

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

**Regular Meeting – Administration Building, Board Room
April 8, 2013 – 5:30 p.m.**

Present:

Nancy A. Masterson	President	Dr. Tim Hadfield	Superintendent
Chris C. McElyea	Vice-President	Dr. Brian Henry	Deputy Superintendent
Selynn Barbour	Treasurer	Dr. Jim Rich	Assistant Superintendent
John L. Beckett	Member	Linda Leu	Secretary
Jackie Schulte	Member		
Laura L. Martin	Member		

Absent:

Jim Besancenez

I. CALL TO ORDER & RECITE PLEDGE OF ALLEGIANCE

The Camdenton R-III Board of Education met in Regular Session in the Board Room of the Administration Building on Monday, April 8, 2013. The meeting was called to order by President Masterson at 5:30 p.m. The pledge of allegiance was recited.

II. APPROVAL OF AGENDA

Regular Meeting – April 8, 2013

Motion: Move to approve the agenda of the regular meeting of April 8, 2013, as presented.
Barbour/Beckett - all ayes.

III. APPROVAL OF MINUTES

Regular Session – March 11, 2013
Special Session – March 27, 2013

Motion: Move to approve the regular session minutes and documentation of March 11, 2013, and special session minutes and documentation of March 27, 2013, as submitted.
Beckett/Martin – all ayes.

IV. CERTIFY APRIL 2, 2013, ELECTION RESULTS

The official results from the April 2, 2013, municipal election were reviewed from Camden, Morgan, and Laclede counties.

Recommended motion: Move to certify the School Board director and the bond issue election results as presented.
Martin/McElyea - all ayes.

V. ADJOURN RETIRING BOARD

Motion: Move that the meeting adjourn.
Beckett/Barbour - all ayes.

President Masterson thanked fellow Board members for their work on the successful bond issue. She also thanked Dr. Hadfield and presented him with a letter from the Board for his tireless work for passage of the bond issue.

Camdenton R-III School District

Board of Education Meeting Organizational Meeting – Administration Building Board Room April 8, 2013 – 5:30 p.m.

Present:

Chris C. McElyea	President	Dr. Tim Hadfield	Superintendent
Nancy A. Masterson	Vice-President	Dr. Brian Henry	Deputy Superintendent
Selynn Barbour	Treasurer	Dr. Jim Rich	Assistant Superintendent
John L. Beckett	Member	Linda Leu	Secretary
Jackie Schulte	Member		
Laura L. Martin	Member		
Tom Williams	Member		

Absent:

I. CALL TO ORDER

II. DISSOLVE BOARD & APPOINT SUPERINTENDENT AS CHAIRMAN

Motion: Move to dissolve the Board and appoint Tim Hadfield as chairman.
McElyea/Beckett - all ayes.

III. ADMINISTER OATH OF OFFICE TO NEWLY ELECTED BOARD MEMBERS

The Oath of Office was administered to newly elected Board members Nancy Masterson and Tom Williams by Secretary of the Board Linda Leu.

IV. ELECTION OF BOARD OFFICERS

Superintendent Hadfield called for nominations for Board President.

Motion: Nominate Chris McElyea for President.
Beckett/Masterson

Motion: Move that nominations cease and elect Chris McElyea for President by acclamation.
Schulte/Martin – all ayes.

The floor was turned over to President Chris McElyea. President McElyea thanked Nancy Masterson for her past two years of service as President of the Board of Education, he extended appreciation to Jim Besancenez for his time and effort to serve on the Board, and new Board member Tom Williams was welcomed.

The President called for nominations for Vice-President.

Motion: Nominate Nancy Masterson for Vice-President.
Schulte/Martin

Motion: Move that nominations cease and elect Nancy Masterson for Vice-President by acclamation.
Barbour/Martin - all ayes.

The President called for nominations for Treasurer.

Motion: Nominate Selynn Barbour for Treasurer.
Masterson/Martin

Motion: Move that nominations cease and elect Selynn Barbour for Treasurer by acclamation.
Martin/Schulte - all ayes.

The President called for nominations for Secretary.

Motion: Reappoint Linda Leu as Secretary of the Board of Education.
Beckett/Schulte – all ayes.

A picture was taken of the newly seated Board of Education.

V. PUBLIC COMMENT

One District employee spoke during this time period thanking the Board and Superintendent for their hard work to get the bond issue passed.

VI. CONSENT ITEMS

A. Excellence in Education Certificates

This month's recipients are as follows:

Dogwood Elementary	Kim Palomo
Hawthorn Elementary	Denise Richardson
Oak Ridge Intermediate	Cindy Camillo-Cramer
Oak Ridge Intermediate	Kim Godar
Middle School	Heather Sappington
High School/Horizons	Rick Calbert
LCTC	Melissa Jackson
Hurricane Deck Elementary	Angie Biggers

B. Resolution Requesting Blair Trust Funds

The Board was asked to approve a Resolution for a request to distribute Blair Trust funds as required by Central Trust Company. A recommendation is made to request five percent (5%) of the market value of the Trust as of March 31, 2013, (\$21,974.39) to fund CC and Dorothy Blair Excellence in Education activities. Tom Williams and Jackie Schulte will serve on the Blair Trust committee.

C. Accept Bus Bids

D. Approve Submission of LEGO Education Afterschool Program Grant for Elementary Schools

E. Update on Summer School Program and Application

Motion: Move to approve consent items as presented.
Beckett/Schulte – all ayes.

VII. APPROVAL OF BILLS

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

VIII. APPROVAL OF TREASURER'S REPORT

Motion: Move to approve the March 2013 Treasurer's Report as submitted.
Beckett/Masterson - all ayes.

IX. NEW BUSINESS

A. APPROVE MEMORANDUM OF UNDERSTANDING WITH LOCAL LAW ENFORCEMENT ENTITIES

The District has been working with local law enforcement entities to create a memorandum of understanding to delineate responsibilities of each party involved in decision-making. Judge Stanley Moore and Chief of Police Laura Wright addressed the Board promoting the MOU in order to serve the youth of our community.

Motion: Move to approve the Memorandum of Understanding with local law enforcement entities as presented.

Barbour/Masterson - all ayes.

B. DISTRICT INSURANCE ANALYSIS

Gordon Kinney of Med-Pay was in-District to present information related to the District’s health insurance program. Randy Lueckenotte of Wallstreet Insurance Group, and Mike McGrath and David Von Gunten of McGrath Insurance, were also present to answer questions. More information will be provided at the April Special Board meeting.

No motion necessary.

C. LITERACY REPORT

Dr. Henry reviewed current literacy data with the Board of Education including Scholastic Reading Inventory results and Acuity English Language results. Overall student performance has improved on both assessments and the faculty of the Camdenton R-III School District was recognized for their efforts in improving student reading performance. Dr. Henry mentioned the strong correlation between improved reading performance and improved performance in other academic areas.

No motion necessary.

D. REVIEW OF PROPOSED CAPITAL PROJECTS

The Board reviewed proposed capital projects.

Motion: Move to approve the revised Capital Projects list as presented.

Beckett/Masterson - all ayes.

X. UNFINISHED BUSINESS

A. APPROVE BOARD POLICIES & REGULATIONS

The Board reviewed policies and regulations as presented in March.

<u>POLICY CODE</u>	<u>POLICY TITLE</u>
BBBB	School Board Ballot Issues
DLB	Salary Deductions
EBBA	Illness & Injury Response & Prevention
ECG	Animals on District Property
FEF	Construction Contracts Bidding & Awards
GBCC	Staff Use of Communication Devices
GCBDA	Professional Staff Short-Term Leaves & Absences
GDBDA	Support Staff Leaves & Absences
IGBE	Students in Foster Care
IGC	Extended Instructional Programs
IGCE	District-Sponsored Instruction Options
IK	Academic Achievement
IKF (K-12 only)	Graduation Requirements
IND	Ceremonies & Observances
JCB	Intradistrict Transfers

JECC	Assignment of Students to Grade Level/Classes
JG-R1	Student Discipline (Elementary)
JG-R2	Student Discipline (Middle School)
JG-R3	Student Discipline (High School)
JHCD	Administration of Medications to Students
JHCF	Student Allergy Prevention & Response
JHG	Reporting & Investigating Child Abuse/Neglect
JO	Student Records
GDBDAA	Support Staff Sick Leave Donation

Motion: Move to approve Board policies and regulations as presented.
Barbour/Schulte – all ayes.

XI. BOARD PRESIDENT'S WRAP-UP

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

- MSBA Spring Regional Meeting – April 17, Dixon R-I
- Elegant Evening - Friday, April 19, 2013
- Second April meeting – April 30, 2013, 7:00 a.m.
- Possible Board Retreat in June
- A committee will be established to provide oversight to construction projects.
- Nancy shared 'Green Design' information.
- Fall Regional Meeting – October 16, 2013. Camdenton will host.

No motion necessary.

XII. 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) Software codes for electronic data processing and documentation (610.021)(10).
- 3) Individually identifiable personnel records, performance ratings, or records pertaining to employees (610.021)(13).

Motion: Move to adjourn to Executive Session.

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

XIII. ADJOURN MEETING

Motion: Move that the meeting adjourn.

Beckett/Barbour - all ayes.

Meeting adjourned at 7:18 p.m.

Chris C. McElyea - President of the Board

Linda Leu – Secretary of the Board

Camdenton R-III School District

Board of Education Meeting
Regular Session - Administration Building, Board Room
April 8, 2013 -- 5:30 p.m.

*After new Board members take their oath of office and Board officers are elected, a picture will be taken.
Please dress appropriately (i.e.; men in shirts and ties).*

AGENDA

I. CALL TO ORDER & RECITE PLEDGE OF ALLEGIANCE

II. APPROVAL OF AGENDA
Regular Meeting – April 3, 2013

Recommended motion: Move that the agenda of the regular meeting be approved.

III. APPROVAL OF MINUTES

Regular Session Minutes and Documentation, March 11, 2013
Special Session Minutes and Documentation - March 27, 2013

Recommended motion: Move to approve the regular session minutes and documentation of March 11, 2013, and special session minutes and documentation of March 27, 2013, as submitted.

IV. CERTIFY APRIL 2, 2013, ELECTION RESULTS

Background: The official results from the April 2, 2013, municipal election should be received from Camden, Morgan, and Laclede counties.

School Board Election Results
Bond Issue Election Results

Recommended motion: Move to certify the election results as presented.

V. ADJOURN RETIRING BOARD

**Camdenton R-III School District
School Board Candidates**

Election Results - April 2, 2013					
Precinct	Nancy A. Masterson	Jim Besancenez (Mr. B.)	Darin A. Keim	Bill Moulder	Tom Williams
Barnumton	23	17	13	13	17
Camdenton 1	217	129	96	53	237
Camdenton 2	280	199	170	78	288
Camdenton 3	286	162	131	87	306
Decaturville	94	113	94	26	108
Freedom	29	32	25	12	25
Greenview	182	93	77	49	186
Ha Ha Tonka	39	33	22	25	34
Linn Creek	149	101	97	38	172
Montreal	24	29	25	6	29
Osage Beach 1 & 3	158	61	57	46	166
Osage Beach 2	307	82	72	52	310
Roach	109	94	92	34	115
Sunny Slope	104	73	56	18	106
Sunrise Beach 1	140	46	38	36	114
Sunrise Beach 2	67	30	23	38	63
Sunrise Beach 3	83	42	29	36	85
Wilson Bend	31	11	9	16	24
Absentee Votes	218	120	76	78	172
Camden County Total	2540	1467	1202	741	2557
Morgan County Total	1			1	
Laclede County Total				1	
Combined Total	2541	1467	1202	743	2557

**Camdenton R-III School District
Bond Issue**

Election Results - April 2, 2013

Shall Camdenton Reorganized School District No. R-3 of Camden County, Missouri, issue its general obligation bonds in the amount of \$43,000,000 for the purpose of constructing a new elementary school at Osage Beach, repairing, renovating and building additions to Hurricane Deck Elementary School and furnishing and equipping said facilities; upgrading safety at existing school facilities; and acquiring buildings, improvements, furnishings, and equipment now leased to the District by paying off and retiring outstanding leasehold financing obligations? The authorization of the bonds will authorize a debt service tax levy in addition to the other taxes provided for by law on all taxable tangible property in the District sufficient to pay the interest and principal of the bonds as they fall due. The District's debt service tax levy is estimated to increase approximately 11 cents, from \$0.20 to \$0.31 per one hundred dollars of assessed valuation.

	YES	NO			
Barnumton	22	21			
Camdenton 1	270	111			
Camdenton 2	357	169			
Camdenton 3	349	157			
Decaturville	115	105			
Freedom	26	38			
Greenview	208	111			
Ha Ha Tonka	48	33			
Linn Creek	197	104			
Montreal	26	32			
Osage Beach 1 & 3	187	87			
Osage Beach 2	325	115			
Roach	149	78			
Sunny Slope	130	54			
Sunrise Beach 1	140	68			
Sunrise Beach 2	85	38			
Sunrise Beach 3	108	44			
Wilson Bend	29	26			
Absentee Votes	209	145			
Camden County Total	2980	1536			
Morgan County Total	1	0			
Laclede County Total	0	1			
Combined Total	2981	1537			

**CERTIFICATION OF ELECTION RESULTS
ROWLAND A. TODD, COUNTY CLERK
CAMDEN COUNTY, MISSOURI**

TO: CAMDENTON R-III SCHOOL

THE FOLLOWING IS AN OFFICIAL CERTIFICATION OF THE ELECTION RESULTS OF THE GENERAL ELECTION HELD IN CAMDEN COUNTY, MISSOURI, ON APRIL 2, 2013.

**Statement of Votes Cast
GENERAL MUNICIPAL ELECTION CAMDEN COUNTY, MISSOURI APRIL 2, 2013
April 2, 2013 General Municipal
OFFICIAL**

CAMDENTON R-III SCH BOARD

	Reg. Voters	Total Votes	NANCY A. MASTERSON	JIM BESANGENEZ (MR. B.)	DARIN A. KEIM	BILL MOULDER	TOM WILLIAMS	Write In
Jurisdiction Wide								
BARNUMTON	334	83	23 27.71%	17 20.48%	13 15.66%	13 15.66%	17 20.48%	0
CAMDENTON #1	2034	734	217 29.56%	129 17.57%	96 13.08%	53 7.22%	237 32.29%	2 0.27%
CAMDENTON #2	2005	1018	280 27.50%	199 19.55%	170 16.70%	78 7.66%	288 28.29%	3 0.29%
CAMDENTON #3	2281	976	286 29.30%	162 16.60%	131 13.42%	87 8.91%	306 31.35%	4 0.41%
CLIMAX SPRINGS	-	-	-	-	-	-	-	-
DECATURVILLE	1096	435	94 21.61%	113 25.98%	94 21.61%	26 5.98%	108 24.83%	0
FREEDOM	445	123	29 23.58%	32 26.02%	25 20.33%	12 9.76%	25 20.33%	0
GREENVIEW	1389	587	182 31.01%	93 15.84%	77 13.12%	49 8.35%	186 31.69%	0
HA HA TONKA	461	155	39 25.16%	33 21.29%	22 14.19%	25 16.13%	34 21.94%	2 1.29%
HILLHOUSE	-	-	-	-	-	-	-	-
HORSESHOE BEND	-	-	-	-	-	-	-	-
LINN CREEK	1255	558	149 26.70%	101 18.10%	97 17.38%	38 6.81%	172 30.82%	1 0.18%
MACKS CREEK	-	-	-	-	-	-	-	-
MONTREAL	270	113	24 21.24%	29 25.66%	25 22.12%	6 5.31%	29 25.66%	0
OSAGE BEACH #1/#3	1478	488	158 32.38%	61 12.50%	57 11.68%	46 9.43%	166 34.02%	0
OSAGE BEACH #2	2001	824	307 37.26%	82 9.95%	72 8.74%	52 6.31%	310 37.62%	1 0.12%
ROACH	1035	444	109 24.55%	94 21.17%	92 20.72%	34 7.66%	115 25.90%	0
STOUTLAND	-	-	-	-	-	-	-	-
SUNNY SLOPE	632	359	104 28.97%	73 20.33%	56 15.60%	18 5.01%	106 29.53%	2 0.56%
SUNRISE BEACH #1	1365	376	140 37.23%	46 12.23%	38 10.11%	36 9.57%	114 30.32%	2 0.53%
SUNRISE BEACH #2	913	224	67 29.91%	30 13.39%	23 10.27%	38 16.96%	63 28.12%	3 1.34%
SUNRISE BEACH #3	1011	281	83 29.54%	42 14.95%	29 10.32%	36 12.81%	85 30.25%	6 2.14%
WILSON BEND	324	91	31 34.07%	11 12.09%	9 9.89%	16 17.58%	24 26.37%	0
Absentee Voters	0	667	218 32.68%	120 17.99%	76 11.39%	78 11.69%	172 25.79%	3 0.45%
Total								
Polling	20329	7869	2322 29.51%	1347 17.12%	1126 14.31%	663 8.43%	2385 30.31%	26 0.33%
Absentee	20329	667	218 32.68%	120 17.99%	76 11.39%	78 11.69%	172 25.79%	3 0.45%
Total	20329	8536	2540 29.76%	1467 17.19%	1202 14.08%	741 8.68%	2557 29.96%	29 0.34%

CERTIFIED THIS 4TH DAY OF APRIL, 2013



Rowland A Todd
COUNTY CLERK / ELECTION AUTHORITY
CAMDEN COUNTY, MISSOURI

**CERTIFICATION OF ELECTION RESULTS
ROWLAND A. TODD, COUNTY CLERK
CAMDEN COUNTY, MISSOURI**

TO: CAMDENTON R-III SCHOOL DISTRICT

THE FOLLOWING IS AN OFFICIAL CERTIFICATION OF THE ELECTION RESULTS OF THE GENERAL ELECTION HELD IN CAMDEN COUNTY, MISSOURI, ON APRIL 2, 2013.

**Statement of Votes Cast
GENERAL MUNICIPAL ELECTION CAMDEN COUNTY, MISSOURI APRIL 2, 2013
April 2, 2013 General Municipal
OFFICIAL**

CAMDENTON R-3 SCH QUESTION

	Reg. Voters	Total Votes	YES		NO	
Jursidiction Wide						
BARNUMTON	334	43	22	51.16%	21	48.84%
CAMDENTON #1	2034	381	270	70.87%	111	29.13%
CAMDENTON #2	2005	528	357	67.87%	169	32.13%
CAMDENTON #3	2281	506	349	68.97%	157	31.03%
CLIMAX SPRINGS	-	-	-	-	-	-
DECATURVILLE	1096	220	115	52.27%	105	47.73%
FREEDOM	445	64	26	40.62%	38	59.38%
GREENVIEW	1389	319	208	65.20%	111	34.80%
HA HA TONKA	461	81	48	59.26%	33	40.74%
HILLHOUSE	-	-	-	-	-	-
HORSESHOE BEND	-	-	-	-	-	-
LINN CREEK	1255	301	197	65.45%	104	34.55%
MACKS CREEK	-	-	-	-	-	-
MONTREAL	270	58	26	44.83%	32	55.17%
OSAGE BEACH #1/#3	1478	274	187	68.25%	87	31.75%
OSAGE BEACH #2	2001	440	325	73.86%	115	26.14%
ROACH	1035	227	149	65.64%	78	34.36%
STOUTLAND	-	-	-	-	-	-
SUNNY SLOPE	632	184	130	70.65%	54	29.35%
SUNRISE BEACH #1	1365	208	140	67.31%	68	32.69%
SUNRISE BEACH #2	913	123	85	69.11%	38	30.89%
SUNRISE BEACH #3	1011	152	108	71.05%	44	28.95%
WILSON BEND	324	55	29	52.73%	26	47.27%
Absentee Voters	0	354	209	59.04%	145	40.96%
Total						
Polling	20329	4162	2771	66.58%	1391	33.42%
Absentee	20329	354	209	59.04%	145	40.96%
Total	20329	4516	2980	65.99%	1536	34.01%

CERTIFIED THIS 4TH DAY OF APRIL, 2013



Rowland A Todd
COUNTY CLERK / ELECTION AUTHORITY
CAMDEN COUNTY, MISSOURI

Statement of Votes Cast
 GENERAL MUNICIPAL ELECTION CAMDEN COUNTY, MISSOURI APRIL 2, 2013
 April 2, 2013 General Municipal
 OFFICIAL

Date: April 4, 2013
 Time: 8:50:49 AM
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Jurisdiction Wide	Reg. Voters	Total Votes	NANCY A. MASTERSON		JIM BESANCENEZ (MR. B.)		DARIN A. KEIM		BILL MOULDER		TOM WILLIAMS		Write In	
			Votes	%	Votes	%	Votes	%	Votes	%	Votes	%		
BARNUMTON	394	83	23	27.71%	17	20.48%	13	15.66%	13	15.66%	17	20.48%	0	-
CAMDENTON #1	2034	734	217	29.56%	129	17.57%	96	13.08%	53	7.22%	237	32.29%	2	0.27%
CAMDENTON #2	2005	1018	280	27.50%	199	19.55%	170	16.70%	78	7.66%	288	28.29%	3	0.29%
CAMDENTON #3	2281	976	286	29.30%	162	16.60%	131	13.42%	87	8.91%	306	31.35%	4	0.41%
CLIMAX SPRINGS	-	-	-	-	-	-	-	-	-	-	-	-	-	-
DECATURVILLE	1096	435	94	21.61%	113	25.98%	94	21.61%	26	5.98%	108	24.83%	0	-
FREEDOM	445	123	29	23.58%	32	26.02%	25	20.33%	12	9.76%	25	20.33%	0	-
GREENVIEW	1389	587	182	31.01%	93	15.84%	77	13.12%	49	8.35%	186	31.69%	0	-
HA HA TONKA	461	155	39	25.16%	33	21.29%	22	14.19%	25	16.13%	34	21.94%	2	1.29%
HILLHOUSE	-	-	-	-	-	-	-	-	-	-	-	-	-	-
HORSESHOE BEND	-	-	-	-	-	-	-	-	-	-	-	-	-	-
LINN CREEK	1255	558	149	26.70%	101	18.10%	97	17.38%	38	6.81%	172	30.82%	1	0.18%
MACKS CREEK	-	-	-	-	-	-	-	-	-	-	-	-	-	-
MONTREAL	270	113	24	21.24%	29	25.66%	25	22.12%	6	5.31%	29	25.66%	0	-
OSAGE BEACH #1/#3	1478	488	158	32.38%	61	12.50%	57	11.68%	46	9.43%	166	34.02%	0	-
OSAGE BEACH #2	2001	824	307	37.26%	82	9.95%	72	8.74%	52	6.31%	310	37.62%	1	0.12%
ROACH	1095	444	109	24.55%	94	21.17%	92	20.72%	34	7.66%	115	25.90%	0	-
STOUTLAND	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SUNNY SLOPE	682	359	104	28.97%	73	20.33%	56	15.60%	18	5.01%	106	29.53%	2	0.56%
SUNRISE BEACH #1	1365	376	140	37.23%	46	12.23%	38	10.11%	36	9.57%	114	30.32%	2	0.53%
SUNRISE BEACH #2	913	224	67	29.91%	30	13.39%	23	10.27%	38	16.96%	63	28.12%	3	1.34%
SUNRISE BEACH #3	1011	281	83	29.54%	42	14.95%	29	10.32%	36	12.81%	85	30.25%	6	2.14%
WILSON BEND	324	91	31	34.07%	11	12.09%	9	9.89%	16	17.58%	24	26.37%	0	-
Absentee Voters	0	667	218	32.68%	120	17.99%	76	11.39%	78	11.69%	172	25.79%	3	0.45%
Total	20329	7869	2322	29.51%	1347	17.12%	1126	14.31%	663	8.43%	2385	30.31%	26	0.33%
Poling	20329	7869	2322	29.51%	1347	17.12%	1126	14.31%	663	8.43%	2385	30.31%	26	0.33%
Absentee	20329	667	218	32.68%	120	17.99%	76	11.39%	78	11.69%	172	25.79%	3	0.45%
Total	20329	8536	2540	29.76%	1467	17.19%	1202	14.08%	741	8.68%	2557	29.96%	29	0.34%

Statement of Votes Cast
GENERAL MUNICIPAL ELECTION CAMDEN COUNTY, MISSOURI APRIL 2, 2013
 April 2, 2013 General Municipal
OFFICIAL

Date: April 4, 2013
 Time: 8:50:49 AM
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CAMDENTON R-3 SCH QUESTION

Jurisdiction Wide	Reg. Voters	Total	YES		NO	
			Votes	%	Votes	%
BARNUMTON	334	43	22	51.16%	21	48.84%
CAMDENTON #1	2034	381	270	70.87%	111	29.13%
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CAMDENTON #3	2281	506	349	68.97%	157	31.03%
CLIMAX SPRINGS	-	-	-	-	-	-
DECATURVILLE	1096	220	115	52.27%	105	47.73%
FREEDOM	445	64	26	40.62%	38	59.38%
GREENVIEW	1389	319	208	65.20%	111	34.80%
HA HA TONKA	461	81	48	59.26%	33	40.74%
HILLHOUSE	-	-	-	-	-	-
HORSESHOE BEND	-	-	-	-	-	-
LINN CREEK	1255	301	197	65.45%	104	34.55%
MACKS CREEK	-	-	-	-	-	-
MONTREAL	270	58	26	44.83%	32	55.17%
OSAGE BEACH #1/#3	1478	274	187	68.25%	87	31.75%
OSAGE BEACH #2	2001	440	325	73.86%	115	26.14%
ROACH	1035	227	149	65.64%	78	34.36%
STOUTLAND	-	-	-	-	-	-
SUNNY SLOPE	682	184	130	70.65%	54	29.35%
SUNRISE BEACH #1	1365	208	140	67.31%	68	32.69%
SUNRISE BEACH #2	913	123	85	69.11%	38	30.89%
SUNRISE BEACH #3	1011	152	108	71.05%	44	28.95%
WILSON BEND	324	55	29	52.73%	26	47.27%
Absentee Voters	0	354	209	59.04%	145	40.96%
Total	20329	4162	2771	66.58%	1391	33.42%
Polling	20329	354	209	59.04%	145	40.96%
Absentee	20329	4518	2980	65.99%	1538	34.01%
Total	20329	4518	2980	65.99%	1538	34.01%

CERTIFICATION OF ELECTION RESULTS
By Morgan County Clerk

To: Camdenton R-III School District of Camden County

The following is an Official Certificate of Election results of the General Municipal Election held at Morgan County, Missouri, on April 2, 2013.
 We hereby certify that:

Choose by ballot two directors who shall serve as members of the Board of Education of said School District for a term of three years each.
 Vote for two

Nancy A. Masterson	RECEIVED	1	VOTES
Jim Besancenez (Mr. B.)	RECEIVED	0	VOTES
Darin A. Keim	RECEIVED	0	VOTES
Bill Moulder	RECEIVED	1	VOTES
Tom Williams	RECEIVED	0	VOTES
	RECEIVED		VOTES
	RECEIVED		VOTES
	RECEIVED		VOTES
	RECEIVED		VOTES

QUESTION

Shall Camdenton Reorganized School District No. R-3 of Camden County, Missouri, issue its general obligation bonds in the amount of \$43,000,000 for the purpose of constructing a new elementary school at Osage Beach, repairing, renovating and building additions to Hurricane Deck Elementary School and furnishing and equipping said facilities; upgrading safety at existing school facilities; and acquiring buildings, improvements, furnishings and equipment now leased to the District by paying off and retiring outstanding leasehold financing obligations?

The authorization of the Bonds will authorize a debt service tax levy in addition to the other taxes provided for by law on all taxable tangible property in the District sufficient to pay the interest and principal of the Bonds as they fall due. The District's debt service tax levy is estimated to increase approximately 11 cents, from \$0.20 to \$0.31 per one hundred dollars of assessed valuation.

YES	RECEIVED	1	VOTES
NO	RECEIVED	0	VOTES

I, Cathy Daniels, County Clerk/Election Authority of Morgan County, Missouri, do hereby certify that the foregoing is a full and accurate return of all votes cast both FOR and AGAINST all propositions and FOR all candidates at said election as certified to me by the duly qualified and acting judges of the election.



Certified this 3rd day of April, 2013.

Cathy Daniels

 County Clerk/Election Authority, Morgan County, Missouri

Krista Davis

 Deputy County Clerk, Morgan County, Missouri

Glenda Mott

Laclede County Clerk

Laclede County Government Center
200 N. Adams
Lebanon MO 65536
PH 417-532-5471
Fax 417-588-9288
clerk@lacledecountymissouri.org

April 4, 2013

Mr. Timothy Hadfield
Camdenton R-3 School
P.O. Box 1409
Camdenton, MO 65020

CAMDENTON R-3 SCHOOL DISTRICT

CAMDENTON R-3 SCHOOL DISTRICT BOARD OF DIRECTORS

Nancy A. Masterson-----	0
Jim Besancenez (Mr. B.)-----	0
Darin A. Keim-----	0
Bill Moulder-----	1
Tom Williams-----	0


CAMDENTON R-3 SCHOOL DISTRICT QUESTION

Yes-----	0
No-----	1

STATE OF MISSOURI }
 COUNTY OF LACLEDE }

I, Glenda Mott, Clerk of the County Commission of Laclede County, Missouri, hereby certify the above and foregoing to be the correct abstract of votes case in the General Municipal Election held the 2nd day of April 2013.

IN TESTIMONY WHEREOF, I hereunto set my hand and affix the seal of said Commission at my office in Lebanon, Missouri, this 4th day of April 2013.


 Glenda Mott
 Laclede County Clerk

Camdenton R-III School District

Board of Education Meeting
Organizational Meeting - Administration Building, Board Room
April 8, 2013 – 5:30 p.m.

AGENDA

I. CALL TO ORDER

II. DISSOLVE BOARD & APPOINT SUPERINTENDENT AS CHAIRMAN

Recommended motion: Move to dissolve the Board and appoint Tim Hadfield as chairman.

III. ADMINISTER OATH OF OFFICE TO NEWLY ELECTED BOARD MEMBERS

Oath

IV. ELECTION OF BOARD OFFICERS

President
Vice-President
Treasurer
Secretary

Election of Officers Outline

V. PUBLIC COMMENT

Public Participation at Board Meetings, Policy BDDH

VI. CONSENT ITEMS

A. Excellence in Education Nominees

Please find this month's recommendations attached.

B. Resolution Requesting Blair Trust Funds

The Board is asked to approve a Resolution for a request to distribute Blair Trust funds as required by Central Trust Company. A recommendation is made to request five percent (5%) of the market value of the Trust as of March 31, 2013, (\$21,974.39) to fund CC and Dorothy Blair Excellence in Education activities.

C. Accept Revised Bus Bids

Please find the recommendation attached.

D. Approve Submission of LEGO Education Afterschool Program Grant for Elementary Schools

Please find attached a grant proposal from Sherry Comer.

E. Update on Summer School Program and Application

Please find attached an update on our summer school program and an application from Mr. Lewis.

Recommended motion: Move to approve consent items as presented.

VII. APPROVAL OF BILLS

Bills Paid Early

Check Preview Report

P Card Payments

Addendum

Recommended motion: Move to approve the bills as submitted.

VIII. APPROVAL OF TREASURER'S REPORT

Treasurer's Report

Financial Report Table

Financial Summary

Pledged Securities

Investment Schedule

Self Insurance Financial Statement

Health Insurance Comparison

Flex Benefit Account

Recommended motion: Move to approve Treasurer's Report as submitted.

IX. NEW BUSINESS

A. APPROVE MEMORANDUM OF UNDERSTANDING WITH LOCAL LAW ENFORCEMENT ENTITIES

Background: The District has been working with local law enforcement entities to create a memorandum of understanding to delineate responsibilities of each party involved in decision-making. Please find attached.

Memorandum of Understanding

Recommended motion: Move to approve the Memorandum of Understanding with local law enforcement entities as presented.

B. DISTRICT INSURANCE ANALYSIS

Background: Randy Lueckenotte of Wallstreet Insurance Group, Gordon Kinne of MedPay, and Mike McGrath and David Von Gunten of McGrath Insurance will be in-District to present information related to our health insurance program.

No motion necessary.

C. LITERACY REPORT

Background: Dr. Henry and Mrs. France will present information regarding the District's Literacy program. This report is part of the District's annual calendar.

Literacy Report

No motion necessary.

D. REVIEW OF PROPOSED CAPITAL PROJECTS

Background: Please find attached an updated list of capital projects for next year. We ask for your approval so we may begin the bidding process.

Capital Projects List

Recommended motion: Move to approve the revised Capital Projects list as presented.

X. UNFINISHED BUSINESS

A. APPROVE BOARD POLICIES & REGULATIONS

Background: Please see attached policies and regulations. These were presented to the Board in March.

POLICY CODE	POLICY TITLE
BBBB	School Board Ballot Issues
DLB	Salary Deductions
EBBA	Illness & Injury Response & Prevention
ECC	Animals on District Property
FEF	Construction Contracts Bidding & Awards
GBCC	Staff Use of Communication Devices
GCBDA	Professional Staff Short-Term Leaves & Absences
GDBDA	Support Staff Leaves & Absences
IGBE	Students in Foster Care
IGC	Extended Instructional Programs
IGCE	District-Sponsored Instruction Options
IK	Academic Achievement
IKF (K-12 only)	Graduation Requirements
IND	Ceremonies & Observances
ICB	Intradistrict Transfers
IECC	Assignment of Students to Grade Level/Classes
IG-R1	Student Discipline (Elementary)
IG-R2	Student Discipline (Middle School)
IG-R3	Student Discipline (High School)
IHCD	Administration of Medications to Students
IHCF	Student Allergy Prevention & Response
IHG	Reporting & Investigating Child Abuse/Neglect
IO	Student Records
GDBDAA	Support Staff Sick Leave Donation

Recommended motion: Move to approve policies and regulations as presented.

XI. BOARD PRESIDENT'S WRAP-UP

Background: This is an opportunity for the Board to report on upcoming meetings, meetings attended, registrations, and deadlines.

- MSBA Spring Regional Meeting – April 17, Dixon R-1
- Elegant Evening - Friday, April 19, 2013
- Second April meeting – April 23, 2013
- Fall Regional Meeting – October 16, 2013. Camdenton will host.
- Thank You Letters
- Schedule Board Retreat

No motion necessary.

XII. 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) Software codes for electronic data processing and documentation (610.021)(10).
- 3) Individually identifiable personnel records, performance ratings or records pertaining to employees (610.021)(13).

Classified Personnel Report

Certified Personnel Report

Miscellaneous Personnel Report

Approve Executive Session Minutes and Documentation - March 11, 2013 & March 27, 2013

XIII. ADJOURN MEETING

OATH OF DIRECTOR

I do solemnly swear
that I will support the Constitution of the United States
and the Constitution of the State of Missouri,
and that I will faithfully and impartially
discharge the duties of School Director
in and for District No. 3,
County of Camden, State of Missouri,
to the best of my ability,
according to law so help me God.

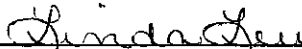
OATH OF DIRECTOR

I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of Missouri, and that I will faithfully and impartially discharge the duties of School Director in and for District No. 3, County of Camden, State of Missouri, to the best of my ability, according to law, so help me God.



Tom Williams

Sworn and subscribed to before me this
8th day of *April*, 2013.



Linda Leu - Witness

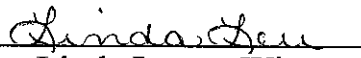
OATH OF DIRECTOR

I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of Missouri, and that I will faithfully and impartially discharge the duties of School Director in and for District No. 3, County of Camden, State of Missouri, to the best of my ability, according to law, so help me God.



Nancy A. Masterson

Sworn and subscribed to before me this
8th day of *April*, 2013.



Linda Leu - Witness

Public Comment Card

Name

Kathleen Davies

Address

367 Arrowhead Dr.

City, State, Zip

Camdenton, MO 65020

Phone Number

317-10916

Brief description of topic being presented to the Board at today's meeting:

Thank you to Board, Administration
for Bond to build new OBE & Hurricane Deck
Addition

Please give this card to the Secretary of the Board of Education.

**BUS BIDS
2013-2014**

Recommend

Name Bidder	Central States	* Allied Bus	Midwest Bus
	BIDDER 1	BIDDER 2	BIDDER 3
UNIT PRICE PER BUS	\$88,490.00	\$84,496.00	\$83,249.00
TOTAL UNIT PRICE	\$707,920.00	\$675,968.00	\$665,992.00
Trade-In Bus #			
160	\$3,500.00	\$5,800.00	no bid
143	\$1,400.00	\$1,500.00	\$1,200.00
148	\$1,850.00	\$2,100.00	\$1,200.00
141	\$1,400.00	\$1,500.00	\$1,200.00
149	\$1,850.00	\$2,100.00	\$1,200.00
142	\$1,400.00	\$1,500.00	\$1,200.00
146	\$1,850.00	\$2,100.00	\$1,200.00
4	\$2,250.00	\$3,250.00	\$1,200.00
TOTAL PRICE USED BUSES	\$15,500.00	\$19,850.00	\$8,400.00
FINAL TOTAL	\$692,420.00	\$656,118.00	\$657,592.00

Recommend purchasing eight buses from Allied Bus.

AFTERSCHOOL PROGRAM GRANT FOR ELEMENTARY SCHOOLS

About Education Blueprints Association:

Education Blueprints Association (EBA) is a 501(c)(3) not-for-profit with the mission "To provide resources and programs that deliver education solutions for individuals, teachers, and students." EBA focuses on championing for learners in science, technology, engineering, and mathematics (STEM) education by designing, developing, and implementing programs at all levels of the educational continuum.

About LEGO Education:

LEGO Education designs and produces total solutions for afterschool environments, schools, and clubs with the goal of being part of a child's entire afterschool and school career.

LEGO Education wants students to associate LEGO Education sets with fun-filled, rich learning experiences; and, teachers and childcare professionals to see LEGO Education sets as essential tools that engage their students, challenging their creativity, and significantly enhancing their knowledge and understanding.

About the Afterschool Program Grant:

The Elementary Afterschool Program Grant, offered by EBA, is open to all accredited elementary schools in the United States who are interested in bringing STEM-based hands-on activities to their school-based afterschool program. Schools may be public, private, or charter institutions.

As part of the grant, schools will provide feedback on how to best integrate hands-on LEGO Education solutions into their afterschool program. Schools will also serve as best-practice and reference sites for LEGO Education. Feedback may be collected via phone or in-person interviews and e-mail, and site visits to the schools may also be made by LEGO Education personnel.

Upon selection, grant recipients will receive a preselected package of LEGO Education elementary STEM products. Grant recipients will also receive online/phone conference training on the LEGO Education philosophy of learning and how to use the products in an elementary afterschool program.

Overview and Components of this Grant Program:

The grant will be awarded to 11 accredited public, private, or charter elementary schools across the United States. The grant program funds all materials needed with the exception of staff time, and taxes (if applicable). As part of the grant, applicants are asked to commit to implementing LEGO Education solutions for a minimum of three academic school years, meaning they will continue to use LEGO Education solutions during the elementary afterschool program in the school during that time. This requires no additional purchases or training, only a commitment to use LEGO Education solutions in the elementary afterschool program.

Funded through the grant program are:

- \$1,991.95 for the LEGO Education WeDo Robotics – Getting Started Package II
- \$645.95 for the LEGO Education Simple Machines Getting Started Package
- \$131.90 for shipping
- Tax, if applicable, is the responsibility of the school.

To apply for this grant, please complete the grant application and submit it to:

Education Blueprint Association

Attn: Jill Ward

P.O. Box 1282

Pittsburg, KS 66762-6012

admin@edublue.org

Thank you for taking the time to complete this form. We appreciate the great work you are doing in education and hope to further that work. Completed applications must be delivered (either via email or mail) to EBA by April 15, 2013. Schools selected to participate in the program will be determined and announced on the EBA website (www.edublue.org) by May 17, 2013.

To apply for this grant, please complete the grant application and submit it to:

Education Blueprint Association

Attn: Jill Ward

P. O. Box 1282

Pittsburg, KS 66762-6012

admin@edublue.org

Thank you for taking the time to complete this form. We appreciate the great work you are doing in education and hope to further that work. Completed applications must be delivered (either via email or mail) to EBA by April 15, 2013. Schools selected to participate in the program will be determined and announced on the EBA website (www.edublue.org) by May 17, 2013.

School Information:

Name of School	Camdenton R-III Dogwood Elementary
Address of School	PO Box 1409

Who will be the primary contact for this grant?

Name	Sherry Comer
Title	Afterschool Services Director
Phone	573-346-9233
E-mail Address	scomer@camdentonschools.org

Please tell us about your school

School District	Camdenton R-III Schools
Type of School (Public, Charter, Private)	Public
Began Operation (year)	1931
Number of Students (approx.)	District 4,200 (K-12) For this grant: Dogwood (K-2)
Number of Teachers (approx.)	300
Title I Status (Yes or No)	Yes
Percentage of Students Receiving Free or Reduced Lunch	56%
Grade Levels Served	District K-12 For this grant: 1-2
Area of focus, charter theme, or other goals	STEM in Afterschool
Special awards or accolades	State Model for Afterschool Programs, District Accredited with Distinction (14 years), Afterschool Director honored as State Champion in Washington DC, Director Outstanding MoSAC Afterschool

	<p>Professional of the Year, MoSAC Afterschool Program of the year, Project based Lessons recognized at a National level. Three time world championship qualifier for FIRST Robotics out of four years through afterschool program. Numerous other FIRST awards 4th, 12th grades including: Gracious Professionalism, Judges Choice, Program Design, Entrepreneur Award, and Safety Awards.</p>
Other notable information about your school you would like to share	<p>The Camdenton R-III School District has a proud and long-standing tradition of excellence in the state of Missouri and has received numerous local, state, and national awards of distinction for the achievements of our community, students, and teachers. Our school district is nestled in the heart of one of Missouri's top tourist regions, the Lake of the Ozarks, and our students benefit from the diversity and unique flavor of our beautiful lake region. The Camdenton R-III School District has a student population of over 4,200 students with nine school facilities on three campuses employing over three hundred teachers and over six hundred employees. From our award winning elementary schools to our highly recognized high school, Laker Pride can be found throughout our community as can the commitment to continued excellence displayed by the numerous stakeholders that create the Camdenton R-III School District.</p>

If selected for this grant, will you commit to implementing LEGO Education in your after school program for three academic school years? Please describe how you envision the implementation might evolve and expand over the 3-year period.

The implementation of LEGO Education is not new to the Camdenton R-III School District. Ten years ago the Camdenton Afterschool Services programs wrote Engineering LEGO labs grants and were awarded through the Missouri Department of Elementary and Secondary Education. These labs have been used in numerous ways throughout the years to support state standards, district curriculum and project based learning. In addition to use in the classrooms the labs also support a growing and thriving FIRST robotics program throughout the district. In just four short years the Camdenton R-III 4-H FIRST LASER (Laker Afterschool Science Engineering and Robotics) programs have grown from 21 HS students to 250+ students in grades 4-12. Additional growth is expected with the implementation of JrFL in the 2013/2014 school year. Camdenton R-III will be only the second school in the state of Missouri to have the complete FIRST Robotics system. (JrFL, FLL, FTC and FRC) Due to the number of students interested a lottery system is used to form teams for the FIRST LEGO Leagues (FLL) at the elementary levels.

The long term goal of the FIRST teams at Camdenton is to eventually have a building that can support all four FIRST programs so mentoring can occur more frequently from group to group and age division to age division. The community of Camdenton and the school district supports the Afterschool Program by providing space and limited supplies for the district and some funding for small salaries in regards to FIRST robotics coaches. Financing such a large endeavor can be overwhelming and this grant would facilitate the JrFL implementation at a faster pace, allowing more students to be served.

LASER Robotics was recently named a National and State model for Robotics and STEM education in Missouri. Our students Co-host the Show Me Robotics Challenge at the State Fair and recently helped to plan and implement the first annual Missouri 4-H Robotics conference that was attended by 13 states. Expansion of services will be a bonus to an existing system that is well established and has school and community support in regards to mentors and parent involvement. Additional funds to purchase kits will allow more students to experience the world of STEM and encourage more parental involvement through FIRST and LEGO.

Please briefly tell us about the students and the community your school serves.

Our students are from a rural community of 3,200 that has little industry and no large corporations. It is important that our students have the same opportunities as students in metropolitan areas in regards to STEM opportunities. The district wants to equip and well arm our youth so that they can contribute to an ever changing global world and have skills to contribute in a positive manner to society.

Please briefly tell us about the key people who would be involved in implementing the LEGO Education Afterschool Program Grant at your school/center and any background they have with LEGO Education products.

Director of Afterschool Services – Sherry Comer Mrs. Comer has been recognized at a national and state level for her efforts to provide opportunities to youth and promote positive learning environments for students and the community. Mr. Mitch Comer – FIRST Robotics head coach and Industrial Technology Teacher – Mr. Comer has been state Technology teacher of the year, HS Teacher of the Year and recognized for many different leadership roles over his 24 years in education. Jane Noyes Head FTC and FLL Coach – Ms. Noyes is a highly effective leader that brings a math and science background to her leadership role overseeing 14 FLL teams and 5 FTC teams.

Have you and/or the staff and administration had prior experience with or received prior training in LEGO Education products? If so, please describe.

Yes, numerous FIRST robotics coaches and staff have received LEGO training for FIRST LEGO league and also Academy of Engineering training from LEGO.

How do you envision these resources transitioning into or being shared with classrooms/teachers during the school day?

All teachers will have access to the items when not in use by FIRST teams. The Engineering labs are still used extensively when preparing for our state standardized tests and for numerous enrichment activities.

What products does your school currently use in the afterschool program?

NXT bots, LEGO engineering labs and numerous other extension kits.

Please provide a description of your current afterschool program and highlight specific areas of focus.

The Camden-ton R-III School district commits to creating an afterschool environment that extends to the entire school community by fostering educational experience to ensure individuals reach their full potential and perform to their highest level. This will be accomplished through a set of comprehensive programs and services that provide opportunities for students to achieve their goals as measured by appropriate standards in an afterschool setting.

- Guaranteed and viable curriculum linked to state standards and district curriculum
- Challenging goals and effective feedback
- Parent and community feedback and involvement
- Safe and orderly environment

About 1,000 students and adults participate in the Afterschool programs district wide annually, out of approximately 4,200 students in the school district.

COMPONENTS OF AFTERSCHOOL SERVICES

- Open library before school
- Afterschool programs district wide
- Homework help
- High School Credit Recovery
- Fantastic Fridays (4-H, Writer's Club, Music lessons, Archery, etc...)
- English Language Learners Programs
- Robotics (High School FIRST, MS FTC & HA FLL, OBE FLL, ORI FLL)
- Project Based Lesson linked to district curriculum and state standards
- FIRST Robotics (ERC, FTC, FLL & JFLL)

Food services and transportation are also essential components of the afterschool program. Extended day activities begin immediately afterschool and end at 5:30 pm. Students receive a nutritious snack as they arrive. Evening transportation to designated drop off points is provided for students who need it, making the program as convenient as possible for parents.

Please provide a description of how you feel the addition of LEGO Education products will impact or improve your program.

Receiving this grant would enable the Camden-ton R-III Afterschool Services department the ability to allow more students to participate in FIRST robotics and expand other STEM opportunities for our youth. These opportunities will include parent and community involvement. Demonstrations and presentations at a local, state and national level will also take place as the Afterschool Director is an Ambassador-Emeritus for the National Afterschool Alliance, serves on the Missouri Afterschool State Network Board and is also on the State Afterschool Conference planning committee for fall 2013.

The more project based experiences that we can provide for our students the more excited they will become about STEM. The afterschool programs goal is for our students to take more rigorous courses when they enter Middle School and High School. FIRST robotics and other STEM activities encourage students and inspire them to push beyond what they think their limits are.

Please tell us why you are interested in receiving this grant.

We would love to be awarded this grant to help grow our STEM initiatives and strive to meet our goal to make FIRST robotics and other STEM initiatives available to all students. We are building our system one piece at a time and want a firm structure in place so that our system will be here for years to come.

Please tell us about anything else you would like the Educational Blueprints Association to consider in making our grant decision.

Our district motto is "Everyone Learning Every Day!"

To measure the effectiveness of the Afterschool Program Grant, LEGO® Education may ask that the schools agree to provide additional information or be open to partaking in a variety of activities. Please mark whether your schools would be open to the following checklist of items if selected as an Afterschool Program Grant recipient.

	Yes	No
We will operate the program for a minimum of three (3) years.	X	
Every facilitator using the products in the program will receive online or phone conference training prior to the start of program.	X	
We will be open to having facilitators present at conventions, conferences, and other events when requested.	X	
We will host community events in conjunction with a major convention in the area when requested.	X	
We will contribute to LEGO Education community websites and forums.	X	
We will participate in third-party case studies that allow access to student data for research projects.	X	
We will provide photo releases of students for multimedia, print, and digital marketing.	X	
We will allow profiles of our school on websites or other online mediums.	X	
We will welcome guests and potential customers to your schools to view the programs in use.	X	
If applicable, is your school willing and able to pay sales tax on the products in the grant?	X	

Thank you for taking the time to complete this form. We appreciate the great work you are doing in education and hope to further that work. This application is due April 15 and winners will be announced May 17.

Scoring Rubric	Point Scale
Descriptions of three-year vision for use and how it will improve your after school program.	Up to 25 points based on vision and plans
Description of the key people who would be involved in implementing the Afterschool Program Grant.	Up to 10 points
Description of your current program	Up to 10 points based on the program described and the level of description provided
Description of how products can/will transition into classrooms during the school day	20 points based on description of plan
Description of why the applicant is interested	Up to 15 points based upon the information given and the level of description provided
Checklist Agreement	
The number of items from the checklist the applicant is willing to participate in	Up to 20 points based upon the number of activities the school is willing to agree to

4-2-13

Board of Education Report

Summer School Update:

Summer School will be from June 3-27. Breakfast will be served to students and anyone who is interested in eating during the designated serving time. There is no cost for this service.

The format for summer school will be the same as last year---Remedial in the elementary, except for the Jump Start program. The Jump Start is for Pre-K students. No classes in the middle school. High School will offer credit recovery in most core classes. Students will also be able to take some classes for credit---Physical Education, Health, and Personal Finance. We will continue our Summer Academy program for incoming at-risk 9th grade students. Last year we had one class, if we can get enough participation, we will be expanding to two classes.

We will also be offering two additional classes for credit----One is a practical art computer class, and the other is Theory of Knowledge.

Summer school brochures will be distributed to students on April 18. Summer school enrollment has been holding steady for the past several years at approximately 500 students.

Larry Lewis
Director of Summer School
Camdenton R-3 School District



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
 SCHOOL IMPROVEMENT
 P. O. BOX 480, JEFFERSON CITY, MISSOURI 65102-0480
 APPLICATION FOR SUMMER SCHOOL APPROVAL

Dale Wimer, Supervisor
 Phone (573) 751-3190
 Fax (573) 522-1759

DUPLICATE COUNTY/DISTRICT CODE: **015-002** SCHOOL/DISTRICT NAME: **Camdenton R-III** SUMMER: 20 13

FAX or MAIL TWO SIGNED COPIES

PART 1 – PROGRAM INFORMATION (See detailed instructions on next page)

1 PROGRAM LOCATION BY SCHOOL NAME/BLDG # (only include ESY program if needed to reach 120 total hours)	2 ESTIMATED ENROLLMENT	3 GRADES SERVED	4 OPEN DATE	5 CLOSE DATE	6 DATES NOT IN SESSION	7 TOTAL DAYS IN SESSION	8 HOURS PER DAY	9 TOTAL HOURS IN SESSION
Dogwood Elementary 4020	295	K-6	6-3-13	6-27-13		19	4.83	85
High School 1050	212	9-12	6-3-13	6-27-13		19	6.32	120
Hurricane Deck 4040	16	K	6-3-13	6-27-13		19	4.83	85
Osage Beach Elementary 4080	22	K	6-3-13	6-27-13		19	4.83	85

PART 2 – Will this summer school program be contracted by an out of district entity?

NO YES If yes, what entity did you contract with? _____

PART 3 – CERTIFICATION

I hereby certify that all information shown on this application for an approved summer school program is true and correct according to the official records of this school district, that fifty (50) percent or more of the classes offered at each level will be in the core academic areas, and that all teachers are appropriately certificated for their specific assignments.

SUPERINTENDENT OF SCHOOLS (SIGNATURE) Tim Hadfield	DATE	DIRECTOR, SUMMER SCHOOL PROGRAM (SIGNATURE) <i>Larry Lewis</i>	TELEPHONE NUMBER 573-346-9204	DATE 4-2-13
SUPERINTENDENT OF SCHOOLS (PLEASE PRINT OR TYPE) Tim Hadfield		DIRECTOR, SUMMER SCHOOL PROGRAM (PLEASE PRINT OR TYPE) Larry Lewis	E-MAIL ADDRESS (PLEASE PRINT OR TYPE) llewis@camdentonschools.org	

PART 4 – TENTATIVE APPROVAL FOR STATE AID (FOR REUSE ONLY)

The summer school program(s) submitted above is/are approved for state summer school aid provided that operation is in compliance with state laws and the Summer School Program Rules and Standards of the Missouri Department of Elementary and Secondary Education.	SUPERVISOR, SCHOOL IMPROVEMENT (SIGNATURE)	DATE
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April 8, 2013

Board of Education

Bills Paid Early

VENDOR NAME	INVOICE DESCRIPTION	PO NUMBER	AMOUNT
Allied Waste Services #435	Trash Service	635.01	635.01
Allied Waste Services #435	Trash Service	4,704.81	4,704.81
Ameren Missouri	OB Electricity	5,045.45	5,045.45
Amerson Missouri	Osage Beach School	32.34	32.34
AT&T	JIC	147.96	147.96
AT&T Long Distance	HD, OB, Horizons Long Distance	185.10	185.10
AT&T Mobility - Maint Cell	Maintenance & Transportation	355.69	355.69
AT&T Mobility - Maint Cell	500 Internet Service	135.00	135.00
City of Camden	Water/Sewer	59.03	59.03
City of Osage Beach	Water/Sewer OB	243.55	243.55
Co-Mo Electric Cooperative Inc.	HD Electricity	5,265.23	5,265.23
Diamond, Timothy	Wrestling Official	348.00	348.00
Janke, Melissa	Checks for T Shirts made out to School	12.00	12.00
Lakeland Oil	Oil	625.49	625.49
Lakeland Oil	MS - Heating Oil	5,076.60	5,076.60
Lakeland Oil	Gasoline/Diesel	25,529.04	25,529.04
Lakeland Oil	Gasoline/Diesel	25,384.58	25,384.58
Phillips & McVee Land Title, Inc.	ESCROW	10,000.00	10,000.00
Ritchie Bros. Auctioneers Inc.	1989 Ewins 560 Boom Lift	800-5997	10,762.50
Sherrill, Justin	Funds in excess of tuition		425.00

April 8, 2013

Board of Education

Bills Paid Early

VENDOR NAME	INVOICE DESCRIPTION	PO NUMBER	AMOUNT
St Louis Cardinals	Cardinal tickets	404-C248	2,395.00
St Louis Cardinals	Cardinal tickets	404-C251	2,395.00
The Food Bank for Central & NE MO	Buddy Packs/Camden		80.00
UPS	Shipping		97.48
UPS	Shipping		130.40
UPS	Shipping		39.98
UPS	Shipping		38.91
UPS	Shipping		155.15
UPS	Shipping		29.82
UPS	Shipping		45.78
UPS	Shipping		24.33
UPS	Shipping		41.15

April 8, 2013

Board of Education

Bills Paid Early

VENDOR NAME	INVOICE DESCRIPTION	PO NUMBER	AMOUNT
St Louis Cardinals	Cardinal tickets	404-C248	2,395.00
St Louis Cardinals	Cardinal tickets	404-C251	2,395.00
The Food Bank for Central & NE MO	Buddy Packs/Camden		80.00
UPS	Shipping		97.48
UPS	Shipping		130.40
UPS	Shipping		39.98
UPS	Shipping		38.91
UPS	Shipping		155.15
UPS	Shipping		29.82
UPS	Shipping		45.78
UPS	Shipping		24.33
UPS	Shipping		41.15

April 8, 2013

Board of Education

VENDOR NAME	INVOICE DESCRIPTION	PO NUMBER	AMOUNT
Alman, Larry	Travel Expense Reimbursement		39.66
Bayless, Steven	Meal Reimbursement	4,311	538.25
Becker, Nancy	Reim Lunch and Treats for Freshmen Mentor		115.85
Brown, Paula	Mileage		301.96
Brown, Paula	Mileage		688.08
Brown, Paula	Mileage		321.48
Carmahan, Whitney R	Mileage		62.04
Carmahan, Whitney R	Mileage		60.63
Caso, Patricia	Toll Reimbursement		56.00
Castle, Barbara E	Mileage		128.78
Clayton, Trent	DVD Reimbursement		29.99
Clayton, Trent	Travel Expense Reimbursement		253.24
Clayton, Trent	Travel Expense Reimbursement		2,044.09
Clt, Cindy M.	Meal Reimbursement		21.50
Cook, Amanda	Travel Expense Reimbursement		10.57
Cowan, Randall	Apple Inc. Purchases		59.97
Dickerson, Jodi	Mileage		160.44
Fair, Gary	Mileage		101.52
Faulk, Lance	Meal Reimbursement		11.35

Board of Education

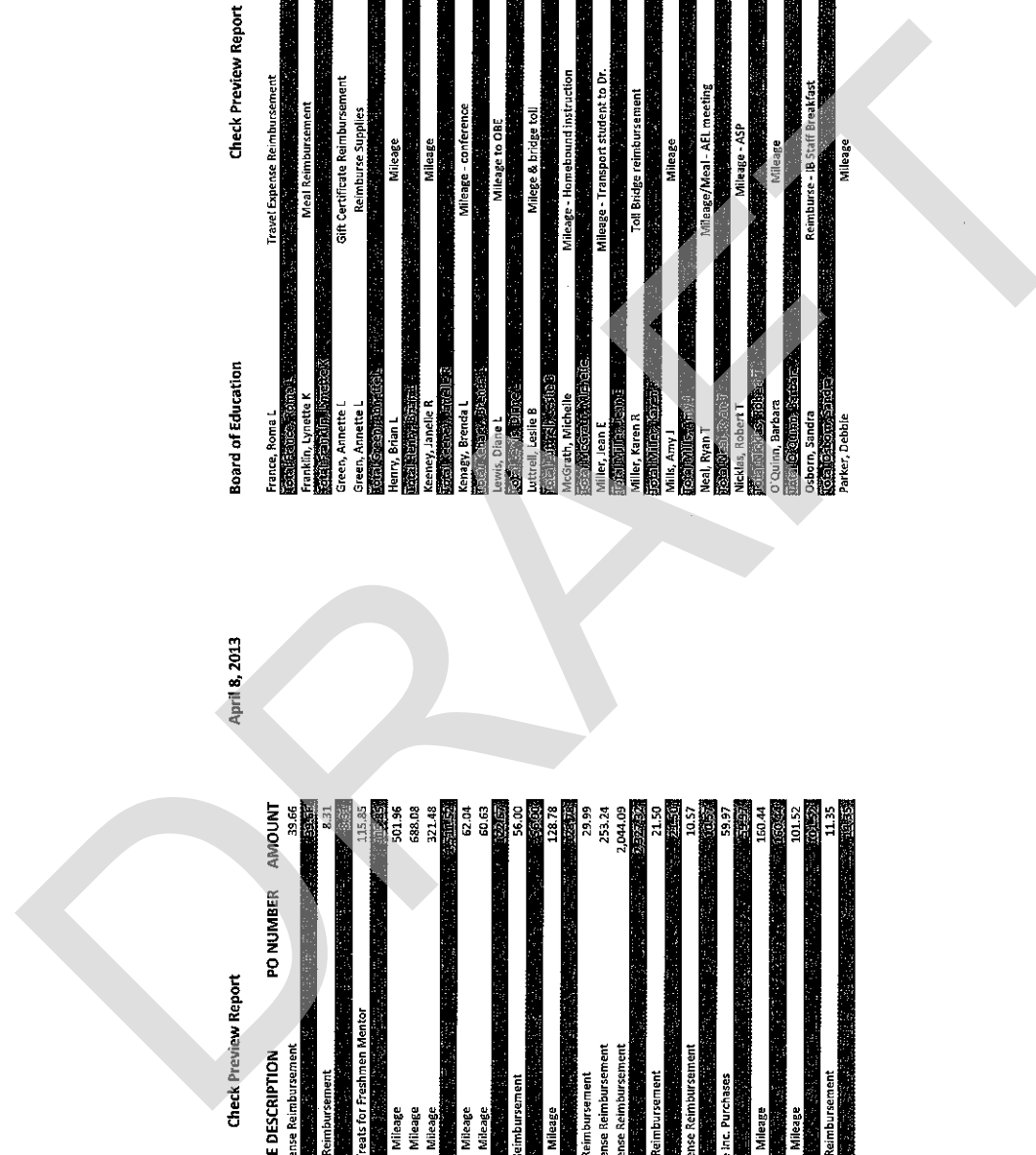
VENDOR NAME	INVOICE DESCRIPTION	PO NUMBER	AMOUNT
France, Rome L	Travel Expense Reimbursement		114.60
Franklin, Lynette K	Meal Reimbursement		15.00
Green, Annette L	Gift Certificate Reimbursement		50.00
Green, Annette L	Reimburse Supplies		14.75
Henry, Brian L	Mileage		172.02
Kennedy, Janelle R	Mileage		22.56
Kenagy, Brenda L	Mileage - conference		56.40
Lewis, Diane L	Mileage to ORE		7.99
Luttrell, Leslie B	Mileage & bridge toll		25.03
McGrath, Michelle	Mileage - Homebound instruction		95.88
Miller, Jean E	Mileage - Transport student to Dr.		9.40
Miller, Karen R	Toll Bridge reimbursement		80.00
Mills, Amy J	Mileage		147.58
Neal, Ryan T	Meal/Meal - AEL meeting		84.25
Neckus, Robert T	Mileage - ASP		183.30
O'Quinn, Barbara	Mileage		77.08
Osborn, Sandra	Reimburse - IB Staff Breakfast		37.29
Parker, Debbie	Mileage		59.69

April 8, 2013

Check Preview Report

Board of Education

Check Preview Report



April 8, 2013

Board of Education

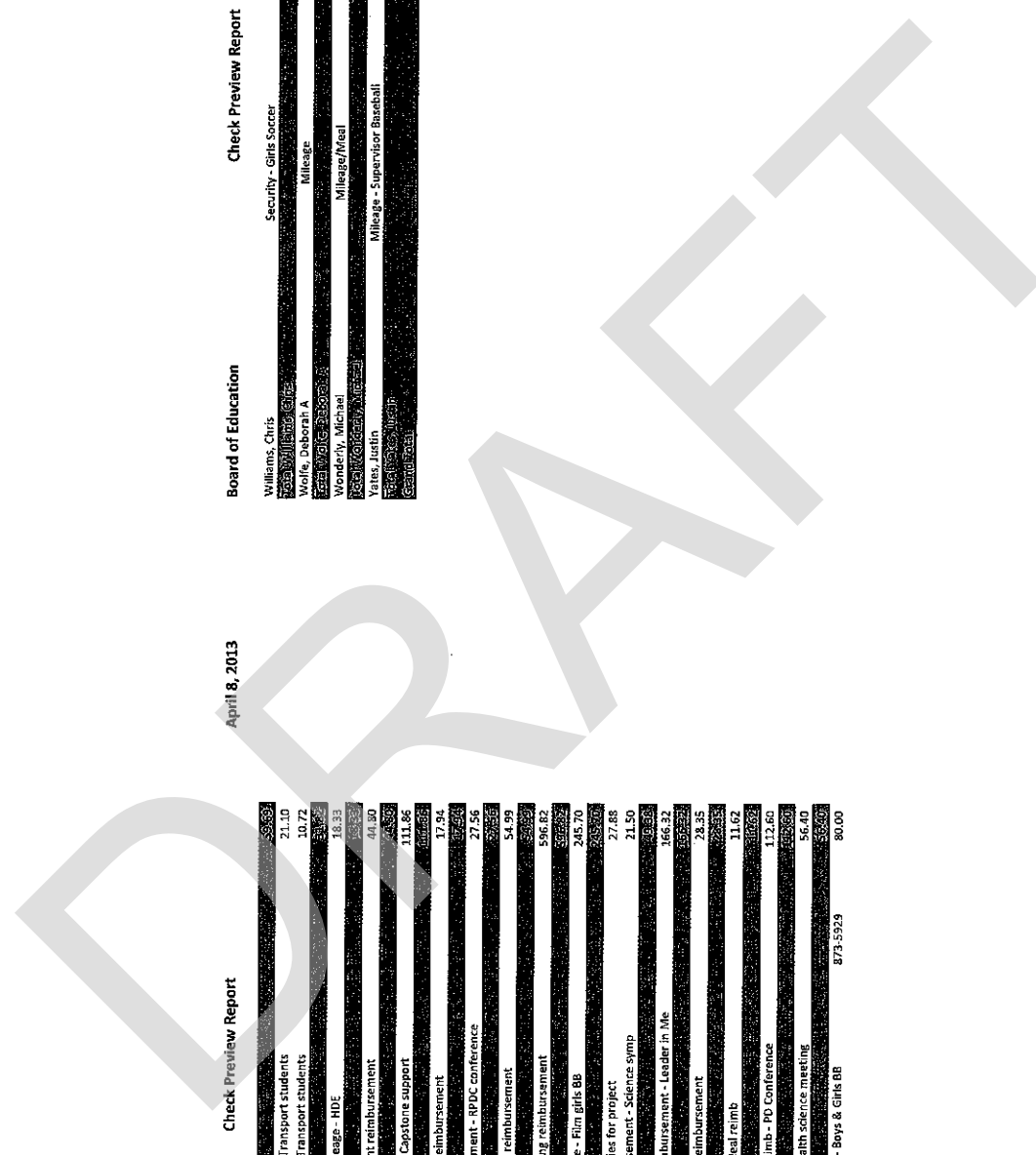
Check Preview Report	Amount
Platt, Robert A	21.10
Mileage - Transport students	21.10
Platt, Robert A	10.72
Mileage - Transport students	10.72
Rabenold, Amy V	18.33
Mileage - HDE	18.33
Rhodes, Andrea K	41.80
Fingerprint reimbursement	41.80
Roberts, Carolyn	111.86
Mileage - Capstone support	111.86
Salsman, Melissa	17.94
Meal reimbursement	17.94
Santibanez Stork, Linda A	27.56
Meal reimbursement - RPDC conference	27.56
Schupp, Carrie	54.99
Mileage reimbursement	54.99
Sellers, Angela B	596.82
FBI Lodging reimbursement	596.82
Shore, Jeffrey	245.70
Mileage - Film girls BB	245.70
Swaniner, Larry David	27.88
Supplies for project	27.88
Swaniner, Larry David	21.50
Meal reimbursement - Science symp	21.50
Sweatt, James N	166.37
Mileage/meal reimbursement - Leader in Me	166.37
Teal, Debra S	28.25
Meal reimbursement	28.25
Vanier, Lucinda M	11.62
Meal reimb	11.62
Waechterman, Amy S	112.60
Mile/Meal reimb - PD Conference	112.60
Webb, Jerri	56.40
Mileage - Health science meeting	56.40
Williams, Chris	80.00
Security - Boys & Girls BB	80.00

8/73-5929

Board of Education

Check Preview Report	Amount
Williams, Chris	80.00
Security - Girls Soccer	80.00
Wolfe, Deborah A	41.80
Mileage	41.80
Wondolty, Michael	205.28
Mileage/Meal	205.28
Yates, Justin	65.80
Mileage - Supervisor Baseball	65.80
Scout Hall	55.80

April 8, 2013



VENDOR NAME	INVOICE NUMBER	INVOICE DESCRIPTION	PO NUMBER	AMOUNT
BMO Harris MasterCard	308935615	Fas Stop Bus Fuel		30.02
BMO Harris MasterCard	311098191	Expedia Food Service Airline Ticket Fee		7.00
BMO Harris MasterCard	311098192	USAirway Food Service Airline Ticket		481.10
BMO Harris MasterCard	311347803	MoAsbo Spring Conference J Rich	700-6031	200.00
BMO Harris MasterCard	309688748	Baymont Inn Hotel Charge R France D Teel	805-4818	74.50
BMO Harris MasterCard	309688749	Baymont Inn Hotel R France, D Teel	805-4818	74.50
BMO Harris MasterCard	310689563	Marriott Hotel D Matthews		1,232.04
BMO Harris MasterCard	311347802	Drury University Online Volleyball Clinic	700-5986	85.00
Total BMO Harris MasterCard				
PCard - Comer - 9686	309107633	Jo-Ann Fabric Robotics	106-6090	63.04
PCard - Comer - 9686	309196610	McDonalds Robotics	106-6089	15.80
PCard - Comer - 9686	309196611	Petromart Fuel Robotics	106-6089	80.00
PCard - Comer - 9686	309196612	Chipotle Meal Robotics	106-6089	60.49
PCard - Comer - 9686	309196613	Chipotle Meal Robotics	106-6089	18.85
PCard - Comer - 9686	309514008	Panera Meals Robotics	106-6088	79.63
PCard - Comer - 9686	309514009	Jimmy Johns Meals Robotics	106-6088	75.61
PCard - Comer - 9686	309688750	Automation Direct Parts Robotics	106-5637	78.25
PCard - Comer - 9686	310275157	Chipotle Meals Robotics	106-6091	101.85
PCard - Comer - 9686	311347804	McDonalds Meals Robotics	106-6087	12.97
PCard - Comer - 9686	311347805	Pasta House Meals Robotics	106-6087	601.68

Total PCard - Comer - 9686
 Grand Total

1,482.17
 8,372.38

	Inc. Operations	Teachers	Capital Proj.	Lease Purch.	Sub Total	Debt Service	Grand Total	Medical SI Acct
Rev. Rec	19,455,369.20	8,597,244.33	3,991,844.54	2,567,577.46	34,612,035.53	1,641,266.66	36,253,302.19	1,803,485.61
Expend.	647,837.48	1,082,361.76	29,641.20	65,975.58	1,825,816.02	23,025.68	1,848,841.70	603,251.13
*Adjustment	1,284,130.23	2,000,361.77	85,395.91	-	3,369,887.91	300.00	3,370,187.91	615,401.11
Ending Bal	18,819,076.45	7,679,244.32	3,936,089.83	2,633,553.04	33,067,963.64	1,663,992.34	34,731,955.98	1,791,335.63
Prev. Year	18,371,739.26	5,384,659.08	5,048,732.62	1,723,252.37	30,528,383.33	1,678,175.04	32,206,558.37	1,943,934.31
YTD Interest	10,999.49	2,307.91	7,232.67		20,540.07	1,583.35	22,123.42	675.06
YTD Sum.								
Beg Bal	14,369,538.54	72.76	4,784,092.51	1,797,673.71	20,951,377.52	1,745,956.93	22,697,334.45	2,587,708.04
Rev Budget	19,485,147.81	22,920,108.32	808,542.32	1,357,348.68	44,571,147.13	2,143,133.00	46,714,280.13	
Rev YTD Actual	18,048,822.72	20,597,301.16	652,429.67	1,452,182.27	40,750,735.82	2,137,510.41	42,888,246.23	3,358,538.03
Exp Budget	16,296,015.78	25,459,688.81	1,884,854.00	1,487,692.00	45,128,250.59	2,220,475.00	47,348,725.59	
EXP YTD Actual	11,731,530.67	14,785,883.74	1,500,432.35	616,302.94	28,634,149.70	2,219,475.00	30,853,624.70	4,154,910.44
*Transfer	1,867,754.14	1,867,754.14						
*Adjustment								
Ending Bal	18,819,076.45	7,679,244.32	3,936,089.83	2,633,553.04	33,067,963.64	1,663,992.34	34,731,955.98	1,791,335.63
Bank Recon								
1st Nat'l A/P 2895	959,792.51							
1st Nat'l Payroll	91,329.03							
Central A/P	54,136.80							
Central Payroll	1,010,971.57							
Revolving	3,000.00							
Cred Card	18,105.58							
Escrow 0150022007	36,000.00							
Escrow 0150022008	107,347.00							
Central Debt Acct	24,889.96							
1st Nat'l Debt Acct	74,224.68							
Mosip Debt Acct	1,419,130.70							
MOSIP	20,882,277.90							
Central Lunch Acct.	50,750.25							
CD	10,000,000.00							
Grand Total	34,731,955.98							
Medical SI Acct.	1,791,335.63							

*Transfer: Zero Teacher Fund

*Adjustment: Correct Opening Balance in Bank Acct 7232895

34,731,955.98 Fund Accounts
34,731,955.98 Bank Accounts

0.00

Camden R-II School District									
Monthly Financial Report									
	Incidental	Teachers	Capital Projects	Lease Purchase	Total Operating Funds	Debt Service	Med. St. Act		
March Opening Balance	\$ 19,455,959	\$ 8,937,244	\$ 3,981,845	\$ 2,987,577	\$ 34,612,035	\$ 1,647,267	\$ 36,253,302	\$ 1,805,489	
2013 Ending Balance	\$ 18,819,076	\$ 7,579,644	\$ 2,956,050	\$ 2,633,653	\$ 33,007,963	\$ 1,663,962	\$ 34,781,955	\$ 1,791,399	
2012 Ending Balance	\$ 18,371,735	\$ 6,814,656	\$ 2,043,720	\$ 2,633,952	\$ 30,706,953	\$ 1,675,775	\$ 30,706,953	\$ 1,943,934	
2011 Ending Balance	\$ 15,205,253	\$ 6,103,305	\$ 6,975,042	\$ 1,463,382	\$ 28,677,962	\$ 1,852,675	\$ 30,034,124	\$ 1,922,388	
2010 Ending Balance	\$ 15,047,163	\$ 6,102,204	\$ 5,137,986	\$ 1,655,013	\$ 28,481,449	\$ 1,480,550	\$ 28,384,108	\$ 1,660,936	
2009 Ending Balance	\$ 14,051,354	\$ 6,276,169	\$ 3,363,046	\$ 1,667,143	\$ 26,885,758	\$ 1,419,033	\$ 26,583,100	\$ 1,363,239	
2008 Ending Balance	\$ 14,540,858	\$ 6,897,606	\$ 3,828,358	\$ 1,240,436	\$ 25,174,787	\$ 1,443,094	\$ 23,950,362	\$ 2,690,137	
2007 Ending Balance	\$ 11,978,659	\$ 4,026,174	\$ 1,732,865	\$ 1,100,964	\$ 18,837,563	\$ 1,133,859	\$ 18,971,922	\$ 2,245,745	
2013 Receipts	\$ 647,837	\$ 1,082,362	\$ 29,641	\$ 65,976	\$ 1,825,816	\$ 23,026	\$ 1,848,842	\$ 603,261	
2012 Receipts	\$ 712,718	\$ 1,047,943	\$ 51,844	\$ 155,532	\$ 1,968,032	\$ 27,451	\$ 1,995,483	\$ 379,823	
2011 Receipts	\$ 514,659	\$ 1,002,705	\$ 88,152	\$ 22,038	\$ 1,627,484	\$ 18,965	\$ 1,646,449	\$ 372,279	
2010 Receipts	\$ 651,694	\$ 1,053,942	\$ 122,164	\$ 30,541	\$ 2,038,331	\$ 18,559	\$ 2,056,890	\$ 435,065	
2009 Receipts	\$ 685,282	\$ 1,178,854	\$ 87,258	\$ 27,555	\$ 1,958,949	\$ 24,200	\$ 1,983,149	\$ 398,691	
2008 Receipts	\$ 589,295	\$ 1,074,702	\$ 60,187	\$ 21,147	\$ 1,724,731	\$ 28,805	\$ 1,753,536	\$ 417,597	
2007 Receipts	\$ 700,758	\$ 993,934	\$ 54,021	\$ 23,152	\$ 1,771,865	\$ 30,573	\$ 1,602,436	\$ 266,291	
March Expenditures	\$ 1,284,130	\$ 2,000,367	\$ 85,938	\$ -	\$ 3,385,988	\$ 300	\$ 3,370,188	\$ 615,401	
2012 Expenditures	\$ 1,400,930	\$ 1,989,136	\$ 47,688	\$ -	\$ 3,437,754	\$ 301	\$ 3,438,055	\$ 357,562	
2011 Expenditures	\$ 1,424,420	\$ 1,943,921	\$ 68,158	\$ -	\$ 3,436,499	\$ 300	\$ 3,436,799	\$ 700,571	
2010 Expenditures	\$ 1,303,711	\$ 1,650,435	\$ 62,302	\$ -	\$ 3,016,448	\$ 300	\$ 3,016,748	\$ 303,608	
2009 Expenditures	\$ 1,160,341	\$ 1,922,791	\$ 48,785	\$ -	\$ 3,131,917	\$ 300	\$ 3,132,217	\$ 303,608	
2008 Expenditures	\$ 1,205,941	\$ 1,998,807	\$ 48,785	\$ -	\$ 3,046,612	\$ 417,747	\$ 3,464,359	\$ 365,072	
2007 Expenditures	\$ 944,037	\$ 1,695,888	\$ 15,274	\$ -	\$ 2,655,049	\$ 236,550	\$ 2,891,599	\$ 202,022	
2006 Expenditures	\$ 1,184,218	\$ 1,428,742	\$ 69,940	\$ -	\$ 2,683,900	\$ 300	\$ 2,684,200	\$ 185,021	
YTD	\$ 16,048,922	\$ 20,897,301	\$ 662,430	\$ 1,452,183	\$ 40,750,786	\$ 2,137,512	\$ 42,888,248	\$ 3,858,538	
2013 Receipts	\$ 17,220,542	\$ 19,890,025	\$ 577,696	\$ 1,732,911	\$ 39,431,114	\$ 2,215,609	\$ 41,635,723	\$ 2,852,022	
2012 Receipts	\$ 14,386,952	\$ 20,623,499	\$ 4,405,112	\$ 1,101,279	\$ 40,486,942	\$ 1,767,463	\$ 42,254,305	\$ 2,872,062	
2011 Receipts	\$ 14,694,288	\$ 20,421,905	\$ 4,270,458	\$ 1,197,480	\$ 40,624,141	\$ 1,767,661	\$ 42,291,822	\$ 2,815,775	
2010 Receipts	\$ 14,077,911	\$ 20,526,834	\$ 3,997,985	\$ 1,262,335	\$ 38,864,337	\$ 1,738,945	\$ 41,603,282	\$ 2,658,664	
2009 Receipts	\$ 13,856,135	\$ 19,162,086	\$ 3,852,570	\$ 1,157,909	\$ 38,999,300	\$ 1,895,054	\$ 40,595,354	\$ 2,500,974	
2008 Receipts	\$ 14,589,860	\$ 15,653,271	\$ 3,244,464	\$ 1,283,243	\$ 34,990,468	\$ 1,918,977	\$ 36,797,353	\$ 2,243,074	
2007 Receipts	\$ 15,916,010	\$ 14,116,375	\$ 2,083,622	\$ 1,217,060	\$ 33,391,067	\$ 1,700,257	\$ 35,091,324	\$ 2,236,438	

2013 Expenditures	\$ 11,731,531	\$ 14,765,884	\$ 1,500,433	\$ 616,304	\$ 28,634,152	\$ 2,216,476	\$ 30,850,628	\$ 4,164,910
2012 Expenditures	\$ 11,599,052	\$ 14,908,574	\$ 1,041,776	\$ 1,557,958	\$ 28,707,360	\$ 2,026,327	\$ 30,733,687	\$ 4,775,971
2011 Expenditures	\$ 11,300,477	\$ 14,313,203	\$ 3,169,578	\$ 1,457,582	\$ 30,240,840	\$ 1,945,828	\$ 32,186,668	\$ 3,345,397
2010 Expenditures	\$ 11,725,706	\$ 14,319,700	\$ 2,521,286	\$ 1,408,245	\$ 28,974,947	\$ 1,754,831	\$ 31,729,778	\$ 3,476,339
2009 Expenditures	\$ 10,857,188	\$ 13,880,166	\$ 3,417,625	\$ 1,330,393	\$ 28,385,371	\$ 1,699,635	\$ 31,085,006	\$ 3,246,255
2008 Expenditures	\$ 10,852,258	\$ 12,884,516	\$ 4,481,586	\$ 1,248,153	\$ 29,409,513	\$ 2,007,229	\$ 31,416,742	\$ 3,910,630
2007 Expenditures	\$ 9,141,075	\$ 11,855,688	\$ 2,014,508	\$ 1,168,263	\$ 24,289,513	\$ 1,568,125	\$ 25,857,638	\$ 2,701,407
2006 Expenditures	\$ 10,409,000	\$ 10,089,202	\$ 1,683,610	\$ 1,192,717	\$ 23,384,529	\$ 1,977,559	\$ 25,362,088	\$ 2,163,905

Financial Summary – March 2013

April 2013

To: Board of Education

- March 2013 ending balances were \$2,525,397 more than March 2012.
- March 2013 total receipts were \$146,651 less than March 2012.
- March 2013 total expenditures were \$68,217 less than March 2012.
- YTD total receipts are up \$1,252,525 as compared to this time last year.
- YTD total expenditures are up \$116,941 as compared to this time last year.
- YTD total local receipts are up \$729,217. We are currently within 96.69% of our budgeted amount.
- YTD total county receipts are down \$85,296 as compared to last year. We have realized 96.38% of our budgeted amount.
- YTD total state receipts are up \$299,491 as compared to last year. We have realized 77.32% of our budget.
- YTD total federal receipts are up \$316,830. We have realized 82.75% of our budgeted amount.
- Performance of the medical insurance fund remains stable this month. Balances are down \$152,598 as compared to last year.

Pledged Securities

Bank	Deposit Balance	FDIC Insurance	Balance	Securities Pledged	Amt Under/Over Collateralized
US Bank	\$1,791,335.63	\$250,000.00	\$1,541,335.63	\$2,500,000.00	\$958,664.37 (Over)
First National Bank	\$1,143,451.80	\$250,000.00	\$893,451.80	\$4,302,497.00	\$3,409,045.20(Over)
Central Bank	\$10,662,116.38	\$250,000.00	\$10,412,116.38	\$11,454,633.47	\$1,042,517.09(Over)

**INVESTMENT SCHEDULE
2012-2013**

Maturity Date	Investment Date	Financial Institution	Principal Amount	Interest Rate	Interest Quoted	Interest Earned at Maturity
4/23/2013 (BT52)	2/13/2013	Central Bank	\$2,500,000	0.06%	\$282.90	
5/24/2013 (BT48)	2/13/2013	Central Bank	\$2,500,000	0.06%	\$410.00	
6/21/2013 (BT49)	2/13/2013	Central Bank	\$2,500,000	0.08%	\$700.16	
7/23/2013 (BT50)	2/13/2013	Central Bank	\$2,500,000	0.09%	\$985.60	

March 31, 2013

**2012-2013 MONTHLY
FINANCIAL STATEMENT**

**JULY 2012 FINANCIAL STATEMENT
Medical Self-Insurance Account**

Beginning Bal.	Revenues Received		Expenditures		Ending Bal.
	Premiums	\$100,299.53	Fixed Premium	\$71,132.59	
	COBRA	\$0.00	Claims	\$283,611.71	
	Interest	\$105.75	Overpay/Refund	\$0.00	
	Reimb/Void Ck.	\$9,158.80	Sv. Chg./NSF Chks	\$126.70	
	Stop Loss Reimb.	\$0.00	ERRP Adm. fees	\$0.00	
\$2,587,708.04		\$109,564.08		\$354,871.00	\$2,342,401.12

**AUGUST 2012 FINANCIAL STATEMENT
Medical Self-Insurance Account**

Beginning Bal.	Revenues Received		Expenditures		Ending Bal.
	Premiums	\$111,982.17	Fixed Premium	\$71,208.41	
	COBRA	\$0.00	Claims	\$408,976.99	
	Interest	\$92.43	Overpay/Refund	\$0.00	
	Reimb/Void Ck.	\$0.00	Sv. Chg./NSF Chks	\$98.56	
	Stop Loss Reimb.	\$46,309.19	ERRP Adm. fees	\$0.00	
\$2,342,401.12		\$158,383.79		\$480,283.96	\$2,020,500.95

**SEPTEMBER 2012 FINANCIAL STATEMENT
Medical Self-Insurance Account**

Beginning Bal.	Revenues Received		Expenditures		Ending Bal.
	Premiums	\$367,767.90	Fixed Premium	\$71,799.50	
	COBRA	\$0.00	Claims	\$297,969.21	
	Interest	\$84.01	Overpay/Refund	\$0.00	
	Reimb/Void Ck.	\$0.00	Sv. Chg./NSF Chks	\$125.40	
	Stop Loss Reimb.	\$0.00	ERRP Adm. fees	\$0.00	
\$2,020,500.95		\$367,851.91		\$369,894.11	\$2,018,458.75

**OCTOBER 2012 FINANCIAL STATEMENT
Medical Self-Insurance Account**

Beginning Bal.	Revenues Received		Expenditures		Ending Bal.
	Premiums	\$368,643.14	Fixed Premium	\$71,875.32	
	COBRA	\$2,768.68	Claims	\$369,519.56	
	Interest	\$87.51	Overpay/Refund	\$3,029.76	
	Reimb/Void Ck.	\$0.00	Sv. Chg./NSF Chks	\$555.40	
	Stop Loss Reimb.	\$0.00	ERRP Adm. fees	\$0.00	
\$2,018,458.75		\$371,499.33		\$444,980.04	\$1,944,978.04

**NOVEMBER 2012 FINANCIAL STATEMENT
Medical Self-Insurance Account**

Beginning Bal.	Revenues Received		Expenditures		Ending Bal.
	Premiums	\$370,893.14	Fixed Premium	\$72,378.52	
	COBRA	\$0.00	Claims	\$281,331.80	
	Interest	\$81.99	Overpay/Refund	\$0.00	
	Reimb/Void Ck.	\$8,439.99	Sv. Chg./NSF Chks	\$138.25	
	Stop Loss Reimb.	\$0.00	ERRP Adm. fees	\$0.00	
\$1,944,978.04		\$379,415.12		\$353,848.57	\$1,970,544.59

**DECEMBER 2012 FINANCIAL STATEMENT
Medical Self-Insurance Account**

Beginning Bal.	Revenues Received		Expenditures		Ending Bal.
	Premiums	\$370,062.79	Fixed Premium	\$72,893.79	
	COBRA	\$0.00	Claims	\$344,447.92	
	Interest	\$82.92	Overpay/Refund	\$0.00	
	Reimb/Void Ck.	\$0.00	Sv. Chg./NSF Chks	\$100.40	
	Stop Loss Reimb.	\$0.00	ERRP Adm. fees	\$0.00	
\$1,970,544.59		\$370,145.71		\$417,442.11	\$1,923,248.19

Corrected a \$44 error on premiums on November.

**JANUARY 2013 FINANCIAL STATEMENT
Medical Self-Insurance Account**

Beginning Bal.	Revenues Received		Expenditures		Ending Bal.
	Premiums	\$366,856.74	Fixed Premium	\$144,641.61	
	COBRA	\$0.00	Claims	\$640,607.55	
	Interest	\$71.91	Overpay/Refund	\$0.00	
	Reimb/Void Ck.	\$0.00	Sv. Chg./NSF Chks	\$99.00	
	Stop Loss Reimb.	\$0.00	ERRP Adm. fees	\$0.00	
\$1,923,248.19		\$366,928.65		\$785,347.96	\$1,504,828.88

February Fixed Premium of \$72,314.77 was taken out of January by mistake. None will be taken out in February.

**FEBRUARY 2013 FINANCIAL STATEMENT
Medical Self-Insurance Account**

Beginning Bal.	Revenues Received		Expenditures		Ending Bal.
	Premiums	\$369,261.74	Fixed Premium	\$0.00	
	COBRA	\$0.00	Claims	\$335,319.29	
	Interest	\$66.40	Overpay/Refund	\$490.35	
	Reimb/Void Ck.	\$9,976.09	Sv. Chg./NSF Chks	\$101.70	
	Stop Loss Reimb.	\$255,223.84	ERRP Adm. fees	\$0.00	
\$1,504,828.88		\$634,528.07		\$335,871.34	\$1,803,485.61

**MARCH 2013 FINANCIAL STATEMENT
Medical Self-Insurance Account**

Beginning Bal.	Revenues Received		Expenditures		Ending Bal.
	Premiums	\$369,416.39	Fixed Premium	\$72,478.48	
	COBRA	\$0.00	Claims	\$542,822.33	
	Interest	\$74.05	Overpay/Refund	\$0.00	
	Reimb/Void Ck.	\$0.00	Sv. Chg./NSF Chks	\$100.30	
	Stop Loss Reimb.	\$233,760.69	ERRP Adm. fees	\$0.00	
\$1,803,485.61		\$603,251.13		\$615,401.11	\$1,791,335.63

Transfer on 3/25 of \$52,071.09 was transferred again on 3/26. Will be refunded in April from Med-Pay

2012-2013 School Year-to-Date (July 1 - March 31)

Premiums	\$2,795,183.54	Fixed Premium	\$648,408.22
COBRA	\$2,768.68	Claims	\$3,504,606.16
Interest	\$746.97	Overpay/Refund	\$3,480.11
Reimb./Void Ck.	\$27,574.88	Sv. Chg./NSF Chks	\$1,445.71
Stop Loss Reimb.	\$535,293.72	ERRP Adm. fees	\$0.00
Revenue Totals	\$3,361,567.79	Expenditure Totals	\$4,157,940.20

CLAIMS 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	\$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	\$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	\$297,969.21	\$196,355.63	\$281,166.96	\$199,283.29	\$227,522.56	\$171,598.80	\$177,547.88	\$208,795.27	\$160,373.47	\$329,978.42
October	\$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	\$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	\$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	\$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	\$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	\$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		\$209,003.76	\$250,777.23	\$623,165.38	\$611,927.60	\$304,963.31	\$155,347.87	\$112,346.51	\$145,756.34	\$169,280.63
May		\$293,487.96	\$210,957.88	\$330,653.24	\$281,544.76	\$195,502.35	\$161,885.14	\$198,171.03	\$326,388.68	\$125,881.05
June		\$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.

July	\$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	\$1,405,052.13	\$732,281.15
August	\$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	\$1,293,874.89	\$652,166.64
September	\$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	\$1,412,907.63	\$604,225.16
October	\$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	\$1,546,279.68	\$752,563.91
November	\$1,970,544.15	\$1,916,054.51	\$1,118,232.16	\$1,437,335.85	\$1,881,910.94	\$2,035,990.32	\$2,725,325.48	\$1,997,768.23	\$1,587,513.47	\$727,790.43
December	\$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	\$1,641,944.28	\$719,625.14
January	\$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	\$1,621,403.72	\$752,419.67
February	\$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	\$1,668,769.75	\$827,471.99
March	\$1,791,335.63	\$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	\$1,735,650.63	\$914,136.08
April		\$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	\$1,861,600.57	\$975,544.29
May		\$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	\$1,796,353.55	\$1,088,051.57
June		\$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	\$2,163,214.87	\$1,503,987.81

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.

**Camdenton R-III
Flex Benefit Account
First National Bank**

Account # 7228968

Balance 3/01/2013

\$46,353.92

Deposits

\$21,231.90 **Premium**
\$2,531.90 **Correction from below**
\$15.00 **Refund**
\$5.07 **Interest**

Total Deposits

\$23,783.87

Withdrawals

\$ 1,610.86
2,531.90
2,531.90
63.00
708.19
230.00
1,614.10
523.31
636.31
774.56
2,785.02
498.55
643.88
310.95 **Claims**

Total Withdrawals

\$15,462.53

Balance 3/31/2013

\$54,675.26

MEMORANDUM OF UNDERSTANDING
CAMDENTON R-III SCHOOLS COLLABORATIVE

This Memorandum of Understanding (MOU) is entered into between the Camdenton R-III School District, the Camdenton Police Department, the Camden County Sheriff's Office and the 26th Judicial Circuit, Juvenile Division, for the purpose of establishing a cooperative relationship between community agencies involved in the handling of juveniles who are alleged to have committed a delinquent act over which the school may have disciplinary authority.

The parties agree that this MOU is a collaborative effort among the public agencies named herein to establish guidelines for the handling of school-related delinquent acts, defined in this document as "minor school-based offenses".

I. PURPOSE OF AGREEMENT

The parties agree that students may be held accountable for minor school-based offenses without referral to the juvenile justice system. Further, the parties agree that a MOU delineating the responsibilities of each party involved in making such decisions would promote the best interest of the student, the school district, law enforcement, and the larger community.

The parties acknowledge and agree that this Agreement is a cooperative effort among the public agencies named herein to establish guidelines for the handling of school-related, misdemeanor delinquent acts, defined in this agreement as minor school-based offenses.

The guidelines in this MOU are intended to establish uniformity in dealing with students who are accused of having committed a minor school-based offense, while simultaneously ensuring that each case is addressed on a case-by-case basis to promote a response proportional to the various and differing factors affecting each student's case.

II. DEFINITIONS

The following definitions govern the terms as used in this MOU:

- 1) "Student" means an individual enrolled in the Camdenton R-III School District.
- 2) "Juvenile" means an individual under the age of seventeen.

3. Addresses abusive language or threats to any member of the police department, any other authorized official of the city who is engaged in lawful performance of his duties, or any other person when such words have a tendency to cause acts of violence. Words merely causing displeasure, annoyance or resentment are not prohibited.
4. Damages, befoils, or disturbs private property or the property of another so as to create a hazardous, unhealthy or physically offensive condition.
5. Uses abusive or obscene language or makes an obscene gesture.

- C. TRESPASS.** As defined in Section 569.140, RSMo and Section 220.030 of the Camdenton Municipal Code, a person commits the offense of trespass in the first degree if:
1. He knowingly enters unlawfully or knowingly remains unlawfully in a building or inhabitable structure or upon real property.
 2. A person does not commit the crime of trespass in the first degree by entering or remaining upon real property unless the real property is fenced or otherwise enclosed in a manner designed to exclude intruders or as to which notice against trespass is given by:
 - a. Actual communication to the actor; or
 - b. Posting in a manner reasonably likely to come to the attention of intruders.

- D. ASSAULT, THIRD DEGREE.** As defined in Section 565.070, RSMo and Section 220.200 of the Camdenton Municipal Code, a person commits the offense of Assault, Third Degree, if:
1. The person attempts to cause or recklessly causes physical injury to another person; or
 2. With criminal negligence the person causes physical injury to another person by means of a deadly weapon; or
 3. The person purposely places another person in apprehension of immediate physical injury; or

3) "Minor School-Based Offense" refers to the following violations of the Revised Statutes of Missouri (RSMo) and the Camdenton Municipal Code:

A. PEACE DISTURBANCE. As defined in Section 574.010, RSMo and Section 220.040 of the Camdenton Municipal Code, a person commits the offense of Peace Disturbance if:

1. He unreasonably and knowingly disturbs or alarms another person or persons by:
 - a. Loud noise; or
 - b. Offensive language addressed in a face-to-face manner to a specific individual and uttered under circumstances which are likely to produce an immediate violent response from a reasonable recipient; or
 - c. Threatening to commit a felonious act against any person under circumstances which are likely to cause a reasonable person to fear that such threat may be carried out; or
 - d. Fighting; or
 - e. Creating a noxious and offensive odor;
2. He is in a public place or on private property of another without consent and purposely causes inconvenience to another person or persons by unreasonably and physically obstructing:
 - a. Vehicular or pedestrian traffic; or
 - b. The free ingress or egress to or from a public or private place.

B. DISORDERLY CONDUCT. As defined in Section 220.225 of the Camdenton Municipal Code, a person commits the offense of Disorderly Conduct if he or she:

1. Is in a public place under the influence of an intoxicating liquor or drug, in such a condition as to be unable to exercise care for his own safety or the safety of others.
2. Resists or obstructs the performance of duties by city police or any other authorized official of the city when known to be such an official.

F. STEALING, MISDEMEANOR. As defined in Section 570.030, RSMo and Section 220.090 of the Camdenton Municipal Code, a person commits the offense of misdemeanor stealing if:

1. He appropriates property or services of another with the purpose to deprive him or her thereof, either without his or her consent or by means of deceit or coercion.
2. The value of the property or services is under five hundred dollars (\$500.00).

- 4) "Juvenile Office" is the division of the Juvenile Court with responsibility for accepting referrals and conducting reviews to determine legal sufficiency, subject matter jurisdiction, and other factors relevant in determining whether the referral should be rejected, whether the referral should be handled informally or should result in the filing of a formal petition. The Juvenile Office is also responsible for determining whether a juvenile should be detained or released, based on the assessment score from the Juvenile Detention Assessment Form (JDTA).
- 5) "Mary Dickerson Juvenile Justice Center" or "MDJJC" is a secure detention facility located in Camdenton, Missouri. If detention is authorized by a Deputy Juvenile Officer, or by the Court, a juvenile may be temporarily confined in secure detention pending a hearing.
- 6) "School Resource Officer" or "SRO" is a law enforcement officer assigned and stationed at one or more schools in the Camdenton R-III School District.

III. TERMS OF AGREEMENT

- A. Graduated Responses to Minor School-Based Offenses**

The parties agree that the commission of a minor school-based offense, as defined in this agreement, shall not result in the filing of a juvenile referral alleging delinquency, unless the student has committed two prior offenses during the preceding twelve month period.

The parties agree that a response to the commission of a minor school-based offense, as defined in this agreement, should be determined using a system of graduated sanctions, disciplinary methods, and/or educational programming before a referral is made to the Juvenile Office. The parties agree this can be achieved by responding in a manner consistent with the graduated sanctions outlined in the Camdenton R-III Student Handbook.

B. Exceptional Circumstances

Notwithstanding the graduated response system outlined in Subsection III (A), a SRO or other law enforcement officer has the discretion to take a juvenile into custody and submit a referral to the Juvenile Office in exceptional circumstances. This provision is subject to the laws of arrest, which prohibit warrantless arrests for misdemeanors and violations not witnessed by the arresting officer.

IV. DUTIES OF THE PARTIES

When the Superintendent or designee believes an incident, as defined in this agreement, has occurred during school-sponsored activities, the Superintendent or designee may consider the following guidelines in determining whether to report the incident:

1. The age and maturity of the student involved.
2. Whether the incident involved the use of or threatened use of a weapon or involved sexual misconduct or allegations of sexual misconduct.
3. The nature and severity of the conduct.
4. The nature and severity of any injury inflicted on the other person involved.

In addition to these factors, the Superintendent or designee may consider any other factors which he or she determines, in the exercise of professional judgment, to be appropriate under the circumstances. The guidelines listed above shall in no way inhibit the Superintendent or designee from reporting to law enforcement, regardless of whether such conduct actually constitutes a violation.

All parties shall comply with all applicable federal, state and local laws, rules, regulations and ordinances.

This MOU shall be construed in accordance with and governed by the laws of the State of Missouri.

Each party agrees that it will not discriminate based on the race, color, religion, gender, disability, national origin, or any other characteristic protected by law.

This MOU may be terminated by any party whenever, for any reason, such party determines the termination of the MOU is in its best interest. Termination of services shall be effected by delivery to the other parties of a Termination Notice at least thirty (30) days prior to the effective date of the termination.

This MOU constitutes the entire agreement between the parties. This MOU expressly revokes any prior understandings, agreements, or representations of the parties. This MOU may not be modified, supplemented, or amended in any manner except by written agreement of all parties.

Dr. Tim Hadfield
Superintendent
Camdenton R-III Schools

Honorable Stan Moore
Circuit Judge, Division I
26th Judicial Circuit

Tammy Walden
Chief Juvenile Officer
26th Judicial Circuit

Laura Wright
Chief of Police
Camdenton Police Department

Dwight Franklin
Sheriff
Camden County Sheriff's Office

The parties agree that in accordance with Missouri law and District Board of Education Policy JGF, the Superintendent will continue to report all acts which may constitute one of the enumerated offenses set forth in Section 160.261, RSMo and Section 167.117(1) and (2), RSMo, except that acts which may constitute third degree assault will be governed by the terms of this Agreement.

Further, in accordance with Missouri law and District Board of Education Policy JGF, the Superintendent will report to the Juvenile Office when a suspension of more than ten (10) days or an expulsion is given to any student who the District is aware is under the jurisdiction of the Juvenile Court.

If the Superintendent or designee determines, in his or her professional judgment, that an individual shall be reported to law enforcement, the Superintendent or designee shall contact law enforcement as soon as reasonably practicable after the Superintendent or designee receives a report of the incident and has, if necessary, investigated the incident to determine whether the incident necessitates a report. At the discretion of law enforcement, notice may be given to the juvenile and parent that a referral will be submitted to the Juvenile Office.

If the offense involves a victim, the Camdenton R-III School District shall contact the victim and/or the victim's parent or guardian. If the victim requests action be taken against the alleged perpetrator, the Superintendent or designee shall inform the victim and/or the victim's parent or guardian of their right to contact law enforcement to request a report be made.

The parties further agree that the Juvenile Office will continue to provide notice to the Superintendent when a petition is filed alleging that a student of the District has committed one of the acts enumerated in Section 167.115, RSMo. Such notice will be provided to the Superintendent either orally or in writing no later than five (5) days following the filing of the petition. Further, the parties agree that upon request by the Superintendent or his designee, they will inform the Superintendent when there is an otherwise active case regarding a student in the District in accordance with Section 167.123, RSMo. Such notice shall include a complete description of the case involving the student, the conduct the child is alleged to have committed, and the dates the conduct occurred. The parties further agree they will cooperate with the District and share information with the Superintendent or his designee as necessary to protect the safety of District students and staff and to enable the District to implement disciplinary sanctions.

V. TERMS OF THE MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) shall become effective May 1, 2013 and shall remain in full force and effect until such time as the MOU is modified or terminated by either party.

1650 E. Battlefield
Suite 300
Springfield, MO 65804

Med-Pay, Inc.

1-417-886-6886
1-800-777-9087
Fax 1-417-886-2276

Camdenton R-III Schools

Plan Cost Review

July-April
2012 – 2013:

Fixed Cost

Stop Loss	\$515,116
Med-Pay	\$82,244
Healthlink	\$39,704
Broker	<u>\$11,344</u>
	\$648,408

Claims

Gross	\$3,459,215
NET	\$2,856,363
Reimbursement	\$602,852

2011 Plan Year

Fixed Cost	\$819,830
Gross Claims	\$3,138,006
NET Claims	\$2,935,698
Reimbursement	\$202,308

Date: 4/8/13

**Stop Loss Proposal & Cost Comparison
Camdenton R-III School District
2013 Renewal**

ENROLLMENT

413 SINGLE

221 FAMILY

634 TOTAL

4/8/2013

RATES INCLUDE 0% COMMISSIONS

CARRIER:	UNIMERICA CURRENT	UNIMERICA RENEWAL #1	UNIMERICA RENEWAL #2	UNIMERICA RENEWAL #3
SPECIFIC CONTRACT	24/12	36/12	36/12	36/12
SPECIFIC DEDUCTIBLE	\$90,000	\$90,000	\$95,000	\$100,000
SINGLE SPECIFIC	\$60.39	\$78.00	\$74.09	\$69.94
FAMILY SPECIFIC	\$136.21	\$175.82	\$167.03	\$157.66
AGGREGATE	\$4.00	\$4.00	\$4.00	\$4.00
SINGLE ADMINISTRATION	\$12.50	\$12.50	\$12.50	\$12.50
FAMILY ADMINISTRATION	\$12.50	\$12.50	\$12.50	\$12.50
RECERTIFICATION FEE	\$1.00	\$1.00	\$1.00	\$1.00
COBRA/HIPAA ADMINISTRATION	\$1.00	\$1.00	\$1.00	\$1.00
PPO ACCESS FEE	\$7.00	\$7.00	\$7.00	\$7.00
BROKER FEE	\$2.00	\$2.00	\$2.00	\$2.00
AGGREGATE CONTRACT	24/12	36/12	36/12	36/12
SINGLE MAXIMUM FACTOR	\$451.79	\$487.93	\$492.45	\$496.97
FAMILY MAXIMUM FACTOR	\$918.78	\$992.28	\$1,001.47	\$1,010.66
MONTHLY FIXED COST	\$72,478.48	\$88,505.22	\$84,947.80	\$81,163.08
ANNUAL FIXED COST	\$869,741.76	\$1,062,062.64	\$1,019,373.60	\$973,956.96
MONTHLY MAXIMUM CLAIM LIABILITY	\$389,639.65	\$420,808.97	\$424,706.72	\$428,604.47
ANNUAL MAXIMUM CLAIM LIABILITY	\$4,675,675.80	\$5,049,707.64	\$5,096,480.64	\$5,143,253.64
TOTAL MONTHLY EXPOSURE	\$462,118.13	\$509,314.19	\$509,654.52	\$509,767.55
TOTAL ANNUAL EXPOSURE	\$5,545,417.56	\$6,111,770.28	\$6,115,854.24	\$6,117,210.60

**Fixed cost savings
Claims to even**

**\$42,689
8.5**

**\$88,106
8.8**

Los + Yr -
Open Enrollment.

CAMDENTON R-III SCHOOL DISTRICT - PLAN DESIGN
By Med-Pay, Inc. Plan Effective Date: July 1, 2003

BENEFITS SUMMARY

All eligible expenses are subject to the Calendar (Jan. thru Dec.) Year Deductible and/or Coinsurance unless otherwise noted. Co-pays do not apply towards the deductible or coinsurance, however, deductible does not have to be satisfied for co-pays to apply.

BENEFIT DESCRIPTION	Open Access (80/20%)	PPO (70/30%)	Non-Network Provider
Calendar Year Deductible (Jan. 1 Thru Dec. 31)	Individual - \$1,000; Family - \$3,000 - Combined		Indiv. \$5,000; Family \$15,000
Calendar Year Coinsurance (after deduct. is met)	Individual - \$1,500; Family - \$4,500 - Combined		Indiv. \$5,000; Family \$15,000
Total Out of Pocket per calendar year	Individual - \$2,500; Family - \$7,500 - Combined		Indiv. \$10,000; Family \$30,000
NO Annual Maximum Benefit Per Member Dependent Children - Covered to age age 26			
IMPORTANT! ALL EMERGENCY AND SCHEDULED HOSPITAL ADMISSIONS (both Network and Non-Network) are subject to mandatory pre-certification/utilization review requirements. A penalty is applicable if certification is not obtained. YOU must call 800-777-9087 or 417-886-6886 (on card) within 48 hrs.			
Inpatient Hospital Facility for Med. or Surg. Admissions	Deduct. then 80/20%	Deduct. then 70/30%	Deduct. then 50/50%
Physician's Office Visit (ov chg only) Primary Care-Specialist-	\$30 co-pay \$40 co-pay	\$30 co-pay \$40 co-pay	Deduct. then 50/50%
Physician's Ancillary Office Expense	Deduct. then 80/20%	Deduct. then 70/30%	Deduct. then 50/50%
Lab and X-ray Expense (incl. professional fees)	Deduct. then 80/20%	Deduct. then 70/30%	Deduct. then 50/50%
Allergy Testing	Deduct. then 80/20%	Deduct. then 70/30%	Deduct. then 50/50%
Allergy Serum	80/20% (no deduct.)	70/30% (no deduct.)	Deduct. then 50/50%
Allergy Injection (with office charge)	\$50 co-pay then 80/20% (no deduct.)	\$50 co-pay then 70/30% (no deduct.)	Deduct. then 50/50%
ergy Injection (without office visit charge)	80/20% (no deduct.)	70/30% (no deduct.)	Deduct. then 50/50%
Chiropractor (Limit to 26 visits per calendar year, up to a max. allowable of \$45 per visit)	Deduct. then 80/20%	Deduct. then 70/30%	Deduct. then 50/50%
Emergency Room visit (with additional deductible)	Deduct. then 80/20%	Deduct. then 70/30%	Deduct. then 50/50%
PRE-EXISTING CONDITIONS LIMITATION MUST turn in for over 18 yrs old.	IF NO PROOF OF PRIOR INSURANCE IS TURNED IN - A pre-existing condition will not be covered under the plan for 12 consecutive mos. for timely enrollees or 18 consecutive mos. for late enrollees.		
Routine Hospital Newborn Care	A newborn child will be considered eligible for coverage <u>only</u> if proper enrollment has been made either prior to the birth or within 31 days of the date of birth.		
Adult Wellness/Preventative Care - Physical exams, pap smears, mammograms, prostate exams, colonoscopies - 50 yrs. and older (every 5 yrs.), etc.	\$0 co-pay per occurrence - No deductible; No limits		50% after deductible
Well Child Preventive Services	\$0 co-pay per occurrence - No deductible; No limits		50% after deductible
Immunization Benefit	For covered persons from birth to age 5 yrs., routine immunizations are paid at 100%		
MENTAL/NERVOUS - (Office visit copay of \$40)			
Inpatient including Partial Confinement& Outpatient	Deduct. then 80/20%	Deduct. then 70/30%	Deduct. then 50/50%
Alcohol and Substance Abuse	Refer to Plan Document for details		
PRESCRIPTION DRUGS and MAINTENANCE DRUGS - \$50 Deductible per year per individual			
Prescription Drug Card Program - 30 day supply (use of an in network pharmacy)	Generic - \$10; Preferred - \$30 co-pay and 20% of the balance of drug cost Non-Preferred - \$50 co-pay and 20% of the balance of drug cost		
Maintenance Drugs - 90 day supply	Co-pays - Generic - \$20; Preferred - \$60; Non-Preferred - \$100		
pecialty Drugs-High-cost that need special care	10% of cost with a max. of \$1,500 per calendar year; Call 800-771-4648 for list		

Please refer to your Benefit Plan booklet for a detailed description of benefits and limitation.
All benefits are based upon medical necessity and eligibility at the time of occurrence.

Camdenton R-III School District

Group 070103CSD

Self-Funded Plan

Effective July 1, 2003

EMPLOYEE MEDICAL BENEFITS

Med-Pay, Inc.

Third Party Claims/Benefits Administrator

Eligibility - Benefits - Claims
1650 E. Battlefield, Suite 300
P.O. Box 10909
Springfield, MO 65804
Pre-certifications: (800) 777-9087

HealthLink, Inc.

Provider Network

File Claims to:
HealthLink, Inc.
P.O. Box 419104
St. Louis, MO 63141-9104
Verification of Providers: (800) 624-2356
www.healthlink.com

PRESCRIPTION DRUG CARD BENEFITS

MedTrak

(800) 771-4648
Group# 10000436
www.medtrakservices.com

SCHOOL/EMPLOYEE INSURANCE COSTS

	District Paid Amount	Employee Cost
Employee	\$450.00	None
Add Spouse	None	\$420.00
Add 1 Child	None	\$185.00
Add 2+ Children	None	\$255.00
Add Family	None	\$605.00 or \$675.00

2012-2013 Literacy Report

April 2013
Board of Education

Lexile Levels (taken from www.lexile.com)

Grade	Reader Measures, Mid-Year 25th percentile to 75th percentile (IQR)
1	Up to 300L
2	140L to 500L
3	330L to 700L
4	445L to 810L
5	565L to 910L
6	665L to 1000L
7	735L to 1065L
8	805L to 1100L
9	855L to 1165L
10	905L to 1195L
11 and 12	940L to 1210L

Comparison of Overall Proficiency (11-12 to 12-13)

- 2011-2012- At this point last school year, we had **54%** of our students advanced or proficient in comprehension as assessed by SRI. ([2011-2012 Summary Report](#))
- 2012-2013- Currently, we have **66%** of our students advanced or proficient in comprehension as assessed by SRI and we have assessed more students this year. ([2012-2013 Summary Report](#))

Proficiency Comparison

2012-2013			2011-2012		
	#	%		#	%
Advanced	661	26%	Advanced	328	16%
Proficient	1005	40%	Proficient	776	38%
Basic	650	26%	Basic	532	26%
Below Basic	184	7%	Below Basic	388	19%

Comparison of Overall Growth (11-12 to 12-13)

2012-2013 Growth					2011-2012 Growth				
	#	% 1 st	#	% 2 nd		#	% 1 st	#	% 2 nd
Adv	477	20%	638	27%	Adv	198	10%	321	16%
Prof	884	37%	965	41%	Prof	560	29%	758	39%
Basic	693	29%	608	26%	Basic	583	30%	511	26%
BB	312	13%	155	7%	BB	612	31%	363	19%

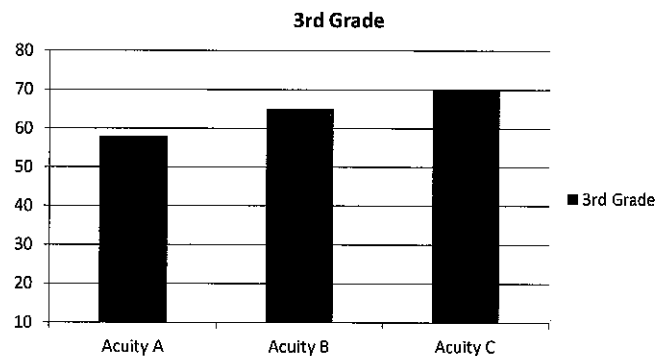
Demographic Performance Comparison

2012-2013			2011-2012		
Group	#	Adv/P	Group	#	Adv/P
American Indian/Alaskan	20	40%	American Indian/Alaskan	13	23%
Asian	23	86%	Asian	20	75%
Black/African Am	38	61%	Black/African Am	34	41%
Economically Disadv	1359	47%	Economically Disadv	1077	45%
Female	1136	61%	Female	960	58%
Gifted	171	99%	Gifted	162	96%
Hispanic	91	35%	Hispanic	78	24%
LEP	51	59%	LEP	42	7%
Male	1203	54%	Male	993	52%
Migrant	0	0	Migrant	0	0
Pacific Islander	1	0	Pacific Islander	0	0
PASS	96	64%	PASS	81	17%
Students with Disab	232	18%	Students with Disab	203	14%
Caucasian	2206	59%	Caucasian	1817	57%

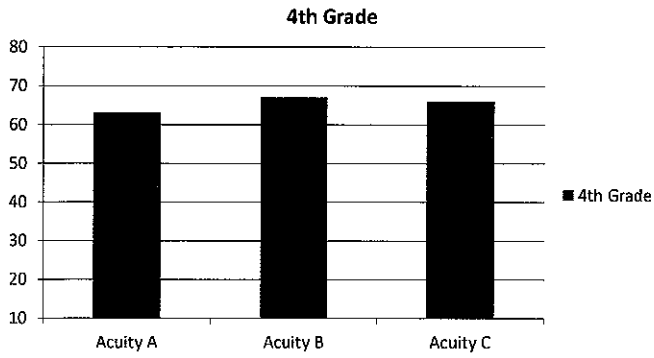
Acuity Results 2012-2013

- Acuity is an online district benchmark assessment analyzing student progress toward power standards throughout the school year.
- It is given three times and provides predictive data for student performance on the MAP Assessment.
- These slides include English Language Arts data (reading and writing standards).
- The percentage reported on these slides indicates the percentage of students considered proficient.
- There are 3 assessments (A, B, and C) given thus far in grades 3-5 and 2 assessments in grades 7-8.

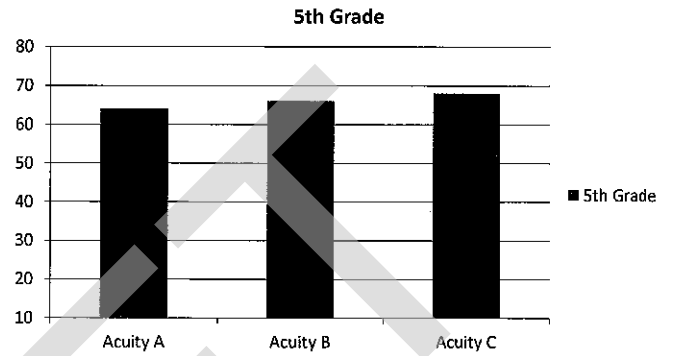
3rd Grade 2012-2013



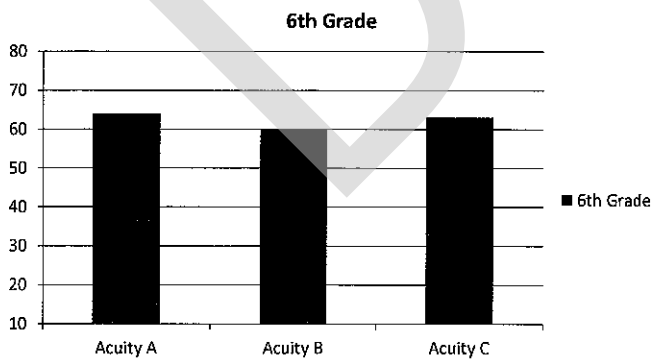
4th Grade 2012-2013



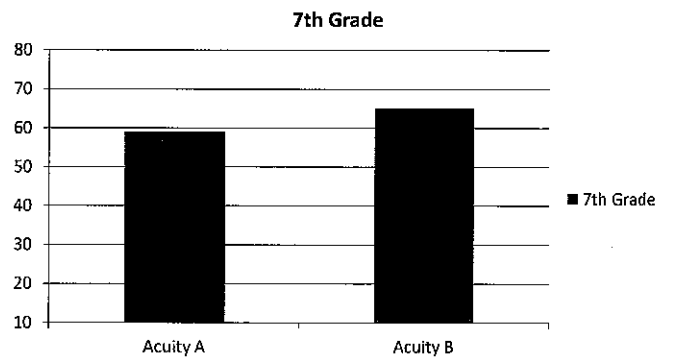
5th Grade 2012-2013



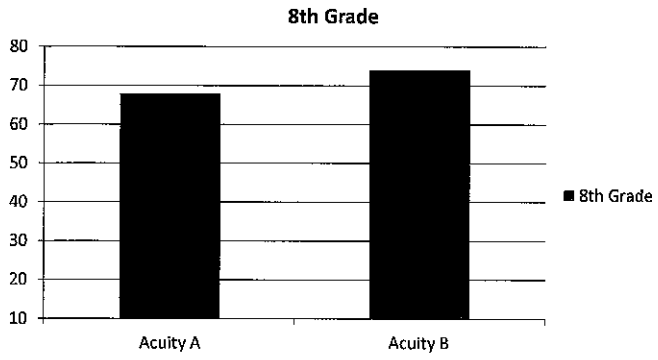
6th Grade 2012-2013



7th Grade 2012-2013



8th Grade 2012-2013



DRAFT

Capital Projects Breakdown 2013-2014

Description	Budget Projections			Incurred	Balance
	Building	Site Improvement	Equipment		
Adjustable Basketball Goals	NA				
Band Room Carpet	4,000.00				
Seal and Stripe Parking lot	13,000.00				
Kitchen drawers	2,000.00				
MS total	70,100.00	0.00	0.00		
Dogwood Elementary					
Urinal Dividers	6521-402 2,500.00	6531-402	6541-402-194		
Electric for Food Bar	2,000.00				
Dry Lock Paint		5,000.00			
Paint	4,000.00				
Ceiling Tile Back Hall	2,400.00				
Electrical Rewire	12,000.00				
Continue Side Walk Replacement	5,000.00				
Parking lot repair		15,000.00			
Storage Door Food Service	1,800.00				
Blinds	1,000.00				
Dogwood total	30,700.00	20,000.00	0.00		

Capital Projects Breakdown 2013-2014

Description	Budget Projections			Incurred	Balance
	Building	Site Improvement	Equipment		
Hawthorn Elementary	6521-403	6531-403	6541-403-194		
New Bleachers - One Side	NA				
Capstone Roof	52,000.00				
Landscape	3,500.00				
Windows		12,000.00			
Blinds	3,000.00				
Gym Refinish	1,900.00				
Paint	3,000.00				
Adjustable Basketball Goals	NA				
Sidewalk by Football Field		7,800.00			
Garbage Disposal			12,000.00		
Library Storage Expansion	NA				
4th Grade Electrical	10,000.00				
Hawthorn total	73,400.00	19,800.00	12,000.00		
Oak Ridge Intermediate	6521-404	6531-404	6541-404-194		
Bleacher Tune Up					
Replace Chiller	NA		40,000.00		
Gym Floor Screening/Refinish	8,200.00				
Tuck Point	NA				
Blinds	3,000.00				
Paint	3,500.00				
Carpet two rooms	7,100.00				
5th Grade Bathroom Ceiling Tile	3,600.00				
Oak Ridge total	25,400.00	0.00	40,000.00		

Capital Projects Breakdown 2013-2014

Description	Budget Projections			Incurred	Balance
	Building	Site Improvement	Equipment		
Transportation Building					
Roof	6521-000 20,000.00	6531-000 6541-000-900			
Tile Bathroom Floor	1,500.00				
New Gate System			14,000.00		
Trans total	21,500.00	0.00	14,000.00		
District Projects					
Repair Curb and Gutters	6521-000 1,700.00	6531-000 6541-000-194			
Chemicals for Field Maint.		55,000.00			
Feet for Chairs	3,000.00				
District total	4,700.00	55,000.00	0.00		
Capital Projects Totals	363,740.00	116,600.00	71,300.00		
Maintenance Vehicles					
	15,000.00				

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SCHOOL BOARD BALLOT ISSUES

The School Board of the Camdenton R-III School District may place issues on the ballot as needed or as required by law.

Certification of Ballot Language

The Board will approve ballot language before any ballot issue is submitted to the election authority for inclusion on the ballot. The superintendent is authorized to have ballot language drafted or reviewed by an attorney prior to Board approval. In accordance with law, the superintendent or designee will notify the election authority of the ballot issue and provide the language for the ballot no later than 5:00 p.m. on the tenth Tuesday prior to the election. The superintendent or designee may send the required notices by facsimile transmission as long as the election authority receives the original copy of the notice within three business days of the facsimile.

If there will be no additional cost for printing or reprinting the ballots, or if the Board agrees to pay any costs incurred, the Board may seek a court order to add an issue to or remove an issue from the ballot, as long as the certification occurs no later than 5:00 p.m. on the sixth Tuesday before the election.

Accepting Election Results

The Board will be presented with official election results at the next regular meeting scheduled after the district receives the results. The Board will accept the results or, alternatively, decide whether to take action to challenge the results.

Restriction on Use of Funds

In accordance with Board policy and law, no contribution or expenditure of public funds will be made directly by any Board member, employee or agent of the district to advocate, support or oppose any ballot measure or candidate for public office. To the extent allowed by law, Board members or the superintendent or designee may adopt resolutions, make public appearances or issue press releases concerning candidates or ballot measures.

Types of Ballot Issues Submitted by the District

Bond Issues

When the Board deems it necessary to raise capital funds, the Board may vote to submit a bond issue to the voters. All bond issues must be in furtherance of the district's facility plan and should only be submitted after careful study of the district's needs and after consultation with members of the

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public and the professionals necessary to accurately determine the cost and feasibility of the project. A bond issue passes with a four-sevenths vote at the general municipal election (April), primary election (August of even-numbered years) or a general election (November of even-numbered years). A two-thirds majority is required for all other elections. Following approval by the voters, the disposition of the bonded indebtedness will be in accordance with law.

Levy Issues

By law the Board may set a tax rate of \$2.75 on the hundred-dollar assessed valuation without an election. The Board may vote to submit a levy issue to the voters when the Board deems it necessary to levy taxes in excess of that amount. In addition, the Board must submit a proposition to the voters as to whether the rate of taxation shall be increased by the Board if the Board receives a written petition signed by voters requesting the proposition. The petition must include voter signatures numbering at least ten percent of the votes cast for the member of the School Board receiving the greatest number of votes cast at the last school election in which Board members were elected. Levy issues pass with a majority vote if the proposed levy is under \$6.00. A proposed levy in excess of \$6.00 requires a two-thirds vote to pass.

Waiver of Proposition C Rollback

By law the Board must reduce the total operating levy of the district to decrease the revenue the district would receive by an amount equal to 50 percent of the previous fiscal year's state sales tax receipts, with some exceptions. The Board may submit an issue to the voters to forgo all or part of this reduction when the Board deems it necessary to increase the revenue received by the district. This issue passes with a majority vote.

Transportation of Students Living Less than One Mile from School

If the district wishes to transport students living less than one mile from school and if an increase in the tax levy of the district is required to provide transportation, the Board shall submit the issue at an election. This issue passes with a two-thirds majority.

Boundary Change

The Board must submit a proposition to change the boundary of the school district if it receives a written petition signed by voters requesting the proposition. The petition must include voter signatures numbering at least ten percent of the votes cast for School Board members in the last annual school election in the district. A petition meeting this criteria must be submitted to the school boards of all districts affected by the proposed boundary change. Once the Board has received a petition meeting this criteria, the question will be submitted at the next election, except as allowed by law. If a Board of arbitration appointed by the State Board of Education has previously rejected

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a boundary change, a petition to change the same or substantially same boundary cannot be filed with the district until the expiration of two years from the date of the election at which the previous boundary change was submitted to the voters of the district

The boundary will be immediately changed if a majority of the voters whose voting in all districts affected vote for the boundary change. If the voters in one of the districts approve the change and voters in another does not, either way of the districts affected or a majority of the signers of the petition may appeal in writing to the State Board of Education within 15 calendar days of the election. The State Board will appoint a board of arbitration to settle the matter.

If the potential receiving district obtained a score consistent with the criteria for classification of the district as "accredited" on its most recent annual performance report (APR), and the potential sending district obtained a score consistent with the criteria for classification of the district as "unaccredited" on its most recent APR, the board of arbitration will approve the proposed boundary change. Otherwise, the board of arbitration will base its decision on the following factors:

1. The presence of school-age children in the affected area.
2. The presence of actual educational harm to school-age children, either due to a significant difference in the time involved in transporting students or educational deficiencies in the district that would have its boundary adversely affected.
3. The presence of an educational necessity, not of a commercial benefit to landowners or to the district benefiting from the proposed boundary adjustment.

Consolidation

The Board, by a majority vote, may call for an election on a proposal to consolidate with one or more adjacent districts. The issue will be put on the ballot if the school board(s) of the district(s) with which the Board seeks to consolidate likewise vote(s) to put the issue on the ballot.

The Board must submit a proposition to consolidate the district with one or more adjacent districts if it receives a written petition signed by voters requesting the proposition. The petition must include voter signatures numbering at least ten percent of the votes cast for school board members in the last election in which board members were elected, or 100 voters, whichever is the higher number. A petition meeting this criteria must be submitted to the school boards of all districts involved in the consolidation. Once the Board has received a petition meeting this criteria, the question will be submitted at the next election.

A plat of the proposed new district will be published and posted with the notices of election. The results of the election will be certified to the state commissioner of education by the board secretary

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of each district or by the election authority charged with conducting the elections. If the measure passes with a majority vote in each affected district, the state commissioner will declare the new district formed as of July 1 following the submission of the question.

Annexation

The Board must submit a proposition for the district to be attached to one or more adjacent districts if it receives a written petition signed by voters requesting the proposition. The petition must include voter signatures numbering at least ten percent of the votes cast for School Board members in the last election in which Board members were elected, or a majority of the voters of the district, whichever is the lesser.

Alternatively, the Board may, by a majority vote, submit a plan to the voters of the Camdenton R-III School District to attach the Camdenton R-III School District to one or more adjacent districts and call for an election.

A plat of the proposed new district will be published and posted with the notices of election. If a majority of the votes cast in the election favor annexation, the Board secretary will certify the fact, with a copy of the record, to the Board and to the school boards of the districts to which annexation is proposed. If a majority of all the members of the school boards of each district the Camdenton R-III School District seeks to be attached to vote in favor of annexation, the boundary lines of the affected districts shall be changed to include the Camdenton R-III School District.

Dissolution

The Board must submit a proposition to dissolve the district if it receives a written petition signed by voters requesting the proposition. The petition must include voter signatures numbering at least ten percent of the votes cast for School Board members in the last election in which Board members were elected or 100 voters, whichever is greater. The question will be submitted at a municipal election. If a majority of voters voting favor dissolution, the district will be dissolved and may be annexed to one or more other districts by the State Board of Education, in accordance with law.

Elections Not Restricted by Date

School districts do not have to wait until an official election date and may call a special election for:

1. Bond elections necessitated by fire, vandalism or natural disaster.
2. Special elections to decide tie votes or election contests.

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- 3] Tax elections necessitated by a financial hardship due to a five percent or greater decline in per-pupil state revenue to a school district from the previous year.

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.

Adopted:

Cross Refs: DC, Taxing and Borrowing Authority/Limitations
DCB, Political Campaigns

Legal Refs: Mo. Const. art. VI, § 26(b); art. X, § 11(c)
§§ 115.123, 125, 646, 162.223, 431, 441, 451, 164.031, 121, 151, 167.231,
RSMo.

Camdenton R-III School District, Camdenton, Missouri

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SALARY DEDUCTIONS

All salary deductions will normally be subject to Board approval and are voluntary on the part of the individual employee, except for deductions for absences not covered by paid leave or those required by law. The district will regularly pay employees for work performed and will not make deductions from salary except as required by law or in accordance with Board policy.

Voluntary Deductions

The employee must authorize all voluntary deductions in writing. The district may deduct the administrative cost of compliance in addition to the deduction amounts authorized by the employee.

The payroll shall include the following deductions:

1. State and federal withholding taxes as provided by law (government tax schedules are used);
2. Retirement contributions as provided by law;
3. Salary deductions for unauthorized or unpaid absences of salaried personnel shall be computed by dividing the contracted salary, excluding extra-duty pay, by the number of days in the contract period. Deductions for other personnel shall be based upon the hourly rate of individual employees;
4. Dues for health insurance of members of family upon written request of the employees;
5. Contributions to the Missouri Educational Employees' Memorial Scholarship Program shall be voluntary, but not subject to Board approval.

The Board may authorize voluntary payroll deductions from compensation earned by employees if five or more employees so request. These deductions may be taken for, but are not limited to, credit unions, tax-sheltered annuities, individual retirement accounts (IRAs), membership dues, group insurance premiums or other voluntary contributions. The amount deducted will be remitted to the organization, company or association authorized by the employee. In addition to the amount authorized, the district may deduct any administrative costs of compliance. The Board shall not be responsible for any good-faith error in the administration of this service.

If the district provides a system of payroll deduction, the district will, upon written request by five or more employees, provide employees with the option of contributing to a continuing committee through payroll deduction. A continuing committee is a committee of continuing existence that 1) is not formed, controlled or directed by a candidate; 2) is not a candidate or campaign committee; and 3) has the primary or incidental purpose of receiving contributions or making expenditures to

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influence or attempt to influence the action of voters. No employee will be subjected to any adverse employment action based on his or her participation or lack thereof in such a program.

Involuntary Deductions

The district will make all deductions as required by law and will make deductions when presented a garnishment, wage attachment or other legal order. The superintendent or designee may authorize an administrative fee for processing these mandatory deductions when allowed by law.

In addition, the district may make deductions from an employee's salary or wages for unauthorized absences, absences for which there is no paid leave or absences that exceed the paid leave provided to the employee. The district may also make deductions for disciplinary purposes, such as an unpaid suspension, in accordance with law and district policy.

The district may make deductions when an employee clearly owes the district money and the deduction does not otherwise violate the law.

Salary deductions for exempt employees shall be computed by dividing the salary, excluding extra-duty pay, by the number of days in the contract period. Deductions for nonexempt employees shall be based upon the hourly rate of the individual employee.

Improper Deductions

The Board of Education prohibits improper pay deductions. Employees who believe that improper pay deductions have been taken should immediately report the concern to the assistant superintendent. Employees will be reimbursed for improper deductions. If an employee's request for reimbursement is denied, the employee may appeal that decision by following the grievance procedure set forth in Board policy. Nothing in the policy shall prevent the district from properly charging absences against sick leave, personal leave or other such leave or from making deductions from pay for unapproved or unpaid absences, as established in Board 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.

Adopted: 08/08/1994

Revised: 12/13/1999; 08/11/2003; 12/12/2005

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ILLNESS AND INJURY RESPONSE AND PREVENTION

District personnel will provide appropriate first aid and emergency treatment, and contact emergency medical services (EMS) when appropriate, for any individual who is injured or becomes ill while on district property, on district transportation or at a district activity. Further medical attention, including the cost of services provided by EMS, is the responsibility of the individual unless otherwise required by law.

In accordance with law, any qualified employee will be held harmless and immune from civil liability for administering epinephrine, medications, cardiopulmonary resuscitation (CPR) or other lifesaving methods in good faith and according to standard medical practice. A qualified employee is one who has been trained to administer medication or medical services according to standard medical practice. Procedures for handling emergencies will be established and distributed in each school building.

Training

The superintendent or designee, in consultation with the school nurse, is authorized to implement a program to train students and employees in CPR and other lifesaving methods. If CPR instruction is provided to students in grades 9-12, instruction will be based on a program established by the American Heart Association, the American Red Cross or a similar nationally recognized program and will be delivered as required by law.

Incident Reports

Employees must report all work-related injuries and illnesses to their supervisor immediately and will be required to provide the details of the injury or illness in writing. Staff who witness any injury or observe the onset of a serious illness on district property, on district transportation or at a district activity will prepare a written incident report on the incident report form available in each building. A copy of the incident report form will be filed with the appropriate designee as soon after witnessing the event as possible. Accidents of a serious nature must be reported by telephone to the superintendent at the earliest possible moment.

The superintendent is charged with providing the Board periodic statistical reports on the number and types of injuries occurring on district property or at district activities as well as information on individual accidents or injuries as necessary when Board action on the matter is required.

Protective Equipment

The superintendent or designee will continuously review job descriptions and district activities to improve safety in the district. The district will provide protective equipment when it is required by

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law or when it is determined by the superintendent or designee to be necessary to maintain district safety standards. In accordance with law, students, staff and visitors must wear eye protective devices in career, technical and industrial technology courses and laboratories involving chemicals, welding, construction, vehicle repair or other activities as designated by the district. When protective equipment is provided, all persons are required to use protective equipment as directed. Failure to do so will result in disciplinary action including removal from school property or the activity requiring protective gear.

* * * * *

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.

Adopted: 08/08/1994

Revised: 10/09/1995, 07/10/2006, 05/09/2011;

Cross Refs: GBEA, Workers' Compensation
GBEA, Drug-Free Workplace
JFCA, Student Dress Code
JHC, Student Health Services and Requirements
JHCD, Administration of Medications to Students
JHCF, Student Allergy Prevention and Response

Legal Refs: §§ 167.621, 624, 630, 635, 170.005, 310, RSMo.

Camdenton R-III School District, Camdenton, Missouri

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ANIMALS ON DISTRICT PROPERTY

Animals are not allowed on district property, including district transportation, except in accordance with law and policy.

Definitions

The following definitions shall be used for the purpose of applying this policy.

Animals – Any nonhuman creature.

Handler – The individual responsible for the care and control of an animal. The handler for a service animal will generally be the individual with a disability served by the animal, however, under some circumstances, the handler may be someone other than the individual with the disability.

Service Animal – Any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical or sensory disability or a psychiatric, intellectual or other mental disability. The work or tasks performed by a service animal must be directly related to the disability of the individual being served. Examples of work or tasks include, but are not limited to: assisting individuals who are blind or have low vision with navigation and other tasks; alerting individuals who are deaf or hard of hearing to the presence of people or sounds; providing nonviolent protection or rescue work; pulling a wheelchair, assisting an individual during a seizure; alerting individuals to the presence of allergens; retrieving items such as medicine or a telephone; providing physical support and assistance with balance and stability to individuals with mobility disabilities; and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

For the purposes of this policy and subject to the limitations herein, a miniature horse will also be considered a service animal.

Tether – A harness, leash or other similar restraint.

Therapy Animal – Any animals that are not a service animals and whose primary purpose is to provide emotional support, well-being, comfort or companionship.

Service Animals

Service animals are permitted on district property, including district transportation, in accordance with law. The district will make modifications as necessary to allow for the presence of service animals, however, if the service animal is a miniature horse, the district will first determine if such

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modifications are reasonable by considering the size and weight of the miniature horse and whether the horse's presence in the facility compromises legitimate safety requirements.

All service animals must be under the control of their handlers. Service animals must have a tether unless the handler is unable to use one or unless the use of a tether would interfere with the service animal's safe, effective performance. Animals that are not tethered must be under the control of the handler through some other means, such as voice commands or hand signals.

The district will not allow service animals to remain on district property if they are not housebroken or are out of control. If a service animal is properly excluded from district property, the individual with a disability served by the animal will be given the opportunity to participate in the program, service or activity without having the service animal on district property.

District officials may verify that an animal qualifies as a service animal by asking whether the animal is required because of a disability and what work or tasks the animal has been trained to perform, if it is not readily apparent. Except as otherwise specified in this policy, district officials will not inquire about the nature or extent of the individual's disability or require the individual to provide documentation that the animal is a service animal.

Animals as Accommodations for Employees and Students

Employees and students may use service animals pursuant to the "Service Animals" section of this policy; however, the district may make additional inquiries about the nature and extent of the employee's or student's disability as permitted by law.

Employee requests for use of an animal other than a service animal as an accommodation must be made in accordance with Board policy. If the employee's request for an animal other than a service animal is granted, the rules for use of the animal will be specified at the time the accommodation is granted.

A student with a disability will only be allowed to have an animal other than a service animal as an accommodation in accordance with the student's individualized education program (IEP) or Section 504 plan. If a student's IEP or Section 504 plan allows the use of an animal other than a service animal, the special education director, compliance officer or designee will work with the student and the parents/guardians of the student to create a plan for the animal's care. The student will be primarily responsible for the care and control of any animal used as an accommodation unless otherwise provided in the IEP or Section 504 plan.

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Animals Used in Instruction

General

- Animals with venom that is harmful to humans will not be allowed on district property.
- Mammals (An animal will not be allowed on district property without proof of a current rabies vaccinations to prevent the spread of diseases, such as rabbits, to humans unless vaccinations are not required in the opinion of a veterinarian)
- Animals are prohibited from being on district property if anyone has been ticketed or charged for the behavior of the animal.
- Animals will never be maintained in or near an area where outside air is brought into district buildings.
- Live animals may not be transported on district transportation and, unless specific permission from the building administrator is given otherwise, must be kept in a pen, cage or tank while on district property.
- If students will be handling live animals, the employee responsible for the animal must instruct the students in proper handling techniques designed to minimize the danger of injury to the students and the animal. Protective clothing or equipment must be used when warranted.

Therapy Animals

Staff members may use therapy animals in the course of their regular duties only after receiving permission from the administrator of the building where the animal will be used. Before permission to use therapy animals is granted, staff members must provide:

- Proof that the animal is certified to be a therapy animal.
- An explanation of how the animal will be used, including research supporting the use of therapy animals.
- A plan for how the staff member will provide for the care and control of the animal.
- A plan for how the staff member will accommodate students with allergies to the animal.

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Animals Used as Part of the Curriculum

Staff members who wish to use live animals to implement the curriculum must obtain permission from the administrator of the building where the animal will be used prior to introducing an animal into the curriculum. Before permission to use live animals to implement the curriculum is granted, staff members must provide their building administrator with:

- A statement that the animal does not present a danger to students or staff members.
- A statement of the instructional purpose, tied to the district's curriculum, that the animal will serve.
- A plan for how the staff member will provide for the care and control of the animal.
- A plan for how the staff member will accommodate students with allergies to the animal.

The requirements of this subsection will be waived for courses that routinely use live animals, such as courses in the district's agriculture instruction program, when the course curriculum has been approved by a supervisor.

Animal Habitats

As part of the instructional program, students and staff members may be granted permission to develop habitats that attract various forms of wildlife. Any plan to develop a habitat must be presented to the appropriate building administrator in advance of the project. The building administrator will consult with the central office administrator responsible for facilities and grounds prior to giving approval for the project.

Animals Used by Law Enforcement

The district allows the use of animals by law enforcement personnel in conjunction with the performance of their official duties. The district will work with law enforcement to avoid frightening students or unduly disrupting instruction when using animals.

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.

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CONSTRUCTION CONTRACTS BIDDING AND AWARDS

The Camdenton R-III School District seeks to provide and maintain safe facilities capable of supporting the educational mission of the district, while at the same time utilizing public funds prudently.

Definitions

For the purposes of this policy, the following definitions apply:

Construction – Building a new facility or improving, enlarging, altering, painting, decorating, excavating, demolishing or performing major repairs on an existing facility.

Facility – A building, structure, stadium, field or parking lot, or part thereof, such as a roof or heating or air conditioning system.

Major Repair – Replacement or repair of existing facilities when the size, type or extent of the facility is changed or increased.

Project Planning

Construction projects will be planned to cause the least disruption to the district's educational program and to ensure the safest possible environment for students, staff and the public. District staff will rely on the district's long-term facilities plan when making decisions regarding construction and major repair of district facilities. The district is committed to providing accessible facilities. All projects will comply with laws regarding accommodations for individuals with disabilities, and the district will consider recommended accommodations as well.

Before bidding a project, the district will determine whether engineering, architectural or land surveying services are required and will select those services in accordance with law and Board policy. The superintendent or designee is authorized to contact legal counsel for assistance in drafting or reviewing proposed contract language.

The district may enter into a union-only project labor agreement if the district 1) is utilizing no more than 50 percent of state funds on the construction project, 2) conducts an impact analysis, 3) publishes the results of that analysis and the reasons for requiring such an agreement, and 4) holds a public hearing, as required by law. The district will publish its determination on whether to require a union-only project labor agreement within 30 days of the public hearing.

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Purchasing Materials

All materials purchased either directly by the district or indirectly by the contractor or subcontractors must comply with legal requirements, including the purchasing preferences required by law.

Bidding

All construction projects that may exceed an expenditure of \$15,000 shall be advertised in a newspaper of general circulation, in accordance with law, and may also be advertised in business, trade or minority newspapers or other modes of communication such as the district's website or other websites. Projects will not be split or artificially divided for the purpose of avoiding these competitive bidding requirements.

Prior to advertising for bids, the superintendent or designee and the architect or construction manager, if applicable, will draft detailed bid specifications for the construction project. Bid specifications will include all legal mandates including, but not limited to, requiring:

1. Compliance with prevailing wage requirements.
2. Laborers to receive mandatory safety training.
3. Laborers to be Missouri residents or residents of approved states when excessive unemployment restrictions apply.
4. Contractors bidding on a contract for services in excess of \$5,000 to provide a sworn affidavit and supporting documentation that affirms the contractor's participation in a federal work authorization program, such as E-Verify, and that the bidder will not employ illegal workers for the project. A contractor is only required to provide this affidavit to the district annually.
5. A performance bond if the project is estimated to exceed \$25,000.

The Board of Education may also require a bidder's bond in an amount determined by the estimated cost of the project.

In accordance with the Sunshine Law and Board policy, the Board will discuss bid specifications in closed session, and the content of bid specifications will remain confidential until they are officially approved by the Board or published for bidding. Likewise, sealed bids and related documents will be closed until the bids are opened.

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Sealed bids may be opened at a public meeting of the Board of Education or by administrative personnel. In either case, all bids shall be publicly opened, and the date, time and place of the bid opening shall be included in the bid notice. Notice of the bid opening will also be posted for the public.

The district will not entertain bids that are not made in accordance with the specifications furnished by the district. The district reserves the right to waive minor technical defects in a bid, reject any or all bids, reject any part of a bid and to advertise for new bids. If the scope of the project changes substantially, the district will rebid the project.

The Board will determine which responsible bidder has the lowest bid and direct the superintendent or designee to negotiate a satisfactory contract prior to final approval of the bid.

Contracting

The superintendent or designee is authorized to consult legal counsel regarding contract language. Any contract the district enters into must include all legally required provisions. The contract must be approved by an affirmative vote of a majority of the whole Board to be binding.

Payment

When applicable, the architect or construction manager shall approve all payment requests from contractors prior to submission to the Board of Education for payment. The superintendent or designee will examine all work performed on projects where no architects or construction managers are used.

Pursuant to prevailing wage laws, an Affidavit of Compliance must be filed with the district before payment will be approved. The district will withhold and retain any amounts due as a result of any violation of the prevailing wage law prior to making final payment with any contractor.

The district will make prompt payment on any invoices received, after thorough inspection of the work provided and verification that all legal requirements have been met. However, in accordance with law, the district may retain a portion of the payment until after the entire project has been completed. The Board must approve the payment of all bills by an affirmative vote of a majority of the whole Board.

Construction Projects Conducted on Behalf of the District

The district appreciates business and community support of its educational mission and welcomes both financial and physical contributions to the district. It is important for taxpayers and patrons to understand that various laws apply to projects conducted on behalf of the district, even if not directly

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funded by the district. Further, because the district facilities are used by a large number of people, it is essential that all construction projects adhere to the highest level of quality and safety. The district and the donor must ensure compliance with all applicable laws before a construction project is conducted on school grounds, regardless of the source of the labor or method of payment.

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.

Adopted: 08/08/1994

Revised: 12/13/1999; 06/13/2005; 01/10/2011

Cross Refs: BBFA, Board Member Conflict of Interest and Financial Disclosure
DJF, Purchasing
DK, Payment Process

Legal Refs: §§ 34.057, 059, 216, 107.170, 162.301, 177.086, 283.530, 290.210 - .340, 550-
580-292.675, 432.070 - .080, 493.010 - .140, 610.021, RSMo.
8 C.S.R. 30-3.010 - .060

Camdenton R-III School District, Camdenton, Missouri

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STAFF CELL-PHONE-USE OF COMMUNICATION DEVICES

The Camdenton R-III School District encourages district employees to use technology, including cell phone communication devices, to improve efficiency and safety. The district expects all employees to use such communication devices in a responsible manner that does not interfere with the employee's job duties. Employees who violate district policies and procedures regarding cell phone-governing the use of communication devices may be disciplined, up to and including termination, and may be prohibited from possessing or using a cell phone communication device while at work. Cell phone communication devices may not be used in any manner that would violate the district's policy on student-staff relations.

Definitions

Cell Phone Communication Device - ~~Any~~ Any portable devices except laptops that send or receives calls or text messages, allows the retrieval of e-mail or provides access to the Internet

Use/Using - Answering the phone or talking on the phone, sending or responding to a text, e-mail or other communication, opening and viewing pictures or digital recordings, opening and listening to music or audio communications, continuously checking a communication device, or any activity with a communication device that interferes with the employee's job duties or appropriate supervision of students.

General Cell-Phone-Use

The district prohibits any employee's cell phone use from using any communication device that interrupts or disrupts the performance of duties by the employee or otherwise interferes with district operations, as determined by the employee's supervisor. This prohibition applies regardless of whether the cell phone communication device used is owned by the employee or provided by the district.

Employees are responsible for keeping communication devices secure and, if possible, password protected.

Supervision of students is a priority in the district, and employees who are responsible for supervising students must concentrate on that task at all times. Employees shall not use a cell phone communication devices when they are responsible for supervising students unless any of the following conditions occurs:

1. There is an emergency. The device is being used to instruct the students being supervised at the time.

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2. The use is necessary to the performance of an employment-related duty at that particular time and cannot be avoided.
3. The employee has received specific and direct permission from a supervisor. Supervisors shall limit such permission to unusual circumstances such as communication regarding a family birth or surgery.

4. There is an emergency.

Even when these conditions exist, the employee is responsible for obtaining assistance in adequately supervising students during the approved use so that students are supervised at all times.

Use in Vehicles

Regardless of other provisions of this policy, unless there is an emergency, employees shall not use cell phone communication devices when:

1. Driving district-provided vehicles.
2. Operating a vehicle in which a student is being transported on district property when the transportation is provided as part of the employee's job.
3. Supervising students, who are entering or exiting a vehicle, crossing thoroughfares or otherwise safely reaching their destinations.

Even in emergency situations, employees should first take all possible safety precautions before using cell phone communication devices.

Technology Safety

To protect district technology, the district does not allow personal cell phones to be synchronized with the district's network. Employees should contact the district's technology director for alternative methods of synchronization, if feasible.

Use of District-Provided Cell-Phone Communication Devices

The district may provide cell phone communication devices and service to some employees to assist them in carrying out their employment-related duties on and off district property. Use of a district-provided cell phone communication device is a privilege. The superintendent or designee has sole discretion as to which employees will be provided cell phone communication devices and may recall any previously issued cell phone communication device. Employees do not have any expectation of

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privacy in district-provided cell-phones/communication devices or any information stored on them, and such phones/devices may be confiscated and searched at any time.

Employees are expected to exercise reasonable care to protect district-provided cell-phones/communication devices from damage or theft and must report any such incidents immediately. The district may require employees to reimburse the district for any damage or theft that was the result of the employee's negligence. Users of district-provided cell-phones/communication devices must abide by any use limitations included in the district's service contract.

Personal Use of District-Provided Cell-Phones/Communication Devices

Personal use of district-provided cell-phones/communication devices is permissible as long as the use does not exceed the limits of the applicable plan. However, personal use of a cell-phone is not permitted if the phone or service is paid for under E-Rate. An employee whose use exceeds plan limitations will be required to reimburse the district for all expenses beyond those covered by the plan and may have privileges suspended or revoked unless the employee can show that all use was for employment-related duties and the phone/device was not used for personal reasons. The amount of personal use of a communication device or service paid for under E-Rate can be no greater than the cost allocation submitted in the request for the E-Rate discount.

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.

Adopted: 01/10/2011

Revised:

Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation
EHB, Technology Usage

Legal Refs: U.S. Const. amend. IV
47 C.F.R. §§ 54.500, .513--522

Camdenton R-III School District, Camdenton, Missouri

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PROFESSIONAL STAFF SHORT-TERM LEAVES AND ABSENCES

Consistent contact with students and staff is important to the learning environment and district operation, and therefore is an essential duty of a professional staff member's position. When a professional staff member is routinely tardy, frequently absent or is absent for an extended period of time, the learning environment and district operations deteriorate, and the students suffer.

The district will allow professional staff members to be absent from their duties for the reasons and the lengths of time listed in Board policy, as long as these absences are not excessive.

Professional employees may be terminated for excessive absences. Unless authorized by the Board or the superintendent, or otherwise authorized by law, an employee's absence is considered excessive if it:

- 1. is for a reason not granted as paid or protected leave under Board policy;
- 2. exceeds the number of days allotted by the Board for that particular leave; and
- 3. notwithstanding the amount of paid leave accumulated, absences for any reason are considered excessive if they exceed five days a month, 20 days in a semester or 40 days per school year, notwithstanding the amount of paid leave accumulated.

Even if the absence is authorized by the Board or the superintendent, if the absence occurs for a reason not granted as paid leave under Board policy or if it exceeds the number of days the employee has been granted under a designated leave, the employee's salary will be docked.

No employee will be disciplined or terminated for absences qualifying for protection under the Family and Medical Leave Act (FMLA) or other applicable law (see Board policy GBBDA).

The district may require an employee to provide the district a doctor's note or other verification of illness from a healthcare provider before the district applies sick leave or other applicable paid leave to the absence. In accordance with law, the district may require an employee to present a certification of fitness to return to work whenever the employee is absent from work due to the employee's health.

Authorized Leaves

- Any regular employee of the school system is covered with exception of administrators.

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- This policy does not apply to temporary or substitute staff members, or those employed on an hourly basis, unless otherwise noted.
- District administrators are granted leave as provided by district policy GCBDC.

Paid Leave

Within this category, certified staff will be provided nine days of paid leave per year. The unused leave days each year will accumulate, except where specifically noted. The accumulation will be unlimited, except where specifically noted, and the accumulated leave may be used in subsequent years. The nine days of paid leave will be earned on a pro rata factor based on a nine-month contract.

In case of a necessary absence of a teacher, he or she shall notify the principal at the earliest possible time so that a substitute may be provided. Likewise, the principal should be notified in regard to the teacher's return to work in time to discontinue the services of the substitute.

The following leaves with pay will be provided to full-time professional staff employees. Regular part-time professional staff employees will receive these leaves on a pro rata basis:

- 1. **Personal Illness** (including illness, injury or incapacity of the employee) – The Board reserves the right to require a physician's/healthcare provider's certification attesting to the illness or incapacity of the claimant and/or inclusive dates of the employee's incapacitation. FMLA health certification procedures apply to FMLA-qualifying absences, even if such absences are paid sick leave.

Staff members who are ill are encouraged to stay home to promote healing and reduce the risk of infecting others, especially during a pandemic or other significant health event. In the event of a pandemic or other significant health event, schools may be closed to all staff and students or just students. If schools are closed only to students, staff members are expected to work regular schedules or use appropriate leave.

A district employee may not use sick leave days during the period the employee receives Workers' Compensation for time lost to work-related incidents.

Any certificated employee who is a member of a retirement system shall remain a member during any period of leave under sick leave provisions of the district or under Workers' Compensation. The employee shall also receive creditable service credit for such leave time, if the employee makes contributions to the system equal to the amount of contributions that he or she would have made had he or she been on active service status.

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2. **Family Illness** – Family illness is limited to illness, injury or incapacity of an employee's immediate family. The Board defines "immediate family" to include:

- ▶ The employee's spouse.
- ▶ The following relatives of the employee or the employee's spouse: parents, children, children's spouses, siblings and any other family member residing with the employee.
- ▶ Any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver. (Note: "Family" for FMLA purposes is more limited.)

Family illness in combination with bereavement leave is limited to not more than a total of nine days paid leave in any one year. In a critical situation, the number of days may be extended by the Board of Education within the limits of accumulated leave. Unpaid leave may be granted in accordance with the FMLA.

3. **Personal Leave** – Two personal days each year is granted to each employee. This leave will be allowed to accumulate to a maximum of five days. Should five days of personal leave be accumulated, all future personal leave days will accumulate as sick leave days.

Absences may be charged against personal leave for court appearances, unless applicable law or policy provides for paid leave; requires no leave be charged to the employee; and for leave connected with duty as a volunteer firefighter; member of Missouri Fire Disaster Medical Assistance Team; Missouri Task Force One; Urban Search and Rescue Team or activation by the Federal Emergency Management Agency (FEMA) in times of national disaster.

A written request for use of personal day(s) must be made to the building administrator two days in advance, unless the situation is an emergency. Use of personal leave is subject to supervisor's approval. However, 30 days' notice is required by law if the leave qualifies as FMLA leave and such notice is practical. Personal days cannot be taken on the day immediately preceding or following a scheduled school holiday. The two days of personal leave will be earned on a pro rata factor based on a nine-month contract.

A district employee may not use personal leave days during the period the employee receives Workers' Compensation for time lost to work-related incidents.

4. **Vacation** – Administrators and other certificated personnel employed on a 12-month basis will receive a minimum of two weeks of vacation per year.

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A written request for vacation should be submitted to the superintendent for approval. If the employee's absence may disrupt district operations, the superintendent or designee has the discretion to deny a request for vacation or to limit the time of year the employee may take his or her vacation.

A district employee may not use vacation days during the period the employee receives Workers' Compensation for time lost to work-related incidents.

5. **Bereavement Leave** – After an employee has had one year of employment with the district, the employee may take bereavement leave as set out below. The district may require verification of the need for the leave.

Immediate Family – When a death occurs in the employee's immediate family, the employee may take up to three days off with pay. The Board defines "immediate family" for this leave to include:

- ▶ The employee's spouse.
- ▶ The following relatives of the employee or the employee's spouse: parents, children, children's spouses and siblings.

Use of the three days of bereavement leave for immediate family would not reduce any possible payouts under the on-the-job incentive plan. Instead, the three bereavement leave days would be drawn from the employee's available accumulated sick leave days from prior years.

Extended Family – The number of days an employee may take for bereavement leave for an extended family member's death will be determined by the principal and superintendent in consultation with the employee and will be taken from the employee's accrued paid leave. Bereavement leave in combination with family illness is limited to not more than nine days paid leave per year. The Board defines "extended family" for this leave to include:

- ▶ The following relatives of the employee or the employee's spouse: grandparents, grandchildren, nieces, nephews, aunts, uncles and any other family member residing with the employee.
- ▶ Close personal friends of the employee.
- ▶ Any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver.

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Unless otherwise provided, the following leaves will be provided to full-time and part-time professional employees.

1. **Holidays** – Certified staff employees employed on a 12-month basis shall receive the following paid holidays: Independence Day, Labor Day, Thanksgiving Day, Christmas Day, Presidents' Day and Memorial Day.

The district will grant paid and unpaid holidays in accordance with the academic calendar adopted by the Board. Holidays may be modified or eliminated as needed when the academic calendar is changed due to inclement weather or for other reasons. Holidays may change from year to year.

Should school be in session on an assigned nonworking day, then the July 3 following will be given as a comp day. Should July 3 fall on a Saturday or Sunday, the following Monday will be the paid holiday and the following Tuesday will be the paid holiday for Independence Day.

2. **Professional Leave** – Leave for professional purposes, such as attending classes or conferences, meeting with mentors or participating in other approved professional growth activities, will not be docked if prior approval is secured from the building administrator and the superintendent. Professional leave may be granted for the following:
 - a. **Substate (Regional-District)** - The Camdenon R-III School District encourages maximum student participation in all activities approved by the Missouri State High School Activities Association (MSHSA) or activities by the Missouri State Department of Elementary and Secondary Education (DESE).

The district also encourages staff to actively assume leadership roles in this level of activities to assure that these activities are educationally sound and that they motivate student growth and development.

These activities must be approved by the building administrator.

- b. **State** - The quality of excellence of the education in Missouri is a shared responsibility of each district within the state. The Camdenon R-III School District recognizes that its contribution can be made by encouraging selective involvement of its staff in leadership, developmental and competitive activities. The building administrator, in consultation with the staff member, may approve this involvement after knowing the released time needed and the cost involved. These requests should be made before accepting the involvement and preferably by October 15 of the school year or as soon as possible.

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Requests may be approved based on these priorities:

- 1) Being a program presenter.
- 2) Representing the district by virtue of office or position held in an organization.
- 3) Supervising students who have gained eligibility to attend a state conference.
- 4) Representing the district in an official capacity.
- 5) Attending professional staff development activities.
- c. **National** - National conferences are more time consuming and costly; however, the district may approve participation in national conferences based on these priorities:
 - a. Being a program presenter.
 - b. Representing the state by virtue of office or position held in an organization.
 - c. Supervising students who have gained eligibility to attend a national conference.
 - d. Representing the school district.
 - e. Attending professional staff development activities.

These requests, complete with cost estimates, must be submitted to the building administrator by October 15 or as early as possible and must be approved by the superintendent.

- d. **International Activities** - Any request to travel outside the continental United States must be reviewed by the superintendent and presented to the Board of Education for approval.

3. **Advanced Professional Training Leave** – One day each year may be granted to certified personnel for the arrangement of their advanced professional training with the approval of the superintendent or designee. There is no accumulation of professional leave.

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4. **Military Leave** – The Board shall grant military leave as required by law. Members of the National Guard or any reserve component of the U.S. Armed Forces who are engaged in the performance of duty or training will be entitled to a leave of absence of 120 hours in any federal fiscal year (October 1 – September 30) without impairment of efficiency rating or loss of time, pay, regular leave or any other rights or benefits. Employees shall provide the district an official order verifying that they are required to report to duty.

5. **Election Leave** – Any employee who is appointed as an election judge pursuant to state law may be absent on any election day for the period of time required by the election authority. The employee must notify the district at least seven days prior to any election in which the employee will serve as an election judge. No employee will be terminated, disciplined, threatened or otherwise subjected to adverse action based on the employee's service as an election judge.

6. **Leave to Vote** – Employees who do not have three successive hours free from work while the polls are open will be granted a leave period of up to three hours to permit the employees three successive hours while the polls are open for the purpose of voting. Requests for such leave must be made prior to election day, and the employee's supervisors will designate when during the workday the leave should be taken. Any employee who properly requests leave to vote and uses the leave for that purpose will not be subject to discipline, termination or loss of wages or salary.

7. **Jury Duty Leave** – Both the philosophy and the policies of the Camdenton R-III School System have always attempted to foster and promote educational development and growth as well as community services, not only of the students in the system, but also of the certified faculty, staff and administrators. Jury service is one of those areas of community service. Thus, the purpose of this policy is to assure that the Camdenton R-III School District does not monetarily penalize certified faculty, staff and administrators for performing their community duty by serving on a jury when called to do so. (Certified faculty, staff and administrators are not exempt from jury duty under present Missouri law.)

a. It shall be the policy of the Camdenton R-III Board of Education to pay those certified faculty, staff and administrators who are called to jury duty as jurors during their contractual period (including extra weeks if so contracted) the difference between what they would receive in monthly salary had they not been called to jury duty and the pay they would receive as jurors.

This policy will be implemented by subtracting the amount of money paid to the certified faculty member, staff member or administrator by the court for jury service from the monthly salary (including contracted extra weeks) of that certified faculty

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member, staff member or administrator. This would mean that members of the certified faculty, staff and administration would in actuality receive no monetary loss of salary per month while doing jury service. Paid leave for jury duty will include time spent responding to a summons for jury duty, time spent participating in the jury selection process or time spent actually serving on a jury.

b. This policy shall apply to those certified faculty, staff and administrators who are contracted for the regular school term (presently 9 1/4 months) and those who are contracted for extra weeks beyond the regular school term. It will apply to only those days missed which would have resulted in loss of salary or pay had this policy not been enacted.

c. An employee will not be terminated, disciplined, threatened or otherwise subjected to adverse action because of the employee's receipt of or response to a jury summons.

Leave for Court Subpoena – If the subpoena is directly related to the employee's school duties, the employee will be released for court appearance without loss of leave. Other court appearances will be deducted from personal leave.

8. **Firefighter Leave** – Employees will be allowed to use personal, vacation and/or unpaid leave for any time taken to respond to an emergency in the course of performing duties as a volunteer firefighter. For the purposes of this section, "volunteer firefighter" includes members of Missouri-1 Disaster Medical Assistance Team, Missouri Task Force One, Urban Search and Rescue Team or those activated by the Federal Emergency Management Agency (FEMA) in times of national disaster. Employees covered under this section shall not be terminated from employment for joining a volunteer fire department or for being absent from or late to work in order to respond to an emergency. Employees shall make every reasonable effort to notify the principal or supervisor if the employee may be absent from or late to work under this section. Employees are required to provide their supervisors with a written statement from the supervisor or acting supervisor of the volunteer fire department stating that the employee responded to an emergency along with the time and date of the emergency.

10. **Crime Victim Leave** – Any employee who is a crime victim, who witnesses a crime or who has an immediate family member who is a crime victim will not be required to use vacation, personal or sick leave in order to honor a subpoena to testify in a criminal proceeding, attend a criminal proceeding or participate in the preparation of the criminal proceeding.

11. **Civil Air Patrol Leave** – Any employee who is a member of Civil Air Patrol and has qualified for a Civil Air Patrol emergency service specialty or who is certified to fly countermercotics missions shall be granted unpaid leave to perform Civil Air Patrol

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emergency service duty or countermaritime missions without loss of time, regular leave or any other rights or benefits in accordance with law. The leave is limited to 15 working days in any calendar year, but is unlimited when responding to a state- or nationally declared emergency in Missouri. The district may request that the employee be exempted from responding to a specific mission.

Coast Guard Auxiliary Leave – Employees who are members of the United States Coast Guard Auxiliary will be granted an unpaid leave of absence for periods during which they are engaged in the performance of United States Coast Guard or United States Coast Guard Auxiliary duties, including travel related to such duties, when authorized by the director of auxiliary or other appropriate United States Coast Guard Authority. Such leaves of absence will be given without loss of time, regular leave or any other rights or benefits to which such employees would otherwise be entitled. The leave is limited to 15 working days in any calendar year, but is unlimited when responding to a state- or nationally declared emergency in Missouri or upon any navigable waterway within or adjacent to the state of Missouri. The district may request that an employee be exempted from responding to a specific mission.

Pregnancy, Childbirth and Adoption Leave

This section creates no rights extending beyond the contracted period of employment. FMLA certification and recertification procedures apply to FMLA-eligible employees. An employee must notify the district of the need for and anticipated duration of the leave at least 30 days before leave is to begin, if foreseeable. If 30 days' notice is not practical, the employee must give as much notice as possible. A pregnant employee shall continue in the performance of her duties as long as she is able to do so and as long as her ability to perform her duties is not impaired, based on medical opinion.

Employees eligible for FMLA leave for the birth, first-year care, adoption or foster care of a child will have such leave applied in accordance with the FMLA. The district shall only apply up to six weeks of accrued paid leave to such absences.

Employees who are ineligible for FMLA leave may take up to six weeks of leave for the birth, first-year care, adoption or foster care of a child and may use any combination of accrued sick leave, personal leave, vacation leave or unpaid leave.

Pregnant employees who need more than six weeks of paid or unpaid leave for a pregnancy-related incapacity must provide certification of the medical necessity for such leave. The district will charge employee's sick leave days to such absences.

Compensation For Unused Paid Leave

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Employees covered by the sick leave policy for the Camdenton R-III School District, when retiring or resigning from the system, will be paid for any unused leave which has accumulated since September, 1969. Employees must complete two and one-half (2 ½) years of service with the district to be eligible to draw unused leave pay. The district will not provide unused leave pay to employees who leave the district after less than two and one-half (2 ½) years of service or to employees who are terminated by the Board of Education. They will be paid at the following rates:

Teachers

Years of Service in the Camdenton District	Amount Paid Per Day for Unused Leave Days (Sick and Personal)
2½ up to 4	\$22.50
4 up to 9	29.25
9 up to 16	36.00
16 or more	45.00

These same benefits will go to nearest survivor should an employee die while under contract to the Camdenton R-III School District. The beneficiary designation will be consistent with the employee's Board-paid life insurance policy.

An employee must complete two and one-half (2½) years of service to be eligible to draw unused leave pay.

If an employee breaks the contract and does not fulfill specified time, the pay for unused sick and personal leave for the contract year is waived and will not be paid, except in special cases approved by the Board of Education as recommended by the superintendent. (If the employee qualified for prior years, he or she will be paid.) This regulation applies to teachers and also to non-teaching personnel.

Notification of retirement must be made by March 1 of the current school year, in order to receive full payment for unused sick and personal leave days. If notification is not made by March 1, the School Board may exercise the option of making payment in two installments – the first installment on the first July following; the second installment on the second July following.

Transfer of Unused Paid Leave

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Part-time professional employees accumulate sick and personal leave on a pro rata basis. If these employees are transferred to a full-time position, they may carry forward all days at their pro-rated rate.

Classified employees moving to a certified position may carry forward no more than 20 days. If the employee has more than 20 days accumulated, the employee will be compensated for those days per district policy.

Short-Term Leave of Absence Without Pay

Certified personnel may find themselves in unusual circumstances where they are compelled to be absent for unusual or unforeseen reasons. The superintendent may grant up to five days of leave without pay in these circumstances. A request must be submitted to the building principal in writing. Unused personal days may be used in place of unpaid leave days in the short-term leave request.

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.

- Adopted: 08/08/1994
- Revised: 09/19/2002; 12/12/2005; 03/27/2006; 07/16/2007; 04/14/2008; 10/13/2008;
08/10/2009; 03/08/2010; 12/13/2010; 06/11/2012;]
- Cross Refs: DLB, Salary Deductions
HA, Negotiations with Employee Representatives
HPA, Employee Walkouts, Strikes and Other Disruptions
- Legal Refs: §§ 41.1000, [1005], 105.270 - 271, 115.102, .639, 168.122, 169.595, 320.200, 330 -
.339, 494, 460, 595-636, 209, RSMo.
Fair Labor Standards Act, 29 U.S.C. §§ 201 - 219
Family and Medical Leave Act of 1993, 29 U.S.C. §§ 2611 - 2619
Title VII of the Civil Rights Act of 1964 as amended by the Pregnancy
Discrimination Act, 42 U.S.C. § 2000e(k)
29 C.F.R. § 1604.10
Willis v. School Dist. of Kansas City, 606 S.W.2d 189 (Mo. Ct. App. 1980)
Stewart v. Board of Educ. of Ritenour, 574 S.W.2d 471 (Mo. Ct. App. 1978)
Aubuchon v. Gasconade County R-1 Sch. Dist., 541 S.W.2d 322 (Mo. Ct. App. 1976)

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SUPPORT STAFF LEAVES AND ABSENCES

Consistent staffing is important to the learning environment and district operation and therefore is an essential duty of all employees. When an employee is routinely tardy, frequently absent or is absent for an extended period of time, the learning environment and district operations deteriorate, and the students suffer.

Employees may be terminated for excessive absences. Unless authorized by the Board or the superintendent, or otherwise authorized by law, an employee's absence is considered excessive if it:

1. is for a reason not granted as paid or protected leave under Board policy;
2. exceeds the number of days allotted by the Board for that particular leave; and
3. Notwithstanding the amount of paid leave accumulated, absences for any reason are considered excessive if they exceed five days a month, 20 days in a semester or 40 days per school year, notwithstanding the amount of paid leave accumulated.

No employee will be disciplined or terminated for absences qualifying for protection under the Family and Medical Leave Act (FMLA) or other applicable law (see Board policy GDBDA).

The district may require an employee to provide the district a doctor's note or other verification of illness from a healthcare provider before the district applies sick leave or other applicable paid leave to the absence. In accordance with law, the district may require an employee to present a certification of fitness to return to work whenever the employee is absent from work due to the employee's health.

Definitions

At-Will Employment -- Employment for an indefinite period that may be resigned or terminated in accordance with Board policy.

Period of Active Employment -- Days when an employee is expected to be at work. Each employee will be notified as to the length of his or her period of active employment.

Authorized Leaves

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Absence from duty of any member of the support staff hinders the effectiveness of the school system. However, the Board of Education recognizes that there are times when it is absolutely necessary for employees to be absent from duty and has set up a plan that provides for certain authorized absences.

For certain authorized leaves, the district will ensure the support employee against loss of salary. For some leaves, no pay will be provided and some leaves will not be authorized.

Coverage:

- ▶ All regular support staff employees of the school system are covered.
- ▶ Temporary or substitute employees are not covered unless otherwise noted.

Paid Leave

Within this category, support staff will be provided nine days of paid leave per year. The unused leave days each year will accumulate. The accumulation will be unlimited, except where specifically noted, and the accumulated leave may be used in subsequent years.

In case of a necessary absence of an employee, he or she shall notify the supervisor at the earliest possible time so that a substitute may be provided. Likewise, the supervisor should be notified in regard to the employee's return to work in time to discontinue the services of the substitute.

The following leaves with pay will be provided to full-time support staff employees:

1. **Personal Illness** (including illness, injury or incapacity of the employee) -- The Board reserves the right to require a physician's healthcare provider's certification attesting to the illness or incapacity of the claimant and/or inclusive dates of the employee's incapacitation. FMLA health certification procedures apply to FMLA-qualifying absences, even if such absences are paid sick leave.

Staff members who are ill are encouraged to stay home to promote healing and reduce the risk of infecting others, especially during a pandemic or other significant health event. In the event of a pandemic or other significant health event, schools may be closed to all staff and students or just students. If schools are closed only to students, staff members are expected to work regular schedules or use appropriate leave.

A district employee may not use paid leave during the period the employee receives Workers' Compensation for time lost to work-related incidents.

Any support staff employee who is a member of a retirement system shall remain a member during any period of leave under sick leave provisions of the district or under Workers'

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Compensation. The employee shall also receive creditable service credit for such leave time if the employee makes contributions to the system equal to the amount of contributions that he or she would have made had he or she been on active service status.

- 2. **Family Illness** – Family illness is limited to illness, injury or incapacity of an employee's immediate family. The Board defines "immediate family" to include:
 - ▶ The employee's spouse.
 - ▶ The following relatives of the employee or the employee's spouse: parents, children, children's spouses, siblings and any other family member residing with the employee.
 - ▶ Any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver. (Note: "Family" for FMLA purposes is more limited.)

Family illness in combination with bereavement leave is limited to not more than a total of nine days paid leave in any one year. In a critical situation, the number of days may be extended by the Board of Education within the limits of accumulated leave. Unpaid leave may be granted in accordance with the FMLA.

- 3. **Personal Leave** – Two personal leave days each year are granted to each employee. This leave will be allowed to accumulate to a maximum of five days. Should five days of personal leave be accumulated, all future personal leave days will accumulate as sick leave days.

Absences may be charged against personal leave for court appearances, unless applicable law or policy provides for paid leave, requires no leave be charged to the employee, and for leave connected with duty as a volunteer firefighter; member of Missouri's Disaster Medical Assistance Team; Missouri Task Force One, Urban Search and Rescue Team or activation by the Federal Emergency Management Agency (FEMA) in times of national disaster.

A written request for use of personal days must be made to the supervisor two days in advance, unless the situation is an emergency. Use of personal leave is subject to supervisor's approval. However, 30 days' notice is required by law if the leave qualifies as FMLA leave and such notice is practical. Personal days cannot be taken on the day immediately preceding or following a scheduled school holiday. The two days of personal leave will be earned on a pro rata factor based on an employee's work days.

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A district employee may not use personal leave days during the period the employee receives Workers' Compensation for time lost to work-related incidents.

- 4. **Vacation** – Support staff employees working a minimum of 249 days shall be entitled to two weeks of vacation with pay. However, this rule does not apply until after one full year of employment in the Camden-ton R-III School System. Employees who have worked a minimum of 249 days for ten years will earn an additional week of vacation per year for a total of three weeks of vacation per year.

Employees may not accumulate more than one year of vacation days on the anniversary date of employment, unless approved by the superintendent. Vacation days are earned monthly but credited for the year at the time of employment. An employee must submit a written request for vacation to his or her supervisor and receive written authorization before taking vacation days. If the employee's absence may disrupt district operations, the supervisor has the discretion to deny a request for vacation or to limit the time of year the employee may take his or her vacation.

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

A district employee may not use vacation days during the period the employee receives Workers' Compensation for time lost to work-related incidents.

- 5. **Bereavement Leave** – After an employee has had one year of employment with the district, the employee may take bereavement leave as set out below. The district may require verification of the need for the leave.

Immediate Family – When a death occurs in the employee's immediate family, the employee may take up to three days off with pay. The Board defines "immediate family" for this leave to include:

- ▶ The employee's spouse.
- ▶ The following relatives of the employee or the employee's spouse: parents, children, children's spouses and siblings.

Use of the three days of bereavement leave for immediate family would not reduce any possible payouts under the on-the-job incentive plan. Instead, the three bereavement leave days would be drawn from the employee's available accumulated sick leave days from prior years.

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Extended Family – The number of days an employee may take for bereavement leave for an extended family member's death will be determined by the principal and superintendent in consultation with the employee and will be taken from the employee's accrued paid leave. Bereavement leave in combination with family illness is limited to not more than nine days paid leave per year. The Board defines "extended family" for this leave to include:

- ▶ The following relatives of the employee or the employee's spouse: grandparents, grandchildren, nieces, nephews, aunts, uncles and any other family member residing with the employee.
- ▶ Close personal friends of the employee.
- ▶ Any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver.

Unless otherwise provided, the following leaves will be provided to full-time support staff employees.

1. **Holidays** – The Camdenton R-III School District will pay support staff for the following holidays provided the holiday falls during the period of active employment: Independence Day, Labor Day, Thanksgiving Day, Christmas Day, Presidents' Day and Memorial Day. The district will grant paid and unpaid holidays in accordance with the academic calendar adopted by the Board. Holidays may be modified or eliminated as needed when the academic calendar is changed due to inclement weather or for other reasons. Holidays may change from year to year. Should a paid holiday fall on Saturday or Sunday, the following Monday will become a paid holiday.

Should school be in session on an assigned nonworking day, then the July 3 following will be given as a comp day. Should July 3 fall on a Saturday or Sunday, the following Monday will be the paid holiday and the following Tuesday will be the paid holiday for Independence Day.

2. **Professional Leave** – Employees may be granted professional leave to attend classes or conferences, meet with mentors or participate in other approved professional growth activities. Professional leave must be approved by the immediate supervisor, arranged well in advance and is not considered personal leave.

Support staff employees shall attend meetings and/or workshops called by their supervisor. Expenses incurred by support personnel attending required workshops out-of-district will be reimbursed by the district.

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Should a meeting/workshop be held on a day when employees would not be expected to work, employees will be compensated for attending said workshop or given compensatory time off.

3. **Military Leave** – The Board shall grant military leave as required by law. Members of the National Guard or any reserve component of the U.S. Armed Forces who are engaged in the performance of duty or training will be entitled to a leave of absence of 120 hours in any federal fiscal year (October 1 – September 30) without impairment of efficiency rating or loss of time, pay, regular leave or any other rights or benefits. Employees shall provide the district an official order verifying that they are required to report to duty.

4. **Election Leave** – Any employee who is appointed as an election judge pursuant to state law may be absent on any election day for the period of time required by the election authority. The employee must notify the district at least seven days prior to any election in which the employee will serve as an election judge. No employee will be terminated, disciplined, threatened or otherwise subjected to adverse action based on the employee's service as an election judge.

5. **Leave to Vote** – Employees who do not have three successive hours free from work while the polls are open will be granted a leave period of up to three hours to permit employees three successive hours while the polls are open for the purpose of voting. Requests for such leave must be made prior to election day, and the employee's supervisors will designate when during the workday the leave should be taken. Any employee who properly requests leave to vote and uses the leave for that purpose will not be subject to discipline, termination or loss of wages or salary.

6. **Jury Duty Leave** – Both the philosophy and the policies of the Camdenton R-III School System have always attempted to foster and promote educational development and growth as well as community service, not only of the students in the system, but also of the certified faculty, support staff and administrators. Jury service is one of those areas of community service. Thus, the purpose of this policy is to assure that the Camdenton R-III School District does not monetarily penalize support staff for performing their community duty by serving on a jury when called to do so.

a. It shall be the policy of the Camdenton R-III Board of Education to pay those support staff who are called to jury duty as jurors during their period of active employment the difference between what they would receive in monthly salary had they not been called to jury duty and the pay they would receive as jurors.

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This policy will be implemented by subtracting the amount of money paid to the support staff member by the court for jury service from the monthly salary. Paid leave for jury duty will include time spent responding to a summons for jury duty, time spent participating in the jury selection process or time spent actually serving on a jury.

- b. This policy shall apply to only those days missed that would have resulted in loss of salary or pay had this policy not been enacted.
- c. An employee will not be terminated, disciplined, threatened or otherwise subjected to adverse action because of the employee's receipt of or response to a jury summons.

7. **Leave for Court Subpoena** – If the subpoena is directly related to the employee's school duties, the employee will be released for court appearance without loss of leave. Other court appearances will be deducted from personal leave.

8. **Firefighter Leave** – Employees will be allowed to use personal, vacation and/or unpaid leave for any time taken to respond to an emergency in the course of performing duties as a volunteer firefighter. For the purposes of this section, "volunteer firefighter" includes members of Missouri-I Disaster Medical Assistance Team, Missouri Task Force One, Urban Search and Rescue Team or those activated by the Federal Emergency Management Agency (FEMA) in times of national disaster. Employees covered under this section shall not be terminated from employment for joining a volunteer fire department or for being absent from or late to work in order to respond to an emergency. Employees shall make every reasonable effort to notify the principal or supervisor if the employee may be absent from or late to work under this section. Employees are required to provide their supervisors with a written statement from the supervisor or acting supervisor of the volunteer fire department stating that the employee responded to an emergency along with the time and date of the emergency.

9. **Crime Victim Leave** – Any employee who is a crime victim, who witnesses a crime or who has an immediate family member who is a crime victim will not be required to use vacation, personal or sick leave in order to honor a subpoena to testify in a criminal proceeding, attend a criminal proceeding or participate in the preparation of the criminal proceeding.

10. **Civil Air Patrol Leave** – Any employee who is a member of Civil Air Patrol and has qualified for a Civil Air Patrol emergency service specialty or who is certified to fly counter narcotics missions shall be granted unpaid leave to perform Civil Air Patrol emergency service duty or counter narcotics missions without loss of time, regular leave or any other rights or benefits in accordance with law. The leave is limited to 15 working days in any calendar year, but is unlimited when responding to a state- or nationally declared

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emergy in Missouri. The district may request that the employee be exempted from responding to a specific mission.

11. **Coast Guard Auxiliary Leave** – Employees who are members of the United States Coast Guard Auxiliary will be granted an unpaid leave of absence for periods during which they are engaged in the performance of United States Coast Guard or United States Coast Guard Auxiliary duties, including travel related to such duties, when authorized by the director of auxiliary or other appropriate United States Coast Guard Authority. Such leaves of absence will be given without loss of time, regular leave or any other rights or benefits to which such employees would otherwise be entitled. The leave is limited to 15 working days in any calendar year, but is unlimited when responding to a state- or nationally declared emergency in Missouri or upon any navigable waterway within or adjacent to the state of Missouri. The district may request that an employee be exempted from responding to a specific mission.

Pregnancy, Childbirth and Adoption Leave

This section creates no rights extending beyond the contracted period of employment. FMLA certification and recertification procedures apply to FMLA-eligible employees. An employee must notify the district of the need for and anticipated duration of the leave at least 30 days before leave is to begin, if foreseeable. If 30 days' notice is not practical, the employee must give as much notice as possible. A pregnant employee shall continue in the performance of her duties as long as she is able to do so and as long as her ability to perform her duties is not impaired, based on medical opinion.

Employees eligible for FMLA leave for the birth, first-year care, adoption or foster care of a child will have such leave applied in accordance with the FMLA. The district shall only apply up to six weeks of accrued paid leave to such absences.

Employees who are ineligible for FMLA leave may take up to six weeks of leave for the birth, first-year care, adoption or foster care of a child and may use any combination of accrued sick leave, personal leave, vacation leave or unpaid leave.

Pregnant employees who need more than six weeks of paid or unpaid leave for a pregnancy-related incapacity must provide certification of the medical necessity for such leave. The district will charge employee's sick leave days to such absences.

Compensation For Unused Paid Leave

Employees covered by the sick leave policy for the Camdenon R-III School District, when retiring or resigning from the system, will be paid for any unused leave which has accumulated since September 1969. Employees must complete two and one-half (2 1/2) years of service with the district

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to be eligible to draw unused leave pay. The district will not provide unused leave pay to employees who leave the district after less than two and one-half (2 1/2) years of service or to employees who are terminated by the Board of Education. They will be paid at the following rates:

Years of Service in the Camdenton District	Amount Paid Per Day for Unused Leave Days (Sick and Personal) is Based on 1/2 of
2 1/2 up to 4	50%
4 up to 9	65%
9 up to 16	80%
16 or more	100%

Example: Assume employee had worked for a period of ten years, employee had accumulated 80 days leave and was making a daily salary of \$70, to figure reimbursement for unused leave days. One-half (1/2) of \$70 equals \$35. 80% of \$35 = \$28. \$28 x 80 days = \$2240.00.

These same benefits will go to the nearest survivor should an employee die while employed by the Camdenton R-III School District. The beneficiary designation will be consistent with the employee's Board-paid life insurance policy.

No pay for unused leave will be provided to employees who leave the district after less than two and one-half (2 1/2) years of employment or to employees terminated for cause.

Short-Term Leave of Absence Without Pay

Support personnel may find themselves in unusual circumstances where they are compelled to be absent for unusual or unforeseen reasons. The superintendent may grant up to five days of leave without pay in these circumstances. A request must be submitted to the employee's supervisor in writing. Unused personal days may be used in place of unpaid leave days in the short-term leave request.

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STUDENTS IN FOSTER CARE

The Camdenon R-III School District recognizes that students in foster care face unusual educational challenges. The purpose of this policy is to remove barriers to, and provide opportunities for, academic excellence for foster care students.

Foster Care Student – Any K–12 student who is residing in a foster care setting in this state.

The district designates the superintendent as the liaison for foster care students. The liaison will provide assistance regarding all aspects of the enrollment, placement, transfer and withdrawal of children in foster care.

Enrollment and Placement of Foster Care Students

The district will initially place foster care students in the same courses and programs the students were in while attending the previous district to the extent this district offers such courses and programs. Such placements may include, but are not limited to: honors classes; career and vocational, technical and career pathway courses; and International Baccalaureate (IB), Advanced Placement (AP), dual credit, English Language Learner (ELL), special education and gifted programs. If necessary, the district will waive course or program prerequisites or other preconditions for placement in courses or programs offered at the district. After placement, the district may perform additional evaluations to ensure that the student has been placed appropriately and may change the student's placement after consultation with the student's foster parent.

Access to Records

The district will provide foster parents and other legal guardians access to student records and will respond within three business days to a request for records by another district when the request involves a foster care student. In accordance with law, the district will allow a child placement agency access to a foster care student's records for the purposes of assisting the school transfer or placement of a student and fulfilling educational case management responsibilities required by the juvenile officer or by law.

Attendance

If a student in foster care is absent from school due to a decision by a court or child-placing agency to change the student's placement or due to a verified court appearance or related court-ordered activity, the grades and credit of the student will be calculated as of the date the student left school, and the district will not lower the student's grade as a result of absence under these circumstances.

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Programs and Activities

The district will encourage foster care students to participate in extracurricular activities and assist them in joining extracurricular activities. Locally imposed application deadlines for participation in extracurricular activities will be waived for foster care students who are otherwise eligible to participate in the activities. Participation in activities governed by the Missouri State High School Activities Association (MSHSAA) will be permitted in accordance with the rules established by MSHSAA. Foster care students are automatically eligible for participation in the district's free nutrition program.

Graduation

In order to facilitate timely graduation of foster care students, the district will:

1. Waive specific courses required for graduation if similar course work has been satisfactorily completed in another school. If such course work is not waived, the district will provide reasonable justification for the denial.
2. Accept the results of exit exams, end-of-course exams, nationally norm-referenced tests or alternative testing from another school to satisfy district testing requirements related to graduation.
3. Accept for credit full or partial course work completed at the previous school attended in accordance with district policy.

If a foster care student who enrolls in the district at the beginning of or during his or her senior year cannot meet the district's graduation requirements by the end of the senior year, even after all alternatives have been considered, the liaison will contact the student's previous district to determine if the student is eligible to receive a diploma from the previous school.

The Camdenon R-III School District will award a diploma to foster care students who transfer out of the district at the beginning of or during the senior year if, considering all courses, tests and attendance at the school to which the student transferred, the student has met the Camdenon R-III School District graduation requirements.

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.

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EXTENDED INSTRUCTIONAL PROGRAMS

The Camdenton R-III School District shall attempt to provide continuous progress in education to fit the needs of individuals of the community. In meeting these needs, the district may provide programs beyond those offered during the regular school day. The district will pursue all available state or federal aid for its extended instructional programs.

Adult Education

The Board may provide school facilities for the purpose of maintaining and expanding programs and services for persons interested in adult education. Such programs shall be commensurate with the needs of the community. The Board may provide administrative, ancillary and other supportive services needed to enhance the quality of the adult education program; however, the program shall be provided only out of revenue derived by school districts from sources other than state appropriations.

The director of adult and community education shall be responsible for organizing courses related to general, equivalency, aesthetic, and/or recreational programming for adults and also shall be designated as the person to organize courses for undergraduate credit.

Early Childhood

The Board recognizes the critical importance of the early years in determining the educational development of children and, insofar as resources permit, encourages programs designed to help meet the physical, emotional, social and intellectual needs of preschool-age children.

The district will provide services to students with disabilities beginning at age three in accordance with the Individuals with Disabilities Education Act (IDEA) and as required by other applicable law.

Extended School Year

Extended school year (ESY) services may be necessary to provide a child with a disability a free appropriate public education pursuant to the law of special educational services. A student's individualized education program (IEP) team will determine whether ESY services are necessary and the length, nature and type of services to be provided.

Extended-Day Child Care

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The district may establish before- and after-school child care programs for students between the ages of five and 14 and for the children of students. The district may establish such a program directly or with any not-for-profit corporation and may charge a fee for such programs.

Reading Improvement Instruction (Grades K-3)

The district may provide a program of reading improvement instruction for students in kindergarten through third grade who do not meet the district's objectives for reading. Students receiving such instruction can be counted toward additional average daily attendance for extra hours of instruction falling outside the traditional school day.

Reading Improvement Instruction (Grades 3-6)

The district will design and implement a reading improvement plan with at least 30 hours of additional reading instruction or practice outside the regular school day for students in grades four through six who do not meet minimum standards on the district's reading assessment, as required by law. The district will also design and implement reading improvement plans for students determined prior to the beginning of any school year to have a cognitive ability insufficient to meet minimum reading standards for students in grades three through six, as required by law. The district will administer reading assessments and implement reading improvement plans for students in grades three through six in accordance with law. Reading improvement plans will include at least 30 hours of additional reading instruction or practice outside the regular school day.

Remediation as a Condition of Promotion

The district requires remediation as a condition of promotion to the next grade level for any student identified by the district as failing to master skills and competencies established for that particular grade level. The superintendent or designee shall determine which skills and competencies must be mastered, how they are to be assessed and what remediation is appropriate. The district may operate remediation programs outside the regular school day, including summer school. Such remediation shall recognize that different students learn differently and shall employ methods designed to help those students achieve at high levels. The district will pursue all available state or federal aid for such programs.

Summer School

The district shall establish a summer school program for reading instruction with a minimum of 40 hours of reading instruction and practice for all students with a reading improvement plan. The district may offer a pre-kindergarten summer school to students who will reach the age of five before August 1 of the school year beginning in that calendar year. Summer school may also be utilized for remediation as a condition of promotion.

REFERENCE COPY

FILE: IGC
Critical

Supplementary Educational Services

The district may be required to arrange for provision of free supplementary educational services to low-income students who attend a school that has been identified for school improvement as required by law. The district will notify parents of children eligible to receive these services and provide these parents with a list of state-approved service providers in the area, a description of the services available and, if requested, assist the parents in selecting a provider.

The district, in consultation with the parents and the provider, will develop a plan for improving the student's achievement for every child receiving services. The plan will articulate how progress reports will be shared with the parents and the school. This plan will be consistent with the IEP of any student receiving special services under IDEA.

Violence Prevention

The district may provide a violence prevention instructional program. The program shall instruct students of the negative consequences of membership in or association with criminal street gangs or street gang activity, encourage nonviolent conflict resolution of problems facing youth, present alternative constructive activities for the students and encourage community participation in program instruction. The program shall be administered as appropriate for different grade levels and shall not be offered for academic credit. The district will contact the Department of Elementary and Secondary Education for guidance in establishing a violence prevention instructional program and will apply for any available state or federal aid.

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.

Adopted: 08/08/1994

Revised: 09/19/2002

Legal Refs: §§ 160.053, .500, 161.650, 167.290--349, 645, 171.091, 178.280, 290, 693, 695, RSMo.
Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 - 1417
34 C.F.R. Part 300
No Child Left Behind Act of 2001, 20 U.S.C. §§ 6301 - 7941

REFERENCE COPY

FILE: IGCE
Critical

DISTRICT-SPONSORED INSTRUCTION OPTIONS

The Camdenton R-III School District strives to provide a diverse range of courses to meet student needs and interests. In addition to traditional course options, the district encourages staff to seek nontraditional methods of instruction to assist students toward graduation and career and technical preparation. Staff are particularly encouraged to seek nontraditional alternatives to provide a wider range of courses for students. In addition, the district may utilize diverse instruction options for homebound students, students under long-term suspension or other students the district determines to be in need of alternative programming.

Nontraditional instruction may include off-campus instruction, virtual instruction or other instructional experiences outside the regular classroom setting. Before arranging for course credit for nontraditional instruction, staff must verify that such instruction is eligible for state aid and is consistent with the instructional goals of the district.

Unless otherwise required by law, participation in nontraditional instruction programs is a privilege. Students who do not succeed in alternative instructional environments may be transferred to other programs, including the district's standard program. Students are subject to district discipline while participating in nontraditional courses. Unless otherwise required by law or approved by the superintendent or designee, students who fail to complete a course, drop out without district permission or are expelled from a course will not be allowed to take another nontraditional course at district expense.

Virtual Instruction

The district may offer virtual courses to enrolled students through district staff or by contracting through a vendor. In addition, the district may pay for a student to enroll in courses provided through the Missouri School Boards' Association (MSBA) Online Learning Consortium, Missouri K-12 Online, the Missouri Virtual Instruction Program (MoVIP), the University of Missouri's Center for Distance and Independent Study or other providers approved by the Board.

In order for the district to enroll a student in virtual instruction under this policy, the student must currently be enrolled in the district and remain enrolled in the district throughout the course until credit is earned. A district counselor must approve the course as academically appropriate for the student and must determine that the course will not hinder the student's progress toward timely graduation with his or her class. All grades and credits earned through district-sponsored virtual instruction will be accepted as if earned within the district. The district will collect state funding to the extent possible for resident students enrolled in virtual instruction.

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FILE: IGCE
Critical

Dual Enrollment

In addition to offering dual credit courses, the district may enter into an agreement with a Missouri public community college or university to offer students postsecondary courses on the postsecondary school's campus at the district's expense. Students will receive both high school and college credit.

Missouri-Senior Cadets Program

Eligible high school students may mentor students in grades K-8 and earn one-hour of elective class credit toward graduation. The student may also receive college tuition reimbursement, in accordance with law.

Mentoring activities must be approved by the student's principal and counselor. Credit will be issued once a student has served a minimum of ten hours per week during the school year. An eligible student must:

1. Be a high school senior.
2. Be a Missouri resident.
3. Have a cumulative grade point average of at least 3.0 on a four-point scale or the equivalent.
4. Plan to attend college.

School Flex Program

The district may participate in a program that allows a student to be employed or attend an off-campus college or a technical/career program while still being considered a full-time student of the school district. The program is only open to juniors and seniors who have approval from the principal and their parents/guardians. To participate in the program, the student must:

1. Attend the district a minimum of two instructional hours per school day.
2. Pursue a timely graduation.
3. Provide evidence of college or technical/career education enrollment and attendance or proof of employment and labor that is aligned with the student's "career academic plan" developed in conjunction with the district.
4. Refrain from being expelled or suspended while participating in the program.

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FILE: IGCE
Critical

5. Pursue course and credit requirements for a diploma.
6. Maintain a 95 percent attendance rate.

A student will not receive academic credit for his or her off-campus education or employment under this program, but the student will be considered a full-time student of the district.

Other Off-Campus Programs

The district may offer the following off-campus learning experiences to juniors and seniors:

1. Academic Programs – The district may offer academic courses that include an off-campus, applied knowledge component. Students will receive elective credit for the course, and no more than two units of credit may be awarded in any school year. Students may not receive payment for their off-campus experience and must be supervised by an appropriately certificated staff member.
2. Career Exploration Programs – The district may offer programs to assist students in career exploration by exposing them to a variety of occupations practiced at the job site. The program will have a related instructional component at the secondary level and will be supervised by an appropriately certificated staff member. Students will receive elective credit, and no more than two units of credit may be awarded each school year. Students may not be paid for the work performed in association with the program.
3. Cooperative Career Education Programs – The district may design programs to provide structured, off-campus work experiences in a controlled environment along with related career and technical and academic instruction. The program will have a related instructional component at the secondary level and will be supervised by an appropriately certificated staff member. Students will receive elective credit, and no more than two units of credit may be awarded during any school year. The student must be considered an employee for the work performed and receive payment for services provided.

4. Work Experience for Students with Disabilities – The district may organize or participate in work experience programs for students who have individualized education programs (IEPs) that indicate the need for work experience. These work experiences may occur through a Cooperative Work Experience Program or a Sheltered Workshop Program. Students may be paid for their off-campus work and will receive no more than two elective credits per year.

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Basic

ACADEMIC ACHIEVEMENT

The evaluation of the academic achievement of students in the school district is based on the premise that students have diverse capabilities, interests and individual patterns of growth and learning. It is essential that the professional staff have adequate information to assess a student's educational needs, growth patterns and other factors necessary to design instructional plans for the student. Sharing of information among parents/guardians, teachers and students is an integral part of the evaluative process.

Through the district's methods of student evaluation and parent/guardian-student-teacher communications, the district strives to meet the following objectives:

- < Parents/Guardians are to be informed regularly, at least four times a year, as to the progress their children are making in school.
- < Parents/Guardians will be alerted and conferred with as soon as possible when a student's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration.
- < Insofar as is possible, distinctions will be made between a student's attitude and academic performance.
- < At comparable levels, the school district will strive for consistency in grading and reporting, except when inappropriate for certain classes or students.
- < When grades are given, the school staff will take particular care to explain the meaning of the marks and symbols to students and parents/guardians.

The issuance of grades on a regular basis serves to promote a process of continuous evaluation of student performance in the school district.

Grading shall not be influenced by pressure from parents/guardians. ~~In addition, grades are not to be used as a disciplinary measure.~~

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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.

REFERENCE COPY

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GRADUATION REQUIREMENTS

The Board of Education for the Camdenon R-III School District establishes the following graduation policy and instructs the administration to develop all necessary procedures for proper implementation.

Requirements

A student must meet the following requirements in order to graduate from the Camdenon R-III School District, unless the stated exceptions apply. The student must:

1. Complete a total of 25 credits, including credits required by the State Board of Education.
2. Pass proficiency exams concerning American History, American Institutions, and the Missouri and U.S. Constitutions.
3. Successfully complete a course of instruction of at least one semester in length on the institutions, branches and functions of the government of the state of Missouri, including local governments, the U.S. government and the electoral process.
4. Have earned credit in the Camdenon R-III School District's educational program between the ninth and twelfth grades.
5. Have completed a minimum of six semesters between the ninth and twelfth grades.

Exceptions

1. Graduation requirements for a student with a disability receiving special education services pursuant to the Individuals with Disabilities Education Act (IDEA) may be determined according to the student's Individualized Education Program (IEP).
2. Students transferring from another accredited Missouri school as a junior or senior who cannot reasonably complete the district's requirements may be permitted to graduate based on the successful completion of a program of studies that would have met the graduation requirements at the school formerly attended, including the requirements of (2) and (3) above.
3. The district will waive the requirement to pass proficiency exams concerning American History, American Institutions, and the Missouri and U.S. Constitutions for students who transfer from another state if they can document the successful completion of a course of instruction in the institutions, branches and functions of state government, including local

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FILE: IKF
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governments, the U.S. government and the electoral process. Such instruction must have been completed in grades nine through twelve.

4. Students who transfer from another state or country or an unaccredited private, public or home school and who are placed in the ninth grade will be required to meet all established graduation requirements. If such a student is placed in the tenth grade or higher, the district will work with the student and the parents/guardians to develop a program of studies that will result in graduation if successfully completed.

5. Graduation requirements for foster care students will be modified or waived in accordance with law and Board policy.

6. Eligible students who successfully complete the Missouri Option Program (formerly the GED Option Program) will be awarded a high school diploma.

Earning Credit

1. The superintendent or designee is directed to assign credit values for courses offered by or through the school district and to develop formulas and procedures for awarding credit to transfer students who transfer from a district that uses a different standard for awarding credit.
2. The Camdenon R-III School District recognizes units of credit obtained through accredited schools and school districts, including credits earned through correspondence courses or courses delivered primarily through electronic media, such as satellite video, cable video or computer-driven or online courses. For the purposes of this policy, an "accredited school" is the Missouri Virtual Instruction Program (MoVIP); a private agency where students with disabilities are placed by a public school; or any school or school district accredited by the Missouri Department of Elementary and Secondary Education (DESE), the North Central Association of Colleges and Schools (NCA), the Independent Schools Association of the Central States (ISACS) or the University of Missouri Committee on Accredited Schools Non-Public (CAS). If a school or school district is located in another state or country, that school or school district must be accredited by that state's or country's department of education, NCA, ISACS or the equivalent agencies.

3. With district-level administrator approval, students may earn credit by successfully completing Camdenon High School level courses prior to entering the ninth grade. For students in the graduating class of 2010 and beyond, if the course is taken prior to entering ninth grade but taken in the Camdenon High School, it may be counted toward meeting all graduation requirements, including state minimum requirements. Students graduating prior to 2010 may use this credit to meet subject-area requirements and district graduation

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requirements, but may not count the credit toward meeting the minimum number of credits required by the State Board.

4. Completion of a three-unit course in either Horticulture or Health Occupations through the Lake Career and Technical Center program of studies satisfies the third unit of required science elective credit for graduation purposes.
5. Students may earn credit for a subject that has been embedded into another subject-area course in accordance with guidelines established by DESE.
6. The district will award credit to students who can demonstrate mastery of competencies for a particular course by successfully completing a district-approved mastery assessment tool.
7. Students may earn credit by other means as approved by the Board and in accordance with law.

Diplomas

Students will be awarded either a diploma or certificate of attendance in accordance with this policy and as permitted by law.

A student in the household of an active duty member of the military, including some veterans who are deceased or injured as defined by law, who transfers to the Camdenton R-III School District from another state at the beginning of or during his or her senior year who will not meet the graduation requirements of the district by the end of the senior year will receive a diploma from the sending school district if the student is able to meet the graduation requirements of the sending district. Representatives from the Camdenton R-III School District and the sending district will work with the student to facilitate this alternative. If the sending district refuses to cooperate, the Camdenton R-III School District will use best efforts to allow the student to graduate by the end of the senior year.

Foster care students will be awarded a diploma in accordance with law and Board policy.

Students who complete the district's graduation requirements while under the jurisdiction of the juvenile court will be awarded a high school diploma even if the student completes the requirements in a different school district.

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CEREMONIES AND OBSERVANCES

The Board of Education recognizes the value of district-sponsored programs and ceremonies during school hours and at other appropriate times. Recognizing achievement and talent encourages further learning. District-sponsored programs, ceremonies and observances also provide an opportunity to involve the community in public education.

Programs, Ceremonies and Observances

1. The flag of the United States of America will be prominently displayed, either on the outside of the building or upon a pole erected in the school yard, at every school in the district during school hours.
2. Pursuant to state law, the Pledge of Allegiance will be recited in at least one scheduled class of every student no less than once a week. However, no student will be required to participate in the recitation.

3. The text of the Bill of Rights of the U.S. Constitution will be displayed in all school buildings in a conspicuous and legible manner.

4. Teachers and students should observe the following days with the appropriate exercises, as required by law:

- < Bird Appreciation Day (March 21)
- < Prisoners of War Remembrance Day (April 9)
- < Patriots' Day (April 19)
- < Constitution Day and Citizenship Day (September 17, or the preceding or following week if this date falls on a weekend or holiday)
- < Missouri Day (the third Wednesday of October)
- < Veterans Day (as closely as possible to November 11)
- < Pearl Harbor Remembrance Day (December 7)

4.5. The district may observe the following days and months, as recommended in state statute:

- < Missouri Lifelong Learning Month (February)

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- < Math, Engineering, Technology and Science Week (the first week of March)
- < Arbor Day (the first Friday in April)
- < Jefferson Day (April 13)
- < Emancipation Day (June 19)
- < Emergency Services Day (September 11)
- < POW/MIA Recognition Day (the third Friday of September)
- < Disability History and Awareness Month (October)
- < Bill of Rights Day (December 15)

5. The district may host a diploma ceremony on or around Veterans Day for any veteran receiving an honorary diploma from the Department of Elementary and Secondary Education (DESE) pursuant to "Operation Recognition."

The superintendent or designee will create administrative procedures addressing how ceremonies and observances will be conducted.

Religious Content in Programs and Ceremonies

The schools of the Camdenton R-III School District, as well as all employees of the district as governmental officials, are required by law to remain neutral and refrain from endorsing any particular religious belief. However, this policy should not be interpreted to preclude the factual and objective teaching about religions, religious holidays and religious differences.

In particular, music, art, literature and drama with religious themes and programs involving religious themes will be permitted if presented in an objective manner without sectarian indoctrination. Religious content included in any student performance or ceremony will be selected on the basis of independent educational merit.

To the extent required by law, district employees or officials shall not lead attendees of a district-sponsored event in prayer or any other religious ritual, nor shall they direct, whether implicitly or explicitly, a student to lead attendees in a prayer or any other religious ritual. However, this policy shall not be used to deny any student, employee or district official any personal legal right of expression.

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.

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INTRADISTRICT TRANSFERS

All students must transfer between district schools when their residence changes to a different attendance area, unless exempted by the superintendent or designee. Further, the district maintains the ability to transfer students between schools as needed.

1. Students with disabilities may be assigned to attend a school outside the student's attendance area by the Section 504 team or pursuant to the student's individualized Education Program (IEP). Administrators participating in these decisions will notify the admissions office as soon as the decision is made to place a student outside his or her attendance area.
2. The superintendent or designee may direct the intradistrict transfer of students for the health, safety or welfare of the student, to maintain discipline and safety in the schools, to better meet the educational needs of the student or to address overcrowding in school.

Transfer of Pupils Within the Camden-ton Public Schools

Transfer of a pupil from one elementary room to another within the Camden-ton District will be granted only when there is evidence that the pupil or the school will benefit from such a transfer. If, after a transfer has been granted, principals find that transferred pupils are doing unsatisfactory work or are not living up to the terms agreed upon in the transfer, the matter should be promptly reported to the superintendent's office, and the transfer may be revoked. Principals may recommend that certain pupils be transferred from one school to another, but the final disposition of the transfer remains with the superintendent.

Voluntary Transfers to Schools Outside Attendance Areas

Students who have previously transferred to a school outside the student's attendance area due to school improvement measures mandated by federal law will be allowed to continue attending the school they transferred to until they have completed the highest grade offered in that school. The district will not provide transportation to these students.

Students enrolled in a school identified for school improvement or identified as persistently dangerous pursuant to federal and state law may transfer to another public school within the district that has not been so identified. A student who has been a victim of a violent criminal offense on school property as defined by state regulation may, upon request, transfer to another public school in the district. The transfer will be allowed in accordance with law.

Otherwise, students may request to transfer to a different district school subject to available space and eligibility as determined by the district. Once a student has begun attendance at a school, he or she cannot transfer to another school until the next semester begins, unless the student's residence

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changes to a new attendance area or unless otherwise allowed by law. The parents or guardians must submit their request to transfer to the district school prior to the beginning of the new semester. Transportation will not be provided to students transferring to schools outside the student's attendance area, unless required by law.

Transfer of Elementary Students Within the Camden-ton Public Schools

Transfer of a student from one elementary room to another within the Camden-ton School District will be granted only when there is evidence that the student or the school will benefit from such a transfer. If, after a transfer has been granted, principals find that transferred students are doing unsatisfactory work or are not living up to the terms agreed upon in the transfer, the matter should be promptly reported to the superintendent's office, and the transfer may be revoked. Principals may recommend that certain students be transferred from one school to another, but the final disposition of the transfer remains with the superintendent.

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.

Adopted: 08/11/2003

Revised: 06/13/2005

Cross Refs: FC, School Closings, Consolidations and Reorganizations
IGBA, Programs for Students with Disabilities

Legal Refs: § 162.1190, RSMo.
5 C.S.R. 50-355-10020-100.210
Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 - 1417
The Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794
Americans with Disabilities Act, 42 U.S.C. §§ 12101 - 12213
No Child Left Behind Act of 2001, 20 U.S.C. §§ 6301 - 7941
34 C.F.R. Part 104
34 C.F.R. Part 300

Camden-ton R-III School District, Camden-ton, Missouri

ASSIGNMENT OF STUDENTS TO GRADE LEVELS/CLASSES

The Board believes that the grade placement and class assignment for a student should reflect the grade level and/or program of study which is appropriate to the student's academic, social and emotional needs.

Students entering the Camdenton R-III schools by transfer from other public schools outside the school district or from private or parochial schools shall submit evidence of achievement in the grade last attended. In the middle school and high school, a transcript of an entering student's record shall be obtained from the school last attended. Grade placement of a student may be adjusted on the basis of achievement tests administered by district personnel, or on the basis of other factors which the principal and the staff of the school concerned believe make such adjustments desirable. The district's administrative staff will make the final decision regarding assignment of students to grade levels or classes.

Transfers from Accredited Schools

The grade level achieved or the units of credit completed in the previous school(s) that the student has attended shall be accepted, provided these schools are accredited schools. Units of credit shall be determined on the basis of the Carnegie Unit of credit given for the successful completion of a year's study of one subject in a secondary school.

For the purposes of this policy, an "accredited school" is the Missouri Virtual Instruction Program (MoVIP); a private agency where students with disabilities are placed by a public school; or any school or school district accredited by the Missouri Department of Elementary and Secondary Education (DESE), the North Central Association of Colleges and Schools (NCA), the Independent Schools Association of Central States (ISACS), or the University of Missouri Committee on Accredited Schools (CAS). Credit may be transferred from a public or nonpublic high school or school district in another state accredited by that state's department of education, NCA, ISACS or the equivalent agencies.

A student who transfers to the Camdenton R-III School District from these accredited schools or school districts shall be enrolled in the appropriate grade level, continuing at the current grade placement. If transfer is effected at the beginning of the school year, the student shall be placed in the grade to which previously promoted. After careful observation and evaluation of the student's progress, chronological age, previous educational experience, achievement tests and consultation with parents and/or guardians, a student may be reassigned to a program that more adequately meets the needs of the student.

Transfers from Unaccredited Schools

Parents/Guardians may place their child in a school or instructional program other than the program offered by the public schools. Parents/Guardians should be advised that if they choose to transfer their child to the public school from an unaccredited school or school district or home school, then the child will not be guaranteed comparable placement in the public schools, but will be assigned to schools and classes in accordance with Board policy.

Resident students entering or re-entering the Camdenton R-III Schools from a school or school district not accredited by the State Department of Education in the state in which the school or school district is located resides and/or are not accredited by a recognized accrediting agency by that state (such as NCA or CAS) will enter as follows:

Kindergarten Through Grade 8

Students will be tested by the local district-wide testing instrument and/or an individually administered achievement test at the grade level at which they have been enrolled at the unaccredited (private or home-school) school. Each student will then be placed in the Camdenton R-III School District based on the results of the testing. No entering or re-entering student from an unaccredited (private or home-school) school will be assigned a grade, classroom or teacher until test results are obtained and reviewed by the Camdenton staff responsible for placement decisions. All testing for academic placement will be completed expeditiously and in accordance with previously scheduled testing after formal request by parents or guardians or it becomes known that a previously entered student last attended an unaccredited (private or home-school) school.

Grades 9 through 12

Students will be accepted and placed initially at the grade level as indicated by records of the unaccredited (private or home-school) school while their records are reviewed to determine whether credit(s) attained at the unaccredited institution are consistent with the standards established by DESE and/or the other approved accrediting agencies within the state. If at the time of entrance or re-entrance a student cannot do satisfactory work, complete their work as established by local standards, or they have credit(s) disallowed because they do not meet the standards as set by the approved accrediting agencies of the state of Missouri, they will be placed in accordance with their demonstrated work and/or their allowed transferable credit(s). Seniors who transfer from unaccredited (private or home-school) schools must successfully complete one full year (two semesters) of work at Camdenton R-III High School before graduation.

Kindergarten through Grade 12

Students identified as needing special education will be placed in accordance with their individualized education programs (IEPs).

Students who test above their entering grade level or age group will not be placed on a grade level higher than their age appropriate level.

Testing for entry or re-entry will be done by the regular counselor at each level (elementary, middle school or high school) and/or attendance unit.

The decision of the principal regarding student placement and acceptance of credit may be appealed to the superintendent, with a final hearing before the Board of Education.

Transfers of Students of Military Families

If a transfer student is in the household of an active duty member of the military, including some veterans who are deceased or injured as defined by law, the district will initially place the student in the same courses and programs the student was in while attending the previous district, to the extent the district offers such courses and programs. Such placements may include, but are not limited to: honors classes; career and technical courses; and International Baccalaureate, Advanced Placement, English Language Learner and gifted programs. After placement, the district may perform additional evaluations to ensure that the student has been placed appropriately and may change the student's placement after consultation with the student's parent/guardian.

Transfers of Students in Foster Care

Students in foster care will be placed in courses and programs pursuant to law and the district's policy on foster care students.

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.

Adopted: 08/08/1994

Revised: 08/11/2003; 01/14/2008; 09/13/2010;

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FILE: JG-R1
Critical

STUDENT DISCIPLINE (Elementary)

Introduction

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

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

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

Reporting to Law Enforcement

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

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

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

Documentation in Student's Discipline Record

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

Conditions of Suspension, Expulsion and Other Disciplinary Consequences

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

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

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

Consequences of Violating Standards and Disciplinary Actions

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

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

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

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

1. Conference with student (warning)
2. Contract with student
3. Parental contact/conference
4. Loss of privilege (recess, field trip, track meet, etc.)
5. In-school isolation/Time out
6. Saturday School
7. Restitution/School service
8. After-School Detention
9. In-school suspension not to exceed five days
10. A combination of the above
11. Seating reassignment

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

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

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

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

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

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

1. The maturity level of the student
2. Any extenuating circumstances
3. The seriousness of the act
4. Prior incidents of misconduct

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5. Intent of the student
6. Degree of involvement of the student
7. Appropriateness of the punishment

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

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

Specific Acts of Misconduct

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

Minor Misconduct

1. **Misbehavior in the Classroom** – Persistent refusal to do assignments and homework, refusal to attend to task at hand. Unsolicited talking, wisecracks, moving about, pestering of classmates, chewing gum in class, and other acts disruptive or distracting to the learning environment.
Disciplinary Actions - I and II
2. **Misbehavior in the Cafeteria** – Excessive noise, discourteous to others, moving about, not following instructions.
Disciplinary Actions - I and II
3. **Misbehavior in the Hall/Restroom** – Running, excessive noise, horseplay, disrupting classes in session, throwing items, climbing or swinging on doors or walls.
Disciplinary Actions - I and II

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4. **Misbehavior on the Playground (see playground rules)** – Failure to obey any playground rules and regulations.
Disciplinary Actions - I and II
5. **Misbehavior on School Transportation (see Board policy JFCC and procedure JFCC-AP)**
6. **Selling or Trading Articles in School** – Selling or trading articles with other students in school or on school transportation.
Disciplinary Actions - I and II
7. **Tardiness (see Board policy JED and procedure JED-API)** – Habitually arriving at school late for a reason not related to operational transportation problems.
Disciplinary Actions - I and II

Serious Misconduct

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

First Offense:	No credit for the work, grade reduction, or replacement assignment.
Subsequent Offense:	No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

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

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

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Assault

- 1] Hitting, striking and/or attempting to cause injury to another person, placing a person in reasonable apprehension of imminent physical injury, physically injuring another person, using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury, placing another person in apprehension of immediate physical injury, recklessly engaging in conduct that creates a grave risk of death or serious physical injury, causing physical contact with another person knowing the other person will regard the contact as offensive or provocative, or any other act that constitutes criminal assault in the third degree.

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

- 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.

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

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

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Category of Disciplinary Action:	I, II, III and IV
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Dishonesty – Any act of lying, whether verbal or written, including forgery.

Category of Disciplinary Action:	I, II, III and IV
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Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved) – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

Category of Disciplinary Action:	II, III and IV
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Drugs/Alcohol (see Board policies JFCH and JHCD)

Possession, sale, purchase, distribution of unauthorized prescription drugs, alcohol, imitation controlled substances, counterfeit substances, narcotic substance, unauthorized inhalants, drug paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act, or attendance while under the influence of or soon after consuming any of the foregoing.

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

First Offense

Category of Disciplinary Action:	III and IV
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1. Recommendation may be made for the student to be placed in a drug rehabilitation or counseling program. The length of stay shall be determined by the professional staff of the rehabilitation or counseling center.
2. Camden-ton R-III Schools will provide educational materials to the staff of the rehabilitation center or provide education through homebound study. Only those subjects which are part of core curriculum will be included. Subjects requiring special equipment such as Band and Industrial Arts will not be included.
3. Upon completion of the rehabilitation program, the student may be assigned to the Camden-ton R-III School District's In-School Suspension Center for the remainder of the suspension. Education will be continued by a certified teacher assigned to the In-School Suspension Center.
4. The student shall attend weekly counseling sessions as recommended by the rehabilitation or counseling center.

Second Offense

Category of Disciplinary Action:	III and IV
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Extortion – Threatening or intimidating any person for the purpose of obtaining money or anything of value.

Category of Disciplinary Action:	I, II, III and IV
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Failure to Care for or Return District Property – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

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

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

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

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

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

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

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

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

Category of Disciplinary Action:	I, II, III and IV
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Harassment, including Sexual Harassment (see Board policy AC)

Use of material or unwelcome physical contact of a sexual nature or unwelcome verbal, written or symbolic language or unwelcome physical contact based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling, or threatening, intimidating or hostile acts based on a protected characteristic. Examples of harassing contact include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

Category of Disciplinary Action:	I, II, III and IV
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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,

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humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing may occur even when all students involved are willing participants.

Category of Disciplinary Action:	I, II, III and IV
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Incendiary Devices or Fireworks – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff, possessing or using fireworks.

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

Nuisance/Dangerous Items – Bringing any of the following items to school which create problems and that take time away from and detract from learning such as: toys, dolls, balls, MP3 players and other electronic devices, games, portable media players or other gadgets that are not authorized for educational purposes. Only with approval from a teacher may one of the items above be brought to school, when it will be used in a learning activity. Items that may be considered dangerous are prohibited including, but not limited to: laser lights, pocket knives, stink bombs and flammable items.

Category of Disciplinary Action:	I, II and III
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Profanity/Obscenities – Profanity or obscenity at any time, at school, on the playground, or while riding district transportation or at the bus stop.

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

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

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

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

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

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

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

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

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or the misuse of any other electronic devices during the regular school day, including instructional class time; class change time, breakfast or lunch times or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

First Offense:	Confiscation, principal/student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

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

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

First Offense:	Confiscation. Principal/Student conference, detention, or in-school suspension.
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Subsequent Offense:	Confiscation. Principal's Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
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Theft – Theft, attempted theft or knowing possession of stolen property.

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

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

Category of Disciplinary Action:	II and III
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Truancy (see Board policy JED and procedure JED-AP1) – Absence from school without the knowledge and consent of parent/guardian and the school administration, excessive non-justifiable absences, even with the consent of parents/guardians. Students disciplined as truant will be removed from extracurricular activities.

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Category of Disciplinary Action:	III and IV
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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 or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

Category of Disciplinary Action:	II, III and IV
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Vandalism/Destruction of Property (see Board policy ECA) – Knowingly vandalizing, defacing, or otherwise damaging or attempting to cause damage to real or personal property belonging to the district, staff or students. Restitution required.

Category of Disciplinary Action:	III and IV
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Weapons/Firearms (see Board policy JFCJ) – Students are forbidden to bring onto district property any item considered to be a weapon as defined in law or Board policy, including any firearm as defined in 18 U.S.C. § 921, any instrument or device defined in § 571.010, RSMo. or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2). Examples include blackjack, clubs, firearm silencer, gas gun, knife, machine gun, projectile weapon, chains, metal knuckles, razor, ice pick, rifle, shotgun, spring gun, or switchblade knife. This includes any type of weapon by whatever name that will or that may be readily converted to expel a projectile by the action of an explosive or other propellant. Also included are explosives of any type, point gas, bombs, and any type or form of ammunition. This includes any destructive device.

Category of Disciplinary Action:	III and IV
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STUDENT DISCIPLINE (Middle School)

Student Code of Conduct

The Student Code of Conduct is designed to foster student responsibility, respect for others and to ensure the orderly cooperation of the district schools. In determining the consequence or punishment for acts violating the standard of conduct, the responsible school official will examine the facts and circumstances surrounding the case. No code can be expected to list each and every offense that may result in the use of disciplinary action; however, it is the purpose of the code to list certain offenses which, if committed by a student, will result in the imposition of a specific penalty. Out-of-school suspensions are unexcused absences. Board administrators may establish further rules and regulations and, if needed, deviate from the handbook for the maintenance of proper school discipline. School administrators may establish further rules and regulations and in some cases deviate from the handbook for the maintenance of proper school discipline. Students should be aware that the order of consequences will not always be followed due to the many different circumstances surrounding each individual case, previous incidents and warnings, student attitude, and extenuating circumstances. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

In arriving at the consequences or discipline to be imposed, consideration shall be given to:

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

Although not indicated in the individual consequences, a disciplinary report will be sent home with the student any time a student is involved in a discipline problem, unless it is a minor infraction. Also, a parent conference may be required at anytime to discuss a particular problem. On the day of the disciplinary action, a student is not allowed to attend or participate in extracurricular activities or any other district-sponsored after-school activities; for example, dances, BACK-UP activities, Honors Assembly, etc. Students involved in misconduct may lose the privilege of participation or may be denied extracurricular activities.

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Listed below are disciplinary actions or consequences that may occur:

- ▶ Conference and parent notification
- ▶ Referral to the counselor's office
- ▶ Detention
- ▶ Saturday School
- ▶ Suspension of bus privileges
- ▶ In-school suspension (ISS)
- ▶ Out-of-school suspension (OSS)
- ▶ Expulsion
- ▶ Resitution/Payment of replacement cost

Reporting to Law Enforcement

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

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

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

Documentation in Student's Discipline Record

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

Conditions of Suspension, Expulsion and Other Disciplinary Consequences

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

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In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JCF 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.

Prohibited Conduct

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

VIOLATIONS AGAINST PERSONS

Assault (201).

1. Hitting, striking and/or attempting to cause injury to another person, placing another in reasonable apprehension of imminent physical danger, knowingly causing physical injury to another person, or with criminal negligence, or recklessly engaging in conduct that creates a grave risk of death or physical injury to another person. 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

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creates a grave risk of death or serious physical injury, causing physical contact with another person knowing the other person will regard the contact as offensive or provocative, or any other act that constitutes criminal assault in the third degree.

First Offense:	Detention, 1 to 180 days out-of-school suspension, parent conference to re-enter school, or expulsion.
Second Offense:	1 to 180 days out-of-school suspension and parent conference to re-enter school, or expulsion.

2. Attempting to kill or cause serious physical injury to another, hitting or causing serious physical injury to another: Knowingly causing or attempting to cause serious bodily injury or death to another person, recklessly causing serious bodily injury to another person, or any other act that constitutes assault in the first or second degree. (203).

First Offense:	10-180 days out-of-school suspension or <u>Expulsion.</u>
Subsequent Offense:	<u>Expulsion.</u>

3. Assault to a Staff Member (3).

First Offense:	10 days out-of-school suspension immediately and referral to the superintendent for expulsion.
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4. Assault with a Weapon (see Board policy JFCJ).

First Offense:	Expulsion.
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Bullying and Cyberbullying (see Board policy JFCF) – Intimidation or harassment of a student or multiple students perpetrated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyberthreats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices.

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Critical

Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

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

Dangerous Items (10) – Possession of any item that could harm a student in any way, including chains of any type (including those used to attach to billfold), mace and mace-like products, and handcuffs.

First Offense:	Saturday School, in-school suspension, or out-of-school suspension.
Second Offense:	1-180 days out-of-school suspension or expulsion.

Fighting (28 and 210) (see also "Assault") – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action. Consequences may be applied to any person contributing to the altercation either by viewing or with verbal exchanges.

First Offense:	Detention, Saturday School, in-school suspension, or out-of-school suspension.
Second Offense:	3-20 days in-school suspension and/or out-of-school suspension.
Third Offense:	10-40 days in-school suspension and/or out-of-school suspension.

Gang-Related Behavior (30) – Conflict between groups of individuals and/or grouping for the purpose of intimidation or retaliation or to commit any other kind of illegal act will not be tolerated. Apparel, jewelry, grooming or behaviors or symbols that by virtue of color, arrangement, or other distinctive attributes denote membership in gangs that advocate drug use, violence or disruptive behavior, or that otherwise present a threat of disruption or danger in the school environment, are prohibited.

Harassment, including Sexual Harassment (32) (see Board policy AC)

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

First Offense:	Principal/Student conference, detention, 2-10 days in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	5-10 days in-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

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

Hazing (31) (see Board policy JFCF) – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense:	Saturday School, in-school suspension or out-of-school suspension.
Second Offense:	1-180 days out-of-school suspension or expulsion.

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Third Offense:	Expulsion.
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Threats of Serious Injury or Death or Verbal Assault (48) (see Board policy JGG) – A serious threat, either written, pictorial or verbal, for this policy is defined as: A threat of injury that, if inflicted, could cause permanent disabling or result in the death of one or more persons or a threat to bring a lethal weapon to school and use it. Disciplinary action is justified if a reasonable person, upon receiving the threat, would believe the threat to be a serious expression of an intent to harm. All alleged threats will be considered in light of their entire factual context, including the surrounding events and the reaction of the listener.

First Offense:	Principal/Parent/Student conference, 2-10 days in-school suspension, and/or 1-180 days out-of-school suspension. Ongoing counseling may be required at the parent's expense. The student must take a safety assessment given by middle school counselors. Conference with legal authorities to re-enter school.
Second Offense:	Principal/Parent/Student conference; 5-20 days of in-school suspension and/or 1-180 days of out-of-school suspension or expulsion. Ongoing counseling may be required at the parent's expense. The student must take a safety assessment given by middle school counselors. Conference with legal authorities to re-enter school.

Weapons/Firearms (54) (see Board policy JFC.1) – Students are forbidden to bring onto district property any item considered to be a weapon as defined in law or Board policy, including any firearm as defined in 18 U.S.C. § 921, any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2). Examples include a blackjack, clubs, firearms, concealable firearms, explosive weapon, firearm silencer, gas gun, knife, machine gun, projectile weapon, chains, metal knuckles, pistol, rifle, shotgun, spring gun or switchblade knife. This includes any type of weapon by whatever name that will or that may be readily converted to expel a projectile by the action of an explosive or other propellant. Also included are explosives of any type, point gas, bombs and any other type or form of ammunition. This includes any destructive device.

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

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

First Offense:	Detention, 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.
Second Offense:	Expulsion. Restitution if appropriate.

Extortion (47) – Threatening/intimidating any person for the purpose of obtaining money or anything of value.

First Offense:	Detention, Saturday School, in-school suspension, or out-of-school suspension. Restitution.
Second Offense:	Out-of-school suspension and referral to law enforcement, or expulsion. Restitution.

False Alarms (27) (see also "Threats of Serious Injury or Death or Verbal Assault") – Making any false alarms, such as bomb threats, setting off fire alarms, tampering with emergency equipment or making unauthorized 911 calls; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property. A person commits the crime of making a false bomb report if he or she knowingly makes a false report or causes a false report to be made to any person that a bomb or other explosive has been placed in any public or private place or vehicle.

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

Fireworks (29) – Students are forbidden to bring, possess or use fireworks of any type on district grounds or property. Examples include firecrackers, smoke bombs, etc.

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

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

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

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

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

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

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

First Offense:	Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.
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Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.
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2. **Use of Electronic Communication Devices** – The use of student-owned electronic communication devices, defined as any cell phones or multi-media equipped devices (Examples: iPad, iPod, tablet, laptop, MP3 player, pagers, etc.), at school is a privilege and not a right. If the use of any student-owned electronic communication device disrupts the educational process or normal school activity, or violates any district rule or policy, then the result may be the loss of this privilege, individually or as a student body. This policy may be reviewed or revoked at any time during the school year.

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

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

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

First Offense:	Confiscation and parent/guardian will be required to pick up the device.
Second Offense:	Confiscation and parent/guardian will be required to pick up the device. 2 days in-school suspension or Saturday School, and 5 days red card.

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Subsequent Offense:	Confiscation and parent/guardian will be required to pick up the device. 4 days in-school suspension or 2 Saturday Schools, 10 days red card, and possible loss of network user privileges.
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3. Violations, other than those listed in (1) or (2) above, of Board policy EHB, and procedure EHB-AP other than those listed in (1) or (2) above, or any policy or procedure regulating student use of personal electronic devices:

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

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

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

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

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

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

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

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

Vandalism (S2) (see Board policy ECA) – Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

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

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

First Offense:	Detention, Saturday School, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution.
Second Offense:	1-180 days out-of-school suspension or expulsion. Restitution.
Third Offense:	Expulsion. Restitution.

VIOLATIONS AGAINST PUBLIC DECENCY AND GOOD ORDER

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

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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.

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

First Offense:	Nullification of forged document. Warning from principal, detention, or in-school suspension.
Subsequent Offense:	Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.

Defiance of Authority, Insubordination (34), Disrespectful or Disruptive Conduct or Speech (20) (see Board policy AC if illegal harassment or discrimination is involved) – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

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

First Offense:	Detention, 1-10 days in-school suspension, or out-of-school suspension.
Second Offense:	5-10 days in-school suspension, or out-of-school suspension.
Third Offense:	10-180 days out-of-school suspension or expulsion.

Obscene or Profane Language, Use of (38)

First Offense:	Detention, Saturday School, 1-3 days in-school suspension or out-of-school suspension.
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Second Offense:	3-5 days out-of-school suspension.
Third Offense:	10 to 180 days out-of-school suspension.

Public Display of Affection (PDA) (43) – The public display of affection, including, but not limited to, kissing and groping, is not appropriate behavior at school.

First Offense:	Detention.
Second Offense:	Detention, Saturday School.

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

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

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

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

VIOLATIONS AGAINST PUBLIC HEALTH & SAFETY

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Drug (22)/Alcohol (1) Abuse (see Board policies JFCH and JHCD).

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

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

First Offense:	Up to 180 days out-of-school suspension.
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- a. The student may be placed in an alcohol rehabilitation or counseling center for evaluation, treatment and/or counseling at the parents' expense. Treatment and counseling shall be determined by the professional staff of the rehabilitation or counseling center.
- b. Camden-ton R-III Schools will provide educational materials to the staff of the rehabilitation center or provide education through homebound study.
- c. Upon release from the rehabilitation program, the student will be placed in the Camden-ton R-III School District's In-School Suspension (ISS) Center for the remainder of the suspension.
- d. The ISS Center shall provide for continuing the education of the student through the certified ISS Center Teacher.
- e. The student shall attend counseling sessions as recommended by the rehabilitation or counseling center at the parents' expense. Parents shall provide transportation to and from the counseling agency.
- f. The student may be absent from the ISS Center due to illness or death in the immediate family. Parents shall notify the ISS Center when the student is absent. Any days absent shall be made up at the end of the suspension.
- g. The student shall not participate in any school or student activities during the suspension.

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Second Offense:	Expulsion.
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2. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense:	Up to 180 days suspension.
Second Offense:	Expulsion.

Tobacco, Possession or Use of (50) – Possession or use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD. Middle school students are not to smoke or carry tobacco or tobacco-like products on district property; district transportation; or at any district-sponsored activity for the following reasons: – Medical findings prove it to be a health menace; Missouri law does not permit young people under the age of 18 to purchase tobacco or smoke.

First Offense:	Confiscation, detention, 3 - 5 days in-school suspension.
Second Offense:	Confiscation, 5 - 10 days in-school suspension.
Third Offense:	Confiscation, 10 days out-of-school suspension.

VIOLATIONS AGAINST SCHOOL ADMINISTRATION

Cafeteria Misconduct – All students are requested to follow these procedures:

1. The students eating lunch at school must do so in the cafeteria. This includes lunches brought from home as well as cafeteria lunches.
2. We expect each student to exhibit good table manners and be courteous to others.

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3. All students are to be seated while eating lunch and seating is on a first-come, first-serve basis.
4. Boisterousness or loud behavior will not be tolerated in the cafeteria or in the waiting area.
5. Throwing of anything in the cafeteria will not be tolerated.
6. Each student is to leave his or her eating area clean and tidy. Trays, dishes and refuse are to be taken to the disposal window.
7. All students are expected to remain in the cafeteria or other designated areas immediately adjacent to the cafeteria during lunch period.
8. Classroom halls are not to be used as a waiting or conversation area at any time. Students should not go past the main locker area until the lunch shift is over. Students may use restroom facilities across from the gym during lunch upon receiving permission.
9. Students need to ask permission to leave the cafeteria area for any reason.

First Offense:	Detention or Saturday School.
Second Offense:	Saturday School or in-school suspension.
Third Offense:	Saturday School, in-school suspension, or out-of-school suspension.

Closed Campus (51) (see "Truancy") – As soon as students arrive on campus, they are to enter school and are to remain there until the student is authorized to leave through parental checkout or at the end of the school day.

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

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

First Offense:	1 extra day of in-school suspension or 1-3 days out-of-school suspension, and a parent conference.
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Second Offense:	3-5 days out-of-school suspension and a parent conference.
Third Offense:	5-10 days out-of-school suspension and a parent conference.

Failure to Adhere to After-School Activities Rules (11) – Students are given rules and regulations for various activities and sports. Consequences could result in loss of privilege to attend the after-school activities or in privileges revoked and removal from the team.

Failure to Adhere to the Approved Dress Code (21) (see Board policy JFCA and student handbook) – The dress code is set out in detail in the student handbook. The study and revision of the dress code will be an ongoing process of both the student council and administration. Exceptions to the grooming and dress code for health or religious reasons will be considered on a case-by-case basis.

First Offense:	Conference and correction immediately at school, if possible.
Second Offense:	Parent notified to correct violation prior to student returning to school.
Third Offense:	Student suspended out-of-school to correct problem prior to returning.
Fourth Offense:	Out-of-school suspension in continuous or flagrant cases.

Failure to Attend After-School Detention (24) or Saturday School (26) – Students are required to attend at the assigned date or have parental request through the administration for any schedule change. Students are required to bring pencil/pen, paper, books and materials to study.

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

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

Failure to Care for or Return District Property -- Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment. Restitution amount shall be assessed by the principal of the school.

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concerned, or a designated person, in accordance with the price of the book or other item lost or damaged.

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

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

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

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

General Classroom Disruptions (13) – Unsolicited talking, moving around, pestering of classmates and other acts disruptive or distracting to the learning environment.

First Offense:	Detention, Saturday School, 2-3 days in-school suspension or out-of-school suspension.
Second Offense:	3-5 days in-school suspension or out-of-school suspension.
Third Offense:	3-10 days out-of-school suspension.

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

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

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

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

Possession of Nuisance Items (37) – Including, but not limited to, disruptive devices including water guns/water balloons.

First Offense:	Confiscation and conference. Parents may be responsible for picking up the item.
Second Offense:	Confiscation and parent responsible to pick up the item.
Third Offense:	Confiscation, parent notification, detention, Saturday School, or in-school suspension.
Fourth Offense:	Out-of-school suspension.

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Tardiness (see Board policy JED and procedure JED-API) – Students are considered tardy when they are not in their classrooms and in their seats ready to begin work when the teacher begins class.

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

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

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

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

First Offense - 3 unexcused tardies:	Detention.
Second Offense - 4 unexcused tardies:	Saturday School.
Third Offense - 5 unexcused tardies:	Saturday School or in-school suspension.

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

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attending classes in one of these buildings. Students are not to go to them without a pass from the middle school office.

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

Unsportsmanlike Conduct (see Board policy IGBIA and procedure IGBIA-API) – Any violation of the sportsmanship guidelines by any team member, coach or fan.

First Offense:	Conference with student.
Second Offense:	Notification to parent and after-school detention, or banned from all extracurricular activities.
Third Offense:	Saturday School, suspended from athletic teams, or banned from all extracurricular activities.

VIOLATIONS ON BUS/TRANSPORTATION

Bus or Transportation Misconduct (see Board policy JFCC and procedure JFCC-API) – Bus transportation is a school service. Students are responsible to the driver at all times and are expected to be courteous and considerate to other students as well. When buses are being loaded, students are to form separate lines for each bus. No student may board the bus except as directed by the driver. Any misconduct occurring on the school bus is subject to the consequences listed for such conduct in this regulation, in addition to suspension or loss of riding privileges. Safety rules for bus riders can be found in procedure JFCC-API.

The rules of conduct and consequences listed have been established to maintain safe passage of students riding buses to and from school. These rules apply while students are on the bus and at or near bus stops. Certain discipline problems may occur on a bus that are serious enough to cause the principal(s) to disregard a step-by-step approach and take more significant action to resolve the problems. Violations such as smoking on the school bus, using profanity, fighting, use, possession or sales of any form of drugs or alcohol, refusing to follow reasonable directions of the bus driver,

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and other types of serious misbehavior may result in immediate and/or permanent suspension from riding the school bus. The sequence of consequences may be changed, and other rules may be established as determined necessary by school administrators to ensure proper safety standards. Again, any conduct on the school bus is subject to consequences listed in other sections of this regulation.

Inappropriate Conduct (107)

1. Standing while bus is moving, yelling, littering in the bus, use of food or drink, not sitting in assigned seat, shoving or pushing, not following directives of drivers, etc.:

First Offense:	Detention (MS); or Saturday School; parent contact.
Second Offense:	Saturday School.
Third Offense:	Saturday School for each action following the initial warning and thereafter, or loss of riding privileges.

2. Throwing items (in or out of the bus) (111). This includes shooting rubber bands or paper wads.

First Offense:	Detention (MS); Saturday School; or 2-5 days suspended off bus.
Second Offense:	Saturday School; or 2-10 days off bus.
Third Offense:	1-3 weeks off bus.
Fourth Offense:	Suspension off bus for the remainder of the school year.

3. Bringing dangerous items on bus (104). Includes matches, stink bombs, lighters, flammable items.

First Offense:	3-15 days off bus.
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Second Offense:	1-3 weeks off bus.
Third Offense:	3-5 weeks off bus.
Fourth Offense:	Suspension off bus for the remainder of the school year.

4. Fighting (106) and/or assault (101).

First Offense:	3-10 days suspended off bus.
Second Offense:	1-3 weeks suspended off bus.
Third Offense:	3-5 weeks suspended off bus.
Fourth Offense:	Suspension off bus for the remainder of the school year.

5. Creating a hazard or dangerous situation; operating or handling of bus equipment (102).

First Offense:	3-10 days off bus.
Second Offense:	1-5 weeks off bus.
Third Offense:	Suspension off bus for the remainder of the school year.

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

6. Damaging or vandalizing the bus (103).

First Offense:	3-10 days off bus and restitution.
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Second Offense:	3-5 weeks off bus and restitution.
Third Offense:	Suspension off bus for the remainder of the school year and restitution.

7. Use or possession of tobacco products (112).

First Offense:	Confiscation, 3-15 days off bus.
Second Offense:	Confiscation, 3-5 weeks off bus.
Third Offense:	Confiscation; suspension off bus for the remainder of the school year.

8. Use of obscene or vulgar language and gestures (student-to-student) (108).

First Offense:	Saturday School; or 3-15 days off bus.
Second Offense:	1-4 weeks off bus.
Third Offense:	3-5 weeks off bus.
Fourth Offense:	Suspension off bus for the remainder of the school year.

9. Verbal abuse of bus driver/monitor, including use of vulgar or obscene language and gestures (113).

First Offense:	3-15 days off bus.
Second Offense:	3-5 weeks off bus.

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Third Offense:	Suspension off bus for the remainder of the school year.
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10. Physical abuse of bus driver/monitor (109).

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

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.

Adopted: 08/08/1994

Revised: 08/11/2003; 06/14/2004; 07/10/2006; 07/16/2007; 01/11/2010; 05/09/2011; 06/28/2012

MSIP Refs: 6/6

Candenton R-III School District, Candenton, Missouri

STUDENT DISCIPLINE
(High School)

No code can be expected to list each and every offense that may result in the use of disciplinary action; however, it is the purpose of the code to list certain offenses which, if committed by a student, will result in the imposition of a specific penalty. Out-of-school suspensions are unexcused absences. School administrators may establish further rules and regulations and in some cases deviate from the handbook for the maintenance of proper school discipline. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

Reporting to Law Enforcement

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

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

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

Documentation in Student's Discipline Record

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

Conditions of Suspension, Expulsion and Other Disciplinary Consequences

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

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

Academic Consequences

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

Prohibited Conduct

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

VIOLATIONS AGAINST PERSONS

Assault

1. Intentionally placing another in reasonable apprehension of physical danger. - Knowingly causing physical injury to another person, or with criminal negligence, or recklessly engaging in conduct that creates a grave risk of death or physical injury to another person. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third degree. If the act occurs on school/district property, on a school bus/district transportation or arose as a result of a district or district-sponsored activity, it is a class D felony.

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

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

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

3. **Assault of a Staff Member**

First Offense:	10 days out-of-school suspension immediately and referred to the superintendent for expulsion. Student will also be referred to law enforcement officials.
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4. **Assault with a Weapon (see Board policy JFCJ)**

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

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

Fighting (see also "Assault") - Mutual combat in which both parties have contributed to a conflict either verbally or by physical action. Consequences may be applied to any person contributing to the altercation either by viewing or with verbal exchanges.

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

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

Harassment, including Sexual Harassment (see Board policy AC)

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

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

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

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

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

First Offense:	1-10 days suspension; parent conference to re-enter school.
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Second Offense:	Expulsion.
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VIOLATIONS AGAINST PROPERTY

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

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

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

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

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

First Offense:	2-5 days out-of-school suspension/alternate suspension program (ASP); parent conference.
Second Offense:	10-180 days out-of-school suspension/alternate suspension program (ASP); parent conference; possible expulsion.

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Second Offense:	1-180 days suspension; parent conference to re-enter school; possible expulsion.
Third Offense:	Possible expulsion.

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

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

Weapons/Firearms (see Board policy JFCJ) – Students are forbidden to bring onto district property any item considered to be a weapon as defined in law or Board policy, including any firearm as defined in 18 U.S.C. § 921, any instrument or device defined in 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2). Examples include: a blackjack, clubs, firearms, concealable firearm, explosive weapon, firearm silencer, gas gun, knife, machine gun, projectile weapon, chains, metal knuckles, rifle, shotgun, pistol, spring gun, or switchblade knife. This includes any type of weapon by whatever name that will or that may be readily converted to expel a projectile by the action of an explosive or other propellant. Also included are explosives of any type, poisonous gas, bombs and any type or form of ammunition. This includes any destructive device.

First Offense:	One calendar year out-of-school suspension; expulsion, unless modified by the Board upon recommendation by the superintendent.
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Failure to Care for or Return District Property – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

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

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

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

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

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

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

First Offense:	Principal/Student conference, loss of privileges, detention, or in-school suspension.
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Subsequent Offense:	Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.
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Incendiary Devices – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff.

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

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

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

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

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

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

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

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

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

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

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

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

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

First Offense:	Return of or restitution for property. Warning from principal, detention, 3 to 70 days in-school suspension, or 1 to 180 days out-of-school suspension/alternate suspension program (ASP).
Second Offense:	Return of or restitution for property. 1 to 180 days out-of-school suspension/alternate suspension program (ASP) or expulsion.

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

First Offense:	Detention, in-school suspension, or 1-180 days out-of-school suspension/alternate suspension program (ASP).
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Subsequent Offense:	1-180 days out-of-school suspension/alternate suspension program (ASP) or expulsion.
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Vandalism (see Board policy ECA) – Knowingly vandalizing, defacing or otherwise damaging or attempting to cause damage to real or personal property belonging to the district, staff or students. Institutional vandalism is a class A misdemeanor unless the damage to, or loss of, the property is in excess of \$10,000, which is then considered a class D felony.

First Offense:	Restitution; suspension; possible expulsion.
Second Offense:	Restitution and suspension; possible expulsion.

VIOLATIONS AGAINST PUBLIC DECENCY AND GOOD ORDER

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

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

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

First Offense:	Nullification of forged document, Warning from principal, detention, in-school suspension, 1-10 days out-of-school suspension/alternate suspension program (ASP).
Subsequent Offense:	Nullification of forged document, in-school suspension, or 1-180 days out-of-school suspension/alternate suspension program (ASP).

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

First Offense:	Conference with student and parents/detention/Saturday School; 1-3 days in-school suspension/alternate suspension program (ASP).
Second Offense:	Saturday School, 1-10 days out-of-school suspension; parent conference.
Subsequent Offense:	3-10 days out-of-school suspension/alternate suspension program (ASP).

Insubordination/Failure to Follow Directive of a Staff Member

First Offense:	1-3 days in-school suspension.
Second Offense:	Saturday School, 1-10 days out-of-school suspension.
Subsequent Offense:	5-10 days out-of-school suspension/alternate suspension program (ASP).

Obscene or Profane Language, Use of

First Offense:	Detention, 1-10 days in-school suspension.
Second Offense:	1-10 days out-of-school suspension/alternate suspension program (ASP).
Third Offense:	1-180 days out-of-school suspension/alternate suspension program (ASP); possible expulsion.

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

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First Offense:	Conference and warning.
Second Offense:	Detention, in-school suspension; parent conference.
Subsequent Offense:	Minimum of 5 days suspension.

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

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

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

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

VIOLATIONS AGAINST PUBLIC HEALTH & SAFETY

Drugs/Alcohol (see Board policies JFCH and JHCD)

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1. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

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

First Offense:	Up to 180 days out-of-school suspension/alternate suspension program (ASP).
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- a. Recommendation may be made for the student to be placed in a drug rehabilitation or counseling program. The length of stay shall be determined by the professional staff of the rehabilitation or counseling center.
- b. Camdenon R-III Schools will provide educational materials to the staff of the rehabilitation center or provide education through homebound study. Only those subjects which are part of core curriculum will be included. Subjects requiring special equipment such as Band and Industrial Arts will not be included.
- c. Upon completion of the rehabilitation program, the student may be assigned to the Camdenon R-III School District's In-School Suspension (ISS) Center/alternate suspension program (ASP) for the remainder of the suspension. Education will be continued by a certified teacher assigned to the ISS Center.
- d. The student shall attend counseling sessions as recommended by the rehabilitation or counseling center.
- e. Upon return to school, the student may be placed in the ISS Center until he or she can provide a test result from an approved evaluation agency indicating that the student's body is clear of all prohibited substances.

Subsequent Offense:	1-180 days out-of-school suspension/alternate suspension program (ASP); expulsion.
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2. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances

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identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

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

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

First Offense:	Confiscation and 5 days in-school suspension/alternate suspension program (ASP).
Subsequent Offense:	Confiscation and 10 days in-school suspension/alternate suspension program (ASP).

VIOLATIONS AGAINST SCHOOL ADMINISTRATION

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

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

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

First Offense:	1-3 days out-of-school suspension.
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Second Offense:	5-10 days out-of-school suspension.
Third Offense:	10 days out-of-school suspension.

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

First Offense:	1-10 days out-of-school suspension.
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Failure to Attend Saturday School – Students who are assigned to Saturday School are required to have in their possession a copy of their Saturday School report and bring books and materials to study. It is the student's responsibility to attend assigned Saturday School. Work is not an excuse.

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

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

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

FILE: JG-R3
Critical

REFERENCE COPY

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

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

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

Tardiness (see Board policy JED and procedure JED-AP2) – Students who are tardy to school or who are not in the classroom ready to begin work when the tardy bell rings are tardy to class.

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

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

REFERENCE COPY

FILE: JG-R3
Critical

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

VIOLATIONS ON BUS/TRANSPORTATION

Bus or Transportation Misconduct (see Board policy JFCC and procedure JFCC-AP) – An important objective of the Camdenton R-III School District and the Camdenton R-III School transportation department is to offer a safe, effective and efficient transportation program. Safety rules for bus riders can be found in procedure JFCC-AP. The rules of conduct and consequences listed have been established to maintain safe passage of students riding buses to and from school. These rules apply while students are on the bus and at, or near, bus stops. Certain discipline problems may occur on a bus that are serious enough to cause the principal(s) to disregard a step-by-step approach and take more significant action to resolve the problems. Violations such as smoking on the school bus, use of profanity, fighting, use of any form of drugs, refusing to follow reasonable directions of the bus driver, and other types of serious misbehavior may result in immediate and/or permanent suspension from riding the school bus. The sequence of consequences may be changed, and other rules may be established as determined necessary by school administrators to ensure proper safety standards.

1. Inappropriate Conduct

Standing while bus is moving, yelling, littering in the bus, use of food or drink, not sitting in assigned seat, shoving or pushing, not following directives of drivers, etc.

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

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Critical

REFERENCE COPY

Third Offense:	Saturday School for each action following the initial warning and thereafter, or loss of riding privileges.
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2. Throwing Items (In or out of the bus)

This includes shooting rubber bands or paper wads.

First Offense:	Saturday School and/or 2-5 days suspension off bus.
Second Offense:	Saturday School and/or 2-10 days off bus.
Third Offense:	1-3 weeks off bus.
Fourth Offense:	Suspension off bus for the remainder of the school year.

3. Bringing Dangerous Items on Bus

Includes matches, stink bombs, lighters, flammable items.

First Offense:	3-15 days off bus.
Second Offense:	1-3 weeks off bus.
Third Offense:	3-5 weeks off bus.
Fourth Offense:	Suspension off bus for the remainder of the school year.

4. Fighting and/or Assault

First Offense:	3-10 days suspension off bus.
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Second Offense:	1-3 weeks suspension off bus.
Third Offense:	3-5 weeks suspension off bus.
Fourth Offense:	Suspension off bus for the remainder of the school year.

5. **Creating a Hazard or Dangerous Situation***

Operating or handling of bus equipment.

First Offense:	3-10 days off bus.
Second Offense:	1-5 weeks off bus.
Third Offense:	Suspension off bus for the remainder of the school year.

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

6. **Damaging or Vandalizing the Bus**

First Offense:	3-10 days off bus; restitution.
Second Offense:	3-5 weeks off bus; restitution.
Third Offense:	Suspension off bus for the remainder of the school year; restitution.

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

First Offense:	Confiscation; 3-15 days off bus.
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Second Offense:	Confiscation; 3-5 weeks off bus.
Third Offense:	Confiscation; suspension off bus for the remainder of the school year.

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

First Offense:	Saturday School; or 3-15 days off bus.
Second Offense:	1-4 weeks off bus.
Third Offense:	3-5 weeks off bus.
Fourth Offense:	Suspension off bus for the remainder of the school year.

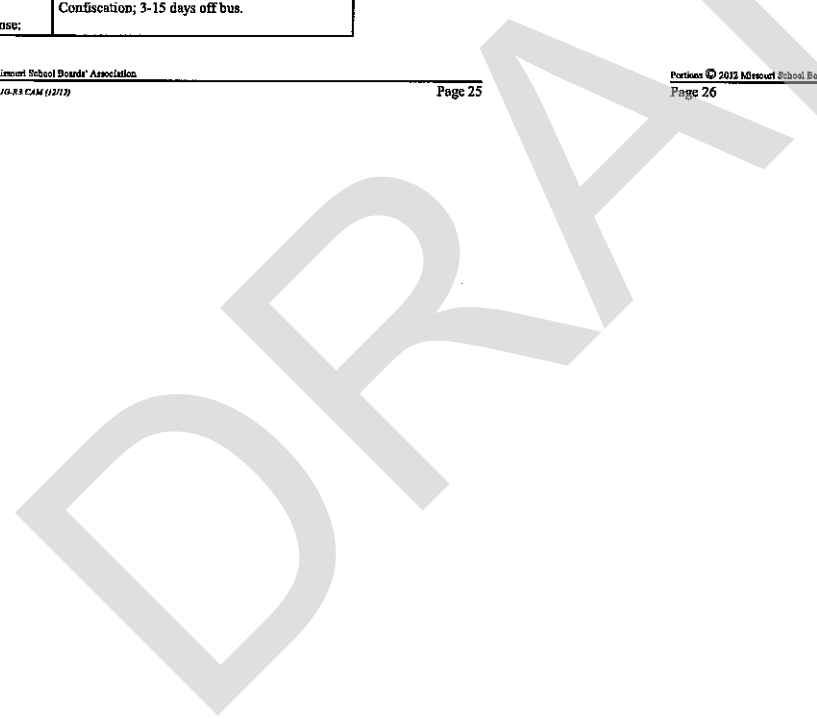
9. **Verbal Abuse of Bus Driver/Monitor**

Includes use of vulgar or obscene language and gestures.

First Offense:	3-15 days off bus.
Second Offense:	3-5 weeks off bus.
Third Offense:	Suspension off bus for the remainder of the school year.

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

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



ADMINISTRATION OF MEDICATIONS TO STUDENTS

Definitions

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

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

General

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

The administration of medications is a nursing activity that must be performed by or under the supervision of a registered professional nurse. A registered professional nurse may delegate the administration of medication to a licensed practical nurse or unlicensed personnel who are trained by the nurse to administer medications. The registered professional nurse is responsible for developing written procedures for training unlicensed personnel in the administration of medications and for supervising the administration of medication by others. In accordance with law, any trained or qualified employee will be held harmless and immune from civil liability for administering medication in good faith and according to standard medical practices. A qualified employee is one who has been trained to administer medication according to standard medical practices.

The nurse or designee must maintain thorough documentation of all medications administered to students.

Nurses must use reasonable and prudent judgment to determine whether to administer particular medications to students while also working in collaboration with parents/guardians and the school administration. In carrying out their legal duty to protect the health, welfare and safety of students,

nurses will, when necessary, clarify authorized prescriber orders and respond in accordance with such clarifications.

The district shall not knowingly administer medications in an amount exceeding the recommended daily dosage listed in the Physician's Desk Reference (PDR) or other recognized medical or pharmaceutical text. Except for the emergency use of a prefilled epinephrine auto syringe or asthma-related rescue medication, the district will not administer the first dose of any medication. Parents/Guardians are encouraged to arrange to administer prescription medications themselves when possible.

Students are not to carry any medication (prescription or over-the-counter) on their person except as specified below for those students self-administering medications. Controlled substances are not allowed on the school transportation bus. A parent/guardian must deliver medications to school unless they are self-administered as specified below.

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 the parent/guardian. All over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label.

Prescription Medications

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

Possession and Self-Administration of Medications

The district will permit a student to possess and self-administer medications in accordance with an IEP or Section 504 plan or in accordance with state law allowing students to possess and self-administer medications for a chronic health condition. However, permission to possess and self-administer medications may be revisited if there is evidence that the student is not handling or administering the medication appropriately or that the student's actions may be harming his or her own health or the health and safety of other persons.

Students with IEPs or Section 504 Plans

Students may possess and self-administer medications in accordance with the student's IEP or Section 504 plan.

Self-Administered Medications Students with Chronic Health Conditions

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

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

Possession of Self-Administered Medications

An authorized prescriber may recommend that an individual student with a chronic health condition be allowed to be in possession of his or her medication on district property for the purposes of self-administration. The district will permit possession of medication for the treatment of a chronic health condition including, but not limited to, asthma or anaphylaxis, on district property, at district-sponsored activities and in transit to and from school or activities in accordance with law. The district will also permit the possession of other medications for the purposes of self-administration as required by the student's Section 504 plan or IEP. The district may otherwise permit the possession of medications for self-administration in accordance with law. No student will be permitted to possess any medication unless the parent/guardian has submitted all required authorizations and release in accordance with this policy.

Emergency Medications

All student-occupied buildings in this district are equipped with prefilled epinephrine auto syringes that can be administered by the school nurse or another school employee trained and supervised by the school nurse, may administer these medications when they nurse or trained employee believes, based on his or her training, that a student is having a life-threatening anaphylactic reaction or life-threatening asthma episode. In accordance with law, qualified employees will be held harmless and immune from civil liability for administering epinephrine in good faith and according to standard medical practice.

Epinephrine and asthma-related rescue medications will only be administered in accordance with written protocols provided by an authorized prescriber. The Board will purchase an adequate number of prefilled epinephrine auto syringes and asthma-related rescue medications based on the recommendation of the school nurse, who will be responsible for maintaining an adequate supply of supplies.

Consequences

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

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.

Adopted: 08/08/1994

Revised: 12/13/1999; 07/10/2006; 01/08/2007; 05/09/2011

Cross Refs: EBB, Communicable Diseases
EBBA, Illness and Injury Response and Prevention

Legal Refs: §§ 167.621 - .636, 335.016, .066, 338.059, 577.625, .628, RSMo.
Davis v. Francis Howell Sch. Dist., 138 F.3d 754 (8th Cir. 1998)

STUDENT ALLERGY PREVENTION AND RESPONSE

The purpose of this policy is to create an organized system for preventing and responding to allergic reactions. This policy is not a guarantee of an allergen-free environment; instead, it is designed to increase awareness, provide education and training, reduce the chance of exposure and outline responses to allergic reactions. The best form of prevention for life-threatening allergies is avoidance of the allergen.

Research shows that allergies can negatively impact student achievement by affecting concentration, auditory processing and attendance. Further, healthy students are better learners. In addition to posing health risks, allergies can be potentially deadly for some individuals.

This policy applies to district facilities to which students have access and includes transportation provided by the district. The Board instructs the superintendent or designee to develop procedures to implement this policy.

Identification

Each school will attempt to identify students with life-threatening allergies, including food allergies. An allergic reaction is an immune system response to a substance that itself is not harmful but that the body interprets as being harmful. Allergic reactions can range from mild to severe and can even be life threatening. At enrollment, the person enrolling the student will be asked to provide information on any allergies the student may have.

Prevention Students with Known Allergies

Students with allergies that rise to the level of a disability as defined by law will be accommodated in accordance with district policies and procedures pertaining to the identification and accommodation of students with disabilities. An individualized health plan (IHP), including an emergency action plan (EAP), may be developed for students with allergies that do not rise to the level of a disability.

All staff members are required to follow any Section 504 plan or IHP/EAP developed for a student by the district. Staff members who do not follow an existing Section 504 plan or IHP/EAP will be disciplined, and such discipline may include termination.

Prevention

Staff members shall not use air fresheners, oils, candles or other such items intended to add fragrance in any district facilities. This provision will not be construed to prohibit the use of personal care

items that contain added fragrance, but the principal may require staff members to refrain from the use of personal care items with added fragrance under particular circumstances.

Staff members are prohibited from using cleaning materials, disinfectants, pesticides or other chemicals except those provided by the district.

The district will not serve any processed foods, including foods sold in vending machines, that are not labeled with a complete list of ingredients. Vended items must include a list of ingredients on the individual package. The food service director will create an ingredient list for all foods provided by the district as part of the district's nutrition program, including food provided during the school day and in before- and after-school programs. This list will be available upon request.

Prepackaged items used in concessions, fundraisers and classroom activities must include a list of ingredients on the package. If the package does not contain a list of ingredients, the list of ingredients must be available at the location where the package is sold or provided.

Education and Training

All staff members will be regularly trained on the causes and symptoms of and responses to allergic reactions. Training will include instruction on the use of ~~prefilled epinephrine premeasured auto-injection devices, syringes and the administration of asthma-related rescue medications~~.

In accordance with law, qualified employees will be held harmless and immune from civil liability for administering epinephrine ~~or asthma-related rescue medications~~ in good faith and according to standard medical practices. A qualified employee is one who has been trained to administer medication, including epinephrine, in accordance with standard medical practice.

Age-appropriate education on allergies and allergic reactions will be provided to students as such education aligns with state Grade-Level Expectations (GLEs) for health education. Education will include potential causes, signs and symptoms of allergic reactions; information on avoiding allergens; and simple steps students can take to keep classmates safe.

Confidentiality

Information about individual students with allergies will be provided to all staff members and others who need to know the information to provide a safe learning environment for the student. Information about individual students with allergies will not be shared with students and others who do not have a legitimate educational interest in the information unless authorized by the parent/guardian or as otherwise permitted by law, including the Family Educational Rights and Privacy Act (FERPA).

Response

Response to an allergic reaction shall be in accordance with established procedures, including application of the student's Section 504 plan or IHP/EAP. Information about known allergies will be shared in accordance with FERPA. Each building will maintain an adequate supply of ~~prefilled epinephrine premeasured auto-injection devices, syringes and asthma-related rescue medications~~ to be administered in accordance with Board 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.

Adopted: 05/24/2011

Revised

- Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation
- ADF, District Wellness Program
- EBBA, Illness and Injury Response and Prevention
- ECG, Animals on District Property
- EF, Food Services Management
- FFB, Free and Reduced-Cost Food Services
- IGBA, Programs for Students with Disabilities
- IGD, District-Sponsored Extracurricular Activities and Organizations Groups
- IICA, Field Trips and Excursions

- Legal Refs: §§ 167.208, ~~635~~, RSMo.
- Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 - 1417
- 34 C.F.R. Part 300
- The Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794
- 34 C.F.R. Part 104
- Americans with Disabilities Act, 42 U.S.C. §§ 12101 - 12213
- National School Lunch Act, 42 U.S.C. §§ 1751 - 1769h
- Child Nutrition Act of 1966, 42 U.S.C. §§ 1771 - 1785
- 7 C.F.R. Parts 210, 220, 227

Camdenton R-III School District, Camdenton, Missouri

REPORTING AND INVESTIGATING CHILD ABUSE/NEGLECT

The Camdenton R-III School District and its employees will take action to protect students and other children from harm including, but not limited to, abuse and neglect, and will respond immediately when discovering evidence of harm to a child. Employees must cooperate fully with investigations of child abuse and neglect. The district prohibits discrimination, negative job action or retaliation against any district employee who in good faith reports alleged child abuse or neglect, including alleged misconduct by another district employee.

Employees failing to follow the directives of this policy or state or federal law will be subject to discipline including, but not limited to, termination, and may be subject to criminal prosecution.

Public School District Liaison

The superintendent shall designate a specific person or persons to serve as the public school district liaison(s) and forward that information to the local division office of the Children's Division (CD) of the Department of Social Services. The liaison(s) shall develop protocols in conjunction with the chief investigator of the local division office to ensure information regarding the status of a child abuse or neglect investigation is shared with appropriate school personnel.

The liaison(s) will also serve on multidisciplinary teams used in providing protective or preventive social services along with law enforcement, the juvenile officer, the juvenile court and other agencies, both public and private.

It will be the responsibility of the liaison(s) to arrange for training and information necessary to assist staff members in identifying possible instances of child abuse and neglect, including annual updates regarding any changes in the law. Additionally, the liaison is charged with implementing a planned program of personal safety and awareness education, including methods for preventing sexual abuse, that shall be provided to teachers, students and parents/guardians.

Reporting Child Abuse/Neglect

The Board of Education requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee acting in his or her official capacity who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, will immediately make a report to the school administrator or designee, including any report of excessive absences that may indicate educational neglect. The school principal or designee will then become responsible for making a report via the Child Abuse and Neglect Hotline to the CD, as required by law. This policy does not preclude any employee from directly reporting abuse or neglect to the CD; however, the school

official or employee must notify the school administrator or designee immediately after making a report.

~~In accordance with law, if a student reports alleged sexual misconduct on the part of a school district employee to an employee of this district, the employee who receives the report and the superintendent shall forward the allegation to the CD within 24 hours of receiving the information.~~

The school administrator or designee will inform the superintendent or designee and the liaison(s) that a report has been made and will keep them aware of the status of the case. The school administrator or designee may also notify law enforcement or the juvenile office when appropriate. If the school administrator or designee has reason to believe that a victim of such abuse or neglect is a resident of another state or was injured as a result of an act that occurred in another state, then, in addition to notifying the Missouri CD pursuant to this policy, he or she may also make a report to the child protection agency with the authority to receive such reports, pursuant to law, in the other state.

~~In accordance with law, if a student reports alleged sexual misconduct on the part of a school district employee to an employee of this district, the employee who receives the report and the superintendent shall forward the allegation to the CD within 24 hours of receiving the information. For the purposes of this policy, the term "sexual misconduct" is defined as engaging in any conduct with a student, on or off district property, that constitutes the crime of sexual misconduct; illegal sexual harassment as defined in policy AC, as determined by the district; or child abuse involving sexual behavior, as determined by the CD.~~

Investigating Child Abuse/Neglect

Except in situations involving sexual misconduct, when the CD receives a child abuse report alleging that an employee of the district has abused a student, the report shall be immediately referred to the superintendent (or the president of the School Board in situations concerning the superintendent), who will conduct an initial investigation. If the initial investigation determines that the report relates to a spanking by a certificated district employee or the use of reasonable physical force against a student for the protection of persons or property by any district personnel administered pursuant to district policy, or if it is determined that the sole purpose of the report is to harass a district employee, the report will be investigated as detailed below in accordance with law. All other reports of any nature will be immediately returned to the CD for investigation, and the superintendent (or Board president, if applicable) will take no further action.

Harassment, Spanking or Protection of Persons or Property

If the report to the CD relates to a spanking by a certificated district employee or the use of reasonable physical force against a student for the protection of persons or property by any district

personnel administered pursuant to district policy, or if it is determined that the sole purpose of the report is to harass a district employee, the superintendent, Board president or a designee of either will notify the juvenile officer/law enforcement of the county in which the alleged incident occurred. The district will jointly investigate the matter with the juvenile officer or a law enforcement officer designated by the juvenile officer. The superintendent, Board president and their designees are authorized to contact and utilize the district's attorney to assist in the investigation.

Once the investigation is concluded, the juvenile officer or law enforcement officer and the investigating district personnel will issue separate reports of their findings, no later than seven days, after the district receives notice of the allegation from the CD. The reports must contain a statement of conclusion as to whether the preponderance of evidence supports a finding that the alleged incident of child abuse is substantiated or unsubstantiated. The Board will consider the separate reports and will issue its findings and conclusions, if any, within seven days after receiving the last of the two reports. The findings and conclusions will be made as required by state law and will be sent to the CD.

Sexual Misconduct Involving an Employee

The district takes all allegations of sexual misconduct seriously, regardless of the source. When an allegation is made, district employees will immediately take appropriate action to protect students and other children, which will include reporting to the CD in accordance with Board policy and notifying the superintendent. The superintendent or designee will contact law enforcement, suspend the employee pending an investigation, and begin an investigation.

In accordance with law, if a student reports alleged sexual misconduct on the part of a teacher or other employee of a school district to a district employee, the employee who receives the report shall notify the superintendent immediately and forward the allegation to the CD within 24 hours of receiving the information. The superintendent will also forward the allegation to the CD within 24 hours of receiving the report. The CD will investigate all allegations of sexual misconduct involving district employees.

Referral to the Office of Child Advocate for Children's Protection and Services

If the CD determines that a report of child abuse or neglect is unsubstantiated, the district or a district employee may request that the report be referred to the Office of Child Advocate for Children's Protection and Services for additional review.

Information from the Children's Division

In accordance with law, as mandated reporters district employees reporting child abuse and neglect are entitled upon request to information on the general disposition of a report of child abuse or

neglect and may receive findings and information concerning the case at the discretion of the CD. The CD will also notify the district when a student is under judicial custody or when a case is active regarding a student.

Any information received from the CD will be kept strictly confidential in accordance with law and will only be shared with district employees who need to know the information to appropriately supervise the student or for intervention and counseling purposes. All written information received by any public school district liaison or the district shall be subject to the provisions of the Family Educational Rights and Privacy Act (FERPA). Information received from the CD will not be included in the student's permanent record.

Immunity

In accordance with law, any person who in good faith reports child abuse or neglect; cooperates with the CD or any law enforcement agency, juvenile office, court, or child-protective service agency of this or any other state in reporting or investigating child abuse or neglect; or participates in any judicial proceeding resulting from the report will be immune from civil or criminal liability.

Any person who is not an employee of the district and who in good faith reports to a district employee a case of alleged child abuse by any district employee will be immune from civil or criminal liability for making such a report or for participating in any judicial proceedings resulting from the report.

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.

Adopted: 08/08/1994

Revised: 08/11/2003; 09/13/2004; 07/10/2006; 05/09/2011; 06/11/2012;

Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation
GBH, Staff/Student Relations
GBLB, References
GCPD, Suspension of Professional Staff Members
GCPE, Termination of Professional Staff Members
GCPF, Nonrenewal of Professional Staff Members
GDPD, Nonrenewal, Suspension and Termination of Support Staff Members

STUDENT RECORDS

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

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

Definitions

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

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

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

Health Information

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

Parent and Eligible Student Access

All parents may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law. These rights transfer from

the parent to the student once the student becomes an eligible student; however, under the Missouri Sunshine Law, parents maintain some rights to inspect student records even after a student turns 18. The district will extend the same access to records to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally modified.

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

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

Directory Information

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

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

The school district designates the following items as directory information:

General Directory Information - The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, district websites, or to any person without first obtaining written consent from a parent or eligible student:

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

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STUDENT RECORDS

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

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

Definitions

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

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

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

Health Information

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

Parent and Eligible Student Access

All parents may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law. These rights transfer from

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If a parent to the student once the student becomes an eligible student, however, under the Missouri Sunshine Law, parents maintain some rights to inspect student records even after a student turns 18. The district will extend the same access to records to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally modified.

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

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

Directory Information

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

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

The school district designates the following items as directory information:

General Directory Information – The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:

Student's name, date and place of birth, parents' names, grade level, enrollment status (e.g., full-time or part-time), student identification number, user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected

SUPPORT STAFF SICK LEAVE DONATION

Effective July 1, 2001, a sick leave donation policy shall be implemented. All **Camdenton R-III** classified personnel who qualify under the sick leave and personal leave policy, GDBDA, will be covered under this plan.

The incentive sick leave donation policy shall be implemented using the following guidelines:

1. Unused sick days will accumulate as sick leave. Unused personal leave days will accumulate as personal leave up to a maximum of five days; after five personal days have accumulated, all future personal leave days will accumulate as sick leave days.
2. Of the 11 days that are given for sick leave and personal leave, any classified employee may donate up to five days annually to another classified employee who has used up all of his/her sick leave days for unusual and lengthy absences due to serious illness or accident.
3. No recipient of donated sick leave days may accept and use more than 90 such days in any one school year.
4. In order to request assistance, the employee must have used all of his/her sick leave days plus five consecutive days. In certain instances, absences resulting from an ongoing critical illness/disability need not be consecutive after the initial five-day loss of pay is satisfied (example: chemotherapy). The need for such an arrangement must receive prior approval by the School Board.
5. Donations must be deducted from current year's available leave days before accumulated leave days from previous years may be used.
6. Application for use of the sick leave donation policy shall be made to the superintendent or designee in writing.
7. Employees who have met all requirements and have completed designated employment periods in the Camdenton R-III School District may draw days from policy as follows:
 - a. Beginning first-year employees and employees beginning their second year of employment -- 30 days.
 - b. Employees beginning their third year or fourth year of employment -- 60 days.
 - c. Employees beginning their fifth year of employment and above -- 90 days.
8. Donations of sick leave days will not reduce the donor's on-the-job incentive pay.

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.

Adopted: 07/01/2001

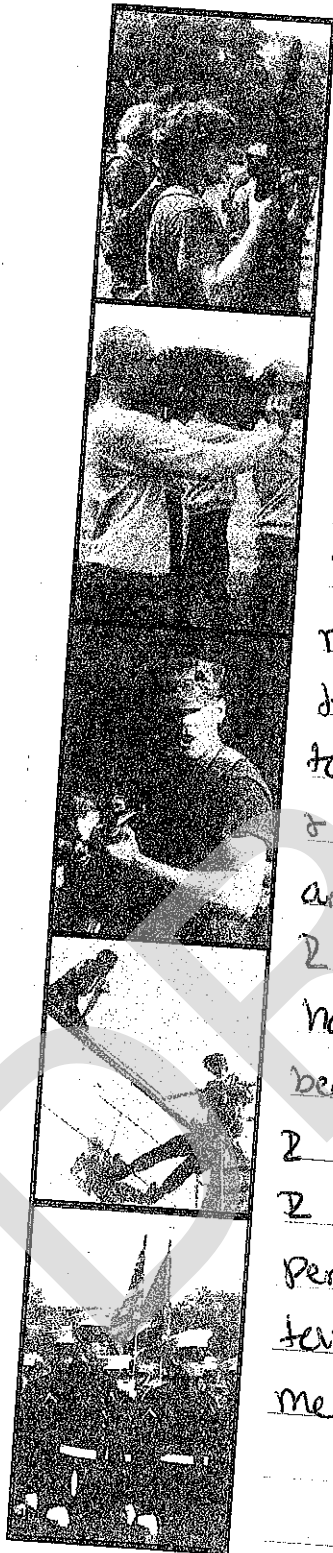
Revised: 03/27/2006; 10/22/2007; 02/14/2011; 06/11/2012

Camdenton R-III School District, Camdenton, Missouri



M.C.R.D PARRIS ISLAND, SC 29905

UNITED STATES MARINE CORPS



To Camdenton School Board

Hi, my name is Tabatha Horan.

I am currently at Marine Corp boot camp. It's 13 weeks and I am on week 6. I'm almost half way done. I would like to say thank you for giving me the opportunity to wear my dress blues. That means alot to me. It gives me the motivation to keep moving forward in bootcamp & not quit. I will be there for graduation and I will be wearing my dress blues. I have to tell you these last 6 weeks have been the hardest thing I have ever been through & I still have 7 to go. I graduate from bootcamp on may 10. I would like to thank you all in person when I get out. I can not tell you how much this means to me. Words cannot describe.

Thank You

Tabatha Horan



Thanks you for supporting
our FFA Chapter page in the
Lake Sun Leader newspaper!

-L.C.T.C. FFA Secretary

Cole Hedrick