

CAMERON R-1 HIGH SCHOOL

STUDENT HANDBOOK

Vision:

Learners today, leaders tomorrow, one student at a time.



Mission:

We will prepare all students for life by providing a challenging curriculum (Rigor), that connects students and their future (Relevance), in a safe supportive and nurturing environment (Relationships).

This planner belongs to:

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

PRINCIPAL'S MESSAGE

It is with great pleasure that we take this opportunity to welcome you to Cameron R-1 High School. This handbook has been developed for the purpose of acquainting all students, parents, patrons, and Cameron R-1 Staff with the organization and practices of Cameron High School. Please read it carefully and keep it as a reference. The policies herein have been approved by the Cameron R-1 Board of Education.

CONTACT INFORMATION

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Cameron, MO 64429

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School Website: www.cameron.k12.mo.us

Dear Parents:

In case of inclement weather we would like to remind you to please tune in to local television stations KQ-2 (Channel 2), WDAF (Channel 4), KMBC (Channel 9), KCTV (Channel 5) or KSHB (Channel 11 or 41) or radio stations KMRN (1360 AM) or KKWK (100.1 FM) for school closing information. Also available is the school website or power announcements. Announcement of any school closing will be made either in the evening or early morning.

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2015-2016 School Calendar

August 18	First Day of Classes (Regular Dismissal)
September 7	LABOR DAY (NO SCHOOL)
September 8	NO SCHOOL (Teacher In-Service)
September 24	Dismiss at 12:30 (P/T Conferences)
September 25	NO SCHOOL
October 9	Dismiss at 12:30 (HOMECOMING)
October 12	NO SCHOOL (Teacher In-Service)
November 9	NO SCHOOL (Teacher In-Service)
November 25-27	NO SCHOOL (Thanksgiving Break)
December 18	End of 1 st Semester (Regular Dismissal)
Dec. 21-Jan 5	CHRISTMAS VACATION (NO SCHOOL)
January 4-5	NO SCHOOL (Teacher In-Service)
January 18	NO SCHOOL (MLK Holiday)
February 15	NO SCHOOL (President's Day)
March 3	Dismiss at 12:30 (P/T Conferences)
March 25-28	NO SCHOOL (Easter / Spring Break)
May 17	Last Day of School (12:30 Dismissal)
May 22	Commencement
May 18-25	Scheduled Make-Up Days (if needed)

Mission Statement

The mission of the Cameron R-I School District is to provide all students the best educational opportunities possible in a positive and safe environment.

Notice of Non-Discrimination

The Cameron R-I 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. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Dr. Matt Robinson
423 N. Chestnut
Cameron, MO 64429
(816) 632-2170

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481

Sexual Harassment of Students

Sexual harassment is strictly prohibited in the Cameron R-I School District. See Board Policy AC for more information regarding behavior that could constitute sexual harassment. Please contact Dr. Matt Robinson to report any concerns or complaints regarding sexual harassment.

Public Law 101-226 Drug-Free School and Workplace

Under provisions of P.L. 101-226, it is the policy of the Cameron R-I School District that the unlawful possession, use or distribution of illicit drugs or alcohol is prohibited on school property or during the participation in a school sponsored event. An illicit drug is defined as any substance represented as a narcotic, hallucinogen, etc. that is unlawful, prohibited, or unauthorized. This policy shall apply to all students and employees of the district, or non-school persons who are attending school activities or using school facilities.

Missouri Safe Schools Act

Dear Students, Parents, Legal Guardians:

This written communication is designed to inform you of the Missouri Safe Schools Act that was enacted by the Missouri General Assembly during the 1996 spring session and became effective on August 28, 1996. The legislation also required that you be made aware of this law on a yearly basis.

A complete copy of the Safe Schools Act is available in the principal's office of each attendance center. These materials are available for your review during normal school day hours and regular office hours in the central office. The Cameron R-1 School District shall adhere to the provisions of this legislation and shall modify district and building policies, procedures, and regulations in a timely manner. Each school building has its own discipline policy, which may be accessed in the building's office during normal school day hours.

Several changes regarding school safety and the reporting requirements of juvenile officers and school officers are listed in a brief summary below:

*Assault against another person while on school property is a Class D felony.

*School Administrators are required to report acts of school violence, as well as any information from a disabled child's Individualized Education Program (IEP) which indicates the presence of violent behavior, to teachers and other employees with need to know of such behavior. All school employees are to receive job-related instruction on dealing with acts of school violence, the disciplining of pupils with disabilities, and requirements for confidentiality.

*School Administrators must also report to law enforcement agencies certain felonies or acts that would constitute felonies if committed by an adult on school property. Nineteen specific acts are cited in the law.

*The school board is authorized to immediately remove a pupil upon finding by a principal, superintendent, or the Board, that such pupil poses a threat of harm to self or others, based on child's prior conduct.

*Juvenile officers must notify the superintendent as soon as reasonably practical when information or a juvenile petition is filed alleging that a pupil committed one or more of seventeen specifically listed acts.

*No school board is permitted to readmit or enroll a pupil suspended or expelled for having committed certain felonies as noted in law.

*At the time of registration of a student new to a school district, the student is to be accompanied by a parent or court-appointed legal guardian. That parent or legal guardian may be required to provide a sworn statement indicating whether the pupil has been expelled from school in Missouri or any state for weapons, alcohol, drugs, or willful infliction of injury to another person, a false statement will be charged as a Class B misdemeanor. The Board of Education may institute a civil action to recover the financial costs of education for any pupil whose registration was based upon false information.

*A transferring pupil's academic and disciplinary records must be sent to the pupil's new school within five days after receiving the request.

*School violence education programs may be administered throughout the state beginning with the 1998-99 school year.

*Drug-free school zones are extended to 2,000 feet from school property or any school bus.

*The penalty for making a false bomb threat is a Class D felony.

Thank you for your attention to this important information. If you have any questions or concerns about the Safe Schools Act, district or building discipline policies, please contact your child's building principal for assistance.

Sincerely,
Dr. Matt Robinson, Superintendent of Schools

BELL SCHEDULE

MONDAY (White)	TUESDAY (White)	WEDNESDAY (Black)	THURSDAY (Gold)	FRIDAY (White)	FRIDAY (Pep Assembly)
1ST 8:00-8:49 (49)	1ST 8:00-8:49 (49)	1ST BLOCK 8:00-9:28 (88)	2ND BLOCK 8:00-9:28 (88)	1ST 8:00-8:49 (49)	1ST 8:00-8:45 (45)
2ND 8:54-9:42 (48)	2ND 8:54-9:42 (48)			2ND 8:54-9:42 (48)	2ND 8:50-9:34 (44)
3RD 9:47-10:35 (48)	3RD 9:47-10:35 (48)	3RD BLOCK 9:33-11:01 (88)	SEMINAR 9:33-10:33 (60)	3RD 9:47-10:35 (48)	3RD 9:39-10:23 (44)
4TH 10:40-11:28 (48)	4TH 10:40-11:28 (48)	Dragon Hour 11:06-11:54 (48) Lunch A 11:06-11:30 Lunch B 11:30-11:54	4TH BLOCK 10:38-12:06 (88)	4TH 10:40-11:28 (48)	4TH 10:28-11:12 (44)
Dragon Hour 11:33-12:21 (48)	Dragon Hour 11:33-12:21 (48)		Dragon Hour 12:11-12:59 (48)	Dragon Hour 11:33-12:21 (48)	Dragon Hour 11:17-12:05 (48)
Lunch A 11:33-11:57 Lunch B 11:57-12:21	Lunch A 11:33-11:57 Lunch B 11:57-12:21		Lunch A 12:11-12:35 Lunch B 12:35-12:59	Lunch A 11:33-11:57 Lunch B 11:57-12:21	Lunch A 11:17-11:41 Lunch B 11:41-12:05
5TH 12:26-1:14 (48)	5TH 12:26-1:14 (48)	5TH BLOCK 11:59-1:27 (88)	SSR 1:04-1:27 (23)	5TH 12:26-1:14 (48)	5TH 12:10-12:55 (45)
6TH 1:19-2:07 (48)	6TH 1:19-2:07 (48)			6TH 1:19-2:07 (48)	6TH 1:00-1:45 (45)
7TH 2:12-3:00 (48)	7TH 2:12-3:00 (48)	7TH BLOCK 1:32-3:00 (88)	6TH BLOCK 1:32-3:00 (88)	7TH 2:12-3:00 (48)	7TH 1:50-2:35 (45)
					PEP ASSEMBLY 2:35-3:00

GENERAL POLICIES AND INFORMATION

Planners

*Each student will be given a planner at the beginning of the school year. (You may buy a new planner in the office if you misplace the one you are given).

*In order to be in the hallways outside of designated time, you **MUST** have your signed planner. Your planner must be “intact” (no single pages).

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.

Bulletins

At 8:00, the daily bulletin will be issued and read via the intercom. The pledge will be said on Mondays following the bulletin.

Withdrawals

The student 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 texts 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.

Care of School Property

The condition in which we find our school is a result of our own actions. It is common sense, therefore, that we use the facilities with care. The taxpayers pay for all supplies and equipment used. It is expected that we treat these with respect, keeping in mind that what we are using this year will be used in future years by our successors.

Lockers

Each student will be assigned a locker at the beginning of the year. The student is responsible for the care and upkeep of his/her assigned locker and will be expected to keep the locker shut. Lockers are school property and the school reserves the right to inspect the contents of the locker and remove anything contrary to school rules and/or that poses a threat to the health, welfare, and safety of students.

Student Behavior

Students are to treat each other and staff members with respect and courtesy. Students should avoid PDA (public display of affection) on school grounds and at school activities.

Lunches Dropped Off

To minimize disruption to the educational process, the office **will not page students** to pick up lunches dropped off at the main office. Students will be responsible for knowing that a lunch has been dropped off for them, and will be responsible for picking the lunch up from the main office.

Medication

All medication (prescription and over the counter) must be kept in the office in the original container with specific instructions.

Use of Cafeteria

Student ID cards are used to purchase breakfast or lunch. Students are responsible for keeping money in their account.

College Days

Students who are seniors are entitled to take two college days for the purpose of visiting colleges. These absences will not count against the attendance incentive. If seniors wish to take a college day, they should pick up a form in the guidance office, fill it out and turn it in to 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.**

Leaving the Campus

Every student must check out through the office before leaving school early. Students must either present a note from a parent or have a parent notify the school by phone in advance. **Phones are for emergency purposes only.** If a student returns to school before the end of the school day, they must check in through the office before returning to class. Students are not permitted to leave the grounds unless this procedure is followed.

High School Dances

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 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.**

Parking and Driving Regulations

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.

All students are to park in the lower parking lot in the student section. No students are to park in the upper parking lot or the first two rows of the lower parking lot!

***If any vehicle is parked illegally, the student responsible will automatically lose his/her driving privileges.**

***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). All students that pay for a Parking Pass will be assigned to park in their numbered parking space in the parking lot. 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. Loss of parking and driving privileges may occur if a student ignores this policy.**

Driving on school property carelessly or without due caution so as to endanger person or property may result in the following penalties:

- | | |
|-------------|--|
| 1st offense | Loss of parking and driving privileges for one week. |
| 2nd offense | Loss of parking and driving privileges for 30 school days. |
| 3rd offense | Loss of parking and driving privileges for one calendar year (to be carried over to following school year if necessary). |

CELL PHONES

***Students will be allowed to use their cell phones until 8:00 am and during Dragon Hour. Except for Dragon Hour, no cell phone use in hallways between 8:00 am – 3:00 pm, PHONES MUST BE TURNED OFF.**

***During allowed usage times, the phone must be on vibrate – no ringers.**

***If student's phone is confiscated for any reason (ex: using phone, texting, ringing, etc.) it will be turned in to the administration and consequences will be enforced (see discipline policy).**

***Parents may be required to pick up cell phones for each offense between the hours of 7:00 am and 3:45 pm.**

***IF THIS POLICY IS ABUSED, ADMINISTRATION HAS THE RIGHT TO TAKE AWAY THIS PRIVILEGE.**

***CELL PHONES WILL BE ALLOWED IN THE CLASSROOMS ONLY FOR SCHOOL ASSIGNMENTS AT THE TEACHER'S DISCRETION.**

ATTENDANCE POLICY and PROCEDURES

Regular and punctual patterns of attendance will be expected of each student enrolled in the Cameron R-I Public Schools. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study in order to meet the district's student achievement goals. Research supports the fact that attendance is crucial to improving student achievement. At least one study identified attendance as the single greatest indicator of student achievement. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process because the benefits of classroom instruction cannot be entirely regained.

Holding students and their parents/guardians responsible for attendance is part of the district's larger mission to train students to be productive citizens and employees. State law reflects the importance of regular attendance by establishing compulsory school attendance and charging the district to enforce that law. Attendance expectation will be that all students attend school 90% of the time. The district will not recognize excuse/unexcused absences or vacations in implementation of this policy.

ATTENDANCE -Definitions Pertaining to Attendance Policy

Absence -Students will be counted absent any time they are not in class for a minimum of thirty minutes on a regular day, or fifty-four minutes during a block day. If a student is involved in a school-sponsored activity (field trips, competitions, etc.) they will be considered present, but are still responsible for work missed.

Tardy -Students will be counted tardy any time they are not in class when the tardy bell sounds at the beginning of each period. Students have five minutes between classes for a passing period. This is sufficient time for students to be in class. Being unprepared for class and having to retrieve materials will result in a tardy. ***Excusable Tardy: Doctor, Dentist or other medical visits will be excused if when the student returns they bring a note from the office visit. If a note is not brought at the time of check-in, then it will become an unexcused tardy.**

***Students that will be gone for an extended period of time need to notify the school and request all assignments prior to student being gone.**

*** ATTENDANCE and EXTRA-CURRICULAR ACTIVITIES**

When a student's attendance falls below 90%:

The student will become ineligible for any extra-curricular activity including participating in and/or attending sports events, clubs, and dances. (Exceptions will be made only for each day documented by a physician's note, or funeral documentation). DOCUMENTATION is due the day the student returns to school.

Attendance letters will be mailed to the address provided in Powerschool to update parents/guardians on their student's attendance and eligibility.

Excessive absences may/will require a conference with parents/guardians to resolve the attendance issues.

***Students must maintain a cumulative 90% attendance record while attending Cameron High School in order to participate in graduation ceremonies.

- **At 10 absences the Juvenile Office will be notified, and a Saturday School will be assigned. Missed Saturday Schools will result in 3 days ISS and another Saturday School assigned.**

Truancy –

From Class: Students will be considered truant from class any time a student is absent from assigned classroom without permission of teacher and/or principal.

From School: Students will be considered truant from school any time a student is absent without knowledge or permission of their parents or school officials.

Attendance Procedures:

Absences - Parents are expected to notify the school office when it is necessary for the child to be absent. Parents are requested to phone the office each morning if a student is going to be absent and give the reason for the student's absence. (If a parent has not notified the office by 9:30 am, an automated attendance call will be made to the student's primary contact). When a phone call is not possible, a signed note from the parent is acceptable.

Students will be allowed to make up work for an excused absence in full. For each day a student misses, the student will have one school day to make up their work. The student will receive a ZAP for all make-up work not turned in at the appropriate time. **It is the student's responsibility to gather all make-up work and turn it in on time.**

Tardiness -When a student is tardy to school or class, he/she must secure a tardy slip from the main office before going to or returning to class. **All students late for school must check in through the office.** *Excusable Tardy: Doctor, Dentist or other medical visits will be excused if when the student returns they bring a note from the office visit. If a note is not brought at the time of check-in, then it will be an unexcused tardy.

ATTENDANCE INCENTIVE

In an attempt to encourage students to maintain regular attendance the following incentive has been implemented. If a student has 0-1 absences for the semester, they will get 3 tickets to opt out of semester finals. If a student has 2 absences for the semester, they will get 2 tickets to opt out of finals. If a student has 3 absences, they will get 1 ticket to opt out of finals. (*Tickets cannot be used to opt out of an EOC tested class final, or a dual-credit class final.*) **Regarding this incentive, we do not recognize absences as “excused” or “unexcused”. An absence is an absence, and will count against the incentive.**

SCHOOLWORK PROCEDURES

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. If schoolwork is not completed in a timely fashion the student will receive a ZAP referral. Students in ISS will be expected to complete all assignments in a timely manner as instructed by the classroom teacher during their time in ISS. Students that have been assigned OSS shall complete and turn in all schoolwork upon their return to school or they receive a ZAP referral. Students on OSS will not be granted extra time.

ZAP POLICY

Zeros Aren't Permitted (ZAP) is a program to increase awareness and reinforce the expectation that all work needs to be completed and turned in to the teacher on time. This is an expectation of all students. This program is designed to encourage and empower students to utilize their abilities and develop self-discipline to develop positive work habits. It's the belief that these skills will help our students raise academic achievement and accountability at Cameron High School while preparing them for the expectations of college and career goals upon graduation. Students will take pride in completing all assignments and doing it to the best of their ability. Our message is simple: failure is not acceptable.

The Process

Students are responsible for completing their school work to the best of their ability and submitting it on or before the due date. **A failure to turn in assigned work will result in the teacher giving the student an invitation to attend a mandatory study center during Dragon Hour with that teacher for the following day.** The student will receive additional instruction from the teacher to improve understanding of the learning targets and providing time to complete the assignment. Students not reporting to the study center per invitation will be issued consequences determined by administration.

What if students have still failed to complete and turn in work?

Teachers will review their gradebooks every Friday to identify students with missing work from that week and issue a ZAP form. The ZAP form is to provide written notice to both students and parents that the student is missing one or more assignments from a specific class. ZAP forms must be returned with any and all missing work to the teacher the following Monday during class. Students who fail to complete the assignments listed on the ZAP form will be “zapped” which means they are referred to the ZAP program after school. Teachers will notify students and parents on Monday of the ZAP referral. **The ZAP program will run Tuesday, Wednesday, and Thursday each week in the main computer lab from 2:45 to 4:15.** Students who are “zapped” must attend the ZAP program on Tuesday afterschool and complete and turn in any work that was not completed before the ZAP was issued to the ZAP program teacher. Any student not completing the missing work will then be assigned to the ZAP program on Wednesday. A failure to complete the missing work on Wednesday will result in being assigned to the ZAP program on Thursday. **Any student not completing and turning in the remaining missing work or failing to attend the ZAP program will be assigned a Saturday school. All Saturday schools will be from 8am to noon.**

DRAGON HOUR OVERVIEW

Purpose:

The staff of Cameron High School has realized the possibilities of using a longer lunch period to allow our students to engage in more meaningful activities with teachers and other students and raising academic achievement. Teachers will now 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. Teachers will also have the opportunity to collaborate with their cadre on a weekly basis.

Food Service Operation:

Students will eat in the commons, designated hallway areas, and classrooms with teacher’s approval. Students may also eat on the tables outside the commons.

Areas off limits for eating/drinking include the library, computer labs, and restricted hallway areas. Many large trash cans will be placed in all hallways throughout campus to dispose of trash that will accumulate during lunchtime. Students or staff will not be permitted to dispose of “food trash” in any classroom waste paper basket. If a teacher permits students to eat in their room the teacher will be responsible for making sure students have cleaned up the area including properly disposing of trash, wiping up any spills and cleaning surface areas such as student desk, countertops and room tables. If a spill occurs it should be cleaned up immediately to avoid any potential accidents, either by the student or by calling the main office and requesting someone for assistance. The majority of the “hall cleaning” will be done after students return to class. All teachers and administrators will be assisting students to keep their areas clean as the lunch hour progresses.

Security:

The campus of Cameron High School will remain a “closed campus” during Dragon 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. 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 while also having informal chats with students to keep a pulse on the school and helping students who may be struggling to make those connections to school that foster success. Students will be asked to sign in at tutoring sessions as well as the media center and computer labs to maintain security.

Students who are checked out during Dragon Hour must return with a physician’s or dentist’s note excusing the student; otherwise it will be considered an unexcused absence and will count against any and all attendance incentives.

Tutoring:

Tutoring schedules for the staff have been staggered so that representatives from all departments are available throughout the entire 48 minute time frame. Each teacher has been assigned invitation days and open days. On open days, any student can attend that teacher’s room for tutoring or enrichment. On invitation days, only students with an invitation from the teacher can attend. Staff will assist students in pre-planning to schedule time with teachers and activity involvement around subject/teacher availability. If a student is invited, they are required to attend in order to improve progress if they are failing or struggling with a concept. An invitation, “trumps” anything else the student wants to do during Dragon Hour. In case a student receives more than one invitation, each day will be labeled a priority day and students should go to that invitation. Students who do not attend their invitational sessions will be considered “cutting” and be referred to administration. Students placed in lunch detention will report to detention for the entire 48 minute lunch period. They will forfeit their 24 minute free time to eat lunch and receive tutoring.

The Study Centers are areas student may go to study and receive help in courses they are struggling. Food is not allowed in the learning center area, library and computer lab. **A failure to attend a mandatory study center will result in serving an “All Day” study center the following day.**

Emergency Evacuation Procedures:

In the case of an emergency evacuation all students will leave the building via the closest exit and report immediately to the Student Parking Lot where they will find their Seminar teacher. Seminar teachers will report to their sections and take attendance informing administration of non-reporting students.

Goal:

The goal of Dragon Hour is to empower both staff members and students, raise student achievement, reduce class absences (cutting) and foster relationships for a positive school climate. We, the Cameron High School Staff, are committed to providing all of our students with every opportunity to achieve and realize their fullest potential. We look to

this as an opportunity to support school improvement, diversity, academic achievement, self-advocacy, and student responsibility.

SEMINAR BLOCK

The purpose of this time is to serve as an extension of and enrichment for the academic programs at Cameron High School. Seminar has an additional function to aid in the preservation and protection of class time. The primary use of this may include, but is not limited to the following: community service projects, make-up work, reading, tutoring, homework, assemblies, and study skills. Teachers and students should view Seminar as an opportunity to further enhance classroom instruction and learning.

Seminar Activities

Community Service Projects
Make-up work and missed assignments
Peer tutoring and teacher assistance
Silent Sustained Reading
Assemblies and other presentations
Counseling activities (i.e. college/military visits, appointments) Study skills & agenda/planner use
Portfolio development

ACADEMICS AND GRADES

Graduation Requirements

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

The graduation requirements are listed below:

	2016	2017
Language Arts	4	4
Social Studies	3	3
Science	3	3
Mathematics	3	3
Physical Education	1	1
Fine Arts	1	1
Practical Arts	1	1
Health	½	½
Personal Finance	½	½
Electives	8	7
Total	25	24

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 / or Compass Exam before the 2nd semester of their senior year.
- The student will have taken a minimum of two 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

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.

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

ACADEMIC CREDIT RECOVERY

When a student fails a class, they will be placed in Academic Credit Recovery in order to make-up the lost credit. The guidelines for ACR are listed below:

When a student fails multiple classes, the following priority list will be used to determine which class the student will recover first:

1. **Communication Arts** – The student must have 4 credits of English and these must be passed in sequence: LA1, LA2, LA3 and LA4.
2. **Math and Science** – The student must have 3 credits of Math and Science to graduate. These are more difficult to recover on the ALS system.
3. **Social Studies** – The student must have 3 credits of Social Studies to graduate: Government, World History, and American History.
4. **Fine Arts** – The student must have 1 credit to graduate.
5. **Practical Arts/Health/Personal Finance/Computer Applications** – The student must have a ½ credit for each of the following classes: Practical Arts, Health, and Personal Finance to graduate.

Academic Credit Recovery (ACR) will take place during an elective class time during the school day. A student is assigned to ACR until he/she has the class in question up to a passing level. If the student does not attend ACR the student will be required to recover his/her class during summer school.

1. He/she is assigned an ACADEMIC CREDIT RECOVERY (ACR) with the classroom teacher in which he/she is failing.
2. If the class is not completed by the arranged time during ACR, the student will be required to make the course up in summer school.
3. If summer school is not successful, the course will need to be retaken or made up during a Credit Recovery class the following semester. This will be the classroom teacher's decision in coordination with the high school principal.

If a student fails a class at 50% or higher for that semester, the teacher gives the student a set time during ACR to recover the credit for that class. This must be confirmed by that student's teacher in writing and submitted to the counselor's office.

Failing a graduation required course in the fall semester at 50% or higher:

The student will be required to attend ACR by forgoing an elective class until the grade is recovered to teacher satisfaction.

If the student does not recover the grade in ACR by the spring semester, he/she will be assigned summer school to complete the credit.

If summer school is unsuccessful, the classroom teacher and principal will decide whether the student will need to retake the course or can make the class up on the Odysseyware computer learning system. Either option will require a minimum of 60 hours of seat time and a passing grade.

Failing a graduation required course in the spring semester:

1. The student will be required to attend summer school to recover the failing grade.
2. If the student does not recover the credit during summer school, the classroom teacher and the principal will decide whether the student will need to retake the course or can make up the credit lost on the Odysseyware system. Either option will require a minimum of 60 hours of seat time and a passing grade.

Summer School:

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

- I. 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.
- II. The student received below 50% in a course. The course will require 60 hours of seat time and a passing grade.
- III. 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.
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.
6. Any student that falls behind their cohort more than one full year will be eligible for the Missouri Option program their second semester of their junior or senior year.

DISTRICT WIDE GRADING SCALE

	GPA	Grading Scale
A	4.0	95% -100%
A-	3.67 -3.99	90% -94%
B+	3.34 -3.66	87% -89%
B	3.00 -3.33	83% -86%
B-	2.67 -2.99	80% -82%
C+	2.34 -2.66	77% -79%
C	2.00 -2.33	73% -76%
C-	1.67 -1.99	70% -72%
D+	1.34 -1.66	67% -69%
D	1.00 -1.33	63% -66%
D-	0.67 -0.99	60% -62%
F	<u>0.00 -0.66</u>	<u>0% -59%</u>

Semester Honor Roll – Based on Weighted Curriculum

Principal's Honor Roll:

4.0 grade point average with no grade lower than a B

High Honor Roll:

3.75 -3.99 grade point average with no grade lower than a C

Honor Roll:

3.00 -3.74 grade point average with no grade lower than a C

Honor Role Eligibility

To be eligible for recognition on the Honor Roll, a student must attend school on a full-time basis. Students unable to attend school on a full-time basis due to a health condition or other extreme situation may request a waiver from the Principal.

REPORT CARDS

Parent-Teacher Conferences will be held at the end of October and March. Parents are expected to attend these conferences to discuss their student's progress. However, parents and students should feel free to consult the teacher of the subject, the counselor, or the principal regarding the student's grades at any time.

Report cards will be distributed twice (at the end of each semester). The semester grade will be the only grade to appear on the student's transcript. These report cards will be mailed home to parents.

POWERSCHOOL

PowerSchool provides direct access to your school from any Internet connection.

PowerSchool allows **parents** to:

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

PowerSchool allows **students** to:

- *have access to assignments and information about their academic progress;
- *track grades and credits;
- *check graded homework or missing assignments.

Teachers should have grades updated for parents and students by Monday mornings at 8:00 am.

GRADUATION

*Participation in the graduation ceremony is a privilege and not a right. **A student must maintain 90% cumulative attendance throughout high school 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.

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.

*VALEDICTORIAN/SALUTATORIAN: A senior student must have attended Cameron High school for 2 complete semesters (must be enrolled the first week of school) in order to be eligible for “Valedictorian” or “Salutatorian” honors at graduation ceremonies.

Assignment of Letter Grades and Grade Points

Letter grades and grade points (including weighted grade points) awarded by a previous school using a different grade scale or weighting than Cameron High School will be adjusted to the current CHS grade scale and weighting.

Part time / Early Graduation

Twelfth grade students who can complete their graduation requirements by the end of eight semesters may be permitted to participate in part-time attendance, and students who will be able to complete graduation requirements after their seventh semester may be allowed early graduation. In both cases, students will need to complete one additional credit for graduation and complete the application process in the spring proceeding their senior year. More information is available in the guidance office.

AWARDS AND SCHOLARSHIPS

Many opportunities for awards and scholarships are available to Cameron High School students. The scholarships and deadline dates are listed in the daily school bulletin and outside the guidance office. Applications are available in the guidance office.

It is imperative that students listen to the bulletin and know deadlines so they don't miss out on any opportunities for awards, scholarships, grants or loans.

A+

Students who meet all A+ requirements can qualify for 2 yrs. of paid tuition at a Missouri junior college, community college, or technical school. Requirements are:

- 95% Attendance average for all 4 years of high school
- Graduate with a 2.5 or higher GPA
- Complete 50 hours of unpaid tutoring/mentoring
- Score “proficient” or higher on Algebra I EOC (Class of 2015 and beyond)
- No major disciplinary issues
- No drug or alcohol offenses
- Attend an A+ high school for at least 3 years.

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 1st 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.

STUDENT DRESS CODE

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.
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, and/or house slippers are not appropriate attire for school.*

When in the judgement of the principal, a student's appearance or mode of dress does not comply with the above criteria; the student will be required to make modifications.

STUDENT DISCIPLINE POLICY (JG)

It is essential that the district maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students.

The comprehensive written code of conduct of the district is composed of this policy and includes, but is not limited to, the following policies, procedures and regulations: JG-R, JGA, JGB, JGD, JGE and JGF. A copy of the district's comprehensive written code of conduct will be distributed to every student and the parents/guardians of every student at the beginning of each school year and will be available in the superintendent's office during normal business hours.

Application

These policies, regulations and procedures will apply to all students in attendance in district instructional and support programs as well as at school-sponsored activities. Off-campus misconduct that adversely affects the educational climate will also be subject to these policies, regulations and procedures. Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

No student may be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel. For the purpose of this policy, a student is unattended if no person has visual contact with the student, and a locked space is a space that the student cannot reasonably exit without assistance.

Enforcement

Building principals are responsible for the development of additional regulations and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision. All such regulations and procedures shall be consistent with Board-adopted discipline policies.

Teachers have the authority and responsibility to make and enforce necessary rules for internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom. All district staff are required to enforce district policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

All employees of the district shall annually receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties including, but not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities and instruction in the necessity and requirements for confidentiality.

OFFENSE	FIRST	SECOND	THIRD	FOURTH	FIFTH
Alcohol/Drug Use &/or Possession/Distribution	2-10 OSS	Recommended long-term suspension			
Tobacco/E-cigarettes Possession/Use	2-5 days RR	1-3 days OSS	3-6 days OSS	Recommendation for long-term suspension or expulsion	
Fighting /Assault *	2-10 days OSS	10 days OSS			
	&/or recommendation for long-term suspension or expulsion				
Truancy	1-3 days RR	3-10 days RR	10 days RR	4 days OSS & 6 days RR	10 days OSS & 6 days RR
General Classroom Misbehavior	1 hour ASD	2-4 days RR	4-6 days RR	10 days RR	4-10 days OSS & 6-10 days RR
Theft/ Vandalism	2-10 days OSS & restitution	10 days OSS & restitution &/or recommendation for long-term suspension or expulsion			
Disrespect to Teachers/School Personnel	2 days RR	2-10 days OSS	10 days OSS	10 days OSS & recommendation for long-term suspension or expulsion	
Weapons	10 days OSS & recommendation as per state regulations				
General Harassment (Bullying)	2 days RR	3-10 days RR	3-5 days OSS	4-10 days OSS	6-10 days OSS
Sexual/Racial Harassment	2 days RR	2-10 days OSS	10 days OSS	10 days OSS & recommendation for long-term suspension or expulsion	
	Counseling sessions will be required of all offenders.				
Possession &/or Distribution of Obscene Material	2 days RR	2-10 days OSS	10 days OSS	10 days OSS & recommendation for long-term suspension or expulsion	
Inappropriate Language	1 hour ASD	2days RR	6 days RR	8 days RR	10 days RR
Insubordination	1 day RR	2days RR	6 days RR	8 days RR	10 days RR
Inappropriate Signs	Conference &removal of sign &				
	1 hour ASD	2 days RR	4 days RR	2 days OSS	4-10 OSS
Dress Code Violation	Wear a shirt	1 hour ASD	1 day RR	2 days RR	4 days RR
Tardy (7a)	1 hour ASD	½ Saturday School	Full Saturday School	3 days RR	6 days RR
Pulling alarms	2-10 days OSS	10 days OSS	10 days OSS & recommendation for long-term suspension or expulsion		
Missed Detentions	½ Saturday School	Full Saturday School	2 days RR	3-5 days RR	10 days RR
Cheating/Plagiarism	Redo				
	1 hour ASD	2 days RR	4 days RR	6 days RR	2-10 days OSS
Indecent Exposure	3-5 OSS	6-10 OSS	&/or recommendation for long-term suspension or expulsion		
Possession &/or Distribution of Prescription Drugs	2-10 OSS	Recommendation for long-term suspension or expulsion			
Cell Phone use (outside of designated times)	1 hour ASD	2 hour long ASDs	½ Saturday School	Full Saturday School	3 Days RR

ASD=After School Detention RR=Refocus Room OSS=Out of School Suspension

*If fights are planned during the school day and then carried out after school off school property, students can be punished the same as fighting on school grounds.

This is not an all-inclusive list of offenses and consequences. Administrator discretion will be used when determining appropriate consequences. Honesty may be taken into consideration when administering discipline.

Rules for After School Detention

Students serving after school detention must have lessons to work on or a suitable book to read. Students must arrive on time (no later than 2:50) and stay until the end of the detention period (3:50). Students arriving late for detention will not be admitted that day and their absence will count as a missed detention. Students who are unable to abide by detention rules will be asked to leave and will be counted as a missed detention.

Rules for In-school Suspension (Refocus Room)

Students are required to bring all books and materials needed for the entire time assigned to the Refocus Room. At the 7:45 bell, students are to report directly to the Refocus Room. Work from the classroom teachers will be provided to the Refocus Room teacher and will be distributed to students. **All work is to be completed during the time the student is assigned to the Refocus Room. If work is NOT completed, you will not be released from ISS.** Credit will be received for work accurately completed. The Refocus Room teacher has the authority to assign additional days for inappropriate behavior. If a student is removed from the Refocus Room for inappropriate behavior, the student will be suspended from school.

Any student who is serving in-school suspension (Refocus Room) is not eligible to attend or compete in extra-curricular activities on the day the suspension has ended. A student may participate in games or activities on the day after the in-school suspension has ended.

Rules for Out-of-School Suspension

Students assigned OSS will receive credit for the work that they miss during their suspension period. **It is the student's responsibility to get the assignments they missed and turn them in.**

Any student serving out-of-school suspension will not be allowed to attend, practice or compete in extra-curricular activities on the day the suspension has ended. A student may participate in games or activities on the day after the suspension has ended.

Bullying

Will not be tolerated and will be dealt with to the fullest extent of school policy.

Expectations for Student Conduct while on Buses

Students using district transportation should understand that they are under the jurisdiction of the school from the time they board the bus until they are deposited at school or at the stop nearest their home.

The school bus is an extension of the school and all school rules and regulations, which pertain to student conduct in the schools, are applicable to student conduct on the bus. The bus driver is in complete charge of the bus and students are expected to comply with his/her requests at all times. Students must be seated and are not permitted to change seats when the bus is in motion.

Students must not, under any circumstances, extend any part of their bodies out of the bus windows; the windows are not to be lowered beyond the point indicated.

Students whose behavior results in material damage to the bus will be held liable for monetary restitution.

Disciplinary Responses to Student Misconduct on the Buses

The school bus driver will be responsible for submitting a written referral of student misconduct to the bus manager. The bus manager will then contact the building principal. The building principal will have the authority to suspend a student from riding the bus after the student and parents have been informed.

Consequences for Bus Misconduct

First Offense: The student will be warned and the parent notified.

Second Offense: The student will be suspended from the bus for three days and the parent notified.

Third Offense: The student will be suspended from the bus for five days and the parent notified.

Fourth Offense: The student will be suspended from the bus for 10 days and the parent notified.

Fifth Offense: The student will be suspended from the bus for the remainder of the year. This suspension may be appealed at a meeting with the Assistant Principal, bus manager, and bus driver.

A severe incident (fighting, vandalism, and possession of illegal or dangerous materials) may require suspension from one day to the remainder of the school year. All vandalism incidences will require restitution for the damaged property. In addition to possible suspension of bus privileges, students are subject to the applicable discipline consequences for any violation of school policy. (See Student Code of Conduct).

ATHLETICS AND ACTIVITIES

ACTIVITIES

Academic Bowl
Baseball
Basketball
Cheerleading Squad
Choir
Dragon Band
Fall Musical
Football
Golf
Jazz Choir
Dance Team
Spring Play
Soccer
Softball
Tennis
Track and Field
Volleyball
Wrestling
Cross Country

CLUBS and ORGANIZATIONS

DECA
FBLA
FCCLA
FFA
Foreign Language Club
FTA (Future Teachers of America)
Mystic (Yearbook Staff)
NHS
Renaissance
Student Council
Interact Club

Daily Eligibility

To be eligible to participate in activities, students must be in school a full day (on day of competition or participation), unless a prearranged absence has been made with the activities director. Students must be in school a full day on Friday or the last day of the school week if the activity takes place on a weekend. * *Administration has the discretion to make exceptions for special circumstances.*

Academic Eligibility for Activities

Students must be passing all classes. Anytime a student receives an “F” in any class at the mid-term grade check, that student will be placed on academic probation. While on probation, the student can continue to practice, but cannot participate in ANY activity until the grade is no longer an “F”. The teacher of the class will be the one who will determine when that student’s grade is passing and then notify the coach.

If a student receives an “F” for the semester, that student will be placed on academic probation until the mid-term grade report. The student will be able to practice, but not compete in any activity until all grades are passing. **Students may become eligible on the second school night after deficiency slips have been handed out.** Second semester grades will determine a student’s eligibility the succeeding year by the same process as mentioned above.

Students must also have an attendance rate of 90% or better in order to be eligible.

* Eligibility rules apply to all extra-curricular activities as well as athletics.

Transportation to School Activities

Students who are participating in school-sponsored activities must ride in the school provided transportation to the activity.

Students may only ride home with his/her parent or guardian from all school sponsored activities. The parent or guardian with whom the student is riding home must come in person to the coach or sponsor and sign the student out for him/her to be released to them.

NOTE: The coach or sponsor reserves the right to expect all students to utilize school transportation when returning home.

Student Activities during School Hours

Students who are attending school activities during the day must notify their teachers that they are going to be gone and pick up assignments in advance of leaving for the activity.

This work should be turned in on time.