

**CAMDENTON R-III SCHOOLS
ELEMENTARY HANDBOOK**

Student/Parent
Handbook
2017-2018

Dogwood PreK-2
Hurricane Deck PreK-4
Osage Beach PreK-4
Hawthorn 3-4

Dr. Tim Hadfield
Superintendent of Schools

Dr. Ryan Neal
Assistant Superintendent for Secondary Academic Services & Human Resources

Dr. Julie Dill
Assistant Superintendent for Elementary Academic Services

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

Reminders for all Parents/Guardians

- Call your student's school as soon as you can the morning of each day your child is absent.
- Supervision of students begins at 7:45 a.m. and extends to 3:35 p.m. with exception of early dismissal at which time supervision is not provided after 2:25 p.m. The district will not be responsible for supervising students outside the stated times.
- Please remember when signing your child out early from school to always bring an I.D. (driver's license) for verification, and safety of your child.
- Always send a note with transportation changes. Young children get confused and frightened when they don't know the plan of action for what they should do at the end of their school day.
- Please notify the office as soon as possible when you have a change of telephone numbers or address

Preschool Reminders

Arrival to School: Please help us keep your child safe by bringing your child no earlier than the parent drop-off time. Teachers are not required to be on duty before that time. Please park in designated spaces provided.

Picking up your child: Please bring an I.D (driver's license) for verification and the safety of your child when picking your child up from school.

Transportation: Transportation is not provided for preschool children unless the child has an Individual Education Plan (IEP). Students with an IEP riding the bus must have an adult get the child on and off the bus each day, unless the school has written permission for a student 12 or older to do so. The student will be brought back to school if there is no adult to meet the bus. For preschool transportation changes, please call 346-9242.

Student Absences: Attendance is important. If your child is absent, please call the building your child attends. If a student without an IEP does not attend school for 8 days without an excuse, their place at preschool may be filled by someone else.

Address /Telephone Changes: Please inform the child's teacher or call the building your child attends when you have a change of telephone numbers or address.

Lunch or Breakfast: All preschool students will eat breakfast or lunch at school with the class. Parents have the option of packing a breakfast or lunch, or participating in the school breakfast or lunch program.

Early Dismissal: If school is dismissed early or cancelled due to weather or other reason, parents will be notified through School Messenger.

Preschool Rules: Preschool rules in the classrooms are: Be Responsible, Be Respectful, Be Safe, and Be Honest.

Starting Preschool: In order to start preschool, the child’s birth certificate and immunization records must be on file

**WELCOME TO THE CAMDENTON R-III
ELEMENTARY SCHOOLS**

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

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

Camdenton R-III School District
P.O. Box 1409
Camdenton, MO 65020

Dogwood Elementary School	(573) 346-9239
<i>Lucinda Varner, Principal</i>	Fax: (573) 346-9291
Hawthorn Elementary	(573) 317-3450
<i>Todd Shockley, Principal</i>	Fax: (573) 317-3452
Hurricane Deck Elementary	(573) 374-5369
<i>Christy Glodt, Principal</i>	Fax: (573) 374-4416
Osage Beach Elementary	(573)348-2461
<i>Bob Currier, Principal</i>	Fax: (573) 348-2820
Director of Special Services	(573) 346-9242
<i>Shanna Weber, Director</i>	Fax: (573) 346-9290
Transportation	(573) 346-9292
<i>Gary Cuendet, Director</i>	

Camdenton R-III School District Home Page is currently on the internet and can be accessed by the following URL:

<http://www.camdentonschools.org>

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

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

2017-2018

CALENDAR of EVENTS

First Day of School	August 21
No School - Professional Collaboration	September 1
No School - Labor Day	September 4
No School - Teacher Work Day	October 20
Parent Teacher Conferences	October 23 and 24
No School	October 27
No School - Thanksgiving Break	November 22, 23, 24
Early Release - Christmas Break Begins	December 20
No School - Christmas Break	December 22-January 2
School Resumes	January 3
No School - MLK Day	January 15
No School - President's Day	February 19
No School - Teacher Work Day	March 9
No School - Spring Break	March 28-April 2
Early Release - Summer Break Begins	May 22

*Early Release times vary by building.

Calendar Notes

Every Friday that school is in session, there will be an early release for Professional Collaboration. Dismissal times occur one hour earlier on Friday.

MAKE-UP SCHEDULE for MISSED DAYS OF SCHOOL

1 st Day.....	January 15
2 nd Day.....	February 19
3 rd Day.....	May 23
4 th Day.....	May 24
5 th Day.....	May 25
6 th Day.....	March 28
7 th Day.....	March 29
8 th Day.....	May 29

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

Building Schedules

Daily Schedule for Dogwood Elementary

7:45.....	Building Opens
8:15.....	Morning Announcements
3:20.....	Dismissal

Breakfast is served from 7:50-8:10 **free of charge**

Daily Schedule for Hurricane Deck Elementary

7:45.....	Children report to classroom
8:05.....	Morning announcements
8:10.....	Tardy bell rings
3:05.....	Dismissal

Breakfast is served from 7:50-8:10 **free of charge**

Daily Schedule for Osage Beach Elementary

8:00.....	Children report to classroom
8:10.....	Tardy bell/School Begins
3:05.....	Dismissal

Breakfast is served from 7:50-8:10 **free of charge**

Daily Schedule for Hawthorn Elementary

7:45.....	Building Opens
8:15.....	Children report to classroom
8:21.....	School begins
3:21.....	Dismissal

PRESCHOOL SCHEDULE

Monday, Tuesday, Wednesday, Thursday

Preschool at Dogwood Elementary Special Services Department ~ 573-346-9242

Morning Session 8:00 a.m. to 11:00 a.m.

7:50 a.m. Parent drop-off

8:30 to 9:00 a.m. Breakfast

11:00 a.m. Parent pick-up

Afternoon Session 12:15 p.m. to 3:15 p.m.

12:00 p.m. Parent drop-off

12:30 to 1:00 p.m. Lunch

3:15 p.m. Parent pick-up

Preschool at Osage Beach Elementary 573-348-2461

Morning Session 8:00 a.m. to 11:00 a.m.

7:50 a.m. Parent drop-off

8:00 to 8:25 a.m. Breakfast

11:00 a.m. Parent pick-up

Afternoon Session 12:00 p.m. to 3 p.m.

11:45 Parent drop-off

12:00 p.m. to 12:25 p.m. Lunch

3:00 Parent pick-up

TABLE OF CONTENTS

Academic Departments	10
Art	10
Physical Education	10
Library	10
Music	10
Assessments	10
Reporting to Parents	10
Assessment Program	10
Grade Level Common Assessments	10
District Assessment Plan	10
English Proficiency Assessments	11
Reading Assessment	11
Statewide Assessment	11
National Assessment of Educational Progress	11
Attendance	11
Daily Absence Reporting	12
Verified Absences	12
Unverified Absences	12
Consequences for Violations	12
Notice and Due Process	12
Tardiness	13
Book Fees	13
Building Guidelines and Procedures	13
Drop-off and Pick-up Procedures	13
Release of Children After School	13
Conditions Requiring Notes From Children	13
Classroom Visitation Policy	13
Telephone Procedures	13
Care of School Property	13
Lunch/Breakfast Program	13
Class Parties	14
Lost and Found	14
Discipline	14
Policy	14
Consequences	15
Specific Acts of Misconduct	16
Minor Misconduct	16
1. Misbehavior in the Classroom	16
2. Misbehavior in the Cafeteria	16
3. Hall/Restroom Misbehavior	16
4. Misbehavior on the Playground	17

5. Misbehavior on the School Bus	17
6. Selling or Trading Articles in School	17
7. Tardiness	17
	17
Serious Misconduct	17
1. Academic Dishonesty	17
2. Arson	17
3. Assault	17
4. Bullying/Extortion	17
5. Dishonesty	17
6. Disrespectful or Disruptive Conduct or Speech	17
7. Drugs/Alcohol	18
8. Extortion	18
9. Failure to Care for Return District Property	18
10. Failure to Meet Conditions of Suspension, Expulsion, or other disciplinary consequences	18
11. False Alarms	18
12. Fighting	18
13. Gambling	18
14. Gang-Related Behavior	18
15. Harassment, Including Sexual Harassment	19
16. Hazing	19
17. Incendiary Devices or Fireworks	19
18. Nuisance/Dangerous Items	19
19. Profanity/Obscenities	19
20. Public Display of Affection	19
21. Sexting and/or Possession of Sexually Explicit, Vulgar, Or Violent Material	19
22. Sexual Activity	19
23. Technology Misconduct	19
24. Theft	20
25. Threats of Serious Injury or Death or Verbal Assault	20
26. Tobacco Use and/or Possession	20
27. Truancy	20
28. Unauthorized Injury	20
29. Vandalism/Destruction of Property	20
30. Weapons/Firearms	20
In-school Focus Room	21
In-school Suspension	21
Out-of-school Suspension	21
Student Dress Code	21
Philosophy of Dress and Grooming Code	22
Personal Hygiene	22
Inappropriate Markings	22
Appearance	22
Shirts and General Attire	22

Shorts and Skirts	22
Pants	23
Accessories	23
Safety	23
Off-Campus School-Sponsored Trips	23
Emergency Safety Procedures	23
Enrollment Requirements	23
Directory Information	23
Protection of Pupil Rights Amendment (PPRA)	24
Building Placement for Students	24
Room Placement for Students	24
Homelessness	25
Migrant Students	25
Student Files/Permanent Records	25
Student Transfer/Check-out Procedures	25
Progress Reporting to Parents	25
Homework	26
Make-up Classwork	26
Technology	26
Usage Agreement	26
Playground Guidelines	30
Health Room	30
Screenings	30
Medications	31
Illness During School	31
Food Allergies	31
Immunizations	32
School Pictures	33
Department of Special Services	33
Transportation Policy	33
Emergency Snow Routes	33
Emergency School Dismissal	33
Bus Safety Regulations	34
Complaint Procedures	
Student Complaints and Grievances	
Volunteer Program	37?
Public Notices	37?

Academics

Art Department

The basic skills in Art are taught and children are encouraged to develop an appreciation for art in everyday in living.

Physical Education Department

Physical Education includes physical activities for kindergarten through fourth grade, selected and conducted for purposes of developing the individual physically, mentally, emotionally, and socially.

Library

The library is provided as a central resource center for pupils and teachers.

Music Department

Music is provided for kindergarten through fourth grade. Music classes teach music for enjoyment, appreciation, and also to develop basic music skills.

Assessments

Reporting to Parents

At the end of each nine weeks, a report of pupil progress is sent to parents of each elementary child on a regular report form. The report includes the student's attendance, his/her progress in school subjects, in personal and social characteristics, and in work and study habits.

In addition to the report form, numerous other means of reporting to and involving parents in planning for the child's growth are utilized. Parent-teacher conferences are used frequently and are scheduled at the end of the first and third quarter for all elementary students (K-6).

The guidance counselor is available to parents at all times to help interpret and report children's progress. Informal notes, telephone calls, and sending samples of student's work are other methods used.

Fourth quarter report cards are given to students the last day they are scheduled to attend. If a student will be absent the last day, he/she may pick up their report card in the office after the last day.

Assessment Program

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

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

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

In order to achieve the purposes of the student assessment program, the District requires all enrolled students to participate in all applicable aspects of the assessment program

GRADE LEVEL COMMON ASSESSMENTS.

Common assessments for math and communication arts will be given quarterly to students to help determine learning of essential outcomes. iReady is used to determine the student's individual mastery level, prescribe skills to close student learning gaps, and provide teachers with information for student's instruction.

DISTRICT ASSESSMENT PLAN.

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

The District provides assessments whose purpose is not to provide a single test score, but instead to provide information about the individual student's instructional level. One example of an assessment used in grades kindergarten through eighth grade is iReady.

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

1. *Student Achievement* – To produce information about relative student achievement so that parents/guardians, students and teachers can monitor academic progress.
2. *Student Counseling* – To serve as a tool for implementing the District's student guidance program.
3. *Instructional Change* – To provide data that will assist in the preparation of recommendations for instructional program changes to:
 - a. Help teachers with instructional decisions, plans and changes regarding classroom objectives and program implementation;
 - b. Help the professional staff formulate and recommend instructional policy and curriculum;
 - c. Help the Board of Education adopt instructional policies.
4. *School and District Evaluation* - To provide indicators of the progress of the District and individual schools toward established goals.
5. *Accreditation* – To ensure the District maintains accreditation.

There shall be broad-based involvement of staff and others with appropriate expertise in the development of the assessment program and its implementation. Instructional staff will be given training and responsibilities in coordinating the program. Every effort will be made to ensure that testing contributes to the learning process rather than detracts from it and that cultural bias does not affect the accuracy of assessments.

ENGLISH PROFICIENCY ASSESSMENTS. The District will annually assess the English reading, writing, and oral language skills of District students with limited English proficiency.

READING ASSESSMENT. The District will administer a reading assessment to students in kindergarten through sixth grades to determine whether additional reading instruction and retention are needed, as required by law. The District will also administer a reading assessment to all students who transfer to the District in grades four, five or six, and to all students attending summer school due to a reading deficiency, as required by law.

The reading assessment will be a recognized method, or combination of methods, of assessing a student's reading ability. Results of assessments will be expressed as reading at a particular grade level. The Superintendent or designee will determine which methods of reading assessment the District will utilize.

STATEWIDE ASSESSMENT. The District will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting state standards as adopted by the Missouri State Board of Education.

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

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

NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS. If chosen, the District will participate in the National Assessment of Educational Progress (NAEP) as required by law. (Board Policy IL)

ATTENDANCE

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

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

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

While preparing our students for successful careers beyond high school, the District works to be in compliance with Missouri Compulsory Attendance laws, the guidelines of the Missouri Department of Elementary and Secondary Education (DESE), and guidance from the U.S. Department of Education, DESE annually evaluates school district accreditation and student success on the progress of the state goal that at least 90 percent of all district students attend school 90 percent of the time. Nationally, the U.S. Department of Education recommends that

students who miss more than 10 percent of school are chronically truant. Missing 10 percent of school days equates to 17 days of school per year to stay within the 90 percent guideline.

DAILY ABSENCE REPORTING.

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

Student attendance will be monitored by the building administrator, counselors and social worker. When the student's average daily attendance rate drops below 93 percent, parents/guardians will be notified.

VERIFIED ABSENCES.

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

1. Illness or injury of the student, with official documentation from the doctor's office or school nurse.
2. Medical counseling or dental appointments, with official documentation from the doctor's office.
3. Funeral, with a copy of the funeral notice or obituary.
4. Religious observances, with official program or document.
5. Court appearances, with official court documentation.
6. Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting, with permission of the Superintendent or designee.
7. Change of placement or court appearance or court-ordered activity for students in foster care.
8. Family emergency.

UNVERIFIED ABSENCES.

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

CONSEQUENCES FOR VIOLATIONS.

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

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

3. When a student's average daily attendance rate reaches 90 percent, the principal may send a letter to notify the parent/guardian of the accumulated absences to date and specify any particular concerns.
4. When a student's average daily attendance rate reaches 88 percent, the principal may schedule a conference with the parents/guardians. The purpose of the conference is to determine why the student is not attending school regularly; to examine the student's academic performance; to communicate District attendance expectations; to provide information about compulsory attendance laws and educational neglect; to elicit suggestions from family members increasing the student's engagement with school; and to create an attendance plan that includes specific intervention strategies to improve student attendance.
5. When a student's average daily attendance rate reaches 85 percent, the District will determine whether there is a reason to suspect educational neglect or whether the parent/guardian is violating the compulsory attendance laws. If so, the District will contact the Children's Division of the Department of Social Services or the Juvenile Justice Center.
6. When a student's average daily attendance reaches 80 percent, the District may make contact with the Children's Division of the Department of Social Services for educational neglect, or may contact the Juvenile Justice Center and the Camden County Prosecuting Attorney for suspicion of violating the Missouri Compulsory Attendance laws.

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

NOTICE AND DUE PROCESS. All students have a right to due process. See Board Policy JED-API.

TARDINESS.

Students are to be in their classrooms by 8:20 a.m. Any student arriving after 8:20 a.m. will be considered tardy and must be signed in at the office by their parent/guardian before going to the classroom. Tardiness will be counted as part of an absence and will accrue on the student's attendance percentage.

BOOK FEES

One set of textbooks and workbooks is furnished free to all elementary students. If the original books are lost or defaced by writing, broken bindings, soiled, or torn and cannot be used appropriately, the student shall pay for the cost of replacing the damaged or lost book. Students shall pay a fee for each lost or damaged library book.

BUILDING GUIDELINES/PROCEDURES

DROP-OFF AND PICK-UP PROCEDURES.

Each elementary building has specific times that supervision is provided both before and after school. Students should arrive no earlier than the stated times and be picked up no later than the time stated. Supervision will only be provided during the stated times. The District will not be responsible for supervising students outside the stated times.

RELEASE OF CHILDREN DURING SCHOOL.

Children are not permitted to leave the school grounds by themselves any time during the school day. Parents requesting release of a child during school hours should send a note to the teacher, whenever possible. The parent must come to the main office to sign the student out, at which time the student will be called to the office. **If the parent/guardian is unable to pick up their child, they must notify the office by note or phone call to authorize another individual to pick up their child.** Every effort will be made to contact the parent in all cases before releasing the child. No pick-up list is maintained in the office.

Parents or authorized individual will be required to show verification which may include one or more of the following; state-issued photo I.D., student's unique I.D. number, or parent's/guardian's unique security word.

Only the principal or principal's designee have the authority to release children from school. The principal, at the nurse's recommendation, may release a child because of illness.

CONDITIONS REQUIRING NOTE FROM PARENTS

We realize there are some students who have physical care needs the teacher should be aware of and a note is needed if:

1. Their physical activities need to be restricted for a short period of time, limited physical education participation, or remaining inside for play.
2. They need extra restroom privileges.
3. They need medication administered through the nurse's office.
4. There is a change in address, telephone number, place of employment, child's babysitter, or emergency numbers.
5. The student has a doctor or dental appointment during school hours.
6. There is a change of destination for a child after school or if a different person is picking up the child.

CLASSROOM VISITATION POLICY.

All visitors during the regular school day must check in at the building office prior to proceeding elsewhere in the building. Due to the disruptive effect on instructional activities and breach of student confidentiality which can occur due to unstructured observations by parents/legal guardians of students during classroom instructional time, it is the policy of Camden R-III Schools that no parent(s)/legal guardians or relatives of students may observe classes during instructional time in the school day. (See Board Policy KK.)

TELEPHONE PROCEDURE.

All emergency telephone calls and messages to children and teachers will be delivered. Students and teachers will not be allowed to come to the telephone during class times without authorization from the principal or the principal's designee.

CARE OF SCHOOL PROPERTY.

We encourage all students to be proud of our schools and feel it is the duty of each student to respect the school's property. Students who deface or lose school property shall be required to pay for the damage or loss. This includes, but is not limited to, technology devices.

LUNCH/BREAKFAST PROGRAM.

All students are required to eat lunch in the cafeteria. (*This includes students who bring lunches from home.*) Students are given 30 minutes for lunch. This is to encourage each child to take time to eat. All children are expected to observe good manners, talk quietly, and respect others. Students are encouraged to pay for meals by check. Students bringing lunches from home may purchase milk. Since a healthy diet is promoted at our school, students are encouraged not to bring soda pop or energy drinks in cans, bottles, or containers.

All parents filing for free or reduced lunches for their children must pay for hot lunches until their application has been reviewed and processed.

A student is allowed to charge up to \$10.00. After the \$10.00 charge limit is reached, the student will receive an alternative lunch such as a sandwich and milk. The first alternative meal will be free of charge. Any additional alternative meals served will be charged against the student's account \$. 40 each.

CLASS PARTIES.

We ask that no birthday parties be given in classrooms. If parents or pupils desire to bring treats for birthdays, such should be done with the consent of the teacher. Parents/guardians are invited to drop off treats for the classroom in the main office. **Note: All treats are required to be store-bought for the safety of our students.** Many children have food allergies and when parents send in non store-bought food, it is difficult to ensure the safety of children with allergies. Store-bought treats have clearly labeled ingredients and are prepared in commercial kitchens visited regularly by health inspectors.

Teachers, at their discretion, will determine the most appropriate time for the class to celebrate the birthday and enjoy the treats.

Children will not be permitted to give surprise parties for teachers or students during the school day; i.e., soliciting money from classmates to buy a group gift. Giving of a gift from an individual student to his/her teacher is a personal matter and should be handled individually. Please do not send birthday invitations to school unless the entire class is invited.

LOST AND FOUND.

Anything lost or found should be reported. To help eliminate confusion, please label students' belongings with their name for identification. Periodically throughout the year lost and found items will be donated.

Policy

Descriptor Code: JFCF

BULLYING

General

In order to promote a safe learning environment for all students, the Camdenton R-III School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

Definitions

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyber bullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

School Day – A day on the school calendar when students are required to attend school.

Designated Officials

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in policy AC will serve as the district-wide anti-bullying coordinator. The anti-bullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and anti-bullying education and training programs. In addition, the anti-bullying coordinator will assist in making any relevant reports as required by state and federal law.

Reporting Bullying

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

Investigation

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's antibullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

Consequences

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or

designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

Policy Publication

The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

Training and Education

The district's anti-bullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him- or herself assertively and effectively without violence.
3. Helping the student develop social skills.
4. Encouraging the student to develop an internal locus of control.

Additional School Programs and Resources

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

***CAMDENTON R-III DISCIPLINE POLICY
STANDARDS OF STUDENT CONDUCT***

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.

In all cases the focus is to teach the desired expectation. Any consequence that results should be designed to stop the misconduct and reinforce the desired behavior. Students with chronic behavior concerns will be placed on a behavior improvement plan with the input of the teacher(s), administrator, student and parents/guardian. The plan is designed to support the student in making positive changes regarding his or her behavior.

REPORTING TO LAW ENFORCEMENT.

It is the policy of the Camdenon 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.

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 (10) days of expulsion of any student who the District is aware is under the jurisdiction of the court.

DOCUMENTATION IN STUDENT’S DISCIPLINE RECORD.

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

CONDITIONS OF SUSPENSION, EXPULSION AND OTHER DISCIPLINARY CONSEQUENCES.

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

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

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

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

CONSEQUENCES OF VIOLATING STANDARDS AND DISCIPLINARY ACTIONS.

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

Category I

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

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

Category II

Those violations to be handled by the building principal or assistant principal.

1. Conference with student (warning)
2. Contract with student
3. Parental contact/conference
4. Loss of privilege (recess, field trip, lunch isolation, 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

Category III

Those more serious violations to be handled by the principal or assistant principal.

1. Student/parent conference
2. Contract with student
3. Saturday School
4. Loss of privileges (recess, field trip, lunch isolation, 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 building principal
10. Referral to the 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 consequences 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
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**
Offense: 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.
Consequence: *Disciplinary Actions I and II*
2. **Misbehavior in the Cafeteria**
Offense: Excessive noise, discourteous to others, moving about, not following instructions.
Consequence: *Disciplinary Actions I and II*
3. **Misbehavior in the Hall/Restroom**
Offense: Running, excessive noise, horseplay, disrupting classes in session, throwing items, climbing or swinging on doors or walls.
Consequence: *Disciplinary Actions I and II*
4. **Misbehavior in the Playground (See Playground Rules)**
Offense: Failure to obey any playground rules and regulations.
Consequence: *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**

Offense: Selling or trading articles with other students in school or on school transportation.

Consequence: *Disciplinary Actions I and II*

7. Tardiness (See Board Policy JED and Procedure JED-API)

Offense: Habitually arriving at school late for a reason not related to operational transportation problems.

Consequence: *Disciplinary Actions I and II*

Serious Misconduct

8. Academic Dishonesty

Offense: 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.

Consequence: *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.*

9. Arson

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

Consequence: *Disciplinary Actions III and IV (In School Suspension, 1-180 days OSS or expulsion, parent conference upon return)*

10. Assault

Offense: Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension or 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.

Consequence: *Disciplinary Actions III and IV (Immediate 1-180 days out-of-school suspension or expulsion, parent conference upon return)*

Offense: 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.

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

11. Bullying and Cyberbullying (See Board Policy JFCF)

Offense: Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to, physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion or threats; or threats of retaliation for reporting such acts, Bullying may also include cyberbullying or cyber threats. 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.

Consequence: *Disciplinary Actions I, II, III and IV*

12. Dishonesty
Offense: Any act of lying, whether verbal or written, including forgery.
Consequence: *Disciplinary Actions I, II, III and IV*
13. Disrespectful or Disruptive Conduct or Speech (See Board Policy AC if illegal harassment or discrimination is involved.)
Offense: 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.
Consequence: *Disciplinary Actions II, III and IV*
14. Drugs/Alcohol (See Board Policies JFCH and JHCD)
Offense: 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 as well as possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.
Consequences: *Disciplinary Actions III and IV*
 - 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.
 - Camdenton 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 the core curriculum will be included. Subjects requiring special equipment such as band and industrial arts will not be included.
 - Upon completion of the rehabilitation program, the student may be assigned to the Camdenton R-III School District's In-School Suspension Center for the remainder of the suspension. Education will be continued by a certified teacher assigned to the In-School Suspension Center.
 - The student shall attend weekly counseling sessions as recommended by the rehabilitation or counseling center.
15. Extortion
Offense: Threatening or intimidating any person for the purpose of obtaining money or anything of value
Consequence: *Disciplinary Actions I, II, III, and IV*
16. Failure to Care For or Return District Property
Offense: Loss of, failure to return, or damage to District property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.
Consequence: Restitution. Principal/Student conference, detention or In-School Suspension.

17. Failure to Meet Conditions of Suspension, Expulsion, or Other Disciplinary Consequences
 Offense: 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.
 Consequence: *Disciplinary Actions I, II, III, and IV*
18. False Alarms (See also “Threats of Serious Injury or Death or Verbal Assault”)
 Offense: Making any false alarms, such as bomb threats, setting off fire alarms, tampering with emergency equipment or making unauthorized 911 calls; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of District property. A person commits the crime of making a false bomb report if he/she knowingly makes a false report or causes a false report to be made to any person that a bomb or explosive has been placed in any public or private place or vehicle.
 Consequence: *Disciplinary Actions III and IV*
19. Fighting (See also “Assault”)
 Offense: Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.
 Consequence: *Disciplinary Actions III and IV*
20. Gambling
 Offense: 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.
 Consequence: First Offense: Principal/student conference, loss of privileges, detention, or In-School Suspension. Subsequent Consequence: Principal/student conference, loss of privileges, detention, In-School Suspension or 1-10 days out-of-school suspension.
21. Gang-Related Behavior
 Offense: 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.
 Consequence: *Disciplinary Action I, II, III and IV*
22. Harassment, Including Sexual Harassment (See Board Policy AC)
 Offense: 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.

Consequence: *Disciplinary Actions I, II, III and IV*

23. Hazing (See Board Policy JFCF)

Offense: 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.

Consequence: *Disciplinary Actions I, II, III and IV*

24. Incendiary Devices or Fireworks

Offense: 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.

Consequences: First Offense: Confiscation, Warning, principal/student conference, detention, or In-School Suspension. Subsequent

Consequence: Confiscation, principal/student conferences, detention, In-School Suspension or 1-10 days out of school suspension.

25. Nuisance /Dangerous Items

Offense: Bringing items to school which create problems and that take time away from and detract from learning, such as toys, dolls, balls, 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.

Consequence: *Disciplinary Actions I, II and III*

26. Profanity/Obscenities

Offense: Profanity or obscenity at any time, at school, on the playground, or while riding District transportation or at the bus stop.

Consequence: *Disciplinary Actions II and III*

27. Public Display of Affection (PDA)

Offense: Physical contact, that is inappropriate for the school setting, including, but not limited to, kissing and groping.

Consequence: *Disciplinary Actions I, II, III, and IV*

28. Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material

Offense: 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.

Consequence: 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.

29. Sexual Activity

Offense: Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

Consequences: 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.

30. Technology Misconduct (See Board Policy EHB and procedure EHB-AP)

Offense: 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.

Consequences: First Offense: *Restitution.* principal/student conference, loss of user privileges, detention, In-School Suspension.

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

Offense: Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops, or any other electronic devices during the regular school day, including class change time, meal 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.

Consequences: 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.

Violations other than those listed above, of Board policy EHB, procedure EHB-AP or any policy or procedure regulating student use of personal electronic devices

First Offense: *Restitution.* Principal/student conference, detention, In-School Suspension. Subsequent Offense: *Restitution.* Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

d. 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, In-School Suspension. Subsequent Offense: Confiscation.

Principal/Student conference, detention, In-School Suspension, or 1-10 days out-of-school suspension.

31. Theft
Offense: Theft, attempted theft or knowing possession of stolen property.
Consequence: *Disciplinary Actions I, II, III and IV*
32. Threats of Serious Injury or Death Or Verbal Assault (See Board Policy JGG)
Offense: 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.
Consequence: *Disciplinary Action I, II, III and IV*
33. Tobacco Use and/or Possession (See Board Policy AH)
Offense: 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.
Consequence: *Disciplinary Actions II and III*
34. Truancy (See Board Policy JED and Procedure JED-AP1)
Offense: 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.
Consequence: *Disciplinary Actions III and IV*
35. Unauthorized Entry
Offense: 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.
Consequence: *Disciplinary Actions II, III and IV*
36. Vandalism/Destruction of Property (See Board Policy ECA)
Offense: 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.
Consequence: *Disciplinary Actions III and IV*
37. Weapons/Firearms (See Board Policy JFCJ)
Offense: 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.

Consequence: *Disciplinary Actions III and IV*

The attempt to commit any offense is punishable in the same manner as the listed offense.

A staff member may use reasonable physical force against a student if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the school district.

IN-SCHOOL FOCUS ROOM.

The Focus room is one point of intervention on a building's continuum for stopping disruptive or hurtful behavior while providing an opportunity to teach the expected behavior. The focus room is supervised by a trained staff member. Referrals to the focus room may be made by the principal or their designee based on office discipline referrals or administrator's judgement on the student's behavior. Assignment of the number of days in the focus room are the prerogative of the principal or their designee.

The purposes of the focus room are broad: (1) To teach students responsibility and consequences for inappropriate actions, and (2) To teach students how to manage their own behavior in order to return to their regular classroom.

IN-SCHOOL SUSPENSION (ISS).

The ISS program for elementary grades is located in the Middle School building and is supervised by a certified instructor.

The purposes of ISS are broad:

- To continue educating students who may otherwise be suspended from school for violations of the district's discipline policy.
- To help students learn to manage their own behavior in order to return to their regular classrooms.
- To allow other students the opportunity to be educated without classroom disruptions.

Referrals. Referrals to ISS may be made by the principal or their designee based on office discipline referrals or administrator's judgement on the student's behavior. Assignment of the number of days in ISS are the prerogative of the principal or their designee. Normally, students will not be sent to ISS on the same day as the In-School Suspension decision without making an effort to notify parents. Students will be sent to ISS only after a discipline notice has been written, given to the student and mailed to the parent; phone calls to parents have been made, when possible; assignments have been gathered; and ISS has been contacted.

Procedure for Reporting to ISS. Elementary students assigned to ISS will report to the office upon arrival at school. A shuttle bus will be called to transport students to Middle School. The student must have all necessary supplies; i.e., pens, pencils, notebooks, materials for projects, and an outside reading book for their time in ISS. Materials should be collected before attendance. Textbooks, encyclopedias, and dictionaries will be provided in the ISS room. Students may be required to visit with a counselor during their ISS time or before returning to class.

Rules and Regulations for ISS.

- Students will remain in the assigned carrels for the entire day. Students must ask permission to leave the carrels.

- Students will not speak to any other student or the instructor without permission.
- Students will be productive in course assignments.
- No food or drink will be allowed in ISS.
- Students will not be allowed to sleep.
- ISS students will eat together in the room at a designated time.

Scheduled restroom breaks will be allowed during the school day. The student is responsible for returning completed assignments to the ISS teacher.

Infractions.

- An unexcused tardy will add one full day in ISS. The required starting time is 8:45 a.m.
- Excused absences will delay, not eliminate, ISS detention, and the time must be served upon returning to school. A medical excuse from a physician may be required.
- Unexcused absences will be handled by the building principals, who have the option of contacting the Juvenile Officer.
- A conference with parents/guardians may be required before the student is readmitted to regular class.

Incidents Which May Result in Ejection from ISS.

- Sleeping.
- Refusal to work.
- Disruptive behavior (talking, noises, profanity, etc.).
- Defiance of authority, at which time two things occur:
 1. The building principal or assistant will be called, who in turn will call the parents and/or the Juvenile Officer.
 2. The parent or juvenile officer will come to school to collect the student. Out of School Suspension may be assigned at that time.

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

No pupil shall be suspended from school unless:

- The pupil is given oral or written notice of the charges against him. If the pupil denies the charges, he/she shall be given an oral or written explanation of the facts which form the basis of proposed suspension.
- The pupil shall be given an opportunity to present his version of the incident. In the event of a suspension for more than ten days, where the pupil gives notice that he/she wishes to appeal the suspension to the Board, the suspension shall stay until the Board renders its decision, unless in the judgment of the Superintendent, the student's presence poses a continuing danger.

Any punishment shall be administered without malice.

STUDENT DRESS CODE (K-4)

Philosophy of Dress and Grooming Code. As an educational institution, the school has a responsibility to help students learn what is expected of them by society in areas of behavior, dress, and hygiene. It is important that students develop proper hygiene and grooming habits at an early age.

The Board of Education recognizes the value of allowing individual student expression as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to education. Student dress code procedures must be designed with the goal of balancing these competing interests.

All dress code procedures will adhere to health and safety codes and comply with applicable law. Dress that materially disrupts the educational environment will be prohibited. No procedure will impose dress and grooming rules based on gender in violation of Title IX. District procedures will specifically define ambiguous terms, and examples will be provided when practicable. (Board Policy JFCA and JFCA-AP)

Personal Hygiene. Personal hygiene is an essential life skill required of all students attending Camdenon R-III Schools. Inappropriate hygiene habits can contribute to the spread of disease and create an unhealthy environment in a school. Students are expected to be clean and free of odor while at school and students should bathe and shampoo regularly as well as use deodorant on a daily basis.

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

Inappropriate Markings. Clothing and accessories may not bear alcoholic beverage, drugs, or tobacco insignias, advertisements, or writing that is provocative, profane, rude, and suggestive.

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

A. Shirts and General Attire

1. Appropriate sun dresses and blouses may be worn as long as no undergarments are exposed. Those having no straps or open backs are not acceptable
2. Blouses and tops: Bare waistline clothing and see-through clothing are not acceptable; untucked shirts must cover the waistline at all times; tight-fitting shirts and/or low cut apparel is not acceptable.
3. Shirts may not be made of fishnet or mesh if worn alone. Shirts must be buttoned appropriately if worn alone. Sport shirts, sweat shirts and dress shirts will be acceptable as long as they have no undesirable writings or markings as defined above. Cutouts, tank tops or see-through clothing such as mesh shirts must be worn with a t-shirt underneath.
4. Clothing meant to be worn as underwear is not acceptable.
5. Girls must wear bras (developmentally appropriate).
6. Camisoles should be worn under semi-sheer blouses.
7. Clothing meant to be worn solely as sleepwear is not acceptable.

B. Shorts and Skirts

1. Skirts and shorts may be no shorter than the fist while standing. No spandex or tight-knit skirts will be allowed.
2. Loose fitting shorts will be allowed. Shorts may be no shorter than the fingertips while standing. Tight fitting shorts commonly referred to as bicycle pants or weight-lifting pants

will not qualify as shorts under this provision and therefore will not be allowed, unless worn underneath clothing that complies with the dress code.

3. Leggings and knit pants are appropriate for the classroom as long as a shirt covering the buttocks is worn.
4. Boxer shorts are not appropriate for the classroom.

C. Pants

1. Trousers, slacks, jeans and sweatpants should be neat, clean, proper fitting and not be inappropriately cut-up or torn.
2. Government military issue wear is not acceptable.
3. Two pieces of camouflage clothing (example, shirts, jackets, pant) worn together or one-piece camouflage outfits are not acceptable.
4. Sagging pants below the waistline or showing underwear or buttocks are not acceptable.
5. Holes in pants will be allowed from the knee down. Any holes above the knee must be covered by a patch either inside or outside of the garment and no flesh may be showing through the hole.

D. Accessories

1. Hats, caps, visors and coats are to be removed when entering the building and placed in the student's locker or backpack until exiting the building at end of day.
2. Headbands/bandannas/sunglasses are not appropriate school wear.

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

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

The study and revision of the dress code will be an ongoing process. Exceptions to the grooming and dress code for health or religious reasons will be considered on a case-by-case basis.

EMERGENCY SAFETY PROCEDURES

Safety plans have been developed for fire, tornado, earthquake and intruder emergencies. Safety drills are held regularly throughout the school year and appropriate measures are practiced in each class. The Camdenton R-III School District has an emergency plan in addition to individual building plans (Board Policy EBC).

ENROLLMENT REQUIREMENTS

The following are required for students enrolling for the first time in the Camdenton R-III District:

1. Birth Certificate
2. Immunization records (Up-to-Date)
3. Proof of Residency

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 on The Handbook Signature page.

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 district publications, including the District's webpage, and any District-sponsored social media website or to any person without first obtaining written consent from a parent or eligible student:

student's name, date and place of birth, parents' names, grade level, enrollment status (e.g., full-time or part-time), student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records, participation in district-sponsored or district-recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, art work or course work displayed by the District, schools or school districts previously attended, and photographs, videotapes, digital images, and recorded sound unless such records are protected by FERPA or would be considered harmful or an invasion of privacy.

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

student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses. (Board Policy JO)

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

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

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis or evaluation that reveals information concerning political affiliations; mental and psychological problems potentially embarrassing to the student and his/her family; sex behavior and attitudes; illegal, anti-social, self-incriminating and demeaning behavior, critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For more information go to: <http://www2.ed.gov/policy/gen/guid/fpco/ppra/index.html>

BUILDING PLACEMENT FOR STUDENTS

All elementary children must go to the school that is located in the area in which they live. Change in this procedure must be made through the Superintendent's Office. The principal, only when notified by the Superintendent that he has made a special assignment, will accept such a placement.

ROOM PLACEMENT FOR STUDENTS

The principals, in collaboration with teachers and guidance counselors make room placements. Some factors considered in placement are social traits, work habits, pupil ability and achievement, comments by guidance department and recommendation of teachers. After careful consideration of the information placement is made with a teacher where the child will have the best opportunity for learning. It is impossible to make placement strictly by parental request. Any time a parent feels a room assignment needs to be changed, the following procedure must be used:

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

PROGRAMS FOR HOMELESS STUDENTS

The Camdenton R-III School District Board of Education recognizes that homeless students are particularly vulnerable and need special assistance to access and benefit from the education environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the district are promptly identified and have access to a free and appropriate public education and related support services.

Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals.

2. Children and youths who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory children who meet one of the above-described circumstances.

District Liaison for Homeless Children and Youths

The Board designates the following individual to act as the district's liaison for homeless children and youths

(district liaison):

Social Work Coordinator

Camdenton R-III School District

P.O. Box 1409

Camdenton, MO 65020

Phone: 573-346-9218 /Fax: 573-346-9211

The district liaison shall designate and train another district employee to serve as the district liaison in the absence of the district liaison.

School of Origin

For the purposes of this policy, "school of origin" is defined as the school that the student attended when permanently housed or the school in which the student was last enrolled, including a public preschool. When the student completes the final grade level served by the school of origin, the term shall then include the designated receiving school at the next grade level for all feeder schools.

Enrollment

The selected school shall immediately enroll the homeless student even if the student is unable to produce records normally required for enrollment, such as previous academic records, immunization or other health records, proof of residency, or other documentation, and even if the student has missed any application or enrollment deadlines during any period of homelessness. Outstanding fines, fees or absences shall not present a barrier to enrollment of the student. However, the district may require a parent/guardian of a homeless student to submit contact information.

Immediately upon identifying the student as being eligible for homeless services, the selected school shall ensure that the student is attending class and participating fully in school activities.

Placement

The district will consider the best interest of the homeless student, with parental involvement, in determining whether he or she should be enrolled in the school of origin or the school that nonhomeless students who live in the attendance area in which the homeless student is actually living are eligible to attend. In determining the best interest of the student, the district will:

1. Presume that keeping the student in the school of origin is in the student's best interest, except when doing so is contrary to the request of the student's parent/guardian. If the homeless student

is unaccompanied by a parent/guardian, the district liaison will consider the views of the homeless student in deciding where he or she will be educated.

2. Consider student-centered factors related to the student's best interest, including factors related to the impact of mobility on achievement, education, health and safety of homeless students, giving priority to the request of the homeless student's parent/guardian or the unaccompanied student.

The choice regarding placement shall be made regardless of whether the homeless student lives with his or her parents/guardians or has been temporarily placed elsewhere.

If the district determines that placement should be in the school of origin, the student will continue his or her education in the school of origin for the duration of the homelessness when the student's family becomes homeless between academic years or during an academic year, and for the remainder of the academic year even if the student becomes permanently housed during the academic year.

If the district determines that it is not in the best interest of the student to attend either the school of origin or the school requested by the parent/guardian or unaccompanied student, the district shall provide a written explanation of the reasons for its determination. The explanation shall be given in a manner and form understandable to the parents/guardians or unaccompanied student and shall include information regarding the right to appeal the district's determination.

If the student is unaccompanied, the district liaison shall assist the student in placement or enrollment decisions, shall give priority to the views of the student, and shall provide the student with notice of his or her right to appeal the district's decision.

Services

Each homeless student shall be provided services comparable to the services offered to other students in the district including, but not limited to, transportation services; education services for which the student meets the eligibility criteria, such as education programs for disadvantaged students, students with disabilities and gifted students; programs in career and technical education; school nutrition programs; preschool programs; before- and after-school care programs; and programs for English learners. Homeless students will not be segregated in a separate school or program within a school based on the students' status as homeless.

The district will coordinate services for homeless students with local social service agencies and other agencies or entities providing services to homeless students and their families, including services and programs funded under the Runaway and Homeless Youth Act. The district will also coordinate transportation, transfer of school records and other interdistrict activities with other school districts.

Transportation

If the homeless student's school of origin, including a public preschool, and temporary housing are located in the Camden R-III School District, the district will provide transportation to and from the school of origin at the request of the parent/guardian or district liaison, provided it is in the best interest of the student.

If the homeless student's school of origin and temporary housing are located in two different school districts, the districts may agree on a method to apportion the responsibility and costs for providing transportation to the school of origin. If no agreement is reached, the districts will equally share the responsibility and costs for transporting the student. If a homeless student becomes permanently housed in the middle of the school year, the district will continue to provide transportation to the school of origin for the remainder of the school year.

Transportation to the school of origin shall be provided even if a homeless preschooler who is enrolled in a public preschool moves to another district that does not provide a widely available or universal preschool.

Records

When a homeless student enrolls in the district or a district school, the district will immediately contact the school the homeless student last attended in order to obtain academic or other relevant records.

Any records ordinarily kept by the school for each homeless student (including immunization or other health records, academic records, birth certificates, guardianship records and evaluations for special services or programs) shall be maintained so that the district is equipped to provide the student with appropriate services, make necessary referrals and transfer records in a timely fashion when a homeless student enters a new school district. Copies of records shall be made available upon request to students or parents/guardians in accordance with the Family Educational Rights and Privacy Act (FERPA).

Information about a homeless student's living situation shall be treated as a student education record and shall not be deemed to be directory information under FERPA.

Responsibilities of District Liaison for Homeless Children and Youths

The district liaison will attend all required professional development and other technical assistance activities as determined appropriate by the Department of Elementary and Secondary Education (DESE). The district shall inform school personnel, service providers and advocates working with homeless families of the duties of the district liaison. The district liaison will ensure that:

1. Homeless students, including homeless preschool-age children, are identified by school personnel through outreach and coordination activities with other entities and agencies.
2. Homeless students are enrolled in and have a full and equal opportunity to succeed in schools in the district.
3. Homeless families and students have access to and receive education services for which they are eligible, including Head Start and Early Head Start, early intervention services under the Individuals with Disabilities Education Act (IDEA), and preschool programs administered by the district, as well as referrals to healthcare services, dental services, mental health and substance abuse services, housing services and other appropriate services based on their assessed needs.
4. The parents/guardians of homeless students are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.

5. Public notice of the educational rights of homeless students is disseminated in locations frequented by parents/guardians, youth and unaccompanied youth, including schools, family shelters, public libraries and soup kitchens, in a manner and form understandable to the parents/guardians and youth.
6. Enrollment disputes are mediated in accordance with law.
7. The parents/guardians of homeless students and unaccompanied students are fully informed of all transportation services, including transportation to the school of origin, and are assisted in accessing transportation to the selected school.
8. Unaccompanied students will be assisted in placement or enrollment decisions, their views will be considered, and they will be provided notice of the right to appeal.
9. School personnel providing services to homeless students and their parents/guardians receive professional development and other support.
10. Unaccompanied students:
 - ▶ Are enrolled in school;
 - ▶ Have opportunities to meet the same challenging state academic standards that are established for other students; and
 - ▶ Are informed of their status as independent students under laws applicable to higher education and that they may obtain assistance from the district liaison in order to receive verification of this status for the purposes of applying for federal student aid.
11. Students who need to obtain immunizations or medical or immunization records will receive assistance.
12. The district collects and reports reliable, valid and comprehensive data to DESE regarding homeless students.
13. All homeless high school students receive information and individualized counseling regarding college readiness, college selection, the application process, financial aid and the availability of on-campus supports.
14. Every effort is made to enroll preschool-age homeless children in preschool if they are not already enrolled.

Disputes

Parents/Guardians or unaccompanied youth may appeal district decisions regarding eligibility, enrollment or placement in accordance with the Standard Complaint Resolution Process adopted by DESE.

1. Parents/Guardians or unaccompanied youth will submit disputes to the district liaison, who will carry out the dispute resolution process as expeditiously as possible. The liaison will provide the parent/guardian or unaccompanied youth a written explanation of any decisions relating to eligibility, enrollment or placement. The written explanation will include:

- ▶ A description of the action proposed or refused by the district;
 - ▶ An explanation of why the action was proposed or refused;
 - ▶ A description of any other options the school considered;
 - ▶ The reasons other options were rejected;
 - ▶ A description of any other relevant factors to the district's decision and information related to the eligibility or best interest determination including the facts, witnesses and evidence relied upon and their sources;
 - ▶ Appropriate timelines to ensure any relevant deadlines are not missed; and
 - ▶ Contact information for the local liaison and the state coordinator for homeless children and youth (state coordinator) and a brief description of their respective roles.
2. The liaison will discuss the explanation with the parent/guardian or unaccompanied youth and answer any related questions.
 3. If the explanation provided to the parent/guardian or unaccompanied youth does not resolve the dispute, the parent/guardian or unaccompanied youth should notify the liaison, who will provide the parent/guardian or unaccompanied youth with the standard state complaint resolution process and ensure that the parent/guardian or unaccompanied youth has the contact information for the state coordinator. If requested, the liaison will assist any unaccompanied youth in submitting the appeal.

The student will remain enrolled and will be allowed to attend and fully participate in all school activities during the dispute process.

If the parent/guardian or unaccompanied youth are English learners, use a native language other than English, or need additional supports due to a disability, the district shall make translators, interpreters or other support services available without charge and in the appropriate language.

MIGRANT STUDENTS

The Board of Education of the Camdenton R-III School District directs the administration to identify migratory children in the District, as required by law, and to develop written administrative procedures for ensuring that migrant students receive services for which they are eligible. In developing and implementing a program to address the needs of migratory children, the district will:

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

5. Provide parents an opportunity for meaningful participation in the program.

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

STUDENT FILES/PERMANENT RECORDS

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

Permanent records include family information, pupil's attendance, grades in school subjects, standardized test scores, and a record of social and personal habits.

Parents should report any change in required enrollment information so that we may keep our records accurate. The school shall use the legal name of each student on all school records and report cards.

STUDENT TRANSFER / CHECK-OUT PROCEDURES

1. The school should be notified, as soon as possible, in writing that a student will be leaving. We encourage a three-day notice.

2. A check-out sheet will be completed stating all school and library books have been returned and fees have been paid.

3. The school records will be sent directly to the new school upon receiving a written request.

4. The student is responsible for cleaning out his/her desk and locker and returning all school materials.

PROGRESS REPORTING TO PARENTS

At the end of each nine weeks, a report of pupil progress is sent to parents of each elementary child on a regular report form. The report includes the student's attendance, his/her progress in school subjects, personal and social characteristics, and work and study habits. The guidance counselor is available to parents at all times to help interpret and report children's progress.

In addition to the report form, numerous other means of reporting and involving parents in planning for the child's growth are utilized. Informal notes, telephone calls, and sending samples of student's work are other methods used. Parent-teacher conferences are used frequently and are scheduled at the end of the first quarter for all elementary students.

Third and fourth grade teachers will be utilizing standards-based report cards. Standards-based reporting accounts for student learning over time. Instead of averaging scores over a grading period, standards-based grading more truly reflects what the student knows and is able to do at the end of the grading period. On a standards-based report card, students receive marks that show how well they have mastered identified academic skills and concepts. Student behavior, effort and work habits are marked separately from the academic standards

SCORING GUIDELINES FOR STANDARDS- BASED REPORTING.

➤ 4 – Goes beyond what was taught, uses in-depth inferences or applications.

➤ 3 – Exhibits no major gaps or errors in the learning expectation as listed in the standard. This mark reflects grade level expectation.

- 2 – Exhibits no major errors or gaps in the simpler details and processes of the learning expectation.
- 1 – With Help, has a partial understanding of the learning expectation
- 0 – Even with help, demonstrates no understanding of the learning expectation

Note: Half-point (.5) discriminators will be used to allow teachers to more clearly communicate student learning. For example, a student may receive a 2.5 to more precisely indicate the learning on the 0 – 4 point continuum.

HOMEWORK

Homework is an important element in the reinforcement of learned skills and the development of good study habits. However, homework should only be given after careful consideration of the appropriateness of the assignment and the developmental needs of the student. Homework should be based on the ability to practice or apply a learned skill. Students should be given the opportunity to complete some of the assignment at school, so that it can be determined if the student can work independently.

MAKE-UP CLASS WORK

Procedure for requesting class work for students who are unable to come to school:

1. After two consecutive days of absences, on the third day the parent may call the office to request homework.
2. Parents should call the office early in the morning in order for the teacher to have ample time to prepare the materials.
3. The work may be picked up at the end of the day in the office.

TECHNOLOGY USAGE

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

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

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

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

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

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

GENERAL RULES AND RESPONSIBILITIES. The following rules and responsibilities will be followed by all users of the district technology resources:

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

their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful district policies and procedures.

11. The District prohibits any use that violates any person's rights under applicable laws, and specifically prohibits any use that has the purpose or effect of discriminating or harassing any person or the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information, pregnancy or use of leave protected by the Family and Medical Leave Act.

12. The District prohibits any unauthorized, intentional or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction. The district will hold users responsible for such damage and will seek both criminal and civil remedies, as necessary.

13. Users may only install and use properly licensed software, audio or video media purchased by the District or approved for use by the District and users must have written permission from the Superintendent or designee for such installation and use. All users will adhere to the limitations of the District's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the District.

14. At no time will district technology or software be removed from the district premises, unless authorized by the District.

15. Users will use the District's property as it was intended. Technology resources will not be moved or relocated without permission from the Superintendent or designee. All users will be held accountable for any damage they cause to District technology resources.

TECHNOLOGY SECURITY AND AUTHORIZED ACCESS

1. All users shall immediately report any security problems or misuse of the District's technology resources to a teacher or administrator.

2. Use of District technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.

3. Use of District technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.

4. The unauthorized copying of system files is prohibited.

5. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any District technology or prohibited.

6. Users will be granted access privileges to District technology resources as determined appropriate by the Superintendent or designee. Any attempt to secure a higher level of privilege without authorization is prohibited.

7. The introduction of computer viruses, hacking tools or other disruptive or destructive programs into a District computer, network or any external networks is prohibited.

ONLINE SAFETY AND CONFIDENTIALITY. Curricular or non-curricular publications distributed using District technology will comply with the law and Board policies on confidentiality.

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

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

ELECTRONIC MAIL AND MESSAGING. A user is responsible for all e-mail and other electronic messages originating from the user's e-mail or other electronic messaging accounts.

1. Forgery or attempted forgery of electronic messages is illegal and prohibited.
2. Unauthorized attempts to read, delete, copy or modify electronic messages of other users are prohibited.
3. Users are prohibited from sending unsolicited mass e-mail or other electronic messages. The District considers more than one address per message, per day a violation, unless the communication is a necessary, employment-related function or an authorized publication.
4. When communicating electronically, all users must comply with District policies, regulations and procedures and adhere to the same standards expected in the classroom.
5. Users must obtain permission from the Superintendent or designee before sending any district-wide electronic messages.

INTERNET ACCESS – CONTENT FILTER. In compliance with the Children's Internet Protection Act (CIPA), the District uses technological devices designed to filter and block the use of any District computer with Internet access to retrieve or transmit any visual depictions that are obscene, child pornography, or "harmful to minors" as defined by CIPA, and material which is otherwise inappropriate for District students.

Due to the dynamic nature of the Internet, sometimes Internet websites and web material that do not fall into these categories are blocked by the filter. In the event that a District student or employee feels that a website or web content has been improperly blocked by the District's filter and this website or web content is appropriate for access by district students, the process described below shall be followed:

1. Submit an access request by either (a) Following the process prompted by the District's filtering software and submitted an electronic request for access to a website, or (b) Submitted a request, whether anonymous or otherwise, to the Superintendent or designee.
2. Requests for access shall be granted or denied within three days.
3. Appeal of the decision may be made in writing to the Board of Education.
4. In case of an appeal, the Board of Educational will review the contested material and make a determination.
5. Material subject to the complaint will not be unblocked pending this review process.

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

STUDENT USE OF PERSONAL ELECTRONIC DEVICES FOR INSTRUCTIONAL PURPOSES.

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

DEFINITIONS.

1. *District Networks* include both wired and wireless networks maintained by the District.
2. *Personal Electronic Devices* are communication devices with voice, text, data, and/or navigation capabilities that are able to access the Internet, transmit phone calls, text messages, e-mail messages or video communications, perform word processing and other computer and online applications, and/or provide location information. These include devices which are capable of electronically communicating, sending, receiving, storing, recording, producing and/or displaying information and data. These devices include, but are not limited to, electronic communication equipment such as laptops, portable media players, mobile phones, smart phones, tablet computers and video game devices owned by a student or a student's parent/guardian.

ACCEPTABLE USE. Possession or use of any personal electronic device on District property is a privilege, and students who fail to abide by policy may forfeit this privilege.

When approved by the building principal and/or designated authority, students will be allowed to bring personal electronic devices to school for use during the school day in the designated classrooms. Each building administrator, under the direction of the Superintendent or designee, shall determine the appropriate area of the school where students may use personal electronic devices and the extent to which such devices will be incorporated into the classroom curriculum.

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

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

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

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

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

Failure to abide by this policy shall subject the student to disciplinary actions.

GUIDELINES. In accordance with this policy, personal electronic communication devices may be used in authorized areas or as determined by the administration as follows:

1. For educational and instruction purposes.
2. When the educational, safety, emergency, medical or security use of the device is approved by the teacher/facilitator, program supervisor or designee.

In accordance with the policy, personal electronic communication devices may not be used in unauthorized areas or as determined by the administration as follows:

1. Devices that control/interfere with the operation of the buildings' systems, facilities and infrastructure or digital network. No exception or permission may be authorized for students to possess or use such devices.
2. During tests, examinations and/or assessments unless the teacher/facilitator authorizes such use. When personal electronic communication devices are prohibited for use on tests, they must be moved to a closed item, such as book bags or purses and may not be visible or turned on.
3. To cheat, engage in unethical conduct or threaten academic integrity.
4. To access and/or view Internet websites that are blocked by the District's filtering system.
5. To take action that would invade the privacy rights of any student or employee, violate the rights of any student or employee, or harass, threaten, intimidate, promote or engage in violence, bully, or cyberbully any student or employee.
6. In locker rooms, bathrooms, dressing rooms or any other changing area.
7. To create, send, share, view or disseminate sexually explicit, obscene, pornographic, child pornographic or lewd images or video content, as such acts may be a crime under state and/or federal law.
8. To disrupt the educational or learning environment.

Devices that violate this policy and/or other relevant District policies shall be confiscated and retained by the building administrator. The confiscated device shall not be returned until a conference is held with the parent/guardian.

Violations of this policy should be reported to the assistant superintendent in charge of technology.

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

DISTRICT RESPONSIBILITY. The District will not be responsible for technological support of students' personal electronic devices, and students are required to ensure that all devices are free from viruses before bringing them to school. Students who bring personal electronic devices to school do so at their own risk. The District assumes no responsibility for lost, stolen, damaged or misplaced devices, including those that have been confiscated by District personnel. (Board Policy EHBA)

PLAYGROUND GUIDELINES

It is necessary that we have policies and rules concerning recess behavior and supervision. All students should be able to enjoy recess period without fear of being injured, or being bullied, harassed, or threatened by other students. **Safety and respect** for self and others will be emphasized.

Students should not go outdoors for recess when there is any type of precipitation or when the temperature is below 32 degrees or wind chill is below 32 degrees. Parents and guardians should help ensure students are properly dressed to enjoy outdoor recess.

HEALTH ROOM

The Camdenton R-III School district employs full-time Registered Nurses. Students who are injured or become ill at school are assessed by the nurses. If the illness or injury suggests that the student should be sent home, the student's parents/guardians will be contacted. It is important that parents complete and sign the Student Health Inventory (the health information sheet) that parents receive in the enrollment packet. Please include name and phone numbers of persons to be contacted if parents/guardians cannot be reached. **It is the parents' responsibility to provide updated phone numbers, changes in medical conditions and/or medications, and to create their unique security password should their child dismissed because of injury or illness.**

Responsibilities of Health Services Personnel include:

1. Continuous health appraisal of all students at assigned grade levels, respectful of the dignity, confidentiality, and rights of all students. This responsibility is supported by the mandate to report contagious diseases, abuse, and neglect as required by DESE, the Department of Health and state law.
2. Recognition of laws that protect the health of children attending Missouri Public Schools, including:
 - a) ensuring compliance with immunization requirements,
 - b) excluding students with contagious disease, as mandated by law, per district policy,
 - c) reporting suspected diseases to the local health department as required by law.

3. Serve in a leadership role in provision of Emergency First Aid for injury/illness that occurs at school.
4. The administration of medications at school per district guidelines.
5. Assistance in carrying out responsibilities outlined in 504, Individual Education and Health Plans.
6. Guidance and counseling about student health concerns.
7. Performing home visitation/assessment, as needed, with respect to health concerns.
8. Maintenance of student health records and emergency information.
9. Interfacing with classroom instructors to provide age-appropriate health education.
10. Screening for health conditions and conveying/interpreting results to parents with possible referral.

Student Health Services shall not include diagnosis, treatment or medication administration for physical ailments of which parents/guardians are aware before the student is sent to school, unless special arrangements have been made with the Health Services Staff in advance. (Board Policy JHC).

SCREENINGS

The District's assessment plans include the following screening programs:

Vision: K, 1, 3, Special Ed., transfer students--screens of distance/near acuity and binocular vision.

Health Services does not routinely screen for color blindness.

Hearing: K, 1, 3 Special Ed., transfer students—screens of conversational levels of acuity.

Dental: 1, 2, 3 –for hygiene practice/visual exam for caries and orthodontics.

Height/Weight: K, 1, 3—and as nutritional status and physical development may indicate.

Pediculosis: (Head Lice)—when indicated, per policy guidelines.

Upon completion of screenings, results will be analyzed and parents notified via letter and/or phone of results. If unsatisfactory results, referrals to health professionals will be initiated and followed.

If parents choose not to have Vision, Hearing, Dental, or Height/Weight screens performed, they should notify the school nurse at the beginning of the school year in writing, requesting that their child be excused from screening.

MEDICATIONS

All student medication (tablets, liquids, topicals, inhalers, epinephrine) must be hand delivered to the school nurse, principal, or designee by the parent/guardian. It should be in an accurately labeled container from the pharmacy or in the manufacturer's OTC original packaging, (not plastic baggies or envelopes.) The parent/guardian needs to sign permission or provide a written request, signed and dated, as to the when and how much of the medication is to be administered. The medications will be stored in a secure, environmentally appropriate area. Additionally, epinephrine in EPI-PENS, as provided by parents of students with life-threatening allergies, will be kept in the Health Room. Controlled substances such as generic methyphenidate and amphetamines (Example brand names: Adderall, Concerta, Metadate, Methylin, Ritalin) which may be prescribed for students with ADD/ADHD, need to be counted when delivered or retrieved by parents during school hours. Both parent and nurse must sign receipt.

Parents whose children may be recovering from surgeries (tonsillectomy, for example) and have been prescribed narcotics for post-op pain, are discouraged from bringing such meds to school. Narcotics tend to make children drowsy. It is suggested that children return when their discomfort can be controlled with ibuprofen or plain Tylenol and they can be most productive.

Antibiotics prescribed for bacterial infections, which need to be given multiple (>3) times daily or at precise intervals, can be prepared by your pharmacy-- one bottle for home and one for school. Generally, we give only once daily at school.

Prescriptions are valid for one year. Please know we cannot give expired medications.

Health Services does not give allergy (immunosuppressive) injections to students or staff.

Any student whose parent does NOT want epinephrine administered during a health emergency should notify the nurse in writing in advance.

Parents are reminded to pick up any remaining meds at the end of the school year during school hours. Those left at school will be destroyed.

ILLNESS DURING SCHOOL

A student may be sent home from school when they have fever of 100 degrees or higher, whether they have symptoms or not. Students may return to school when they have been fever-free for at least 24 hours without the use of fever-reducing medications.

Students diagnosed with contagious diseases should take at least one day's worth of antibiotics if prescribed, be fever-free (without the use of fever-reducing medications) and feel well enough to do their work at school.

ILLNESS DURING AN EPIDEMIC

Students may be sent home with a temperature of 99 degrees or higher if:

- 1) the student presents with rhinitis, nasal and/or chest congestion, cough, (whether producing sputum or not), sore throat, and body aches,
- 2) the student is feeling ill and someone in the household is experiencing fever and any of the symptoms listed above. Again, they may return when fever-free for at least 24 hours without using fever-reducing medications.

FOOD ALLERGIES

Parents of students with specific food allergies will need to discuss this with the school nurse and complete the appropriate forms, signed by their family physician, if dietary restrictions and food substitutions are necessary. This can be honored throughout the student's school career.

Teachers, school nurses, and the cafeteria manager work together closely to ensure that the student is not in contact with the food allergen by placing appropriate signage, sending home an informational letter, and conveying the information to those that need to know. Parents of students with food allergies are encouraged to provide Epi-Pens for school if, after discussing with the family doctor, this is deemed advisable.

IMMUNIZATIONS

Missouri State Law provides that all students, Pre-K through 4, must have current immunization records on file before they start school. The month, day, and year of each immunization must be provided. To remain in school, students who are not current must have an "In Progress" card on file (provided by their health care provider-- the county health department, or private physician). Parents need to make sure the student receives the immunization when it is due. Missouri Law

does permit medical exemptions and religious exemptions. Again, the appropriate card, signed by the physician if a Medical and the parent if based on religion, needs to be provided before school attendance is permitted. Religious exemptions should be accompanied by a brief statement explaining why the immunization is against the particular religious belief, signed and dated by the parent. (Imm. P11A or Imm.P12) Required immunizations are as follows:

Required for K-4

DTaP/DTP/DT (diphtheria, tetanus, pertussis)	minimum of 4 (last one given after age 4)
IVP (polio)	minimum of 3 (last one given after age 4)
MMR (measles, mumps, rubella)	minimum of 2
Hep B (Hepatitis B)	minimum of 3
Varicella (chicken pox)	minimum of 2

Recommended for PreK

DTaP/DTP/DT	minimum of 4
IVP	minimum of 3
Hep B	minimum of 3
HIB (haemophilus inf. B)	age dependent
pneumococcal	age dependent
MMR	minimum of 1
Varicella	minimum of 1

Additionally, parents are encouraged to have children immunized against Hepatitis A and to have them receive an annual flu shot.

SCHOOL INSURANCE

The Camdenton Elementary Schools do not have accidental insurance coverage on students. There is an opportunity to purchase a policy through a private provider, if you choose. Information is sent in your student’s packet explaining the details of the coverage. Please check with your building secretary as to how to handle claims or ask further questions.

Camdentonschools.org

Additional health information is posted on the Camdenton School District’s website. Please don’t hesitate to contact your student’s school nurse if you have further questions.

SCHOOL PICTURES

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

DEPARTMENT OF SPECIAL SERVICES

Camdenton R-III School District complies with all federal, state and local guidelines associated with IDEA (Individuals with Disabilities Act) and Section 504.

SPECIAL PROGRAMS

Services available to students who qualify are:

1. Individual Education Program
2. Enrichment Program (Gifted)
3. ELL (English Language Learners)
4. Section 504 Accommodations
5. Laker Pack (After-School Program)
6. After-School Services
7. Project P.A.S.S.

TRANSPORTATION POLICY

In order to enhance the safety and security of the elementary students who ride a Camdenton school bus, **student riders will not be allowed to ride a bus other than their assigned bus.**

Parent/legal guardian will be allowed to arrange a primary residential bus stop only. In the event there is a joint custody situation, an added address should be given to your respective school, along with a schedule. If your student/s regularly attends a day care, that particular day care may be used as their primary stop. Students are to ride ONLY the bus to which they are assigned. All students must be on time and outside at their assigned bus stops. **Kindergarteners and pre-school students must be met at the bus stop by a parent, guardian, or sibling who is middle-school aged or older.**

EXCEPTION: Students may receive a bus pass to ride a different bus ONLY in an emergency situation (hospitalization, death in family, severe illness). If one of these situations occurs, the following policy will take effect. Parents/legal guardians must notify your student's respective school office before 2:00pm (1:00pm on Fridays) to request an emergency bus pass for that specific day. This allows the office staff ample time to make necessary transportation changes. Any phone calls for transportation changes received after 2:00pm (1:00pm on Fridays) will be denied.

Additionally, phone calls for transportation changes will require that parents provide their child's security word or student ID number to verify identity. Student ID numbers and security words will be provided to parents in August. If the day is an Early Release Day, the deadline is 1:00 p.m.

EMERGENCY SNOW ROUTES.

Emergency snow routes are run by school buses when the majority of main roads have been plowed, but the secondary or side roads have not been plowed, or there is reasonable doubt of unsafe conditions. In the event that emergency snow routes are to be in effect, it will be broadcast over the local radio stations and go out on the School Messenger call system prior to opening of school that morning, and snow routes will be run by the buses on both a.m. and p.m. routes that day. This eliminates confusion for parents on the location of where the children will be dropped off due to varying conditions during the day. With this in mind and to insure the safety of all our bus riders, it will be necessary for the parent/guardian or approved adult to pick student(s) up from the designated emergency snow route stop.

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

IF SCHOOL IS CANCELLED DURING THE SCHOOL DAY DUE TO INCLEMENT WEATHER, THE EMERGENCY SNOW ROUTE IS IN EFFECT AUTOMATICALLY FOR EARLY RELEASE ROUTES. Even when an emergency snow route is not called, there are sometimes existing conditions that will cause some roads to be unsafe for the operation of the school buses where we might not be able to get to all drop-off locations. If you have doubt about the safety of your road, please contact your driver.

EMERGENCY SCHOOL DISMISSAL. In our efforts to improve communications between parents and school, The Camdenton R-III School District has instituted a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. When used, the service will simultaneously call all listed phone numbers in our parent contact list and will deliver a recorded message from the principal or assistant principal.

You may also call our **cancellation hotline at 317-3400** or tune in to the following radio and TV stations for irregular school dismissals made necessary due to bad weather or for other reasons.

Radio Stations	Locations	Radio Stations	Location
All Radio Stations	Springfield	KTKS-FM 95.1	Versailles
KRMS-FM 93.4, 1250AM, KLOZ-FM 92.7, & KQUL-FM 102.7	Osage Beach	KCLQ-FM 107.9, KLWT-AM 1230, KJEL-FM 103.7, & KBNN-AM 750	Lebanon
KZWV 101.9	Eldon	KZNN FM 105.3 KTTR FM 99.7 & AM 1490	Rolla
KCLR-FM 99.3, Y107-FM, KCMQ-FM 96.7, KLSC-FM 92.9 & KBIA-FM 91.3	Columbia	KCVO 91.7 (Early Release only)	Camdenton
TV Stations	Locations	TV Stations	Locations
All TV Stations	Springfield	KOZK - 21, KDEB -27, KOLR—10, KY-3, & KSPR-33	Local
KOMU-8 & ABC-17	Columbia	Ch. 2, 8, 9, & 12	Cable
KRCG - 13	Jefferson City		

Any time stations do not announce school being closed, school will be in session. Please DO NOT call the school, as it ties up telephone lines and makes it difficult to handle necessary school business. Radio stations are ALWAYS NOTIFIED IMMEDIATELY AFTER A

DECISION ON SCHOOL DISMISSAL IS MADE. Parents need only to listen to the radio for repeated announcements concerning the closing of school.

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

BUS SAFETY REGULATIONS

Keep your bus riding privileges. Cooperate and follow instructions of driver or monitor. **The driver, monitor or principal is authorized to assign seats.**

Safety Rules

- Use classroom voices, classroom language and classroom conduct.
- Use of food or drink is up to the discretion of each individual bus driver
- Pets, glass, flammable or other dangerous items are prohibited.
- Stay seated keeping hands, body and objects to yourself and inside the bus. No fighting!
- Place all debris or all litter in trash receptacle when exiting the bus. KEEP SCHOOL BUSES CLEAN!
- Do not operate or handle bus equipment or cause destruction of bus.
- Tobacco, alcohol or illegal substances are prohibited.
- The bus driver or principal is authorized to assign seats.

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

Infractions and Consequences

Inappropriate Conduct. Standing while bus is moving, throwing items (in or out of bus), yelling, littering in the bus, use of food or drink, not sitting in assigned seat, shoving or pushing, not following directives of bus driver

First Offense - Conference with principal and parent notified, loss of privileges

Second Offense – Saturday School, loss of privileges

Third Offense – 1 to 5 days bus suspension or loss of privileges

Dangerous Items - matches, fireworks, lighters, flammable items, etc.

Fighting

Creating a hazardous or dangerous situation – (Include operating or handling of bus equipment, i.e., opening back door while the bus is in motion or jumping over/going under front cross control arm.

Damaging or Vandalizing the Bus (restitution required)

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

Disrespect or Verbal Abuse of Driver/Monitor (includes use of vulgar/obscene language or gestures)

Harassment/Sexual Harassment

First Offense - Saturday School, loss of privileges or 3-10 days bus suspension

Second Offense - 3-15 days bus suspension

Third Offense - 10 to 20 days bus suspension

Fourth Offense - 15-30 days suspension

Physical Abuse of Bus Driver/Monitor - Immediate 1 day out-of-school suspension and referral to Superintendent for expulsion.

Assault

Use or Possession of Tobacco Products

Use, Possession or Under the Influence of Alcohol

Use, Possession or Under the Influence of Mood Altering or Illegal Substances

Use or Possession of Weapons/Firearms

Use or Possession of Weapons

Use or Possession of Firearms

Buildings/district policy applies. (Adopted 5/23/96)

BUILDING/DISTRICT POLICY APPLIES

(Reported to Law Enforcement Officials)

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

1. An oral or written explanation of the charges.
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

COMPLAINT PROCEDURES

The following steps are to be followed by parents/guardians or the public when questions or complaints arise regarding the operation of the school district or federal programs administered by the Department of Elementary and Secondary Education (DESE) that cannot be addressed through other established procedures.

1. Complaints on behalf of individual students should first be addressed to the teacher or the employee involved.
2. Unsettled matters from (1) above or programs and questions concerning individual schools should be presented in writing to the principal of the school. The principal will provide a written response to the individual raising the concern within five (5) business days of receiving the complaint or concern.
3. Unsettled matters from (2) above or programs and questions concerning the school district should be presented in writing to the superintendent. The superintendent will provide a written response to the individual voicing the concern within five (5) business days of receiving the complaint or concern.
4. If the matter cannot be settled satisfactorily by the superintendent, it may be brought to the Board of Education. Written comments submitted to the superintendent or the secretary of the Board will be brought to the attention of the entire Board. The Board will address each concern or complaint in an appropriate and timely manner.

The decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case, the complainant may go to the appropriate section of DESE and from there on to the United States Secretary of Education.

The Board considers it the obligation of the program and support staff of the district to field questions of parents/guardians or the public. Accordingly, the District will inform patrons of this complaint procedure and its availability.

Complaints regarding district compliance with nondiscrimination laws will be processed according to policy AC and KL. Employee grievances will be processed in accordance with the established employee grievance procedure or as otherwise required by law. All pursuant to that policy or procedure.

STUDENT COMPLAINTS AND GRIEVANCES.

Alleged acts of unfairness or any decision made by school personnel, except as otherwise provided for under student suspension and expulsion, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board of individual school rules, may be appealed to the school principal or designated representative.

The following guidelines are established for the presentation of student complaints and grievances:

1. Any grievance to be considered shall be presented to the building principal and shall be in writing.
2. The principal shall respond in writing to the grievance within ten school days following receipt of the written grievance. If the student, after having reported the grievance and receiving the principal's response, feels further action is needed, he/she may request a hearing with the principal.
3. If a decision is reached that further action is needed, a hearing with the superintendent may be requested.
4. Any student who, after having reported the grievance to the superintendent, feels further action is needed may request a hearing by the Board of Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board will be final.

All persons are assured that they may utilize this procedure without reprisal.

VOLUNTEER PROGRAM VIPS (Volunteers In Public Schools)

Anyone who enjoys helping students achieve great things can volunteer with the District. A volunteer is defined as a non-salaried individual who offers services contributing to the education of Camden R-III Student. Volunteers and staff work as a team to provide support based on the unique experiences and skills of the volunteer. These services complement and enrich the ongoing school program

With over 4,000 students in 8 schools, there are many ways you can help:

- Ongoing. This volunteer is helping on a regular, scheduled basis and may continue providing service over many months or years.
- Short-Term. This volunteer may assist with a special event or project and/or may be on call. Service hours and length of service will vary.

PROCEDURE

- An information meeting is set with the Volunteer Coordinator. You will be asked to complete a Volunteer Registration Form. This information is for program use only and will not be given to any other organization, group, or person.
- Volunteer placement is then coordinated to suit your schedule.
- Always report to the school office before beginning your day. Volunteers sign in and out of the volunteer sign-in box and wear your badges when in the building.

AS A VOLUNTEER YOU SHOULD HAVE

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

PUBLIC NOTICES

The following documents may be found on the office at each elementary.

- Public Notice Required by AHERA
- Public Notice Required by Americans With Disabilities Act
- Complaint Procedure
- 504
- Homeless
- IDEA
- ELL

CAMDENTON R-III SCHOOL DISTRICT PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Camdenton R-III School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay. The Camdenton R-III School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program. The Camdenton R-III School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). The Camdenton R-III School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals

with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Special Services Administrative Offices between the hours of 8:00-4:00. Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact the Special Services Administrative Offices at (573) 346-9245. This notice will be provided in native languages as necessary.

NOTIFICATION OF ASBESTOS REINSPECTION AND SURVEILLANCE

In compliance with the U.S. Environmental Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA) in June of 1988, we performed inspections of each of our school buildings for asbestos-containing material. The inspection findings and asbestos management plans have been on file in each school administrative office since that time.

The EPA requires us to perform re-inspection of the asbestos materials every three years. During the month of July, 2002, accredited asbestos inspectors performed these re-inspections. An accredited Management Planner reviewed the results of the re-inspections and recommended actions we should take to safely manage each asbestos material in our building. The results of the re-inspection are on file in the management plan in the schools' administrative office. Everyone is welcome to view these any time during normal school hours (Mondays through Fridays from 8:00 a.m. to 4:00 p.m.). The Asbestos Program Manager is available to answer any questions you may have about asbestos in our buildings.

All areas that contain asbestos either friable or non-friable are monitored constantly and are checked by an accredited AHERA inspector every (6) months to insure no deterioration of their condition. This inspection is performed to assure proper health and safety conditions for all employees and constituents of the school system.

PROFESSIONAL QUALIFICATIONS

Parents can receive upon request information on the professional qualifications for their child's teacher and if receiving services from a paraprofessional, the paraprofessional's qualifications. (Board Policy GBL)

NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional agreements with Camdenton R-III School District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Camdenton R-III School District's compliance with the regulations implementing Title VI of the Civic Rights Act of 1954 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), Age Discrimination Act of 1975 (AGE), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990

(ADA) is directed to contact the Director of Special Programs, Camdenton R-III School District, P.O. Box 1409, Camdenton, Missouri, 65020, (314)-346-5651. The Director of Special Programs has been designated by Camdenton R-III School District to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, AGE, Section 504, and the ADA.

DISCLAIMER

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

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