



# **Oak Ridge Intermediate Parent/Student Handbook 2017-2018**

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Visit the Camdenton R-III District Website at:  
[www.camdentonschools.org](http://www.camdentonschools.org)

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

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

**CAMDENTON R-III SCHOOL DISTRICT**  
**2017-2018**

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**CAMDENTON R-III SCHOOL DISTRICT**  
**2017-2018**

**Oak Ridge Intermediate SCHOOL**  
**PO Box 1409**  
**Camdenton, Missouri 65020**  
[www.camdentonschools.org](http://www.camdentonschools.org)

**Accredited by DESE in Performance**  
**Fully Accredited by AdvancED**

**WELCOME**  
**TO**  
**Oak Ridge Intermediate**

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

We are pleased that you are a part of our excellent school system. You will find friendly, dedicated teachers to 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.

**Building Administration**

Principal's Office Phone:	573-346-9280
Principal's Office Fax:	573-317-9286
Principal:	Tracy Evans
Principal's Secretary:	Renee Lembke
Attendance Secretary:	Susan Ward
Assistant Principal Phone:	573-346-9280
Assistant Principal Fax :	573-346-9286
Assistant Principal:	Gina Conrad
Assistant Principal's Secretary:	Kelsea Knight

**Guidance**

Guidance Office Phone:	573-346-9280
Guidance Office Fax:	573-346-9286
Counselor:	Jamin English
Counselor:	Elizabeth Grover
Guidance Department Secretary:	Kelsea Knight

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

**Camdenton R-III School District**

“Everyone learning every day”

**Mission**

The Camdenton R-III School District will create a learning community that maximizes each individual’s performance for future success.

**Values**

1. Student success, both individually and collectively
2. Engaging, encouraging environment for faculty and staff
3. Supportive district leadership and Board of Education
4. Active, ongoing engagement with stakeholder groups
5. Responsible use of all resources

**Strategies**

1. Camdenton R-III will expand its academic offerings to better serve students of all skill levels and interests, and will seek to provide equitable opportunities to all students, no matter where they live in the district.
2. Camdenton R-III will have a facilities plan for the next five years that incorporates anticipated building and technology needs, and that will keep stakeholders informed as milestones are reached and steps are taken.
3. Camdenton R-III will have plans in place to build stronger, mutually beneficial relationships with a broader array of stake holder groups.

**Strategic Plan  
2015-2020**

**College and Career-Ready**

The Camdenton R-III School District will offer curriculum that prepares students effectively for the next phase in their lives and will keep that curriculum current with changing student and marketplace needs.

**Facility Effectiveness**

The Camdenton R-III School District will have facilities that are safe, and that enable, rather than inhibit, the delivery of a high-quality education.

**Stakeholder Engagement**

The Camdenton R-III School District will effectively engage all stakeholder groups to build a stronger school district/community relationship through enhanced one-way (outbound from the district) and two-way communications initiatives.

***Anti-Discrimination Harassment Policy***

The Camdenton R-III School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities. Discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law is strictly prohibited in accordance with law. The Camdenton R-III School District is an equal opportunity employer. Students, employees and others will not be disciplined for speech in circumstances where it is protected by law.

**CAMDENTON R-III SCHOOL DISTRICT**  
2017-2018

**CAMDENTON R-III SCHOOL DISTRICT**  
2017-2018

**Teacher Work Day**  
No Students

**Professional Development**  
No Students

**Early Release/Collaboration**  
2:00 p.m.

**Early Dismissal**  
12:30 p.m.

**Holiday/NO SCHOOL**

August 2017				
M	Tu	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

September 2017				
M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October 2017				
M	Tu	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

November 2017				
M	Tu	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

December 2017				
M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Schedule			
Aug.	New Teacher Orientation		
Aug. 14-18	Teacher Work Days		
Aug. 16	Meet the Teacher Night: Dogwood, Hawthorn, Oak Ridge Intermediate		
Aug. 17	Meet the Teacher Night: Osage Beach, Hurricane Deck, Middle School, Horizons		
	<b>TBD: Meet the Teacher Night: LCTC, High School</b>		
Aug. 21	SCHOOL BEGINS		
Sept. 1	Professional Development Day		
Sept. 4	Labor Day – No School		
Sept. 22	Homecoming		
Oct. 19	Last Day of 1 <sup>st</sup> Quarter (42 days)		
Oct. 20	Teacher Work Day		
Oct. 23	Elem., Intern., MS, HS Parent/Teacher Conferences (4:00-8:00 p.m.)		
Oct. 24	Elem. & Intermediate Parent/Teacher Conf. (4:00-8:00 p.m.)		
Oct. 26	MS/HS Parent/Teacher Conf. (4-8 p.m.)		
Oct. 27	No School		
Nov. 22 through 24	Thanksgiving Vacation		
Dec. 20	Christmas Vacation Begins at 12:30 p.m.		
Dec. 21 through Jan. 1	Last Day of 2 <sup>nd</sup> Quarter (39 days) Christmas Vacation		
Jan. 1	New Year's Day – No School		
Jan. 2	PD Day/Teacher Work Day		
Jan. 3	School Resumes		
Jan. 15	Martin Luther King, Jr. Day – No School		
Feb. 19	Presidents' Day – No School		
Mar. 8	Last Day of 3 <sup>rd</sup> Quarter (45 days)		
Mar. 9	Teacher Work Day		
Mar. 28 through Apr. 2	Spring Break (Easter, April 1)		
May 17	Graduation		
May 22	School Term Ends, 12:30 p.m.		
May 23	Last Day of 4 <sup>th</sup> Quarter (48 days) Teacher Work Day		
May 28	Memorial Day		
	174 Student School Days 185 Teacher Contract Days		
	<b>Make-Up Schedule for Missed School Days</b>		
1 <sup>st</sup> Day	Jan. 15	5 <sup>th</sup> Day	May 25
2 <sup>nd</sup> Day	Feb. 19	6 <sup>th</sup> Day	March 28
3 <sup>rd</sup> Day	May 23	7 <sup>th</sup> Day	March 29
4 <sup>th</sup> Day	May 24	8 <sup>th</sup> Day	May 29
	Summer School Begins June __, 2018		

January 2018				
M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

February 2018				
M	Tu	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

March 2018				
M	Tu	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

April 2018				
M	Tu	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

May 2018				
M	Tu	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

June 2018				
M	Tu	W	Th	F
				1

**CAMDENTON R-III SCHOOL DISTRICT**  
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**Parents, thank you in advance for helping us keep your child safe at school by remembering the following procedures:**

- Consistent school attendance is an absolute prerequisite for success at the Camdenton R-III School District. At Oak Ridge Intermediate our school day is from 8:10 a.m. – 3:13 p.m.
- Call Oak Ridge Intermediate as soon as you can the morning of each day your child is absent.
- Please help us by thinking “safety” for your child. Children should not arrive before 7:45 a.m. when teachers are required to be on duty for supervision.
- Please remember when signing your child out early from school to always bring an I.D. (driver’s license) for verification, and safety of your child.
- Always send a note with transportation changes. Children get anxious when they don’t know what they should do at the end of their school day. Please notify the Oak Ridge office of transportation change requests by sending a note with your child or call by 2:00PM.
- Please notify the office as soon as possible when you have a change of telephone numbers or address.

**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/Health Department***

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

***Library***

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

***Music Department***

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

**Assessments**

***Reporting to Parents***

At the end of each nine weeks, a report of pupil progress is sent to parents of each intermediate 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 intermediate 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***

***Policy IL***

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

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

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

**CAMDENTON R-III SCHOOL DISTRICT**  
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**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, science, mathematics, social studies and civics, as required by law.

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

1. *Student Achievement* -- To produce information about relative student achievement so that parents/guardians, students and teachers have a baseline against which to monitor academic progress. Within the limitations of group testing instruments, the information should be useful to serve as a validation device for other measures of student progress.
2. *Student Counseling* -- To serve as a tool in the counseling and guidance of students for advisement and further direction.
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; and
  - c. Help the Board of Education adopt instructional policies.
4. *School and District Evaluation* -- To provide indicators of the progress of the district toward established goals.

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

**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.

**English Proficiency Assessments**

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

**Statewide Assessments**

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

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

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

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



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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.

**Common Assessments**

Oak Ridge teachers use formative, summative and diagnostic assessments to guide the instruction within each classroom; many of the assessments used are from i-Ready developed through Curriculum Associates. These assessments are also used to determine if student(s) need to receive additional instruction.

**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% of all district students attend school 90% of the time. Nationally, the U.S. Department of Education recommends that students that miss more than 10% of school are chronically truant. Missing 10% of school days equates to 17 days of school per year to stay within the 90% guideline.

The responsibility for appropriate attendance lies with the student and parent or guardian. Naturally, there are times when a student cannot or should not be present in the school setting. This may be due to illness or other reasons not within the control of the student. As directed by the Board, the following administrative procedures will be used to implement the district's attendance policy, JED and JED-AP (1).

***Definitions***

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

*Parent* – A parent, guardian or person acting as a parent in the absence of the parent or guardian if the student is under 18. If the student is 18 or otherwise emancipated, the student will serve as the parent for purposes of this procedure.

*Tardy* – A student is tardy if the student arrives after the expected time class or school begins, as determined by the district. Tardiness will be counted as part of an absence and accrue on the student's attendance percentage.

*Truancy* – A student is truant if the student is absent from class or school without the knowledge and consent of the parents and the administration. A student is also considered truant if the student leaves school without the consent of the principal or accumulates excessive unjustifiable absences, even with parental consent. Truancy is a type of unverified absence.

*Unverified Absence* – An absence that has no official documentation or rationale for the student's absence. Absences will have a comment in the student information system stating the reason for absence from the parent or guardian.

*Verified Absence* – An absence that has been verified with official documentation for the absence provided by the parent or guardian. These absences will have a comment in the student information system explaining the reason for the absence, who presented the documentation, and what type of documentation was presented. This verification can also come from the school nurse.

*Educational Neglect* – Failure by the person responsible for the care, custody and control of a child to ensure the child attends school in accordance with law. Educational neglect is different from truancy (a status offense). Educational neglect occurs when a child is continuously absent from school through intent or neglect of the parent/guardian or caretaker. When a child is absent through his or her own intent, this is truancy and not reportable as child abuse or neglect.

## **Student Absences and Excuses: Administrative Procedure**

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

### *Attendance Procedure*

#### **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, counselor or social worker. *When the student's average daily attendance rate drops below 93%, parents/guardians may 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. College visits with official documentation from the college visited. Students are permitted six college visits as a total between their junior and senior year.
7. Driver's test verification.
8. Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.
9. Change of placement or court appearance or court-ordered activity for students in foster care.
10. 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. Any time 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%, 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%, 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%, 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 about 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%, 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 rate reaches 80%, 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.

Students will be expected to make up all assignments from missed classes, including, but not limited to, exams, assignments, papers, projects, quizzes, etc., regardless of whether an absence is verified or unverified. Students who do not complete missed assignments in the required time may be required to attend academic support sessions outside of the regular school day.

### **Attendance Expectations**

The district has identified student attendance as a major focus area for preparing students to be college- and career-ready. Students' attendance will be reviewed every three weeks, and students meeting an attendance rate of 90% or higher will be eligible for recognition. Falling below a 90% average daily attendance rate will cause students to lose the privilege to park in the high school parking lot and attend activities and events for the next three-week attendance period. These events include, but are not limited to, athletic events, dances and prom. Additionally, a student must be in attendance a minimum of four class periods to be considered eligible to participate in an activity on that date unless it is a prearranged absence due to a family emergency.

High school students will be permitted a maximum of eight absences per class per semester. High school students will not earn credit for a class if the student is considered absent nine or more times per semester.

College visits, medical appointments, illnesses and out-of-school suspension days are counted as absences and accrue toward the eight day absence limit.

### **Attendance Appeal Process**

See administrative procedure: student absences and excuses, JED-AP(1)

### **Notice and Due Process**

All students have a right to due process. See administrative procedure: student absences and excuses, JED-AP(1)

### **Intervention and Engagement Strategies**

See administrative procedure: student absences and excuses, JED-AP(1)

#### *Truancy*

#### **Truancy (see Board policy JED and procedure JED-AP1)**

Absence from school without the knowledge and consent of parent/guardian and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians. Students disciplined as truant will be removed from extracurricular activities.

*Category III, IV*

#### *Tardiness*

Students arriving after 8:10 for Oak Ridge Intermediate are considered tardy. **A parent/guardian is required to accompany the student(s) to the main office in order to complete the necessary tardy forms. After three tardies in one quarter, parents will be notified and an After-School Detention may be assigned.** Tardies will start over at the beginning of each quarter.

#### *Conditions Requiring Note from Parents*

We realize there are some students who have physical care needs that the teacher needs to be aware of and a note is needed in the following cases:

1. Their physical activities are 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. Change in address, telephone number, place of employment, child's babysitter, or emergency numbers.
5. Doctor or dental appointment during school hours.
6. Change of destination of child after school or when a different person picks up a child.

### **Bicycles**

Students riding bikes to school are required to immediately park the bicycles in the racks or designated area and go into the intermediate building. Bicycles are not to be ridden until the end of the school day. It is recommended that students lock their bikes in order to prevent theft. The school is not responsible for the loss of bicycles. For safety, it is recommended that students wait until bus and high school traffic has left before proceeding on their bicycles.

### **Book Fees**

One set of textbooks and workbooks are 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. However, that does not cover the actual replacement fee.

### **Bullying**

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.

#### ***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 administration 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 administration.

#### ***Investigation***

Within two school days of receiving a report of bullying, the building administration will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by administrators of each building involved, or those administrators may request that the district compliance officer designated in policy AC conduct the investigation. 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 administrator will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code.

#### ***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 administration. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

### **Classroom Parties**

*The organization of classroom parties is up to the discretion of the classroom teacher. Parents will be notified as needed.*

We ask that no lengthy birthday parties be given in the rooms. If parents or pupils desire to bring treats for birthdays such should be done during regular snack time and only with consent of the teacher.

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

### **Classroom Placement for Students**

Room placement is made by the principal in collaboration with teachers, guidance counselors, and special education staff. Some factors considered in placement are:

social traits, work habits, pupil's ability and achievement, comments by guidance department and recommendations of teachers. After careful consideration of the information on each child, placement is made with a teacher where the child will have the best opportunity for learning. It is impossible for us to make placement strictly by parental request. Anytime 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, parents, and teachers.

### **Classroom Visitation Policy**

All visitors during the regular school day shall 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 Camdenon R-III Schools that no parent(s)/legal guardians or relatives of students may observe classes during instructional time in the school day. Visitation by preschool children and/or children from other schools shall be discouraged (See Board Policy KK)

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

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

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

Complaints regarding district compliance with nondiscrimination laws will be processed according to policy AC. Employee grievances will be processed in accordance with the established employee grievance procedure or as otherwise required by law. All other grievances for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure.

### **Department of Interventions**

#### *Special Education 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. Screening – Birth to age 5
2. Parents as Teachers
3. Early Childhood Special Education for children ages 3-5 (Kindergarten age not eligible)
4. Title 1 Reading Grades 1-6, Title 1 Language Arts Grades 1-6
5. Laker Pack (after school program)
6. Enrichment Program (Gifted) K-12
7. ELL (English Language Learners)
8. Section 504 Accommodations
9. Project PASS



### **Detention**

The A.S.D. (after-school detention) program for grades 5 – 6 is located in the Oak Ridge Intermediate building from 3:13 – 4:30 PM and is supervised by Oak Ridge staff. The day of the detention will be determined by the staff member assigning ASD and the parent via phone call to confirm by the staff member. After school detentions may be assigned by teachers or administrators.

The purposes of the After School Detention are broad:

1. To teach students that there are consequences for inappropriate actions
2. To help students learn to manage their own behavior in order to return to their regular classroom
3. To help students understand the importance of completing assignments and projects

### **Directory Information**

**Excerpt from Policy JO-AP(1)E:** The district shall annually notify parents and eligible students of the directory information the district will release without written consent. Parents or eligible students will have ten school days after the annual public notice to provide notice in writing to the school district that they choose to not have this information released. Unless notified to the contrary in writing within the ten-school-day period, the school district may disclose any of those items designated as directory information without the parent's or eligible student's prior written consent, including in print and electronic publications of the school district. Even if a parent or eligible student notifies the district in writing that he or she does not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district e-mail addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information.

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

### **Emergency School Dismissal**

In our efforts to improve communications between parents and school, the Camdenton R-III School District has instituted a telephone broadcast system that enables school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal school cancellation, or late start. The service may also be used from time to time to communicate general announcements. This service is provided by School Reach, which specializes in school-to-parent communications. When used, the service will simultaneously call all listed phone numbers in our present contact list and will deliver a recorded message from a school administrator. The service will deliver the message to both live answer and answering machines. No answers and busy signals will be automatically retried twice in 16 minute intervals after the initial call.

### **Emergency Safety Procedures**

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

### **English Language Learners**

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

### **Enrollment**

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

1. Birth Certificate
2. Immunization Record (up-to-date)
3. Social Security Number
4. Proof of Residency

### **Family Educational Rights and Privacy Act**

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

### **Guidance Department**

The Elementary Counselor’s main objective is to assist each individual child to become a well-adjusted, successful student. Counselors may meet with individual students, small groups of student, or whole classrooms to provide appropriate lessons to address student’s social and emotional needs.

### **Health Services**

All children attending school must be in compliance with the current State School Law, Rules and Regulations. School districts are mandated to enforce this law on behalf of the Missouri Department of Health. It is the responsibility of the parent/guardian to provide your child’s immunization records to the school health clinic. Students not in compliance will be excluded from school until requirements mandated by Missouri State School Law are met.

Licensed Registered and Practical Nurses are on duty during regular school hours to provide health education, assessments, and nursing care to students and staff members who are injured or become ill while at school. If a student needs to be dismissed due to illness or injury, parents or guardians will be notified. Please be sure to **maintain accurate data on the health information card and sign the card to avoid delays in notification. It is parents’ responsibility to provide updated phone numbers, medical conditions, and medications as needed.**

Prevention activities center on frequent hand washing, classroom sanitation, and cooperation of everyone to contain the spread of communicable diseases. In addition, a number of immunizations are required by law PRIOR to Pre K and Kindergarten entry (see below\*) to further support disease prevention. A clean, safe, healthy environment is needed for optimal opportunity to learn.

Health Services works diligently with teachers to schedule student vision, hearing, dental, and scoliosis screenings. Height and weight are measured and BMI calculated. If parents choose not to have some or all of the screening performed, please forward that direction in writing to the school nurse.

Nurses also develop individual health plans for students with serious health needs and need frequent care from the school nurse. They meet regularly with parents, health care providers, and members of the community throughout the school year to address broader school health and safety issues.

### ***IMMUNIZATION LAW***

All students must present documentation of month, day and year of each immunization. Students must present immunization record to school, and all immunizations must be up-to-date before being permitted to attend classes. To remain in school, students “in progress” must receive immunizations as soon as they become due. Religious and Medical exemptions will be allowed. **All students entering 8<sup>th</sup> grade are required, by the State of Missouri, to have a current TDAP Immunization.**

#### **Immunization Requirements\***

<b>Pre K</b>		<b>Kindergarten through 6<sup>th</sup> Grade</b>	
DTaP/DT	4+	DTaP/DTP/DT	4+
IPV (polio)	3+	IPV (polio)	3+
Hib	3+	MMR	2
Hepatitis B	3+	Hepatitis B	3+
PCV (pneumococcal)	4+	Varicella	
MMR	1	Grades K - 4	2
		Grades 5 – 6	1

**CAMDENTON R-III SCHOOL DISTRICT**  
**2017-2018**

**MEDICAL ILLNESS DURING SCHOOL**

***Oak Ridge procedure: Any student experiencing an illness within the school day must first see the clinic nurse prior to being released to parent(s).***

A student may be sent home from school by the clinic nurse with an oral or auxiliary body temperature of 100 degrees or more, whether other symptoms are present or not. The student may return to school when he/she has been fever free for at least 24 hours without the use of fever reducing medications.

**MEDICAL ILLNESS DURING AN EPIDEMIC**

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

- The student presents, with rhinitis, nasal and/or chest congestion, cough with or without expectoration, sore throat, and body aches;
- If the student is not feeling well and there is a person they live with who has a fever and experiencing the above named symptoms;
- The child may return to school when he/she has been fever-free for at least 24 hours without the use of fever reducing medications.

**IMMUNOSUPPRESSIVE THERAPY (Allergy Injections)**

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

**SPECIAL HEALTH CARE NEED: PEANUT ALLERGIES**

Each building clinic should treat the handling of student and staff members with peanut allergies in this manner:

- Mail/send action-plan form letter home to parents to complete and return to the clinic
- Post laminated front door sign
- Post laminated classroom door sign
- Mail/send letters to parents/guardians of all classmates requesting they NOT send any snacks containing nuts be sent to the classroom
- Personally in-service the teachers with students having a Peanut Allergy in their classroom to address signs and symptoms of an anaphylactic reaction and the use of an epipen. Complete the in-service form and place it in the student's health file
- Stickers to be placed on classroom doors and health charts
- Alert the bus driver with student with Peanut Allergy on their bus to address the signs and symptoms of anaphylactic reaction and use of student's epipen. Complete the in-service form and place it in the student's file

**Medication**

To better serve students, please note the following medication guidelines:

1. All medications and administration records are kept secure in the clinic/health room. The exception may be inhalers prescribed for asthma.
2. **All medication, whether prescription or over the counter, must be in its original labeled container.** Expired meds will not be given.
3. Only the prescribed or recommended dose of medicine will be given. A written note of permission should accompany the medication stating the student's name, dosage, time to be given, how long it is to be given. The note should be signed and dated by the parent/guardian.
4. **NO MEDICATIONS MAY BE TRANSPORTED BY STUDENTS.** This includes controlled substances such as codeine and CNS stimulants such as Methylphenidate, Concerta, Methylin, or amphetamine salts prescribed for ADD/ADHD as well as over the counter medications. Any medication that is discontinued or left over may be picked up by parents any time during school hours prior to the end of the school year or it will be destroyed.
5. No over the counter medication will be given without a health card, including parent signature, on file.
6. Students shall be provided privacy when receiving medications.
7. The school nurse will work with the student, parents/guardians and teachers in determining how best to deliver the medication to the student during the school day.
8. If the district maintains epinephrine premeasured auto-injection devices, a list of students whose parents/guardians indicate that they cannot receive epinephrine will be kept with the devices.



### **Homelessness**

The Camdenton R-III School District Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education.

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

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Children and youths who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory children who meet one (1) of the above-described circumstances.

#### ***Enrollment/Placement***

The district will consider the best interest of the homeless student, with parental involvement, in determining whether he or she should be enrolled in the school of origin or the school that non-homeless students who live in the attendance area in which the homeless student is actually living are eligible to attend. To the extent feasible, and in accordance with the homeless student's best interest, the homeless student should continue his or her education in the school of origin, except when contrary to the wishes of the parent or guardian.

#### ***Services***

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

#### ***Transportation***

If the homeless student's school of origin and temporary housing are located in the Camdenton R-III School District, the district will provide transportation to and from the school of origin at the request of the parent, guardian or homeless coordinator, provided it is in the best interest of the student. If the homeless student's school of origin and temporary housing are located in two (2) different school districts, the districts will equally share the responsibility and costs for transporting the student.

#### ***Records***

Any records ordinarily kept by the school for each homeless student, including immunization records, academic records, birth certificates, guardianship records and evaluations for special services or programs shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made and so that records may be transferred in a timely fashion when a homeless student enters a new school district. Copies of records shall be made available upon request to students or parents in accordance with the Family Educational Rights and Privacy Act (FERPA), upon transfer from the district. See the district website for complete policy.

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

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

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

### Lockers

Lockers are assigned and made available for all students to use on the school premises for the purpose of storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. A student who uses a locker that is the property of the school is presumed to have no expectations of privacy in that locker or the locker's content.

The student's use of a locker does not diminish the school's ownership or control of the locker. The school retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost, stolen, or potentially dangerous materials otherwise forbidden by school procedures, policies, or state laws.

#### *Locker Locks*

The school will retain access to student lockers by keeping a master list of combinations or retaining a master key. Students may not bring and use an outside locks to prevent access to their assigned locker by school officials and any unauthorized locks may be removed without notice and destroyed. Locks for Oak Ridge lockers may be purchased in the Oak Ridge office at any time throughout the school year. Students should not share their combination with other students and never leave your lock on its last number or unlocked. Remember, school officials have the legal responsibility and right to search lockers under circumstances that justify such action.

#### *Locker Searches*

School lockers, desks and other district property are provided for the convenience of students, and as such, are subject to periodic inspection without notice. Student property may be searched based on reasonable suspicion of a violation of district rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, and not in front of other students, unless extenuating circumstances exist. Drug –sniffing dogs may be used for such inspection and search. Students are not to change lockers without approval of the guidance office. The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances.

### Lost and Found

Anything lost or found should be reported to the principal's office immediately. To help eliminate confusion, children's coats, sweaters, book bags, ball gloves, caps, etc. should be name-marked for identification. Such markings will increase the chance of children finding lost items.

### Lunch/Breakfast Program

All students are required to eat in the cafeteria. (This includes students who bring lunches from home.) Students are required to remain in the cafeteria for a minimum of 20 minutes for lunch before being dismissed. This is to encourage each child to take time to eat. All children are expected to observe good manners and obey cafeteria regulations. Lunch, breakfast, and milk prices are set by the Board of Education in August of each school year and announced in the newspaper. Students are encouraged to pay for meals by check, when convenient, to aid in case that money is misplaced. Students bringing lunches from home may purchase milk. **Students are strongly discouraged to bring soda pop or energy drinks in cans, bottles, or containers.**

All parents filing from 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. A student owing \$10.00 will not be allowed to eat breakfast and there is no alternative meal for breakfast.

### Make-Up Homework

Procedure for requesting homework for students who are unable to come to school:

1. Parents should call the office early in the morning in order for the teacher to have ample time to prepare the homework. The homework may be picked up at the end of the day in the office.
2. Students will be given the same number of days plus one to complete their work as they were absent. For example, if a student was absent for two days, they will have three additional school days to turn in their work for full credit.

### **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.

### **Non-Discrimination Disclaimer**

#### *Anti-Discrimination Law Compliance*

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

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

#### *Collateral Prohibitions*

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

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

#### *Compliance Officer*

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

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

#### *Confidentiality and Records*

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

#### *Public Notice and Dissemination*

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

#### *Limitations*

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

### **Notification of Asbestos**

To promote the health and safety of the students, staff and patrons of the district, and to ensure the environment is reasonably protected from hazardous materials, the Board of Education of the Camdenon R-III School District directs the administration under the guidance of the superintendent to develop procedures which address the purchase, storage, handling, transportation and disposal of hazardous materials for all school facilities and operations of the district. Emergency response actions and evacuation plans will also be coordinated with the procedures.

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

### **Nuisance Items**

*Any item deemed a nuisance may be confiscated by any Oak Ridge employee. Parents may be asked to pick the item up from the office.*

One of the main goals of Camdenon R-III Elementary Schools is to increase students' time-on-task. We are always looking for better ways to increase students' learning time and instructors' teaching time. We are asking parents' cooperation and help in this endeavor by seeing to it that students do not bring toys and nuisance items to school. Skateboards are prohibited at school. Much valuable learning time is lost by the distraction and discipline problems created by toys and nuisance items at school.

The only time a student is allowed to bring items other than routine school supplies to school is for "Show and Tell" activities in the primary grades. Students must have written teacher permission to bring any item other than school supplies to school. Any toy or nuisance item brought to school will be confiscated.

Nuisance items include, but are not limited to, the following examples: cell phones, trading cards, handheld video games, Heelys (shoes with wheels), fidget spinners, etc.

### **Parental Rights to Inspect Materials used in Sexuality Instruction**

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

### **Public Notice**

The following documents may be found on the office information wall and on the district website and on the Department of Elementary and Secondary Education website at: [www.dese.mo.gov](http://www.dese.mo.gov)

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

### **Protection of Pupil Rights Amendment (PPRA)**

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

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning: Political affiliations; Mental and psychological problems potentially embarrassing to the student and 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>

**Sale of Articles at School**

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

**Student Discipline/Expectations**

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.

**Oak Ridge Universal Expectations**

<b>Oak Ridge LEADERS...</b>	<b>Classroom</b>	<b>Hallway</b>	<b>Bathroom</b>	<b>Cafeteria</b>
<b>Habit 1</b> <i>Be Proactive</i>	-Listen for directions -Put notes or lunch money in class folder -Respect all property and peers -Be honest -Follow classroom rules	-Listen for directions -walk only -Be in control of your body (hands, feet, etc.)	-Show respect and courtesy to others -Keep hands and feet to yourself -Wash hands with soap and water -Report problems to an adult	-Use good manners (please and thank you) -Stand peacefully in line -Follow the rules while in line -Respect the quiet zones
<b>Habit 2</b> <i>Begin with the End in Mind</i>	-Be prepared -Participate in your learning. -Give your best effort all the time.	-Gather all your supplies for your classes. -Double check to make sure you have all of your materials	-Clean up after yourself -Be quick	-Take what you need the first time through the line -Use a quiet voice
<b>Habit 3</b> <i>Put First Things First</i>	-Complete homework on time. -Follow all instructions. -Stay on task	-Travel promptly to your destination -Quickly g to the restroom if you need to	- Go directly to the bathroom	-Be respectful of other students in classes (quiet voices in hallway)
<b>Habit 4</b> <i>Think Win-Win</i>	-Be a good listener -Be considerate of others.	-Clean up after yourself -Walk quietly to your destination so others can continue to learn. -Use kind words -Voices at Level 1 or 0	-Wait your turn -Quiet voices -Respect property	-Empty your tray properly -Leave no trace where you were -Talk to students at your table only
<b>Habit 5</b> <i>Seek First to Understand then be Understood</i>	-Ask questions -Listen to others	-Stay in your personal space -Be respectful of your peers in the hallway	-Follow adult instructions	-Raise your hand if you have a question
<b>Habit 6</b> <i>Synergize</i>	-Encourage others -Solve problems together -Include others	-Walk in a single file line and stay to the right side of the hallway		-Work together to leave your area clean and tidy
<b>Habit 7</b> <i>Sharpen the Saw</i>	-Do your best work! -Celebrate successes			-Eat a healthy lunch

*Expectations continue on the following page.*

**CAMDENTON R-III SCHOOL DISTRICT**  
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<b>Oak Ridge LEADERS...</b>	<b>Playground</b>	<b>Bus</b>	<b>Office</b>	<b>Assembly</b>
<b>Habit 1</b> <i>Be Proactive</i>	-Use appropriate language -Keep hands and feet to yourself. -Include others. -Bring in equipment you used.	-Arrive at your bus stop on time -Follow all bus rules -Report problems/dangerous situations to the driver -Keep all body parts and other objects to yourself and in the bus at all times.	-Wait patiently and respectfully -Follow adult directions -Keep your hands, feet and other objects to yourself	-Ask permission to leave. -Treat the presenter(s) with respect -Use your manners -Eyes on the speaker
<b>Habit 2</b> <i>Begin with the End in Mind</i>	-Dress appropriately for weather. -Follow rules	-Arrive at your bus stop on time -Watch for your stop -Be a good role model for other students	-Return promptly to class	-Enter and exit the gym in an orderly many -Use a polite voice to make requests
<b>Habit 3</b> <i>Put First Things First</i>	-Keep hands and feet to yourself	-Walk away from the bus immediately after exiting -Remain seated: seat to the seat, back to the back, feet on the floor -Keep your focus on what you are doing, not what others are doing	-Enter and exit quietly	-Be an active listener -Follow directions from adults and presenter(s)
<b>Habit 4</b> <i>Think Win-Win</i>	-Follow all rules -Show good sportsmanship	-Keep the bus clean-place all trash in trash can -Use kind words -Voices at Level 1 or 0	-Use kind words	-Applaud appropriately to show appreciation -Respect your space and the space of others.
<b>Habit 5</b> <i>Seek First to Understand then be Understood</i>	-Include others in your games -Invite others to play	-Follow the bus driver's instructions -Keep hands, feet and objects to yourself -Include others and be a friend	-Wait patiently for adult attention -Listen and follow adult instructions	-Sit on your seat not on your feet -Respect your space and the space of others
<b>Habit 6</b> <i>Synergize</i>	-Take turns Share equipment -Play by the rules	-Keep aisle clear at all times -Work together to keep your voices at a level 1 or 0		-Feel free to make comments and ask questions on topic when asked -Pick up after yourself and others
<b>Habit 7</b> <i>Sharpen the Saw</i>		-Listen to music -Read a book -Chat with your friends -Play videogames		-Have fun and enjoy the show



### **Behavior Violations and Definitions**

It is the responsibility of the student to become familiar with all policies and procedures. Students are expected to follow classroom and general school policies. Failure to do so will result in disciplinary action. Behavior violations will be handled by teachers, or the principal or assistant principal.

<b>TEACHER HANDLED VIOLATIONS</b> - All violations minor in nature. The point at which minors are utilized will be up to teacher discretion. These violations will be handled by teachers unless the misbehavior becomes repetitive (3 strikes rule). At the third violation the teacher will make an office referral.	
<b>Horseplay</b>	Rough, boisterous, or rowdy play or pranks
<b>Cheating</b>	Viewing, sharing, and/or using the answers or work of another with the intent to use it as their own. Upon the second offense, students will be sent to the office with a major office referral.
<b>Defacing Property</b>	To mar the surface or appearance of. Example: to deface a wall, desk or another student's work/property by writing on it
<b>Disrespect</b>	Brief or low intensity failure to respond to adult request. Example: Talking back, not following directions, eye roll, refusal to complete assignments
<b>General Classroom Disruptions</b>	Disruption of learning by throwing objects, unsolicited talking, making other noises, moving around, pestering class mates, coming to class not prepared (materials, homework, agenda)
<b>Non-compliance or Defiance</b>	Refusal to complete assigned work or actively participate in class activities
<b>Trading Property</b>	To buy, sell, or exchange/trade
<b>Dishonesty</b>	Any act of lying, whether verbal or written, including forgery
<b>Harassment/Sexual Harassment</b>	Unwelcome or unwanted communication (verbal or nonverbal) of sexual content, with the intent to intimidate or offend. It is up to teacher discretion if this behavior is deemed an immediate major office referral.
<b>Inappropriate language/gesture</b>	Language: To use profanity, curse, or swear Gesture: "The bird" or any other gesture which implies a derogatory connotation. <i>Minor:</i> Not directed at another person <i>Major:</i> When directed at an individual(s)
<b>Physical Contact or Aggression</b>	Physical contact with intent to cause physical harm or injury to another person. <i>Actions include but are not limited to hitting, kicking, pushing, shoving, hair pulling, scratching, spitting, tripping, stabbing</i> It will be up to teacher discretion whether an action deems immediate office referral

<b>OFFICE HANDLED VIOLATIONS</b> - Any violation which is minor in nature that has reached a third offense and any violation that is a more severe violation.	
<b>Physical Aggression or Assault</b>	Physical contact with intent to cause physical harm or injury to another person. <i>Actions include but are not limited to hitting, kicking, pushing, shoving, hair pulling, scratching, spitting, tripping, stabbing</i>
<b>Fighting</b>	Punching, kicking, and/or shoving with possibility of injury involving 2 or more participants
<b>Sexual Misconduct</b>	Unwanted physical affection, inappropriate touching of self or others, indecent or unacceptable exposure of one's body
<b>Theft</b>	Theft of school's or others' property that results in destruction, damage, or loss
<b>Vandalism</b>	Deliberate or malicious destruction of property
<b>Bullying</b>	<i>Physical Definition:</i> Overbearing person who habitually badgers, threatens and intimidates others <i>Relational Definition:</i> Manipulation calculated to hurt or control another's ability to maintain rapport with peers. Behaviors include but are not limited to rumors, gossip and social exclusion <i>Other Definition:</i> Verbal/nonverbal attack based on ability, gender, ethnic origin, sexual orientation, or religion <i>Any reports of bullying will be investigated.</i>
<b>Harassment</b>	<i>Physical Definition:</i> The act of systematic and/or continued unwanted and annoying actions of one party or a group, including threats, demands, aggressive pressure or intimidation
<b>Illegal Substance/ or imitation of</b>	Possession of and/or misuse of substances such as drugs (illegal/prescribed) or imitation of having/using such substance/s
<b>Blatant Disrespect</b>	Outright and intense failure to respond to adult request. Example: Cursing at, name calling of any staff member

## **Playground Expectations and Regulations**

***Oak Ridge procedures - if a parent has a concern regarding recess, please contact their child's teacher. (complaint procedures. Pp13)***  
A good school climate is warm, friendly, positive, safe, and orderly. In order to have a good school climate, it is necessary that we have policies and rules concerning recess behavior and supervision. All students should be able to enjoy recess periods without fear of being injured, or being bullied, harassed, or threatened by other students. Students should never retrieve balls or play items that go out of the playground area. Students should notify supervisors when a play item goes over the fence.

### ***General Guidelines***

1. Safety and respect for others shall be the major concern.
2. For safety reasons, we ask that students wear tennis shoes when using climbing equipment. Flip-flops are not appropriate.
3. Any behavior or misuse of equipment which deviates in a noticeable hazardous manner shall be considered out of order, and Proper correction shall be made accordingly.
4. Abusive behavior such as pushing, shoving, quarreling, scuffling, and bullying is unacceptable.
5. If student demands on a piece of equipment causes overloads to the point of danger to the participants, supervisors will need to assist groups in setting up effective rotations.
6. Students are to stay within the enclosed boundaries of the school grounds at all times.
7. Any damage to the equipment or building should be immediately reported to the principal's office.

### ***Use of Playground Equipment***

1. Each piece of equipment is designed for a specific purpose and a maximum capacity. Classroom teachers should provide Instruction as to the expected use of the equipment.

### ***Weather Conditions Limiting Outdoor Recess***

1. Students should not go outdoors for recess when there is any type or degree of precipitation or when the temperature or wind chill is below 30 degrees. ***Please dress according to the weather***

## **Student Discipline**

### ***Policy***

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

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

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

In determining the consequence or punishment for acts violating the standards of conduct, the responsible school official shall examine the facts and circumstances surrounding the case. Disciplinary actions are not necessarily 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:

- The maturity level of the student
- Any extenuating circumstances
- The seriousness of the act
- Prior incidents of misconduct
- Attitude of the student
- Intent of the student
- Degree of involvement of the student
- 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 (10) days except as otherwise provided by law.

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

***Violation Categories***

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:

**TEACHER HANDLED VIOLATIONS AND CONSEQUENCES**

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

- Conference with student (warning)
  - Conference with counselor/administrator
  - Parent phone call/contact
  - Seating reassignment
  - Isolation within classroom/outside classroom
  - Withholding of privileges including recesses
  - Extra work assignment
  - Temporary removal from class
  - Referral to principal
  - Confiscation of nuisance items
  - Contract with student
  - Detention before or after regular school hours
- 

**OFFICE HANDLED VIOLATIONS AND CONSEQUENCES**

**Category II** – Those violations to be handled by the principal

- Conference with student (warning)
- Contract with student
- Parent phone call/contact
- Loss of privilege (recess, lunch detention, field trip, track meet, etc.)
- Seating Reassignment
- After school detention
- Saturday School
- In School Isolation
- In school suspension not to exceed five (5) consecutive days
- Restitution/School service
- A combination of the above

**Category III** – Those more serious violations to be handled by the principal

- Student/Parent conference
- Contract with student
- Loss of privileges (recess, field trip, track meet, etc.)
- Restitution/School service
- After school detention
- Saturday School
- In school isolation
- In school suspension not to exceed 5 consecutive days
- Out of school suspension not to exceed 10 calendar days, handled by the principal
- Referral to superintendent
- Out of school suspension not to exceed 180 calendar days, handled by the superintendent
- Expulsion as determined by the Board of Education
- Referral to outside authorities
- A combination of the above

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

- Referral to appropriate non-school authorities
- Other consequences as circumstances warrant
- Possible documentation in student's discipline file
- 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

All office referrals will result in a disciplinary report being mailed home. Also, a parent conference may be required at any time to discuss a particular problem.

#### **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 days or expulsion of any student who the district is aware is under the jurisdiction of the court.

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

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

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

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. When appropriate, 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. Likewise, a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence.

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 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 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:

### ***Specific Acts of Misconduct***

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

Most classroom discipline problems involve people disturbing or distracting those attempting to learn or teach. Building discipline problems generally involve students not showing respect for others and their environment. Interventions that the teacher implements to have the student choose a different behavior are based on the research driven, best practices in education. When a student creates a problem for him/herself or someone else, there will be a consequence. Consequences may be immediate or delayed at the discretion of the teacher. Oak Ridge Intermediate is not in the business of punishment; rarely can schools make a punishment immediate or severe enough to significantly change behavior. We make every attempt to establish discipline; with emphasis on self-discipline. When a student's behavior is unacceptable for the educational process, Oak Ridge staff expects the students to make decisions concerning their behavior and live with the consequences. Students can choose a way to eliminate the problem for themselves and others. The teacher will respond to inappropriate behaviors in a variety of ways but not limited to; student-teacher conferences, parent notification, time in a buddy room, teacher supervised detention, verbal agreements, and behavior contracts, etc. When the same behavior occurs repeatedly within a short period of time, it will result in a referral to the office. Consequences for office referrals are listed on pages 23 and 24 under Category II, III, IV and will be determined by school administration.

#### ***Minor Misconduct***

##### **General Classroom Disruptions**

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.

***Category I, II***

##### **Misbehavior in the Cafeteria**

Excessive noise, discourteous to others, moving about, not following instructions.

***Category I, II***

##### **Playground Misconduct**

Failure to obey any playground rules and regulations. (see playground rules)

***Category I, II***

##### **Hallway/Restroom Misconduct**

Running, excessive noise, horseplay, disrupting classes in session, throwing items, climbing or swinging on doors or walls.

***Category I, II***

##### **Horseplay**

This is when a student is physically touches, grabs, or pushes another student without intent to injure. Use of physical action in play that could injure another student. This is usually a Category I. However, depending on results of behavior or number of violations, it can be Category II, or III

***Category I, II, III***

##### **Possession of Nuisance/Dangerous Items**

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. Only with approval from a teacher may one of the items be brought to school, when it will be used in a learning activity. Items that may be considered dangerous are prohibited including, but not limited to: laser lights, pocket knives, stink bombs and flammable items.

***Category I, II, III***

#### ***Major Misconduct***

### **VIOLATIONS AGAINST PERSONS**

##### **Assault (201)**

Using physical force, such as hitting, striking or pushing to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree. NEVER JUST A CONFERENCE

***Category III, IV***

***Consequences: Immediate 1-180 days out-of-school suspension or expulsion, parent conference upon return.***

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Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree. NEVER JUST A CONFERENCE

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

**Subsequent Offense: Expulsion.**

**Blatant Disrespect of Staff or Fellow Student**

**(see Board policy AC if illegal harassment or discrimination is involved)**

Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law..

**Category II, III, IV**

**Bullying and Cyber Bullying (see Board policy JFCF)**

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 is 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.

**Category I, II, III, IV**

**Dangerous Items**

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

**Category II, III, IV**

**Fighting (see also "Assault")**

Mutual combat in which both parties have contributed to the conflict either verbally or by physical action. Consequences may be applied to any person contributing to the altercation either by viewing or with verbal exchanges.

**Category III, IV**

**Gang-Related Behavior**

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

**Category I, II, III, IV**

**Harassment, including Sexual Harassment**

**(see Board policy AC)**

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

**Category I, II, III, IV**

**Hazing (see Board policy JFCG)**

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 can occur even when all students involved are willing participants.

**Category I, II, III, IV**

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**Physical Contact/Aggression**

Using physical force, such as hitting, striking or pushing to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that does NOT constitute criminal assault in the third degree.

**Category I, II, III, IV**

**Threats of Serious Injury or Death or Verbal Assault**  
**(see Board policy JGG)**

A serious threat, either written, pictorial or verbal, for this policy is defined as; A threat of injury that, if inflicted, could cause permanent disabling or result in the death of one or more persons or a threat to bring a lethal weapon to school and use it. Disciplinary action is justified if a reasonable person, upon receiving the threat, would believe the threat to be a serious expression of an intent to harm. All alleged threats will be considered in light of their entire factual context, including the surrounding events and the reaction of the listener.

**Category I, II, III, IV**

**Weapons/Firearms (see Board policy JFCJ)**

Students are forbidden to bring onto district property any item considered to be a weapon as defined in law or Board policy, including any firearm as defined in 18 U.S.C. § 921, any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2). Examples include a blackjack, clubs, 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 other type or form of ammunition. This includes any destructive device.

**Category III, IV**

**VIOLATIONS AGAINST PROPERTY**

**Arson**

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

**Category III, IV**

**Consequences: In-school suspension, 1-180 days out-of-school suspension or expulsion, parent conference upon return.**

**Extortion**

Threatening/intimidating any person for the purpose of obtaining money or anything of value.

**Category I, II, III, and IV**

**False Alarms**

**(see also "Threats of Serious Injury or Death or Verbal Assault")**

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

**Category III, IV**

**Incendiary Devices or Fireworks**

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

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

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

**Gambling**

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

**Category II, III, IV**

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**Technology Misconduct**

**(see Board policy EHB and procedure EHB-AP1)**

*Use of the district's technology resources is a privilege, not a right.*

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

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

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

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

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

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

3. Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB-AP1 or any policy or procedure regulating student use of personal electronic devices.

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

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

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

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

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

***Use of Personal Devices***

It should be understood that the use of student owned electronic communication devices at school is a privilege and students who fail to abide by this policy may forfeit this privilege. If it becomes clear to the administration that the good faith, in which this privilege was extended, has been violated by misuse, then the result may be the loss of this privilege, individually or as a student body.

Incidents which would constitute such misuse are the following:

- Disruption to the educational process or normal school activity.
- Any situation violating school rules or policy.

This policy may be reviewed or revoked at any time during the school year due to these types of misuse. **Camdenton R-III Schools are not responsible or liable for damage, loss, or theft of personal electronic communication devices.**

Definition of electronic communication devices: Any cell phones, multi-media equipped devices (examples: iPad, iPod, tablet, laptop, MP3 player, pagers, etc.).

Definition of personal electronic devices: 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 (examples: laptops, portable media players, mobile phones, smart phones, tablet computers and video game devices)



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1. Students may use personal electronic communication devices before the 8:13AM bell only; unless use is part of the instructional program, required by a district sponsored class or activity, or otherwise permitted by the building principal. Use of personal electronic communication devices is restricted as follows:

- Electronic communication devices must not be heard or seen in hallways during passing time
- Use of electronic communication devices will be allowed before school
- Students may **NOT** use cell phones within the instructional day for the following: send or receive text messages, make or receive phone call. *See telephone procedures on page 34*
- Headphones/ear buds must be used when listening to music before or after school hours
- No pictures or video recording allowed by students on their personal devices

**First Offense** -If any areas of this policy are violated, the electronic communication device will be taken away from the student, placed in the office and they may pick it up at the end of the day in the office.

**Second Offense** -If any areas of this policy are violated, the electronic communication device will be taken away from the student and **the parent/guardian will have to pick up the electronic device.**

**Subsequent Offense** – The parent/guardian must pick up the electronic communication device, and detention or Saturday School, and possible loss of user privileges.

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

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

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

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

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

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

**Theft**

Theft, attempted theft or knowing possession of stolen property.

**Category I, II, III, IV**

**Unauthorized Entry**

Entering or assisting any other person to enter a district facility, office, locker, teacher's desk, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

**Category II, III, IV**

**Vandalism/Destruction of Property (see Board policy ECA)**

Knowingly vandalizing, defacing, or otherwise damaging or attempting to cause damage to real or personal property belonging to the district, staff or students. Restitution required.

**Category III, IV**

**VIOLATIONS AGAINST PUBLIC DECENCY AND GOOD ORDER**

**Academic Dishonesty**

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

**First Offense:** *No credit for the work, grade reduction, or replacement assignment*

**Subsequent Offense:** *No credit for the work, grade reduction, course failure, or removal from extracurricular activities*

**Dishonesty**

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

**Category I, II, III, IV**

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**Defiance of Authority, Insubordination (34),**  
**(see Board policy AC if illegal harassment or discrimination is involved)**

Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

**Disrespectful or Disruptive Conduct or Speech (20)**

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

***Category I, II, III***

**Obscene or Profane Language, Use of**

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

***Category II, III***

**Public Display of Affection (PDA)**

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

***Category I, II, III, IV (PARENTS ALWAYS CALLED)***

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

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

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

***Subsequent Offense: Confiscation. Detention, in-school suspension, or expulsion.***

**Sexual Activity**

Acts of consensual sex or consensual simulations including, but not limited to, intercourse or oral or manual stimulation.

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

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

**VIOLATIONS AGAINST PUBLIC HEALTH & SAFETY**

**Drug /Alcohol Abuse (see Board policies JFCH and JHCD)**

Possession, sale, purchase, distribution of unauthorized prescription drugs, alcohol, imitation controlled substances, counterfeit substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in sections 202© of the Controlled Substances Act, or attendance while under the influence of or soon after consuming any of the foregoing.

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

***First Offense: Category III and IV***

- a. Recommendation may be made for the student to be placed in a drug rehabilitation or counseling program. The length of stay shall be determined by the professional staff of the rehabilitation or counseling center.
- b. 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 core curriculum will be included. Subjects requiring special equipment such as Band and Industrial Arts will not be included.
- c. Upon release from the rehabilitation program, the student may be assigned to the Camdenton R-III School District's In-School Suspension (ISS) Center for the remainder of the suspension. Education will be continued by a certified teacher assigned to the In-School Suspension Center.
- d. The student shall attend weekly counseling sessions as recommended by the rehabilitation or counseling center.

***Second Offense: Category III and IV***



**Tobacco, Possession or Use of (See Board Policy AH)**

Possession or use of any tobacco products, electronic cigarettes, or other nicotine delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

*Category II, III*

**VIOLATIONS AGAINST SCHOOL ADMINISTRATION**

**Cafeteria Misconduct**

All students are requested to follow these procedures:

1. The students eating lunch at school must do so in the cafeteria unless okayed and supervised by teacher. This includes lunches brought from home as well as cafeteria lunches.
2. We expect each student to exhibit good table manners and be courteous to others.
3. All students are to be seated while eating lunch and seating is on a first-come, first-serve basis.
4. Boisterousness or loud behavior will not be tolerated in the cafeteria or in the waiting area.
5. Throwing of anything in the cafeteria will not be tolerated.
6. Each student is to leave his/her eating area clean and tidy. Trays, dishes and refuse are to be taken to the disposal window.
7. All students are expected to remain in the cafeteria.
8. Classroom halls are not to be used as a waiting or conversation area at any time. Students should not go past the main office until the lunch shift is over. Students may use restroom facilities by the main office during lunch upon receiving permission.
9. Students need to ask permission to leave the cafeteria area for any reason.

*Category I, II*

**Closed Campus (see "Truancy")**

As soon as students arrive on campus, they are to enter school and are to remain there until the student is authorized to leave through parental checkout or at the end of the school day.

Students need to stay in the Oak Ridge Intermediate building unless signing out with the parent or guardian or special permission is given by the principal(s). Violations will be treated as truancy.

***Dismissal from In-School Suspension (16)*** – Any student who is disruptive in the In-School Suspension Center maybe dismissed by the supervisor and referred to the assistant principal's office.

*Category II, III*

**Failure to Adhere to After-School Activities Rules**

Students are given rules and regulations for various activities and sports. Consequences could result in loss of privilege to attend the after-school activities or in privileges revoked and removal from the team.

**Failure to Adhere to the Approved Dress Code (see Board policy JFCA)**  
**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 young men and women develop proper hygiene and grooming habits at an early age. This dress code will be enforced by all faculty members and administration and the interpretation of the dress code will be left to the sole discretion of the administration. Exceptions to the grooming and dress code for health or religious reasons will be considered on a case-by-case basis.

**Personal Hygiene.**

Personal hygiene is extremely important for all students. Students are expected to be clean and free of odor while at school. Students should bathe and shampoo regularly as well as use deodorant on a daily basis. Hair must be combed, clean, and well groomed. Shaved heads, including Mohawk-type haircuts are unacceptable. Male students must be clean shaven at all times unless a student has a medical excuse from a doctor. Hands and nails must be clean; i.e., wash after leaving work, physical education, and the vocational classes. If it becomes apparent that a student is violating this section on personal hygiene, the student may be required by faculty and/or administration to bathe, shampoo or groom prior to returning to the classroom. If such a request is made, an attempt shall be made to keep the request confidential.

**Inappropriate Markings (clothing, etc.)**

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

**Appearance**

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

a. **Girls**

- (1) Students should be neat in their appearance.
- (2) Appropriate sundresses and blouses may be worn as long as no undergarments are exposed. Those having no straps or open backs are unacceptable and straps must be at least one inch wide.
- (3) Miniskirts are acceptable, but must be longer than the length of the closed fist when the arms are extended at full length at the side. No Spandex or tight knit skirts will be allowed.
- (4) Loose fitting shorts will be allowed. Shorts may not be shorter than the length of the closed fist when the arms are extended at full length at the side. This includes all points of the shorts. Tight fitting shorts and 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.
- (5) Leggings and knit pants(including yoga pants) are appropriate for the classroom as long as a shirt, shorts /or the outer clothing meets the dress code and must not be shorter than the length of the closed fist when the arms are extended at full length at the side.
- (6) Boxer shorts are inappropriate outerwear.
- (7) Guidelines for Slacks
  - (a) Trousers, slacks, jeans, and sweatpants should be neat, clean, and proper fitting and not inappropriately cut up or torn. Holes in pants will be allowed from the knee down. Any holes above the knee must be covered by a patch and no flesh may be showing.
  - (b) Governmental military issue wear is not acceptable.
  - (c) Two pieces of camouflage outfits (for instance, shirts, jackets, and pants) worn together, or one-piece camouflage outfits are not acceptable.
- (8) Blouses and Tops
  - (a) Bare waistline clothing and see-through clothing are not acceptable.
  - (b) Untucked shirts must cover the waistline at all times.
  - (c) Tight-fitting shirts and/or low cut apparel are not acceptable.
- (9) Underclothing/Sleepwear
  - (a) Clothing meant to be worn as underwear is not acceptable.
  - (b) Girls must wear bras.
  - (c) Camisoles should be worn under semi-sheer blouses.
  - (d) Clothing meant to be worn solely as sleepwear is not acceptable.
- (10) Accessories
  - (a) Hats, caps, visors, and coats are to be removed when entering the building and placed in the student's locker until the end of the school day unless given permission to do otherwise.
  - (b) Headbands/bandannas/sunglasses are not appropriate school wear.

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b. **Boys**

- (1) Students should be neat in their appearance.
- (2) Shirts may not be made of fishnet or mesh if worn alone. Shirts must be buttoned appropriately if worn alone. Sport shirts, sweatshirts, and dress shirts will be acceptable as long as they have no undesirable writings or markings as defined above. Cutouts or tank tops must be worn with a t-shirt underneath.
- (3) Loose fitting shorts will be allowed. Shorts may not be shorter than the length of the fist when the arms are extended at full length at the side. This includes all points of the shorts. Tight-fitting shorts and 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.
- (4) Boxer shorts are inappropriate outerwear.
- (5) Students should be neat in their dress and should not wear anything that leads to sloppiness, such as inappropriately cut-up clothing: sweatshirts, sweatpants, jeans and shirts.
- (6) Guideline for Slacks
  - (a) Trousers, slacks, jeans and sweatpants should be neat, clean and proper fitting and not inappropriately cut up or torn. Holes in pants will be allowed from the knee down. Any holes above the knee must be covered by a patch and no flesh may be showing.
  - (b) Government military issue wear is not acceptable.
  - (c) Two pieces of camouflage clothing (i.e., shirts, jackets, pants) worn together, or one-piece camouflage outfits are not acceptable.
  - (d) Sagging pants below the waistline showing underwear or buttocks are not acceptable.
- (7) Underclothing/Sleepwear
  - (a) Clothing meant to worn as underwear is not acceptable.
  - (b) Clothing meant to be worn solely as sleepwear is not acceptable.
- (8) Accessories
  - (a) Hats, caps, visors, and coats are to be removed when entering the building and placed in the student's locker until the final bell rings to go home unless given permission to do otherwise.
  - (b) Headbands/bandannas/sunglasses are not appropriate school wear.
  - (c) Safety. Teachers will determine safety requirements needed in their classrooms and students must conform in dress, accessories, and hair confinement.
  - (d) Off-Campus, School-Sponsored Trips. Principals and sponsors will be responsible for setting the appropriate dress consistent with the dress code for all students from their administrative unit who participate in off-campus school-sponsored events.

**Category I, II**

**Failure to Care For or Return District Property**

Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

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

***Subsequent Offense: Restitution. Detention or in-school suspension***

**Tardiness (see Board policy JED and procedure JED-AP1)**

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

**Category I and II**

**Unsportsmanlike Conduct**

**(see Board policy IGDJA and procedure IGDJA-AP)**

Any violation of the sportsmanship guidelines by any team member, coach or fan.

**Category II**

### **In-School Suspension (ISS)**

Referrals to ISS may be made only by Juvenile Court Officials, Principals, and Assistant Principals of the Elementary, Intermediate, Middle School, and High School Buildings, based upon teachers' written referrals or administrators' own judgments about the student's behavior. Assignments of number of days in ISS are the prerogative of the principals and assistant principals. Normally, students will not be sent to ISS on the same day as the suspension decision without making an effort to notify parents. Students will be sent to ISS only after:

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

#### ***Reason for Referral***

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

#### ***Accumulating Assignments***

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

#### ***Inductive Procedure for ISS***

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

1. All textbooks from all courses in which they are enrolled.
2. Supplies of notepaper, pencils, erasers, etc.  
When arriving at ISS, the student will be handed:
  1. The assignment forms from the classroom teacher.
  2. A sheet listing the regulations and time schedules of ISS. Each student will be assigned to an individual carrel.

#### ***Rules and Regulations for ISS***

1. Students will remain in the assigned carrels for the entire day. Students must ask permission to leave the carrels.
2. Students will not speak to any other student or the instructor without permission.
3. Students will be productive in course assignments.
4. No food or drink will be allowed in ISS.
5. ISS students will eat together in the room from 11:30-12:00.
6. Two restroom breaks will be allowed during the school day – one in the morning and one in the afternoon.
7. An unexcused tardy will add one full day in ISS.
8. A student may be placed in ISS only two times. After that, any behavior resulting in suspension shall be out-of-school suspension.
9. Upon completion of ISS, the principal may hold a conference with parents/guardians before the student is readmitted to regular class.

#### ***Infractions and Responses to ISS***

1. Tardiness of any ISS time schedule will add one day in ISS for each occurrence.
2. 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.
3. Unexcused absences will be handled by the building principals who have the option of contacting the Juvenile Officer.

***Non-Attendance Procedure***

1. The ISS teacher will contact the building principal.
2. Principal will contact parents.
3. Principal or ISS may contact Juvenile Officer.

***Incidents Which May Result in Ejection for ISS***

1. Sleeping
  2. Refusal to work
  3. Disruptive behavior (talking, noises, profanity, etc.)
- Defiance of authority, at which time two things occur:
- a. The building principal will be called, who in turn will call the Juvenile Officer.
  - b. The Juvenile Officer or parents will come to school to collect the student.

**Saturday School**

***Purpose***

1. To eliminate removal from classroom instructional time for non-classroom problems.
2. To help students to learn to manage their own behavior in order to return to their regular classroom.
3. To assist in the effectiveness of In-School Suspension by alleviating over-crowding due to the assignment of problems that are not classroom-related; i.e. excessive tardies, truancy, hallway behavior, tobacco violations, and bus violations.
4. To be assigned for any behavioral problems as deemed necessary by the building administrator or juvenile officials.
5. To be used as another avenue to remediate problems rather than to preclude any discipline in place.

***Referrals***

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

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

***Rules and Procedures for Saturday School***

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

**Failure to Meet Conditions of Suspension,  
Expulsion or Other Disciplinary Consequences**

Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation entitled, "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 disciplinary policy. Student will be reported to law enforcement for trespassing if expelled.

***Category I, II, III, IV***

### **Suspension from School**

Principals shall have the power to suspend any pupil who willfully and persistently violates school regulations or when the conduct of such pupil is injurious to the operations and/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 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 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 wishes to appeal the suspension to the board, the suspension shall stay until the board renders its decision, unless in the judgment of the Superintendent, the pupil's presence poses a continuing danger.

Any punishment shall be administered without malice.

#### *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 of the location of any district activity for any reason. When appropriate, 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. Likewise, a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence.

### **Student Files and 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. Parent should reports 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.

### **School Insurance**

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

### **School Pictures**

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

### **Student Placement**

#### *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. Such a placement will be accepted by the Principal only when notified by the Superintendent that a special assignment has been made.

### **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.



### **Student Sign-Out Procedures**

*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 also come to the main office to sign the child out, at which time the student will be called to the office. Parents or designee will be required to show I.D. Only the principals have the authority to release children from school. The principal, at the nurse's recommendation, may release a child because of illness. This release must be to the parents or to authorized and reliable adults, if the parent is not available. Every effort will be made to contact the parent in all cases.

### **Student Transfer and Moving 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 report card and school records, including discipline records as stated under the Safe Schools Act, will be sent directly to the new school upon receiving written request.
4. The student is responsible for cleaning out his/her desk and locker and returning all school materials.

### **Student Use of Personal Electronic Devices for Instructional Purposes**

Possession or use of any personal electronic device on district property is a privilege and students who fail to abide by this policy may forfeit this privilege. When approved by the building principal and/or designated authority, students will be allowed to bring personal electronic devices to school for use during the school day in the designated classrooms. 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. Student shall only access the Internet through district-provided networks during the school day. 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 designee.

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

### **Technology (district owned)**

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology. Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current. Please review board policy on line. [Board Policy EHB](#)

### **Telephone Procedure**

We respectfully request that teachers and students not be asked to come to the telephone during the school day. We deliver all emergency telephone calls and messages to children and teachers in a timely manner.

### **Tuition**

There is no charge for enrollment or registration for elementary students (kindergarten through grade six) who are legal residents in our district. Children whose parents do not live in the Camdenton School District must pay tuition. Children living with relatives in the Camdenton District, but whose parents live elsewhere, must be considered as non-resident pupils and pay a tuition fee set by the Board of Education. All non-resident students must be assigned by the Superintendent and have fees paid before enrolling.

## **Transportation**

### ***Elementary Transportation Policy***

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

A student rider is assigned to a bus for pick-up and delivery at home or a baby-sitter, whichever is the normal designated bus stop. All students must be on time and outside at their assigned bus stops.

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

Bus changes may be made if a notice is given in writing and must be given to the school office, NOT the bus driver! **Phone calls or requests for transportation changes will not be made after 2:00 pm on full days and 11:00 am on early release days.**

The parent or guardian must write a note indicating the first and last name of the student, date, bus number change, day telephone number for verification purposes, and have a parent/guardian signature. The student will notify their teacher of the note, and will bring the note to the office. The office personnel will write a bus pass. A copy will be given to the student and one copy will stay in the office. The student must present the copy to the bus driver in order to be allowed to ride a different bus.

A student can only have 1 student guest on the bus. This guest student must have a note in order for the office to issue a bus pass.

### **Bus 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.

This will be announced over the local radio stations (not television) prior to opening of school that morning, and will be run by the buses both am and pm routes that day. This eliminates confusion for parents on the location of where the children will be picked up or dropped off due to changing conditions during the day. Due to the different types of roads in our district and the routing of certain school buses, not all bus routes have an emergency snow routes. Before winter weather arrives, your bus driver will provide you with a map or letter concerning pick-up and drop-off point for an emergency route. If you do not receive this information, please contact your assigned driver.

**IF SCHOOL IS CANCELLED DURING THE SCHOOL DAY DUE TO WEATHER CONDITIONS, THE EMERGENCY SNOW ROUTE WILL BE IN EFFECT AUTOMATICALLY FOR THE PM ROUTE!**

Even when an emergency snow route is not called, there are conditions that will cause some roads to not be safe for the operation of some school buses. Your driver should notify you in advance if this is a problem on your road and this decision is left to the discretion of the driver of that route during inclement weather.

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

## **VIOLATIONS ON BUS/TRANSPORTATION**

**Bus or Transportation Misconduct (see Board policy JFCC and procedure JFCC-AP)** – Bus transportation is a school service. Students are responsible to the driver at all times and are expected to be courteous and considerate to other students as well. When buses are being loaded, students are to form separate lines for each bus. No student may board the bus except as directed by the driver. Any misconduct occurring on the school bus is subject to the consequences listed for such conduct in this regulation, in addition to suspension or loss of riding privileges. Safety rules for bus riders can be found in procedure JFCC-AP. The rules of conduct and consequences listed have been established to maintain safe passage of students riding buses to and from school. These rules apply while students are on the bus and at or near bus stops. Certain discipline problems may occur on a bus that are serious enough to cause the principal(s) to disregard a step-by-step approach and take more significant action to resolve the problems. Violations such as smoking on the school bus, using profanity, fighting, use, possession or sales of any form of drugs or alcohol, refusing to follow reasonable directions of the bus driver, and other types of serious misbehavior may result in immediate and/or permanent suspension from riding the school bus. The sequence of consequences may be changed, and other rules may be established as determined necessary by school administrators to ensure proper safety standards. Again, any conduct on the school bus is subject to consequences listed in other sections of this regulation.



**Inappropriate Bus Conduct**

1. Standing while bus is moving, yelling, littering in the bus, use of food or drink, not sitting in assigned seat, shoving or pushing, not following directives of drivers, not riding the correct shuttle, questioning authority, etc.:  
**First Offense:** Detention; or Saturday School; parent contact.  
**Second Offense:** Detention or Saturday School.  
**Third Offense:** Saturday School for each action following the initial warning and thereafter, or loss of riding privileges.
2. Throwing items (in or out of the bus) (111). This includes but is not limited to, shooting rubber bands or paper wads.  
**First Offense:** Detention, Saturday School; or 1-3 days suspended off bus.  
**Second Offense:** Detention, Saturday School; or 2-5 days suspended off bus.  
**Third Offense:** 1-3 weeks off bus.  
**Fourth Offense:** Suspension off bus for the remainder of the school year.
3. Bringing dangerous items on bus (104). Includes but is not limited to, matches, stink bombs, lighters, flammable items.  
**First Offense:** 3-15 days off bus.  
**Second Offense:** 1-3 weeks off bus.  
**Third Offense:** 3-5 weeks off bus.  
**Fourth Offense:** Suspension off bus for the remainder of the school year.
4. Fighting (106) and/or assault (101).  
**First Offense:** 3-10 days suspended off bus.  
**Second Offense:** 1-3 weeks suspended off bus.  
**Third Offense:** 3-5 weeks suspended off bus.  
**Fourth Offense:** Suspension off bus for the remainder of the school year.
5. Creating a hazard or dangerous situation; operating or handling of bus equipment (102).  
**First Offense:** 3-10 days off bus.  
**Second Offense:** 1-5 weeks off bus.  
**Third Offense:** Suspension off bus for the remainder of the school year.
- \*\* Severe situation (for example, opening back door while bus is in motion) would result in suspension off bus for the remainder of the school year.
6. Damaging or vandalizing the bus (103).  
**First Offense:** 3-10 days off bus and restitution.  
**Second Offense:** 3-5 weeks off bus and restitution.  
**Third Offense:** Suspension off bus for the remainder of the school year and restitution.
7. Use or possession of tobacco products (112).  
**First Offense:** Confiscation; 3-15 days off bus.  
**Second Offense:** Confiscation; 3-5 weeks off bus.  
**Third Offense:** Confiscation; suspension off bus for the remainder of the school year.
8. Use of obscene or vulgar language and gestures (student-to-student) (108).  
**First Offense:** Principal/Student conference, Detention, Saturday School; or 1-3 days suspended off bus.  
**Second Offense:** Detention, Saturday School; or 2-5 days suspended off bus.  
**Third Offense:** 1-3 weeks off bus.  
**Fourth Offense:** Suspension off bus for the remainder of the school year.
9. Verbal abuse of bus driver/monitor, including use of vulgar or obscene language and gestures (113).  
**First Offense:** 3-15 days off bus.  
**Second Offense:** 3-5 weeks off bus.  
**Third Offense:** Suspension off bus for the remainder of the school year.
10. Physical abuse of bus driver/monitor (109).  
**First Offense** Immediate ten (10) days out-of-school suspension and referral to superintendent for long-term suspension and recommendation of expulsion.

## **Volunteer Program**

### Volunteers in Public Schools (VIPS)

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 Camdenton R-III students. 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:

- On-going – 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 in the Volunteer Sign-In Box. Volunteers 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

The VIPS Coordinator is Joi Dickemann

To volunteer, please contact Joi at 573-346-9243 or [jdickemann@camdentonschools.org](mailto:jdickemann@camdentonschools.org)

## **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 school, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The 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. Parent/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) 346-9242. This notice will be provided in native languages as necessary.