

# **Cameron Veterans Middle School**

## **Student & Parent Handbook**

**Adopted by the Board of Education:, July 15, 2025**



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Welcome to the Cameron R-1 School District! The School Board, Administration and Staff are committed to fostering a supportive and dynamic learning environment. This handbook serves as your guide to understanding our policies, guidelines, and resources designed to help every student succeed. Together, we can achieve excellence in education and ensure a bright future.

Please find the link to the Cameron R-1 District policy manual: <https://egs.edcounsel.law/cameron-r-i-school-district-policies/>

### **Our Mission C-110-S**

The mission of the Cameron R-I Public Schools is: To educate and empower our students to reach their full potential.

### **Cameron R-1 Board of Education**

The Board is entrusted with the governance of the Cameron R-1 School District, making policy decisions and providing oversight while striving for efficient and effective operation of the schools. Collaborating as a governance team with the Superintendent, the Board acts in the best interest of the students. As the elected governing body, the Board diligently fulfills the following principal responsibilities: 1. Setting the strategic direction for the District. 2. Establishing and upholding a system of District policies and rules. 3. Overseeing the Superintendent's employment. 4. Exercising final decision-making authority for Board matters. 5. Serving as a liaison between the District and the community.

### **Meet Your School Board Members G-100-S**

- Andi Lockridge, President
- Ryan Murphy, Vice-President
- Jackie Peck, Member
- Scotty Grenier, Member
- Staci Earley, Member
- Ann Goodwin Clark, Member
- Pam Ice, Member

For more information about how to contact your Board of Education members, please visit the District's website at: <https://www.cameron.k12.mo.us>.

### **School Building and Administration Information**

For up to the minute info on happenings around the district download the app by searching "Cameron R-1 School District" in the app store on iOS and Android operating systems.

## **Welcome Letter**

Dear Dragon Family-

Welcome to the new school year at Cameron Veterans Middle School! We are excited to begin another year of learning, growth, and discovery together. Whether you are returning or joining our school community for the first time, we are thrilled to have you with us.

At CVMS, we believe that middle school is a critical time to explore interests, build lasting friendships, and develop the skills that will help students succeed both academically and personally. Our dedicated teachers and staff are committed to creating a safe, welcoming, and engaging environment where every student can thrive.

This handbook is designed to serve as a guide to our school's expectations, policies, and resources. We encourage all students and families to review it together and refer to it throughout the year. Clear communication and shared understanding help us work together in support of student success.

We look forward to partnering with you for an exciting and rewarding school year. If you have any questions, please don't hesitate to reach out. Let's make it a great year!

Thankful to be a Dragon,

Mr. Hadley Fisher

CVMS Principal

[hfisher@cameronschools.org](mailto:hfisher@cameronschools.org)

816.882.1041

“Learning for life...every student, every teacher, every day.”

## **School Building and Administration Information**

Cameron Veterans Middle School  
1015 South Park Avenue Cameron, MO  
PH: 816-882-1041  
Fax: 816-882-1042

Principal: Hadley Fisher  
Email: [hfisher@cameronschools.org](mailto:hfisher@cameronschools.org)

Assistant Principal: Felicia Limb  
Email: [flimb@cameronschools.org](mailto:flimb@cameronschools.org)

Dr. Matt Robinson  
423 N. Chestnut  
Cameron, Missouri 64429  
816-882-1031  
[mattrobinson@cameronschools.org](mailto:mattrobinson@cameronschools.org)

Dr. Angie Ormsby  
Assistant Superintendent/Federal Programs  
Email: [aormsby@cameronschools.org](mailto:aormsby@cameronschools.org)

Ms. Mary Crawford  
Special Services and 504  
[mcrawford@cameronschools.org](mailto:mcrawford@cameronschools.org)

Mr. Matt Wenck  
Activities Director  
[mwenck@cameronschools.org](mailto:mwenck@cameronschools.org)

The Department of Elementary and Secondary Education's District and Building Report Cards are available at:  
[https://apps.dese.mo.gov/MCDS/Reports/SSRS\\_Print.aspx?Reportid=94388269-c6af-4519-b40f-35014fe28ec3](https://apps.dese.mo.gov/MCDS/Reports/SSRS_Print.aspx?Reportid=94388269-c6af-4519-b40f-35014fe28ec3).

# CVMS Administration Academic Calendar I-100-S

## 2025- 2026 Cameron R-I School DISTRICT Calendar

August 2025						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 4<sup>th</sup> & 5<sup>th</sup> - New Teacher Orientation  
 August 11<sup>th</sup> - 14<sup>th</sup> - All Teacher In-service  
 August 15<sup>th</sup> & 18<sup>th</sup> - NO SCHOOL  
 August 19<sup>th</sup> - First Day of School

September 2025						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

September 1<sup>st</sup> - LABOR DAY NO SCHOOL  
 September 19<sup>th</sup> - Homecoming 12:30 Release

October 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October 13<sup>th</sup> - NO SCHOOL - Teacher in Service  
 October 30<sup>th</sup> - NO SCHOOL \* In-service 7:30-1:00 pm  
 \*PT Conferences 1:00 -8:00 pm  
 October 31<sup>st</sup> - NO SCHOOL

November 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

November 10<sup>th</sup> - NO SCHOOL - Teacher In-Service  
 November 26<sup>th</sup> & 28<sup>th</sup> THANKSGIVING - NO SCHOOL

December 2025						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

December 25<sup>th</sup> -CHRISTMAS NO SCHOOL  
 December 22<sup>nd</sup>, 31<sup>st</sup> CHRISTMAS BREAK

January 2026						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 1<sup>st</sup> - 2<sup>nd</sup> -NEW YEARS - NO SCHOOL  
 January 5<sup>th</sup> - NO SCHOOL Teacher In-service  
 January 6<sup>th</sup> - School Resumes  
 January 19<sup>th</sup> - MLK DAY - NO SCHOOL

February 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

February 16<sup>th</sup> - PRESIDENT'S DAY NO SCHOOL

March 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March 19<sup>th</sup> - NO SCHOOL Teacher In-Service  
 March 20<sup>th</sup> - NO SCHOOL SPRING BREAK  
 March 23<sup>rd</sup> - School Resumes

April 2026						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April 3<sup>rd</sup> -GOOD FRIDAY- NO SCHOOL  
 April 6<sup>th</sup> - NO SCHOOL  
 April 24<sup>th</sup> - NO SCHOOL

May 2026						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 15<sup>th</sup> - Graduation  
 May 20<sup>th</sup> - Tentative Last Day of School 12:30 Release

Student Days: 171 Teacher Days: 181 + (0 Flex Day) = 181

Total 1,122.0 hours (includes 36 weather related make-up hours )

Start date is more than 10 days prior to the first Monday in September.

Make-up days, if needed, will be as follows: March 19<sup>th</sup>, April 6<sup>th</sup>, April 24<sup>th</sup>

### QUARTER/SEMESTER DETAILS

October 17<sup>th</sup> - Quarter 1 Ends ( 42 Days)  
 December 19<sup>th</sup> - Quarter 2 Ends ( 39 Days) / Semester 1 Ends ( 81 Days)  
 March 11<sup>th</sup> - Quarter 3 Ends ( 45 Days)  
 May 20<sup>th</sup> - Quarter 4 Ends ( 45 Days) / Semester 2 Ends (90 Days)

## **Cameron Veterans Middle School Building Information**

### **Arrival and Dismissal Procedures S-165-S**

CVMS doors are unlocked at 7:00 a.m. Upon arrival each morning, students are to report to the Commons area where breakfast will be served at approximately 7:15. A bell will ring at 7:15 to signal students are released to the gym to be seated or take advantage of before school tutoring with their teacher(s).

Classes begin at 8:00 a.m. and end for the day at 3:00 p.m., at which time walkers, car riders, and bus riders are dismissed. School rules/policies are in effect enroute to and from school. (Office hours are 7:15 a.m. - 3:15 p.m.)

### **School Cancellations and/or Early Dismissal**

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

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

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

[https://docs.google.com/document/d/1m2KgqwR1AK8Ut9QiR1rw1h37UlqqjBFCTiDfiX\\_F3uw/edit?usp=sharing](https://docs.google.com/document/d/1m2KgqwR1AK8Ut9QiR1rw1h37UlqqjBFCTiDfiX_F3uw/edit?usp=sharing).

### **Class Schedules/Bell Schedules**

Dismiss from Commons	7:15
Warning Bell	7:55
1	8:00-8:51
2	8:54-9:40
3	9:43-10:29
4	10:32-11:18
5	11:21-12:32
6	12:35-1:21
7	1:24-2:10
8	2:13-3:00



## **Attendance and Absence Procedures S-115-S**

### ***Expectations for Attendance***

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

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

When a student is absent, we ask that the parent/guardian call the office (816.882.1041) by 8:30 a.m. If the parent does not call, the attendance secretary and/or Assistant Principal will attempt to make phone contact. The District may send the School Police Officer to the home to verify the reason for the student being absent if a parent or guardian cannot be reached.

When absences become excessive, administration will call home and parents/guardians may be required to meet with administration to resolve the attendance issue. At 10 absences the Juvenile Office will be notified. Mandatory summer school and tutoring may also be initiated to avoid possible retention/loss of credit due to excessive absences.

When a student returns to school after an absence they must provide the office with the reason for the absence, either through a parent/guardian phone call or note, or a medical provider's note.

### ***Student Absences: “Excused”, “Unexcused”, & “Exempt”***

Students are limited to six absences per semester for each class. Excused and unexcused absences count toward this total.

An unexcused absence occurs when the District is not contacted by the parent/guardian regarding the reason for absence.

The following absences are “examples” of excused absences that will count toward the six-day limit:

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

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

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

### ***Late Arrival/Tardiness***

Students arriving after 8:00 a.m. must report to the front office to receive an E-Hall pass. This pass will provide entrance into class. An email notification will automatically be sent to the primary email we have on record when your student is late. Excessive tardies to school or class will result in consequences such, as but not limited to; conference with the principal and detentions. Consequences begin on the 4th tardy per quarter.

### ***Truancy***

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

### ***Make-Up Work***

All students who have been absent from class for whatever reason will be allowed and expected to make up all schoolwork they have missed.

To request make-up work, please contact the CVMS office at 816.882.1041 before 10:00 a.m. Work may be picked up after 3:00p.m.

Make-up work may be collected for absences of 2 days or more. Make-up work will not be collected by the office for an absence of 1 day. Instead, the student may contact their teacher upon return to school to obtain work.

Teachers and students will be expected to work together to get 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 they were absent from school.

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

It is a privilege to participate and attend extracurricular activities. Students' eligibility to participate in and/or attend extracurricular events is dependent upon their previous quarter's attendance percentage.

Eligibility will be determined by a student's attendance percentage at the conclusion of 1st quarter, 2nd quarter, etc. A student's participation for 1st quarter will be contingent on the 4th quarter's attendance the previous year.

Example: If a student is eligible during 1<sup>st</sup> quarter, and their attendance at the end of 1<sup>st</sup> quarter is 88%, the student is ineligible to participate in or attend extracurricular events for the 2nd quarter until the student's attendance has reached above 90%. The student may become eligible again for the 3rd quarter if their 2nd quarter attendance was above 90%. The student may still practice with the team but may not compete in or attend games.

## **Transportation Services F-260-S**

### ***Bus Information***

All resident students are eligible for bus transportation. Any student who has an IEP, which states that the student requires special transportation to and from school, will be provided free transportation between home and the special education program facility.

If you need assistance arranging bus transportation for your child, or have questions or comments, please call Angel Reffitt, Durham School Services, at (816)632-2421.

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

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 are 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.
  - a. For example:

- i. Picked up at parent's house and dropped off at daycare Monday through Friday.
  - ii. Picked up at daycare and dropped off at grandparent's house Monday through Friday.
  - iii. 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 all students 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.

**Annual Re-application:**

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

**Mid-School Year Changes:** If a student moves, or the need for a permanent transportation change occurs, parents/ guardians must make the request using the online form found at: <https://forms.gle/Xs8BHSEAoiziKukm9>  
The form is also available on the District webpage.

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

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

***Bus Rules***

1. Follow the driver's instructions.
2. Sit in your seat facing the front of the bus with your feet on the floor.
3. No littering, marking on, or damaging the bus in any way.
4. No deliberate defiance or refusal to cooperate with the driver or other school staff member.
5. Keep all body parts and all other objects inside the bus and out of the aisle.
6. No crowding, pushing, fighting, teasing, or disturbing other riders. Keep hands, feet, and objects to yourself.
7. No yelling, screaming, arguing, cursing, using profane language or gestures.
8. No deliberate delay of loading or unloading of the bus.
9. No fighting or scuffling at the bus stops.

10. The use of tobacco or drugs in any form is prohibited.
11. No eating or drinking on the bus.
12. No getting on or off at an unassigned bus stop without written and signed consent from a school official.
13. No sexually explicit remarks, gestures, or contact with another student.
14. Radios, CD players, tape players, live animals, alcohol, glass items or containers, toys, skateboards, sharp objects, weapons, ammunition or any large object or playground items are not permitted on the bus.

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

Smoking and the use of other drugs or being in possession of a weapon or device used to inflict physical injury to another person is cause for removal from the bus for the remainder of the school year. In addition to possible suspension of bus privileges, students are subject to the applicable discipline consequences for any violation of school policy (see District discipline policies and procedures, including [S-170-S](#)). Cooperation and support between home and school are very important to maintain good behavior and safety on the buses. Please review this information with your child and make your expectations clear. Should bus students misbehave at school and need to be detained after school, parents/guardians will be called immediately, or if possible be given one day's notice to make transportation arrangements.

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

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

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

1. Any student utilizing school transportation to an activity will ride the bus to the activity or event. On rare occasions, prior arrangements may be made for private transportation to an activity or event, providing this is done in advance and meets the approval of the sponsor and principal. A student involved in an activity which misses the bus will not be allowed to participate in the activity.
2. If the parent/ guardian wishes to transport their student home, they must sign their student out via a sign-out sheet provided by a designated District employee. Students are not allowed to ride home with anyone other than parents/guardians

unless permission has been arranged with the principal, activities director, sponsor, or coach in advance. NOTE: The coach or sponsor reserves the right to expect all students to utilize school transportation when returning home.

3. There will be a teacher/sponsor assigned to the students' bus for each activity/event. This person and the bus driver will be in charge of the bus. While students are at the activity/event, this person will also govern students' actions.
4. If there is misbehavior on the bus or at the activity, that student will lose the privilege of riding the bus. The Student Code of Conduct and District Discipline Policy will apply.
5. There will be an assigned time for buses to leave the school.

### **Food Service Program F-285-S**

Cameron Schools have recognized the need for helping to meet the nutritional needs of children and to serve well-balanced, nutritious meals. Lunch and breakfast are available to all students each day, and milk can be purchased by the students bringing lunches.

**Due to disruption to the school environment, Cameron Schools will not accept food or drink deliveries for students from restaurants, businesses, delivery services, or any persons other than parents. Deliveries will be turned away and non-refundable at the expense of the person who placed the order.**

#### ***Lunch Accounts***

If your child wishes to purchase meals/milk, be sure you have deposited money in your student's account. If your child receives free lunch, they receive breakfast and lunch at no cost.

Cameron uses a prepaid/debit system that requires our families to put money in an account for their child to use for the purchase of meals. Prepayments may be made to the secretary, or food service cashier.

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

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

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

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

#### Account Notifications

Families are encouraged to apply for free and reduced-price meal benefits. Any family that falls into a zero or negative balance will receive an automated phone call bi-weekly until the balance is paid. Accounts with outstanding balances as of the 15th of every month will be mailed a balance letter and an application for free and reduced meals. Once a student's account has incurred 10 meal charges, contact will be made with the family to create a payment plan. A student who has accumulated ten unpaid meal charges and is still unable to pay for meals may be provided an alternative meal. Alternative meals will be on the regular serving line and will be available to all students as an alternative to the regular meal. If a student has been provided a regular meal, that meal will not be taken away from the student even if the student should have been provided an alternative meal due to unpaid meal charges.

#### ***Free and Reduced Lunch Application***

This application is available online at: [https://drive.google.com/file/d/1Yb-9ryN1CyWk9CDKIqgR4h4YEqdNUdb1/view?usp=drive\\_link](https://drive.google.com/file/d/1Yb-9ryN1CyWk9CDKIqgR4h4YEqdNUdb1/view?usp=drive_link). Applications for free and reduced lunch prices must be completed at the beginning of each school year. Applications are accepted any day of the year when financial situations change.

#### ***Adult Visitors for Lunch***

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

#### ***Cafeteria Rules***

- Be polite, say please and thank you.
- Only touch and eat your food.
- Sit at your assigned table / area - only 8 per side.
- Wait your turn in line.
- Keep all food and drink in the cafeteria.
- Pick up trash around you, even if it isn't yours.
- Only leave your seat to dump your tray/trash or use the restroom.
- Remain seated until dismissed.

## ***Wellness Guidelines***

### **Food Provided by the District**

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

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

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

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

### **Beverages**

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

## ***School Nutritional Program F-290-S***

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and



sexual orientation), religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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

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

Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;  
Fax: (202) 690-7442; or  
Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## **Student Health & Safety**

Student health and safety is the District's first priority. Students must feel safe in order to effectively learn. The following information describes the District's policies and procedures on the subject.

### **Health Services S-215-S**

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

### **Health Office**

If you have any questions, please contact:

Tara Hahn, School Nurse  
[thahn@cameronschools.org](mailto:thahn@cameronschools.org)

### **Allergy Prevention and Response S-145-S**

The District is required to ensure students with allergies are safe at school through planned prevention and response to a student's allergic reaction. For purposes of

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

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

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parents/guardians to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. The school nurse has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of epinephrine as allowed by District rules. If you do not want these medications administered to your student in an emergency, please notify the school nurse in writing.

The District will provide age-appropriate education for students, consistent with state learning standards, including potential causes of allergic reactions, information on avoiding allergens, symptoms of allergic reactions, and simple steps a student can take to keep classmates safe.

All processed foods, including food sold in vending machines, are labeled with a complete list of ingredients on each individual package. Ingredient lists will be created for all food provided through the District's nutrition program, including before- and after-school programs, which are available upon request. This also applies to items sold as part of concessions, fundraisers, and classroom activities.

#### *Individual Approaches*

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

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

restrictions/precautions, emergency contacts and any other relevant information to keep the student safe.

### ***Illnesses/Injuries***

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

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

### ***Health Screenings***

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

### ***Physical Examinations and Screenings S-146-S***

The District will generally obtain parental consent before administering a physical examination or screening on a student. However, the District may forgo obtaining parental consent if there is an imminent or serious health or safety concern or by court order.

No nonemergency, invasive physical examinations or screenings of student are scheduled or expected to be scheduled at this time.

Parents and guardians will be provided an opportunity to opt out of any nonemergency, invasive physical examination or screening of their student.

This policy does not apply to any physical examination or screening that is permitted or required by state law, including physical examinations or screenings that are permitted without parent notification.

### ***Administration of Medication S-135-S***

All medication is kept in the health office. Various OTC medications are available to students. Our nurse's office also stocks epinephrine that can be used in an anaphylactic emergency and Narcan that can be used in an opioid overdose with parent permission. Many medications can be given at home before or after school. When this is not

possible, medication should be brought directly to the office by the parent/guardian and must be accompanied by the following information:

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

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

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

### **Communicable Diseases F-245-S**

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

Parents/guardians must notify the District if their student has a communicable disease. Students should not attend school if they are experiencing a temperature of 100 degrees or above, and should not return until fever- free without medication for 24 hours.

Parents/Guardians may be required to provide written approval from the student’s treating physician in order for their student to attend school. The District reserves the right to prevent student attendance until clarification or implementation of precautionary measures are in place. Parents/guardians are required to notify the District if they have a student attending school who is HIV positive.

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

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

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

### Head Lice

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

- Have been treated with a medically approved lice and nit killer.
- Have had all live lice removed from the hair shaft.
- Have been checked by the school nurse.

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

### ***Immunizations and Vaccinations***

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

### ***Student Insurance S-140-S***

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

The District also provides information about MO HealthNet for Kids (MHK), Missouri's Medicaid program, to qualifying families who enroll students in the District. Parents who complete an application for free and reduced-priced meals (FRL), and who indicate on the application form a child does not have insurance, will be notified by the District that the MHK program is available. Forms for MHK may be accessed at:

<https://dssmanuals.mo.gov/wp-content/uploads/2020/09/IM-1SSL-Fillable-Secured-6-24-21.pdf>

### **Asbestos F-215-S**

The U.S. EPA Asbestos Hazard Emergency Response Act (AHERA) under the Federal Code of Regulations 40 CFR 763.93g(4) requires that building occupants be notified annually of the presence of asbestos in the building and the availability of the Asbestos Management Plan.

The District has performed school building inspections for asbestos-containing building materials and have developed an AHERA Asbestos Management Plan. The EPA requires the District to perform surveillance of the asbestos materials every six (6) months and to conduct re-inspections every three years. No significant changes in the asbestos materials condition were noted during the latest surveillance of this school/facility. All asbestos materials are in satisfactory condition and we shall continue to manage them in place, as recommended by the accredited management planner. A copy of the Management Plan and inspection reports are available for review at the facility's administrative office located at 423 N. Chestnut, Cameron, MO 64429 as well as each school office. Questions regarding asbestos or the management plan may be directed to Central Office.

### **Safety F-225-S**

Earthquake Safety: In accordance with Missouri Revised Statute Section 160.455, Cameron R-I Schools is providing the following link:

[http://sema.dps.mo.gov/earthquake\\_preparedness/school\\_resources.php](http://sema.dps.mo.gov/earthquake_preparedness/school_resources.php)

## Communication & Visitor Procedures

### **Communication Methods**

<https://docs.google.com/document/d/102-xHdn4Mvgd1gFbf8WM8DvhcYjtwxSC/edit?usp=sharing&oid=105843860711080881345&rtpof=true&sd=true>

**DISTRICT WEBSITE** - [www.cameron.k12.mo.us](http://www.cameron.k12.mo.us); **District Web App for Cell Phone** - Search “Cameron R-1 School” in the App Store, and download as directed.

**PARENTSQUARE COMMUNICATION PLATFORM** - ParentSquare will be the district’s universal platform for sending all emails, text messages, notifications, etc., so ensure you download this communication tool after completing online enrollment. Download the ParentSquare app by searching “ParentSquare” in the app store on iOS and Android operating systems. To access ParentSquare on your home computer, go to <https://www.parentsquare.com/signin>, and ensure you use the same phone number you used to complete online enrollment.

**CAMERON SCHOOL DISTRICT DIRECTORY** - Contacts, web site, and social media links for Parkview, Cameron Intermediate, Cameron Veterans Middle School, and Cameron High School may be accessed at [https://docs.google.com/document/d/1tH\\_DwWEPExr4BqiNv6IeJiAONKKDzhx7s41DNMH8GA4/edit?usp=sharing](https://docs.google.com/document/d/1tH_DwWEPExr4BqiNv6IeJiAONKKDzhx7s41DNMH8GA4/edit?usp=sharing)

**ACTIVITIES CALENDAR** - Activities calendar for athletic and extracurricular events may be accessed at [https://meconference.org/g5-bin/client.cgi?G5GENIE=971&school\\_id=3](https://meconference.org/g5-bin/client.cgi?G5GENIE=971&school_id=3).

**TEACHEREASE** - The Cameron School District uses **SchoolInsight** as its student information system. SchoolInsight uses a software program called **TeacherEase** to communicate with parents regarding their child’s performance at school. TeacherEase is accessible from your desktop, tablet, or mobile device. Once you register your child online for the new school year, go to [www.teacherease.com](http://www.teacherease.com); you will use the same username and password you used during online registration to set up your TeacherEase account. You may also use TeacherEase on your cell phone by searching “TeacherEase” in the App Store. Registering and providing accurate phone numbers and email addresses ensures you receive automated messages regarding school cancellations and district activities, as well as other important notices regarding illness.

### Office Phones

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

### ***School Cancellations and/or Early Dismissal***

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

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

In case of emergencies or difficult road conditions, the District will utilize alternate snow routes. A list of bus stops and approximate pick-up and drop-off times can be found at: <http://www.cameron.k12.mo.us/o/cameron-r1-school-district/browse/46023>

### ***Child Custody Guidelines***

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

### ***Visitor Procedures C-155-S***

For student purposes, all visitors MUST use the main entrance, report to the office, and sign in and out upon arrival and departure. Visitor photo identification will be scanned using Raptor Technologies providing a visitor's identification that must be worn, in plain sight, while visiting the building. No one will be allowed to enter the hallways or classrooms without permission from the office and without a visitor's pass. If you need to pick up your child before the end of the school day, come to the office and your child will be called to the office.

We welcome volunteers into the building to assist with various activities. We prefer parents not volunteer on a regular basis within their child's classroom but instead offer their assistance throughout the building and grade levels. School volunteers should schedule a meeting with the principal to complete a volunteer form and receive training. All volunteers are subject to a criminal background check. We have a policy of no student visits. No students or siblings from other buildings are allowed to visit classes or lunch periods.

Since classroom observations and visits can be disruptive, the District does not permit parents/guardians or other family members to visit classrooms during instructional



time for the purpose of observing students unless the principal has approved the visit no less than 48 hours in advance.

### *Visitor Expectations*

All visitors to school property or events must demonstrate appropriate behavior as good role models for the District's students.

### Disruptive Conduct

Visitors who engage in disruptive conduct or exceed the scope of permission granted may be considered trespassers and subject to arrest and prosecution. The Superintendent or designee may limit or revoke permission to visit school property or parts of school property at any time by mailing a notice by first-class mail and by certified mail with return receipt requested, unless the individual's address is unknown. The Superintendent or designee may inform the visitor that he or she is not welcome back on District property or at District events indefinitely or for a specific period of time. The notice should contain:

1. A description of the inappropriate conduct.
2. The proposed time period for which admission to District events will be denied.
3. Notice of the visitor's right to appeal the restriction to the Board of Education.

A visitor restricted for "disruptive conduct," as outlined in this policy, may appeal the restriction by providing written notice of a desire to appeal to the Board of Education's Secretary. The notice must be received by the Board of Education within ten (10) business days of the restricted visitor's receipt of the restriction letter. The Board of Education will provide the appealing visitor with a hearing notice, delivered or sent by certified mail with return receipt requested, at least ten (10) days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing.
2. A description of the inappropriate conduct.
3. The proposed time period that admission to school events will be denied.

The appeal shall be heard by the Board of Education within thirty (30) calendar days of receipt of the appeal. The appeal shall be heard by the Board of Education in open session, unless there is an exception listed for closure under the Missouri Sunshine Law. If the restriction relates to the restricted visitor's use of violence or threats of violence, the restricted visitor may only attend the appeal hearing by phone or videoconference. The appealing visitor may speak to the Board for up to ten (10) minutes. The appealing visitor may reserve up to three (3) of their minutes for rebuttal. The District's administration may then speak to the Board for up to ten (10) minutes.

The Board of Education may affirm, overturn, or revise the restriction. The Board of Education will provide notice of its decision in writing to the appealing visitor and the

Superintendent within three (3) business days of the Board meeting. The Board of Education's decision shall be final.

During any period of prohibition, the visitor will not be allowed on District property except that no person may be denied the ability to attend open, public meetings of the board and its committees or advisory committees except upon a specific finding by the Superintendent or Board of Education that denial of admission to such meetings is necessary to protect the Board's ability to conduct business at its meetings and is unrelated to any viewpoint expressed by that person. The Superintendent may make exceptions to attend open public meetings of the Board of Education, for parents, guardians or custodians of students enrolled in the District if the person's presence is necessary to transport the student or may benefit the student educationally, or in situations where the parent, guardian or custodian will be supervised at all times.

### **Firearms and Weapons F-235-S**

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

### **Tobacco-Free Policy C-150-S**

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

### **Use of Recording Devices or Drones C-165-S**

The District prohibits audio and visual recordings on District property, District transportation or at a District activity unless authorized by the Superintendent. Requests for such authorization must be made within a reasonable period of time prior to the recording. Unless otherwise specified by the Superintendent, the following exceptions to this prohibition apply:

1. The District or designated agents of the District may make audio or visual recordings to provide security, to maintain order, for staff or preservice teacher development use, or for educational purposes.
2. Students may record if required by a District-sponsored class or activity.
3. Individuals may record performances or activities to which the general public is invited such as athletic competitions, concerts and plays.
4. Individuals may record open meetings of the Board or District committees.
5. Outside entities may record an event when using or renting District facilities in accordance with District rules.
6. A parent or legal guardian of a student may audio record any meeting held under the IDEA or Section 504 of the Rehabilitation Act with no less than 24 hours' notice to Mary Crawford, Director of Special Services.

All unmanned aircraft systems (UAS), commonly known as drones, with the potential to capture or produce visual images of District property or District events must be operated in accordance with applicable Federal Aviation Administration regulations or safety guidelines. All UAS operators must receive authorization from the Superintendent to operate a UAS on or over District property or at a District event.

## **Students & Technology**

### **Technology F-265-S**

Policy on Student Display or Use of Electronic Personal Communications Devices  
For purposes of this policy, an "electronic personal communications device" means a portable device used to initiate, receive, store, or view communication, information, images, or data electronically.

This includes, but is not limited to, mobile phones, personal tablets, smartwatches, personal laptops, handheld gaming devices, meta/AI glasses, and earbuds/headphones connected to these devices.

#### **Prohibited Display or Use**

Students are prohibited from displaying or using electronic personal communications devices from the beginning of the school day until the end of the school day.

#### **Disciplinary Procedures**

Violations of this policy shall result in disciplinary measures consistent with the District's student code of conduct. Disciplinary action may include:

- Verbal warning
- Confiscation of the device for the remainder of the school day
- Parent/guardian notification
- Temporary loss of device privileges
- Detention or other consequences as determined appropriate

#### **Exceptions**

Display or use of an electronic personal communications device shall be permitted if required under:

- An Individualized Education Program (IEP)
- A Section 504 Plan
- An Individualized Emergency Health Care Plan or Individualized Health Care Plan (under §167.625 RSMo)
- The Americans with Disabilities Act (ADA), as amended
- The Rehabilitation Act of 1973, as amended
- The Civil Rights Act of 1964
- The Equal Educational Opportunities Act of 1974 for English language learners

Use of electronic devices are also allowed under the following conditions:

- In case of an emergency, a serious, unexpected, and dangerous situation that requires immediate action. This includes but not limited to the following: an active fire, active tornado or earthquake, active shooter, evacuation of school grounds, a medical emergency, or any other serious, unexpected, and dangerous situation that requires immediate action.
- For educational purposes, when explicitly authorized by a teacher or school official pursuant to this policy.

Chromebooks - Students will be issued Chromebooks for use. A separate procedural detailing those guidelines and requirements will be provided to families upon enrollment.

### *Technology Devices and Acceptable Use Policy*

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

#### Acceptable Use

All use of District devices and Internet usage must support educational purposes consistent with the District mission. Network accounts must be accessed only by the authorized user of the assigned account without an expectation of privacy from the District. Employee and student subscriptions to mailing lists and bulletin boards require prior approval by the system administrator. All online activity will be respectful and align with the code of conduct, discipline, and other related policies of the District. All technology of students will be monitored in compliance with the Children's Internet Protection Act (CIPA).

#### Unacceptable Use

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

### User Agreements

Parents and, when age-appropriate, students are required to review and sign User Agreements in order to access District technology. (See User Agreement form in this handbook.)

### *Safety and Cybersecurity*

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

# Code of Conduct & Student Expectations

## **Discipline S-170-S**

### *Student Code of Conduct*

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

Failure to obey standards of conduct may result in, yet is not limited to, verbal warning, community service, confiscation of property, principal/student conference, parent contact, loss of credit, grade reduction, course failure, removal from extracurricular activities, revocation of privileges including transportation, parking and technology privileges, detention, in- or out-of-school suspension, expulsion, and report to law enforcement. The Board authorizes the immediate removal of a student who poses a threat to self or others as determined by the principal, Superintendent, or the Board.

Any student who is suspended for any serious violation of the District's Student Discipline policy shall not be allowed while suspended to be within 1,000 feet of any school property or any activity of the District, regardless of where the activity takes place, unless:

1. Such student is under the direct supervision of the student's parent, legal guardian, or custodian and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
2. Such student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian, in advance, in writing, to the principal of the school which suspended the student and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
3. Such student is enrolled in and attending an alternative school that is located within one thousand feet of a public school in the District where such student attended school; or
4. Such student resides within one thousand feet of any public school in the District where such student attended school in which case such student may be on the property of his or her residence without direct adult supervision.

If a student engages in an act of violence, a school administrator will report the information to teachers and other District employees who are responsible for the student's education or otherwise interact with the student on a professional basis while

acting within the scope of their assigned duties. Additionally, school administrators will report to the appropriate law enforcement agencies any crimes as required by law.

Corporal punishment is strictly prohibited as a method of discipline. Reasonable force may be used, when necessary, for the protection of a student or others and property. The District limits the use of seclusion or restraint to situations or conditions in which there is imminent danger of physical harm to self or others.

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

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

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

#### *Standards of Conduct and Consequences*

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

#### *District Policy for Discipline*

##### Definitions

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

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

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

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

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

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

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

*Physical Restraint* – The use of person-to-person physical contact that immobilizes or reduces the ability of a student to move the student’s torso, arms, legs, or head freely. It does not include briefly comforting or calming a student, holding a student’s hand to transport the student for safety purposes, physical escort, intervening in a fight, or using an assistive or protective device prescribed by an appropriately trained professional or professional team.

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

*Seclusion* – This is the involuntary confinement of a student alone in a room or area that the student is physically prevented from leaving and that complies with the building code in effect in the school district. Seclusion does not include a timeout, in-school suspension, detention, or other appropriate disciplinary measures. Seclusion is limited to situations or conditions in which there is imminent danger of physical harm to self or others.

*Serious violation of the District’s Student Discipline Policy* — Any act of violence or violent behavior, any drug-related activity, any offense listed in [Section 160.261.2, RSMo](#), or any other violation of the District’s Student Discipline Policy resulting in the suspension of a student for more than 10 school days.



<b>Prohibited Conduct</b>	<b>Definition</b>
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person's work, failure to contribute to a team project, or other misconduct related to academic work. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.
Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.
Assault, Third or Fourth Degree	Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.
Automobile/Vehicle Misuse	Discourteous or unsafe driving on or around District property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on District property.
Bullying and Cyberbullying	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), that is repetitive or is substantially likely to be repeated and causes a reasonable student to

	<p>fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts.</p> <p>"Cyberbullying" means bullying through the transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. Students will not be disciplined for speech in situations where the speech is protected by law.</p>
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the District.
Dishonesty	Any act of lying, whether verbal or written, including forgery.
Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.
Drugs/Alcohol/Tobacco/E-Cigarettes	<p>The use, sale, transfer, distribution, possession, or being under the influence of prescription drugs, alcohol, tobacco products, electronic cigarettes, vaping products, other nicotine delivery products, imitation tobacco products, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, imitation controlled substances, drug/tobacco paraphernalia, or over the counter drugs on any District property, vehicles, or at District-sponsored events. However, students may use, possess, and be under the influence of their prescription drugs and over the counter drugs in compliance with District procedures.</p>

Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.
Fighting	A conflict: verbal, physical, or both, between two or more people.
Weapons and Firearms	<p>A) Possession or use of a firearm as defined in <u>18 U.S.C. § 921</u> or any instrument or device defined in <u>§ 571.010, RSMo</u>, or any instrument or device defined as a dangerous weapon in <u>18 U.S.C. § 930(g)(2)</u>.</p> <p>B) Other weapons are prohibited. Other weapons are defined as a device readily capable of lethal use, or device designed to mimic a weapon. Other weapons include any knife, regardless of blade length; and items customarily used, or which can be used, to inflict injury upon another person or property.</p> <p>C) Possession or use of ammunition, a component of ammunition or a weapon, weapon accessories, or tactical gear.</p>
Fireworks or Incendiary Devices	Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.
Harassment, including Sexual Harassment	Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed conduct that causes another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.

Hazing	The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.
Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other possessions not approved for educational purposes.
Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.
Public Display of Affection	Physical intimacy that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.
Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement. This includes cell phone misuse.

Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.
Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.
Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.

### **Weapons in School S-200-S**

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

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

By law, a student who brings a weapon prohibited by law on school property will be expelled or suspended from school for not less than one calendar year and referred to law enforcement. The expulsion or suspension may be modified on a case-by-case basis upon the recommendation of the Superintendent to the Board. Other provisions of the discipline code related to the offense may be applied in addition to the consequences required by law. Students with disabilities who violate this policy will be reviewed under the provisions of the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act.

### **Bullying, Hazing, and Cyberbullying S-185-S**

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

### Definitions

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

*Cyberbullying* – Bullying as defined above through the transmission of a communication including, but not limited to a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District has jurisdiction to prohibit cyberbullying that originates on a school campus, or at a District activity if the communication was made using District technological resources, if there is sufficient nexus to the educational environment, or if the electronic communication was made on the school's campus or at a District activity using the student's own person technological resource.

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

**The building anti-bullying coordinator is:  
Building Principal: 816.882.1041**

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

### *Reporting Bullying or Cyberbullying*

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

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

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

### *Investigation*

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

### *Retaliation*

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

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

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

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

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

### *Public Notice on Anti-Bullying Policy:*

The District will:

1. Provide information and appropriate training to District staff who have significant contact with students regarding the policy.

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

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

*Bullying Report Form:* [https://docs.google.com/document/d/1yw58-7Wko4n\\_sZdffjxMGP4r75RLHBL4tudnaa6df9I/edit?usp=sharing](https://docs.google.com/document/d/1yw58-7Wko4n_sZdffjxMGP4r75RLHBL4tudnaa6df9I/edit?usp=sharing)

### **Student Searches S-175-S**

Desks, lockers, cubbies, and other District property provided for student use are subject to periodic and random inspections without notice. The District will conduct periodic and unannounced administrative searches of lockers and other District equipment. Drug dogs may be used to indicate the presence of alcohol, drugs, and other prohibited substances on campus including the parking lots. Detecting wands may also be used to indicate the presence of prohibited items.

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

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



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

### **Student Alcohol/Drug Abuse S-195-S**

The District takes measures to foster a safe and drug-free learning environment that supports student engagement and development. Therefore, educational programs are provided to help students cultivate healthy lifestyles and age-appropriate drug awareness. All use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events is strictly prohibited. Suspected or known violations of the District policy should be immediately reported to school authorities. Any incidents that violate this policy are subject to disciplinary action and notification to law enforcement. Any confiscated substances will be turned over to law enforcement.

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

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

The possession or use of medical marijuana at school is prohibited. Students under the influence of medical marijuana may result in discipline.

### **Reasonable Drug Suspicion Testing**

A drug or alcohol test is not necessary to discipline a student when there is evidence that the student is under the influence of or has recently consumed alcohol or any drug prohibited by District policy. In accordance with law, District administrators may, at their discretion, utilize drug and alcohol testing to assist with student discipline when there is reasonable suspicion that a student has consumed drugs or alcohol and is on District property or at a District activity.

#### **Reasonable Suspicion**

Staff members will share any reports, evidence, or observations that a student may be under the influence of drugs or alcohol with the building administrator or designee as soon as possible. The building administrator or designee will

determine whether reasonable suspicion exists and may consult the District's attorney to assist in the determination.

If the building administrator or designee determines that reasonable suspicion exists, the District will notify the student's parents/guardians.

### ***Dress Code S-180-S***

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

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

Shirts and shoes must be worn. Clothing should be properly fitted (not overly restrictive or loose). Students' tops must not be so long as to fully cover their shorts, pants, or skirts. Coverage of the body is expected. Therefore, the following garments are not permitted:

1. House shoes or slippers;
2. Sleepwear;
2. See-through garments;
3. Tops that are backless, strapless, low-cut, bare-midriff, have overly-large arm openings; or spaghetti straps;
4. Clothing that does not cover undergarments when a student is sitting or standing;
5. Undergarments worn as outerwear;
6. Clothing that does not reach to mid-thigh;
7. Holes in pants that are above mid-thigh unless patched;
8. Clothing with profane, obscene, or otherwise inappropriate language;
9. Clothing with words, symbols or images that promote illegal, sexual, or violent behavior;
10. Clothing with advertisements or promotion of alcohol, tobacco, or drugs;
11. Language or symbols that promote gangs;
12. Hats and hoods (hooded sweatshirts worn up);
13. Do-rags;
14. Handkerchiefs;
15. Sunglasses;
16. Face paint;
17. Overly-dramatic make-up;
18. Other wear that restricts the line of sight of a student's face and/or

- facial recognition may not be worn (although exceptions will be made by the principal for head coverings that have religious significance, are worn for medical reasons, or are for a specific, school-sponsored event);
19. Blankets carried or worn as coats or wraps while in the building;
  20. Heavy or loose chains, or straps that create a safety risk.
  21. Costumes are not to be worn except on designated dress-up/theme days and must meet dress code requirements.

### *Dress Code Consequences*

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

## Instructional Program Information & Resources

### *Grading and Reporting System*

#### CVMS Standards Referenced Grading Scale

4 Point Scale	Percent	Achievement Level Description	Letter Grade
4.0	100%	Level 4.0: Student has mastered the learning goal and can perform at a higher level than is required.	A+
3.75 3.5	97% 95%	Level 3.5: Student has mastered the learning goal and is approaching success at a 4.0 content.	A
3.25 3.0	92% 90%	Level 3.0: Student has mastered the learning goal with minimal errors.	A-
2.75 2.5	87% 84%	Level 2.5: No major errors or omissions regarding success at 2.0 content, and partial success at 3.0 content.	B+ B
2.25 2.0	80% 77%	Level 2.0: Student is approaching mastery of the standard, but requires additional practice.	B- C+
1.75 1.5	74% 70%	Level 1.5: Student demonstrates partial success at 2.0 content but major errors or omissions regarding 3.0 content.	C C-
1.25 1.0	67% 64%	Level 1.0: Student needs assistance to reach level 2.0 content.	D+ D
.5	59%	Level .5 Even with assistance student demonstrates minimal understanding.	F
0	0%	Level 0: Even with assistance student does not demonstrate understanding or not enough evidence to assess the standard.	F

\* For level 1, .5, and level 0 students must complete reteaching and/or additional practice.

#### *Progress Reports*

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

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

CVMS uses the electronic grade reporting system. Parents/guardians should register for online access. This program provides options for weekly email reports, attendance

notifications, etc. Paper report cards will be issued by request. To enroll in online access or to request a paper copy of the grade card, call the CVMS office.

### *Parent-Teacher Conferences*

Parent-Teacher Conferences are scheduled in the fall. Parent attendance at conferences is extremely important.

### **CVMS homework policy: Zero's Aren't Permitted (Z.A.P.)**

This policy is designed to increase the expectation that all homework/practice assignments are to be turned in on time to the teacher. We hope that this policy will help students continue to acquire good work habits and self-discipline that will serve them well as they move on to high school. The main message of this policy is to communicate to our students that any sort of ZERO is not acceptable.

All Z.A.P. referrals will accumulate per quarter/per class. In all referral situations the assignment will still be expected to be completed and turned into the teacher. The steps of the policy are as follows:

1<sup>st</sup> Z.A.P. referral – Teacher warning

2<sup>nd</sup> Z.A.P. referral – Teacher communication home

3<sup>rd</sup> Z.A.P. referral – Administration begins interventions. This could include, but not limited to, student conference, parent contact, admin deadline, before school ZAP hours, after school ZAP hours, and ISS.

After School ZAP hours will be scheduled by administration and are from 3:00-4:00 pm.

**Note: ZAPS for Students with IEPs will filter through the case managers**

### ***Response to Intervention***

RTI is a collaborative process of instruction, assessment, and intervention. It is designed for the early identification of students who are struggling in ELA and Math. RTI revolves around providing targeted instructional interventions with regular progress monitoring. The goal of RTI is to increase the likelihood of successfully mastering priority standards within the regular classroom.

Students will attend RTI 4 days and week during the first period of the day.

### ***Reading Improvement Plan***

CVMS 6th grade teachers will follow the Reading Improvement Plan listed below.

1. All 6th grade students will take the STAR assessment at least twice a year.
2. Students falling more than one grade level behind will be expected to do one or more of the following:
  - a. Complete RTI tutoring during or after school (up to 12 hours) and/or

- b. Complete reading logs signed by a parent/guardian and/or
  - c. Attend reading sessions before school with a teacher and/or
  - d. Summer school
3. A student can work off of a reading plan by earning a score within one year of their grade level on the STAR assessment.

### ***Retention and Promotion***

Promotions and retention 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.

### ***Summer School Requirements***

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

- Credit recovery for a course(s) the student has received a 50 – 59% grade and the course(s) is a requirement. The highest grade a student can earn is a 60%/D-grade and will impact the GPA.
- The student received below 50% in a course. The course will need to be re-taken.

Credit Recovery will be assigned as follows:

1. Courses failed will be recovered in the areas in which the student has not shown proficiency standards. The classroom teacher will provide a list of what standards will need to be recovered.
2. Credit recovered will only be able to earn a D-.
3. Courses failed at 50% or higher in the fall semester can be recovered without the required seat time of 60 hours during ACR of the spring semester. Courses failed at 50% or higher in the spring semester will be recovered during summer school without the 60 hours of seat time.
4. Courses failed below 50% in either semester can only be recovered with 60 hours of seat time and a passing grade during summer school or by retaking the course.
5. If summer school is not effective in recovering the credit lost, then the teacher and the principal will decide whether the student will need to take the course over, or if the ALS system is required.

### ***Mandatory Tutoring and/or Mandatory 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.

For any student scoring in the D and F range in the four core areas (math, language arts, science and social studies), they will be required to attend mandatory tutoring sessions to ensure academic achievement gaps are being addressed. The grade letter of D will equate to at least 10 hours of tutoring in that content. The grade letter of F will equate to at least 20 hours of tutoring in that content. This procedure will be utilized on a quarterly basis. 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 and M.A.P. tests. This would include students scoring below the proficiency targets expected at their grade level.

### ***Schedule Change Procedures***

Students have 2 days after the beginning of a new quarter to request a schedule change. Schedule requests are only for Encore classes that are optional, not for core classes or choosing which quarter a student has an Encore class. Students may not choose which quarter they have each class. Semester- and year-long courses cannot be changed at quarter. Band is a year-long class that can only be changed with teacher and parent approval at semester. After the 2-day period schedules cannot be changed due to classes being started and material that would be missed.

### ***Assessment Program I-195-S***

All students will participate in the required, statewide screening and assessment program or an alternative assessment as determined by a student's Individual Education Plan (IEP). The District will comply with all assessment requirements for students with disabilities. The District has a written assessment plan, which is updated and posted annually on the District's website. The assessment plan is located on the District's website: <https://www.cameron.k12.mo.us/>

The District will use assessments as one indication of the success and quality of the District's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The Board directs the superintendent or designee to create procedures governing assessments consistent with law and Board policy. In cooperation with the administrative and instructional staff, the Board will regularly review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary. The District will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

The Missouri Assessment Program (MAP) assesses students' progress toward mastery of the Missouri Learning Standards which are the educational standards in Missouri. The Grade-Level Assessment is a yearly standards-based test that measures specific skills defined for each grade by the state of Missouri.

All students in grades 3-8 in Missouri will take the grade level assessment. English Language Arts and Mathematics are administered in all grades. Science is administered in grades 5 and 8. A few groups of students may be exempt from certain portions or all of the assessment. Those include:

- Students whose IEP teams have determined that the MAP-A is the appropriate assessment do not have to take the Grade-Level assessment.
- English Language Learners (ELL) who have been in the United States 12 cumulative months or fewer at the time of administration may be exempted from taking the English Language Arts portion. All other content areas must be assessed.
- Foreign exchange students are allowed, but are not required to take the assessment. This is a district decision.
- Homeschooled students may take part in the assessment at the local district's discretion.
- Private school students are not required to take the Grade-Level assessment.

### *Lockers*

Lockers will be assigned at the beginning of the year. Students are not to change lockers without permission from the principal. Lockers should be kept clean and neat at all times. Writing on the interior or exterior of the lockers is not permitted and will be considered as vandalism. Students may choose to place a lock on their locker. If this occurs, a copy of the key or combination must be turned in to the office. The school is not responsible for items in unlocked lockers, including any personal items of value (including cash). If you value something, leave it at home. The right to use a locker may be taken away for damage.

### *Lost and Found*

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

### *Textbooks*

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

### *Supply Lists*

Supply lists are sent to Walmart and posted on the District website. Information is also provided at Open House prior to the start of the school year.

### **Virtual/Online Courses I-160-S**

The District offers online classes for students for acceleration, credit recovery, and options for students who need flexible schedules. The District may offer instruction through District-sponsored virtual courses and will approve students to take virtual courses through the Missouri Course Access Program (MOCAP) in accordance with policy I-160-P and the law. The requirements for enrollment and approval process are



outlined in District Policy. For more information regarding online courses, consult with your school counselor. Additional information about resources and processes may be accessed on the District's website.

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.

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

The Cameron R-1 District will utilize an Alternative Methods of Instruction (AMI) Plan in the 2025-2026 school year. The AMI Plan will be utilized on days school is closed due to inclement weather, exceptional emergency circumstances, natural disasters or an outbreak of a communicable disease.

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

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

### ***Teaching About Human Sexuality I-120-S***

Students will be provided instruction regarding human sexuality that is appropriate for students' age and gender. Students in 6th grade through 12th grade will be provided training regarding sexual abuse that is trauma-informed and developmentally appropriate. District Policy provides information about the requirements related to content. Parents/guardians have the right to remove their student from any part of human sexuality instruction or sexual abuse training. All curriculum materials used in the District's human sexuality instruction and sexual abuse training are available for review prior to its use in instruction.

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

### ***Transfer Students***

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

### ***Library Media Center***

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

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

Students may check out books as follows:

- Two library materials may be checked out at one time.
- Pay careful attention when you are self-checking out and checking in your materials.
- Do NOT check out materials for anyone other than yourself.
- All fines on your student number are your responsibility.
- Materials from library collection may be checked out for 14 days.
- Some materials are able to be renewed, however, books in high demand could be on hold for someone else and therefore unable to be renewed.

To use the Internet in the Media Center a student must have a Technology Usage Agreement Form signed and on file in the office and must use his/her own log-in number. Absolutely NO chats, games, E-mail, or browsing is allowed. The Internet is for doing research.

Overdue notice (procedures for notifying/collections)

- Students are expected to return books on time.
- Your check out privileges could be restricted if you have items that are unreturned or lost.
- Fines follow you, year to year and from school to school.
- Overdue/Lost Notices will be distributed at least once per quarter.

If a parent or guardian wishes to restrict library media center material for their student, they may complete the form available on the District's website located here:

<https://docs.google.com/forms/d/e/1FAIpQLSdwHEXk95d0PCecgksYXwd7h6-vpof92ZQArHuUjqIqZIVq5Q/viewform?usp=sharing&ouid=105843860711080881345>

Each building maintains a catalog that is also available on the District's website or by visiting:

<https://docs.google.com/document/d/19lNG2E3kwCmsLsi3yiVmoeWOcx7gHIM2XEUSuWvnE/edit?usp=sharing>.

## CVMS Extracurricular Activity Information

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

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

### **District Sponsored Extracurricular Activities and Clubs I-210-S**

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

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

### **Academic Requirements to be eligible to participate in and/or attend Extracurricular/Co-Curricular Activities in 25-26**

The guidelines are as follows:

- At the conclusion of any mid-term or end of term, any student who has an F will be suspended/ineligible from participating in and attending any extracurricular/co-curricular competitions or activities for the following 2 weeks. The student will be allowed to practice and attend their sports home events and must sit with their team.
- If the event is an away event and the students are dismissed early from school for this event, the students who are on the “Do not participate F list” will not be allowed to leave school early to attend the activity/event.

- At the end of the 2 week probation period, the administration will check the “Do not participate” student F list from the previous grade check to see if the students have raised all grades above an F. *Any student that raised grades to passing will now be eligible to actively participate in all extracurricular/co-curricular activities and competitions and/or attend all extracurricular/co-curricular activities until the end of the current term.*
- Any student who still has an F at the end of the 2-week probation period will remain on the “Do not participate” F list until the end of the current progress/term.
- Grade checks will happen at the conclusion of each progress mid-term and end of term.
- To be clear, even if a district, sectional, or state competition date falls during the ineligible time period, the student will not be able to participate in said event.
- Any missing work will need to be turned in 48 hours in advance to allow ample time for grading.
- **Ineligible time periods for students who have an F at any grade check:**
  - **Progress 1:** 9/18 to 10/2 on Oct. 3) (eligible to participate w/ zero F’s
  - **Term 1:** 10/20 to 11/3 on Nov. 4) (eligible to participate w/ zero F’s
  - **Progress 2:** 11/19 to 12/5 on Dec. 6) (eligible to participate w/ zero F’s
  - **Term 2:** 1/6 to 1/20 on Jan 21) (eligible to participate w/ zero F’s
  - **Progress 3:** 2/10 to 2/24 on Feb. 25) (eligible to participate w/ zero F’s
  - **Term 3:** 3/12 to 3/26 on March 27) (eligible to participate w/ zero F’s
  - **Progress 4:** 4/21 to 5/5 May 6) (eligible to participate w/ zero F’s on
- Mid-Quarter and End-of-Quarter Dates

Quarter 1	Quarter 2	Quarter 3	Quarter 4
September 17th Mid Term	November 18th Mid Term	February 9th Mid Term	April 20th Mid Term
October 17th End of Term	December 19th End of Term	March 11th End of Term	May 20th End of Term

### *Dances*

CVMS dances will be limited to students in grades six through eight. No out-of-town/-district guests are permitted. Once students leave the dance, they are not allowed to return. This includes going out the doors without approval from the supervisors. In order to attend a dance, students must be in attendance the full day of school the day of the dance, or the full day of school prior to the dance, if the dance is held on a Saturday.

## **Student Information Services**

### **Student Records S-125-S**

#### *Access to and Release of Student Information*

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures except to the extent the law authorizes disclosure without consent, and file complaints regarding the records as allowed by law. Requests to inspect or review education records may be directed to the Counseling Department. Requests to amend education records may be directed to the Counseling Department to obtain the proper form. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and 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.

The parents'/guardians' rights relating to the education records transfer to the student once the student becomes an eligible student; however, parents/guardians maintain some rights to inspect student records even after a student turns 18. The District allows access to records to either parent, regardless of divorce, custody or visitation rights, unless the District is provided with legal documents that the parent's rights to inspect records have been modified.

#### *Directory Information*

Directory information is information about a student that generally is not considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The District will designate the types of information included in directory information and may release this information without obtaining consent from a parent or eligible student unless a parent or eligible student notifies the District in writing. Parents and eligible students will be notified annually of the information the District has designated as directory information and the process for notifying the District if they do not want the information released. Even if parents or eligible students notify the District in writing that they do not want directory information disclosed, the District may still disclose the information if required or allowed by law. If you do not want the District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent (with exception of disclosures required by law), you must notify the District in during the online enrollment process each school year.

The District designates the following items as directory information:

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

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

#### *School Officials with a Legitimate Educational Interest*

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official includes a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a Board Member. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

#### *Release of Records to Other Agencies or Institutions*

The District forwards education records to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or

where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements under the law.

#### *Release*

Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a Family Educational Rights and Privacy Act (FERPA) release form. The building's main office has these forms upon request.

#### *Notice*

Parents/Guardians and/or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

#### **Personnel Records E-190-S**

The District is required to inform you that, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), upon your request, the District is required to provide 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 statute 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 student is provided services by paraprofessionals and if so, their qualifications.

#### **Parent and Family Involvement and Engagement (Title I, Part A) I-135-S**

The District encourages effective involvement by parents, guardians, and families to support the education of their children. In consultation with the State Board, educators, local associations, parent organizations and individual parents/guardians whose children are enrolled in the District, the District will:

1. Promote regular, two-way communication between home and school.
2. Promote and support responsible parenting.
3. Recognize that parents and families play an integral role in assisting their children to learn.
4. Promote a safe and open atmosphere for parents and families to visit the school that their student(s) attend and actively solicit parental/family support and assistance for school programs.

5. Include parents as full partners in decisions affecting their children and families.
6. Avail community resources to strengthen school programs, family practices, and the achievement of students.

The Schoolwide Program Plan and each building's plans are located on the District's website under "Menu", "Parent Resources", "Title I Info".

**Program for Students who are Homeless, Migrant, English Learners, At-Risk or in Foster Care I-140-S**

The District is committed to the provision of a free and appropriate education for all students enrolled in the District. Therefore, the District complies with all provisions, regulations, and administrative rules applicable to state and/or federal requirements in order to serve students who are homeless, migrants, English learners, at-risk, or in foster care.

The District's liaison for students who are homeless or in foster care is:

Name: Krystal Youngs (Foster Care & Homeless Liaison)  
Phone #: 816-882-1034  
Email Address: [kyoungs@cameronschools.org](mailto:kyoungs@cameronschools.org)

The District's liaison for students who are English learners or migrant is:

Name: Mary Crawford  
Phone #: 816-882-1059  
Email Address: [mcrawford@cameronschools.org](mailto:mcrawford@cameronschools.org)

**English Language Learners I-150-S**

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

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

Information on District programs such as Gifted Education, AP classes, Special Education, extracurricular activities, and others can be found on the District website. The website features the ability to translate information into Spanish.

For more information about the programs for students with LEP or assistance for families, please contact:



Name: Mary Crawford  
Phone #: 816-882-1059  
Email Address: [mcrawford@cameronschools.org](mailto:mcrawford@cameronschools.org)

### **Section 504 I-125-S**

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

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

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed *Monday – Friday (8:00 am – 4:00 pm)* in the office of Mary Crawford, 816-882-1059, [mcrawford@cameronschools.org](mailto:mcrawford@cameronschools.org). Alternative times are available by request.

This notice will be provided in native languages as appropriate.

### **Special Education I-125-S**

The District is required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the District, 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 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, 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 District assures that it will provide information and referral services necessary to assist the State of Missouri in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The District assures that personally identifiable information collected, used, or maintained by the District 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 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 *Monday – Friday (8:00 am – 4:00 pm)* in the office of the Mary Crawford, 816-882-1059, [mcrawford@cameronschools.org](mailto:mcrawford@cameronschools.org). Alternative times are available by request.

This notice will be provided in native languages as appropriate.

### **Surveying, Analyzing, and Evaluating Students S-150-S**

The District has developed District Policies regarding the rights of a parent/guardian to:

- Inspect all instructional materials.
- Inspect and provide prior written consent for a student to participate in certain student surveys.
- Be informed of and provide prior written consent for physical examinations or screenings that the school or agency may administer to a student.
- Be informed of the District's collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.

If a parent/guardian would like to request the review of any of the above materials, please contact: Assistant Superintendent

### **Student Transfers S-120-S**

1. Students who are homeless or in foster care may attend their school of origin if it is in the student's best interest. The District may assign District students with disabilities (served under the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504)) to a school outside the student's attendance area as determined by the IEP or 504 team. In special circumstances, and at the mutual

discretion of the participating school Districts, Districts may contract for necessary services for students with disabilities.

2. The District will consider students placed into programs by the Missouri Department of Mental Health (DMH), the Department of Social Services (DSS), or by a court order a resident of the District in which the program is housed. The District will allow a student to attend another school within the District if that student is enrolled in a persistently dangerous school or becomes a victim of a violent criminal offense on school property as mandated by state regulations.

### ***Trauma-Informed Schools Initiative***

The Missouri Department of Elementary and Secondary Education (DESE) has established the “Trauma-Informed Schools Initiative” and created a website with more information about this initiative. In accordance with Missouri law, the District is providing notice of the address for this website: <https://dese.mo.gov/college-career-readiness/school-counseling/traumainformed>

## **Complaints and Concerns**

It is the goal of the Board of Education and the administration to efficiently and effectively resolve concerns of students, parents, staff members, and other stakeholders by directing matters to the individual within the District who is in the best position to do so. Included below are various methods for conveying concerns.

### **Complaints or Concerns C-120-S**

Effective communication helps avoid and resolve many complaints, concerns, misunderstandings and disagreements. Individuals who have a complaint or concern should discuss their concerns with the school personnel involved in the issue at hand in an effort to resolve problems. This step will usually involve communicating directly with the person or persons with whom the complainant has a concern. This step may be skipped when the complainant in good faith believes that speaking directly to the person would subject the complainant to discrimination, harassment or retaliation.

This step may also be skipped if the complainant in good faith believes that any law or a District policy or written rule has been violated. The District has adopted specific procedures for investigation and resolution for complaints or concerns as required by specific and varying laws that are applicable to the District. The District’s Compliance Officer should be contacted with any complaints or concerns that any law or District written rule has been violated, including but not limited to, laws relating to: civil rights, including discrimination, harassment, and retaliation; special education matters including the IEP and 504 processes and services; federal programs and related services; bullying; and The Family Educational Rights and Privacy Act, including student records and confidentiality.

When communicating directly with the school personnel involved in the issue does not resolve matters satisfactorily, or if it is appropriate to skip the first step as described above, a complainant should consult with the District's Compliance Officer who will direct the complainant to the appropriate process for resolution of the complaint. The District designates the following individual to act as the District's Compliance Officer:

Name: Assistant Superintendent, Dr. Angie Ormsby  
 Phone #: 816-882-1031  
 Email Address: [complianceofficer@cameronschools.org](mailto:complianceofficer@cameronschools.org)

In the event the District's Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name: Superintendent, Dr. Matt Robinson  
 Phone #: 816-882-1031  
 Email Address: [mattrobinson@cameronschools.org](mailto:mattrobinson@cameronschools.org)

All complaints of violation of any law or a District policy or written rule will be promptly investigated by the District, and appropriate action will be taken. Complainants are strongly encouraged to provide their concerns in writing.

### ***Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures***

This guide explains how to file a complaint about any of the programs (Title I, A,B, C, D, II, III, IV.A, V) that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

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### **1. What is a complaint?**

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

### **2. Who may file a complaint?**

Any individual or organization may file a complaint.

### **3. How can a complaint be filed?**

Complaints can be filed with the LEA or with the Department.

### **4. How will a complaint filed with the LEA be investigated?**

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

### **5. What happens if a complaint is not resolved at the local level (LEA)?**

A complaint not resolved at the local level may be appealed to the Department.

### **6. How can a complaint be filed with the Department?**

A complaint filed with the Department must be a written, signed statement that include:

- A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
- The facts on which the statement is based on the specific requirements allegedly violated.

### **7. How will a complaint filed with the Department be investigated?**

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

- **Record.** A written record of the investigation will be kept.
- **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
- **Resolution at LEA.** The LEA will then initiate its local compliant procedures in an effort to first resolve the complaint at the local level.
- **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
- **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
- **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

**8. How are complaints related to equitable services to nonpublic school children handled differently?**

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

**9. How will appeals to the Department be investigated?**

The Department will initiate within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

**10. What happens if a complaint is not resolved at the state level (the Department)?**

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

**Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S**

The District is committed to providing equal opportunity in all areas of admission, recruiting, hiring, employment, retention, promotion, contracted services, and access to programs, services, activities, and facilities. The District strictly prohibits any unlawful discrimination or harassment against any person because of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law. The District also prohibits retaliatory action, harassment, or discrimination against individuals who make complaints of, report, or otherwise participate in the investigation of any such unlawful discrimination, harassment, or retaliation. The District is an equal opportunity employer.

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

Name: Assistant Superintendent, Dr. Angie Ormsby  
Phone #: 816-882-1031  
Email Address: [complianceofficer@cameronschools.org](mailto:complianceofficer@cameronschools.org)

In the event the District's Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name: Superintendent, Dr. Matt Robinson  
Phone #: 816-882-1031  
Email Address: [mattrobinson@cameronschools.org](mailto:mattrobinson@cameronschools.org)

All employees, students, and visitors who have witnessed any incident or behavior that could constitute discrimination, harassment, or retaliation under this policy must immediately report such incident or behavior to the District's Compliance Officer for investigation.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

**Title IX C-131-S**

The District does not discriminate on the basis of sex in the education program or activity that it operates and is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admissions and employment. Inquiries about the application of Title IX to the District may be referred to the Title IX Coordinator or Assistant Secretary for Civil Rights of the Department of Education, or both.

The District designates the following individual to serve as the District's Title IX Coordinator:

Name or Title:	Assistant Superintendent, Dr. Angie Ormsby
Address:	423 N. Chestnut, Cameron, MO 64429
Email Address:	<a href="mailto:aormsby@cameronschools.org">aormsby@cameronschools.org</a>
Phone #:	816-882-1031

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

All employees, students, and visitors who have witnessed, heard about, or received a report about any incident or behavior that could constitute sexual harassment under this policy must immediately report such incident or behavior to the District's Title IX Coordinator for investigation. If the allegations are against the District's Title IX Coordinator, it must be immediately reported to the Superintendent, unless the Superintendent is also the Title IX Coordinator, then to the President of the Board of Education.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.



### Signature and Form Requirements

- *Email Consent/Permission Form*
- *Technology Usage Agreement Form*
- *Student/Parent Handbook Acknowledgement Form*

*F-265-P Technology Form A*

*Email Consent/Permission Form*

The faculty of the District strives to communicate and work together with the parents and guardians of our students. Email is one tool that promotes convenient, two-way communication between families and teachers. Though the District network is secure, we cannot guarantee that an email sent from the District server will remain secure once it leaves our system. When teachers or administrators receive email from outside sources, the identity of the person cannot always be easily discerned.

Therefore, permission must be granted by the parent/guardian to allow teachers or administrators to use email for communication. To remain compliant with the Family Educational Rights and Privacy Act (FERPA), email will not be used to send grading, attendance, discipline information of students, or other personally identifiable information without permission to do so. The District also encourages parents to access the District's parent portal, a secure measure, to check your child's school information and progress.

I, Parent/Guardian of (please print) \_\_\_\_\_, provide to my child's school and to the District permission to email academic, attendance, discipline, or other personally identifiable information to the email address(es) listed below. I understand that by giving this permission, there is no guarantee that the information will be fully secure and do not hold the District liable for any inappropriate release of student information that may violate the FERPA regulations as a result of any email communication. Should your email address change, please contact the District.

Name of Student (please print:)

\_\_\_\_\_

Email Address(es):

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Parent/Guardian Name (please print):

\_\_\_\_\_

Date:

\_\_\_\_\_

*F-265-P Technology Usage Agreement Form Form B*  
*Student Technology Usage Agreement - Students (for ages 5 and above)*

I have read, understand, and agree to the Technology Acceptable Use Policy when using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should I violate the policy (F-265-P) or the Student Parent Handbook provision regarding technology usage (F-265-S), my access privileges may be revoked. I also understand that any violation of the policy or Student Parent Handbook is prohibited and may result in disciplinary or legal action.

Student Signature:

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Student Name (please print):

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Student ID: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

*Parent Technology Usage Agreement Permission Form*

As the parent/guardian, I have read, understand, and agree to the Technology Acceptable Use Policy (F-265-P) and the Student Parent Handbook provision regarding technology usage (F-265-S) when my student(s) or family are using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should my student(s) violate the policy or Student Parent Handbook, access privileges may be revoked. I also understand that any violation of the policy or handbook is prohibited and may result in disciplinary or legal consequences. I further understand that the District has taken steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree not to hold the District responsible for materials acquired on the network and accept responsibility when my student(s) uses District technology outside the school setting. I give permission for my student(s) to use District technology and network resources, including the Internet.

Parent/Guardian Signature:

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Parent/Guardian Name (please print):

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

\*Students 18 years of age or older may sign this release form for themselves.

*C-105-P District Rules and Guides Form A*  
*Student/Parent Handbook Acknowledgment*

I acknowledge that I have received and reviewed the 2025-2026 Student/Parent Handbook. I understand the policies and guidelines of the District and that violations of these policies and guidelines may result in disciplinary action.

Parent/Guardian Signature

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Parent/Guardian Name (please print):

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

\*Students 18 years of age or older may sign this release form for themselves.