

# Cameron R-1 High School

## 2023-2024 District Student Handbook

**LEARNERS TODAY, LEADERS TOMORROW, ONE STUDENT AT A TIME.**



1220 Park Avenue  
Cameron, MO 64429

Office Hours:  
7:15 am - 3:30 pm

School Hours:  
8:00 am - 3:00 pm

Home of the Dragons

<https://www.cameron.k12.mo.us/o/cameron-high-school>

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**Cameron R-I School Board Members**

Mrs. Pam Ice, President  
Mrs. Ann Goodwin Clark, Vice President  
Mrs. Staci Earley  
Mr. Scotty Greiner  
Mr. Dan Kercher  
Mrs. Andi Lockridge  
Mrs. Jackie Peck

**District Administration**

423 North Chestnut,  
Cameron, MO 64429

Dr. Matt Robinson  
Superintendent  
Email: mattrobinson@cameronschools.org

Dr. Valerie Utecht  
Assistant Superintendent/Federal Program  
Email: vutecht@cameronschools.org

Ms. Mary Crawford  
Special Services and 504  
mcrawford@cameronschools.org

Mr. Johnny Palmer  
School Police Officer  
jpalmer@cameronschools.org

Mr. Matt Wenck and Ms. Kristy McIntosh  
Activities Directors  
mwenck@cameronschools.org and kmcintosh@cameronschools.org

**Parkview Elementary School (PK-2)**

602 South Harris  
Cameron, MO  
PH: 816-882-1051  
Fax: 816-882- 1052  
Principal: Angela Ormsby  
Email: aormsby@cameronschools.org  
Assistant Principal: Cayla Riley  
Email: criley@cameronschools.org

**Cameron Intermediate School (3-5)**

915 South Park  
Cameron, MO  
PH: 816-882-1046  
Fax: 816-882-1047  
Principal: Melanie Rucker  
Email: mrucker@cameronschools.org  
Assistant Principal: Keri Sedgwick  
Email: ksedgwick@cameronschools.org

**Cameron Veterans Middle School (6-8)**

1015 South Park  
Cameron, MO  
PH: 816-882-1041  
Fax: 816-882-1042  
Principal: Jove Stickel  
Email: jstickel@cameronschools.org  
Assistant Principal: Hadley Fisher  
Email: hfisher@cameronschools.org

**Cameron High School (9-12)**

1220 Park Avenue  
Cameron, MO  
PH: 816-882-1036  
Fax: 816-882-1037  
Principal: Jayson Erdman  
Email: jerdman@cameronschools.org  
Assistant Principal: Derek Lannigan  
Email: dlannigan@cameronschools.org

**Special Services**

423 North Chestnut  
Cameron, MO  
PH: 816-882-1035  
Fax: 816-882-1033

**Central Office**

423 North Chestnut  
Cameron, MO  
PH: 816-882-1031  
Fax: 816-882-1032

Dear Parents and Students,

On behalf of the entire staff at Cameron High School, we would like to welcome all of our new and returning students to CHS for an exciting 23-24 school year. We are looking forward to getting back into a routine as we work with you and your students to have a great school year. CHS values our partnerships with our families as we understand the importance to work together so our students can excel.

We are proud of the high-quality learning opportunities we provide our students as we prepare them to be college and career ready upon graduating from CHS. Staff is constantly working to grow our curriculum and learning experiences to make them more competitive in college and the workplace. Please help us in encouraging our students to challenge themselves with rigorous coursework so they are more prepared for life after high school. As always, we welcome input and ideas from our community as we work together to provide a positive foundation for the next generation.

CHS also enjoys several successful athletic teams, award winning fine arts programs, and numerous student clubs/organizations that support our community. Statistics suggest students engaged and involved in school activities are more likely to attend school on a consistent basis and have an overall better school experience. So, please have a conversation with your student about getting involved in an activity.

If you ever have questions or need anything please feel free to contact us. We are here for you and your students.

Welcome back!

Sincerely,

CHS Administration

# 2023- 2024 Cameron R-I School Calendar

August 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 3 & 4 - New Teacher Orientation  
 August 15-17 - All Teacher In-service  
 August 18 - NO SCHOOL  
 August 21 - First Day of School

September 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September 4 & 5 - NO SCHOOL  
 September 5 - Teacher In-service  
 September 29 - Homecoming 12:30 Release

October 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October 9 - NO SCHOOL Teacher In-service  
 October 26 - NO SCHOOL \*In-service 7:30-1:00 pm  
 \*PT Conferences 1:00-8:00 pm  
 October 27 - NO SCHOOL

November 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

November 13 - NO SCHOOL - Teacher In-Service  
 November 22-24 NO SCHOOL Thanksgiving Break

December 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

December 22-29 - NO SCHOOL Christmas Break

January 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 1-5 - NO SCHOOL Christmas Break  
 January 8 - NO SCHOOL Teacher In-service  
 January 9 - School Resumes  
 January 15 - NO SCHOOL MLK Day

February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

February 19 - NO SCHOOL President's Day

March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March 27-29 - NO SCHOOL - Spring Break

April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

April 1-2 - NO SCHOOL Spring Break

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 22 - Tentative Last Day of School 12:30 Release  
 May 23 - Teacher In-service

Student Days: 170	Teacher Days: 180 + (1 Flex Day) = 181
Total 1,122.0 hours (includes 36 weather related make-up hours 1086.0)	
Start date is more than 10 days prior to the first Monday in September.	
Make-up days, if needed, will be added to the end of the calendar.	
QUARTER/SEMESTER DETAIL S	
October 13 <sup>th</sup> - Quarter 1 Ends (37 Days)	
December 21 <sup>st</sup> - Quarter 2 Ends (43 Days)	
March 8 <sup>th</sup> - Quarter 3 Ends (42 Days)	
May 22 <sup>nd</sup> - Quarter 4 Ends (48 Days)	
Semester 1 Ends (80 Days)	
Semester 2 Ends (90 Days)	

## **Visitors to School Buildings**

For student purposes, all visitors MUST use the main entrance, report to the office, and provide a photo identification. Visitor photo identification will be scanned using Raptor Technologies providing a visitor's identification that must be worn, in plain sight, while visiting the building. Visitors are not allowed to visit the hallways or classrooms without permission from the office and without visitor identification. If you need to pick your child up before the end of the school day, come to the office and your child will be called to the office.

We welcome volunteers into the building to assist with various activities. We prefer parents not volunteer on a regular basis within their child's classroom but instead offer their assistance throughout the building and grade levels. School volunteers should schedule a meeting with the principal to complete a volunteer form and receive training. All volunteers are subject to a criminal background check.

We have a policy of no student visits. No students or siblings from other buildings are allowed to visit classes or lunch periods.

## **Attendance and Absence Procedures**

### **Expectations for Attendance**

Attendance is essential for learning. By law, Section 167.031, RSMo, all children must attend school from the age of 7 until the age of 17. Parents/guardians are accountable for the attendance of their child. The State of Missouri sets a standard that all students will attend school no less than 90% of the time.

### **Procedures for Reporting an Absence**

When a student is absent, we ask that the parent/guardian call the office (816.882.1036) by 8:30 a.m. If the parent does not call, the attendance secretary and/or Assistant Principal will attempt to make phone contact before sending the School Resource Officer to the home to verify the reason for the student being absent. When absences become excessive, administration will call home and parents/guardians may be required to meet with the School Resource Officer and the Assistant Principal to resolve the attendance issue. At 10 absences the Juvenile Office will be notified. Mandatory summer school may also be initiated to avoid possible retention. When the student returns to school after an absence he/she must provide the office with the reason for the absence, either through a parent/guardian phone call or note, or a doctor or dentist's note. All work must be made-up and successfully completed. If your student is absent and you would like to pick up their homework please call the CHS office at 816.882.1036 by 10:00 a.m. Please understand that it will take time for teachers to submit the work and appropriate books to the office when homework is requested.

### **Late Arrival/Tardiness**

Students arriving after 8:00 am must report to the front office to receive a tardy slip. This slip will provide entrance into class. Emails will automatically be sent to the primary email we have on record when your student is late. Excessive tardies will result in consequences.

### **Truancy**

Truancy is when the student is absent from school without permission of the parents/guardians or school official. Truancy includes, but is not limited to, skipped classes, falsely informing the school about the reason(s) for the absence, or absences that have not been pre-arranged and pre-approved as verified. In an effort to stop truancy, an automated phone call will go out daily when a student is absent. The District may assign disciplinary measures for truancy. Families are entitled to appeal assigned consequences to the building principal or designee.

### **College Visit/ Job Shadowing Days**

Students who are seniors are entitled to take two college visit days and students who are juniors are allowed one college visit day for the purpose of visiting colleges. These absences will not count against the attendance incentive. If students wish to take a college day, they should pick up a form in the guidance office, fill it out and turn it into the office at least two days prior to their visit. If a student takes a college day and does not fill out the paperwork in advance, it will be counted as an absence. COLLEGE DAYS MUST BE TAKEN BEFORE MAY 1ST. NO EXCEPTIONS.

### **Make-Up Work**

All students who have been absent from class for whatever reason will be allowed and expected to make-up all schoolwork that they have missed. Homework requests should be made before 9:00 AM and may be picked up after 3:00 PM. Homework will be collected for absences exceeding 2 days. Homework will not be collected by the office for an absence of 1 day. That student can contact his/her teacher upon his/her return to school to obtain make-up work. Teachers and students will be expected to work together to get the schoolwork made up in a timely fashion. A general rule for make-up work will be that the absent student has the same number of days to make-up work that he/she was absent from school.

### **Academic Attendance Requirements to Receive Credit**

A student shall be allowed no more than six (6) absences per semester in any one class, excused or unexcused, except as set forth in the section titled "Excused and Unexcused Absences." On the seventh (7th) absence in any one class, the student may be denied credit for that class. The student will be required to complete the appeal process described in the section titled "Appeal Process" in order to earn credit. The official attendance record will be kept in the front office.

When a student has missed four days, excused and/or unexcused, in any class in a semester, a letter will be mailed from the front office. The purpose of the letter is to inform the parent about the absences and the impact these absences may have on the student's status. Additionally, the student will be notified of their attendance by a school official.

When a student reaches his/her seventh (7th) absence, excused or unexcused, in any class in a semester, an official letter will be sent to the parent/guardian by mail. This letter will serve as notification that their student has missed 7 days in any one class and is subject to denial of credit. A copy of the student's attendance record and appeal form will be included in this mailing. In addition, the parent/guardian will be contacted by a school official.

### **APPEAL PROCESS**

If the student or parent feels that justifiable or extraordinary circumstances have contributed to reaching the six-day limit, the student and parent may appeal to the Attendance Review Committee. An appeal form must be completed and filed with the front office within 10 days of receiving the attendance letter. The review by the Attendance Review Committee shall be held within a reasonable time of receiving the appeal form. If no appeal request form is received by the end of the semester, then credit is denied. The Attendance Review Committee will consist of at least one administrator, counselor, and teacher.

In reviewing the denial of credit, the Attendance Review Committee will consider the reasons for all the student's absences, not only those absences above the seven days allowed. The committee will consider all relevant information including whether:

- the appeal form was returned to the office by the end of the semester in which the absences occurred
- the student has supplied reasons for each absence with appropriate documentation
- all semester course work was completed as determined by the teacher
- the student earned a minimum grade in the course of 60% (D-) and all class objectives have been met

There are three possible outcomes from an appeal to the Attendance Review Committee:

- denial of credit
- credit is awarded
- the student may recover credit by making up time missed over the seven-day allowance during Wednesday Night School (3:00- 6:00 pm) and/or Saturday School (8:00 – 11:00 am)

The credit denied/awarded outcome from the Attendance Review Committee will be sent to the parents by mail. Upon receipt of the outcome of the appeal, the student and his/her parents may contact the Attendance Review Committee for a personal appeal review. It is mandatory that both student and parent be in attendance at this appeal review. A final decision will be determined upon completion of the personal appeal review.

### **STUDENT ABSENCES - EXCUSED, UNEXCUSED, AND EXEMPT ABSENCES**

As indicated below, excused and unexcused absences will count toward the six (6) day limit per semester and by class. A student's absence will be officially considered unexcused if no contact about the absence occurs. Unexcused absences may be treated as truancy and the student may be assigned a day of ISS. Exempt absences do not count toward the six (6) day limit per semester. The following excused absences are “examples” of absences that **will count** toward the six-day limit:

- oversleeping
- family vacations
- going “out of town”
- missing the bus
- no ride to school
- needed at home
- personal business
- car trouble
- dental/orthodontist appointments
- doctor’s appointments
- activity camps
- temporary illness which does not necessitate hospitalization
- district/state contests or other school related activities in which student is not a participant
- “Senior Skip Day”
- other absences excused by parents

The following absences are considered exempt and **will not count** toward the six-day limit with proper documentation:

- hospitalization/doctor visits for unscheduled medical issues
- death in the family
- school suspensions
- mandatory court dates
- verified school counselor/office appointments
- one college visit per year for juniors and two college visits per year for seniors with verification from college
- school-related activities in which the student is a participant
- religious observance
- history of chronic health problems, provided that proper documentation is filed with the front office

### **Attendance Requirements of Afterschool Events/Extracurricular Events**

It is a privilege to participate and attend extracurricular activities. Students’ eligibility to participate and/or attend extracurricular events is dependent upon their previous quarter’s attendance percentage. Student eligibility will be determined by students’ attendance percentage at the conclusion of 1st quarter, 2nd quarter, etc. For instance, a student who was eligible for the 1st quarter, that student’s attendance percentage at the end of the 1st quarter was 88%, the student would become ineligible to participate or attend extracurricular events for the 2nd quarter until that student’s attendance is above 90%. The student may become eligible again for the 3rd quarter if their 2nd quarter attendance was above 90%. The student may still practice with the team but not compete or attend games. A student’s participation for 1st quarter will be contingent on the 4th quarter's attendance the previous year.

### **Attendance Rewards/Incentives**

In an attempt to encourage students to maintain regular attendance the following incentive has been implemented. If a student has 95% attendance or better for the semester, they will be able to opt out of all finals. If a student has 92.1-94.9% attendance, they can opt out of two finals. If a student has 90-92% attendance, they can opt out of 1 final. Students CANNOT opt out of dual-credit or AP classes. Students CANNOT opt out of any final(s) that they have a D or F in. Regarding this incentive, we do not recognize absences as “excused” or “unexcused”. An absence is an absence, and will count against the incentive.

### **Building Information**

**Hours:** The building is open 7:00 am to 3:15 pm. Students should not be dropped off or enter the buildings prior to 7:00am. Students are not allowed in the building past building dismissal times unless prior arrangements have been made, or it is to attend a school sponsored activity. Supervision of students arriving outside of the designated times will not be provided, and the district will not be responsible for supervising students outside of school hours.

### **Arrival and Dismissal Procedures**

Students riding the bus will enter the building from the bus loop and report to the commons until 7:40 am unless they have permission from a teacher or administrator to go upstairs. Students are dismissed at 3:00 pm and will report to the buses in the bus loop.

Drivers will park in the lower lot and enter the building through the commons and will remain in the commons until 7:40 am unless they have permission from a teacher or administrator to go upstairs. Students are dismissed at 3:00 pm and will leave the building to the lower lot.

Riders may be dropped off in the circle drive or lower lot upon arriving at school. Students arriving before 7:40 am will report to the commons; students arriving after 8:00 am will need to be dropped off at the main office to check in. Riders are dismissed at 3:00 pm and may be picked up in the lower lot or the circle drive.

### **Class Schedule**

<b>Normal Schedule</b>	<b>Assembly Schedule</b>	<b>12:30 Early Release</b>	<b>Late Start Schedule</b>
1st Period 8:00-8:47	1st Period 8:00-8:47	1st Period 8:00-8:30	1st Period 10:00-10:35
2nd Period 8:52-9:39	2nd Period 8:52-9:39	2nd Period 8:35-9:05	2nd Period 10:40-11:15
3rd Period 9:44 - 10:31	3rd Period 9:44-10:31	3rd Period 9:10-9:40	3rd Period 11:20-11:55
4th Period 10:36 - 11:23	4th Period 10:36-11:23	4th Period 9:45-10:15	5th Period 12:00-1:00 Lunch A - 12:00-12:20 Lunch B - 12:20 -12:40 Lunch C - 12:40-1:00
5th Period 11:28 - 12:40 Lunch A - 11:23 - 11:52 Lunch B - 11:52 - 12:16 Lunch C - 12:16 - 12:40	5th Period 11:28-12:40 Lunch A - 11:23-11:52 Lunch B - 11:52-12:16 Lunch C - 12:16-12:40	6th Period 10:20-10:50	4th Period 1:05-1:40
6th Period 12:45 - 1:32	6th Period 12:45-1:32	7th Period 10:55-11:25	6th Period 1:45-2:20
7th Period 1:37- 2:24	7th Period 1:37-2:24	5th Period 11:30 -12:30 Lunch A - 11:30-11:50	7th Period 2:25-3:00

		Lunch B - 11:50-12:10 Lunch C - 12:10-12:30	
Dragon Time 2:29 - 3:00	Pep Assembly 2:29-3:00		

**Communication:** Teachers utilize various modes of communication:

-Phone calls

-E-mail

-Remind app.

-Google Classroom

\*check with your students teachers to find out what method they will be using

**Thrillshare:** District and building level communications will be sent via Thrillshare. **For up to the minute info on happenings around the district download the app by searching “Cameron R-1 School District” in the app store on iOS and Android operating systems.**

The telephone in the school office is for business purposes only. Students are not to use the phone and will not be called out of class except in emergencies. **Only authorized persons may pick up or leave messages for students.** Students may use the office phone before school, during lunch, and after school only.

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication. Please refer to Board Policy GBH for further information.

### **Extracurricular Activities and Clubs**

Extracurricular activities sponsored by the District are part of the educational experience and opportunities for students. Clubs, sports, and other groups seek a diverse range of students and provide fair access under the law. Students are encouraged to identify activities matched to their interests and ability levels and participate in those activities. Participation in extracurricular activities is voluntary and a privilege. Therefore, students must meet certain academic standards, demonstrate acceptable citizenship and behavior, and maintain appropriate attendance in order to be eligible to participate. Unless prior arrangements have been made with the principal or designee, a student is required to attend school for the entire day on the day of an activity in order to participate. All extracurricular activities are supervised by district employees and the expected code of conduct for students remains the same as during the standard school day. Additional guidelines for specific groups, including activities sanctioned by the Missouri State High School Activities Association (MSHSAA), may be outlined at the beginning of the year and/or season. Competitive, interscholastic activities may have evaluation procedures that eliminate some students from participation.

**Class Dues** Class dues will be collected at fall registration.

Dues are as follows:

Freshman: \$5

Sophomores: \$10

Juniors: \$15

Seniors: No dues unless a negative balance occurs \*If dues are NOT paid up by Junior year – STUDENT WILL NOT BE ALLOWED TO ATTEND PROM. \*Senior exception: Students who pay \$100 Dollars may attend prom their senior year.

High school dances will be limited to students in grades nine through twelve. Out of town guests and past graduates (not to exceed age 20) need to be signed up and approved before the dance. Dance guests must be in good standing, or have

graduated in good standing in order to attend. Middle school students are not allowed to attend high school dances. Once students leave the dance, they are not allowed to return. This includes going out the doors without approval from the supervisors. If a student is removed from a school dance, consequences will be as follows:

- Homecoming dance misbehavior will result in the loss of privilege to attend Court Warming.
- Courtwarming Dance misbehavior will result in the loss of privilege to attend Prom.
- Prom misbehavior for seniors will result in the loss of the privilege to walk at graduation.
- Prom misbehavior for sophomores and juniors will result in the loss of the privilege to attend the Homecoming Dance the following Fall.

If a school dance is held on Saturday, students must be in school a full day on Friday or the last day of the school week unless prior arrangements have been made with the administration. Administration has the discretion to make exceptions for special circumstances.

\*\*\*To be nominated for royalty you must be a full-time CHS student\*\*\*

The Cameron R-I School District believes that district events are a vital part of the total educational program and should be used as a means for developing positive social interaction, good sportsmanship and appropriate behavior, in addition to knowledge and skills. Well-organized and well-conducted programs contribute to the morale of the student body and strengthen school-community relations.

To this end, the Board encourages district patrons to exhibit good sportsmanship, citizenship, ethics, and integrity at all district events and at all times while on district grounds. The district will work with the Missouri State High School Activities Association (MSHSAA) and other 29 organizations to promote good behavior by the patrons at athletic and other events. The Board will work with parents, alumni associations and local service organizations to keep appropriate behavior a top priority. The superintendent will establish procedures for crowd control at district events consistent with this policy.

If a visitor's conduct becomes disruptive, threatening or violent, the superintendent, principal or designee may require the visitor to leave. Re-entry into activities will not be permitted unless authorized prior to the event or with permission from the administrator on duty. In extreme situations, the superintendent or designee may inform the visitor that he or she is not welcome back on district property or at district events indefinitely or for a specific period of time. During any period of prohibition, the visitor will not be allowed on district property except to attend a meeting of a public governmental body. The superintendent may make exceptions for parents, guardians, or custodians of students enrolled in the district if the person's presence is necessary to transport the student, may benefit the student educationally, or in situations where the parent, guardian, or custodian will be supervised at all times. The paragraph does not apply if the person is otherwise prohibited or banned from district property.

## **Dress Code**

### **Dress Code Expectations/Prohibitions**

The purpose of a dress code is to contribute to a safe, healthy environment that protects students and maintains a focus on learning. The dress code included in this handbook provides guidance to students and parents as to what constitutes appropriate attire for school and school activities. District administrators have the discretion to determine whether a garment or manner of dress not specifically described below is appropriate attire for school and school activities and/or causes a disruption to the educational environment. Administrators have the authority to take action to address dress code matters as they arise.

The Board of Education expects student dress and grooming to be neat, clean and in good taste so that each student may share in promoting a positive, healthy, and safe atmosphere within the school district. Student dress and grooming will be the responsibility of the individual and parents/guardians, within the following guidelines:

1. Dress and grooming will not disrupt the educational environment or constitute a threat to the health and safety of other students. All students shall wear appropriate clothing and appropriate shoes, boots or footwear at all times while at school. Hats, stocking caps, hoods or other types of headwear are not permitted.
2. Class activities that present a concern for student safety may require the student to adjust hair and/or other clothing during the class period in the interest of maintaining safety standards. Proper athletic attire shall be worn in physical education class.
3. Printed words or pictures on clothing, accessories, or body tattoos that advertise, connote, or suggest drug, tobacco, alcohol, violence, sexual, gang related, obscene, or profane matters are prohibited.
4. Clothing should be worn to cover the student's shoulders, rear-end, breasts, and midriff areas. Clothing that is mesh, transparent, exposes undergarments, or with tears and/or holes in inappropriate regions shall not be worn. Sagging or inappropriately tight clothing is not permissible. Students wearing leggings and/or yoga pants also need to wear an untucked shirt or skirt that covers the student's rear-end. Sleeping pants, pajamas, robes, blankets and/or house slippers are not appropriate attire for school. When in the judgment of one of the principals, a student's appearance or mode of dress does not comply with the above criteria; the student will be required to make modifications.
5. Costumes are not to be worn except on designated dress-up/theme days and must meet dress code requirements.

### **Dress Code Consequences**

Violations of the District dress code will be addressed with remedial actions and/or consequences. If a student's clothing or accessories fail to comply with these regulations, the student will be required to change or cover the clothing or accessory at issue, or to remove the accessory. A student may be sent home in order to do so. Similarly, a student whose personal appearance or grooming fails to comply with these regulations will be required to bring such personal appearance or grooming into compliance by covering, changing or eliminating the problem. A student may be sent home in order to do so. Refusal to comply with the District's dress code policy and these regulations will result in the student being prohibited from attending class until the student achieves compliance. Violations may result in detention, suspension, or other appropriate disciplinary action.

### **Food Service**

#### **Allergy Prevention and Response**

The District is required to ensure students with allergies are safe at school through planned prevention and response to a student's allergic reaction. For purposes of District policy and related procedures, an allergic reaction occurs when the immune system overreacts to a typically harmless substance and may be mild to life-threatening. Allergy prevention and response protocols apply to all school locations, including nonacademic school-sponsored activities and transportation provided by the District. The Board authorizes the Superintendent or designee to develop and implement procedures to protect the health and well-being of students with significant allergies.

#### **Building-Wide and Classroom Approaches**

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parent/guardian to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. The school nurse has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of epinephrine and asthma-related medications as allowed by District rules. The District will provide age-appropriate education for students, consistent with state learning standards, including potential causes of allergic reactions, information on avoiding allergens, symptoms of allergic reactions, and simple steps a student can take to keep classmates safe.

All processed foods are labeled with a complete list of ingredients on each individual package. Ingredient lists will be created for all food provided through the District's nutrition program.

## **Individual Approaches**

The District will evaluate and determine whether a student's allergies rise to the level of a disability that requires accommodations. For those students who have allergies that do not rise to the level of disability, a designated team may develop an Individual Health Plan (IHP) and/or Emergency Action Plan (EAP). Staff who have a need to know about a student's allergies and plan will be informed and trained, and all staff members will follow any IEP, 504 Plan, IHP, and/or EAP.

A student's health information and individualized plan will be kept confidential and not shared with those who do not have a need to know unless authorized by the parent/guardian or as allowed by the Family Educational Rights and Privacy Act (FERPA). The District will communicate and collaborate at least annually with parents/guardians regarding the student's allergies, medications, restrictions/precautions, emergency contacts and any other relevant information to keep the student safe.

## **Breakfast (time of serving and cost)**

Served from 7:15 am - 7:55 am

All Breakfast \$1.50

All-Age Reduced \$.30

## **Lunch (times of serving and costs)**

Lunch shifts:

Lunch A: 11:28 - 11:52 am

Lunch B: 11:52 - 12:16 pm

Lunch C: 12:16 - 12:40 pm

HS lunch \$2.55

All-Age Reduced \$.40

All Breakfast and Lunch Free based on family income and household size determined by USDA

To minimize disruption to the educational process, the office will not accept lunches dropped off for students. Students are expected to eat a school provided lunch or bring lunch from home.

## **Lunch Accounts**

Cameron Schools have recognized the need for helping to meet the nutritional needs of children and serve well-balanced, nutritious meals. Lunch and breakfast is available to all students each day and milk can be purchased by the children bringing lunches. If your child wishes to purchase meals/milk, be sure you have deposited money in your student's account. If your child receives free lunch, they receive breakfast and lunch at no cost. Cameron uses a prepaid/debit system that requires our families to put money in an account for their child to use for the purchase of meals. Prepaid meals may be made to the secretary, elementary classroom teacher, or food service cashier.

Please observe the following to prepay your child's lunch:

1. Write a check payable to Cameron R-I School for the amount of lunches you wish to purchase.
2. Please write the child's full name on the check's memo line. If you choose to pay for more than one child by check, write each child's first and last name and how much each child should receive on the check memo line. Families with students in more than one building should write a separate check per building
3. Enclose the check in a sealed envelope and write clearly each child's name and teacher's name if applicable.
4. If you choose to pay by cash, please follow the same procedure. Please note that we are unable to make change. Any cash you send will be fully credited to your child's account.
5. You may also deposit directly in your child's account using RevTrac found at <https://cameron.revtrak.net/>

Applications for free and reduced lunch prices must be completed at the beginning of each school year. Applications are accepted any day of the year when financial situations change.

Unless meals are provided at no charge, the district expects students and employees to pay for meals prior to or at the time of receipt. The ability to charge meals is a privilege, not a right, and is subject to the limitations established in this procedure.

1. A student may not accumulate more than ten unpaid meal charges.
2. Students may not charge à la carte items. (if applicable)
3. A student with money in hand will not be denied a meal even if the student has past due charges.
4. Students will not be identified, singled out, shamed or punished by the district for the failure of their parents/guardians to pay for or provide meals, and the district will not withhold student records in violation of law.

### **Account Notifications**

Families are encouraged to apply for free and reduced price meal benefits. Any family that falls into a zero or negative balance will receive an automated phone call bi-weekly until the balance is paid. Accounts with outstanding balances as of the 15th of every month will be mailed a balance letter and an application for free and reduced meals. Once a student's account has incurred 10 meal charges, contact will be made with the family to create a payment plan. Alternative meals offered will be in accordance with administrative procedures found in policy EF-AP-1.

### **Cafeteria**

Lunchroom rules are as follows:

**Cameron High School will have a "closed lunch shift" and will not accept deliveries or lunches dropped off for students.** Students will eat in the commons or at the tables outside the commons (weather permitting). We will operate 3 lunch shifts during 5th period. Students must report to the commons during their assigned lunch shift. Students are to remain in the commons during their assigned lunch shift unless given permission by an administrator or supervising teacher.

Areas off limits during a student's lunch shift and for eating/drinking include the library, classrooms, computer labs, gym and restricted hallway areas.

The campus of Cameron High School will remain a "closed campus" during the lunch hour which means students will not be permitted to leave school grounds nor will they be permitted to visit automobiles if they have a car parked on campus without permission from a teacher or administrator. Security will be tightly maintained with the use of members of the administrative team, the SRO and teachers to maintain a high level of visibility while checking student restrooms, stairwells, hallways and exit doors.

Due to limited space, outside visitors are not permitted during breakfast and lunch shifts. Other opportunities will be available for visitors throughout the school year.

### **MO Healthnet for Kids and Free and Reduced Lunch Applications**

Information for MO Healthnet for Kids program is included with the district's free and reduced lunch application. Information is also available for interested families at: [www.benefits.gov/benefits/benefit-details/1606](http://www.benefits.gov/benefits/benefit-details/1606). Free and reduced eligibility guidelines can be found at <https://www.benefits.gov/benefit/2000>.

### **Wellness Guidelines**

The primary goals of the Cameron R-1 School District's wellness program are to promote student health, reduce student's weight problems, facilitate student learning of lifelong healthy habits and increase student achievement. The following procedures will guide the implementation of the district wellness program.

The district adheres to the following nutrition guidelines, based on the Missouri Eat Smart Nutrition Guidelines, for foods and beverages served in schools during the school day. Food items need to comply with applicable federal regulations and state policies. Juice must be at least 50% juice. Recommended on three days of the week, snacks must meet the following standards: Fat not more than 35% from fat except for cheeses, nuts, seeds and nut butters, sugar not more than 35% of weight from sugar except for fruit (without added sugar). Recommendation is for the use of 100% juice and milk.

Missouri Eat Smart Guidelines for Snacks include no more than 35% of calories can come from fat (except for nuts, seeds and nut butters), No more than 35% of weight can come from sugar except for fruit (without added sugar), No more than 200 calories per unit; no carbonated beverages. Juice must be at least 10% real juice (prefer 100%) Snack Suggestions: Rice Krispie treats (no larger than 1.3 oz. each) , Animal crackers, Graham crackers, Pretzels, Goldfish crackers, Teddy Grahams, Reduced-fat Cheez It, Reduced sugar fruit snacks, Trail mix, Crackers with peanut butter, Crackers with cheese, Chex mix, Munchie snack mix, Baked tortilla chips, Baked Cheetos, Lite popcorn, 100 calorie snacks, Small Little Debbie oatmeal cookie, fudge round, chocolate chip cookie, apple flip, Pumpkin delight, Granola bars with no chocolate, Yogurt, 4 oz. Sherbet, 3 oz. Push pops, Juice bar, Low-fat or fat-free fudge bar, Low-fat ice cream sandwich, Low-fat ice cream, and Sugar-free popsicles.

Students will have access to safe and unflavored drinking water throughout the school day in every district facility used by students. Free, safe and unflavored drinking water will be available to students during mealtimes in the places where meals are served. Admin and teachers may allow sodas, coffees, and drinks in classrooms but have the autonomy to revoke drinks in certain areas at any time. Any drinks/container used by the student can not be made of glass and should be transparent.

Classroom rewards, parties, snacks and drinks must meet guidelines from previously listed Nutrition Guidelines or Missouri Eat Smart Guidelines.

## **Health Services**

Health services are provided under the direction of a school nurse. The school nurse for your student's building may provide services in other buildings as well. Although the nurse may not be physically present at all times in a specific building, the nurse is always on call and there are trained employees in the building to provide first aid, dispense medication, and support the needs presented in the health office.

### **● Administration of Medication**

All medication is kept in the health office and no medication will be dispensed without a current physician order and parent consent, including over-the-counter medication. Various OTC medications are available to students (throat spray/lozenges, calamine); Tylenol or a non-aspirin substitute is also available and can be given with parent permission. Our nurse's office also stocks epinephrine that can be used in an anaphylactic emergency and Narcan that can be used in an opioid overdose with parent permission. Many medications can be given at home before or after school. When this is not possible, medication should be brought directly to the office by the parent/guardian and must be accompanied by the following information:

*Non-Prescription Medication* – A physician's order with the student's name, reason for the medication, the time the medication is to be given, the dosage prescribed, and the number of days the medication is to be administered at school. These medications include, but are not limited to, allergy medication, decongestants, cough syrup, ibuprofen (Advil), or other.

*Prescription Medication* – Prescription medication must be sent to school in the original prescription container. Long-term medication should also have a school medication form completed with a parent and physician signature, if possible. If the doctor has given samples of medication, then a written note from the physician is necessary and should include the name of the student, the medication, and the dosage prescribed. The nurse may need to clarify prescription orders with the provider.

When a student has a health condition which needs accommodation or may necessitate emergency care, it is important that the school nurse be informed. Examples of a health condition that would need to be shared with the school nurse include severe allergies, asthma, diabetes, hearing loss, seizure disorder, etc. This would include situations when a physician recommends a student assume responsibility for self-medication. The nurse may request a release of information from the student's health care provider and the information may be shared with necessary District staff members on a need to know basis. Please contact the school nurse.

- **Individual Approaches**

The District will evaluate and determine whether a student's allergies rise to the level of a disability that requires accommodations. For those students who have allergies that do not rise to the level of disability, a designated team may develop an Individual Health Plan (IHP) and/or Emergency Action Plan (EAP). Staff who have a need to know about a student's allergies and plan will be informed and trained, and all staff members will follow any IEP, 504 Plan, IHP, and/or EAP.

A student's health information and individualized plan will be kept confidential and not shared with those who do not have a need to know unless authorized by the parent/guardian or as allowed by the Family Educational Rights and Privacy Act (FERPA). The District will communicate and collaborate at least annually with parents/guardians regarding the student's allergies, medications, restrictions/precautions, emergency contacts and any other relevant information to keep the student safe.

- **Immunizations and Vaccinations**

It is unlawful for any student to attend school unless the student has been immunized according to Missouri School Immunization Law or unless a signed statement of medical or religious exemption is on file at the school, which is described in all enrollment information. Parents/guardians should bring immunization records at the time of enrollment and obtain additional immunizations as required by state law.

- **Communicable Diseases**

The Cameron R-I School District follows the guidelines of the Missouri Department of Health and Senior Services as outlined in: "Prevention and Control of Communicable Diseases", for the exclusion of students with a communicable disease.

Parents/guardians must notify the District if their student has a communicable disease. Students should not attend school if they are experiencing a temperature of 100 degrees or above, and should not return until fever-free without medication for 24 hours. Parents/Guardians may-be required to provide written approval from the student's treating physician in order for their student to attend school. The District reserves the right to prevent student attendance until clarification or implementation of precautionary measures are in place. Parents/guardians are required to notify the District if they are have a student attending school who is HIV positive.

Medical information of students is highly confidential, and the District will take necessary steps to protect the medical information of students and ensure that such information is released only those with a need-to-know and/or individuals and entities who are required by law to be notified of certain health and medical information.

Students with a communicable disease who exhibit behaviors that increase the chances of their condition being spread to other individuals, may be subject to remedial action in accordance with the discipline code, and state and federal law.

The district will consult with local health officials and school nurses prior to making a decision to dismiss school or close a building based on health related concerns. The duration of school dismissals, if any, will be made on a case-by-case basis and will be made using Center for Disease Control and Prevention (CDC) recommendations.

- **Head Lice:** According to the recommendations from the American Academy of Pediatrics, The Harvard School of Medicine, and the Nation Association of School Nurses, routine schoolwide and classroom head lice screenings will not be conducted. Students demonstrating symptoms will be checked on an individual basis, as well as per parent request. If a student is found to have head lice, s/he will be sent home at the end of the day for treatment. If warranted, students with repeated or massive infestation may be sent home during the day. Parents of children in the affected child's classroom will be notified to check their child at home and treat them before the next school day, if appropriate. To re-enter school, the student must:
  - Have been treated with a medically approved lice and nit killer.
  - Have had all live lice removed from the hair shaft.
  - Have been checked by the school nurse.

After re-entering school, the student will be checked between five (5) and ten (10) days for re-infestation as needed per severity of the case. The Division of Family Services and the County Health Department will be notified of recurring infestations.

- **Illnesses/Injuries**

If an emergency situation should arise involving your child, the school nurse, designated school personnel and/or emergency medical personnel will care for the student and the parent will be contacted as soon as possible. **PARENTS ARE RESPONSIBLE FOR UPDATING THE SCHOOL WITH CURRENT EMERGENCY CONTACT INFORMATION.**

Students who become ill or need medical attention are instructed to obtain permission from their teacher and report to the school nurse. The nurse will determine appropriate treatment per direction from physician standing orders, and if a parent/guardian should be contacted. **DO NOT LEAVE CLASS OR SCHOOL GROUNDS WITHOUT PROPERLY CHECKING OUT THROUGH THE PRINCIPAL'S OFFICE.**

- **Health Screenings**

Vision and hearing screenings will be conducted during the school year for the designated grade levels and for students who are referred with a concern. Parents/legal guardians will be notified if their child fails a screening by a written referral letter. This letter must be completed by the student's parent/legal guardian and health care provider and returned to school. Students may be excused from any screening upon a written request from the student's parent/guardian.

- **Student Insurance**

Students participating in interscholastic athletics are required to have insurance coverage. This may be in the form of either family coverage or the coverage offered through the District. Missouri State High School Activities Association (MSHSAA), requires that a student be covered through insurance before being allowed to practice or compete for a school team. The student will not be allowed to participate in interscholastic practices or competitions until proof of insurance is provided.

## **Required Notifications**

**ESSA Complaint Procedures:** As participants of federal programs, the district provides complaint procedures for the school year. These forms can be found at the following link or obtained from the school office:

<https://dese.mo.gov/sites/default/files/qs-fedcomp-Complaint-Procedures-ESSA.pdf>

Upon your request, the school district is required to provide to you in a timely manner, the following information:

- 1) Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- 2) Whether the teacher is teaching under emergency or provisional status through which state qualification or licensing criteria have been waived.
- 3) Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- 4) What baccalaureate degree the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent:

- 1) Information on the achievement level of the parent's child in each of the state academic assessments
- 2) Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

**Protection of Pupil Rights:** For information on protection of pupil rights, please visit:

<https://www2.ed.gov/about/offices/list/ocr/frontpage/pro-students/protectingstudents.html>

**Suicide Awareness and Prevention Policy:** Cameron R-I School board policy regarding suicide prevention can be found on our district website under Policy JHDF: Suicide Awareness and Prevention found at

[https://simbli.eboardsolutions.com/SearchFiles/Search.aspx?S=111#elf\\_v1\\_RG9jdW1lbnQgSG9tZQ2](https://simbli.eboardsolutions.com/SearchFiles/Search.aspx?S=111#elf_v1_RG9jdW1lbnQgSG9tZQ2)

**Earthquake Safety:** In accordance with Missouri Revised Statute Section 160.455, Cameron R-I Schools is providing the following 31 link: [http://sema.dps.mo.gov/earthquake\\_preparedness/school\\_resources.php](http://sema.dps.mo.gov/earthquake_preparedness/school_resources.php)

**Notice Regarding Asbestos:** In Compliance with the US Environmental Protection Agency, (EPA), Asbestos Hazard Emergency Response Act (AHERA), we have performed school building inspections for asbestos-containing building materials and have developed an AHERA Asbestos Management Plan. This facility's findings and asbestos management plan is on file in the school administrative office, for public review. The EPA requires us to perform surveillance of the asbestos materials every six (6) months and to conduct re-inspections every three years. No significant changes in the asbestos materials condition were noted during the latest surveillance of this school/facility. All asbestos materials are in satisfactory condition and we shall continue to manage them in place, as recommended by the accredited management planner. The results of the surveillance are on file in the management plan in the facility's administrative office.

## **Trauma-Informed Strategies and Restorative Practices**

**Trauma Informed Schools:** Cameron R-I values the health and well-being of students and staff and has implemented a district initiative to be trauma-informed. Each building provides trauma-informed training for all staff throughout the school year and uses Restorative Practice strategies to assist students and staff in successfully navigating stress and adversity. For information about the trauma informed school initiative, please visit: <https://dese.mo.gov/traumainformed>.

## **Student Records**

## **F.E.R.P.A.**

The Family Educational Rights and Privacy Act, is a federal law whose purpose is to protect the rights and privacy interests of both parents and students with regards to students' educational records. School districts are required to notify parents and eligible students (18 years or older) of their specific rights under the Act. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA  
Are: Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## **Child Custody Guidelines**

The district will release a student to either parent unless the district has a valid court order directing otherwise or unless the parent requesting release is only entitled to supervised visitation. If district staff have concerns about releasing the student to a parent, the student may be held while additional precautions are taken, including, but not limited to, verifying custody orders, contacting the other parent or contacting appropriate authorities. Any questions concerning these actions need to be directed to the principal. Please understand that these policies are in place to keep your child safe and to help us act in accordance with the decisions of the court. Please settle all custodial issues at a location other than school and help us to maintain the school as a custody-issue free zone.

## **Directory Information**

Directory information is information about students that generally is not considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The District will designate the types of information included

in directory information and may release this information without obtaining consent from a parent or eligible student unless a parent or eligible student notifies the District in writing. Parents and eligible students will be notified annually of the information the District has designated as directory information and the process for notifying the District if they do not want the information released. Even if parents or eligible students notify the District in writing that they do not want directory information disclosed, the District may still disclose the information if required or allowed by law. For example, the District may require students to disclose their names, District email addresses in classes in which they are enrolled, or students may be required to wear or display a student identification card that exhibits information designated as directory information. The District designates the following items as directory information:

### **General Directory Information**

The following personally identifiable information about a student may be disclosed by the District without first obtaining written consent from a parent or eligible student: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); *student identification number; user identification used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records*; participation in District-sponsored or District-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the District; schools or school Districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

### **Limited Directory Information**

In addition to general directory information, a student's address, telephone number and email address; and the parents' addresses, telephone numbers and email addresses may be disclosed to: school officials with a legitimate educational interest; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services.

### **Military and Higher Education Access**

The District will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent or a secondary school student who is at least 18 submits a written request, the District will not release the information without first obtaining written consent from the parent of the student/eligible student.

Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a Family Educational Rights and Privacy Act (FERPA) release form. Parents/Guardians and/or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

### **School Cancellations, Early Dismissals, and or Alternate Snow Routes**

A broadcast will be made utilizing the school notification system through text, email and automated call. Announcements will also be made using Facebook, Twitter, television and radio. Please do not call the school or radio/TV stations for this information. If the day is designated an Alternative Method of Instruction (AMI) day, parents and students will be notified through the communication.

At times, school may dismiss early during the day. In the event such a closing should occur, a message will be sent and media notified. Students will be sent home using regular transportation procedures.

In case of emergencies or difficult road conditions, the district will utilize alternate snow routes. A list of bus stops and approximate pick-up and drop-off times can be found at:

## **Transportation Services**

### **Bus Information**

Students whose residence is more than 1 mile from the school building are eligible for bus transportation. Any student that has an IEP, which states that the student requires special transportation to and from school, will be provided free transportation between home and the special education program facility. If you need assistance arranging bus transportation for your child, or have questions or comments, please call Angel Reffitt, Durham School Services, at (816)632-2421.

School bus routes shall be based upon the permanent residences of eligible students. However, eligible students desiring transportation services to and from a location other than their permanent residence (alternate address) may be permitted to receive such services on a space-available, first-come, first-served basis. Transportation request forms shall be made available at the main office of each school building or on the school district's website.

Criteria for Approval:

1. Eligibility will be based on a student's permanent residence.
2. Space availability will be determined and granted to the student's permanent residence first before space will be made available for an alternate address.
3. Best practices dictate that bus routes are set up with consistency and student safety in mind. Accordingly, all morning and afternoon assignments must be consistent.

For example:

- Picked up at parent's house and dropped off at daycare Monday through Friday.
  - Picked up at daycare and dropped off at grandparent's house Monday through Friday.
  - Picked up at mom's house and dropped off at dad's house Monday through Friday.
4. Morning and afternoon must remain the same all five days of the week. Because of the large number of students transported by the district, the days of the week cannot be broken up (i.e. Mon, Tues, Fri to one location and Wed, Thurs to another location). It is safest for the student to utilize consistent routing.
  5. Students will be permitted to board assigned school buses only.
  6. Any and all variations to the assigned schedule will require the parents to provide transportation.

**If you desire to pick your child up instead of riding their regularly scheduled bus, you must notify the office by 1:00 pm so there is appropriate time for that change to be made. Changes will not be made past this deadline.**

### **Re-application**

Parents are required to reapply for ridership for their students each school year. If either the permanent residence or alternate address changes, both school and transportation office should be notified as soon as possible so that appropriate arrangements may be made.

If a student moves or the need for a permanent transportation change occurs, parents or guardians must make the request using the online form found at <https://forms.gle/Xs8BHSEAoizlKukm9>. The form is also available on the District webpage.

Parents requesting a permanent transportation change must make the request by Wednesday of the current week. The building administrator will approve or deny the request. If approved, the bus barn will contact the families. Approved transportation changes will take effect the following Monday.

Temporary transportation changes are not allowed, and the number of transportation change requests will be limited throughout the school year. If you have any questions regarding the form, please reach out to your child's school.

### **Bus Rules**

1. Follow the driver's instructions.
2. Sit in your seat facing the front of the bus with your feet on the floor.
3. No littering, marking on, or damaging the bus in any way.
4. No deliberate defiance - refusal to cooperate with the driver or other school staff member.
5. Keep all body parts and all other objects inside the bus and out of the aisle.
6. No crowding, pushing, fighting, teasing, or disturbing other riders. Keep hands, feet, and objects to yourself.
7. No yelling, screaming, arguing, cursing, using profane language or gestures.
8. No deliberate delay of loading or unloading of the bus.
9. No fighting or scuffling at the bus stops.
10. The use of tobacco or drugs in any form is prohibited.
11. No eating or drinking on the bus.
12. No getting on or off at an unassigned bus stop without written and signed consent from a school official.
13. No sexually oriented remarks, gestures, or contact with another student.
14. Radios, CD players, tape players, live animals, alcohol, glass items or containers, toys, skateboards, sharp objects, weapons, ammunition or any large object or playground items are not permitted on the bus.

A severe incident (fighting, vandalism, and possession of illegal or dangerous materials/items) may require suspension from the bus from one day to the remainder of the school. Buses carrying school children will be considered extensions of the school environment. Any student whose conduct on a school bus is improper or jeopardizes the safety of other students may have his or her rights to school bus transportation suspended for such a period of time as deemed proper by the building principal or designee. Uniform rules of conduct and disciplinary measures will be enforced. Conduct notices will be handled as follows:

1. First Notice: Student will be warned. A notice of the bus infraction will be sent to the parent/guardian, or parent phone call will be made.
2. Second Notice: The student will be removed from the bus for three (3) school days.
3. Third Notice: Student will be removed from the bus for five (5) school days.
4. Fourth Notice: Student will be removed from the bus for ten (10) days.
5. Fifth Notice: Student will be removed from the bus for the remainder of the school year.

Smoking and the use of other drugs or being in possession of a weapon or device used to inflict physical injury to another person is cause for removal from the bus for the remainder of the school year. In addition to possible suspension of bus privileges, students are subject to the applicable discipline consequences for any violation of school policy (see District discipline policies and procedures). Cooperation and support between home and school are very important to maintain good behavior and safety on the buses. Please review this information with your child and make your expectations clear. Should bus students misbehave at school and need to be detained after school, parents/guardians will be called immediately, or if possible be given one day's notice to make transportation arrangements.

In accordance with Missouri State Statute 569.155, parents and guardians are never allowed to board a school bus.

### **Riding Buses to Extracurricular Activities/Field Trips**

The transportation of students to and from extracurricular activities and field trips is a very important responsibility of the school. The students' safety is of paramount concern to the bus driver, coach, and activity sponsor. Students on a school bus being transported to an activity, remain the responsibility of the school. Based on student safety, the following policy is in effect:

1. Any student utilizing school transportation to an activity will ride the bus to the activity. If the parent or guardian wishes to transport their student home, they must sign their student out via a sign-out sheet provided by a designated

district employee. Students are not allowed to ride home with anyone other than parents unless permission has been arranged with the principal, sponsor, or coach in advance. NOTE: The coach or sponsor reserves the right to expect all students to utilize school transportation when returning home

2. A student involved in an activity is expected to ride the bus to the event. On rare occasions prior arrangements can be made for private transportation, providing this is done in advance and meets the approval of the sponsor and principal. A student involved in an activity which misses the bus will not be allowed to participate in the activity.

3. There will be a teacher/sponsor assigned to the students' bus for each extracurricular activity. This person and the bus driver will be in charge of the bus. While students are at the activity, this person will also govern students' actions.

4. If there is misbehavior on the bus or at the activity, that student will lose the privilege of riding the bus. The Student Code of Conduct and District Discipline Policy will apply.

5. There will be an assigned time for buses to leave the school.

### **Student Drivers**

Driving a motor vehicle is a privilege which, if abused, can be revoked. Please read the following information so that you understand your responsibilities associated with this privilege. Students will be assigned a parking spot with a number. All students are to park in their designated spot. If any vehicle is parked illegally, the student responsible will be subject to consequences according to school policy. There will be a 20-dollar parking fee that will pay for your parking space for the year (after January 1st the permit will cost 10 dollars). A Cameron R-I School District Drug Testing Consent Form must be signed and returned to the front office in order to park on school grounds. \*Any student who opts out of the random drug testing will not be able to park on school grounds.\* Once given a pass it must be displayed when on school property. Once all parking spaces are full, we will not grant any more parking permits!

All drivers must secure a parking permit by completing an application that contains the following information:

- A. License number of vehicle
- B. Operator's permit number
- C. Color, make and model of vehicle
- D. Owner's name
- E. Insurance company

This information must be on file in the office. If a student knows he/she will be driving more than one vehicle to school, they should fill out a separate information card for each vehicle. Failure to comply with this policy will result in loss of parking and driving privileges until the vehicle in question is properly registered.

Once a student parks his/her vehicle it must remain parked until the student leaves for the day, or unless the student has received permission to leave by the Principal or Assistant Principal. Students are not allowed in the parking lot during school hours without permission from the Principal, Assistant Principal, or a supervising teacher. Students will only drive vehicles on areas designated for vehicle operation (i.e. not on curbs, parking stops, sidewalks, etc.) and will only park in designated parking spaces. Loss of parking and driving privileges may occur if a student ignores this policy.

### **Discipline**

#### **Student Code of Conduct**

The District believes students deserve the right to participate and learn in a safe environment which allows teachers to focus on instruction that accelerates achievement. To ensure that school is a quality atmosphere for all students at all times, the code of conduct and discipline policies outline consequences for misconduct that occurs at school, during a school activity whether on- or off-campus, on District transportation, or misconduct that involves the use of District technology. Additionally, the District may use its authority to address behavior that occurs off-campus if it interferes with the operation of the school or endangers the safety of students or staff.

Failure to obey standards of conduct may result in, yet is not limited to, verbal warning, community service, confiscation of property, principal/student conference, parent contact, loss of credit, grade reduction, course failure, removal from extracurricular activities, revocation of privileges, detention, in- or out-of-school suspension, expulsion, and report to law enforcement. The Board authorizes the immediate removal of a student who poses a threat to self or others as determined by the principal, Superintendent, or the School Board. Corporal punishment is strictly prohibited as a method of discipline. Reasonable force may be used, when necessary, for the protection of a student or others and property. The District prohibits confining a student in an unattended, locked space except for an emergency situation while awaiting the arrival of law enforcement personnel. If a student is suspended or expelled, the student will not be allowed within one thousand feet of any school property in the District or any District-sponsored activity, whether or not the activity takes place on District property.

### **District Policy for Discipline and Definitions**

Acts of violence or violent behavior - The exertion of physical force with the intent to do serious physical injury while on school property, including District-transportation and school activities.

Corporal Punishment – The intentional infliction of physical punishment, usually in the form of spanking, as a method of student discipline.

Detention – A form of student discipline that requires students to attend a before and/or after school setting which monitors and restricts student activity. Students may be assigned a 30-minute after school detention, 1-hour after school detention or a 3-hour Wednesday night school depending on the student incident. Missed detentions will result in additional consequences.

Expulsion – A form of student discipline which removes and excludes a student from school for an indefinite period of time. Students who are expelled are entitled to due process rights.

In-school suspension – A form of student discipline which consists of removing the student from normal classes during the day and assigning the student to an in-school suspension program or class for a specified period of time. Students will be required to complete all assigned work while in ISS. Students that are unable to follow the guidelines and expectations of ISS may be removed from the setting with assigned further discipline. Students assigned to ISS are unable to practice, participate or attend extra curricular activities until the following day their ISS ends.

Need to know – A requirement to report acts of school violence to school personnel who are directly responsible for a student's education and who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

Out-of-school suspension – A form of student discipline which removes and excludes a student from school for a defined period of time. Students who are suspended are entitled to due process rights. Students are required to complete all assigned work while being suspended. Students assigned OSS are not permitted on school property or attend school events until their suspension is over.

Physical Restraint – The use of person to person physical contact to restrict the free movement of all or a portion of a student's body. It does not include briefly holding a student without undue force for instructional or other purposes, briefly holding a student to calm the student, taking a student's hand to transport him or her for safety purposes, physical escort, or intervening in a fight.

Restitution – The requirement of a student to return or pay for stolen goods or damaged property.

The District is responsible for the care and supervision of students and holds students accountable for their conduct in school, on District property, including District transportation, and during District-sponsored activities in order to ensure the safety of all students and maintain an atmosphere where orderly learning is possible and encouraged. The District

discipline policy and procedures will be provided to every student at the beginning of each year, be published on the District website, and made available in the school office during normal business hours.

If a student engages in an act of violence, a school administrator will report the information to teachers and other District employees who are responsible for the student's education or otherwise interact with the student on a professional basis while acting within the scope of their assigned duties. Additionally, school administrators will report to the appropriate law enforcement agencies any crimes as required by law.

Students with disabilities will be disciplined in compliance with state and federal laws per the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Plan, and any regulations and state and local compliance plans, which includes due process rights as afforded to all students. Additionally, a student's Individual Education Plan (IEP), including any portion that is related to past or potentially future violent behavior, to appropriate staff members with a need to know.

Information regarding a student's misconduct and discipline is confidential and only shared with those who have a need to know. Teachers and other authorized District personnel shall not be civilly liable when acting in conformity with District policies, including the discipline policy, or when reporting acts of school violence to a supervisor or other person as mandated by law.

### **Standards of Conduct and Consequences**

No document can identify every possible offense that could potentially result in disciplinary action. This code identifies most offenses constituting a failure to obey the standards of conduct set by the Board. However, when circumstances warrant, the principal, Superintendent, and/or Board may impose consequences for misconduct not specifically outlined in this document.

Failure to obey standards of conduct may result in, yet is not limited to, verbal warning, community service, confiscation of property, principal/student conference, parent contact, loss of credit, grade reduction, course failure, removal from extracurricular activities, revocation of privileges, detention, in- or out of school suspension, expulsion, and report to law enforcement. The Board authorizes the immediate removal of a student who poses a threat of harm to others as determined by the principal or Superintendent. If a student is suspended or expelled, the student will not be allowed within one thousand feet of any school property in the District or any District-sponsored activity, whether or not the activity takes place on District property.

This code applies to all misbehavior committed by a student on District property, at any school-sponsored activity or event whether on or off campus, and District transportation. Additionally, the District may use its authority to address behavior that occurs off-campus if it interferes with the operation of the school or endangers the safety of students or staff.

<b>Prohibited Conduct</b>	<b>Definition</b>
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication or information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person's work, failure to contribute to a team project, or other misconduct related to academic work.
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.

Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.
Assault, Third or Fourth Degree	Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.
Automobile/Vehicle Misuse	Discourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow the directions given by school officials or failure to follow established rules for parking or driving on district property.
Bullying and Cyberbullying	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying through the transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. Students will not be disciplined for speech in situations where the speech is protected by law.
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the district.
Cell Phone/Improper Use of Electronic Device	Using, displaying or turning on any electronic devices including phones, personal digital assistants, personal laptops, electronic communication devices, gaming, music devices, video cameras, phone cameras, headphones, ear pods, or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

Dishonesty	Any act of lying, whether verbal or written, including forgery.
Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gestures directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.
Drugs/Alcohol/Tobacco/E-Cigarettes	The use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events.
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.
Fighting	A conflict: verbal, physical, or both, between two or more people.
Firearms	Possession or use of a firearm as defined in 18 U.S.C. § 921 or 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).
Fireworks or Incendiary Devices	Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.
Harassment, including Sexual Harassment	Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed that cause another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.
Hazing	The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.

Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other possessions not approved for educational purposes.
Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.
Public Display of Affection	Physical intimacy in view of others that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.
Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement.
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.
Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for their safety of themselves or property.
Unauthorized Entry	Entering a district facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.

Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.
Weapons (Other than Firearms)	Possession or use of any weapon as defined in District rules, other than those defined by 18 U.S.C. § 921, 18 U.S.C. § 921(g)(2) or § 571.010, RSMo.

### **Bullying, Hazing, and Cyberbullying**

The District strictly prohibits bullying, including hazing, and cyberbullying on school grounds, at any school function, or on District transportation.

*Bullying* means intimidation, unwanted aggressive behavior or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting such acts.

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

*Anti-bullying Coordinator* – The Superintendent will ensure an individual at each school is designated to serve as the anti-bullying coordinator. All anti-bullying coordinators will be teacher-level or above and a list of coordinators will be kept on file at the District administration office and updated annually. Additionally, a District anti-bullying coordinator will be designated. The building anti-bullying coordinator is the principal, who may be reached by calling the school's office.

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

### **Reporting Bullying or Cyberbullying**

District employees are required to report any instance of bullying of which the employee has firsthand knowledge. Any employee, substitute, or volunteer who witnesses an incident of bullying must report the incident to the building anti-bullying coordinator within two (2) school days of witnessing the incident. If the anti-bullying coordinator is unavailable or is the subject of the report, the employee should contact the District's Compliance Officer. In addition, all District employees, substitutes, or volunteers must direct all persons seeking to report an incident of bullying to the building anti-bullying coordinator.

Any individual making a verbal report of bullying will be asked to submit a written complaint to the anti-bullying coordinator. If the person refuses or is unable to submit a written complaint, the anti-bullying coordinator will summarize the verbal complaint in writing.

When an anti-bullying coordinator is informed about a possible bullying or cyberbullying incident, verbal, written, or otherwise, the District will conduct a prompt, impartial, and thorough investigation to determine whether misconduct, including unlawful conduct, occurred. The District will implement interim measures as necessary. When it is determined

that bullying or cyberbullying occurred, the District will take appropriate action for violations of District expectations and rules. Reporting forms can be found on the school's web site at <http://www.cameron.k12.mo.us/o/cameron-r1-school-district/page/bullying-reporting-forms?mode=edit> and are available in the school office.

Any student that witnesses an act of violence or hears a threat of violence should immediately report the event to school officials and are encouraged to use *Courage to Report* which notifies law enforcement agencies of the situation. Families can submit a report by calling, 1-866-748-7047 or on line at <https://www.mshp.dps.missouri.gov/MSHPWeb/Courage2ReportMO/index.html>

### **Investigation**

Within two (2) school days of receipt of a report of bullying or cyberbullying, the anti-bullying coordinator or designee will initiate an investigation of the incident. The school principal may appoint other school staff to assist with the investigation. The investigation will be completed within ten (10) school days from the date of the written report unless good cause exists to extend the investigation. A copy of the written report of the investigation and results will be sent to the District anti-bullying coordinator and included in the files of the victim and the alleged or actual perpetrator of bullying or cyberbullying. All reports are confidential in accordance with law and District rules.

### **Retaliation**

The District prohibits reprisal or retaliation against any person who reports an act of bullying or cyberbullying, testifies, or participates in any manner with an investigation proceeding, or hearing. The District will take appropriate remedial action for any student, teacher, administrator, or other school personnel who retaliates.

### **Consequences of Bullying, Cyberbullying, or Retaliation**

When the District receives a report of bullying, cyberbullying, or retaliation, interim measures to protect the victim(s) will be taken. If an investigation determines that bullying, cyberbullying, or retaliation occurred, the District will act to end the bullying, cyberbullying or retaliation.

Students who are determined to have participated in bullying, cyberbullying, or retaliation will be disciplined in accordance with the District discipline policy. Consequences may include, but are not limited to, loss of privileges, detention, in- or out-of-school suspension, expulsion, and referral to law enforcement. Any determination of consequences will consider factors such as the age of the student(s), developmental level of the student(s), degree of harm, severity of behavior, disciplinary history, and other educationally relevant factors.

District employees and substitutes who violate this policy will be disciplined, up to and including termination. Volunteers, visitors, patrons, or others who violate this policy may be prohibited from District property or activities, or other remedial action.

The District will:

1. Provide information and appropriate training to District staff who have significant contact with students regarding the policy.
2. Provide education and information to students regarding bullying, including information regarding the District policy prohibiting bullying, the harmful effects of bullying, and applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, cyberbullying, and/or retaliation against any person who reports an act of bullying.
3. Instruct school counselors, school and licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for overcoming bullying's negative effects. Techniques will include, but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself/herself assertively and effectively; helping the student develop social skills; and/or encouraging the student to develop an internal locus of control.
4. Implement programs and other initiatives to address and respond to bullying in a manner that does not

stigmatize the victim and make resources or referrals available to victims of bullying.

Complaints alleging unlawful discrimination, harassment, or retaliation in violation of District policy will be referred for investigation to the District Compliance Officer.

### **Prohibition Against Harassment, Discrimination, and Retaliation**

The Cameron R-1 Public Schools Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The district provides equal access to the Boy Scouts and other designated youth groups.

### **Reporting Sexual Harassment or Title IX Retaliation**

Anyone who believes that they have been discriminated, harassed, and/or retaliated against in violation of this policy should report the alleged discrimination, harassment and/or retaliation to the District's Compliance Officer. The District designates the following individual to act as the District's Compliance Officer:

Dr. Valerie Utecht, Assistant Superintendent  
423 North Chestnut  
Cameron Mo. 64429  
816-882-1068

For further information on notice of non-discrimination, visit <http://wderobcolp01.edu.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481. All employees, students, and visitors who have witnessed any incident or behavior that could constitute discrimination, harassment, or retaliation under this policy must immediately report such incident or behavior to the District's Compliance Officer for investigation. All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

### **Student Searches**

Desks, lockers, cubby's, and other District property provided for student use are subject to periodic and random inspections without notice. The district will conduct periodic and unannounced administrative searches of lockers and other district equipment. Drug dogs may be used to indicate the presence of alcohol, drugs, and other prohibited substances on campus including the parking lots. Each student may be assigned a locker if available and applicable.

Student property may be searched based upon reasonable suspicion of a violation of school rules or law and an examination of facts, credible information, or reasonable inferences based upon the facts and circumstances. Searches of bags, purses, coats, electronic devices and other personal possessions and cars will be conducted in the presence of an adult witness and in accordance with the law.

Students are allowed the privilege of parking on school premises. The District has the authority to monitor vehicles and the parking lots of its campuses. The interior of a student's vehicle may be searched if the administration has reasonable suspicion that the search will reveal evidence that the student has or is violating school rules and/or the law.

Law enforcement will be contacted if a search produces a controlled substance, drug paraphernalia, weapons, stolen goods, or evidence of a crime.

### **Student Alcohol/Drug Abuse**

The District takes measures to foster a safe and drug-free learning environment that supports student engagement and development. Therefore, educational programs are provided to help students cultivate healthy lifestyles and

age-appropriate drug awareness. All use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events is strictly prohibited. Suspected or known violations of the District policy should be immediately reported to school authorities. Any incidents that violate this policy are subject to disciplinary action and notification to law enforcement. Any confiscated substances will be turned over to law enforcement.

In cases where it is necessary for a student to take prescription or over-the-counter medications during the school day, the medication must be documented by the nurse's office in accordance with written label directions and parental permission in compliance with District rules. (See the handbook's section on Administration of Medication for more information.)

Any drug/alcohol offense may result in one or more of the following: Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion, restitution if appropriate, loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges, and referral to law enforcement.

Students will be drug tested if administration reasonably suspects the student is under the influence.

### **Weapons in School**

The District strictly prohibits unauthorized possession or use of weapons on District property, at District-sponsored activities, either on- or off-campus, and District transportation. Weapons will be confiscated and reported to law enforcement authorities.

Examples of prohibited weapons may include, but are not limited to blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, switchblade or any knife, mace spray, or any other items customarily used, or which can be used, to inflict injury upon another person or property.

By law, a student who brings a weapon prohibited by law on school property will be expelled or suspended from school for at least one calendar year and referred to law enforcement. The expulsion or suspension may be modified on a case-by-case basis upon the recommendation of the Superintendent to the Board of Education. Other provisions of the discipline code related to the offense may be applied in addition to the consequences required by law. Students with disabilities who violate this policy will be reviewed under the provisions of the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act.

### **Instruction**

#### **Alternative Methods of Instruction (AMI)**

The Cameron R-1 District will utilize an Alternative Methods of Instruction (AMI) Plan in the 2022-2023 school year. The AMI Plan will be utilized on days school is closed due to inclement weather, exceptional emergency circumstances, natural disasters or an outbreak of a communicable disease.

The AMI plan will allow the district to be forgiven attendance for up to 36 hours of designated AMI days. To consider an AMI day as a day of attendance, students will be required to complete and submit assigned work. Students who do not complete and submit assignments when returning to school, will be marked absent for that class/subject, and will receive consequences for missing classwork or homework.

AMI resources include both packets and on-line and will be offered at the start of the school year. Families will be notified using the alert system that the day is designated as an AMI day. Extended building closures could change due dates and grading policies of AMI instruction. If this happens, students and parents will be notified of the change.

### **A+ Program**

The purpose of this manual is to provide a clear understanding of the various aspects of the A+ Schools Program. There are many guidelines established by the law that Cameron High School (CHS) must implement and follow. These policies and the benefits of participating students are explained here. A+ funding is dependent upon the availability of state appropriations from the Missouri General Assembly. It is the responsibility of the A+ Schools Coordinator to administer the program in a fair and consistent manner.

It is the responsibility of the students and parents to read this manual carefully to understand all the guidelines and regulations before signing the Student Participation Agreement.

Becoming A+ Eligible and the Benefits

Students must be a U.S. citizen, permanent resident, or otherwise lawfully present in the United States. If a student meets this requirement, they must then meet the requirements below to be eligible for the financial incentives of the A+ School Program.

Students meeting these requirements at graduation will be certified by CHS as an A+ Student.

- Sign an A+ School Agreement
- Attend an A+ designated school for the three consecutive years prior to graduation
- Graduate with at least a 2.5 grade point average during high school
- Hold a 95% attendance record cumulatively in grades 9-12
- Perform 50 hours of unpaid, academic tutoring of which 12 hours may include school-approved job shadowing
- Maintain a record of good citizenship and avoid the unlawful use of drugs
- Achieve a proficient or advanced score on the Algebra I EOC exam OR a higher level math EOC (Geometry or Algebra II) OR meet the following ACT and GPA requirements:

ACT Math Score (Only)	GPA
17	2.5 or greater
16	2.8 or greater
15	3.0 or greater

Make a good faith effort to first secure all available federal post-secondary student financial assistance funds that do not require repayment. Complete and submit FAFSA during senior year. Register with Selective Services if applicable.

Students meeting all of these requirements can be eligible to receive A+ funds, as currently provided by Missouri, for use at any Missouri public community college or vocational technical school. A student must be considered a full-time student by the post-secondary institution and maintain a 2.5 GPA to continue receiving the incentive. These incentives will be available for four years after the student’s date of graduation from Cameron High School. Incentives depend on continued funding by the Missouri General Assembly and annual re-designation of Cameron High School by the Department of Elementary and Secondary Education (DESE).

Signing the A+ Agreement

An A+ School Agreement must be completed with all the appropriate signatures. The agreement simply states that the student and parents are aware of the A+ Schools Program requirements and incentives.

Enrolling in an A+ School

- If a student withdraws from CHS or transfers to a non-A+ school after the beginning of their sophomore year, the student will not be considered eligible for the A+ Schools Program.
- If a student transfers to CHS after the beginning of their sophomore year, the student may only participate in the program if the school transferred from was a designated A+ School.

Maintaining the A+ GPA

The student must graduate from high school with a minimum GPA of 2.5 on a 4.0 scale; 2.49 renders the student “uncertifiable.” The cumulative GPA is applicable to all four years of the student’s enrollment in high school.

### Meeting the A+ Tutoring Requirement

The A+ Schools Program requires that students complete 50 hours of academic tutoring. Before beginning this requirement for A+ certification, a student must have a signed A+ contract on file in the A+ Coordinator's office.

The following guidelines are to be used for all tutoring experiences:

- The A+ Coordinator must approve tutoring. Approved activities will be posted in the daily bulletin.
- An A+ Tutoring Log must be kept by the student and turned in. The school sponsor who supervises the tutoring time must sign this log, and the A+ Coordinator will verify hours.
- Students are expected to behave responsibly while tutoring. This includes notifying the tutoring supervisor before absences. It is important to the success of the programs involved that A+ students remain dedicated to their responsibility. Students failing to behave responsibly may be removed from the tutoring experience. A pattern of problems can lead to dismissal from the A+ program.
- No financial compensation may be accepted for tutoring activities.
- Students can count 25% of the 50 hours from job shadowing. The job shadow experience must be approved by the A+ Coordinator before it is completed. See the A+ Coordinator for the preapproval form.

### Meeting the Attendance Requirement

To be eligible for the A+ School Incentive, a student must have a 95% (approximately no more than 8 days absent each year) cumulative attendance record for each year of high school. A student who does not meet the 95% attendance requirement will not be eligible for the A+ financial incentive.

The following attendance guidelines are required of all students participating in the A+ Program:

- A cumulative attendance record will be kept from the beginning of the A+ student's high school career until graduation.
- The high school office keeps the official record of attendance. Students attending Hillyard Technical Center will have their attendance reported daily and their records maintained in the high school office.
- Parents, guardians, and students will be provided information that includes the student's attendance record each semester.

After receiving this information, the parent, guardian, or student should complete the appeals process if they feel the situation is chronic and/or beyond the student's control. A letter from the physician is required to verify the appeal.

Anyone making an appeal should use the A+ Attendance Appeal Form available in the A+ office.

Students, who will be missing school for a long period of time due to hospitalization, illness, etc., must call the school and request homebound instruction, which helps the student maintain academic growth and avoid absences.

### Being an A+ Citizen

Participation in the A+ Schools Program is an honor and a unique privilege for Cameron High School students. Students who participate in the program are expected to conform to a higher standard of conduct than is applicable to non-participants. Students pursuing the A+ Incentive must maintain a record of good citizenship and avoid the unlawful use, possession, and distribution of drugs and alcohol.

Certification of good citizenship will be based on the official discipline record maintained in the Administrative Offices at Cameron High School. Consequences for infractions of the discipline code are assigned by the Assistant Principal and that administrator is responsible for certifying the accuracy of the student's discipline record.

An A+ student will not possess, sell, transfer, distribute, or use any drug (1) on school property, (2) at school events or activities away from campus, (3) off-campus during non-school or school hours, or (4) test non-negative on a school drug test. In other words, drug possession, sale, transfer, distribution or use is not permitted regardless of location and time of day. For purposes of this rule, the term "drug" includes any illegal drug, alcoholic beverage, illegally possessed prescription drug, controlled substance, drug paraphernalia, or item which by markings or by representations made, is represented to be a drug.

The following offenses will result in immediate removal from the A+ school program:

Possession, use, sale or transfer of alcohol or drugs

Possession of drug paraphernalia

Criminal activity as defined by the Safe Schools Act:

- First and second degree murder
- Kidnapping
- First and second degree assault
- First and second degree burglary
- Robbery
- Distribution of drugs
- Distribution of drugs to minors
- First degree arson
- Voluntary/involuntary manslaughter
- Sexual assault
- Felonious restraint
- Property damage
- Possession of a weapon (under weapon provisions of Chapter 571 Missouri revised statutes)
- Assault on a student
- Intimidation of school staff
- Physical threat to staff
- Vandalism/theft
- False fire alarm/bomb threats and misuse of emergency equipment
- Serious sexual misbehavior/exposure
- Possession of dangerous items
- Dangerous behavior
- Expulsion from school

#### Probation

Disciplinary offenses, other than an offense that causes immediate removal from the program as indicated above, will result in the student being placed on probation. The probation period will be one calendar year. For example, a student placed on probation April 21 will be on probation until April 21 the following year.

- any student who, in the opinion of school administrators, exhibits a continuous pattern of disruptive behavior as recorded in his/her discipline record will be placed on probation; and
- any student placed in a short-term (10 school days or less) out of school suspension will be placed on probation for the first offense. A second short-term suspension will immediately remove the student from the A+ program.

Good citizenship outside the school setting is of equal importance. Records from the Office of Juvenile Services or law enforcement are available to Cameron High School as established under the Safe Schools Act. This information will be used in determining citizenship and will have the following effect upon the student's participation in the program.

Any student receiving a misdemeanor charge will be placed on probation. A second offense will result in immediate removal from the A+ program. Any student will be removed from the program if the District receives notice under the Safe Schools Act that:

- A Criminal Petition has been filed against the student pursuant to Section 167.115 of the Missouri Revised Statutes.
- The student has been the subject of a criminal charge, petition, indictment or information, adjudication, or conviction of a crime (that, if committed by an adult, would be a crime) that is listed in Section 167.171.3 of the Missouri Revised Statutes.

- A student may only be reinstated to the program if the student produces proof that the relevant criminal action has been expunged or dismissed without any consequence to the student. A student will not be reinstated if he/she receives probation, suspended imposition of sentence, a plea bargain, court supervision and/or monitoring in lieu of further prosecution, or a dismissal based upon another type of agreement with juvenile, prosecution, probation, or judicial authorities or officials.

Each student's citizenship record is subject to review by the A+ Student Review Committee. Participation in the program is a privilege and not a right. However, to minimize the risk of erroneous removal of a student from the program, the District will provide the following appeals opportunity to a program participant who has engaged in conduct that is prohibited under the standards indicated above.

#### Attendance or Review Process

An A+ Student Review Committee will be composed of the following:

Guidance Counselor  
High School Principal  
A+ Coordinator

After the Student Review Committee reaches a decision, the A+ Coordinator will notify the parents by letter. If the decision made by this committee is deemed unsatisfactory, then a second review may be requested by notifying the coordinator within five working days of receiving the notice. The Board of Education, or a committee created by the Board, will review the appeal. The coordinator will provide notice of the appeal to the Board along with a copy of the reason for the expulsion. The Board or the Board's committee will hear the student's appeal in closed session within 20 working days of having received the notice of appeal. The Board will notify the student of its decision in writing within five working days of hearing the appeal.

#### Making a Good Faith Effort

A+ Students are required to make a good faith effort to secure all available federal post-secondary student financial assistance funds that do not require repayment. Parents must complete and file the Free Application for Federal Student Aid (FAFSA) before A+ funds will be released to the student. The FAFSA summary report must be sent to the community college or public vocational/technical school that the student is planning to attend. A+ incentives will only be awarded to reimburse the unpaid balance of the cost of tuition and fees after available federal post-secondary student financial assistance funds have been applied to these costs.

#### Selective Services

Eighteen year old males are bound to register with the federal Selective Services. Registration may be completed at [www.sss.gov](http://www.sss.gov).

#### Monitoring and Certification of A+ Students

At the end of each semester, students who are participating in the A+ Program will have updated information on the student's report card reporting their progress in the required areas. Any questions or concerns should be directed to the A+ Coordinator. At the end of each school year, the A+ Coordinator will review all records of A+ seniors, and the names of eligible students will be submitted to DESE for certification immediately following graduation.

#### Assessment Program

The district will use assessments as one indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The Board directs the superintendent or designee to create procedures governing assessments consistent with law and Board policy. In cooperation with the administrative and instructional staff, the Board will regularly 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). Parents should reference Policy IL for additional information regarding assessments and requirements.

End-of-Course (EOC) assessments are taken when a student has received instruction on the Missouri Learning Standards for an assessment, regardless of grade level. EOC assessments are available only online, unless a student's IEP indicates that a Braille, Large Print, or Paper/Pencil form is needed. Missouri's suite of available End-of-Course assessments includes: English I, English II, Algebra I, Algebra II, Geometry, American History, Government, Biology and Physical Science.

Districts must ensure that students completed EOC assessments in Algebra I, English II, Biology, and Government prior to high school graduation. For students who complete the Algebra I EOC assessment in eighth grade, Algebra II is the required high school mathematics assessment for accountability purposes.

### **Human Sexuality**

Students will be provided instruction regarding human sexuality that is appropriate for students' age and gender. District Policy provides information about the requirements related to content. Parents/guardians have the right to remove their student from any part of human sexuality instruction. All curriculum materials used in the District's human sexuality instruction are available for review prior to its use in instruction.

Curriculum will be offered to students regarding the characteristics of, and ways to identify, sexual predators; the safe and responsible use of the Internet including the dangers of online sexual predators; the potential consequences of inappropriate texting and the importance of open communication with responsible adults regarding any inappropriate situation, activity, or abuse.

### **Grading and Reporting System**

PowerSchool provides direct access to your school from any Internet connection and is found at <https://cameron.powerschool.com/public/>. The PowerSchool mobile app is also available in both Android and Apple and can be downloaded for free.

PowerSchool allows parents to:

1. receive automated progress reports by email daily, weekly, or monthly;
2. access their student's performance;
3. have better communication with teachers;
4. track assignments, tardies and attendance;
5. access the daily bulletin.

PowerSchool allows students to:

1. have access to assignments and information about their academic progress
2. track grades and credits
3. check graded homework or missing assignment

The following percentage scale shall be used for determining grades:

Grading Scale:

A	4.0	95-100%
A-	3.67	90-94%
B+	3.33	87-89%
B	3.0	83-86%
B-	2.67	80-82%
C+	2.33	77-79%
C	2.0	73-76%
C-	1.67	70-72%
D+	1.33	67-69%
D	1.0	63-66%

D-	.67	60-62%
F	0	59% below

### **Progress Reports**

Progress reports will not be sent home with students or mailed to their residence. Student progress can be monitored constantly throughout the year using the Powerschool app. We encourage you to contact your student's teacher if you have questions or concerns about their progress.

Students will receive finalized grades at the end of each semester. If you would like a printed copy of their semester grade report please notify the office.

### **Retention and Promotion**

Students must successfully complete 6 credits per academic year to remain on track to graduate with their cohort. Students falling behind on credits will be required to take courses through our academic credit recovery program during summer school and/or academic school year.

### **Grade Level Promotion Policy**

Students must have the following minimum total number of credits to be promoted with their class:

Sophomore = 6 credits

Junior = 12 credits

Senior = 18 credits

### **Summer School Requirements**

Students who are attending summer school will take a course due to one or more of the following:

- Credit recovery for a course(s) the student has received a 50 – 59% grade and the course(s) is a graduation requirement. The highest grade a student can earn is a 60%/D- grade and will impact the GPA.
- The student received below 50% in a course. The course will need to be re-taken.
- Courses the student has never taken before but needs additional credit to stay on track for graduation with their cohort. These courses will require 60 hours of seat time and a passing grade.

Credit Recovery will be assigned as follows:

1. Courses failed will be recovered in the areas in which the student has not shown proficiency standards. The classroom teacher will provide a list of what standards will need to be recovered.
2. Credit recovered will only be able to earn a D-.
3. Courses failed at 50% or higher in the fall semester can be recovered without the required seat time of 60 hours during ACR of the spring semester. Courses failed at 50% or higher in the spring semester will be recovered during summer school without the 60 hours of seat time.
4. Courses failed below 50% in either semester can only be recovered with 60 hours of seat time and a passing grade during summer school or by retaking the course.

5. If summer school is not effective in recovering the credit lost, then the teacher and the principal will decide whether the student will need to take the course over, or if the ALS system is required.

### **Tutoring Requirement**

Dragon Time is a designated time during the school day to allow our students to engage in more meaningful activities with teachers and other students to raise academic achievement. Teachers have intervention time embedded into the regular school day for tutoring, make-up assignments, EOC/ACT testing practices, basic math skill practice, writing skills, homework help, Advanced Placement/Dual Credit support and test preparation. Dragon Time will follow 5th period.

Teachers may request students to their classrooms for help during Dragon Time by issuing students tickets or by contacting the student's Dragon Time teacher. Invitations hold priority over club or activity meetings. Students that choose not to report to their requesting teacher will be considered Truant (skipping class).

### **Academic Honors and Awards**

#### **Eligibility for Graduation Honors**

**\*TOP TEN PERCENT:** A senior student must have been enrolled at Cameron High School the first week of school, and attended both semesters, to be eligible for the "Top Ten Percent" honors.

Students will be recognized for their academic accomplishments using the Latin System. GPAs for determining where students rank in the Latin System will be computed to two decimal places. The Latin System recognizes graduating seniors as follows:

Summa Cum Laude	GPA 4.01 and higher
Magna Cum Laude	GPA 3.90 – 4.00
Cum Laude	GPA 3.75 – 3.89

#### **CHS Academic Letter**

*Students can earn an Academic Letter each year if they meet the following requirements:*

- Must be enrolled at CHS by the end of 1<sup>st</sup> Quarter.
- Must be enrolled in 1 class from each of the 4 core areas: math, language arts, social studies, and science.
- Must be enrolled in a total of 7 courses each semester.
- Must have maintained a 3.2 GPA through the last grade check of the school year.
- A student may be eligible for 4 consecutive years, beginning with the initial enrollment in grade 9.
- Any student receiving a failing grade in any class, in any grading period will be ineligible for this award.

### **Weighted Classes**

CHS offers distinction points for students taking our upper level coursework. All weighted classes will receive .5 distinction points. For instance, a student earning an A in a non-weighted course would receive 4.0 points towards their GPA. A student earning an A in a weighted course would receive 4.5 points towards their GPA. Courses receiving distinction points: Dual Credit, Advanced Placement (AP), On-line College courses, PLTW courses receiving college credit.

### **Graduation Requirements**

The Course Description Handbook is updated annually to reflect the district curriculum at the high school level.

The graduation requirements for 2024 are listed below:

## CAMERON R-1 COLLEGE PREP DIPLOMA

Any Cameron R-1 student who meets the following requirements will be eligible to graduate with the Cameron R-1 College Prep Diploma:

- The student will have completed all of the requirements for the A+ Program.
- The student will have taken at least one class in each of the four core areas for all 4 years of high school.
- The student will have a cumulative GPA of at least 3.0; or have earned an ACT score that is above the Missouri state average.
- The student will have taken the ACT / SAT / ASVAB / Accuplacer/ WorkKeys before the 2<sup>nd</sup> semester of their senior year.
- The student will have taken a minimum of four AP/Dual Credit courses.

Subject	Cameron College/Career Preparatory Diploma	Cameron R-1 Diploma
Communication Arts	4	4
Mathematics	4	3
Science	4	3
Social Science	4	3
Personal Finance	.5	.5
Health	.5	.5
Physical Education	1	1
Electives*	6	9
Total	24	24

## **Class Rank**

Class rank will be determined by students' cumulative GPA after completion of their 8th semester. Students graduating early will not be calculated into class rank.

### **Transfer Students**

Withdrawals students will be given a checkout form to facilitate leaving school. This form is to be returned to the guidance office after each teacher has signed indicating all work has been completed, no fines are owed, and all materials have been returned. By advance planning, particularly near the end of a grading period or semester, a student may be able to complete the work necessary for a grade or credit.

### **Early Graduation**

Senior students able to complete graduation requirements after their seventh semester may be allowed early graduation. Students will need to complete the application process in the spring semester prior to their senior year. More information is available in the guidance office.

The student who chooses early graduation will be allowed to participate in the spring graduation ceremonies but will be considered an alumnus for all other activities.

### **Graduation**

\*Participation in the graduation ceremony is a privilege and not a right. A student must maintain 90% attendance his/her senior year and be in good standing in order to participate in graduation exercises.

\*If seniors do not meet the graduation requirements, they will not be allowed to walk during graduation ceremonies. Foreign Exchange students will be allowed to walk for the cultural experience.

\*Students are required to dress nice for graduation. Males must wear long pants (no Jeans) and dress shoes. Females must wear dresses or slacks (no Jeans). Also, for graduation pictures males are to wear collared shirts and females must wear a blouse. (No t-shirts) Also, students must wear caps and gowns to participate in graduation.

\*If graduation has to be inside due to inclement weather EACH STUDENT WILL RECEIVE 10 TICKETS TO ATTEND GRADUATION CEREMONY.

### **Hillyard Technical Center**

Students interested in attending Hillyard Technical Center (HTC) must complete an application during their sophomore year. Hillyard Technical Center selects applicants based on grades, attendance, and discipline. CHS administration also has discretion on which students are allowed to attend HTC based on grades, attendance and discipline.

Students attending HTC are required to ride the bus unless prior permission is granted from HTC and CHS administration. The bus leaves at 6:30am and will return to CHS at approximately 10:30am. Students will be picked up and dropped off in the circle drive of the high school. It is the responsibility of the student to have rides to school if the student does not drive.

### **Transfer Credit**

#### Correspondence/On-Line Courses Policy

Cameron High School will accept a maximum of 2 credits toward graduation requirements, taken from an accredited institution outside the Cameron R-1 School District.

All classes which require a State of Missouri EOC test must be taken at Cameron High School; even if the class is taken on-line.

### **Final Examinations**

Students are expected to take all final examinations or projects in all courses unless they have exemption tickets from the attendance incentive. Exemption tickets may not be used for AP courses or Dual Credit/College courses.

#### **Section 504**

The District is required to undertake measures to identify and locate every qualified disabled person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The District will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and are based on adherence to procedures that satisfy the requirements of the Section 504 federal regulations. Questions federal regulations for Section 504 of the Rehabilitation Act, Subpart D, can be submitted to:

Mary Crawford  
504 and ADA Compliance Officer  
423 North Chestnut  
Cameron, MO 64429  
816-882-1035

#### **Special Services**

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, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. Cameron R-1 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/intellectual disability, 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.

Cameron R-1 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.

Cameron R-1 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).

Cameron R-1 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 Office at 423 N. Chestnut, Cameron, Missouri, Monday thru Friday from 8:00 a.m. to 3:00 p.m. This notice will be provided in native languages as appropriate.

### **Virtual/Online Courses**

The District offers online classes for students for acceleration, credit recovery, and options for students who need flexible schedules. The district may offer instruction through district-sponsored virtual courses and will approve students to take virtual courses through the Missouri Course Access Program (MOCAP) in accordance with policy IGCD and the law. The requirements for enrollment and approval process are outlined in District Policy. For more information regarding online courses, consult with your school counselor. Additional information about resources and processes may be accessed on the District's website.

### **Personal Electronic Devices & Cell Phone Guidelines**

#### **Cell Phone Policy**

**Cell phones must be turned off or silenced and put away when the first bell rings and remain off until the final dismissal bell.** This includes instructional class time and Dragon Time. Cell phones will be permitted during lunch but administration reserves the right to take this privilege away if cell phones become disruptive to the school environment. This requirement applies to all school facilities including but not limited to instructional areas, restrooms, locker rooms, and hallways. This requirement is implemented to help: 1) prevent distractions to the classroom learning environment, 2) prevent cheating, 3) decrease social media harassment and/or cyberbullying, and 4) address safety concerns during an emergency.

Violations of the cell phone requirements will result in disciplinary action. A first offense may result in confiscation of the phone, which the student and/or parent may pick up from the office, and a principal/student conference. A second offense may result in confiscation of the phone, which the parent may pick up from the office before 3:30 pm. A third offense may result in the student being required to check in their phone before school to administration and may pick it up at the end of the day. Future offenses will result in a possible principal/student conference, and/or in-school or out-of-school suspension ranging from 1-180 days.

#### **Personal Electronic Devices**

**Students are not allowed to use cell phones, smart watches, AirPods or earbuds, iPods, game systems/stations, etc. during the normal school day.** Personal devices or electronic devices of any nature may not be used to record, video, communicate with, photograph teachers or students at any time, unless prior approval has been given by appropriate staff, and administration for a specific matter to a subject/course curriculum. Non-compliance with this expectation may result in confiscation, principal/student conference, detention, in-school suspension, out-of-school suspension ranging from 1-180 days, or expulsion.

#### **Technology Devices and Acceptable Use Policy**

The District maintains an environment that promotes ethical and responsible conduct in all online network activities by employees and students. All authorized users are expected to acknowledge and comply with the rules and policies of technology usage and the District network.

#### **Acceptable Use**

All use of District devices and Internet usage must support educational purposes consistent with the District mission. Network accounts must be accessed only by the authorized user of the assigned account without an expectation of privacy from the District. Employee and student subscriptions to mailing lists and bulletin boards require prior approval by the system administrator. All online activity will be respectful and align with the code of conduct, discipline, and other

related policies of the District. All technology of students will be monitored in compliance with the Children's Internet Protection Act (CIPA).

### **Unacceptable Use**

Any use of the network for commercial, for-profit, political purposes or advertisement is prohibited. Excessive use of the network for personal business may be cause for disciplinary action. No use of the network may be used to disrupt the use of the network by others or to destroy, modify, or abuse the system in any manner. District resources may not be used to download software or other files unrelated to its mission. Use of the network to access or process pornographic, dangerous, or inappropriate files as determined by the administrator is prohibited. The network may not be used to download, duplicate, or distribute copyrighted materials. The network shall not be used for any unlawful purposes. Use of profanity, harassing, or other offensive or discriminatory language is prohibited.

### **User Agreements**

Parents and students are required to review and sign User Agreements in order to access District technology.

### **Safety and Cybersecurity**

The district monitors the on-line activities of students and operate a technology protection measure ("filtering/blocking device") on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will attempt to protect against access to visual depictions that are obscene or harmful to minors or are child pornography, as required by law. Filters/blocking devices are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a filtering/blocking device installed by the district is prohibited.

### **District Policy Information**

#### **English Language Learners**

The District provides programs and support for students in order to provide equal educational opportunities for students with limited English proficiency (LEP).

Free language interpreting and translation is available for parents/guardians and students who require it. If you require an interpreter, please inform your student's teacher or school, and the District will arrange for an interpreter to assist at no cost to you. If we do not have an interpreter for your language, we will work to find someone who can help.

Information on District programs such as Gifted Education, AP classes, Special Education, extracurricular activities, and others can be found on website. For more information about the programs for students with LEP or assistance for families, please contact:

Mary Crawford  
504, ELL and ADA Compliance Officer  
423 North Chestnut  
Cameron, MO 64429  
816-882-1035

#### **Foster Care**

The Cameron R-I Public Schools recognizes that students in foster care face unusual educational challenges. The purpose of Policy IGBE is to provide foster care students with educational stability and remove barriers to, and provide opportunities for, academic excellence for foster care students. In order to achieve this purpose, the district will work collaboratively with the Missouri Department of Elementary and Secondary Education (DESE) and the Children's Division (CD) of the Missouri Department of Social Services.

For more information about programs for foster care students, please contact:  
Krystal Youngs

Foster Care Liaisons  
602 S. Harris  
Cameron, MO 64429  
816-882-1174

### **Homeless**

The Cameron R-I Public Schools Board of Education recognizes that homeless students are particularly vulnerable and need special assistance to access and benefit from the education environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the district are promptly identified and have access to a free and appropriate public education and related support services. Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

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

The Board designates the following individual to act as the district's liaison for homeless students (homeless liaison):  
Mrs. Bobbie Gimson  
1220 Park Avenue  
Cameron, MO 64429  
Phone: 816-882-1034

### **School Nutrition Program**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;  
Fax: (202) 690-7442; or  
Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).  
This institution is an equal opportunity provider.

### **Tobacco-Free Policy**

To promote health of all individuals, the District prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all district facilities, on district transportation, on all district grounds, including parking lots and driveways at all times and at any district-sponsored event or activity while off campus.

### **Possession of Weapons**

Possession of weapons, including concealed weapons, on district property, on district transportation or at any district function or activity sponsored by the district unless the visitor is an authorized law enforcement official or is specifically authorized by the Board.

### **Library Media Center**

The Media Center is open on a continuous basis throughout the school day with staff available to assist students and teachers. Teachers often utilize the facility before classes begin to integrate into their curriculum. Students are able to receive help and check out materials to complete work. Students assume responsibility for Media Center materials at the time of borrowing them. Students are expected to pay replacement cost for lost or damaged materials.

The school media center specialist is responsible for maintaining an atmosphere that is conducive to learning and which utilizes the resources of the media center most effectively.

Students may check out books as follows: Book checkouts are for a period of three weeks. After that time, students should renew or return. Students are not limited to the amount of books checked out, however, if fines or checkouts become excessive, they may be limited until accounts are up to date. Students must pay for library fines before diplomas are released.

To use the Internet in the Media Center a student must have a **Technology Usage Agreement Form** form signed and on file in the office and must use his/her own log-in number. Absolutely NO chats, games, E-mail, or browsing is allowed. The Internet is for doing research. Students with overdue books are required to return them before additional materials may be checked out.

### **Lockers**

There are a limited number of hallway lockers available. Lockers will not be issued to students unless the student would like a locker checked out to them. Locker checkout can be done through the front office. Students are not to change lockers without permission from the principal. Lockers should be kept clean and neat at all times and should remain shut. Writing on the interior or exterior of the lockers is not permitted and will be considered as vandalism.

The school is not responsible for items in unlocked lockers, including any personal items of value (including cash). If you value something, leave it at home.

### **Lost and Found**

The lost and found areas are designated within the building. Lost articles that are found should be turned in immediately to the secretary in charge. Please check the office when you have lost an item.

### **Missouri State High School Activities Association (MSHSAA)**

The District complies with all MSHSAA guidelines. The most up-to-date version of the MSHSAA handbook is located at <https://www.mshsaa.org/>.

### **Scheduling Change Procedures**

Students wanting to change their schedules can do so by making an appointment with their counselor. Class changes must be made in the first 3 days of each semester.

### **Textbooks**

All textbooks will be furnished by the school. The students will be assigned books. These books must be kept by the students for the time she/he is in class. If there are any damages to the books, the student will be required to pay the replacement cost of the book.

### **Chromebooks**

Each classroom will have a class set of student chromebooks. Students are expected to be responsible when using district issued devices. Cell phones or personal electronic devices will not be allowed in place of a district issued chromebook. Students will be responsible for damages considered intentional or deliberate and may have their privileges revoked. Alternative assignments in the form of paper/pencil will be provided in such cases.

## **Signature and Form Requirements**

### **Parent/Student Acceptable Use Policy (AUP)**

I understand that the Cameron R-1 School District provides internet access and access to digital resources and district issued email account for educational purposes. I understand that Cameron R-1 School District has implemented technology protection measures including filtering and monitoring to prevent students from accessing inappropriate material on the Internet, but that such measures may not be one hundred percent effective at all times, and it is impossible to restrict access to all controversial content. I understand that students cannot with either district or personally owned devices attempt to bypass the district filtering system to gain access to unfiltered content. I understand that some resources may require student login credentials, which I authorize at the teacher's discretion. I also give permission and understand that Cameron R-1 utilizes 3rd party applications including but not limited to, online instructional materials and textbooks, interactive websites, Google Apps for Education, and other educational resources, and that these sites may require users to set up or use an account with a username and password. I understand that each site will have its own terms of service, and students will be required to follow the published terms of service for the application they use. With this understanding, permission is granted for the student to access the internet. I also understand that Cameron R-1 School District provides students with robust digital resources for classroom instruction that have been found to meet the Federal Trade Commission's (FTC) regulations in regard to the Child Online Privacy Protection Act (COPPA).

I consent to the district interception of or access to all of the student's electronic communications using district/personal technology resources as well as downloaded material and all data stored on the district's technology resources (including deleted files) pursuant to state and federal law, even if the technology resources are accessed remotely.

I understand that the Cameron R-1 School District AUP restrictions and guidelines are a necessary component in protecting exposure to inappropriate materials and from participating in inappropriate activities. I understand that any violation of this policy may result in disciplinary action and/or the removal of computer access privileges.

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Printed Name of Parent/Guardian

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Printed Name of Student

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Signature of Parent/Guardian      Date

Signature of Student      Date

**Photo/Video Release**

I authorize the Cameron R-I School District to make photographs, films, or sound recordings for use in:

1. Web site, television stations or other electronic formats in news stories/promotional material about/for Cameron R-I  
(This will also allow my child to have photos/art projects displayed in school buildings, businesses, contests or for academic publicity.)

(Circle one)      Yes      No

2. Yearbooks or school publications

(Circle one)      Yes      No

3. District Publications/Social Media Required

(Circle one)      Yes      No

4. Newspapers

(Circle one)      Yes      No

\* The above consents only apply to non-profit and non-commercial purposes by the Cameron R-I School District, or news organizations or agencies. This consent will remain in effect for the current school year until revoked in writing.

**Field Trip Permission**

I authorize my student to go on trips to other locations and school sponsored field trips (i.e. art gallery, museum, concerts, etc.), with supervision, that may necessitate leaving the school grounds during the time they are enrolled at this school.

(Circle one)      Yes      No

**School Wide Directory Permission**

I consent to have my student's name, address and telephone number listed in the school wide directory.

(Circle one)      Yes      No

**Statement of Acknowledgement for Student Handbook**

I acknowledge that I have received and reviewed the 2023-2024 Student/Parent Handbook. I understand the policies and guidelines of the Cameron R-I School District and that violations of these policies and guidelines may result in disciplinary action.

Parent/Guardian Signature \_\_\_\_\_

Parent/Guardian Name (please print): \_\_\_\_\_

Date: \_\_\_\_\_