



Camdenton R-III Schools

**Hawthorn Elementary**

*Everyone Learning Every Day*

## Student Handbook

### Hawthorn Elementary School Direct Dial Phone Numbers

**Hawthorn Elementary Office: 317-3450**

**Hawthorn Elementary Guidance Office: 317-3453**

**Hawthorn Elementary Nurse's Office: 317-3454**

**Hawthorn Process Coordinator's Office 317-3474**

**Web Site: <http://www.camdentonschools.org>**

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***Camdenton schools are fully accredited with Distinction in Performance by the Missouri State Department of Elementary and Secondary Education and are accredited by AdvancED.***

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

## **WELCOME STUDENTS AND PARENTS**

Welcome to Hawthorn Elementary where the learning and achievement of your child is our first priority. How exciting to continue to develop a culture that celebrates student performance through the collaborative efforts of school staff, parents, community members and administrators. Hawthorn is a professional learning community in which every stakeholder plays an integral role. Our common mission is to improve student learning and pursue a vision in which Hawthorn is recognized as one of the top third and fourth grade learning centers in the state.

Our desire to help students learn and grow includes the development of character, leadership, appropriate decision making and conduct that enhances a safe and effective learning environment. Hawthorn Elementary will implement a building-wide positive behavior support system. Expectations for students building-wide will be clearly communicated and will center around the seven habits of Happy Kids as described by Franklin/Covey's Leader In Me. These expectations will be supported through class and building-wide procedures and a comprehensive leadership and character education program

Todd Shockley, Principal

Lucinda Varner, Assistant Principal

### **2015-16 CALENDAR OF EVENTS**

August 18 ----- First Day of School  
 September 4 ----- No School for Students ----- Professional Development/Collaboration  
 September 7 ----- No School----- Labor Day--No School  
 October 15 ----- 1<sup>st</sup> Quarter Ends  
 October 16 ----- No School for Students ----- Teacher Work Day  
 October 20 ----- Parent/Teacher Conferences ----- 4:00 p.m. – 8:00 p.m.  
 October 29 ----- Parent Teacher Conferences ----- 4:00 p.m. – 8:00 p.m.  
 October 30 ----- No School  
 November 25-27 ----- No School----- Thanksgiving Vacation  
 December 18 ----- Christmas Vacation Begins ----- 12:42 p.m.  
 December 18 ----- 2<sup>nd</sup> Quarter Ends  
 January 4 ----- No School----- Collaboration/Teacher Work Day  
 January 5 ----- School Resumes  
 January 18----- No School----- Martin Luther King Day  
 February 15 ----- No School----- President's Day  
 March 10 ----- 3<sup>rd</sup> Quarter Ends  
 March 11 ----- No School for Students ----- Teacher Work Day  
 March 23-28 ----- Easter Break ----- No School  
 May 20 ----- 4<sup>th</sup> Quarter Ends  
 May 20 ----- Last Day of School ----- Dismiss at 12:42 p.m.

**\*Every Friday that school is in session, there will be an early release at 2:21 p.m. for Professional Collaboration**

#### **Make-Up Schedule for Missed School Days**

1 <sup>st</sup> Day	January 18	5 <sup>th</sup> Day	May 25
2 <sup>nd</sup> Day	February 15	6 <sup>th</sup> Day	May 26
3 <sup>rd</sup> Day	May 23	7 <sup>th</sup> Day	March 23
4 <sup>th</sup> Day	May 24	8 <sup>th</sup> Day	March 24

## TABLE OF CONTENTS

<p>Absences..... 7</p> <p>Academic Dishonesty..... 10</p> <p>Alcohol..... 10-11</p> <p>Arson..... 10</p> <p>Assault..... 10, 13</p> <p>Assessment Program..... 18-19</p> <p style="padding-left: 20px;">District Assessment..... 19</p> <p style="padding-left: 20px;">English Proficiency Assessments..... 19</p> <p style="padding-left: 20px;">Grade Level Assessment..... 19</p> <p style="padding-left: 20px;">National Assessment of Educational Progress..... 19</p> <p style="padding-left: 20px;">Reading Assessment..... 19</p> <p style="padding-left: 20px;">Statewide Assessment..... 19</p> <p>Attendance..... 7</p> <p>Book Fees..... 23</p> <p>Building Guidelines and Procedures..... 5-7</p> <p style="padding-left: 20px;">Absences..... 7</p> <p style="padding-left: 20px;">Attendance..... 7</p> <p style="padding-left: 20px;">Care of School Property..... 6</p> <p style="padding-left: 20px;">Class Parties..... 6</p> <p style="padding-left: 20px;">Classroom Visitation Policy..... 6</p> <p style="padding-left: 20px;">Drop-Off and Pick-Up Procedures..... 5</p> <p style="padding-left: 20px;">Lost and Found..... 7</p> <p style="padding-left: 20px;">Lunch/Breakfast Program..... 6</p> <p style="padding-left: 20px;">Notes From Parents..... 6</p> <p style="padding-left: 20px;">Release of Children During School..... 5</p> <p style="padding-left: 20px;">School Lockers..... 6</p> <p style="padding-left: 20px;">Tardiness..... 7</p> <p style="padding-left: 20px;">Telephone Procedure..... 6</p> <p>Building Placement for Students..... 17</p> <p>Bullying/ Cyberbullying..... 10</p> <p>Cafeteria Misbehavior..... 9</p> <p>Calendar of Events..... 2</p> <p>Care of School Property..... 6</p> <p>Class Parties..... 6</p> <p>Classroom Misbehavior..... 9</p> <p>Classroom Visitation Policy..... 6</p> <p>Complaint Procedures..... 27</p> <p>Conditions of Suspension, Expulsion and Other</p> <p style="padding-left: 20px;">Disciplinary Consequences..... 8</p> <p>Cyberbullying..... 10</p> <p>Dangerous Items..... 12</p> <p>Department of Interventions..... 25</p> <p>Destruction of Property..... 13</p> <p>Directory Information..... 16</p> <p>Disciplinary Actions..... 8-9</p> <p>Discipline Policy..... 7-13</p> <p style="padding-left: 20px;">Academic Dishonesty..... 10</p> <p style="padding-left: 20px;">Alcohol..... 10-11</p> <p style="padding-left: 20px;">Arson..... 10</p> <p style="padding-left: 20px;">Assault..... 10, 13</p> <p style="padding-left: 20px;">Bullying/Cyberbullying..... 10</p> <p style="padding-left: 20px;">Cafeteria Misbehavior..... 9</p> <p style="padding-left: 20px;">Classroom Misbehavior..... 9</p> <p style="padding-left: 20px;">Dangerous Items..... 12</p>	<p>Destruction of Property..... 13</p> <p>Disciplinary Actions..... 8-9</p> <p>Dishonesty..... 10</p> <p>Disrespectful Conduct or Speech..... 10</p> <p>Dress Code..... 15-16</p> <p>Drugs/Alcohol..... 10-11</p> <p>Extortion..... 11</p> <p>Failure to Care for or Return Property..... 11</p> <p>Failure to Meet Suspension Conditions..... 11</p> <p>False Alarm..... 11</p> <p>Fighting..... 11</p> <p>Fireworks..... 12</p> <p>Gambling..... 11</p> <p>Gang-Related Behavior..... 11</p> <p>Hall/Restroom Misbehavior..... 9</p> <p>Harassment, Including Sexual Harassment .. 11</p> <p>Hazing..... 11</p> <p>Incendiary Devices..... 11-12</p> <p>Nuisance Items..... 12</p> <p>Playground Misbehavior..... 9, 23</p> <p>Profanity/Obscenities..... 12</p> <p>Public Display of Affection (PDA)..... 12</p> <p>Selling or Trading Articles in School..... 10</p> <p>Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material..... 12</p> <p>Sexual Activity..... 12</p> <p>Sexual Harassment..... 12</p> <p>Tardiness..... 10</p> <p>Technology Misconduct..... 12-13, 23</p> <p>Theft..... 13</p> <p>Threats of Serious Injury or Death..... 13</p> <p>Tobacco..... 13</p> <p>Transportation Misbehavior..... 10, 26-27</p> <p>Truancy..... 13</p> <p>Unauthorized Entry..... 13</p> <p>Vandalism/Destruction of Property..... 13</p> <p>Weapons/Firearms..... 13</p> <p>Dishonesty..... 10</p> <p>Disrespectful Conduct or Speech..... 10</p> <p>Documentation in Student’s Discipline Record..... 8</p> <p>Dress Code..... 15-16</p> <p>Drop-Off and Pick-Up Procedures..... 5</p> <p>Drugs/Alcohol..... 10-11</p> <p>Due Process..... 7, 10</p> <p>Emergency Safety Procedures..... 16</p> <p>Emergency School Dismissal..... 26</p> <p>Emergency Snow Routes..... 25</p> <p>English Proficiency Assessments..... 19</p> <p>Enrollment Requirements..... 16</p> <p>Extortion..... 11</p> <p>Failure to Meet Conditions of Suspension..... 11</p> <p>False Alarms..... 11</p> <p>Fighting..... 11</p> <p>Fireworks..... 12</p> <p>Focus Room..... 13</p>
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Gambling .....	11	Profanity/Obscenities .....	12
Gang-Related Behavior .....	11	Protection of Pupil Rights Amendment (PPRA) .....	17
Grade Level Common Assessment.....	19	Public Display of Affection (PDA) .....	12
Grade Reporting to Parent .....	18	Reading Assessment .....	19
Scoring Guidelines for Standards-Based		Release of Children During School.....	5
Reporting .....	18	Reporting to Law Enforcement.....	8
Grading and Student Assessment .....	18-19	Room Placement for Students.....	18
Assessment Program.....	18-19	Saturday School .....	13-14
District Assessment Plan .....	19	Schedule of Hawthorn Elementary .....	5
English Proficiency Assessments .....	19	School Insurance .....	25
Grade Level Common Assessment.....	19	School Lockers.....	6
Homework .....	18	School Pictures.....	25
Make-Up Class Work .....	18	Screenings.....	24
Reading Assessment .....	19	Selling or Trading Articles in School.....	10
Reporting to Parents .....	19	Sexting and/or Possession of Sexually Explicit,	
Statewide Assessment.....	19	Vulgar or Violent Material .....	12
Hall/Restroom Misbehavior .....	9	Sexual Activity.....	12
Harassment, Including Sexual Harassment .....	11	Sexual Harassment.....	13
Hazing .....	11	Special Programs .....	25
Health Room.....	23-25	Statewide Assessment.....	19
Homelessness .....	17	Student Complaints and Grievances .....	27
Enrollment/Placement.....	17	Student Files and Permanent Records.....	18
Records .....	17	Student Transfer/Check-Out Procedures.....	18
Services.....	17	Tardiness .....	7, 10
Transportation.....	17	Technology Misconduct.....	12-13, 19-23
Homework.....	18	Technology Usage.....	19-23
Immunization Law.....	25	Damages .....	20
In-School Focus Room.....	14	District Responsibilities .....	21
Referrals.....	14	Electronic Mail and Messaging.....	21
In-School Suspension .....	14	General Rules and Responsibilities .....	19-23
Ejection from ISS .....	14	Internet Access .....	23
Infractions .....	14	Online Safety and Confidentiality .....	21
Procedures .....	14	Privacy.....	20
Referrals.....	14	Student Use of Personal Electronic Devices	
Incendiary Devices.....	11-12	For Instructional Purposes .....	21-23
Internet .....	21-23	Technology Security and Unauthorized	
Leader In Me .....	5	Access .....	21
Library Use and Privileges .....	20-21	Violations of Technology Usage Policies ...	20
Lost and Found.....	7	Wireless Network .....	23
Lunch/Breakfast Program.....	6	Telephone Procedure.....	6
Make-Up Class Work.....	18	Theft .....	13
Migrant Students .....	17-18	Threats of Serious Injury or Death or Verbal	
Medication.....	24	Assault.....	13
National Assessment of Educational Program .....	19	Tobacco, Use and/or Possession .....	13
Notes From Parents .....	6	Transportation Policy.....	10, 25-27
Notice and Due Process.....	7	Emergency School Dismissal .....	26
Nuisance Items/Dangerous Items .....	12	Emergency Snow Routes.....	25
Nurse (Health Room) .....	23-25	Transportation Misbehavior .....	10, 26-27
Handling and Disposal of Medications .....	24	Transportation Safety Regulations .....	26
Immunosuppressive Therapy.....	24	Violations and Consequences.....	26-27
Medical Illness During An Epidemic .....	24	Truancy .....	13
Medication .....	24	Unauthorized Entry .....	13
Peanut Allergies.....	24	Vandalism/Destruction of Property.....	13
Screenings.....	24	Vision.....	5
Out-of-School Suspension.....	14-15	Volunteer Program.....	28
Playground Guidelines .....	9, 23	Weapons/Firearms .....	14
Positive Behavior Support.....	5, 8		

# Camdenton R-III School District

“Everyone Learning Every Day”

## District Mission

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

## Hawthorn Vision

Hawthorn Elementary will be a **model** school, a **happy** school and a **progressive** school.

- **Model School.** Hawthorn will be recognized throughout the state for our exemplary instructional practice and student performance. Others will want to implement our strategies because of our sustained results.
- **Happy School.** Hawthorn will be a school characterized by a positive collaborative culture, excellent professional relationships and a safe, orderly learning environment. It will be a joy and privilege to work and serve at Hawthorn.
- **Progressive School.** Hawthorn will be driven by a passion for excellence and continuous improvement. Creativity, risk-taking and solution-based thinking provide the catalyst for meeting the diverse needs of our students.

## HAWTHORN DAILY SCHEDULE

8:20 a.m. ....School begins  
9:10 a.m. – 10:00 a.m. ....4<sup>th</sup> Grade Team 1 Specials\*  
10:05 a.m. –10:55 a.m. ....4<sup>th</sup> Grade Team 2 Specials\*  
10:55 a.m. – 11:25 a.m. ....Lunch – 3<sup>rd</sup> Grade Team 1  
11:25 a.m. – 12:15 p.m. ....3<sup>rd</sup> Grade Team 1 Specials\*  
11:25 a.m. – 11:55 noon .....Lunch – 4<sup>th</sup> Grade Team 1  
11:55 a.m. – 12:25 p.m. ....Lunch – 3<sup>rd</sup> Grade Team 2  
12:25 p.m. -12:55 p.m.....Lunch – 4<sup>th</sup> Grade Team 2  
12:25 p.m. – 1:15 p.m. ....3<sup>rd</sup> Grade Team 2 Specials\*  
12:55 p.m. – 1:15 p.m. ....4<sup>th</sup> Grade Recess  
1:15 p.m. – 1:35 p.m. ....3<sup>rd</sup> Grade Recess  
3:21 p.m......Dismissal

\*Students will rotate through art, music, physical education, library, and computer skills each week. They will enjoy 50 minutes of class participation in which to develop new skills, reinforce essential learning, improve their fitness and gain a greater appreciation for the fine arts.

## POSITIVE BEHAVIOR SUPPORT AND LEADER IN ME

Hawthorn Elementary is in its sixth year of participating in the School-wide Positive Behavior Support program.

In 2015-16, students, teachers, and staff will work to integrate the behavior supports of PBS with the leadership qualities of Leader in Me. Taking on this new initiative will facilitate smoother transitions from building to building. The “Seven Habits of Happy Kids” as described by the Franklin/Covey Leader in Me program will guide our building expectations:

- Habit 1: Sharpen the Saw – Balance Is Best
- Habit 2: Synergize – Together Is Better
- Habit 3: Seek First to Understand, Then Be Understood – Listen First, Then Talk
- Habit 4: Think Win-Win – Everyone Can Win

- Habit 5: Put First Things First – Work, Then Play
- Habit 6: Begin With the End in Mind – Have a Plan
- Habit 7: Be Proactive – You Are in Charge of Yourself

## **BUILDING GUIDELINES/PROCEDURES** **DROP-OFF AND PICK-UP PROCEDURES.**

Students should arrive no earlier than 7:45 a.m. when supervision is provided. Supervision extends to 3:35 p.m. with the exception of early dismissal at which time supervision is not provided after 2:35 p.m. The District will not be responsible for supervising students outside the stated times.

Students should be dropped off and picked up by the Capstone Center entrance at the north end of the building.

## **RELEASE OF CHILDREN DURING SCHOOL.**

Children are not permitted to leave the school grounds by themselves any time during the school day.

Parents requesting release of a child during school hours should send a note to the teacher, whenever possible. The parent must come to the main office to sign the student out, at which time the student will be called to the office. **If the parent/guardian is unable to pick up their child, they must notify the office by note or phone call to authorize another individual to pick up their child.** Every effort will be made to contact the parent in all cases before releasing the child. No pick-up list is maintained in the office.

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

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

### **CONDITIONS REQUIRING NOTE FROM PARENTS**

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

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

### **CLASSROOM VISITATION POLICY.**

All visitors during the regular school day must check in at the building office prior to proceeding elsewhere in the building. Due to the disruptive effect on instructional activities and breach of student confidentiality which can occur due to unstructured observations by parents/legal guardians of students during classroom instructional time, it is the policy of Camdenton 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.)

### **TELEPHONE PROCEDURE.**

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

### **CARE OF SCHOOL PROPERTY.**

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

### **SCHOOL LOCKERS.**

School lockers, desks and other District property are provided for the convenience of students and 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 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.

### **LUNCH/BREAKFAST PROGRAM.**

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

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

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

### **CLASS PARTIES.**

The Parent Teacher Organization (P.T.O.) may select a room chair each year. Parties last approximately an hour and are held the last hour of the day. Two parents may be chosen from each room to assist with parties.

We ask that no lengthy birthday parties be given in the room. If parents or pupils desire to bring treats for birthdays, such should be done with the consent of the teacher. Parents/guardians are invited to drop off treats for the classroom in the main office. **Note: Many children have food allergies, and, when parents send in food, it is difficult to ensure the safety of children with food allergies.** It is recommended that store-bought treats be used. Unlike in homemade treats, the ingredients in store-bought goods are clearly labeled. They're also prepared in commercial kitchens visited regularly by health inspectors.

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

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

### **LOST AND FOUND.**

Anything lost or found should be reported to the principal's office immediately. To help eliminate confusion, children's coats, sweaters, book bags, balls, gloves, caps, etc., should be marked with the child's name for identification.

At the end of each quarter, any lost-and-found items not claimed will be donated to the L.A.M.B. House.

## ***ATTENDANCE***

The following absences will be excused. Documentation must be provided as indicated.

1. Illness or injury of the student, with parent verification.
2. Illness or injury of a member of the student's family when the student's presence is necessary or expected with parent verification.
3. Medical appointments, with written appointment confirmation by medical provider.
4. Funeral, with written excuse from parent. The building principal may require a program or other evidence of attendance as additional verification.
5. Religious observances, with written excuse from parent
6. Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with written excuse from parent.
7. Absences due to parental request (which include vacation days) will be excused up to eight (8) days at which time additional absences due to parent request will be marked unexcused.
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 has immediately returned from deployment to a combat zone or combat support posting with permission of the Superintendent or designee.

All other absences and any absence for which required documentation is not provided are unexcused. (Board Policy JED and JEP-API)

### **ABSENCES.**

Attendance in early grades is crucial to later academic development. In addition, attendance habits are formed in early grades, and many later attendance problems can be averted with intensive family and student interventions in early grades. For this reason, principals, with the assistance of building staff, will closely monitor student attendance and implement intervention strategies and other action as follows:

1. Any time a student is absent and the parents have not contacted the school, the principal or designee will attempt to contact the parent by phone.
2. When a student has accumulated eight (8) excused absences or three (3) unexcused absences in any semester, the principal or designee will send a letter to notify the parent of the number of accumulated absences to date and specify any particular concerns.
3. When a student has accumulated 12 excused absences or four (4) unexcused absences, the principal will schedule a conference with the parents at a time convenient for the parents. The purpose of this 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 designed to improve the student's attendance.

4. When a student has accumulated 15 excused absences or five (5) unexcused absences, the District will determine whether there is reason to suspect educational neglect or whether the parent is violating the compulsory attendance laws. If so, the District will contact the Children's Division (CD) of the Department of Social Services and/or the Juvenile Justice Center.

5. More than 20 excused absences or five (5) unexcused absences will be a factor in determining whether the student may be retained or required to attend summer school as a condition of promotion. A second contact to the CD for educational neglect and/or the Juvenile Justice Center for suspicion of violating compulsory attendance laws may be made.

Students are expected to make up assignments from missed classes within the time period established in each building. 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.

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

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

### **TARDINESS.**

Students are to be in their classrooms at 8:20 a.m. Any student arriving after 8:20 a.m. will be considered tardy and must be signed in at the office by their parent/guardian before going to the classroom. Excessive tardiness and/or frequently checking a student out early is detrimental to academic progress and may result in the student being required to attend academic support sessions outside the regular school day or referral to an outside agency.

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

Our goal is to guide each child to develop desirable character traits so that he/she ultimately is able to exercise the ideal type of discipline—self-discipline. We will strive to see that every child is treated with fairness and respect. We will not permit any child to disrupt school in any manner to the degree that the educational opportunities of other children are hindered. As a member of the school community, a student enjoys certain rights and accepts certain responsibilities. These rights and responsibilities should be emphasized equally. This code includes, but is not necessarily limited to, acts

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

We believe that good school discipline is essential in order to have an educational atmosphere where orderly learning is both encouraged and possible to maintain. School district personnel, including all administrators, faculty, and noncertified staff, are responsible for the care and supervision of students and are both authorized and expected to hold every pupil 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.

Hawthorn is a building-wide positive behavior support school (PBS). PBS gives teachers and staff a common language, with common expectations and a continuum of interventions to address behavioral concerns. In all cases the focus is to teach the desired expectation. Any consequence that results should be designed to stop the misconduct and reinforce the desired behavior. Students with chronic behavior concerns will be placed on a behavior improvement plan with the input of the teacher(s), administrator, student and parents/guardian. The plan is designed to support the student in making positive changes regarding his or her behavior.

#### **REPORTING TO LAW ENFORCEMENT.**

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

The principal shall also notify the appropriate law enforcement agency and Superintendent if a student is discovered to possess a controlled substance or weapon in violation of the District's policy. In addition, the Superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days of expulsion of any student who the District is aware is under the jurisdiction of the court.

#### **DOCUMENTATION IN STUDENT'S DISCIPLINE RECORD.**

The principal, designee or other administrators or school staff will maintain all discipline records as deemed

necessary for the orderly operation of the schools and in accordance with law and policy JGF.

#### **CONDITIONS OF SUSPENSION, EXPULSION AND OTHER DISCIPLINARY CONSEQUENCES.**

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

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

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

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

#### **CONSEQUENCES OF VIOLATING STANDARDS AND DISCIPLINARY ACTIONS.**

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

##### **Category I**

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

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



11. Contract with student
12. Detention before or after regular school hours.

### **Category II**

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

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

### **Category III**

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

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

### **Category IV**

Those violations to be referred to authorities outside the school organization.

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

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

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

in any kind of sequential order. Any one or a combination of actions might be used. The attempt to commit any offense is punishable in the same manner as the listed offense. In arriving at the consequence or discipline to be imposed, consideration shall be given to:

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

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

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

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

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

### **Minor Misconduct**

1. **Misbehavior in the Classroom**  
**Offense:** Persistent refusal to do assignments and homework, refusal to attend to task at hand. Unsolicited talking, wisecracks, moving about, pestering of classmates, chewing gum in class, and other acts disruptive or distracting to the learning environment.  
**Consequence: *Disciplinary Actions I and II***
2. **Misbehavior in the Cafeteria**  
**Offense:** Excessive noise, discourteous to others, moving about, not following instructions.  
**Consequence: *Disciplinary Actions I and II***
3. **Misbehavior in the Hall/Restroom**  
**Offense:** Running, excessive noise, horseplay, disrupting classes in session, throwing items, climbing or swinging on doors or walls.  
**Consequence: *Disciplinary Actions I and II***
4. **Misbehavior in the Playground (See Playground Rules)**  
**Offense:** Failure to obey any playground rules and regulations.

**Consequence:** *Disciplinary Actions I and II*

5. Misbehavior on School Transportation (See Board Policy JFCC and procedure JFCC-AP)

6. Selling or Trading Articles in School

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

**Consequence:** *Disciplinary Actions I and II*

7. Tardiness (See Board Policy JED and Procedure JED-AP1)

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

**Consequence:** *Disciplinary Actions I and II*

Serious Misconduct

8. Academic Dishonesty

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

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

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

9. Arson

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

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

10. Assault

**Offense:**

a. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension or immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third degree.

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

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

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

**Subsequent Offense:** *Expulsion*

11. Bullying and Cyberbullying (See Board Policy JFCF)

**Offense:** Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to, physical actions, including violence, gestures, theft, or damaging property;

oral or written taunts, including name-calling, put-downs, extortion or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyberthreats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

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

12. Dishonesty

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

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

13. Disrespectful or Disruptive Conduct or Speech (See Board Policy AC if illegal harassment or discrimination is involved.)

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

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

14. Drugs/Alcohol (See Board Policies JFCH and JHCD)

**Offense:**

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

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

**First Offense:** *Disciplinary Actions III and IV*

**Consequence:**

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

b. Camdenon R-III Schools will provide educational materials to the staff of the rehabilitation center or provide education through homebound study. Only those subjects which are part of the core curriculum will be included. Subjects requiring special equipment such as band and industrial arts will not be included.

c. Upon completion of the rehabilitation program, the student may be assigned to the Camdenon R-III School District's In-School Suspension 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:** *Disciplinary Actions III and IV*

15. Extortion

**Offense:** Threatening or intimidating any person for the purpose of obtaining money or anything of value

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

16. Failure to Care For or Return District Property

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

**Consequence:** *First Offense - Restitution. Principal/Student conference, detention or In-School Suspension.*

**Subsequent Offense:** *Restitution. Detention or In-School Suspension.*

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

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

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

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

18. False Alarms (See also "Threats of Serious Injury or Death or Verbal Assault")

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

**Consequence:** *Disciplinary Actions III and IV*

19. Fighting (See also "Assault")

**Offense:** Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

**Consequence:** *Disciplinary Actions III and IV*

20. Gambling

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

**Consequence:** *First Offense: Principal/student conference, loss of privileges, detention, or In-School Suspension.*

**Subsequent Consequence:** Principal/student conference, loss of privileges, detention, In-School Suspension or 1-10 days out-of-school suspension.

21. Gang-Related Behavior

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

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

22. Harassment, Including Sexual Harassment (See Board Policy AC)

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

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

23. Hazing (See Board Policy JFCF)

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

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

24. Incendiary Devices or Fireworks

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

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

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

25. Nuisance /Dangerous Items

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

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

26. Profanity/Obscenities

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

**Consequence:** *Disciplinary Actions II and III*

27. Public Display of Affection (PDA)

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

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

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

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

**Consequence:** *First Offense: Confiscation, principal/student conference, detention, or In-School Suspension.*

**Subsequent Offense:** *Confiscation, detention, In-School Suspension, 1-180 days out-of-school suspension, or expulsion.*

29. Sexual Activity

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

**Consequences:** *First Offense: principal/student conference, detention, In-School Suspension, or 1-180 days out-of-school suspension.*

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

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

**Offense:**

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

**Consequences:**

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

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

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

**Consequences:**

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

**Subsequent Offense:** *Confiscation, principal/student conference, detention, In-School Suspension, 1-180 days out-of-school suspension, or expulsion.*

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

**First Offense:** *Restitution, principal/student conference, detention, In-School Suspension.*

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

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

**First Offense:** *Confiscation. Principal/Student conference, detention, In-School Suspension.*

**Subsequent Offense:            *Confiscation.***

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

31. **Theft**

**Offense:** Theft, attempted theft or knowing possession of stolen property.

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

32. **Threats of Serious Injury or Death Or Verbal Assault** (See Board Policy JGG)

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

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

33. **Tobacco Use and/or Possession** (See Board Policy AH)

**Offense:** Use or possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on District property, District transportation or at any District activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with District Policy JHCD.

**Consequence:** *Disciplinary Actions II and III*

34. **Truancy** (See Board Policy JED and Procedure JED-AP1)

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

**Consequence:** *Disciplinary Actions III and IV*

35. **Unauthorized Entry**

**Offense:** Entering or assisting any other person to enter a District facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a District facility through an unauthorized entrance; assisting unauthorized persons to enter a District facility through any entrance.

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

36. **Vandalism/Destruction of Property** (See Board Policy ECA)

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

**Consequence:** *Disciplinary Actions III and IV*

37. **Weapons/Firearms** (See Board Policy JFCJ)

**Offense:** Students are forbidden to bring onto District property any item considered to be a weapon as defined in law or Board policy, including any firearm as defined in 18 U.S.C. § 921, any instrument or device defined in § 571.010, RSMo or any instrument or device

defined as a dangerous weapon in 18 U.S.C. § 930(g)(2). Examples include blackjack, clubs, firearm silencer, gas gun, knife, machine gun, projectile weapon, chains, metal knuckles, razor, ice pick, rifle, shotgun, spring gun, or switchblade knife. This includes any type of weapon by whatever name that will or that may be readily converted to expel a projectile by the action of an explosive or other propellant. Also included are explosives of any type, point gas, bombs, and any type or form of ammunition. This includes any destructive device.

**Consequence:** *Disciplinary Actions III and IV*

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

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

**IN-SCHOOL FOCUS ROOM**

The Hawthorn Focus room is one point of intervention on our building’s continuum for stopping disruptive or hurtful behavior while providing an opportunity to teach the expected behavior. The focus room is supervised by a staff member trained in the Positive Behavior Support system.

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

**SATURDAY SCHOOL.**

The Saturday School program for grades 3 and 4 is located in Hawthorn and is supervised by a certified instructor. Saturday School provides an alternative to removal from the classroom and loss of instructional time for non-classroom problems; i.e., excessive tardies, truancy, hallway behavior, playground misconduct, bus violations, etc.

**Referrals.** Referrals to Saturday School may be made only by juvenile court officials, principals and assistant principals of the elementary schools based upon teachers’ written referrals or administrators’ own judgment about the student’s behavior.

Students will be assigned Saturday School only after a discipline notice has been written, given to the student and mailed to the parent; phone calls to parents have been made, when possible; and students have been scheduled through the principal or assistant principal.

**Rules and Procedures for Saturday School.**

- Parent/Guardian is responsible for transportation.
- Students will not speak to any other student or the instructor without permission.
- Students are responsible for bringing all study materials and assignments.
- No student will be allowed to sleep.
- No food or drink will be allowed.
- No headsets, electronic equipment, or games are allowed.

- Appropriate restroom breaks will be allowed.
- Hours for Saturday School are from 8:30 a.m. until 12 noon.

**Infractions.** Failure to attend Saturday School assignment will result in either reassignment or assignment to ISS or OSS.

Students entering Saturday School more than fifteen minutes late will be given a second Saturday School assignment. Failure to observe Saturday School rules and procedures will result in further disciplinary action. Adjustment and rescheduling of Saturday School will be done only one time with prior notification from parents to building principal or assistant principal. In case of illness, parent must notify Saturday School coordinator on the day of the Saturday School assignment by 8:45 a.m.

**IN-SCHOOL SUSPENSION (ISS).**

The ISS program for grades 3 and 4 is located in the Middle School building and is supervised by a certified instructor.

The purposes of ISS are broad:

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

**Referrals.** Referrals to ISS may be made by principals and assistant principals of the elementary, intermediate and middle school buildings based upon teachers' written referrals or administrators' own judgment about the student's behavior. Assignments of the 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 In-School Suspension decision without making an effort to notify parents. Students will be sent to ISS only after a discipline notice has been written, given to the student and mailed to the parent; phone calls to parents have been made, when possible; assignments have been gathered; and ISS has been contacted.

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

**Rules and Regulations for ISS.**

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

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

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

**Infractions.**

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

**Incidents Which May Result in Ejection from ISS.**

- Sleeping.
- Refusal to work.
- Disruptive behavior (talking, noises, profanity, etc.).
- Defiance of authority, at which time two things occur:

1. The building principal or assistant will be called, who in turn will call the parents and/or the Juvenile Officer.
2. The parent or juvenile officer will come to school to collect the student. Out of School Suspension may be assigned at that time.

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

No pupil shall be suspended from school unless:

- The pupil is given oral or written notice of the charges against him. If the pupil denies the charges, he/she shall be given an oral or written explanation of the facts which form the basis of proposed suspension.
- The pupil shall be given an opportunity to present his version of the incident. In the event of a

suspension for more than ten days, where the pupil gives notice that he/she wishes to appeal the suspension to the Board, the suspension shall stay until the Board renders its decision, unless in the judgment of the Superintendent, the student's presence poses a continuing danger.

Any punishment shall be administered without malice.

### ***STUDENT DRESS CODE (K-12)***

***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.

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

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

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

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

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

**Appearance.** Any attire, accessories or hairstyles 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. Shirts and General Attire**

1. Appropriate sundresses and blouses may be worn as long as no undergarments are exposed. Those having no straps or open backs are not acceptable

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

#### **B. Shorts and Skirts**

1. Skirts and shorts may be no shorter than the fingertips while standing. No spandex or tight-knit skirts will be allowed.
2. Loose fitting shorts will be allowed. Shorts may be no shorter than the fingertips while standing. Tight fitting shorts commonly referred to as bicycle pants or weight-lifting pants will not qualify as shorts under this provision and therefore will not be allowed, unless worn underneath clothing that complies with the dress code.
3. Leggings and knit pants are appropriate for the classroom as long as a shirt covering the buttocks is worn.
4. Boxer shorts are not appropriate for the classroom.

#### **C. Pants**

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

#### **D. Accessories**

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

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

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

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

### ***EMERGENCY SAFETY PROCEDURES***

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

### ***ENROLLMENT REQUIREMENTS***

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

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

### ***DIRECTORY INFORMATION***

The following information the District maintains about a personally identifiable student may be disclosed by the District to the school community through district publications, including the District's webpage, and any district-sponsored social media website or to any person without first obtaining written consent from a parent or eligible student: student's name, date and place of birth, parents' names, grade level, enrollment status (e.g., full-time or part-time), user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records, participation in district-sponsored or district-recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, art work or course work displayed by the District, schools or school districts previously attended, and photographs, videotapes, digital images, and recorded sound unless such records are protected by FERPA or would be considered harmful or an invasion of privacy. 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. (Board Policy JO-AP) The FPCO website address is: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

### ***PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)***

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

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

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred. For more information go to <http://www2.ed.gov/policy/gen/guid/fpco/ppra/index.html>

### ***BUILDING PLACEMENT FOR STUDENTS***

All elementary children must go to the school that is located in the area in which they live. Change in this procedure must be made through the Superintendent's Office.

The Principal, only when notified by the Superintendent that he has made a special assignment, will accept such a placement.

### ***ROOM PLACEMENT FOR STUDENTS***

The principals, in collaboration with teachers, guidance counselors, and special education staff, make room placement. Some factors considered in placement are social traits, work habits, pupil ability and achievement, comments by guidance department and recommendation of teachers. After careful consideration of the information on each child, placement is made with



a teacher where the child will have the best opportunity for learning. It is impossible to make placement strictly by parental request. Any time a parent feels a room assignment needs to be changed, the following procedure must be used:

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

### ***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 night time 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 nonhomeless 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 student's 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.

### ***MIGRANT STUDENTS***

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

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

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

## ***STUDENT FILES/PERMANENT RECORDS***

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

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

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

## ***STUDENT TRANSFER / CHECK-OUT PROCEDURES***

1. The school should be notified, as soon as possible, in writing that a student will be leaving. We encourage a three-day notice.
2. A check-out sheet will be completed stating all school and library books have been returned and fees have been paid.
3. The school records will be sent directly to the new school upon receiving a written request.
4. The student is responsible for cleaning out his/her desk and locker and returning all school materials.

## ***GRADE REPORTING TO PARENTS***

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

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

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

## **SCORING GUIDELINES FOR STANDARDS-BASED REPORTING.**

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

- 3 – Exhibits no major gaps or errors in the learning expectation as listed in the standard. This mark reflects grade level expectation.
- 2 – Exhibits no major errors or gaps in the simpler details and processes of the learning expectation.
- 1 – With Help, has a partial understanding of the learning expectation
- 0 – Even with help, demonstrates no understanding of the learning expectation

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

## ***HOMEWORK***

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

## ***MAKE-UP CLASS WORK***

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

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

## ***ASSESSMENT PROGRAM***

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

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

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

## **GRADE LEVEL COMMON ASSESSMENTS.**

Common assessments for math and communication arts will be given quarterly to third and fourth grade students to help determine learning of essential outcomes.

The data from the assessments will help guide instructional strategies, student interventions and enhance depth of knowledge.

#### **DISTRICT ASSESSMENT PLAN.**

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

The 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;
  - 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.
5. *Adequate Yearly Progress* – To determine student progress toward meeting the goals established by the Missouri State Board of Education pursuant to the No Child Left Behind Act.

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.

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

**READING ASSESSMENT.** The District will administer a reading assessment to students in kindergarten through sixth grade to determine whether additional reading instruction and retention are needed, as required by law. The District will also administer a reading assessment to all students who transfer to the

District in grades four, five or six, and to all students attending summer school due to a reading deficiency, as required by law.

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

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

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

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

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

### ***TECHNOLOGY USAGE***

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

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

Electronic communications, downloaded material and all data stored on the District's technology resources, including files deleted from a user's account, may be intercepted, accessed or searched by district administrators or designees at any time in the regular course of business to protect users and district equipment.

Such access may include, but is not limited to, verifying that users are complying with District policies and rules and investigating potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return District technology resources to the District upon demand, including but not limited to, mobile phones, laptops and tablets.

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

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

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

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

1. Applying for a user ID under false pretenses or using another person's ID or password is prohibited.
2. Sharing user IDs and/or passwords with others is prohibited, and users will be responsible for any actions taken by those using the ID or password. A user will not be responsible for theft of passwords and IDs, but may be responsible if the theft was the result of user negligence.
3. Deleting, examining, copying or modifying files or data belonging to other users without their prior consent is prohibited.
4. Mass consumption of technology resources that inhibits use by others is prohibited.
5. Use of district technology for soliciting, advertising, fundraising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
6. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
7. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable

assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.

8. The district prohibits the use of district technology resources to access, view or disseminate information that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar.

9. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of District staff for curriculum-related purposes.

10. The District prohibits the use of District technology resources to access, view or disseminate information that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin) presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful district policies and procedures.

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

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

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

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

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

## **TECHNOLOGY SECURITY AND AUTHORIZED ACCESS**

1. All users shall immediately report any security problems or misuse of the District's technology resources to a teacher or administrator.
2. Use of District technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
3. Use of District technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
4. The unauthorized copying of system files is prohibited.
5. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any District technology or prohibited.
6. Users will be granted access privileges to District technology resources as determined appropriate by the Superintendent or designee. Any attempt to secure a higher level of privilege without authorization is prohibited.
7. The introduction of computer viruses, hacking tools or other disruptive or destructive programs into a District computer, network or any external networks is prohibited.

## **ONLINE SAFETY AND CONFIDENTIALITY.**

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

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

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

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

1. Forgery or attempted forgery of electronic messages is illegal and prohibited.
2. Unauthorized attempts to read, delete, copy or modify electronic messages of other users are prohibited.
3. Users are prohibited from sending unsolicited mass e-mail or other electronic messages. The District considers more than one address per message, per day a violation, unless the communication is a necessary, employment-related function or an authorized publication.

4. When communicating electronically, all users must comply with District policies, regulations and procedures and adhere to the same standards expected in the classroom.

5. Users must obtain permission from the Superintendent or designee before sending any district-wide electronic messages.

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

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

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

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

## **STUDENT USE OF PERSONAL ELECTRONIC DEVICES FOR INSTRUCTIONAL PURPOSES.**

The Camdenton R-III School District recognizes that students increasingly have access to and are using personal electronic devices for many purposes, including educational purposes. The Board authorizes the Superintendent and/or designated authority and building principals to designate classes, grade levels and/or buildings where teachers are encouraged to utilize and incorporate personal electronic devices into their instruction and lesson plans in accordance with this policy. Teachers who incorporate such technology into

their classrooms shall, with the assistance of the principal or designee make accommodations for those students who do not have access to personal electronic devices. NO student shall be penalized in any fashion for failure to own or have access to personal electronic devices.

#### **DEFINITIONS.**

1. *District Networks* include both wired and wireless networks maintained by the District.

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

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

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

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

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

All use of personal electronic devices during the school day shall be for appropriate educational purposes only, not for personal use, and shall be consistent with the

educational objectives of the District. Students using personal electronic devices must follow the same rules that apply to the use of District-provided technology. The District may examine the student's device to the extent allowed by law. The District administration may involve law enforcement if the District has reasonable suspicion that the device has been used for an illegal purpose or for a purpose that causes harm to others.

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

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

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

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

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

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

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

Devices that violate this policy and/or other relevant District policies shall be confiscated and retained by the building administrator. The confiscated device shall not

be returned until a conference is held with the parent/guardian.

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

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

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

### ***BOOK FEES***

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

### ***PLAYGROUND GUIDELINES***

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 period without fear of being injured, or being bullied, harassed, or threatened by other students. **Safety and respect** for self and others will be emphasized.

Hawthorn students will have an opportunity to participate in one recess. A complete guide to playground rules and regulations is available in each classroom. All classes will review these periodically.

Students should not go outdoors for recess when there is any type of precipitation or when the temperature or wind chill is below 28 degrees. Parents and guardians should help ensure students are properly dressed to enjoy outdoor recess.

### ***HEALTH ROOM***

The Camdenton R-III School District employs full-time registered nurses and licensed practical nurses. Students who are injured or become ill at school will be sent to the nurse's office. If the illness or injury is assessed to be of such a nature that the student should go

home, the student's parents/guardians will be telephoned. It is important that parents complete and sign the health information card that is sent home with students on the first day of school. Please be sure to include name and phone numbers of persons to be contacted in the event that parents or guardians cannot be reached. **It is the parents' responsibility to provide updated phone numbers, medical conditions, and medications as needed.**

Responsibilities of health services personnel include:

1. Continuous health appraisal of all students at all grade levels.
2. Administration of laws that protect the health of children attending public schools in Missouri, including (a) Ensuring compliance with immunization requirements, (b) Excluding students who have contagious diseases from attendance in accordance with District's communicable disease policy and when authorized by law, and (c) Reporting the presence or suspected presence of diseases mandated for reporting by law.
3. Emergency first aid treatment for injury or illness occurring during the school day.
4. The administration of medication.
5. Assistance in carrying out the District's responsibilities outlined in Section 504 plans, Individualized Health Plans or Individualized Education Programs
6. Guidance and counseling concerning health problems of students.
7. Home visitations of students, as needed, concerning health programs.
8. Maintenance of student health records including the maintenance of emergency information forms for each student.
9. Age-appropriate health education in the District's instructional program.
10. Screening for health conditions in accordance with Board policy.
11. Notification of the school principal if informed of a condition that could require accommodation under federal law.
12. Maintenance of copies of the Material Safety Data Sheet.
13. Development and annual review of a Health Services Plan.
14. Training staff as necessary to implement the District's health and safety plan.

The student health services program shall not include diagnosis, treatment, or the administering of medicine for physical ailments of which the parents/guardians are aware before the child is sent to school, unless special arrangements have been made with the health services staff. (Board Policy JHC)

**SCREENINGS.** Based on the District's assessment plan, the District's screening plan is as follows:

**Vision.** Third grade (Using near and distance acuity and random Dot E screening techniques.

**Hearing.** Third grade referred students or students being considered for initial or re-evaluation special education services.

**Dental.** Third grade students and any referrals

**Blood Pressure.** The District will screen students when indicated by physical assessment, or requested by parent/guardian or physician along with any referrals.

**Height and Weight.** The district will assess growth and nutritional status in students new to the District, along with any referrals.

Upon screening completion, the nurse will analyze results. Upon an unsatisfactory screening, the parent/guardian will be notified by letter. The school nurse will follow up to determine if any action was taken. These results are maintained by the nursing staff. **If parents choose not to have any of the screening procedures performed, a written notice which states parents want their child excused from screenings should be sent to the school nurse early in the school year.**

**MEDICATION.** All medication must be delivered to the school principal or designee by the parent/guardian in a properly labeled container from the pharmacy or in the manufacturer's original packaging, and a written request from the parent/guardian as to administering the medication to the student. Medication will be stored in an environmentally appropriate locked area to which the school nurse and school principal have keys. The school nurse will maintain proper documentation of all medications and their administration. **Documentation will minimally include student's name, prescriber's name, pharmacy, prescription number, name of the medication, dosage, date and time administered, reasons for not giving medications as prescribed (for example, vomiting, spills, refusal), name and signature of person who actually administered the medication.** Students shall be provided privacy when receiving medications. 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. The District maintains epinephrine pre-measured auto-injection devices, Parents must provide written notification indicating their student cannot receive epinephrine or asthma medication in an emergency. A list of the students will be kept with the devices

**HANDLING AND DISPOSAL OF MEDICATIONS.**

1. Schedule II controlled substances shall be inventoried upon receipt daily by the person administering the drug.
2. The record of the drug count shall be maintained in a log or on the student's medication record.
3. Any count discrepancies shall be reported to the school nurse for further investigation.

4. Controlled substances shall be kept in a double-locked storage, such as a locked box within a locked cabinet, to which the school nurse and the school principal or designee shall have keys.

5. Expiration dates on all medications will be checked on a routine basis.

6. Parent/guardians may retrieve their student's medications from the school during school hours.

7. When possible, all unused, discontinued or expired medication shall be returned to the parent/guardian and the return documented.

8. The school nurse may destroy medications if the parent/guardian consents, if a witness observes and if the destruction is properly documented.

9. All medications shall be returned to the parent/guardian or destroyed at the end of the school year.

**MEDICAL ILLNESS DURING SCHOOL.** A student may be sent home from school by the clinic nurse with an oral or axillary 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 axillary body temperature of 99 degrees or more if

1. The student presents, with rhinitis, nasal and/or chest congestion, cough with or without expectoration, sore throat, and body aches;

2. 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;

3. 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 HEALTHCARE NEED: PEANUT ALLERGIES.** Each building clinic should treat the handling of student and staff members with peanut allergies in this manner:

1. Mail/send action plan form letter home to parents to complete and return to the Health Room.

2. Post laminated front door sign.

3. Post laminated classroom door sign.

4. Mail/send letters to parents/guardians of all classmates requesting they NOT send any snacks containing nuts be sent to the classroom.

5. 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.



6. Stickers to be placed on classroom doors and health charts.
7. Alert the bus driver with student with Peanut Allergy on their bus to address the signs and symptoms of anaphylactic reaction and use of the student's epipen. Complete the in-service form and place it in the student's file.

**MISSOURI SCHOOL IMMUNIZATION.** All students must present documentation of month, day, and year of each immunization before they attend school. All immunizations must be up-to-date before students are permitted to attend classes. To remain in school, students "in progress" must have an Imm.P.14 on file and must receive immunizations as soon as they become due. Religious and medical exemptions are allowed. The appropriate exemption card must be on file (Imm.P11A or Imm.P12)

Grade	Required Immunization Per Grade
K-3	4+ DTaP/DTP/DT/Td 3+ Polio 2 MMR (measles, mumps, rubella) 3+ Hepatitis B 2 Varicella (chickenpox) or proof of disease
4-6	4+ DTaP/DTP/DT/Td/Tdap 3+ Polio 2 MMR (measles, mumps, rubella) 3+ Hepatitis B 1 varicella (chickenpox) or proof of disease

### ***SCHOOL INSURANCE***

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

### ***DEPARTMENT OF INTERVENTIONS***

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. Title I Reading (Grades 1-6)
2. Title I Language Arts (Grades 1-6)

3. Enrichment Program (Gifted)(K-12)
4. ELL (English Language Learners)
5. Section 504 Accommodations
6. Laker Pack (After-School Program)
7. After-School Services
8. Project P.A.S.S.

### ***TRANSPORTATION POLICY***

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

A student rider is assigned to a bus for pick-up and delivery at home or a babysitter, whichever is the normal designated bus stop. All students must be on time and outside at their assigned bus stops. Kindergarteners and pre-school students must be met at the bus stop by a parent, guardian, or sibling who is middle-school aged or older.

Due to limited space on the buses, only one "student guest" is allowed when going home with someone else. This guest student must have a note in order for the office to issue a bus pass.

**It is preferred that if there are transportation changes, a note be written.** The note should contain the first and last name of the child, date, bus number change, address of the destination, daytime telephone number for verification purposes, and parent signature. However, there are times that there is a last minute change of plans and the request must be phoned into the office. Phone calls must be made prior to 2:00 p.m. in order to ensure that the information may be relayed to the student in a timely manner. Phone calls for transportation changes will require that parents provide their child's security word or student ID number to verify identity. Student ID numbers and security words will be provided to parents in August. If the day is an Early Release Day, the deadline is 1:00 p.m. The office will issue a Bus Pass to the student who will give it to the bus driver in order to be allowed to ride a different 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. In the event that emergency snow routes are to be in effect, it will be broadcast over the local radio stations and go out on the SchoolReach call system prior to opening of school that morning, and snow routes will be run by the buses on both a.m. and p.m. routes that day. This eliminates confusion for parents on the location of where the children will be dropped off due to varying conditions during the day. With this in mind and to insure the safety of all our bus riders, it will be necessary for the parent/guardian or approved adult to pick student(s) up from the designated emergency snow route stop.

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

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

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

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

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

Any time stations do not announce school being closed, school will be in session. Please DO NOT call the school, as it ties up telephone lines and makes it difficult

to handle necessary school business. Radio stations are ALWAYS NOTIFIED IMMEDIATELY AFTER A DECISION ON SCHOOL DISMISSAL IS MADE. Parents need only to listen to the radio for repeated announcements concerning the closing of school.

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

**BUS SAFETY REGULATIONS**

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

Safety Rules

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

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

Infractions and Consequences

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

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

**Second Offense** – Saturday School, loss of privileges

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

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

Fighting

Creating a hazardous or dangerous situation – (Include operating or handling of bus equipment, i.e.,

opening back door while the bus is in motion or jumping over/going under front cross control arm.

Damaging or Vandalizing the Bus (restitution required)

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

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

Harassment/Sexual Harassment

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

**Second Offense** - 3-15 days bus suspension

**Third Offense** - 10 to 20 days bus suspension

**Fourth Offense** - 15-30 days suspension

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

Assault

Use or Possession of Tobacco Products

Use, Possession or Under the Influence of Alcohol

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

Use or Possession of Weapons/Firearms

Use or Possession of Weapons

Use or Possession of Firearms

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

### ***BUILDING/DISTRICT POLICY APPLIES***

(Reported to Law Enforcement Officials)

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

1. An oral or written explanation of the charges.
2. Prior to suspension if the charges are denied, an oral or written explanation of the facts that form the basis for the proposed suspension;
3. Prior to suspension, an opportunity to present the student's version of the incident;
4. An opportunity to appeal to the next higher authority as permitted by school policy and the

Right to be reinstated pending appeal in the case of a suspension of more than ten days except as otherwise provided by law.

### ***COMPLAINT PROCEDURES***

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

1. Complaints on behalf of individual students should first be addressed to the teacher or the employee involved.
2. Unsettled matters from (1) above or programs and questions concerning individual schools should be presented in writing to the principal of the school. The principal will provide a written response to the individual raising the concern within five (5) business days of receiving the complaint or concern.

3. Unsettled matters from (2) above or programs and questions concerning the school district should be presented in writing to the superintendent. The superintendent will provide a written response to the individual voicing the concern within five (5) business days of receiving the complaint or concern.

4. If the matter cannot be settled satisfactorily by the superintendent, it may be brought to the Board of Education. Written comments submitted to the superintendent or the secretary of the Board will be brought to the attention of the entire Board. The Board will address each concern or complaint in an appropriate and timely manner.

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

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

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

### **STUDENT COMPLAINTS AND GRIEVANCES.**

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

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

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

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

## ***VOLUNTEER PROGRAM***

### ***VIPS (Volunteers In Public Schools)***

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

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

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

## **PROCEDURE**

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

## **AS A VOLUNTEER YOU SHOULD HAVE**

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

## **PUBLIC NOTICES**

The following documents may be found on the office information wall at Hawthorn Elementary:

Public Notice Required by AHERA

Public Notice Required by Americans With Disabilities Act

Complaint Procedure

IDEA

504

ELL

Homeless

### **CAMDENTON R-III SCHOOL DISTRICT PUBLIC NOTICE**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Camdenton R-III School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay. The Camdenton R-III School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program. The Camdenton R-III School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). The Camdenton R-III School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Special Services Administrative Offices between the hours of 8:00-4:00. Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact the Special Services Administrative Offices at (573) 346-9245. This notice will be provided in native languages as necessary.

## **NOTIFICATION OF ASBESTOS REINSPECTION AND SURVEILLANCE**

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

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

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

## **NOTICE OF NONDISCRIMINATION**

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional agreements with Camdenton R-III School District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Camdenton R-III School District's compliance with the regulations implementing Title VI of the Civic Rights Act of 1954 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), Age Discrimination Act of 1975 (AGE), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA) is directed to contact the Director of Special Programs, Camdenton R-III School District, P.O. Box 1409, Camdenton, Missouri, 65020, (314)-346-5651. The Director of Special Programs has been designated by Camdenton R-III School District to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, AGE, Section 504, and the ADA.

## **DISCLAIMER**

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