

Cameron Intermediate School Grades 3-5

Student Handbook 2017-2018



Dear C.I.S. Families,

Welcome to Cameron Intermediate School and the 2017-2018 school year! It is my pleasure to welcome back our students from last year and any new friends to the community. We are excited to have the students back in our classrooms and hallways filling them with energy and enthusiasm. Our vision is to engage students with high expectations and rigorous instruction by uniting in a collaborative culture that sparks an environment to learn and problem solve. We strive to create problem solving leaders who have a love for learning.

I encourage you to participate in your child's learning by checking back-packs, communicating with teachers, attending parent teacher conferences, reading emails, ensuring your child is in attendance, and by asking them each and every day, "What did you learn today?"

I consider it a privilege and honor to work for the Cameron R-I District. As a Cameron graduate and community member, I appreciate the school, students, teachers, staff and CIS family members that work hard to ensure the students are successful! Thank you for sharing your child with us, they are amazing individuals that make my job enjoyable and worthwhile. Please don't hesitate to contact me with questions, concerns or suggestions. Together we are a community inspiring students. We are learning for life and leading the way, every student, every teacher, every day.

Sincerely,

Laurie Mefford, Principal

C.I.S. Vision: Our commitment is to engage students with high expectation and rigorous instruction. We will do this by uniting in a collaborative culture that sparks an environment to learn. This will result in problem-solving leaders who have a love for learning.

C.I.S. Mission: Together at CIS we are a community inspiring students. We are learning for life and leading the way, every student, every teacher, every day.

C.I.S. Commitments:

1. High Expectations: We ensure student mastery of non-negotiable Essential Learning Standards.
2. Rigorous Instruction: We use data-driven, research-based curriculum.
3. Collaborative Culture: We secure times for vital collaboration.
4. Problem-solving Leaders: We empower thinkers to use a Growth Mindset to be lifelong learners.

Location: Cameron Intermediate School
915 South Park Avenue
Cameron, MO 64429

Phone: 816-882-1046

Fax: 816-882-1047

School District Website: www.cameron.k12.mo.us This website is a great way to check your child's grades, attendance, lunch menus and schedule of events. Students and parents may view educational information including individual assignments, overall grades and attendance by logging onto the PowerSchool website at <http://ps.cameron.k12.mo.us/public/>. This website serves as a valuable resource in staying current with pertinent educational information and can be used to access teachers email addresses for communication purposes. To obtain a username and password to access PowerSchool, contact the school secretary during regular office hours. The site may also be used to check attendance and lunch balances. Also available on the school's web site is RevTrak. RevTrak allows you opportunity to place money on your child's lunch account or purchase items including yearbooks using a credit card.

Office Hours: 7:15 a.m. -3:15 p.m. (or by appointment)

School Hours: Doors will be unlocked at 7:00 a.m. Upon arrival each morning, students are to report to the commons area where breakfast will be served or the gym where the expectation is that students will read or work on an assignment. A bell will ring at 7:40 a.m. to initiate the release from the gym and lunchroom. Students can also take advantage of prearranged tutoring with their teachers prior to this bell. A second bell will ring at 7:45 a.m. signaling students to report to their homeroom and announcements will be given.. Classes

begin at 7:51 a.m. and end for the day at 2:57 p.m. at which time walkers, car riders and bus riders are dismissed.

Morning Drop-Off: Please do not drop your child off prior to 7:00 a.m. If you are dropping your child off, please pull forward as far as you can to avoid causing a backup of traffic on Park Avenue. Prepare your child to exit the car as quickly as possible using the driver's side exit. Absolutely **NO PARKING** in the drop-off lane at any time.

After School Pick-Up: Please be aware of the traffic that is associated with after school pick-up at CIS. Cars must enter using the north driveway (closest to the tennis courts). Any person picking up should pull all the way forward to the end of the drive or the next available space. Please remember that there is **NO PARKING** in the pick-up lane at any time. Bus traffic will have the right-of-way during this time so please be aware of where buses are at all times. If your child is not ready to load or present in the pick-up line you will be asked to circle around in an effort to not hold up traffic. Our goal is to make this time as safe as possible for everyone involved. Your patience is greatly appreciated.

Contact Information

Assignment	Name	Room	Phone Number
3rd Math	Barb Faulkner	201	882-1189
3rd ELA	Bridgett Pennington	202	882-1194
3rd Math	Kelli Pritchett	203	882-1193
3rd ELA	Abbey Meyer	204	882-1196
3rd Math	Alexandria Thompson	205	882-1192
3rd ELA	Carli Erickson	206	882-1190
4th Math	Audra Glotfelty	303	882-1159
4th ELA	Jordan Thoreson	304	882-1162
4th Math	Ashley Lambert	305	882-1163
4th ELA	Dawn Black	306	882-1160
4th Math	Megan Wolfe	307	882-1175
4th ELA	Laura Janovec	308	882-1226

5th ELA	Valerie Napier	101	882-1140
5th Math	Brooke Robinson	102	882-1141
5th ELA	Tina Baker	103	882-1142
5th Math	Ashley Kern	104	882-1143
5th ELA	Amy Gunn	105	882-1145
5th Math	Kate Notch	106	882-1144
Title I Reading Specialist	Jennifer Burnett	404	882-1188
Title I Para	Brooke McClure	404	882-1188
Title I Para	Melissa Thompson	404	882-1188
Special Education Teacher	Kelsey Benskin	402	882-1195
Special Education Para	Teresa Fleshman	402	882-1195
Special Education Para	Ceshia Pfleiderer	402	882-1195
Special Education Teacher	Jennifer Powers	502	882-1132
Special Education Para	Donna Covey	502	882-1132
Special Education Para	Megan Stone	502	882-1132
Special Education Teacher	Christy Jessen	503	882-1168
Special Education Teacher	Arianne Bredlow	504	882-1130
Speech	Debra Rhinehart	Speech	882-1197
Library Media Specialist	Jodie Parkhurst	Library	882-1191
5th Art	Kathleen Leeper	Art	882-1128
3rd and 4th Art	Betsy Bogle	Art	882-1198
5th Physical Education	Jaret Smith	Gym	882-1046
3rd and 4th Physical Education	Jamie Berry	Gym	882-1046
5th Music	Jeremy Hess	Music	882-1114
3rd and 4th Music	Mallory Neeley	Music	882-1199
5th Computers	Melissa Thompson	Lab	882-1224

3rd and 4th Computers	Ashley Cawthon	Lab	882- 1224
Guidance Counselor	Kasie Webb	Guid.	882-1147
Nurse	Caitlyn Erdman	Nurse	882-1158
Zenith	Sandra Noellsch	403	882-1221
Instructional Coach	Keri Sedgwick	406	882-1220
Food Service	Cindy Buntin	Kitchen	882-1146
Food Service	Lonna Nelson	Kitchen	882-1146
Food Service	Kellie Baker	Kitchen	882-1146
Food Service	Cheryl Drager	Kitchen	882-1146
Custodian	Nancy Jones	Custodian	882-1046
Custodian	Sue Crowley	Custodian	882-1046
Custodian	Billy Bennett	Custodian	882-1046

Disclaimer: The rules and regulations you are about to read are in addition to our broad, discretionary authority to maintain safety, order and discipline inside of the school zone. These rules support, but do not limit, our authority.

Absentee/attendance/tardy 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 learning. At least one study identified attendance as the single greatest indicator of student learning. 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 excused/unexcused absences or vacations in implementation of this policy.

Students absent from school due to illness and out of school suspension will not be allowed to attend evening activities or events on the day of the absence. Evening activities include, but are not limited to music concerts, ball games and family nights.

School begins promptly at 7:51. Any student who reports to class after the starting time is considered tardy and should report to the office for a tardy slip. Excessive tardies will result in the parents being contacted and possible consequences being imposed such as after school detentions.

When a student is absent, we ask that the parent/guardian call the office 816-882-1046 by 8:30 a.m. If the parent does not call, the attendance secretary will attempt to make phone contact before sending the school resource officer to the home to verify the reason for the student being absent. Attendance letters will be mailed to the address provided in Powerschool to update parents/guardians on their student's attendance and eligibility. At 10 absences (94%) the Juvenile Office will be notified and parents will be required to schedule a meeting with the assistant principal to verify missed days and to develop a plan for increasing attendance. 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.

Any missed work must be made-up and successfully completed. The student may have one day for each day missed to complete the make-up work. If your child is absent and you would like to pick up their homework please call the CIS office at 816-882-1046 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 work is requested.

Admissions: Students who are transferring from other schools should arrange to provide copies of their academic and health records (signing a release of records), as well as proof of residence within our district and custody/guardianship paperwork. All questions and concerns related to enrollment should be directed to the counselor's office.

Child Custody: 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.

Emergency Information: In case of emergency, each student is required to have on file in the school office the following information.

1. Parent(s) or guardian(s) name(s).
2. Complete and up-to-date address.
3. Home phone and parent(s) work phone.
4. Emergency phone number of friend or relative. (Please be sure this person is aware you have given the number as an emergency number for the school and that it is someone who can be reached when you cannot.)
5. Physician's name and phone.
6. Medical alert information.

The school will maintain records on all students. Information included in these records may not be released without written parental consent. Please review the regulations of the Federal Education Rights and Privacy Act (F.E.R.P.A.) listed below.

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.
[NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]
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**

Withdrawals: The parent of a student who is withdrawing during the school year should inform the school as soon as possible of the move. Library books, textbooks and school resources should be returned to the school and lunch balances paid in full. Teachers and staff will summarize the student’s progress and prepare the student’s file for forwarding to his/her new school of enrollment.

Reporting: Standards based grading will be practiced at CIS. Students will no longer receive letter grades or percentages. Instead, students will receive scores of 1, 2, 3, or 4 based on mastery of grade level standards.

With standards based grading, the traditional means of averaging grades and comparing one student to another is not common practice. Instead, scoring becomes a way to measure how well students are meeting grade-level standards as an individual. The standards referenced grading scale has four levels with mid-marks in between.

A score of 3 is grade level and where we’d like to see all of our students performing. Please reference the table below for scale scores that will be used.

Number Scale Score	Scale Score Terminology
1	Novice
1.5	
2	Not Yet
2.5	
3	On Target
3.5	
4	Exceptional

Outcome scores will never be averaged together or translated into a letter grade at any time when using standards based grading. Student scale scores will reflect the level of proficiency achieved for each outcome assessed. Parents should visit the Power School website to view their child’s progress but reports will be sent during marking periods which will include mid-term and quarter.

Standards based grading also promotes a “Growth Mindset”. In a growth mindset, students believe that their most basic abilities can be developed through dedication and hard work, and brains and talent are just the starting point. In a growth mindset, students can create a love of learning and a resilience that is essential for great accomplishment. Zeros and F’s are not possible because students are offered the ability to improve their scores until achieving the desired outcome. Students with a growth mindset understand that mistakes are part of learning and they develop strategies to assist them when tasks become difficult. C.I.S. staff and students will promote the growth mindset.

Parent-teacher conferences are scheduled in the fall and again in the spring. Parent attendance at conferences is extremely important and expected.

Special/ Exploratory Classes: Classes will have a set schedule per quarter. Your child should expect to have the same special/exploratory schedule each quarter. The schedule will not be altered regardless of scheduled missed days or snow days. The schedule will offer physical education, guidance, art, music, computers, and library. Classes are scheduled for 60 minutes each week with the exception of guidance and library. Library will be offered weekly and will alternate between 30 and 60 minute sessions. Guidance will be offered bi-weekly for 30 minute sessions and will be held opposite of library.

Physical Education: Students will need to wear tennis shoes on gym days. Grades will be based on participation, progress, and fitness testing. Students will not be allowed to participate in physical education wearing sandals, boots, flip flops or shoes the teachers deems unsafe.

Guidance: This will include whole group instruction. Grades will not be given but students are expected to participate.

Art: Grades will be based on projects completed in class. Students will receive scores based on the standards assessed. Each class and projects will be evaluated using a rubric or scoring guide.

Music: In music, students will be assessed using a rubric or scoring guide. Students must do their best work and take part in lessons each day. Although students will not be graded on attendance of the fall and spring concert, they are expected to attend.

Computers: Student grades are based on keyboarding skills, created documents, and presentations. Students will be issued an email account through the school district to be used for academic purposes. This account is not to be used for gaming, social media registrations or personal use. All students are required to sign an acceptable use policy acknowledging proper use of the technology resources, internet, and email accounts. Students without a signed acceptable use policy will not be allowed use of the school's computers.

Library: Students will be given opportunities to return and check out library books during library. Students will also be taught research skills and standards addressed in the grade level English language arts curriculum. Grades will not be given but participation is required.

Students will visit the school library at least once a week. Students in 3rd through 5th grade may check out 2 books at a time. Every effort should be made to return books when they are due. Students will be allowed to check out more books only when the first 2 are returned. Students/parents will be charged for any unreturned or damaged books. C.I.S. is proud to continue using the Accelerated Reader (AR) program. The purpose is to help your child increase their independent reading level. Students may choose to read certain books that are worth points based on their reading level and take tests on the computer to check their comprehension. Two goals will be created, one for first semester and one for second semester. Students reaching their point goals will receive incentives at the end of each semester. Student progress will be tracked throughout the year on the AR wall near the Library. The AR "Wall of Fame" will show the top student readers in the school. (Wall of

Fame is reserved for students who are enrolled full-time equivalency in the Cameron R-I Schools). Points towards the AR goals can be earned during the school calendar and additional rewards will be offered to students doubling their point goals. Open Library will continue this year. The start date, days and times of open library will be communicated to the parents and students after the school year gets started.

Title I Services: All students at CIS are eligible to receive supplemental academic help through the federal Title I program. This involves assistance in learning for students that are struggling with reading. Remedial assistance and RTI (Response to Intervention) time is embedded in the school day schedule for all grade levels. Intervention may be done in the classroom or by pulling small groups of students out of the classroom.

As participants of federal programs, the district provides complaint procedures for the 2017-2018 school year. The forms can be found at the following link:

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

Dear Parent or Guardian: Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information: Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction. Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived. Whether your student's teacher is teaching in the field of discipline of the certification of the teacher. Whether your child is provided services by paraprofessionals and, if so, their qualifications. In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent: Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A. Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Counseling Services: Counseling services consist of classroom guidance, support groups, and individual sessions. Our school counselor will cover topics such as academic development, personal social development and career development.

Parents/guardians or school staff may refer students for counseling, or students may request counseling. Our school counselor may meet with your child to support them in their academic, personal/social and career development. If he/she believes parent notification is deemed, a parent/guardian will be notified.

Group and individual sessions lasting six to eight weeks are provided for students with parent permission. These sessions are all voluntary and offered to all students. These services are provided for your child so he/she can have the opportunity to address concerns so they do not get in the way of learning. Any student can request to meet with our school counselor or they can be referred by a teacher, administrator, or parent.

Class Dojo: Class Dojo will be utilized in grades 3, 4, and 5 to communicate back and forth from school to home. ClassDojo is a digital classroom management tool designed to help teachers reward positive student

behavior and communicate more effectively with parents. Parents have the ability to “message” teachers throughout the day and respond to messages sent by the teacher. Students will be given opportunity to earn Dojo points towards personal goals and classroom goals. Students meeting monthly goals will be honored at an awards assembly held each month starting at 7:45 a.m. Students will receive points for participating in class, or staying on task and meeting expectations. Reports will be sent monthly to share the student’s progress with home. Classroom teachers will provide parents with additional information regarding Dojo at the start of the year.

Communications: Planners will be issued to the 5th grade students. The planners will be sent home daily and will be used to communicate back and forth from school to home. Parents are expected to sign the planners prior to the students returning to school. Students are responsible for the planner and students will be charged \$3.00 for a replacement if lost. Grades 3 and 4 will share classroom newsletters that will be emailed bi-monthly or sent using class Dojo. Newsletters will contain pertinent information including current standards being taught, upcoming dates, and tips or strategies that can be used to extend the classroom experience to home.

Student Data Notebooks: Research has shown that student learning increases when students are allowed to have ownership in their learning. Our student data notebooks provide opportunities for the students to set and work towards individual goals. Data notebooks will be sent home every Thursday starting mid-term of first quarter. We ask that you review the notebook with your child and sign the acknowledgment weekly. Digital data notebooks will be piloted at the 3rd grade level and will be similar in practice to the 3 ring binders utilized in grades 4 and 5. Digital data binders will provide similar information but will be shared electronically.

To further increase the expectation that all practice assignments (homework) are to be turned in on time to the teacher, and acquire good work habits and self-discipline, students may be assigned a learning lunch. A learning lunch is an opportunity for the student to have lunch in the classroom with a teacher and work on missing practices or skills.

Homework/Practice: Practice will be assigned to students if needed and may be based on individual student needs. The structures of our classes offers the teacher opportunity to work in small groups with students needing assistance. If work is sent with a student, the expectation is that the student will complete the work and return it on the following day. Students not meeting expectations will be asked to work with the teacher before school or during part of their recess. Teachers will contact parents of students frequently missing work.

Mandatory Tutoring and or Summer School: For any student that shows an average daily attendance below 90%, for the current school year, may be required to attend summer school based upon reasons pertaining to the excessive absences. For absences documented as medical reasons for absence, consideration will be given by the administration in regards to mandatory summer school attendance. Administrator’s discretion will be used in evaluating the need for mandatory summer school based upon concern with a student’s attendance.

Students not performing at grade level in the four core areas (math, language arts, science and social studies), will be required to attend mandatory tutoring sessions to ensure academic achievement gaps are being

addressed. Specific skills and knowledge targets will be addressed during the tutoring sessions. If the student is not able to attend before or after school tutoring sessions, mandatory summer school will go into effect.

Mandatory summer school may also be initiated for the reason of promotion if the student has shown low levels of performance on building wide, comprehensive assessments including but not limited to Acuity, STAR, and M.A.P. tests. This would include students scoring below the proficiency targets expected at their grade level.

Promotions and Retentions: Promotions and retentions are based on an evaluation of academic, physical, social, and emotional growth. The primary reasons for considering retention are: a) indifference or lack of effort on the part of a capable student, b) physical or social immaturity, and c) frequent or long absences.

Parents can assume their child will be promoted unless the alternative of retention has been discussed during the school year. Parents are encouraged to confer with the teachers on a regular basis.

Reading Improvement Plan and Retention Requirements: At the end of the 3rd grade year, a Reading Improvement Plan will be developed for students reading below a 2.0 grade level. This plan will be used during the 4th grade year. At the end of the 4th grade year, those students on reading plans will be reassessed to determine if they meet promotion requirements (reading at or above 3rd grade level). **No 4th grade student reading below 3rd grade level at the end of summer school shall be promoted to a higher grade level.**

The procedure for those who do not qualify for promotion is as follows:

- At least 40 hours of reading instruction during summer school or with a private tutor.
- Students receiving reading services will be tested at the end of the summer. If they are still reading more than one grade level below their assigned level, they will not be promoted.
- A parent conference will be held to inform the parents of this decision.
- If parents desire to provide home tutoring for the remainder of the summer months, the school will delay the retention decision until a final post-assessment is completed before the start of the next school year. If the student is still reading more than one grade level below the assigned grade, the student will not be promoted to the next grade level.
- Reading Improvement Plans must be repeated as necessary through the sixth grade.
- Summer school may be mandated.
- At the end of sixth grade, a notation will be made on the permanent record of any student who is determined to be reading below the fifth grade level. This notation may be removed at any time the child reaches the appropriate reading level.
- Some students, such as those receiving certain special education services under an Individualized Education Plan or 504 Plan, may be exempted from these requirements.

Discipline and Safety: Our expectation is that we all conduct ourselves according to the following general principles. By so doing, we will be abiding by the Human Rights Statement and giving ourselves the greatest opportunity for educational success.

1. We do not hurt people (either physically or emotionally) or property (vandalism).
2. We show respect to teachers, administrators, paraprofessionals, (all personnel) and to fellow

students.

3. We practice safety at all times.
4. We accept the responsibility of our education and are committed to being active participants in the educational process by, paying attention in class, following the rules of each classroom, completing all assignments, and giving our best effort at all times.

In our effort to instill these principles the following disciplinary policies and procedures have been formulated.

DISCIPLINE PLAN:

C.I.B.S. The building will utilize Cameron Intermediate Behavior Support (C.I.B.S.) a proactive approach for classroom management. C.I.B.S is a school-wide plan to maximize student learning time and stop harmful and disruptive behaviors while teaching skills that will lead to life success. To protect instructional time with little to no disruption and to keep students in their regular classroom, struggling students will be taken through part or all of the following transitional process.

Step 1) Safe seat in regular classroom → Step 2) safe seat in a buddy room → Step 3) office referral/recovery → buddy room → safe seat in regular classroom → regular classroom.

C.I.B.S Terminology

Safe Seat: The safe seat is a designated seat/area in the student's regular classroom where the disruptive behavior can stop. **The student is not in trouble.** The student can place themselves in the safe seat or can be assigned by an adult.

Buddy Room: A safe seat in another classroom when a student needs an alternative safe seat. If a student is sent to the buddy room, parent contact will occur.

Think Sheet: A form the student completes allowing them to reflect on their behavior. Students identify define their behaviors and identify alternative choices for future success.

A student may be accelerated or exited from the process if they are able to correct and display successful behavioral traits.

When a student is referred to the office, the Cameron Intermediate Discipline Policy will be enforced. Any student who is serving after-school detention, in-school suspension or any assigned detentions must also be served before the student can participate in any after school activities.

Student Code of Conduct

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list each and every offense which

may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

Academic Dishonesty

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

First Offense:	No credit for the work, grade reduction, or replacement assignment.
Subsequent Offense:	No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

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

First Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

Assault 1. 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 degree.

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

Offense:	
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Assault 2. Knowingly causing or attempting to cause serious bodily injury or death to another person, recklessly causing serious bodily injury to another person, or any other act that constitutes assault in the first or second degree.

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

Bullying and Cyber bullying (see Board policy JFCF) – Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

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

According to BH1583: Definition: "Bullying" means intimidation or harassment that 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, but is not limited to, physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts. Bullying by students is prohibited on school property, at any school function, or on a school bus. "Cyberbullying" means bullying as defined in this subsection 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."

If a student feels as though he/she is being bullied, it should be reported immediately to the nearest adult.

Bus or Transportation Misconduct (see Board policy JFCC) Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

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

First Offense:	Nullification of forged document. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.

Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved) Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Drugs/Alcohol (see Board policies JFCH and JHCD)

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

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

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

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion.

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense:	1-180 days out-of-school suspension or expulsion.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion.

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

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Failure to Care for or Return District Property Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

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

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

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

First Offense:	Verbal warning, detention, in-school suspension, 1-180 days out-of-school
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	suspension, or expulsion. Report to law enforcement for trespassing if expelled.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

False Alarms (see also "Threats or Verbal Assault") Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

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

Fighting (see also, "Assault") – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

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

Harassment, including Sexual Harassment (see Board policy AC)

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language base on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

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

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

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

Nuisance Items Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

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

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

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

Technology, Improper Use The improper use of technology provided by the district or brought from home during the course of the school day including, but not limited to email, internet, research, gaming, social media and app usage.

First Offense:	Parent Conference, loss of technology privileges, in-school suspension
Subsequent Offense:	Loss of technology privileges for the remainder of the school year, 1-180 days out of school suspension

Theft, attempted theft or knowing possession of stolen property.

First Offense:	Return of or restitution for property. Principal/Student conference, detention,
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	in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

Threats or Verbal Assault Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

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

Tobacco

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

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

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

First Offense:	Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.
Subsequent Offense:	Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension.

Truancy or Tardiness (see Board policy JED and procedures JED-AP1 and JED-AP2) – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

First Offense:	Principal/Student conference, detention, or 1-3 days in-school suspension.
Subsequent Offense:	Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

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

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

Vandalism (see Board policy ECA) Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

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

Weapons (see Board policy JFCJ)1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g) (2) or § 571.010, RSMo.

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

2. 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).

First Offense:	One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
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Subsequent Offense:	Expulsion.
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3. Possession or use of ammunition or a component of a weapon.

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

Office of Superintendent Safe Schools Act

This written communication is designed to provide information to you regarding the MISSOURI SAFE SCHOOLS ACT. 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-I 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 is provided in the student handbooks and may be accessed in the building's office during normal school day hours. Information regarding the 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) that is related to demonstrated or potentially violent behavior to teachers and other employees with a 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 crimes or acts that would constitute certain crimes if committed by an adult on school property. Those crimes are listed in the law.
- * If a student poses a threat to self or others, as evidenced by the prior conduct of such student, the administration may immediately remove the student from school.
- * 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 the crimes listed in the law.
- * No school board is permitted to readmit or enroll a pupil that has been convicted or charged with certain crimes listed in the law.
- * At the time of registration by 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.

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

Rules for Out of School Suspension: Students that receive OSS as a consequence WILL NOT be allowed to attend any field trips during the suspension. Students who have been suspended out-of-school will not be permitted to be on school district property and will not be allowed to participate in or attend any school activities.

Weapons in School: The Board recognizes the importance of preserving a safe educational environment for students, employees, and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school grounds, buses, or at school activities.

A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S.C. 921
2. Any device defined in 571.010, RSMo, including a blackjack, concealed firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, or switchblade knife.
3. A dangerous weapon as defined in 18 U.S.C. 930(g)(2).
4. All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
5. Any object designed to look like or imitate a device as described in 1-4.

In accordance with federal and state law, any student who brings or possesses a firearm as defined in #1 or #2 above, on school property or at any school activity will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis, upon recommendation by the superintendent to the Board of Education. Students who use or possess weapons defined in #3, #4 and #5 and not otherwise included in #1 and #2, will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE. Such students with disabilities who possess a weapon, as defined as a "dangerous weapon" in 18 U.S.C. 930, at a

school function, may be placed in an appropriate interim alternative educational setting for the same amount of time that students without disabilities would be subject to, but for no more than 45 calendar days.

Transportation: 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 Don Gerber, manager of Durham Bus Co., at 632-2421

School Bus Route Assignment Guidelines: 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.

Re-application

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

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 and 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 For Student Misconduct While On The Bus: The school bus driver will be responsible for submitting a written referral of student misconduct to the bus manager. The bus manager will in turn 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 (3) three days and the parent notified.

Third Offense: The student will be suspended from the bus for (5) five days and the parent notified.

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

Fifth Offense: The student will be suspended from the bus for the remainder of the year.

A severe incident (fighting, vandalism, and possession of illegal or dangerous materials) may require immediate suspension ranging from one day to the remainder of the school year. All vandalism incidents 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 Discipline Policies and Procedures).

School Visitation Policy: Upon arriving, all visitors are asked to check in at the office and pick up a visitor's pass. Parents bringing items for their children will be asked to leave those items at the office rather than taking them to the classroom. Unexpected visits disrupting the instructional day will not be allowed. Other siblings should not accompany parents when conducting a visit including lunch visits. Any questions that arise from your visit should be discussed with the teacher at a conference set at a later date.

In an effort to support our district wellness policy, please DO NOT bring fast food items and soda pop to school for your child. Highly caffeinated drinks including coffee, cappuccinos and energy drinks are also discouraged and a violation of our wellness policy. Students may be asked to dispose of the product or take it home.

School Volunteers: We welcome volunteers into the building to assist with various activities. We prefer parents not volunteer on a regular bases within their child's classroom but instead offer their assistance throughout the building and grade levels. Some possible opportunities include:

- * Assist in the Library Media Center (LMC).
- * Chaperone field trips, dances, etc.
- * Help children by reviewing skills, concepts taught (vocabulary flash card drill, review math facts, letter formation/handwriting skills).
- * Assist teachers in preparation of bulletin boards and/or duplicating instructional materials for classroom use.
- * Help with clerical needs in the school office.
- * Assist in the computer lab.
- * Read with and to students
- * Assist with classroom parties

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 VISITATIONS**. No students from other schools are allowed to visit classes.

Sexual Harassment of Students: Sexual harassment is strictly prohibited in the Cameron R-1 School District. See Board Policy AC for information regarding behavior that could constitute sexual harassment. Please contact Dr. Matt Robinson, Superintendent, at 816-632-2170 to report any concerns or complaints regarding sexual harassment.

Valuables: Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. The school administrators and staff cannot be responsible for valuables, which students bring to school. It is recommended that students leave all valuables at home. (i.e. MP3 players, IPODS, portable video systems, collector cards, toys, spinners, cell phones, etc.) Students possessing these items will have them confiscated and will be released to the students at the end of the day. A second infraction will result in confiscation and will not be released until the end of the academic school year.

Students are allowed use of electronic readers but if the student chooses to use the device for gaming or inappropriate use, the device will be taken until the end of the day. Subsequent misuse will result in the device being taken and parents contacted to pick up the device. It will not be sent home with the student.

Cell phones can become an interruption to the educational process and are therefore strongly encouraged to be left at home. Phones that disrupt the teaching and learning process by going off or by being visible during the school day will be confiscated and returned at the end of the school day. A second infraction will result in confiscation and will only be returned to the student's parent. Please see the Cell Phone Possession/Use policy.

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

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

Dress Expectations: 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 must also wear appropriate shoes, boots or footwear at all times 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. All shorts and/or skirts shall be at minimum of a fingertip length. Students wearing leggings and/or yoga pants also need to wear an untucked shirt or skirt that reaches at least to their fingertips. Sleeping pants, pajamas, robes, and/or house slippers are not appropriate attire for school.

When in the judgment 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.

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 in to 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/Health and Wellness

Cafeteria/Breakfast/Lunch Procedures:

Breakfast	\$ 1.25	Adult Breakfast	\$1.50
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Lunch	\$ 1.95	Adult Lunch	\$2.80
Reduced Lunch	\$ 0.40		
Reduced Breakfast	\$ 0.30		
Extra Milk	\$ 0.35		
	<u>5 Days</u>	<u>10 Days</u>	<u>20 Days</u>
Student Lunch	\$9.75	\$19.50	\$39.00
Reduced Lunch	\$2.00	\$4.00	\$8.00
Student Breakfast	\$6.25	\$12.50	\$25.00
Reduced Breakfast	\$1.50	\$3.00	\$6.00

Breakfast is served daily from 7:15-7:45AM. It is important that if you want your child to participate in this benefit, that your child arrives at school early enough to do so, and still be on time to class. Your child will be expected to be in class prepared to start the day by 7:51 AM.

We invite parents/grandparents/guardians to have lunch with their child. We request that you call or send a note that day please. The cafeteria prepares meals according to a count done at the start of each school day. Minors are not allowed to show up at school and eat lunch with students. An adult must accompany anyone joining a student for lunch. Due to food allergies we request that you do not share your food items with other students.

We use a debit card scanning system. You may make an initial deposit at Back to School Night in August if you wish. Your child will be kept informed of a low balance, and will be given an envelope for a deposit the next morning. We also encourage you to log in to PowerSchool weekly to check your child's balance. Deposits may be sent with your child in the morning. Deposits should be made in the morning during breakfast or given to the classroom teacher. No change will be given to students unless the payment is accompanied with a signed note from their parent indicating that change needs to be given. Parents also have the opportunity to place monies on their child's account using RevTrak, an online payment system.. RevTrak allows parents to use their credit card for lunch account deposits. Students are responsible for the care of their card. The student's account will be charged \$2.00 if replacement is needed. A peanut butter sandwich/lunch meat sandwich and milk are offered should the negative balance continue for more than 3 days or if the balance is below \$5.00.

Arrangements can be made for free and reduced priced meals with proper qualification. Applications are distributed at registration in August, but are also available at any time throughout the school year in the office by request. If you qualify for free lunch, there is no reason for you to make deposits to the account, unless your child would ever want an extra milk to drink.

Health Information and Services:The school nurse's office is located next to the main office. The school nurse is responsible for maintaining student health/immunization records, treatment of student illness/injury, overseeing medication administration of students during school hours and conducting various school

screenings (vision, hearing, scoliosis, etc.) Please contact the nurse if your child has any health issues and make sure that the school has a current health information form and parent/guardian/emergency contact number(s) on file. Please contact the nurse if your child is absent due to a communicable disease as precautions may need to be taken to protect others.

If your student becomes ill or injured the nurse will determine appropriate treatment per direction from physician standing orders, and if a parent/guardian should be contacted. Students should not attend school if they are experiencing a temperature of 100 degrees or above, or any type of communicable disease. If you are uncertain if your child should attend school due to illness, please contact the nurse. All exclusions for illness/communicable disease are determined by the guidelines stated in the Missouri Department of Health and Senior Services Bureau of Communicable Disease Control and Prevention Guidelines.

All medication given during school hours, prescription or OTC, must be accompanied by a current physician order and parent consent. It must be given to the school in the original medication bottle including the child's name, dosage and schedule. Long-term medication should also have a school medication form completed with parent/physician signature, if possible. All medication must be kept in the nurse's office, unless stated otherwise by the student's physician. Various OTC medications are available to students (throat spray/lozenge, calamine); Tylenol or a non-aspirin substitute is also available and can be given with a current parent signed permission form.

To attend public school, all children must have a current immunization record or accepted exemption on file. All students must be up-to date with their immunizations as stated in the Missouri Immunization Laws and current school year requirements. If your child is not up to date with their immunizations according to the current requirements, the nurse will contact you on what immunizations your child needs.

School District Wellness Policy: The primary goals of the Cameron R-1 School District's wellness program are to promote student health, provide information on the importance of maintaining proper weight, facilitate student learning of lifelong healthy habits and increase student achievement. The following procedures will guide the implementation of the district wellness program.

Nutrition Guidelines: The district designates 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 cheese, nuts, seeds and nut butters, sugar not more than 35% of weight from sugar except for fruit (without added sugar). Recommend 100% juice and milk.

The restriction of the sale of beverages, such as sports drinks and lemonade during the school day will not be restricted at the high school level. No vending allowed during the school day at the elementary and intermediate school buildings.

Missouri Eat SMART Guidelines

*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%)

Recess Policies: A student well enough to attend school is considered well enough to participate in playground activities and will be expected to do so. Appropriate dress is required for inclement weather. Students will go outside for recess if the temperature or wind-chill is above 20 degrees. **When it is necessary for a student to be excused from playground activities or physical education, a written statement from a doctor must be sent to school, parent notes are not accepted.**

School Parties: School parties will be held in the fall (Oct.) and the winter (Dec.) and will be planned and organized by PTSA volunteers. Students are not allowed to dress in costumes for the fall party, which is scheduled for the same time as Halloween. The principal must approve all parties other than the above. Parties will take place during RTI times.

Party Invitations: Students are not allowed to hand out personal party invitations at school unless they have one for each child in their class. Excluding children will not be allowed. The school will not share home addresses with students or parents.

Pets and Animals: Pets are not allowed at school. An exception is made for service animals. Please see board policy ECG for clarification.

Field Trips: As part of the school program, students may be taken on educational trips requiring bus transportation. School personnel supervise all educational trips. On occasion, parents may be invited to attend a field trip, but it is not required. Any parents attending field trips with their student are asked to not bring siblings and are asked to abide by school rules refraining from tobacco, alcohol and inappropriate language. This is an extension of the classroom. Students are expected to ride the bus with their class to the field trip. If your child won't be returning to school, you may check them out with their teacher after the fieldtrip, but if checked out prior to **2:57 p.m.**, the student will be marked absent for the remainder of the day. Parent involvement on a trip may be limited and is at the discretion of the teachers and or administrator to allow attendance. Please check with your child's teacher if parents are able to attend a specific trip or not. The PTSA provides some funding for most field trips; however, we may ask for a small amount to assist in covering admission fees and/or transportation costs. Attending field trips is a privilege and students with poor attendance may be required to stay at school to work on skills missed during their absences. Students choosing not to control their behavior at school or follow school rules may not be allowed to go on field trips. Students on field trips are ambassadors of Cameron Intermediate School. Their very best behavior is expected.

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. The 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.

The 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.

The 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).

The 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.

Cameron-R-1 School District
Janet Smith, Director of Special Education (816) 632-2213

Notice of Nondiscrimination: 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 to 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 nondiscrimination policies:

Dr. Matt Robinson, Superintendent
423 Chestnut, Cameron Mo. 64429

816-632-2170

For further information on notice of non-discrimination, visit <http://wdcrobcop01.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

In accordance with Missouri Revised Statute Section 160.455, Cameron R-I Schools is distributing the following information about Earthquake Safety. Information can be found by visiting:

http://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=8&cad=rja&uact=8&ved=0CEAQFjAH&url=http%3A%2F%2Fwww.salisbury.k12.mo.us%2Fpages%2Fuploaded_files%2FEarthquake%2520Safety.pdf&ei=JapvVar8HYeRsAXK3IKADg&usg=AFQjCNEQsZEZV3wIK8IY1xq0wpwLNbfhgA

Statement of Acknowledgement for Student Handbook and Bus Rules

Parents and Guardians,

Once you have read this handbook please complete this form and return it to your student's teacher. Failure to comply with this request in a reasonable time will cause your child to lose bus privileges and privileges to any other program listed in the handbook.

Student's Name: _____

Student's Grade: _____ Teacher's Name: _____

_____ I have read and understand the attendance policies.

_____ I have read and understand the bus procedures and rules and transportation guidelines.

_____ I have read and understand the discipline as outlined in the handbook.

_____ I have read and understand the acceptable use policy for use of school technology.

_____ I have been given opportunity to complete the free/reduced application.

Parent/Guardian Signature

Date

