Chillicothe R-II School District
Elementary Handbook
2025-26



Grades K-5

Chillicothe Elementary School
900 Coach K Street
Chillicothe, MO 64601
660-240-3315

Elementary
Parent/Student
Handbook



Chillicothe R-II School District
chillicotheschools.org

Superintendent's Office, 2807 Hornet Road (660) **646-4566**
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Dr. Brian Sherrow, Assistant Superintendent
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Mr. Dan Nagel, Principal
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Mrs. Terria Cox, Principal
Mrs. Hollie Burnside, Assistant Principal

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Dear Parent/Guardian:

This handbook is designed to give you an overview of the procedures, routines, and policies of Chillicothe Elementary Schools. Please take a moment to review this information and then let it serve as a helpful resource for you and your family. Please note that the items in this handbook are not all inclusive as each teacher may have rules and procedures specific to his or her classroom. Don't hesitate to call if you have any questions.

Chillicothe R-II School District Mission Statement

Vision Statement

Building a ***brighter future***
for our children and our community.

Mission Statement

The ***Best*** District for the ***Best*** Students in the State

Commitments

- Ensuring that students develop into **lifelong, self-directed learners**
- Empowering students to achieve **career success** in a **technologically advanced global community**
- Embedding student participation in **community and service activities**

Welcome to Your School!

As a new school year approaches, let us welcome you to our school! In our district we are confident you will find Chillicothe students excelling in all scholastic and extracurricular activities. Teachers, staff and patrons work together to ensure learning for all, whether that is in the classroom or in a remedial setting. We take student achievement seriously and our results speak for themselves.

The strength of our school district originates with the fine folks of Chillicothe and the surrounding Livingston County area. Our patrons have high expectations for their educational system and demonstrate support to teachers and students. We are fortunate to be located in Livingston County, Missouri, known throughout the area as an exceptional rural location to raise a family.

Our elementary school enjoys an abundance of cooperative partnerships with families and the local businesses that entrust us with the responsibility of providing their children with a complete educational experience in a safe learning environment. Daily, parents give their time to volunteer in classrooms while our business partners support learning by inviting us into their workplaces as well as making routine visits to our schools. We understand that children need a well-rounded education and we are determined to provide these experiences.

Success at our schools begins with a highly qualified teaching staff and the dedication of all personnel associated with our students. Staff members are connected to the professional learning process as they contribute new strategies and teaching methods that improve student achievement. Data is reviewed regularly to ensure that every student is progressing to the best of their ability. Professional development, such as Technology Integration and Curriculum Development are provided to teachers as growth opportunities.

If you are new to town, new to our schools, or just haven't been in for awhile, we would like to invite you to stop in and catch a glimpse of the excitement we have for learning!

Looking forward to a great school year at CES!

Mrs. Terria Cox
Principal

Mrs. Hollie Burnside
Assistant Principal

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General Information and Practices

District Calendar 2025-26

Arrival/Departure

Class/Instructional Hours: 7:45 a.m. - 2:55 p.m.* Doors open at 7:15 a.m.
Students are not permitted in the building prior to doors opening. At 7:45, outside supervising staff will enter the building and parents will need to park and walk their student(s) inside to sign in.
Neither the school, nor the teachers will assume responsibility for the welfare and safety of students who come to school before the doors open or after being dismissed to go home.
* In the event of a late start, school will start 2 hours later than the regular schedule.
* Scheduled early dismissals will be at 11:55 a.m.

Traffic Flow

- **Car -** drop off/pick up will use the main **north** CES circle drive entrance. Follow the spiral traffic flow through the parking lot to drop off or pick up your student(s). Drop off/pick up your student(s) in the yellow unloading parking zone (10 spots available).
- **K-5 bus -** drop off/pick up will be on the **east side of the building** in the bus lane. District vehicles are only permitted in the bus lane at the end of the new wings.
- **Preschool -** drop off/pick up will use the southwest side/CELC preschool entrance only. Drop off/pick up cars should stay to the right, so buses can pass through.

Caution! Cross traffic does not stop. Buses have right away.

Signing Out — Policy JEDB

When it becomes necessary for you to pick your child up from school during school hours, please enter the **main north entrance to the office** and follow the sign-out procedure. Your child will be called to the office to meet you. If our staff is unfamiliar with the person picking up your child, **picture identification may be requested.**

Visiting the School — Policy KK

All visitors must report to the office and obtain a visitor's pass. Meetings with your child's teacher should be arranged in advance and at a time when the teacher does not have students in the classroom, or is not on duty elsewhere. Parents are reminded that teachers value their instructional time and interrupting class time results in the teacher having to spend extra time to refocus the class back on the lesson at hand. Guests will not be allowed to eat lunch with students, but will be welcome during other school events. Safety at CES is our number one priority.

Daily Schedules *Subject to change

Lunch Schedule:		Specials Schedule:
Kindergarten	10:30 a.m. - 11:00 a.m.	11:40 a.m. - 12:30 p.m.
First Grade	10:40 a.m. - 11:10 a.m.	12:40 p.m. - 1:30 p.m.
Second Grade	11:15 a.m. - 11:40 a.m.	1:40 p.m. - 2:30 p.m.
Third Grade	11:25 a.m. - 11:50 p.m.	9:25 a.m. - 10:15 a.m.
Fourth Grade	11:50 p.m. - 12:15p.m.	10:20 a.m. - 11:10 a.m.
Fifth Grade	12:00 p.m. - 12:25 p.m.	8:30 a.m. - 9:20 a.m.

Personal Property

The Chillicothe R-II District is not responsible for recovery, reimbursement or replacement of lost, stolen or damaged personal property brought to school by students and strongly recommends that valuable personal property remain at home. Personal property should never be left unattended and, where provided, should be secured in a backpack at all times. Examples of personal property include but are not limited to: recess equipment, trading cards, purses, wallets, watches, jewelry, cash, books, notebooks, toys, cell phones, smart watches or other electronic devices.

Cell Phones and Electronic Devices

The school does not encourage personal cell phones at school, but certainly recognizes that cell phones may be valuable for students and parents, particularly to communicate after school is dismissed so that parents know their child is safe. Therefore, the school must utilize some guidelines for children having cell phones in the elementary schools.

1. The cell phone or electronic device is to be powered off while on school property.
2. The cell phone or electronic device is to be stored in the child's backpack at school.
3. Students should be instructed by parents to refrain from texting during the school day, showing the phone or device to peers and discussing the fact he/she has a device at school.
4. Smart watches are required to be removed and/or placed in backpacks during certain testing.

Upon the first infraction of this policy, students will have the phone or device taken away until the end of the day. Further infractions will result in the device being taken away and placed in the office where parents may pick it up as time allows.

School Attendance Policy JEA

The Chillicothe R-II Board of Education finds that regular school attendance is key to maximum achievement within the school district's curriculum. Students are expected to be in school daily, except under the following circumstances requiring their absence:

- Personal illness or illness in the immediate family requiring student's presence
- Medical or dental appointments that cannot be scheduled for non-school time
- Death in the immediate family
- School activities at the request of the school.

Every effort should be made to inform the school of your child's absence. Parents should notify the school by telephone prior to 9:00 a.m. on the day the student is absent, as to the reason. If a parent knows in advance of their student's absence, please contact the school by phone or note.

Parents will be notified by mail when a student's absences reach or exceed 5 and 10 days. The district will also notify the school resource officer and information will be reported to the Division of Family Services and/or Juvenile Office. If further absences are due to medical reasons, a doctor's excuse will be required.

When a student's absences reach 15 days, the school will provide the county prosecutor with an official attendance record.

A student becoming ill at school should inform the teacher. If necessary, parents will be contacted. It is important for an emergency telephone number to be on file in the office. Please complete the enclosed student information form.

Tardies

Excessive tardiness can contribute to poor academic performance and place hardships on students to make up missed work. Students are considered tardy at Chillicothe Elementary School after 7:45 a.m. Even a few minutes late, starts the day off wrong for the student and is disruptive to the class.

The school's course of action for excessive tardies is as follows:

- After **10 tardies** the school will send notification alerting parents of the concern
- After **15 tardies** the Division of Family Services and/or Juvenile Office will be contacted

Truancy

Students who are absent from school without the knowledge and consent of their parents/guardians and the administration or students who leave school during any session without the consent of the principal, shall be considered truant. Students may be considered truant even if they are absent with consent of parent/guardian and have accumulated an excessive number of absences.

School Dress Policy JFCA

Proper dress at all times is encouraged. We encourage students to look neat in their dress. Sometimes the way we dress influences the way we act. Shoes should be appropriate for safety and comfort. Please understand that on days when students have physical education they must have appropriate shoes (athletic shoes). No roller blade shoes are allowed at school. Caps, hats, and bandanas will not be worn in the building, except on designated days. Writing on t-shirts and caps should be non-distracting, non-suggestive, and must be acceptable for school. Please make sure your child is sufficiently dressed for outside recess in **cold weather***. Students may not be permitted to go outside for activities if they are not dressed appropriately. Spaghetti straps will not be permitted without an over-shirt. Bare midriffs are not permitted. Halter-tops are not allowed. Under clothing should not be visible. School officials, when warranted, may deem other extremes or variations in dress inappropriate. Students dressed in an inappropriate fashion will be asked to cover, change, or turn clothing inside out.

Cold Weather: If the wind chill (or Feels Like Temperature found at TheWeatherChannel.com) is below 20 degrees, students will not go outside.

Clothing Guidelines for Recess

If feels like temperature is:

- 60°F or warmer - no coat needed, short sleeves are acceptable
- 50-59°F - light jacket or sweatshirt needed
- 49°F or below - winter coat needed, hats and gloves recommended

November 1–April 1: ***K-3rd Protocol***

Cold Weather Outside Recess Warnings:

- **1st Warning**: The teacher will send a message home via Seesaw and notify the nurse. The student will remain indoors during recess—either in the classroom or with the Focus team.
- **2nd Warning**: The student will be sent to the nurse, who will place a phone call home.

- **3rd Warning**: The student will be sent to the nurse, and either Mrs. Cox or Mrs. Burnside will follow up with a phone call home.

Inclement Weather Procedure

The Weather Policy for the Chillicothe R-II School District states that the Superintendent of Schools is responsible for the announcement of school dismissal due to bad weather conditions. This announcement will be made at approximately 6:00 a.m. on the mornings that school is to be dismissed. School closings will be announced on the following radio and TV stations:

	Kansas City Stations	*St. Joseph Stations*
KCHI Chillicothe	WDAF Channel 4	KFEQ 680 AM
KMZU Carrollton	KCMO Channel 5	KSJQ 92.7 FM
KTTN Trenton	KMBC Channel 9	KQTV Channel 2
KZBK Brookfield	KSHB Channel 41	

In the event inclement weather necessitates the early dismissal of school, announcements will be made over the same radio and television stations.

Reading Assessment and Intervention

The district will administer a state-approved reading assessment to all students enrolled in kindergarten through third grade at the beginning and end of each school year. In addition, the district will assess any newly enrolled student in first through fifth grade.

The district will provide reading success plans to students at the beginning of the school year or when they transfer into the school district with the i-Ready Dyslexia Screener. The district will give reading success plans to students who:

1. Exhibit a substantial deficiency in reading that creates a barrier, based on teacher observation or reading assessment, to reading progress; or
2. Have been identified through the statewide dyslexia screening as being at risk of dyslexia or have a formal diagnosis of dyslexia.

A substantial reading deficiency exists when a student is one or more grade levels behind in reading or reading readiness. The district will provide students with intensive reading instruction under a reading success plan until the reading deficiency is remedied. (Please refer to Policy IGAB and Procedure IGAB-AP(1) for more information)

Student Technology Use

Each elementary grade level has district-owned technology for student use. Students are required to read and review the Technology User Agreement and use such equipment appropriately. Failure to follow terms of the user agreements may result in the loss of computer privileges and disciplinary action.

Student Confidentiality

You are welcome to take pictures and videos of special events in your child's classroom; however, we ask that you respect the privacy of our students and staff. If you choose to make these pictures and/or videos public via social networking sites, email, websites, etc., we ask that you only use pictures of your own child where other students are not identifiable. We appreciate your help in

maintaining the confidentiality of our student population. Also, while registering your child online, please indicate if your child(ren) are permitted to be photographed by CES staff.

Student Field Trips

Parents may be asked to pay for transportation and/or admission fees. Students must ride the bus to the field trip. They will not be allowed to ride back to school or be checked out by anyone other than a parent/guardian without prior building administrator approval. Participation in field trips may depend upon the student meeting appropriate pre-determined behavior guidelines.

Snacks

When snacks are necessary, they must be pre-packaged or store bought. Snacks, baked or made at home, are not to be distributed to students.

Special Invitations

Personal invitations to any event, other than school events, may not be handed out at school – unless there is one for each student in the class. (Examples: birthday parties, skating parties, etc.).

Textbooks/Library Books/Resource Books

Books issued from the library are the property of the Chillicothe R-II School District. They should be used with care and returned in good condition. Students are responsible for books, which are lost, stolen, or damaged.

Change of Address and Phone Numbers

Please notify the teacher and school office of any change as soon as possible. It is important that the school has a current address, email address and phone number on file in the office.

Separated/Divorced Parents, Custodial and Non Custodial Parents — Policy KDA

Under Missouri law, it is presumed that natural parents have equal authority to make educational decisions regarding their children. Similarly, when parents are informally separated, they continue to have equal rights to custody and control of their children until the marriage dissolution action is filed and ruled upon by a court. Such equality is altered, only if a formal separation agreement between the parents limits one parent's rights regarding custody and/or educational decision-making powers.

Divorced parents must provide the school with a copy of the most recent court-approved legal documentation defining parental custody rights. Maintenance of this documentation is the most effective step that a parent can take to minimize the chances of a child custody battle at school. If there is any doubt as to whether a decree or order is presently valid, school officials will notify law enforcement for assistance.

Visitation schedules and parenting plans are agreements between parents and are not binding on the district. The district will release a student to either parent in accordance with Board policy unless otherwise directed by a valid court order on file.

Water Bottles
Students may bring non-glass water bottles and may only be filled with unflavored, clear water. The school is not responsible for lost, stolen or damage to water bottles. Water fountains and filling stations are available in multiple locations.

Home-to-School Connection

Seesaw
Seesaw is an online portfolio and connection tool used in kindergarten through fifth grade classrooms. Families can communicate with teachers through messages, keep up with class and school announcements, as well as view student work posted throughout the year.

Hornet Folders
Each elementary student will have a "Hornet Folder" or colored folder that coordinates with their grade level color. This folder will serve as a daily communication tool between home and school. Please check the folder nightly for finished work, notes, etc. Parents and teachers can write notes to foster communication regarding student progress, etc.

CR2 Hornets App
Information can be found at the website (chillicotheschools.org) or by downloading the CR2 Hornets App and selecting your student's organization. App users can customize notifications for updates and events, find cafeteria menus and contact staff and departments.

Parent-Teacher Communication Chain
As a staff, we recognize the importance of maintaining positive communication between home and school. If the issue or question involves your student and classroom situations such as homework, assignments, actions in the room taken by the teacher, etc. please contact the teacher first. You can do this by email, in writing, or over the phone. Please allow the teacher 48 hours to respond to your message. If the issue or question involves the functioning of the building, a discipline issue occurring in the office, or if you have already contacted the teacher and feel that you did not get satisfactory results, please contact the principal. This, too, can be done by email, phone or in writing. Please allow the building principal 24 hours to respond to your message (some situations may exceed this time frame). An administrator may not respond if the issue or concern should be taken to the classroom teacher first.

Parent-Teacher Conferences
Communication between school and home is beneficial for all students. The district schedules conferences at the end of the first quarter. Parents are urged to attend in order to help support student success both academically and socially. Additional conferences can be held throughout the year at the request of the parent or the teacher. Appointments are needed for these conferences and can be scheduled by contacting the teacher or by calling the school office.

PARENT TEACHER ORGANIZATION (PTO)

The Chillicothe Elementary School parent-teacher organization (PTO) is open to all parents. The PTO keeps parents/guardians updated on meetings, fundraising projects, and special events to promote a support system to bridge the home school connection. PTO gives parents and teachers the opportunity to work together to enrich the educational experience of our students.

Civility Policy Policy KK

The Chillicothe R-II District encourages positive civil and professional behavior between school system employees and citizens. All exchanges between employees and citizens are to be considerate, respectful and professional. The purpose of the policy is to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for students and staff.

The district will not tolerate any behavior (whether by students, parents, staff or members of the public), which is physically or verbally threatening, coercive, intimidating, violent or harassing, or other behavior that is otherwise out of control. Furthermore, the district will not tolerate the use of profanity, personally insulting remarks, attacks regarding a person's race, gender, nationality, religion, disabling condition and other characteristics protected by law. Students who violate the civility policy may be disciplined. Parents who violate the civility policy may be restricted from being present on school property or have restrictions placed on their communications with district personnel.

Reporting Concerns for Staff/Student Safety

Students, parents, and staff members are expected to report all dangerous or potentially dangerous situations/events directly to an administrator. Any circumstance or situation where a student may be harmed include, but are not limited to threats, harassment, acts of violence, drug activity, or weapons. Such acts should be reported (1) directly to an administrator, (2) directly to a teacher or staff personnel, (3) school resource officer.

School Resource Officer (SRO)

The school resource officer (SRO) performs the regular duties of a law enforcement officer, makes classroom presentations, serves as a resource to parents, students and staff, and assists in medications.

Standards Based Grading

Chillicothe Elementary utilizes standards based grading and reporting in grades K-5. Report cards are designed to report on each child's performance in relation to specific criteria. The goals of standards report cards include the ability to:

- Reflect academic achievement
- Provide meaningful feedback
- Be honest, fair, transparent, credible, useful, and user friendly
- Be aligned with the Chillicothe R-2 curriculum and Missouri Learning Standards
- Reflect consistency among classrooms, courses, and grade levels
- Separate non-academic factors like participation and effort

Instead of traditional letter grades, you will see the following marks on your child's grade card:

- 3 = Mastering- The student has thorough knowledge, understanding, and application of the concepts, skills and processes the standard requires.
- 2 = Developing- The student is gaining understanding of the concepts, skills, and processes the standard requires, but has not been able to consistently demonstrate learning.
- 1 = Beginning- The student is just starting to understand the concepts, skills, and processes the standard requires and needs consistent support.

The grade card represents an individual's progress in relation to year-end goals.

Standardized Tests

The Missouri State Assessment Tests (MAP) or (MAP-A where applicable) are administered in the spring to students in grades 3rd -5th. MAP Testing at Chillicothe Elementary for the 2024-2025 school year will occur in the spring of 2025.

Benchmark screening in Reading, Math, and Writing will be given throughout the school year to students in grades K-5th. The iReady Reading and math assessment will be administered in fall, winter and spring.

Expectations of Students

Students will be expected to be the following at CES:
Be Respectful ---------- Be Responsible ---------- Be Safe

- Students are expected to conduct themselves in such a way as to reflect a positive image for themselves, their parents/guardians, and to the Chillicothe R-II School District.
- Students should report directly to the appropriate area upon arrival and remain there unless directed elsewhere by school personnel.
- Students are expected to participate in physical education classes unless a written excuse from the parent/guardian is received. A physician's excuse is required when a student is to be excused for an extended period of time.
- Students are expected to show respect and care for property belonging to themselves, to others, and to the school.

Bullying

Board Policy JFCF: Bullying

For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyberthreats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices.

Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

Reporting Bullying:

- Reporter should complete a written form regarding the incident.
- Building designated investigator will investigate the reported bullying or cyberbullying within two (2) days of receiving a report.
- The investigation will be completed within ten (10) school days, unless good cause exists to extend the investigation.
- The designated investigator may issue findings and outcomes of the investigation, including recommendations for corrective action, including discipline, as appropriate.

Behavior Expectations and Interventions

BIST

www.bist.org

In order to provide a productive learning environment in the Chillicothe Elementary Schools, teachers have been trained in the use of the BIST process for managing student behavior. BIST stands for Behavior Interventions Support Team. The purpose of the BIST strategy is to help bring about lasting changes in students' attitudes toward themselves and others around them, so that they can be productive students in the classroom, be in control of their own behavior, and find acceptable solutions to their problems.

The BIST Bottom Line: It is never okay to be disruptive or hurtful.

The following consequences have been developed to provide for consistency and fairness:

- Minor infractions will be dealt with in the classroom, then using the BIST continuum.
- If a student continues to misbehave, he/she may have a BIST plan for success.
  A student may not be able to attend field trips for repeated infractions.
- If a student threatens, assaults, steals or has repeated Recovery Room visits, he/she will be sent to the principal's office.

<u>BIST Placement Continuum</u>:
Own Seat - Safe Seat - Buddy Room - Recovery Room - Office Referral – Home/BSP

Behavioral Success Program and Recovery Room

During the 2005-2006 school year, the Chillicothe R-II School District implemented the Behavior Success Program and the Recovery Room Concept at each Elementary School. These programs are designed to help teach students to make better decisions about their behavior. For students, the recovery room gives them the opportunity to: calm down; be safe from acting out; develop adult relationships; and establish clear boundaries for classroom behavior. The BSP has been established as a safety net for students that struggle to maintain appropriate behavior on a consistent basis within the BIST system.For teachers, the recovery room gives them the opportunity to: maintain order in the classroom; have a safe place for the student to go; maintain a safe environment for the other children; and to be able to implement positive, constructive discipline options.

Steps for referring a student to the Behavioral Success Program

- When possible, the student should be initially referred to the building BIST Team.
- The BIST Team will develop a BIST Behavior Plan for Success.
- Students with consistent behavior concerns are reviewed for specialized behavior resources.
- Review may be done by the BIST Team or by request (principal, parent, teacher).
    - If the team decides specialized resources are needed, a meeting will be set with parents.
    - Team members include, but may not be limited to: Parents (if possible); building principal; Special Education Director and Special Education Teacher if there is an IEP; classroom teacher; counselor; Recovery Room teacher; BSP staff.
    - The district reserves the right to provide a student with specialized behavior resources if that is determined to be his/her best educational opportunity.

STUDENT DISCIPLINE PROCEDURES & CODE OF CONDUCT

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or board of education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

Board Policy JG: Student Discipline
Board Policy JG-R1: Student Discipline
Board Policy JFCH: Student Alcohol/Drug Abuse
Board Policy JFCJ: Weapons in School
Board Policy JGA-2: Corporal Punishment
Board Policy JGE: Discipline of Students with Disabilities
Board Policy JGF: Discipline Reporting and Records

Health & Medical Information

The Chillicothe Elementary School has two Registered Professional Nurses on staff to administer to the health needs of the students and employees. Parents needing assistance with health or

immunization concerns are encouraged to contact the school nurses at 660-240-3315.

Health Policy JHC

The school has the responsibility for the health and welfare of all students. Chillicothe School District policy mandates that students with a contagious disease or those suspected of having a contagious disease are excluded from school as outlined in the State's Health Standards Practices. School personnel can request a doctor's excuse prior to the re-admittance of a student to school if there is a suspicion of a communicable disease. Please make sure that you leave a phone number for our file in case of emergency.

If your child is not able to participate in PE/Recess for more than 3 days, a doctor's note is required; otherwise, a parent note is required for injury/illness episodes lasting fewer than 3 days.

Immunizations

The district requires students to exhibit satisfactory evidence of a completed immunization record prior to starting school. A student with a non compliant immunization record will not be allowed to attend school until the district has satisfactory evidence on file showing the student is in compliance with the State of Missouri, the immunization process has begun and satisfactory progress is being accomplished, or the student has provided adequate documentation of medical or religious exemption that is in accordance with Missouri law.

Medications in School

Parents/guardians **MUST** bring all medications to school. Medications are not allowed on the bus. A **Authorization for Medication Form Must be completed by the parent/guardian AND physician** before medication can be administered at school. Forms are available in the school office and at the link below. Medication Authorization Form The school nurse will then count the pills in the presence of the parent/guardian.

Prescription Medication

All medications must come in the original container. The medication label must include:

-Student name (&)
-Name of medication (&)
-Dosage of medication (&)
-Name of doctor (&)
-Specific instructions for giving the medication.
-Loose or unmarked pills will NOT be accepted.

If the medication is to be given at home and school, please ask the pharmacy for a second labeled bottle that can stay at school.

All long term (10 days or more) and emergency medications must have a medication authorization completed by the physician and parent/guardian. This is to be completed and returned to the school nurse. Forms are available in the school office.

Short-term medications (10 days or less) such as antibiotics must have the parent section of the medication authorization completed. The prescription label will be considered an equivalent of the physician's written order. The school will not give a 3-a-day antibiotic at school. Please give before school, after, and at bedtime.

Inhalers will be kept in the office. If a student is leaving the school premises for a field trip or special event, the inhaler will travel with the student's teacher.

Non-Prescription Medication Policy JHCD

The district may administer over-the-counter medications to a student upon receipt of a written request and permission to do so by the parent/guardian. All over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label.

Tylenol or Ibuprofen will be given at school on an as needed basis if the parent/guardian has given permission via the online registration platform. The school **does** stock Tylenol or Ibuprofen for minor pain and fever, if your child takes it frequently, please send their own bottle. See Policy JHCD for more detailed information on medications, procedures and consequences.

Food Allergies

The State of Missouri requires that the school has a meal modification form on file that has been completed by a physician indicating the food allergy along with the needed and acceptable substitutions. This does include the omittance of food products containing red dye. These forms are available in the school office and at the link below. Meal Modification Form

Illness

If a child becomes ill, or is seriously injured during the school day, the school will make every effort to contact the parent/guardian. The emergency phone number listed for the child will be called if parents cannot be reached. **Please keep the school advised of any changes in phone number or emergency contacts. In the event that contacts can't be reached, the school will seek the help of the School Resource Officer or emergency personnel.**

The school nurse or school personnel will attend to minor scrapes and bruises, but students will be sent home if:

- they are running a temperature of 100 degrees
- they have vomited
- they have diarrhea
- they have a severe head injury
- they have eye drainage–Conjunctivitis (Pink Eye) is a viral or bacterial infection of one or both eyes. Symptoms include redness, itching, pain, and discharge of the eye(s). Conjunctivitis is contagious and requires treatment with prescription eye drops or ointment. Infected children/students must be on a prescribed medication for 24 hours prior to returning to school.
- we cannot determine the cause of a sudden physical or emotional distress

Before returning a child to school, the child **MUST be free of temperature and/or free of vomiting or diarrhea for 24 hours without (fever-reducing) medication.**

"It is unlawful for any child to attend a public school in Missouri while afflicted with any contagious or infectious disease, or while liable to transmit such disease after having been exposed to it" (Missouri Statute 167.191)

Head Lice/Bed Bugs

Head lice and bed bugs are a recurring health problem. The schools will send students home when live lice is found. (took out bed bugs)

Head Lice - Students that are sent home will be treated at home and may return to school after treatment to be checked by the school nurse/designee to ensure there are no live lice present. Parents/guardians will need to bring the child in and wait for the child to be checked. Students that have nits (eggs), and no live lice are located, may stay in school. The school nurse/designee will check the child's head daily until no nits are found.

Bed Bugs - School Nurse/designee will decide on appropriate action to limit the risk of bed bugs being transported from home. Options may include but are not limited to:

1. Isolation of student belongings if there is no further evidence of bed bugs on the child's person, or other signs of poor hygiene at home or school.
2. Limiting items brought into school buildings from home.
3. When children come to school in clothing having bed bugs the school will provide clean clothing for the child. The clothing with bed bugs will be sealed in a container for temporary storage or placed in a dryer on a high temperature setting for at least 20 minutes.

The school nurse/designee will provide education to the parent/guardian on how to provide treatment to prevent any more occurrences. Parents are advised to contact the school if they find head lice or bed bugs on their child.

Incontinence Issues

The school health office has a limited clothing stock. In the event of urinary incontinence, an attempt will be made to provide a change of clothing to the student. If there is no clothing available, a parent/guardian will be contacted to bring a change of clothes. In the event of bowel incontinence and due to the risk of biohazard exposure, a parent/guardian will be notified to come pick up their student, take them home to clean up, and get a change of clothes. At that time and as long as there is no diarrhea, the student may return to school.

Food Service

Nutrition Services Policy EF & EFB

Breakfast and lunch are served in our school's cafeteria daily for a nominal fee. You may pay daily or ahead by the week or month for both breakfast and lunch. At the beginning of each school year you will receive an application for **free and reduced priced meals**. You are encouraged to complete these confidential forms and return them to the school office. Your participation in the free

or reduced lunch program is beneficial to your child and the school district! Cost is kept down by complete participation of students.

Student Lunch:	Student Breakfast:
Reduced: All $0.50	Reduced: All $0.40
Full Pay K-5: $2.40	Full Pay K-5: $1.45

A well-balanced meal is provided. Our menus are sent home monthly and posted on the district's webpage (chillicotheschools.org). Occasionally these menus have to be changed because of late deliveries, unexpected days out of school or unforeseen circumstances; however, most of them are served as listed.

Lunchroom expectations are posted in the cafeteria and taught throughout the school year. There will be a supervisor present, he/she is in charge and students are expected to follow his/her directions. Outside visitors are not permitted during breakfast and lunch shifts.

Food Allergies/Special Meal Accommodations

If your child/student has been diagnosed with a food allergy that requires a modified diet or a special meal's substitution, the following form MUST be completed and signed by a physician or nurse practitioner in order to make those modifications.
https://dese.mo.gov/media/pdf/medical-statement-student-requiring-meal-modification

Students and Soda Pop

Current nutrition requirements for school lunch programs do not permit pop as a beverage option. Students will not be allowed to drink pop at lunch. Milk is provided as a lunch menu item daily and water is available as needed. Please help us make our student body healthier!

USDA Nondiscrimination Statement - See Appendix

Transportation

Change of Routine — Policy JEDB

Please note that every attempt will be made to ensure that your child arrives home safely, but in the event that you need to change your child's end of day routine please note the following:

Bus Rider Policy

Daily bus changes must be called into the Bus Barn no later than **2:00 pm**. This time frame allows drivers to accommodate those changes.

All Others

- Please call the office prior to **2:00 p.m.** to make changes to dismissal procedures for your child. This allows teachers and children time to receive notification of the change in routine.

- Do not use your child's cell phone for change of routine. School personnel must be informed of changes through parent/guardian.
- Do not rely on an email **or Seesaw message** to your child's teacher as the teacher may not see the email/message prior to dismissal or the teacher may be out of the building that day.

Chillicothe R-II Transportation Policy

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

Parent/Guardian Expectations:
Parents/Guardians are an important part of the transportation team. Their knowledge and support of safe transportation procedures is integral to the success of the transportation operations.

Parents/Guardians are encouraged to:

1. Understand and support District rules and policies, regulations and principles of school bus safety.
2. Cooperate with school officials to promote safe and efficient student transportation.
3. Support efforts to improve school bus safety.
4. Communicate safety concerns to school administrators.
5. Assist their children in understanding safety rules and encouraging them to abide by the rules.
6. Support safe riding practices and reasonable discipline efforts.
7. Understand that students who ride school buses must obey all laws, rules, and regulations governing student transportations. School bus riding privileges may be suspended or terminated, as indicated in this handbook, for failure to follow applicable student transportation laws, rules, and regulations.
8. Recognize their responsibilities for the actions of their children.
9. Be aware of the dangers involved in and around loading and unloading zones, including the dangers of loose clothing, clothing accessories, and other loose personal items.
10. Be responsible for:
    a. Care supervision and behavior of their children prior to loading and after unloading from a school bus operated in regular route, special education, career education, or similar type service. Whenever possible, parents/guardians are encouraged to monitor bus stops.
    b. Getting their children safely to designated school bus stop on time (no less than five [5] minutes and no more than ten [10] minutes before the scheduled pick up time) and having the children dressed in clothing appropriate for the weather season. The school bus will not wait for students not at the loading area when the bus arrives.
    c. Getting their children safety from a designated school bus stop.
    d. Helping the bus driver to teach their children proper procedures for safely

crossing the roadway before loading and after leaving the bus

e. Supporting emergency evacuation procedures as prescribed by state law, rules, and regulations, and District rules and regulations.

11. Respect the rights and privileges of others.
12. Be knowledgeable about the traffic laws regarding when to stop for school buses. On a roadway that is three (3) lanes or less, both the oncoming traffic and traffic following the bus must stop when the overhead red lights are flashing and the stop arm is extended. On a roadway that is four (4) or more lanes, only the traffic following the bus must stop.
13. Parents/Guardians shall be responsible for malicious destruction to the bus, and the parents/guardians shall pay restitution for damages caused by student or students.

Student Expectations:
Riding a school bus is a privilege and not a right. It is a privilege that each rider can keep by maintaining appropriate behavior while waiting at the bus stop, loading, riding, and unloading. Proper conduct by the students contributes greatly to the safety of the student transportation program. With this in mind, the Superintendent or designee shall develop appropriate procedures for student bus conduct. The rules shall include, but not be limited to, the following:

1. The bus driver is in full charge of all persons riding on the bus and has the same status and authority as a teacher in so far as discipline is concerned. The bus driver will assign seats to students on the bus. This seating arrangement will be changed as needed. Students shall obey the directions of the bus driver promptly and courteously.
2. Students shall board and leave the bus at their established stop, except when they have a request signed by their parent/guardian listing a valid reason to board or leave from another established stop. This request must also be approved by the school principal/designee. Students shall ride their assigned bus unless reassigned by the respective school principal/designee.
3. Students shall observe safe pedestrian practices while walking to and from the bus stop. Students shall arrive at their designated bus stop not less than five (5) minutes or more than ten (10) minutes before the bus is scheduled to arrive. Students shall wait in an orderly manner and shall respect private and public property while waiting at the bus stop.
4. After the bus has come to a complete stop, students shall enter the bus, go to their assigned seat, and remain seated until the bus stops to unload students.
5. If it is necessary for students to cross the road before boarding or after leaving the bus, the student must wait ten (10) feet in front of the bus until the “all clear” signal is given by the driver, then cross carefully.
6. Students shall talk quietly and avoid loud or distracting noises on the bus. Students shall avoid unnecessary conversations with the driver while the bus is moving. Absolute silence is required when the driver stops the bus at railroad crossings.
7. Students shall not tamper with emergency doors or equipment.
8. Students must keep all parts of their body (hands, arms, feet, head, etc.) inside the bus at all times. No materials are to be thrown inside the bus, from the bus, or into the bus.
9. School District policies and procedures pertaining to drugs, alcohol, tobacco,

controlled substances, unauthorized prescriptions, and weapons or look alike weapons are in effect at the bus stop and on the bus.

10. Other items not permitted on the bus are breakable containers, skateboards, scooters, roller blades, ball, cigarette lighters, matches, shop projects, or animals (except assistive animals), flammable or explosive substances (such as gasoline), or anything else that could jeopardize the safety of the persons involved, on any school bus. Any items carried on the bus must be small enough to be held on the lap of the student.
11. Horseplay will not be tolerated on the bus. Horseplay is defined as throwing objects, shoving, pushing, chasing, loud yelling, play fighting, spitting, tripping, and obscene gestures.
12. There will be no eating or drinking on the bus except for bottled water. Eating or drinking is not allowed on the bus except when unusual circumstances exist and prior approval is given by school or by school transportation personnel.
13. No gum or candy is allowed.
14. Students must cooperate with the driver to keep the bus clean. Excessive trash is a safety hazard for all riders.
15. Sexual misconduct, harassment, bullying, or threats to students, staff, or driver will not be tolerated.
16. At the end of the school day, students must board the bus at their home school. They cannot walk across campus to board at another building.
17. Once a student gets on a bus, the student is to remain on the bus until his or her assigned bus stop. Once a student gets off a bus, he or she will not be allowed back on the bus unless a serious safety issue arises.
18. Fighting and assault cannot be tolerated anywhere within the educational setting. This includes the bus stop, while on the bus, and on school property. Fighting is defined as when both individuals are engaged in physical contact of hitting, slapping, punching, and/or kicking. Assault is defined as hitting, striking, and/or attempting to cause injury to another person.

Bus Misconduct/Discipline:

Student Misconduct	1st Offense	2nd Offense	3rd Offense
Possession of any illegal substance, paraphernalia, controlled substance, drug (other than epi-pen, when approved in advance by the principal), drug and/or alcohol (in any amount)	Loss of bus privileges and school discipline.		
Not in assigned seat, out windows, eating or drinking, talking loudly, yelling, and or making distracting noises	Warning	Up to 5 days loss of bus privileges	Up to 10 days loss of bus privileges

Conduct resulting in safety issues	5 days loss of bus privileges	10 days loss of bus privileges	Loss of bus privileges
Horseplay, and or disruptive and disrespectful conduct	1 day loss of bus privileges	3 days loss of bus privileges	5 days loss of bus privileges
Harassment and/or bullying	5 days loss of bus privileges and school discipline	10 days loss of bus privileges and school discipline	Loss of bus privileges and school discipline
Obscene and unacceptable language, gestures, or signs on the bus or bus stop	Warning to 1 day loss of bus privileges	5 days loss of bus privileges	10 days loss of bus privileges
Sexual contact	Loss of bus privileges and school discipline		
Weapons as defined in handbook	Loss of bus privileges and school discipline		
Obscene and unacceptable language, gestures, or signs at driver, threat to driver	10 days loss of bus privileges and school discipline	Loss of bus privileges and school discipline	
Tobacco possession	5 days loss of bus privileges and school discipline	10 days loss of bus privileges and school discipline	Loss of bus privileges and school discipline
Aggressive physical contact/Fighting	Loss of bus privileges and school discipline		
Throwing an object(s) out of a bus window	1 day to loss of all bus privileges		
Vandalism or theft	Loss of bus privileges until restitution made for repairs/replacement and school discipline	5+ days loss of bus privileges and school discipline	10+ days loss of bus privileges and school discipline
PDA including kissing and groping	Warning	3 days loss of bus privileges and school discipline	5 days loss of bus privileges and school discipline

Tobacco use	Loss of bus privileges and school discipline		

Elementary Counseling Department

The elementary years are a time when students begin to develop their academic self-concept and feelings of competence and confidence as learners. They are also developing decision-making, communication, and life skills, as well as character values. It is also a time when students develop and acquire attitudes toward school, self, peers, social groups, and families.

Elementary school counselors are uniquely trained in child development, learning strategies, self-management, and social skills, who understand and promote success for today's diverse students.

School counselors follow the Missouri Comprehensive Model Guidance Program, as set forth by the Missouri Department of Elementary and Secondary Education, which includes the following four program areas:

Curriculum
Classroom lessons and large group presentations address areas of personal and social development, academic development, and career development. Classroom lessons are provided using the *Second Step* Social Emotional Learning curriculum and the Missouri School Counseling Curriculum. Additional curriculum is used to meet needs as they arise. These social emotional learning curricula promote student success in all areas including school, home, and community. They further promote safe and respectful school, family, and community climates by directly teaching skills that strengthen students' ability to learn, have empathy, manage emotions, and solve problems. Skills learned at the elementary level will lay the foundation for success throughout students' lives.

Individual Planning
School counselors guide students toward academic and career success through individual meetings, classroom lessons, small group activities, and school wide recognitions. Students are assisted in establishing short-term and long-term educational and career goals at every grade level.

Responsive Services
School counselors provide individual and group counseling to address short-term issues based upon the needs of students. Students may request participation in group or individual counseling or be referred by teachers or parents. School counselors assist families by providing referrals to outside agencies and therapists when requested or when long-term counseling is needed outside the school setting. School counselors consult with other school personnel to determine how to best meet personal, social/emotional, and academic needs of each student. School counselors also play a key role in crisis intervention within the school district.

System Support
The school counselor plans and manages tasks needed to support activities conducted in the district's comprehensive school counseling program. This includes continuously and systematically evaluating the elementary school counseling program, attending job-relevant professional development, consulting and collaborating with teachers and other staff to determine emerging needs of students, maintaining staff and community relations, serving on departmental, district, and community committees, and performing school-related responsibilities equivalent to the expectations of all staff.

Parents are encouraged to communicate with the school counselors. School counselors can be reached at 660-240-3315 or via email.

Special Notices to Parents: Federal Programs--ESSA--TITLE

Chillicothe R--II School District Public Notices

Nondiscrimination Notice
The Chillicothe R-II Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities.

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Chillicothe Schools are hereby notified that the District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act, is directed to the Compliance Coordinator listed below, who oversees the District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The District's Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

If you are interested in attending any school activity and will require assistive aids or accessible facilities please contact the building principal or the District's Compliance Coordinator:

Emily Schmidt, Director of Special Services

2807 Hornet Road
Chillicothe, MO 64601
Phone: 660-646-4566

Child Find

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The public school assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

Free Appropriate Public Education (FAPE)

The public school assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The public school assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The public school has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the public school district in which you live during business hours.

This notice will be provided in native languages as appropriate.

Section 504 Public Notice

School districts that receive federal financial assistance have the affirmative responsibility to annually undertake to locate and identify all students with disabilities located in the District's jurisdiction; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The school districts listed below assure they will provide a free appropriate public education (FAPE) to each qualified disabled person in the Districts' 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 (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The school districts listed below have 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 at the districts' Special Services Office/Central Office between the hours of 8:30 am and 2:30 pm when school is in session.

This notice will be provided in native languages as appropriate.

Lockers, Desks and Storage Areas

School lockers, desks, and storage areas are the property of the Chillicothe R-II School District and are provided for the convenience of students. Therefore, such property is subject to periodic search without notice.

Student Records

The Chillicothe R-II School District complies fully with the Family Educational Rights and Privacy Act ("FERPA"), which affords parents/guardians ("parents") and students who are at least age 18 ("eligible students") the following rights:

RIGHT TO INSPECT:
Parents or eligible students have the right to inspect and review the student's "educational records," as that term is defined under FERPA, within 45 days of the date upon which the District receives a request for access. Parents or eligible students should submit to their School Principal a written request identifying the records to be inspected.

RIGHT TO PREVENT DISCLOSURE:
Parents or eligible students have the right to prevent disclosure of educational records to third parties with certain limited exceptions. The District will attempt to limit the disclosure of information contained in educational records to those instances when prior written consent has been given for the disclosure. However, upon request, the District will disclose information to officials of other schools in which a student seeks or intends to enroll. The District may also disclose information under the provisions of FERPA that allow disclosure without prior written consent, as well as directory information (unless you have refused to permit such disclosure of directory information), in accordance with FERPA regulations. The District will disclose educational records

to school officials who have a legitimate educational interest in the records. Officials include those persons employed by the District, whether paid or unpaid, as an administrator, supervisor, instructor, or support staff member, including health or medical staff; persons retained by or under contract to the District to perform a special task, such as an attorney, auditor, etc.; or persons who are employed by the District's law enforcement unit. School officials have a legitimate educational interest if the officials are: performing a task related to a student's education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid; or maintaining the safety and security of the campus.

DESIGNATION OF DIRECTORY INFORMATION:

In Board Policy JO, Student Records, the District has designated certain information contained in the educational records of its students as directory information for purposes of FERPA. The District considers the following to be directory information:

General Directory Information – The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:

Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; 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, the following information the district maintains about a personally identifiable student may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services: The student's address, telephone number and email address and the parents' addresses, telephone numbers and email addresses.

As provided above, the District may disclose directory information in its discretion without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, the information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA. Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect

with the principal of the school which the student attends. In the event a notification of refusal is not filed, the District assumes that neither a parent of a student or an eligible student objects to the release of the directory information designated.

MILITARY RECRUITER ACCESS/STUDENT RECRUITING INFORMATION:
Upon request of military recruiters, the District is required by law to provide access to secondary students' names, addresses, and telephone listings. The District is also required to provide military recruiters with the same access to secondary school students as is provided generally to post secondary educational institutions or to prospective employers. However, any secondary student or parent of a secondary student may request that the student's name, address, and telephone listing not be released without prior written consent of the parent. Requests that a student's name, address, and telephone listing not be released to military recruiters must be submitted, in writing, to the principal of the school which the student attends.

RIGHT TO REQUEST AMENDMENT:
Parents or eligible students have the right to request that the District correct any parts of an educational record believed to be inaccurate, misleading or otherwise in violation of their rights. A request should be submitted by the Parents or eligible students must identify, in writing, the part of the record sought to be corrected and specify why it is inaccurate/misleading. If the District decides not to amend the record, it will notify the parents or eligible student and provide information on the right to a hearing to present evidence that the record should be changed.

RIGHT TO COMPLAIN TO FERPA OFFICE:
Parents or eligible students have the right to file an external complaint regarding the District's implementation of FERPA, and such complaint may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

Surveys Under the Protection of Pupil Rights Amendment

The federal Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education: Political affiliations or beliefs of the student or student's parent; Mental or psychological problems of the student or student's family; Sex behavior or attitudes; Illegal, anti-social, self-incriminating, or demeaning behavior; Critical appraisals of others with whom respondents have close family relationships; Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; Religious practices, affiliations, or beliefs of the student or parents; or Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of: any other protected information survey, regardless of funding; any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the District or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and activities involving

collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use: Protected information surveys of students; Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. The District has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through the U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement: Collection, disclosure, or use of personal information for marketing, sales or other distribution; Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education; Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights under the PPRA have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920

Teacher Qualifications

Parents can request information regarding the professional qualifications of their student's classroom teacher. This information will include whether the teacher is fully, partially, or provisionally certified by the state, whether the person is teaching in his or her area of certification, whether the child is provided services by a paraprofessional and that person's qualifications, and what degrees, endorsements or certifications are held by the teacher. The Chillicothe R-II School District will notify parents in a timely manner if their child has been assigned to or taught by a teacher who is not highly qualified for four or more consecutive weeks.

Dear Parent or Guardian:
Our district is required to inform you of information that you, according to the Every Student Succeeds Act (ESSA) of 2015 (Public Law 114-95), have the right to know.

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

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.

- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

APPENDIX

FOOD SERVICE MANAGEMENT
(USDA NON-DISCRIMINATION STATEMENT)
Updated 5/5/2022

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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:
(833) 256-1665 or (202) 690-7442

Email:
program.intake@usda.gov

This institution is an equal opportunity provider.

https://dese.mo.gov/financial-admin-services/food-nutrition-services

Chillicothe R-II School District School

Volunteer Fingerprint Guidelines

(Created: 03/06/2020)

A new Missouri law requires all school volunteers to have criminal background checks that now include fingerprints before volunteering and interacting with students. The fingerprint records are submitted to the Missouri State Highway Patrol and the Federal Bureau of Investigation for a search of criminal history files.

To comply with this new legislation, the Chillicothe R-II School District has reviewed and updated our volunteer process. Because of the added cost associated with fingerprinting as part of these new legal requirements, the District will not be able to pay for the background checks for school district volunteers. Currently, the volunteer fingerprint background check costs $44.75. That cost is not determined by the District and is subject to change without notice. Once a volunteer has completed the background check, and as long as they remain on the active volunteer list (see below), they will not have to be fingerprinted again.

All current and new District volunteers will be required to obtain the fingerprint background check if volunteering after Feb. 18, 2020.

To provide additional clarification, the District defines a volunteer and visitor below to explain the difference:

Volunteers: Any individual who assists the district on an uncompensated basis and may be periodically unsupervised while with students. These individuals may volunteer to regularly assist in the school office or library, mentor or tutor students, assist with student activities before or after school, and chaperone students on day field trips or overnight field trips.
Visitors: Individuals that do not provide a service to the school or students. These individuals may be on school grounds to interact with their child(ren) or attend activities such as classroom parties, lunch with students, and assemblies. Visitors do not require a background check.
The Missouri State Highway Patrol has activated a Chillicothe R-II Volunteer MACHS Registration number that we may begin using on Monday March 9th, 2020. This number will be used when the volunteer is registering for their background check. Due to privacy policy rules, District staff should not register the volunteers. The volunteers must complete the registration themselves.

A registration guide that you may give to prospective volunteers to assist them in the registration process will be provided to each building. This guide includes the Volunteer MACHS Registration number (8332) at the top of the form.

Volunteers must also sign a Volunteer Background Check Consent form prior to registering and completing their background check. This MSBA Policy form will be provided to buildings. Please keep these completed forms in a secure location in your building.
Finally, we are setting up building secretaries with user rights to the MACHS background check system. This will provide the secretary with access to volunteer only background check results. Secretaries will be trained on accessing the background check information. In the event that a volunteer has any arrest information on a background check, that secretary should email Mr. Wiebers and request a review of the results for approval or denial. Once user registrations for secretaries are approved, users will receive emails regarding their login information. Please have building secretaries reach out to Angela Nagel once they receive their log-in information.

*Background checks should never, ever, ever, ever be printed. Only view the background checks from your computer and make sure that others are unable to view your screen while checking on background checks.

Once a volunteer has cleared their fingerprint background check, and has been approved as a District volunteer, the Building Secretary will submit that volunteer information via the Chillicothe R-II Volunteer Google Form. This form will be shared with all building secretaries and the data submitted will create the District Approved Volunteer List, which will be available to all buildings.

Who Needs a Background Check?
You will be receiving a laminated questionnaire that will guide you in the decision on whether a non-employee requires a fingerprint background check. If you ever have a situation where you are unsure, please reach out to Dan Wiebers or Angela Nagel at the District Office.

Volunteer Background Check Questionnaire
This document will guide you on the decision on whether a non-employee requires a fingerprint background check.

Will this person have access to student records? Yes or No
Will this person be left alone with student(s)? Yes or No
Will this person be on an overnight field trip with student(s)? Yes or No
Will this person be riding in a District bus as a chaperone with student(s)? Yes or No

If you answered yes to any of the above questions, the volunteer is required to have a fingerprint background check completed before volunteering for the Chillicothe R-II School District. Please ask your child's school for a background check application. The Parent will be responsible for the cost of the fingerprint background check.



Chillicothe R-II School District
Elementary Flexible Learning Days
(Alternate Methods of Instruction)
Frequently Asked Questions

Q: Why has the Chillicothe R-II School District decided to develop a plan for a Flexible Learning Day schedule?
A: Chillicothe R-II School District believes it is in the best interest of students to develop a plan for students to continue learning at home in the event of a crisis or emergency situation, such as Influenza or COVID-19, or in the event of an inclement weather days due to flood, snow, ice, or cold temperatures.

Q: Will any school days in which the Flexible Learning Days are in effect be made-up within the existing 2024-25 academic calendar or at the end of the school year?
A: At this time, our District is required to meet the State attendance requirements of 1044 hours. Our Flexible Learning Day plan will allow students to continue to engage in learning at home during these days, and we will be allowed to count these hours toward attendance. If we receive additional guidelines from the Missouri Department of Elementary and Secondary Education, we will notify stakeholders.

Q: How would a Flexible Learning Day look for my child?
A: If/when classes are canceled due to a crisis situation or in the event of inclement weather days and the Flexible Learning Day plan occurs, families would receive an email from their building principal and/or teacher that would provide instructions on classwork/projects/activities to be completed during this timeframe. This information will also be made available on the District's website.

Q: Is the expectation that my child be on his/her device all day to complete work?
A: No**.** While there might be some classwork to be completed on a device, much of the day would be intended to have learners complete activities that are NOT on devices.

Q: What if my child does not have access to the internet at home?
A: If your child does not have internet access at home, you are encouraged to contact your child's principal or counselor (listed below) so that we may work with you to make accommodations to have internet access available or to make arrangements for a hard copy/packet of work to be sent home with your child or mailed to your home.

- Chillicothe Elementary Principal - Mrs. Terria Cox
  tcox@chillicotheschools.org
- Chillicothe Elementary Assistant Principal - Mrs. Hollie Burnside
  hburnside@chillicotheschools.org
- Chillicothe Elementary Counselors-
  Mrs. Erin Yuille eyuille@chillicotheschools.org
  Mrs. Inger Young iyoung@chillicotheschools.org
  Mrs. Natalie Leamer nleamer@chillicotheschools.org

Q: Who should I contact if I have questions about the Flexible Learning Day assignments?
A: Students/families are encouraged to contact their classroom teacher or building administrator if you would have any questions.

Q: How will my child receive their assignments for the Flexible Learning Day?
A: Students and parents can access information through the Chillicothe R-II School District website. In addition, elementary students will receive information from their schools and teachers through SeeSaw.

**Adapted from Liberty Public Schools Flexible Learning Days Plan and Extended Learning Days (Emergency Situation) Plan..*

Missouri Department of Elementary and Secondary Education
Every Student Succeeds Act of 2015 (ESSA)
COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs that are administered by the Missouri

Missouri Department of Elementary and Secondary Education
Complaint Procedures for ESSA Programs
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General Information
1. What is a complaint under ESSA?
2. Who may file a complaint?
3. How can a complaint be filed?

Complaints filed with LEA
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5. What happens if a complaint is not resolved at the local level (LEA)?

Complaints filed with the Department
6. How can a complaint be filed with the Department?
7. How will a complaint filed with the Department be investigated?
8. How are complaints related to equitable services to nonpublic school children handled differently?

Appeals
9. How will appeals to the Department be investigated?
10. What happens if the complaint is not resolved at the state level (the Department)?

Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)[2].

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.

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[1]Programs include Title I. A, B, C, D, Title II, Title III, Title IV.A, Title V
Revised 4/17

[2]In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)
Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

6. How can a complaint be filed with the Department?
A complaint filed with the Department must be a written, signed statement that includes:

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

1. Record. A written record of the investigation will be kept.
2. Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed.
3. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. 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.
5. 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).
6. 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 an investigation 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.

CHILLICOTHE R-II SCHOOL-PARENT-STUDENT COMPACT

2025-26

Chillicothe R-II School District and the parents of students participating in Title I.A activities, services, and programs, agree that this compact outlines how the entire school staff, the parents, and the students will share the responsibility for improved student academic achievement.

School Responsibilities

Chillicothe R-II School District and its staff will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet Missouri Learning Standards (MLS) as follows –
  1. Retain highly qualified principals and teachers,
  2. Provide instruction, materials, and high quality professional development which incorporates the latest research, and
  3. Maintain a safe and positive school climate.

- Hold annual parent-teacher conferences to –
  1. Discuss the child's progress/grades during the first quarter,
  2. Discuss this compact as it relates to the child's achievement, and examine the child's achievement.

- Provide parents with frequent reports on their child's progress as follows –
  1. Weekly communication and updates from the classroom teacher,
  2. Mid-quarter report mailed from the school, and
  3. Quarterly grade cards/reports sent home by the school.

- Be accessible to parents through –
  1. Phone calls or person-to-person meetings,
  2. Scheduled consultation before, during, or after school, and
  3. Scheduled school or home visits.

- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as follows –
  1. Listen to children read,
  2. Help with classroom decorations, art projects, etc.,
  3. Present a program on your culture, a different country, etc., and
  4. Assist with holiday programs or parties, educational trips, etc.
  5. Parent Advisory Committee

Parent Responsibilities

I, as a parent, will support my child's learning in the following ways:

1. Make sure they are in school every day possible.

2. Check that homework is completed.
3. Monitor the amount of screen time.
4. Volunteer in my child's classroom/school.
5. Be aware of my child's extracurricular time and activities.
6. Stay informed about my child's education by reading all communications from the school and responding appropriately.

Student Responsibilities (revise to make grade appropriate)

I, as a student, will share the responsibility to improve my academic performance to meet the Missouri Learning Standards (MLS) and will –

1. Attend school every day possible,
2. Be respectful toward others,
3. Do my homework every day and ask for help when I need it,
4. Read every day outside of school time, and
5. Give all notes and information from my school to my parent/guardian daily.

Principal Date

Teacher Date

Parent(s) Date

Student Date