping & Signage	5,431.00						5,431.00	
240	Flag Pole	6,889.00						6,889.00	
241	Sitework/Retainage	60,270.00						60,270.00	
242	Final Grading/Topsoil & Seeding	60,452.00	16,270.00			10,732.00	13.37	50,720.00	1,075.20
243	Water Soft Play Area	3,306.00	4,188.00			4,188.00	50.00	4,188.00	418.80
244	South West Play Area	3,306.00	3,306.00			4,188.00	30.00	4,188.00	418.80
245	West Hand Play Area	3,306.00	3,306.00			4,188.00	50.00	4,188.00	418.80
246	South East Play Area	3,306.00	3,306.00			4,188.00	50.00	4,188.00	418.80
247	South Hand Play Area	3,306.00	3,306.00			4,188.00	50.00	4,188.00	418.80
248	AREA C LOWER INDUSTRIAL	1,188.00						1,188.00	
301	Pump & Pile Foundation Wall	51,167.00	51,167.00			51,167.00	100.00	5,116.70	6,116.70
302	Waterproof Foundation Wall	3,463.00	3,463.00			3,463.00	100.00	346.30	346.30
303	Trap & Floor Grade Beams	63,658.00	29,054.25	34,772.75		63,658.00	100.00	6,365.81	6,365.81
304	Beachfront Walkway & Pileps Ex	82,971.00	32,744.92	32,744.92		82,971.00	100.00	8,297.10	8,297.10
305	Underlaid Plumbing Rough Ins	21,812.00	1,049.50	21,812.00		21,812.00	100.00	2,181.20	2,181.20
306	Structural Beams	10,941.00	10,941.00			10,941.00	100.00	1,094.10	1,094.10
307	Soil Filling	1,378.00	1,378.00			1,378.00	100.00	137.80	137.80
308	Underlaid Electrical Rough Ins	17,842.00	2,878.50	17,842.00		17,842.00	100.00	1,784.20	1,784.20
309	Pump & Pile Foundation Wall	53,343.00	53,343.00			53,343.00	100.00	5,334.30	5,334.30
310	Heavy Floor Slab	18,479.00						18,479.00	9,239.50
311	Estuater Masonry CMU Lower	73,855.13	14,751.03	33,881.38	4,419.31	55,021.70	72.00	20,632.43	6,303.17
312	Steel Joist & Floor Decking	90,268.00						9,026.80	
313	AREA C LOWER ITT GUT FAN	186,022.00						18,602.20	
314	Interior CMU Walls	10,679.20	17,893.04	8,461.44		30,324.46	14.00	181,707.52	2,632.45
315	Plg Wall Rough In	20,800.00						9,886.30	1,112.47
316	Electrical Wall Rough In	18,479.00	7,871.40	3,148.58		11,019.89	42.00	16,278.04	1,102.00
317	Interior Caulking & Sealants	3,448.00						3,448.00	
318	Interior Plg Wall Rough In	8,168.00	2,479.88	258.30		2,737.58	53.00	2,428.02	278.80
319	Above City HVAC Piping Rough	3,673.00						3,673.00	

REQUEST FOR PAYMENT DETAIL

Project: 1319 / Ocean Beach Elementary School Invoice: 1041 Draw: 1319-0007 Period Ending Date: 02/28/2014 Detail Pg 5 of 13 Pgs

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
220	Gas Piping	9,814.00						9,814.00	
221	Int Wall Framing - All Sizes	12,480.00						12,480.00	
222	Set Bldg HVAC Units	16,743.00						16,743.00	
223	Above City Fire Alarm Rough In	4,188.00						4,188.00	
224	Above City Low Voltage Rough	1,977.00						1,977.00	
225	Install Fire Alarm Panel	1,814.00						1,814.00	
226	Above City HVAC Duct Rough In	28,238.00						28,238.00	
227	Above City Sprinkler Pipe Rough In	23,092.00						23,092.00	
228	Above City Electrical Rough In	20,238.00						20,238.00	
229	Install Electrical Sprinkler Curbins	14,110.00				2,098.04	6.00	14,110.00	209.00
230	Metal Wall Framing Insulation	628.00						628.00	
231	Frames & 1st Coat Paint	12,255.00						12,255.00	
232	Hang Int Drywall Partitions	5,245.00						5,245.00	
233	Tappe & Finish Drywall	2,414.00						2,414.00	
234	HVAC Controls	15,222.00						15,222.00	
235	HVAC Insulation	3,306.00						3,306.00	
236	Ceramic Tile Waterproofing	4,156.00						4,156.00	
237	Fluor Chlor Trim Panels to Decking	15,743.00						15,743.00	
238	Acoustical Ceiling	14,989.00						14,989.00	
239	Hang Light Fixtures	8,396.00						8,396.00	
240	HVAC Trim Out	3,373.00						3,373.00	
241	Main Raster Trim Dragger to Deck	8,546.00						8,546.00	
242	Trim Partitions & Access	7,494.00						7,494.00	
243	Soil/Water Trim Out	8,877.00						8,877.00	
244	Ceiling and Partition Concrete	1,112.44						1,112.44	
245	Plumbing Fixtures	27,512.00						27,512.00	
246	Install Ceiling Fans	14,830.00						14,830.00	
247	Architectural Specifications	10,222.00						10,222.00	
248	Carpet, VCT Flooring & Base	17,270.00						17,270.00	
249	Resilient Flooring	8,402.00						8,402.00	
250	Final Coat Paint	8,050.00						8,050.00	
251	Doors & Hardware	3,029.00						3,029.00	
252	Window Blinds	1,380.00						1,380.00	

REQUEST FOR PAYMENT DETAIL

Project: 1319 / Ocean Beach Elementary School Invoice: 1041 Draw: 1319-0007 Period Ending Date: 02/28/2014 Detail Pg 6 of 13 Pgs

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
253	Interior Signage	2,282.00						2,282.00	
254	Install Casework/Alcove	23,044.00						23,044.00	
255	Fabric Wrapped Wall Panels	8,827.25						8,827.25	
256	Commutative Sign Out	4,188.00						4,188.00	
257	Electrical Trim Out	5,245.00						5,245.00	
258	AREA C INTERIOR ENCLOSURE	18,722.00						18,722.00	
259	Install Air Bearer	7,402.00						7,402.00	
260	Rough Carpentry - Roof Electr	7,402.00						7,402.00	
261	Door Frames	1,478.00	123.38			738.00	90.00	738.00	73.80
262	Brick Veneer North Elevation	57,880.00						57,880.00	
263	Brick Veneer South Elevation	64,744.00						64,744.00	
264	Brick Veneer West Elevation	75,499.00						75,499.00	
265	Paint Exterior Metals	788.00						788.00	
266	Install TPO Roofing	69,218.00						69,218.00	
267	Install Alan Entrance Windows	120,348.00						120,348.00	
268	Caulking & Sealants	8,665.00						8,665.00	
400	AREA C UPPER PARTIS & S	15,420.00	5,017.31			8,017.31	50.00	5,411.69	601.73
401	In Slab Plumbing Rough In	8,297.00	2,107.71	1,038.01		3,742.72	99.00	2,659.28	374.97
402	Prep & Wires Embedded Slab	20,476.00						20,476.00	
403	Heavy Floor Slab	15,419.00						15,419.00	
404	Estuater Masonry CMU Upper	70,503.00	19,824.84	2,124.00		21,948.79	31.00	48,554.21	2,184.89
405	Steel Joist & Roof Framing	69,070.00						69,070.00	
407	AREA C UPPER ITT GUT FAN	186,022.00						18,602.20	
408	Interior CMU Walls	102,862.00	1,889.10			1,889.10	8.00	23,083.89	168.91
409	Electrical Wall Rough In	28,238.00	2,099.04			2,099.04	8.00	24,138.96	208.90
410	Interior Caulking & Sealants	3,448.00						3,448.00	
411	Interior Plg Wall Rough In	8,270.00	498.30			498.30	8.00	7,771.70	48.52
412	Above City HVAC Piping Rough	3,774.00						3,774.00	
413	Gas Piping	2,774.00						2,774.00	
414	Int Wall Framing - Metal Stud	8,812.00						8,812.00	
415	Set Bldg HVAC Units	18,743.00						18,743.00	

REQUEST FOR PAYMENT DETAIL

Project: 1319 / Ocean Beach Elementary School Invoice: 1041 Draw: 1319-0007 Period Ending Date: 02/28/2014 Detail Pg 7 of 13 Pgs

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
202	Erosion Control	49,640.00	41,286.00	2,427.00		43,893.00	90.00	4,893.00	4,893.00
203	Tree Removal/Clearing	86,218.00	86,218.00			86,218.00	100.00	8,621.80	8,621.80
204	Strip/Regrade Topsoil	31,485.01	31,485.01			31,485.01	100.00	3,148.50	3,148.50
205	Mass Rock Removal	300,000.00						300,000.00	
206	Temporary Construction Fencin	2,815.00						2,815.00	7,818.00
207	Underdrain Pipe/Pad/UV	82,071.00	82,071.00			82,071.00	100.00	8,207.10	8,207.10
208	Rough Grade Strip Pad	41,860.00						41,860.00	4,186.00
209	Rough Grade North Parking Lot	13,000.00						13,000.00	1,300.00
210	Rough Grade East Parking Lot	44,070.00						44,070.00	4,407.00
211	Main LVD Service/Transformer	35,883.00						35,883.00	3,588.30
212	Gas Piping Storage Building	31,883.00						31,883.00	3,188.30
213	Water Service	50,411.00	35,497.70	1,222.20		36,719.90	80.00	5,691.10	5,691.10
214	Sanitary Piping	72,410.00	38,205.00	10,882.40		47,077.40	88.00	22,346.60	4,707.24
215	Rough Grade South Parking Lot	31,485.00						31,485.00	3,148.50
216	Rough Grade West Parking Lot	20,900.00						20,900.00	2,090.00
217	Sanitary Sewer Pump Station	31,485.00						31,485.00	3,148.50
218	Rough Grade Site	45,181.00						45,181.00	4,518.10
219	Site Lighting Conducts	31,156.00						31,156.00	3,115.60
220	Storm Sewer Piping	222,438.00	177,996.50	22,948.00		200,244.50	90.00	22,248.50	20,248.50
221	Site Retaining Wall	49,300.00						49,300.00	4,930.00
222	West Playground Storage Bldg	30,430.00	5,288.12	8,704.88		14,033.00	100.00	3,033.00	3,033.00
223	Storm Storage Storage Bldg	30,430.00						30,430.00	
224	Monument Sign	49,884.00						49,884.00	4,988.40
225	Form Sewer Structures	62,318.00						62,318.00	6,231.80
226	Detention Basin	10,485.00						10,485.00	1,048.50
227	Site Fencing	93,318.00						93,318.00	9,331.80
228	Loading Docks	2,831.00						2,831.00	283.10
229	Computer Enclosure	10,322.00						10,322.00	
230	Concrete Paving	7,871.00						7,871.00	
231	Site Caulking & Sealants	18,891.00						18,891.00	
232	General Fill North Parking Lot	31,186.00						31,186.00	
233	General Fill East Parking Lot	31,186.00						31,186.00	
234	Asphalt Paving Bus Parking	118,510.00						118,510.00	

REQUEST FOR PAYMENT DETAIL

REQUEST FOR PAYMENT DETAIL

Project: 1319 / Orange Beach Elementary School Invoice: 1841 Draw: 1319-00007 Period Ending Date: 8/24/2014 Detail Pg 10 of 13 Pgs

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Pay	Retainage Balance
584	Install Casework/Wall Panels	54,143.00				58,143.00			
585	Fabric Wrapped Wall Panels	8,927.25				8,927.25			
588	Communications Trim Out	4,189.00				4,189.00			
597	Electrical Trim Out	9,397.00				9,397.00			
600	AREAA FOUNDATIONS & ETS								
601	Backfill Front Walls & Pkg Ex	78,814.00	15,155.00	22,218.00		41,377.00	54.00	35,242.44	4,137.18
602	Prep & Place Gravel/Grass Base	170,511.00	49,337.75	119,112.18		169,707.90	90.00	19,078.80	19,078.80
603	Underdrain Plumbing Rough	51,743.00	21,649.00	20,967.20		61,743.00	100.00	0.00	0.00
604	Granular Base	43,000.00				46,454.00	15.00	38,576.00	548.45
605	Underdrain Concrete West	15,941.00				17,878.40	40.00	11,964.00	797.64
606	Soil Polishing	3,878.00				1,838.00	50.00	1,939.00	193.90
607	Underdrain Concrete East	18,941.00				12,164.01	51.00	7,776.99	1,216.40
608	Prep & Place Gravel on Gravel	137,354.00				84,960.00		92,718.96	4,404.01
609	Install Gymnasium CMU	69,810.00				69,810.00			
610	Heavy Floor Grind	18,104.00				18,104.00			
611	Prep & Place Gravel on Gravel	78,713.00				78,713.00			
612	Interior Masonry CMU West	27,710.00				27,710.00			
613	Exterior Masonry CMU East	38,423.00	18,008.00	7,130.00		26,137.52	44.00	35,289.98	2,813.74
614	SI Joints & Roof Framing West	37,782.00				37,782.00			
615	SI Joints & Roof Framing East	34,108.00				34,108.00			
616	AREAA EXTERIOR ENCLOSURE								
617	Install Air Barrier	20,003.18				20,003.18			
618	Door Frames	8,154.00				8,154.00			
619	Brick Veneer North Elevation	88,141.00				3,979.00		84,162.00	9,508.00
620	Overhead Coating Door	2,714.24				2,714.24			
621	Brick Veneer East Elevation	80,001.00				30,901.00		49,100.00	5,285.78
622	Brick Veneer South Elevation	42,485.00				62,144.00		19,659.00	2,191.51
623	Brick Veneer West Elevation	24,631.00				38,081.00		13,450.00	1,025.60
624	Rough Carpentry - Roof Bleed	20,828.00				42,403.00		21,575.00	1,730.00
625	Rough Glass Concrete (Partitions)	9,780.00				24,031.00		14,251.00	8,424.00
626	Install Expansion Joints	8,621.00				20,838.00		12,217.00	6,170.00
627	Paint Exterior Metals	1,310.00				3,780.00		2,470.00	1,700.00
628	Hotel Wall Panels	60,540.00				9,521.00		51,019.00	2,227.00
						1,310.00		90,975.00	9,077.25
						60,540.00			

REQUEST FOR PAYMENT DETAIL

Project: 1319 / Orange Beach Elementary School Invoice: 1841 Draw: 1319-00007 Period Ending Date: 8/24/2014 Detail Pg 11 of 13 Pgs

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Pay	Retainage Balance
417	Above Cig Fin Alarm Rough In	4,189.00				4,189.00			
418	Above Cig Low Voltage Rough In	8,287.00				8,287.00			
419	Install Fire Alarm Panel	1,874.00				1,874.00			
420	Above Cig HVAC Duct Rough In	32,835.00				32,835.00			
421	Aliv Cig Sprinkler Pipe Rough In	23,055.00				23,055.00			
422	Above Cig Electrical Rough In	19,841.00	1,884.10			18,956.90		984.10	17,989.80
423	Install Elements	63,171.00				19,009.85		44,161.15	1,800.99
424	Prime & 1st Coat Paint	19,971.00				19,971.00			
425	Hang 1st Drywall Partitions	3,588.00				3,588.00			
426	Fire Alarm Cabling	3,148.00				3,148.00			
427	Base & Finish Drywall	2,098.00				2,098.00			
428	HVAC Controls	19,286.00				19,286.00			
429	HVAC Installation	9,970.00				9,970.00			
430	Crysaline Waterproofing	62,910.00				62,910.00			
431	Pull Cable Im Pns to Devices	18,743.00				18,743.00			
432	Acoustical Cig Grid	19,182.00				19,182.00			
433	Hang Light Fixtures	6,398.00				6,398.00			
434	HVAC Trim Out	5,248.00				5,248.00			
435	Acoustical Cig Grid	19,182.00				19,182.00			
436	Tell Partitions & Access	4,243.00				4,243.00			
437	Sprinkler Trim Out	9,970.00				9,970.00			
438	Dryd and Polished Concrete	19,478.00				19,478.00			
439	Plumbing Fixtures	37,816.00				37,816.00			
440	Install Ceiling Pads	19,018.00				19,018.00			
441	Architectural Specialties	10,252.60				10,252.60			
442	Carpet VOT Flooring & Base	17,870.00				17,870.00			
443	Resilient Flooring	8,424.00				8,424.00			
444	Final VOT Paint	8,244.00				8,244.00			
445	Doors & Hardware	8,170.00				8,170.00			
446	Window Blinds	4,700.00				4,700.00			
447	Interior Signage	2,227.00				2,227.00			
448	Install Casework/Wallwork	98,975.00				98,975.00			
449	Fabric Wrapped Wall Panels	8,927.25				8,927.25			

REQUEST FOR PAYMENT DETAIL

Project: 1319 / Orange Beach Elementary School Invoice: 1841 Draw: 1319-00007 Period Ending Date: 8/24/2014 Detail Pg 11 of 13 Pgs

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Pay	Retainage Balance
529	Install Alarm Enclosures/Wiring	130,053.00				130,053.00			
530	Tuckon Roof Pns & 1st Coat	290,820.00				290,820.00			
531	Install EPDM Roofing	100,344.00				100,344.00			
532	Coating & Sealants	8,960.00				8,960.00			
533	Standing Seam Metal Roof	37,942.00				37,942.00			
534	Dewaplast Gels Flashings Thr	1,948.00				1,948.00			
535	AREAA FIT OUT & FINISHES								
536	Interior CMU Walls	382,334.00				382,334.00			
537	Flap Wall Rough In	115,440.00	23,592.00	8,922.00		34,514.00	23.00	80,926.00	800.00
538	Electrical Wall Rough In	28,238.00		8,297.12		8,297.12	24.00	19,940.88	526.71
539	Interior Coating & Sealants	2,860.00				2,860.00			
540	Interior Flap Wall Rough In	1,748.00				1,748.00			
541	Above Cig HVAC Piping Rough	31,485.00				1,429.20	28.00	30,055.80	143.92
542	Set Bldg HVAC Units	44,078.00				44,078.00			
543	1st Wall Framing - Metal Studs	45,115.00				45,115.00			
544	Set Switchgear	2,009.00				2,009.00			
545	Above Cig Fin Alarm Rough In	4,189.00				4,189.00			
546	Above Cig Low Voltage Rough	8,287.00				8,287.00			
547	Install Fire Alarm Panel	1,874.00				1,874.00			
548	Prep & Place Gravel	5,508.00				5,508.00			
549	Underdrain Plumbing Rough In	51,743.00				51,743.00			
550	Granular Base	19,941.00				19,941.00			
551	Soil Polishing	3,878.00				3,878.00			
552	Underdrain Concrete Rough In	15,941.00				15,941.00			
553	Prep & Place Gravel on Gravel	58,745.00				58,745.00			
554	Heavy Floor Grind	18,104.00				18,104.00			
555	Interior Masonry CMU	73,078.00				73,078.00			
556	SI Joints & Roof Framing	40,831.00				40,831.00			
557	AREAA EXTERIOR ENCLOSURE								
558	Install Air Barrier	15,743.28				15,743.28			
559	Door Frames	8,154.00				8,154.00			
560	Brick Veneer East Elevation	88,141.00				3,979.00		84,162.00	9,508.00
561	Brick Veneer South Elevation	42,485.00				29,211.00		13,274.00	1,025.60
562	Brick Veneer West Elevation	24,631.00				38,081.00		13,450.00	6,388.00
563	Rough Carpentry - Roof Bleed	20,828.00				42,403.00		21,575.00	1,730.00
564	Rough Glass Concrete (Partitions)	9,780.00				24,031.00		14,251.00	8,424.00
565	Install Expansion Joints	8,621.00				20,838.00		12,217.00	6,170.00
566	Paint Exterior Metals	1,310.00				3,780.00		2,470.00	1,700.00
567	Hotel Wall Panels	60,540.00				9,521.00		51,019.00	2,227.00
568	Interior CMU Walls	382,334.00				382,334.00			
569	Flap Wall Rough In	115,440.00				115,440.00			
570	Electrical Wall Rough In	28,238.00				28,238.00			
571	Interior Coating & Sealants	2,860.00				2,860.00			
572	Interior Flap Wall Rough In	1,748.00				1,748.00			
573	Above Cig HVAC Piping Rough	31,485.00				1,429.20	28.00	30,055.80	143.92
574	Set Bldg HVAC Units	44,078.00				44,078.00			
575	1st Wall Framing - Metal Studs	45,115.00				45,115.00			
576	Set Switchgear	2,009.00				2,009.00			
577	Above Cig Fin Alarm Rough In	4,189.00				4,189.00			
578	Above Cig Low Voltage Rough	8,287.00				8,287.00			
579	Install Fire Alarm Panel	1,874.00				1,874.00			
580	Prep & Place Gravel	5,508.00				5,508.00			
581	Underdrain Plumbing Rough In	51,743.00				51,743.00			
582	Granular Base	19,941.00				19,941.00			
583	Soil Polishing	3,878.00				3,878.00			
584	Underdrain Concrete Rough In	15,941.00				15,941.00			
585	Prep & Place Gravel on Gravel	58,745.00				58,745.00			
586	Heavy Floor Grind	18,104.00				18,104.00			
587	Interior Masonry CMU	73,078.00				73,078.00			
588	SI Joints & Roof Framing	40,831.00				40,831.00			
589	AREAA EXTERIOR ENCLOSURE								
590	Install Air Barrier	15,743.28				15,743.28			
591	Door Frames	8,154.00				8,154.00			
592	Brick Veneer East Elevation	88,141.00				3,979.00		84,162.00	9,508.00
593	Brick Veneer South Elevation	42,485.00				29,211.00		13,274.00	1,025.60
594	Brick Veneer West Elevation	24,631.00				38,081.00		13,450.00	6,388.00
595	Rough Carpentry - Roof Bleed	20,828.00				42,403.00		21,575.00	1,730.00
596	Rough Glass Concrete (Partitions)	9,780.00				24,031.00		14,251.00	8,424.00
597	Install Expansion Joints	8,621.00				20,838.00		12,217.00	6,170.00
598	Paint Exterior Metals	1,310.00				3,780.00		2,470.00	1,700.00
599	Hotel Wall Panels	60,540.00				9,521.00		51,019.00	2,227.00
600	Interior CMU Walls	382,334.00				382,334.00			
601	Flap Wall Rough In	115,440.00				115,440.00			
602	Electrical Wall Rough In	28,238.00				28,238.00			
603	Interior Coating & Sealants	2,860.00				2			

REQUEST FOR PAYMENT DETAIL

Project: 1319 / Osgood Beach Elementary School Invoice: 1841 Date: 1319-00007 Period Ending Date: 6/24/2014 Detail Pg 13 of 13 Pgs

Item ID	Description	Unit	Contract Amount	Previously Completed Work	Work Completed This Period	Priority Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
695	Blockers		28,075.40						28,075.40	
700	CHANGE ORDER 01								1,460.00	
701	Use Part Food Service								404.00	
702	Fire Department Comments								3,800.00	
703	OneLAW Certification								6,640.00	
704	Lift Station Lift Chamber								15,182.00	
705	Change Order 02								90,360.85	9,036.08
706	Revised PO Connection Locate								8,424.00	842.40
Totals			12,800,916.80	2,208,047.21	909,958.74	82,029.07	3,227,812.02	24.83	9,789,005.83	324,791.27

Contractor	Unit	Hours	Rate	Amount
Contractor: Roy A. Anderson	05/21/2014	3.00	74.00	222.00
	05/22/2014	1.00	64.00	64.00
	05/23/2014	3.00	64.00	192.00
	05/24/2014	2.00	64.00	128.00
	05/25/2014	2.00	64.00	128.00
	05/26/2014	2.00	64.00	128.00
	05/27/2014	2.00	64.00	128.00
	05/28/2014	2.00	64.00	128.00
	05/29/2014	2.00	64.00	128.00
	05/30/2014	2.00	64.00	128.00
	05/31/2014	2.00	64.00	128.00
	06/01/2014	2.00	64.00	128.00
	06/02/2014	2.00	64.00	128.00
	06/03/2014	2.00	64.00	128.00
	06/04/2014	2.00	64.00	128.00
	06/05/2014	2.00	64.00	128.00
	06/06/2014	2.00	64.00	128.00
	06/07/2014	2.00	64.00	128.00
	06/08/2014	2.00	64.00	128.00
	06/09/2014	2.00	64.00	128.00
	06/10/2014	2.00	64.00	128.00
	06/11/2014	2.00	64.00	128.00
	06/12/2014	2.00	64.00	128.00
	06/13/2014	2.00	64.00	128.00
	06/14/2014	2.00	64.00	128.00
	06/15/2014	2.00	64.00	128.00
	06/16/2014	2.00	64.00	128.00
	06/17/2014	2.00	64.00	128.00
	06/18/2014	2.00	64.00	128.00
	06/19/2014	2.00	64.00	128.00
	06/20/2014	2.00	64.00	128.00
	06/21/2014	2.00	64.00	128.00
	06/22/2014	2.00	64.00	128.00
	06/23/2014	2.00	64.00	128.00
	06/24/2014	2.00	64.00	128.00
	06/25/2014	2.00	64.00	128.00
	06/26/2014	2.00	64.00	128.00
	06/27/2014	2.00	64.00	128.00
	06/28/2014	2.00	64.00	128.00
	06/29/2014	2.00	64.00	128.00
	06/30/2014	2.00	64.00	128.00
	06/31/2014	2.00	64.00	128.00
	07/01/2014	2.00	64.00	128.00
	07/02/2014	2.00	64.00	128.00
	07/03/2014	2.00	64.00	128.00
	07/04/2014	2.00	64.00	128.00
	07/05/2014	2.00	64.00	128.00
	07/06/2014	2.00	64.00	128.00
	07/07/2014	2.00	64.00	128.00
	07/08/2014	2.00	64.00	128.00
	07/09/2014	2.00	64.00	128.00
	07/10/2014	2.00	64.00	128.00
	07/11/2014	2.00	64.00	128.00
	07/12/2014	2.00	64.00	128.00
	07/13/2014	2.00	64.00	128.00
	07/14/2014	2.00	64.00	128.00
	07/15/2014	2.00	64.00	128.00
	07/16/2014	2.00	64.00	128.00
	07/17/2014	2.00	64.00	128.00
	07/18/2014	2.00	64.00	128.00
	07/19/2014	2.00	64.00	128.00
	07/20/2014	2.00	64.00	128.00
	07/21/2014	2.00	64.00	128.00
	07/22/2014	2.00	64.00	128.00
	07/23/2014	2.00	64.00	128.00
	07/24/2014	2.00	64.00	128.00
	07/25/2014	2.00	64.00	128.00
	07/26/2014	2.00	64.00	128.00
	07/27/2014	2.00	64.00	128.00
	07/28/2014	2.00	64.00	128.00
	07/29/2014	2.00	64.00	128.00
	07/30/2014	2.00	64.00	128.00
	07/31/2014	2.00	64.00	128.00

Contractor	Unit	Hours	Rate	Amount
Contractor: Roy A. Anderson	05/21/2014	3.00	74.00	222.00
	05/22/2014	1.00	64.00	64.00
	05/23/2014	3.00	64.00	192.00
	05/24/2014	2.00	64.00	128.00
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	05/26/2014	2.00	64.00	128.00
	05/27/2014	2.00	64.00	128.00
	05/28/2014	2.00	64.00	128.00
	05/29/2014	2.00	64.00	128.00
	05/30/2014	2.00	64.00	128.00
	05/31/2014	2.00	64.00	128.00
	06/01/2014	2.00	64.00	128.00
	06/02/2014	2.00	64.00	128.00
	06/03/2014	2.00	64.00	128.00
	06/04/2014	2.00	64.00	128.00
	06/05/2014	2.00	64.00	128.00
	06/06/2014	2.00	64.00	128.00
	06/07/2014	2.00	64.00	128.00
	06/08/2014	2.00	64.00	128.00
	06/09/2014	2.00	64.00	128.00
	06/10/2014	2.00	64.00	128.00
	06/11/2014	2.00	64.00	128.00
	06/12/2014	2.00	64.00	128.00
	06/13/2014	2.00	64.00	128.00
	06/14/2014	2.00	64.00	128.00
	06/15/2014	2.00	64.00	128.00
	06/16/2014	2.00	64.00	128.00
	06/17/2014	2.00	64.00	128.00
	06/18/2014	2.00	64.00	128.00
	06/19/2014	2.00	64.00	128.00
	06/20/2014	2.00	64.00	128.00
	06/21/2014	2.00	64.00	128.00
	06/22/2014	2.00	64.00	128.00
	06/23/2014	2.00	64.00	128.00
	06/24/2014	2.00	64.00	128.00
	06/25/2014	2.00	64.00	128.00
	06/26/2014	2.00	64.00	128.00
	06/27/2014	2.00	64.00	128.00
	06/28/2014	2.00	64.00	128.00
	06/29/2014	2.00	64.00	128.00
	06/30/2014	2.00	64.00	128.00
	06/31/2014	2.00	64.00	128.00
	07/01/2014	2.00	64.00	128.00
	07/02/2014	2.00	64.00	128.00
	07/03/2014	2.00	64.00	128.00
	07/04/2014	2.00	64.00	128.00
	07/05/2014	2.00	64.00	128.00
	07/06/2014	2.00	64.00	128.00
	07/07/2014	2.00	64.00	128.00
	07/08/2014	2.00	64.00	128.00
	07/09/2014	2.00	64.00	128.00
	07/10/2014	2.00	64.00	128.00
	07/11/2014	2.00	64.00	128.00
	07/12/2014	2.00	64.00	128.00
	07/13/2014	2.00	64.00	128.00
	07/14/2014	2.00	64.00	128.00
	07/15/2014	2.00	64.00	128.00
	07/16/2014	2.00	64.00	128.00
	07/17/2014	2.00	64.00	128.00
	07/18/2014	2.00	64.00	128.00
	07/19/2014	2.00	64.00	128.00
	07/20/2014	2.00	64.00	128.00
	07/21/2014	2.00	64.00	128.00
	07/22/2014	2.00	64.00	128.00
	07/23/2014	2.00	64.00	128.00
	07/24/2014	2.00	64.00	128.00
	07/25/2014	2.00	64.00	128.00
	07/26/2014	2.00	64.00	128.00
	07/27/2014	2.00	64.00	128.00
	07/28/2014	2.00	64.00	128.00
	07/29/2014	2.00	64.00	128.00
	07/30/2014	2.00	64.00	128.00
	07/31/2014	2.00	64.00	128.00

APPLICATION FOR PAYMENT

CAP702 Page: 1 of 2

Contractor: Roy A. Anderson
 1319 / Osgood Beach Elementary School
 172 Osgood Beach Elementary School
 Osgood, MO 65050

Contractor's Application for Payment:
 1. Original Contract Amount: \$ 11,920.00
 2. Net of Change Orders: \$ 118,000.00
 3. Total Completed & Stored to Date: \$ 28,416.00
 4. Retainage Summary:
 a. 10.00 % of Completed Work: \$ 2,841.60
 b. 10.00 % of Stored Material: \$ 0.00
 Total Retainage: \$ 2,841.60
 5. Total Completed Less Retainage: \$ 25,574.40
 6. Less Previous Applications: \$ 1,478.10
 7. Current Payment Due, This Application: \$ 24,096.30
 8. Contract Balance (Including Retainage): \$ 90,360.85

Contractor Signature: Roy A. Anderson
 Date: 6-25-14

TRANSMITTAL
 Date: June 25, 2014
 To: Tim Hedrick
 Construction Manager
 PO Box 1400
 Osgood, MO 65050-1400

From: Roy A. Anderson
 Project: Osgood Beach Elementary School District
 Project No: 1319-00007
 Invoice No: 1841

Remarks:
 We have reviewed these invoices and find them acceptable for payment.

Item ID	Description	Unit	Contract Amount	Previously Completed Work	Work Completed This Period	Priority Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
04/22/2014	0.50	64.00	32.00						32.00	
04/23/2014	0.50	64.00	32.00						32.00	
04/24/2014	0.50	64.00	32.00						32.00	
04/25/2014	0.50	64.00	32.00						32.00	
04/26/2014	0.50	64.00	32.00						32.00	
04/27/2014	0.50	64.00	32.00						32.00	
04/28/2014	0.50	64.00	32.00						32.00	
04/29/2014	0.50	64.00	32.00						32.00	
04/30/2014	0.50	64.00	32.00						32.00	
04/31/2014	0.50	64.00	32.00						32.00	
05/01/2014	0.50	64.00	32.00						32.00	
05/02/2014	0.50	64.00	32.00						32.00	
05/03/2014	0.50	64.00	32.00						32.00	
05/04/2014	0.50	64.00	32.00							

APPLICATION FOR PAYMENT - CONTINUATION SHEET

Item: Sales Contract, Co. Inc. 1691 HISTORIC 05 WEST WAYNESVILLE, MO 65663
 To: Camdenton R-III School District 112 Dana Boulevard Camdenton, Mo 65020
 Order: #14008 Secure Entry Project Hawthorn Elementary School Oak Ridge Intermediate School
 Application No: 2
 Approval Date: 02/20/2014
 Print To: 03/02/2014
 Contract Date: 3/13/2014
 Attach Project:

A Item No	B Description of Work	C Contract Value	D Work Completed		F Monthly Money Due to Dor E	G Total Contracted and Billed To Date (D+E)	H % (D+F)	I Balance To Be Billed (G-I)	J Retainage (I*VarRate)
			E From Previous Application This Period	F This Period					
1	Barrel	1,643.00	1,643.00	0.00	0.00	1,643.00	100	0.00	154.30
2	General Conditions	10,624.00	0.00	6,302.00	0.00	6,302.00	59	5,292.00	528.20
3	Demolition	8,380.00	0.00	8,380.00	0.00	8,380.00	100	0.00	838.00
4	Concrete	3,600.00	0.00	0.00	0.00	0.00	0	3,600.00	0.00
5	Masonry	1,000.00	0.00	0.00	0.00	0.00	0	1,000.00	0.00
6	Caulking and Sealants	450.00	0.00	0.00	0.00	0.00	0	450.00	0.00
7	Doors/Frames/Hardware	7,768.00	0.00	0.00	0.00	0.00	0	7,768.00	0.00
8	Aluminum Scaffolds	28,433.00	0.00	0.00	0.00	0.00	0	28,433.00	0.00
9	MS Framing/Steel	3,500.00	0.00	2,000.00	0.00	2,000.00	57	3,500.00	300.00
10	Suspended Ceilings	6,570.00	0.00	0.00	0.00	0.00	0	6,570.00	0.00
11	Floor Coverings	1,200.00	0.00	0.00	0.00	0.00	0	1,200.00	0.00
12	Painting	3,600.00	0.00	0.00	0.00	0.00	0	3,600.00	0.00
13	Carpentry	13,000.00	0.00	0.00	0.00	0.00	0	13,000.00	0.00
14	Plumbing	2,000.00	0.00	0.00	0.00	0.00	0	2,000.00	0.00
15	HVAC	2,000.00	0.00	0.00	0.00	0.00	0	2,000.00	0.00
16	Electrical	15,280.00	0.00	8,039.03	0.00	8,039.03	46	7,240.97	603.04
17	Profit	12,000.00	0.00	2,131.20	0.00	2,131.20	18	9,868.80	213.92
		118,000.00	1,643.00	23,772.56	0.00	25,415.56	22	82,584.44	2,541.00

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GOALS FOR THE CAMDENTON R-III BOARD OF EDUCATION

Approved July 14, 2014

- I. The Camdenton R-III Board of Education will annually review the following progress indicators in order to make an informed decision regarding staff compensation. Items to review include:**
 - A. Maintaining at least a 25 percent fund balance in the General and Special Revenue Funds**
 - B. Obtain and maintain a ranking within the top two districts in the Ozark Conference in relation to compensation**
 - C. Become one of the top ten percent of the districts in the State of Missouri in relation to salary**
 - D. Establish an Ozark Conference total compensation comparison document**
- II. Develop an activities calendar and have board representation at district events**
- III. Board action will be directly aligned with District goals and Board goals will be reviewed annually**
- IV. The Board will perform annual self-evaluations and also will survey the staff regarding the performance of the Board at the end of January**

2014 Annual Conference



MSBA Annual Conference

in Cooperation with MASA

Power Up!

September 25 - 28, 2014
Tan-Tar-A, Osage Beach

2014 MSBA Annual Conference in Cooperation with MASA

Thursday, September 25 - Sunday, September 28, 2014

Tan-Tar-A located at 494 Tan-Tar-A Drive, Osage Beach, MO 65065

POWER UP YOUR DISTRICT

The MSBA Annual Conference in Cooperation with MASA is the largest gathering of school leaders in Missouri. The conference features 4 general sessions, over 90 concurrent sessions, a trade show, and many other activities.

Annual Conference – REGISTER HERE

Friday, September 26 – Sunday, September 28

Conference registration - \$250*

Saturday Third General Session & Banquet - \$50

Sunday Fourth General Session & Brunch - \$30

Thursday Preconference Sessions – REGISTER HERE

Thursday, September 25, 1:00 p.m. – 5:00 p.m.

Active Shooter Training & Drill Development Workshop - \$49

Psychological First Aid for Schools - \$49

Developing Behavioral Risk Assessment Teams - \$49

Women's Self-Defense – Krav Maga (HELD OFF-SITE) - \$49

Emergency Planning for Schools Workshop (ERIP) - \$49

Board Secretary Workshop – REGISTER HERE

Thursday, September 25, 8:00 a.m. – 3:00 p.m. - \$125

View tentative agenda here.

Golf Tournament Benefitting FutureBuilders Foundation – MORE INFORMATION HERE

Vendor/Sponsor Opportunities - MORE INFORMATION HERE

Conference Information & Resources

Important Dates

August 29 - Conference Cancellation Deadline - Last day conference cancellations are accepted. Cancellations are accepted in writing, e-mailed, or postmarked no later than August 29 and are charged a \$50 processing fee. Sorry, no refunds given after August 29. (This is also the last day for the \$250 registration fee.)

September 1 - Late Registration Fee Applies. Registration rate increases to \$290 per person.

September 10 - Tan-Tar-A Resort Cancellation Deadline. Tan-Tar-A hotel deposit forfeited for cancellations on or after September 10. Contact hotel directly to make cancellations.

September 10 - Registration Deadline. Conference registration ends. On-site conference registration will be accepted during the conference for \$290 per person.

Area Hotel Rates (listed rates do not include taxes or lodging fees)

Tan-Tar-A	573-348-3131	\$107.00 (requires housing form)
Best Western	573-348-1735	\$89.00
Dogwood Hills		
Comfort Inn	573-348-9555	\$99.00
Holiday Inn Express	573-302-0330	\$113.00
Super 8	573-348-4773	\$89.99
Inn at Grand Glaize	573-348-4731	\$82.00
Quality Inn	573-365-2700	\$87.00
Econo Lodge	573-348-1781	\$79.99
Resort at Port Arrowhead	573-365-2334	\$84.00

If you have any questions, contact info@msbanet.org. We'll see you at conference!



2014 MSBA Annual Conference

Start Date 09/25/2014 08:00 AM
End Date 09/28/2014 05:00 PM
Address Tan-Tar-A Resort. 494 Tan-Tar-A Drive. Osage Beach, MO 65065

1

SELECT SUBMITTER

2

SELECT ATTENDEE

3

REGISTER

4

CHECKOUT

Submitted By
Linda Leu

Attendee
Tim Hadfield

Please choose from the list below:

<input type="checkbox"/> Active Shooter Training & Drill Development Workshop	\$49.00
<input type="checkbox"/> Psychological First Aid for Schools	\$49.00
<input type="checkbox"/> Developing Behavioral Risk Assessment Teams	\$49.00
<input type="checkbox"/> Women's Self Defense - Krav Maga (Off-site)	\$49.00
<input type="checkbox"/> Emergency Planning for Schools Workshop - ERIP	\$49.00
<input type="checkbox"/> Conference Registration	\$250.00
<input type="checkbox"/> 1st General Session	\$0.00
<input type="checkbox"/> 2nd General Session	\$0.00
<input type="checkbox"/> 3rd General Session & Banquet	\$50.00
<input type="checkbox"/> 4th General Session & Brunch	\$25.00
<input type="checkbox"/> Delegate Assembly as a Delegate	\$0.00
<input type="checkbox"/> Delegate Assembly as an Alternate	\$0.00
<input type="checkbox"/> Delegate Assembly as a Spectator	\$0.00

Additional Items

<input type="text" value="0"/>	3rd General Session & Banquet	\$50.00
<input type="text" value="0"/>	4th General Session & Brunch	\$25.00

Attendee Total \$0.00
Invoice Total \$0.00

Questions

Please indicate the number of *additional* guest meal tickets needed for your registrant above in the box labeled "Additional Items."

REGISTER ANOTHER

PROCEED TO CHECKOUT