Chillicothe R-II School District

Vision

Building a brighter future for our children and our community

Mission

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***



CHS Student Handbook



Welcome students to Chillicothe High School, “Home of the Hornets”!

The purpose of this handbook is to provide our student body with the necessary information to make the school year enjoyable. It is the responsibility of each student to study the handbook and be knowledgeable of the expectations pertaining to student conduct. Students are encouraged to come to the office if they have questions pertaining to our expectations established for student conduct at Chillicothe High School.

On behalf of the entire staff of Chillicothe High School, we want to welcome each student to the *2026-27* school year. It is our intent to continue the mutual respect and appreciation between our staff and student body established in previous school years. We are sure you will find our staff well-prepared and excited about the upcoming school year and looking forward to helping you enjoy a successful year.

Sincerely,

Dan Nagel
Principal

Tim Marsh
Asst. Principal

Jared Hogan
School Resource Officer

Andy Clark
School Resource Officer

Jennifer Plummer
School Resource Officer

Amanda Marsh
Freshman/Sophomore
Counselor

Buffy Tipton
Junior/Senior
Counselor

Monica Wolf
College & Career
Readiness Counselor

Tim Cunningham Athletic Director	Lee Rucker Athletic Director	Andrea Graves Registrar
Michele Murrell Office Secretary	Kristin McKinnis Office Secretary	Aubrey Larson School Nurse

Student Rights and Responsibilities

The Chillicothe R-II Board of Education believes that students have rights that should be recognized and respected. It also believes that every right carries with it certain responsibilities.

Each student has the right to:

- Have the opportunity for a free education in the most appropriate learning environment.
- Have the opportunity for freedom of speech and of the press as long as the exercise of those rights is not disruptive and does not hinder the rights of others.
- Be secure in his/her person, papers, and effects against unreasonable search and seizure; privacy in regard to his/her personal possessions unless there is reasonable suspicion that the student is concealing materials that are prohibited by law or rule.
- Expect that the school will be a safe place with no fear of bodily harm.
- Expect an appropriate environment conducive to learning.
- Not be discriminated against on the basis of sex, race, color, religion, national origin, or handicap.
- Be fully informed of school rules and regulations.

Each student has the responsibility to:

- Know and abide by the rules and regulations established by the local board of education and implemented by administrators and teachers.
- Respect the human dignity and worth of every other individual.
- Refrain from libelous, slanderous, or obscene remarks in verbal or written form.
- Study diligently and maintain the best possible level of academic achievement.
- Be punctual and present in the regular school program.
- Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety.
- Help maintain and improve the school environment, preserve school property, and exercise the utmost care while using school facilities.
- Refrain from disobedience, misconduct, or other behavior which could lead to any physical harm or to the disruption of the educational process.
- Obey the law and school discipline code so as to not subject yourself or others to the effect of alcohol, drugs, or other controlled substances.
- Have in their possession only those materials which are acceptable under the law and to accept the consequences for those articles found on their person.

Academics

The primary purpose of Chillicothe High School is to provide the students with the best learning environment and opportunities possible. We encourage students to do their best in school and take advantage of the numerous opportunities available. Much depends on the learning habits and self-discipline we develop in our high school

years. We encourage students to take a rigorous and challenging academic schedule, but not to forget the opportunities provided through the elective curriculum at Chillicothe High School.

Accountability

To the extent that parents and patrons actively support Chillicothe Schools, the Board of Education, administration, faculty, and staff jointly accept primary responsibility for achieving the purpose and goals of the school district. With guidance and support from parents and educational personnel, the students are accountable for taking full advantage of the educational opportunities and experiences established on their behalf.

Class Preparation

Successful students are those students who come to each class prepared with the necessary tools. Students will need paper, pencils/pens, school-issued devices or Chromebooks charged daily, and textbooks for each class. Some teachers may require additional materials or supplies for their classes. Students should make sure they understand what is required for each class and make every effort to be prepared for each class to assure the maximum learning opportunities.

Daily Schedule:

The Chillicothe High School operates on a seven-period schedule beginning at 8:00 a.m. and dismissing at 3:10 p.m. Each period is fifty (50) minutes in length on a regular schedule day. Students are given five minutes between classes to go to their lockers, exchange books and materials, use the restroom, and arrive at their next class.

Chillicothe High School Schedule

7:35	Teachers Begin in Classrooms (Students in Common unless tutoring with a teacher)
7:50	GRTS Bus Bell/Students May Leave Commons
7:55	First Bell Students Report to Class
8:00 – 8:50	First Period
8:55– 9:45	Second Period
9:50 – 10:40	Third Period
10:44 – 11:57	Fourth Period
LUNCH	
1st	10:44 – 11:09
2nd	11:08 – 11:33
3rd	11:32 – 11:57
12:02 – 12:26	Advisory Period (5th)
12:30 – 1:20	Sixth Period
1:25 – 2:15	Seventh Period
2:20 – 3:10	Eighth Period
3:20	Teachers Dismissed
4:00	Office Detentions End

The school district will announce school closing due to inclement weather on area radio stations (KCHI, KMZU, and KTTN) and on the district's Facebook page. This information should be broadcast between 6:00 and 6:30a.m.

Grading

Chillicothe High School operates on a four (4) point grading system. The following points are assessed as listed and used for the purpose of calculating grade point averages and class rank:

4.00	A
3.70	A-
3.30	B+

3.00	B
2.70	B-
2.30	C+
2.00	C
1.70	C-
1.30	D+
1.00	D
0.70	D-
0.00	F

Chillicothe High School operates on the following classroom system:

96 – 100	A
90 – 95	A-
87 – 89	B+
83 – 86	B
80 – 82	B-
77 – 79	C+
73 – 76	C
70 – 72	C-
67 – 69	D+
63 – 66	D
60 – 62	D-
59 and Below	F

Grade Point Averages

On the basis of the preceding scale, each student will have a Grade Point Average and Class Rank calculated. To determine Grade Point Average (GPA) add the points for each grade earned for each class taken and divide that total by the number of classes taken. The GPA is cumulative and is recalculated on a semester basis.

Grading Policy

Chillicothe High School believes that the purpose of grading is to accurately convey the level of academic achievement that a student demonstrates in each course and grading period. The grading procedures and policies in each course should align to the following parameters:

- Reflect academic achievement.
- Be honest, fair, transparent, credible, and useful.
- Align with the Chillicothe High School curriculum.
- Reflect consistency within and among courses, grade levels, and departments.

Late Work Policy for Homework

- Students can earn 80% (cap) on late homework up to two weeks late in the school calendar. After two weeks in the school calendar, homework due more than two weeks in the school calendar due date will be accepted until the end of the quarter for 60% (cap).
- In class exit slips, bell work, are “due now” or a 0 is applied to the gradebook. These items will be labeled as classwork in the gradebook and not as homework.
- All quarter grades are final. After the quarter date has passed, no quarter grades should be changed.

Late Homework Policy Examples

Mrs. Adams assigned Worksheet #5 that was due on Monday, August 24th.
Scenario #1

- If a student turned in his homework assignment on Tuesday, August 25th, and his paper was a perfect 100%, the student would earn 80% on the assignment.
- If a student turned in his homework assignment on Monday, September 21st, and his paper was a perfect 100%, the student would earn 60% on the assignment.

Scenario #2

- If a student turned in his homework assignment on Tuesday, August 25th, and his paper was a 72%, the student would earn 72% on the assignment.
- If a student turned his homework assignment in on Monday, September **21st**, and his paper was a 72%, the student would earn 60% on the assignment.

Late Work Policy for Projects and Papers

Students can turn in projects and papers late for the following credit:

Note: These are caps not deductions.

1 day late=90% (cap)
2 2 days late = 80% (cap)
3 3 days late = 70% (cap)
4 4 or more days late = 60% (cap)

Students can turn in projects and papers until the end of the quarter.
**Assignment labeled as a project or paper is determined by the individual teacher.*
All quarter grades are final. After the quarter date has passed, no quarter grades should be changed.

Late Projects/Papers Examples

Mrs. Kelly's sophomore research paper was due Wednesday, September 16th.
Note: The end of the quarter is Friday, October 16th.

Scenario #1:

- If a student turned in her research paper on Thursday, September 17th (1 day late), and her paper was a perfect 100%, the student would earn 90% on the paper.
- If a student turned in her research paper on Friday, September 18th (2 days late), and her paper was a perfect 100%, the student would earn 80% on the assignment.
- If a student turned in her paper on Monday, September 21st (3 days late), and her paper was a perfect 100%, the student would earn 70% on the assignment.
- If a student turned in her paper on Tuesday, September 22nd (4 days late), and her paper was a perfect 100%, the student would earn a 60% on the assignment.
- If a student turned in her paper on Friday, October 16th, and her paper was a perfect 100%, the student would earn a 60% on the assignment.

Scenario #2:

- If a student turned in her research paper on Thursday, September 17th (1 day late), and her paper was a 72%, the student would earn 72% on the paper.
- If a student turned in her research paper on Friday, September 18th (2 days late), and her paper was a 72%, the student would earn 72% on the assignment.
- If a student turned in her paper on Monday, September 21st (3 days late), and her paper was a 72%, the student would earn 70% on the assignment.
- If a student turned in her paper on Tuesday, September 22nd (4 days late), and her paper was a 72%, the student would earn a 60% on the assignment.
- If a student turned in her paper on Friday, October 16th, and her paper was a 72%, the student would earn a 60% on the assignment.

Student Enrollment

Students who have not been enrolled in a school have until the mid-term of the first quarter to enroll in order to receive credit for the first semester. Students enrolling during the second semester have until mid-term of the third

quarter in order to receive credit for the second semester. Students who do not meet these deadlines may enroll for no credit. All students are expected to follow all rules and policies as set forth by the Chillicothe R-II School District. For the purpose of determining grade level the following credit limits have been established:

0 – 5.5 units of credit	Freshman
6 – 11.5 units of credit	Sophomore
12 – 16.5 units of credit	Junior
17 and above	Senior

Counseling

A comprehensive counseling program is provided to all students, their families, and the school community. These services include occupational, educational, and social information; individual and group counseling; testing and test interpretation; planning, placement, and follow-up related to class planning and scheduling; career and educational planning; and referrals when requested or necessary. Students are free to select their own counselor except in matters regarding scheduling and class changes. Assignment is based on grade level with each student having the same counselor for their freshman/sophomore years and the same for their junior/senior years. Parents and others may schedule appointments by calling the school.

Graduation Requirements

Graduation requirements for Chillicothe High School have been established by the Chillicothe Board of Education in accordance with the requirements of the Missouri State Department of Education. Students graduating from Chillicothe High School must complete a program cooperatively planned by the student, parents, and the school to meet the individual needs of the student. Students are required to complete six units of credit per year unless granted a waiver by the principal. Eight semesters of attendance is required unless waived by the Board of Education.

Category	**Credits**
Communication Arts	4
Social Science	3
Mathematics	3
Science	3
Fine Arts	1
Practical Arts	1
Physical Education	1
Health Education	½
Personal Finance	½
Electives	7
Total	**24**

All students must pass a United States Constitution test and a Missouri Constitution test during high school prior to graduation.

- As per Missouri State Statute: For school year 2017-18 and each school year thereafter, upon graduation from high school pupils in public schools and charter schools shall have received thirty minutes of cardiopulmonary resuscitation instruction and training in the proper performance of the Heimlich maneuver or other first aid for choking given any time during a pupil's four years of high school.
- All students must complete all mandated testing as established by the statutes of the Missouri Department of Elementary & Secondary Education and by the Chillicothe Board of Education.
- ***All students will be required to meet the minimum number of course requirements established by the Board of Education in order to participate in the graduation ceremonies.***
- *Athletes considering enrollment in a Division I NCAA college should make certain that they meet NCAA academic standards. See your counselor for details.

Registration Process for Classes at CHS

- In March, counselors will meet with incoming freshmen to discuss the transition to high school and create Individual Career and Academic Plans (ICAP). Parents are invited to an evening meeting at the high school to review district graduation requirements and course offerings.
- In March, students in grades 9 - 11 meet with counselors to select required and elective courses.
- In April, students in grades 10 - 11 receive notification of acceptance or rejection into three-period vocational training programs at Grand River Technical School. Students and counselors adjust course requests accordingly.
- In June, the administration designs a master schedule based upon student requests made during pre-registration.
- In August, all families will complete yearly registration paperwork either online or in person. Fees for classes, parking, and activities will be paid; ID pictures will be taken if needed; and students will receive a copy of their class schedule. There will be an important orientation night scheduled for freshmen and their parents.

Class Schedule Change Guidelines:

- Students desiring a schedule change must seek approval through their counselor within the first five days of the semester to request class changes.
- No class changes will be permitted after that time.
- Class changes are subject to teacher and counselor approval and will be denied if a class is already full.
- Students and parents are discouraged from requesting specific teachers for their classes. Counselors are not allowed to honor those requests.
- If a student chooses to withdraw from a course after the announced deadline, the student will receive an administrative “F” for that course. This grade will become part of their official transcript and used to calculate all GPAs and class ranks. The student may then be enrolled in another course (if available) to audit and will assume full responsibility for completing all work assigned prior to their enrollment, but will not receive credit for that course.
- Many courses require a prerequisite. If a student has not met the necessary prerequisite, a new course will be substituted.
- A student may not receive duplicate credit or credit for a course twice. If a student registers for a course he/she has already received credit, a new course will be substituted. Exceptions to duplicate credit, include Band, Leadership, Yearbook, Body Conditioning, Art Masters, Choir courses, and Physical Education classes.
- A student requesting a change to a more difficult core area course to increase rigor in a course schedule will be readily accepted provided space is available.

Adding and Dropping Courses

Students should carefully consider course requests for the next school year. Student course requests provide input for creating the master schedule and determining teacher assignments. Avoiding class overloads and maintaining class balances are of primary importance once the master schedule has been established. Students who wish to drop a Dual Credit Course will be required to submit a parent permission form which is available in the Counseling Office. Students who wish to drop a MOCAP course must follow the same drop change timeline as on-campus courses. Students who wish to be considered to add a MOCAP course must fill out the MOCAP Course Request Form 14 days prior to the first day of each semester. Any student who requests and is granted MOCAP course/s and fails the course/s will incur total costs of the course/s in addition to receiving an F on official transcripts.

Missouri Course Access Program (MOCAP)

More information on MOCAP may be found at www.mocap.mo.gov. Students wishing to request enrollment in a MOCAP course must follow the enrollment guidelines with the district, including courses approved by the principal, counselor, and the MOCAP Advisory Committee prior to enrollment. The district may deny requests for "good cause" based on the "best educational interest" of the child. Chillicothe High School will offer MOCAP-approved courses through Chillicothe High School's primary vendor unless the school's primary vendor does not offer the approved course. Academic support for MOCAP courses is the sole responsibility of the vendor. The District is not responsible for MOCAP course academic support.

Dual Enrollment Courses

STUDENTS TAKING DUAL ENROLLMENT COURSES MUST:

1. Have a minimum overall grade point average of 3.0 on a 4.0 scale.
2. Be recommended by a High School Principal or Counselor.
3. Be a junior or senior and meet the same requirements for admission to individual courses as those required of on-campus students. Sophomores must meet all requirements and have a letter from the College and Career Counselor.
4. Students must have an ACT score on record and meet the testing standards set by the individual college offering credit. Test scores requires:

College Composition & Research	ACT English=18
American History	ACT Reading=18
National Government	ACT Reading=18
College Algebra	ACT Math=22 (or w/ 3.3 GPA or higher Math = or greater than 17)
College Chemistry	ACT Math=22 (or w/ 3.3 GPA or higher Math = or greater than 17)
General Biology	ACT Reading=18/ACT Math=17

The following are dual credit courses offered through North Central Missouri College in Trenton, Missouri. Students should check with their prospective college to see how these courses will transfer.

- ***General Chemistry 1 CH 110*** ***5 credits/year***
- **College Composition & Research EN 101** **3 credits/semester**
- **College Composition & Research EN 102** **3 credits/semester**
- **American History I HI 103** **3 credits/semester**
- **American History II HI 104** **3 credits/semester**
- **National Government PL 216** **3 credits/semester**
- **College Psychology PY 121** **3 credits/semester**

- **College Sociology SO 107** **3 credits/semester**
- **College Spanish I FL100** **3 credits/year**
- **College Spanish II FL101** **3 credits/year**
- **Human Anatomy BI 240** **4 credits/year**
- **General Biology I BI 100** **5 credits/year**

- **College Algebra MT 122** **3 credits/year**
- **Geometry & Calculus MT 150** **5 credits/year**
- **Speech Communications SP 175** **3 credits/year**
- **Microcomputer Applications BT 160** **3 credits/year (GRTS)**
- **Intro to Agribusiness Systems AG 100** **3 credits/year (GRTS)**

Students should check with their counselor each semester to see what courses are currently being offered.

Dual Credit Online Hour

Senior students may take up to 1 class period (.5 credits per semester). Students may count one NCMC college course for one CHS class period. Students are responsible for turning in all forms to the counseling office by the deadline. Students are responsible for paying all fees associated with the college course by the NCMC deadline including ordering and purchasing the book for the class. Students must be on track for graduation, have a GPA of 3.0 or higher, and take the ACT or Accuplacer by the high school deadline. If a student withdraws from their college course after our class change deadline a Withdrawal/Fail (WF) will be noted on their high school transcript and included in their grade point average calculation. Students will be assigned a classroom to report to each day for their dual credit period and must remain on campus. (Students interested in taking more than 1 course through NCMC OR taking courses through other institutions will need to coordinate that outside of their 8-hour CHS schedule. Those courses will not be transcribed on their high school transcript).

Online Dual Credit Guidelines

Chillicothe High School will only coordinate dual credit through NCMC. Any courses taken through another college or university will not be transcribed on the student's high school transcript and will need to be taken outside of school hours. Students are allowed ONE dual credit online hour through North Central Missouri College only. Students may count one college course for one CHS class period in their schedule. Students will NOT be allowed to enroll in online classes that are offered at CHS in person for any reason.

Students must:

- Be a senior student
- Be enrolled in the necessary high school courses to receive a diploma with his/her class designation
- Have a minimum grade point average of 3.0 on a 4.0 scale.
- Complete any placement exams the spring semester prior to taking courses
- Meet MSHSAA guidelines, if part of a MSHSAA sport/activity
- Remain on campus and report to assigned room during dual credit online hour

- Are expected to take responsibility for their learning. Assistance and support with course material should be sought from their NCMC instructor and is not the responsibility of CHS teachers.

Students are responsible for the following:

- Turning in their college registration forms to the counseling office by the college registration deadline as those deadlines are prior to CHS deadlines.
- Paying the dual credit tuition AND order and purchasing any books/materials required for the class by the posted deadlines.
- Knowing the NCMC school calendar, as days off and breaks may be different from the CHS calendar. If NCMC is in session and CHS is not, students are still responsible for class deadlines that day.
- Checking their grades often and communicating with their professor
- Providing the high school registrar with their final course grade at the end of each semester

Recommendations:

- Students should avoid being suspended while participating in the program
- Students should maintain 95% attendance
- Students need to read the syllabus at the beginning of each semester
- Students are encouraged to email their professor(s) at the first sign of struggle with a course or missing an assignment for any reason

Dual Credit Online Hour Options

Fall Semester
AR-104 Art Appreciation
MT-110 Intermediate Algebra
MT-125 Elementary Statistics
PL-216 National Government
PY-121 General Psychology
AC-136 Elementary Accounting I
BT-210 Web Page Design
CJ-126 Introduction to Criminal Justice
IT-110 Information Tech Fundamentals
IT-185 Python Programming

Spring Semester
AR-104 Art Appreciation
BI-242 Human Physiology
PL-216 National Government
SO-107 General Sociology
BH-201 Intro to Behavioral Health Support
ED-200 Foundations in Education
CJ-126 Introduction to Criminal Justice
IT-110 Information Tech Fundamentals
IT-185 Python Programming

Tech Prep Certificate

Students at Chillicothe High School have an opportunity to attain a "Tech Prep Articulated Certificate of Credit" through North Central Missouri College. Students must have an attendance average of 90%, maintain a grade of "B" or higher during the program and demonstrate the ability to perform entry level skills in their chosen occupation. Articulated programs include Farm Management, Office Computers, Accounting, Modern Office, Welding, Automotive Technology, Carpentry, Electronics, Collision Technology, Child Care, and Marketing. Credit for this program is granted after the student has completed 12 hours of credit at NCMC with six of those hours in the chosen Vocational Program area.

College Preparatory Studies Certificate

This certificate, provided by the Chillicothe Board of Education, will be issued to graduating seniors who have completed a High School program which includes at least the following:

1. Course Requirements:

English	4 units	English I, II, Am Lit & Comp, and College Prep English *or College Composition and Research*
Mathematics	4 units	Algebra I and above (includes 8th grade Algebra)
Social Studies	3 units	U.S. History, Western Civilization, and Government or National Government and a semester of college level Social Studies
Science	3 units	Physical Science, Biology, Inorganic Chemistry, or upper level course
Fine Arts	1 unit	
Practical Arts	1 unit	
Personal Finance	½ unit	
Health	½ unit	
Physical Education	1 unit	
General Electives	4 units	
Core Electives	3 units	*Eligible courses are described below.
Total units required	25 units	

*Specified Core Electives

The three core electives can come from foreign language (two units of one foreign language are strongly recommended) and/or combinations of the following course areas: English, mathematics, social studies, and science.

2. Students must earn at least a 3.0 grade point average on a 4.0 scale in the combined subject areas of English, Mathematics, Social Studies, and Science and have an accumulative GPA of 3.0 or higher.

3. Students must score a composite average of 21 on the ACT.

4. Maintain a cumulative (9-12) attendance rate of at least 95 percent.

** Dual-credit courses taken in core areas in high school for both high school and college credit may be counted toward satisfying the core curriculum requirements.

****Students interested in this certificate should plan their coursework carefully.**

College Visits

Students will be permitted one college visit during their junior year. Two college visits will be permitted during a student's senior year. Additional visits may be permitted during the senior year for the purpose of scholarship tryouts. **All college visits must be completed before May 1st.** For additional information see the Guidance Office.

Academic Letters

An Academic Letter will be awarded to all students who earn a **3.5** Grade Point Average or above for the entire academic year. All classes are counted in the compilation of GPA. The letter is a "C" with a Lamp of Knowledge insert for first year recipients and bars for each year thereafter that the minimum GPA is maintained. Letters are awarded in the fall of each year and are based on the grades from the previous year. Graduating seniors who qualify will receive the letters in the mail following graduation. Students must be enrolled as a full-time student in Chillicothe High School and be enrolled in at least four grade-bearing courses to be eligible. Transfer students must be enrolled by the first day of the second quarter of the school year to be eligible to receive a Chillicothe High School Academic Letter.

Honor Roll

There are two honor rolls published at the end of each semester. "Principal's Honor Roll" recognizes students whose GPA is 3.45 – 4.00. The "School Honor Roll" recognizes students whose GPA is between 3.00 and 3.44. All classes receiving credit are counted and the semester grade is used when applicable.

Student Progress Reports

Quarterly grades are posted every nine weeks and mid-term progress reports are posted every five weeks on the Infinite Campus online platform. Parents have the opportunity to maintain awareness of their child's daily progress by accessing information online through the Infinite Campus Platform. Please contact the Registrar for additional information regarding our Infinite Campus Parent Portal access if you are not registered for this platform.

A+ Schools Program

The A+ Schools Program at Chillicothe High School is an exciting opportunity for all students regardless of their future educational plans. The program provides for curriculum development, including applied courses that allow students to connect what they learn to real-life situations. The program provides for extensive career guidance for students, which includes activities for at-risk. Possibly the most important part of the program is the financial incentive available to students for continuing their education after high school.

Chillicothe High School was designated an A+ School in 1997. All graduates can qualify for **two years of financial assistance toward tuition at any public community college, vocational, or technical school in the state of Missouri.** This program will remain intact as long as two things continue to happen:

1) The State Legislature continues to fund the A+ Program, and
2) Each year Chillicothe High School is re-designated by the Department of Elementary and Secondary Education.

To be A+ eligible, students must meet the following criteria:

- *Attend a designated A+ high school for 2 years prior to graduation*
- Maintain at least a 2.50 Grade Point Average on a 4-point scale
- Maintain a 95% attendance average over their four (4) year high school career
- Perform 50 hours of unpaid tutoring or mentoring for younger students
  Maintain a record of good citizenship and avoid the unlawful use of drugs and/or alcohol
- Make a documented, good faith effort to secure all available federal post-secondary student financial assistance funds that do not require repayment (FAFSA)
- Register for Selective Service, if applicable
- Have achieved a score of proficient or advanced on the Algebra I End of Course exam or a higher level DESE approved end-of-course exam in the field of mathematics. Beginning with the 2018 high school seniors - If you meet all of the eligibility requirements except the end of course exam requirement, you may establish eligibility by achieving a combined Pre-ACT or ACT math subscore and high school GPA in accordance with the following scale. You may achieve the qualifying score as a high school or postsecondary student. If you achieve the score as a postsecondary student you may be eligible for an award in the same term that you take the test.

Pre-ACT or ACT Math Score		**High School GPA**
17 or Greater	**and**	**2.5 or greater**
16	**and**	**2.8 or greater**
15	**and**	**3.0 or greater**

A student who qualifies according to the above criteria and continues an education at a Missouri public community college or vocational/technical school may be eligible for state reimbursed tuition, (subject to legislative appropriations) for up to 2 years.

These incentives are available for four years during the 48-month period immediately following graduation in which the student must maintain a minimum 2.5 GPA (on a 4.0 scale) and be a full time, degree or certificate-seeking student. Interested students are asked to sign a participation agreement acknowledging their interest in the A+ Program and delineating the criteria that must be met to receive the financial incentives.

Typically, the majority of students will want to sign their agreement form and get started with the tutoring and mentoring activities immediately upon beginning their freshman year. A student may, however, sign up at any time and begin to meet the requirements. Students should be aware that the criteria are determined by those posted upon the **official** transcript upon graduation.

All current information regarding the Missouri A+ Scholarship Program can be found on the Missouri Department of Higher Education's website http://dhe.mo.gov/ppc/grants/aplusscholarship.php

Contact the A+ Coordinator or your counselor for more information.

Upward Bound Program

What is Upward Bound?

The Upward Bound Program is an externally funded pre-college program sponsored by the Department of Education under the category of Federal TRIO Programs. TRIO Programs help students overcome social, class, academic, and cultural barriers to higher education. The Upward Bound Program at North Central Missouri College enrolls a total of fifty participants from selected schools in Grundy, Davies, Caldwell, and Livingston counties. Upward Bound is designed to provide academic instruction, motivational skills, and other support services necessary to give that extra push to high school students interested in attending college.

Program Components

During the school year, Upward Bound helps students develop their study skills. The program also provides tutoring, counseling, and career exploration, all within the school. There are also Saturday activities each month in which students will attend workshops about career choices, time management, SAT/ACT preparation, and many more topics.

During the summer, students will take part in a six-week residential program at North Central Missouri College that allows them to experience what life on a college campus is really like. While living on campus students will take interesting courses, participate in community service, enjoy social activities, and travel.

Who is eligible?

You are eligible for the North Central Missouri College Upward Bound Program if:

- You show potential for academic success in college, but lack the adequate skills, motivation, or self-confidence.
- You are a first-generation college student, meaning that neither of your parents earned a bachelor's degree (four year).
- Your family's income does not exceed the guidelines determined by the U.S. Department of Education.

The primary goal of Upward Bound is to generate in its participants the skills and motivation necessary for success in education beyond high school.

Foreign Exchange Students

Any student participating in a foreign exchange program with the Chillicothe R-II School District must meet all guidelines set forth under Board Policy JECA-AP1. Foreign exchange students must request to be enrolled for the full school year prior to August 1st of the upcoming school calendar year. Foreign exchange enrollment is limited to one foreign exchange student per 300 students currently enrolled at Chillicothe High School.

Student Lockers

Students are assigned lockers at the beginning of each year. These lockers are school property that is being made available for student use. Students should be aware that the administration has the right and responsibility to search lockers any time there is reasonable suspicion that school rules or state/federal laws are being violated, and may be done without notice, student consent, and/or without a search warrant. Students are not allowed to change locker assignments without permission from the Assistant Principal or Principal.

Students may not put their own personal locks on their lockers. Combination locks will be provided free of charge upon request from the Assistant Principal's office. Loss or damage of locks or damage to the locker is the responsibility of the student.

Textbooks/Materials

Textbooks are provided to all students without cost. However, fines may be levied for loss or undue damages. In classes where student projects are part of the instructional activities, materials will be supplied at cost.

Chromebooks

Beginning with the 2017-18 school year, Chillicothe High School will provide Chromebooks for each student to use for academic purposes. Students will follow the **Chillicothe R-II School District Chromebook Policy and Usage Handbook** for all issues covering the use and application of these Chromebooks.

Chillicothe High School will follow the following guidelines:

A. Chillicothe R-II School District retains sole right of possession of the Chromebook.

B. Chillicothe R-II School District lends the Chromebook to the students for educational purposes only for the academic year.

C. Additionally, Chillicothe R-II administrative staff and faculty retain the right to log, supervise, access, view, monitor, record, collect and/or inspect Chromebooks at any time for any reason related to the operation of the school, including via electronic remote access and to alter, add or delete installed software or hardware.

D. By using a Chromebook, users agree to such access, monitoring, and recording of their use.

E. Chromebook Check in and Check Out

1.Receiving Your Chromebook:

a) All parents/guardians are required to attend an orientation or meet with school personnel and sign the Chillicothe R-II School District Chromebook Agreement before a Chromebook will be issued to their student.

b) Orientations will be held early in the fall semester so students have access to their devices within the first few weeks of school.

c) Additionally, parents will have to opt into an insurance agreement before students are allowed to take their Chromebook home.

2.Parents and students must sign and return the following documents before the device can be issued to a student:

a) District Acceptable Use Policy-online
b) Email User Agreement
c) Chromebook Responsibility Agreement
d) Insurance Agreement

3.Transfer/New Student Distribution:

a) All transfers/new students must participate in a school orientation and will be able to pick up their Chromebooks on campus.

b) Both students and their parents/guardians must sign the Chillicothe R-II School District Chromebook Agreement prior to picking up a Chromebook.

F. **See the complete Chillicothe R-II School District Chromebook Policy and Usage Handbook for more information on the following frequently asked questions:**

1. Asset Tags and Logos
2. Chromebook Identification Records
3. Returning Your Chromebook
4. Taking Care of Your Chromebook
5. General Precautions
6. Carrying Your Chromebook
7. Screen Care
8. Using Your Chromebook at School
9. Chromebooks Left at Home
10. Charging Your Chromebook
11. Wallpapers, Screensavers, Themes and Background Photos
12. Sound on Your Chromebook
13. Printing from Your Chromebook
14. Home Internet Access
15. Using Your Chromebook Outside of School
16. Managing Your Files and Saving Your Work
17. Copyright and File Sharing
18. Content Filtering
19. Software on Chromebooks
20. Additional Software
21. Acceptable Use Policies and Procedures
22. Parent/Guardian Responsibilities
23. School Responsibilities
24. Student Responsibilities
25. Repairs
26. Chromebook Insurance Protection;
27. Activities that are Strictly Prohibited:
    a) Illegal installation or transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses. b) Any action that violates existing Board policy or public law
    c) Use of outside data disks (including flash drives) or external attachments without prior approval from the administration
    d) Spamming by sending mass or inappropriate emails
    e) Gaining access to other students' accounts, files, and/or data
    f) Use of the school's Internet and email accounts for financial or commercial gain for any illegal activity.
    g) Students are NOT allowed to give out personal information over the Internet-with the exception of teacher-directed instances.
    h) Participation in credit card fraud, electronic forgery, or other forms of illegal behavior i) Vandalism of school equipment
    j) Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass, demean, or bully recipients.
    k) Bypassing the Chillicothe R-II School District Web filter through a Web proxy filter.
28. Digital Citizenship Appropriate Uses and Digital Citizenship
    While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

(1) Respect Yourself. I will show respect for myself through my actions. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life I post as it is public. I will not be obscene. I will act with integrity.
(2) Protect Yourself. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
(3) Respect Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, or harass people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
(4) Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
(5) Respect Intellectual Property. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all uses of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source 12 alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

1. Purpose of AI in Education
    ○ This policy empowers teachers to determine the appropriate use of Artificial Intelligence (AI) tools in their classrooms to foster critical thinking, creativity, and career preparation. Our goal is to prepare students for a changing workforce while upholding academic integrity.
2. Teacher Choice Policy (Levels of Usage)
    ○ Teachers will define the permitted level of AI usage for each assignment, project, or exam, and clearly outline this in their class syllabus or assignment rubric, including what constitutes AI plagiarism. They will adopt a tiered approach for assignments, aligning with one of these four levels:
        ● Level 1: No AI permitted.
        ● Level 2: AI for brainstorming/tutoring/outlining only.
        ● Level 3: AI for specified assignments
        ● Level 4: AI as a co-creator (with both full disclosure and citation; both MLA and APA have guidelines on citing AI)
        ● Under Age 13: AI as a co-learner with a staff member’s support and supervision; no independent usage allowed.

3. Student Responsibilities
    ○ Transparency: Students must disclose AI usage based on teacher guidelines as listed on the course syllabus and or assignment.
    ○ Academic Integrity: Passing off AI-generated work as one’s own original work is considered plagiarism. Passing off any AI-generated content—including but not limited to text, computer code, foreign language translations, artwork, or data analysis—as your own original work is plagiarism. The student's individual voice,

skills, and understanding must always remain the core of the assignment.
○ Verification: It is the student's responsibility to verify all AI-generated content for accuracy, as AI can produce incorrect information. Relying on AI does not excuse factual errors, broken code, or incorrect calculations.

4. Data Privacy and Ethical Use
○ Privacy: Do not input personal student data, confidential records, or private information into public AI tools. This includes but is not limited to full name, address, phone number, email address, social security number, passport/driver's license numbers, etc.
○ Bullying/Impersonation: Using AI to create deceptive, harmful, or inappropriate content is strictly prohibited.

i. Deepfake Prohibition: The creation, possession, or distribution of AI-generated images, audio, or video intended to impersonate or mock others is strictly prohibited.
ii. Algorithmic Harassment: Using AI to generate mass spam, automated insults, or scripts meant to harass individuals on social media is Prohibited.
iii. Bias Awareness: AI can generate content that is unintentionally offensive, racist, sexist, or prejudice. Students will be held accountable for any biased content they submit or share, even if the AI wrote it.

5. Consequences of Misuse
○ Violation of this policy—including unauthorized use or failure to disclose AI usage—will be treated as academic dishonesty. Consequences will follow the standard school handbook policy regarding plagiarism.

Also see Policy EHBD-R

Media Center

The Media Center is open before school, during the day, and after school for student use. Access at certain times is limited due to the Media Center being used by classes or large groups. The Media Center is designed to be a quiet place to study and complete research. Students who violate rules may have their privileges restricted or removed. All materials taken from the library must be checked out properly.

Cafeteria – Food & Drink

Well-planned meals are served daily in the cafeteria at a nominal cost. **Chillicothe High School is a closed campus and, therefore, students must bring a lunch or purchase a school lunch. No catered/delivered food is allowed. Students are to eat food or drink items in the cafeteria/commons or the Hornet Cafe.** Students are responsible for placing the trash in receptacles and returning their plates and utensils to the proper areas. Each student must use his/her own student ID in order to purchase food items in the cafeteria. Payments to the debit system may be made in the collection box in the commons area or can be made through the district website online. It is suggested that payment for food services be made by check rather than cash. A student may not make additional charges from his/her debit account if the account balance is zero; after depositing additional money to reach a positive balance, the student may resume purchasing food items. All deposits made to the debit system must be made during the

morning. All deposits to the debit system must be in by 9:00 am to be available for use on that day. Cash money and money for deposit will not be accepted in the serving line.

Students/parents who meet established guidelines may receive meals free or at a reduced price. Applications are available at the High School Office or the Office of the Superintendent. To qualify as a free or reduced meal the meal must consist of 1 entrée (main course item) and 1 side dish.

Health Office

Should a student become ill or injured at school, he/she should report to the Health Office. A hall pass is required except for emergencies. Please keep the office informed of emergency contacts in the event we are not able to contact a parent. Please advise the health office of any conditions that might require special attention. Each student must have all required immunizations and records on file before attending classes.

Student physicals are required ***before*** participating in all athletic events.

Accidents
Any accident occurring on school property or during a school-sponsored activity should be reported immediately to the individual in charge of the activity or group. The individual responsible for the activity or group must complete an Accident Report form and report the accident to the principal as soon as possible.

Administration of Medications to Students:
The school nurse will be responsible for giving medication if she is in the building. The nurse will train designated unlicensed personnel to administer medication when she is not present. Medications will be given to students during school hours if absolutely necessary. If possible, the parent/guardian will be encouraged to schedule the medicine to be given before or after school. However, if this is not possible, the following instructions must be followed:

The first dose of any medication will not be given at school because of possible allergic reactions or side effects.

PRESCRIPTION MEDICATION:

1. Medication container must have label attached by a pharmacist and/or physician and will include:
    - Child's name
    - Name of medication
    - Dosage of medication
    - Name of doctor
2. Written permission from parent/guardian to give medication
3. Time of day medication is to be given

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

Non-Prescription (Over-the-Counter) Medications
Administration of over-the-counter drugs with the exception of Tylenol (elementary level) and Ibuprofen (middle and high school) will require completion of the Medication Authorization form by parents and physician. This written request will be required prior to administering medications.

1. **MEDICATION MUST COME IN THE <u>ORIGINAL CONTAINER</u>**
2. Child's name on the medication container
3. Only the instructions listed on the medication container will be followed unless a physician requests in writing different instructions for administering the medication
4. Written permission from parent/guardian to give medication
5. Time of day medication is to be given.

<u>MEDICATIONS ADMINISTERED TO STUDENTS WILL BE THE RESPONSIBILITY OF THE SCHOOL ONLY IF THE DISTRICT'S STUDENT MEDICATION POLICY IS FOLLOWED:</u>

Transport of All Medication (Both prescription and non-prescription)
If parents are unable to bring medication to school, the medication verification form must be completed by the parent and accompany the medication. Designated school personnel will then count the pills and complete the form for verification.

If the parents bring the medication to school, this form need not be completed.

Excess medication at the end of the school year WILL NOT be sent home with the students. Parents must make arrangements to pick this medication up. Any medication not picked up will be disposed of.

Student Immunizations

All students enrolling in the Chillicothe R-II School District must have all immunizations and records as determined by Missouri statute before the student will be allowed to attend classes.

Custody of Students

Students will not be released to the custody of anyone except their parent, legal guardian, or a person listed as an emergency contact on the student's information, unless specific written instructions by the parent/guardian have been provided.

Student Transportation

Riding the school bus is a privilege extended to all students and all school rules and regulations that pertain to student conduct in the schools are applicable to student conduct on the bus. All students being transported are under the authority of the driver and must obey his/her requests. Students riding the bus are to go directly to and from the bus to the building and are not permitted to leave school property or enter the parking lot. Transportation is provided to all students having classes at the Grand River Technical School and to the Litton Agricultural Campus. Specific bus regulations will be issued each year to all bus students.

Students are not allowed to transport themselves or others to GRTS or the Litton Ag Campus. Doing so will be considered a discipline violation of the closed campus policy.

Student Driving/Parking

Driving a vehicle is a privilege which, if abused, can be revoked. Students wishing to drive to school and park in the student parking lot during regular school hours must complete and return a Student Driving/Parking Permit and purchase a parking tag. The first row in the student parking section facing south (towards the school) and the first two south rows facing east/west are reserved for seniors who have purchased a parking permit. All students, regardless of their class schedule, will park in the CHS parking lot. No students will park at GRTS or the Litton Ag Campus. Students parking in the lot should bring all items needed for the day into the building with them. Students will only be allowed one parking lot pass per week.

Permission for Leaving Campus

All requests for students to leave campus while school is in session must be cleared through the Assistant Principal's or Principal's office. This includes medical appointments, illness, or other reasons necessitating the student to leave the school. A parent/legal guardian must call the office and clear the student to leave campus regardless of the age of the student.

Hall Conduct/Passes

Teachers will enforce school policy in the halls and anywhere on school property. Teachers will have the authority to enforce school policy during the regular school day and at school functions. Students should be in the halls only at the beginning and end of the school day and while moving from one class to another unless they have permission from a teacher, guidance counselor, or administrator. Students in the halls during class time must have a completed and approved electronic hall pass. Students are asked to be courteous at all times and to keep to the right when moving in the halls. Running, shouting, or horseplay in the halls is never permitted.

Students who leave their assigned area must have a pass from the instructor or supervisor stating the student's name, time they left, their destination, and the instructor or supervisor's signature or in the form of an electronic hall pass. Students who feel ill must obtain the teacher's permission and a pass to go to the Health Office. Students who wish to visit with their counselor must obtain a pass from their counselor prior to leaving class or study hall.

School Dress Code

The purpose of the Chillicothe High School dress code is to ensure that all students are able to attend school in an environment that is free from the distraction of inappropriately clothed students. It is not the school's intention to infringe on the individual student's rights to freedom of expression but rather to encourage students to "dress for success" and to come to school properly prepared to participate in the learning process. Although the list given below details items that are not allowed, the teachers and administration reserve the right to determine that other items not listed here are causing interference to the educational process and, therefore, will not be allowed.

1. All students must wear shoes, boots or other types of footwear.
2. No hats, sunglasses, handkerchiefs, head scarves, bandanas, hoods, or headbands wider than two inches. Hats will be confiscated and returned at the end of the school day.
3. No bare midriffs are allowed - the midsection must always be covered.
4. Appropriate shorts may be worn. The length of any garment worn below the waist will be no shorter than four inches from the top of the inseam. This rule applies to any garment worn below the waist, including but not limited to, dresses, skirts, and shorts. The shortest point of the garment applies when length is being considered - such as any piece of clothing that has slits, holes, tears, and/or cutouts; therefore, any holes or tears in jeans must not be above this designated length. The appropriate garment length applies to both the front and back of the garment.
5. No halter tops.

6. Girls' tank tops or "spaghetti straps" may not be worn in such a way as to expose an inappropriate amount of the body or the underclothing. Straps must be at least two-fingers wide.
7. No clothing, lanyards, wristbands or jewelry with inappropriate or inflammatory language, phrases, pictures, or innuendoes will be allowed. Clothing that advertises illegal drugs or paraphernalia, alcohol, bars, pornography, or tobacco is also prohibited. Jewelry and chains that are distracting or dangerous will not be allowed.
8. "Sagging" is not allowed. Pants must cover the underwear or shorts under the jeans at all times.
9. Boys' shirts must have sleeves that cover the armpits.
10. Strapless tops, backless tops, and tops with revealing necklines are not to be worn in the school building.
11. Visibly showing your underwear is not allowed in the school building.
12. Jeans or pants should not have holes above the defined short level. Inappropriate holes will either be covered or the student will have to change clothing.
13. Class activities that present a concern for student safety may require a student to adjust hair and/or clothing during the class period in the interest of maintaining safety standards.
14. Blankets, pillows, quilts, comforters, bedding or any other blanket type article are not allowed in the building without prior permission from the principal or assistant principal.
15. Additional dress guidelines may be imposed upon students participating in certain extracurricular activities.

When, in the judgment of the building administrator or their designee, a student's appearance or mode of dress does not comply with the above criteria, or creates a significant distraction to the learning environment, the student may be required to make modifications or change to clothing that meets the student dress code.

All CHS students are required to wear their student ID either on a lanyard or a clip-on badge. The ID should be visible, not hidden under clothing or worn on a backpack. This must be present on the student anytime they are on the CHS campus during school hours (excluding physical education classes, or a situation in which wearing an ID creates a safety hazard). Students should not possess or wear another student's ID at any time. Students will be subject to the discipline code for any and all violations.

Exceptions to the grooming and dress code for health or religious reasons will be considered on a case-by-case basis.

Master School Calendar

An official school calendar is maintained in the Principal's Office. To eliminate conflicts and confusion, teachers, sponsors, and students are to schedule events with the Principal's Office as early as possible. All dates must be approved by the Principal before they are entered on the calendar. No activity or event will be considered official until approved by the Principal and placed on the Master Calendar.

After Hours Use of Facility

A faculty member must supervise student organizations, individual students, or groups practicing or working in or on school-owned property before, during, or after the regular school day.

School Dances

During the school year dances are sponsored by various school organizations. Proper dress is expected for all dances and is announced prior to the event. High school dances are limited to students in grades nine through

twelve. Out-of-town guests and past graduates must be approved prior to the dance by the sponsors of the event in conjunction with the building administration and School Resource Officer. Students bringing a non-CHS guest to a dance may be held accountable for their guest's conduct while in attendance. Students who leave a dance are not permitted to return once having left.

Activity Tickets

Activity tickets may be purchased so that a student can attend all activities at a reduced rate. It provides admission to home games. It does not include districts, state playoff, plays, or Student Council events. Activity tickets must be presented to the gate worker or the student will be required to pay full price for admission.

Lost and Found

Articles found should be taken to the office and given to the secretary. If something is lost or stolen, it should be reported immediately to the office.

Stolen Items

Students are responsible for locking and securing all personal property. The school is not responsible for items stolen.

Telephone

With the exception of emergencies, all telephone calls made by students should be made on the office phone between classes or before or after school. No student will be called from class to answer a phone call except in an emergency. The office can take and deliver messages. Teachers will not excuse students from class to use the telephone.

Student Visitors

No school –aged visitors will be allowed during regular school operating hours. Parent or adult visitors must be approved in advance by the Principal or Assistant Principal and will not be allowed to interrupt classes or the learning environment. Parent or adult visitors must stop and check into the main high school administrative office once entering the front doors of the school with a driver's license or proper identification during the school day.

School Resource Officer

The Chillicothe R-II School District and the Chillicothe Police Department have formed a partnership to address the social issues of this community. Together we have formed the School Resource Officer Program, in which a trained, full-time officer works within the educational system to promote and assist the District in providing a safe learning environment.

Another goal of the SRO program is to promote a better understanding of law enforcement's role in society while educating students, parents, school personnel, and the community as a whole. Important issues such as gangs, crime, drug and alcohol abuse, and other related topics are addressed. The program also provides a positive role model in the educational system.

The role of the SRO is to act as (an):

1. **Instructor - prepare and present lectures to classes and to arrange for guest lecturers on topics discussed by school staff.**
2. **Consultant - to act as an advisor on issues of safety, violence, and legal aspects of activities involving students.**
3. **Crisis Intervention - to assist and advise students concerning law-related issues and to mediate disputes.**
4. **Community relations - to provide a positive role model for the students.**
5. **Protection - to protect the students and staff from negative influences and to assist in maintaining order.**

Clubs, Organizations and Athletics

All CHS students are encouraged to become involved in the various clubs, organizations, and activities at CHS. The clubs and organizations available include:

Academic Team	Student Council
Cheerleading	Dance Team
CHS Players	"C" Club
FFA	FCCLA
FBLA	SADD
Science Club	Spanish Club
Choraliers	Art Club
History Club	Cresset
Rotary Interact Club	Skills USA
Chess Club	Key Club
Archery Club	Bowling Club
NHS	FTA
Crochet Club	FCA
Pickleball Club	

In addition, school plays, band and choral events, intramural activities, and school publications offer students rewarding challenges.

Student Activities Code

Section I - Philosophy

The student activities program allows the school to meet those objectives not fully served through regular classroom instruction and is, therefore, considered an extension of the overall educational program.

Participation in the Chillicothe School District's Activity Program is a privilege that a student must earn and maintain. This is accomplished by accepting standards that promote citizenship, academic performance, and responsibility. Participants will have the opportunity to represent our school and our community. They will serve as examples for other students and, therefore, must be considered a credible school citizen by society and be prepared to accept the specific guidelines set forth by the District, the sponsors, and governing bodies of the activities in which they choose to participate.

Section II - Principles and Procedures

It is the school's responsibility to guide students in their decision-making related to conduct and academic performance. Students who violate expected standards may be subject to restrictions from participating in the activities program and/or the public recognition resulting from that participation. All such actions must be in accordance with the individual's best interest while considering the welfare and purpose of the overall education and the specific activity.

When a violation of the established expectations occurs, the following stages are defined and specific responsibilities identified.

1) Investigation

When a violation is suspected, the sponsor, with the assistance of the appropriate administrator, shall attempt to gather as much information as possible from as many sources as they deem appropriate. In most cases that are extreme or of serious nature, the appropriate administrator shall direct the investigation. The investigation may include, but is not limited to, conferences with students, teachers, parents, law enforcement officials, and the student suspected of the code violation. All information collected shall be documented.

2) Due Process

If, after the investigation, a violation of policy is suspected, the sponsor and administrator will conduct a conference with the student to explain the charges and provide an opportunity for the student to respond. Conferences shall be conducted within seven days after the conclusion of the investigation. Parents, legal guardians, or other appropriate representatives will be allowed at the student's request.

3) Notification Stage

After a decision has been made regarding the penalty, a meeting will be held to inform the student of the decision. Parents will be notified in cases involving restrictions or suspensions from participating. Written notification will also be provided to the student and parents regarding the decision made as a result of the investigation.

4.) **Appeals**

Students may submit a written appeal within forty-eight (48) hours or two (2) business days from the time they are officially notified of the penalty. Appeals shall be submitted and reviewed according to the following order:

1. Sponsor
2. Athletic Director
3. Building Administrator
4. Superintendent
5. Board of Education

Decisions on appeals shall occur within forty-eight (48) hours or two (2) business days from the time they are submitted. All decisions regarding appeals are considered final.

Section III - General Guidelines for Enforcement of Standards Activities Governed by the Code
All activities sponsored by the Chillicothe R-II School District shall be subject to the guidelines set forth in this document. It is recognized, however, that the wide variety of activities available will require flexible application by the sponsors while ensuring the intent of the stated philosophy and procedures.

Section IV - Standards for Specific Activities
Sponsors are expected to develop standards that are appropriate for their activity and the nature of the students involved. The standards that are established by each sponsor shall follow sections I and II of this code. Items in Section III of this code shall be addressed as appropriate by each individual sponsor. All standards shall be presented in writing to the appropriate administrator for approval at least ten (10) days prior to the first organized activity. Students will be provided with written copies of policies pertaining to specific activities.

Section V - Random Drug Testing
In order for a student to be eligible for any extra-curricular activity or park his/her vehicle on school property, the student must agree to participate in random drug testing as adopted by the Chillicothe R-II Board of Education.

ATHLETICS

ALL STUDENTS MUST HAVE A PHYSICAL AND CITIZENSHIP FORM ON FILE BEFORE PARTICIPATION IS ALLOWED.

Chillicothe High School's Athletic Program includes football, cross country, soccer, volleyball, softball, basketball, wrestling, track, baseball, golf and tennis. In order to be eligible for sports, a student must meet all requirements of the Missouri State High School Activities Association. They include:

Citizenship
You must be a credible citizen. Credible citizens are those whose conduct - both in and out of school - will not reflect negatively on themselves or their school. Students who participate in any EXTRA-curricular activities and/or athletics are required to provide a signed copy of the citizenship form to be kept in the office. Punishment for infractions of the Citizenship Policy will be cumulative throughout a student's high school career and will apply to all such activities.

Academics
- You must have earned, during the preceding semester of attendance, a minimum of 3 units of credit or have earned credit in 80% of the maximum number of credits which may be earned, whichever is greater.
- You must be enrolled in, and regularly attend, courses that offer 3 units of credit or 80% of the maximum allowable credits which may be earned, whichever is greater.
- If you are a ninth-grade student you must have been promoted at the close of the previous school year.
- You must meet all guidelines set forth by the MSHSAA defining student eligibility.
- Sponsors and coaches may establish additional standards that are appropriate to their specific activity or sport. Certain activities defined as co-curricular may be deemed as not subject to these minimal standards.

*Do not drop courses without first consulting your counselor or principal to determine whether it will affect your eligibility.

***It is the student's responsibility to be in constant communication with the guidance office in planning their four year course of study in regards to NCAA or other governing bodies' requirements concerning postsecondary eligibility.**

Amateur and Awards Standards
After entering a member school, you will become ineligible if you receive cash for participating in any athletic contest. You may accept awards which are symbolic in nature, such as medals, ribbons, trophies, plaques, etc. You may accept awards which are merchandise and do not exceed $250.00 in the manufacturer's suggested retail price. Such awards which are presented by a person or group other than your school must be approved in advance by your principal. Any questions should be addressed to the Athletic Director prior to participating in such events.

Sportsmanship
Chillicothe High School is proud of the tradition of sportsmanship which has been built over the years through competitive contests with other schools. This means that we treat our opponents with respect and courtesy in defeat as well as in victory, at home or away.

Students are reminded that should they commit an unsportsmanlike act while participating in an event they could become ineligible. If conduct as a spectator is found to be unsportsmanlike, that spectator could be barred from attending any further high school athletic contests.

Release of Student/Athletes
Students participating in school-related activities/events must ride school provided transportation to and from the activity/event. A student will be released ONLY to a parent, legal guardian (who must be present), or grandparent and ONLY upon personal notice to the coach or sponsor of their wish to have the student released to them.

Any exceptions or situations involving extenuating circumstances must be cleared with the building administrator in advance. Coaches, sponsors, or other school officials cannot accept phone calls, notes, or other communications as a means of authorizing the release of the student. Unless an emergency arises, the coach/sponsor reserves the right to expect all students/athletes to ride on school-provided transportation.

Closed Practices
All practices conducted within the facilities of Chillicothe High School will be closed to the public. Individuals will not be allowed to observe, assist, or wait for practicing athletes within the practice facility. Parents may wait for the conclusion of practices in the circle drive in front of the high school. If the commons area is not in use, parents may wait there for the conclusion of practice, but will not be permitted in the practice area.

In sports that involve outdoor facilities, parents should respect the efforts of the coaching staff and remain at such a distance as to not interfere with practice or activities.

Dual Participation
Students/athletes will not be permitted to participate in more than one sport in a single season.

Guidelines to Be Determined By Sponsors

- **Attendance and Participation**

  In order to justify offering an activity, regular student attendance and participation is expected at all meetings, practices, contests, etc. All sponsors shall establish appropriate expectations for student attendance and participation.

- **Time Frame for Code Enforcement**

  Generally, students shall come under the standards of this code beginning with the first organized practice and ending with the last meeting, contest, practice, or activity. Restrictions from activities will usually be carried over from one season to the next if those seasons run consecutively with the same school year.

Academic Attendance Policy

I. Attendance Policy Principles

A. The Chillicothe R-II Board of Education finds that regular school and classroom attendance is key to satisfactory achievement within the school district's curriculum and that attendance has an independent academic value which examinations or other evaluations do not fully measure. Consistent attendance by all students also has a profound positive effect on the district's resources, which, in turn, affects the quality of instruction and student achievement district-wide.

B. Students who fail to meet the district's standards for attendance are presumed to have failed to satisfy a necessary academic prerequisite to credit or promotion, unless the instructional staff of the district review the student's case as provided in Part III of this policy and find that the student has academically mitigated the effect of the absences.

C. To earn a passing grade or credit in a credit-based course, or to be considered for promotion with the elementary grades, students who have missed school in excess of six (6) days per semester must have their individual cases considered under Part III of this policy. In the High School the six (6) absences are per class.

D. Transfer students joining courses at mid-term operate on a pro-rate limit rounded to the next whole day.

E. Students receiving supervised and school-sponsored/approved homebound instruction will be treated as if they were in attendance.

F. Homebound instruction will follow the guidelines set forth in the Chillicothe R-II District policy.

G. Attendance or absences will be calculated on an hourly basis. The following limits are established for individual

   a. case consideration under the policy:

   b. Minutes to Hours: 25 min. = 1 hour absent

      Hours to Days: 6 hrs. = 1 day absent

H. Students must be in attendance a minimum of four (4) class periods on the day of an activity in order to participate or attend that activity unless prior arrangements have been made with the building administration regarding the absence.

I. When students are absent, it is the responsibility of the parent/guardian to contact the school to verify the student's absence. If the parent does not contact the school, the principal or representative will attempt to notify the parent of the student's absence. *Failure to notify the office by 3:30 pm on the day of the absence will result in an "unverified" absence.* Verified and unverified absences both count toward a student's six allowable absences per class, per semester.

J. When a student is absent for the fifth time in a semester, a letter will be sent to the home notifying the parent/guardian of their student's attendance status. Students absent from school for 10 days or more in a semester in a class, either verified or unverified, will have their case sent to supporting agencies (Division of Family Services, Juvenile Office, School Resource Officer, or Prosecuting Attorney). Exceptions to this

will be such things as documented medical situations requiring the student to be out of school for an extended period, documented family emergencies, etc.

K. Students having their attendance cases furthered to supporting agencies will be declared ineligible to participate or attend any extra-curricular activity until the attendance is made-up in Saturday School.

L. Since the impairment to academics caused by absences is not dependent upon the reason for the absence, there will be no categorical list of excused or unexcused absences. However, a student's incapacity or other reasonable inability to devote time and effort to school work may be considered when determining what is, or was, a fair opportunity to satisfy academic requirements by alternative means. *Absences that occur without parental knowledge or consent will be considered truancy*

M. The Department of Elementary and Secondary Education calculates a Proportional Attendance Rate for every student. This proportional rate requires that every student be in attendance at a minimum of 90% of school time. Any student who meets this new standard will be eligible to opt-out of any semester "final exam." Any student who does not meet this standard will not be eligible to attend prom.

II. Make-up and Alternative Assignments

A. While the district's academic standards include the benefits of regular attendance, students' long-term interests require a fair opportunity to meet the district's academic expectations in an alternative manner.

B. Students who have been absent from instruction will have double the amount of time missed to make up assignments and/or complete additional or alternative assignments designed to substitute for the missed instruction given during the student's absence, as provided in this policy. Once becoming in violation of the Attendance Policy a student will not be permitted to make-up any work missed due to an unverified absence.

C. Students who miss class for extra-curricular activities are expected to make arrangements with their teachers in advance for classwork. Students will not receive additional time for work missed during these activities unless prior arrangements are made.

D. On the day the student returns from an absence, he/she will be required to take any tests that were scheduled and announced prior to the absence. Tests scheduled and announced during an absence will be treated the same as any other make-up work.

E. So that disciplinary actions will not unnecessarily impact academic evaluation, a student who is removed from school under disciplinary suspension for not more than ten (10) days will be provided a fair opportunity to do make-up or alternative assignments and evaluations during each such suspension and receive 75% credit, so if the student chooses to take responsibility for doing the work, the student will be able to remain relatively current with his/her classes. These assignments and tests are due on the date in which the student returns to class. The student and parent are responsible for collecting and completing those assignments prior to returning to school. Absences for disciplinary reasons count toward the limit triggering academic review under Part III of this policy.

III. Academic Review/Saturday School

A. Regardless of whether a student has kept current with all missed assignments or not, when a student fails to meet the district's academic attendance standards as established by this policy, the superintendent will ensure that the student's case is reviewed by appropriate members of the administrative and professional instructional staff.

B. Students who miss in excess of the attendance limit could be considered as "at risk" of potential failure, retention and/or eventually becoming a dropout. In order to assist all students in school success, the district will offer Saturday School for academic review, study, and preparation for academic programs. After exceeding the absences limit, all days must be made up during Saturday School. After becoming in violation of the Attendance policy a student will not be permitted to make-up any unverified absence.

C. Saturday School will be in two sessions from 8:00 a.m. to 12:00 p.m. or from 12:00 p.m. to 4:00 p.m. During the first semester, Saturday School will be offered throughout the second quarter and for one

Saturday following the end of the semester. Second semester Saturday School will be offered throughout the fourth quarter and for the first three full days following the last day of school. Parents and students are responsible for selecting the sessions in which they want to attend and then notifying the school of which session they plan to attend. The school must be contacted by 2:00 p.m. on the Thursday before the Saturday School will be served. Students may make-up two absences by attending both sessions on any given Saturday. Students who do not take advantage of Saturday School will not receive credit for the semester in which they fail to meet the attendance policy requirements. Senior students in violation of the Attendance Policy and not receiving credit for the second semester of their senior year will not be permitted to participate in graduation activities. High school students will be eligible to attend Summer School for credit.

D. Instruction will take place during Saturday School.
    1. Students will be expected to stay awake and participate in the learning activities in order to get credit for attendance. Students will be expected to complete work for their courses while in attendance.
    2. Students who are uncooperative, disruptive, or create a discipline problem will be asked to leave and attend another session at a later date.
    3. Students who are not able to make it to a session at the starting time will be required to wait for the next session or another session.
    4. Saturday School hours may be scheduled at alternative times only with prior approval from the high school principal or the assistant principal. The academic guidelines listed above must be followed during these alternative times.

E. Students are not permitted to attend any extra or co-curricular events that cause a loss of class time during the school day until they have satisfied their Saturday School hours. Saturday School hours will be calculated each Monday and that number will be used for the consecutive week. Students will have the opportunity to serve hours after school in the detention room. Students will have the opportunity to serve hours after school during organized tutoring times on Wednesdays in the Virginia Wall Library Media Center.

IV. Appeals Process

A. The Academic Attendance Program is designed to ensure students have the opportunity to be successful in school. The program is also designed to provide parents and students with the flexibility to meet the attendance requirements.
B. Individuals who do not think they fall under the attendance policy or require a waiver should appeal to the Assistant Principal.

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 also be considered truant if they have accumulated excessive unjustifiable absences, even with the consent of parents/guardians.

Tardiness

Tardiness is any unexcused absence from a class when it starts. Students are expected to be in their seats when the tardy bell rings. Tardiness of twenty-five (25) minutes or more is considered an absence. Students that are repeatedly tardy to school and/or class could be assigned In-School Suspension or accumulate Saturday School hours. Tardies are cumulative for all classes during the school day. After receiving the 3rd tardy during a semester, students will be assigned one (1) tardy detention. Each additional three (3) tardies will result in the student being assigned additional punishment. Tardy detention will be held on Mondays thru Fridays from 3:15– 4:00 pm.

Students not serving their assigned Tardy Detention will be assigned one (1) day of In-School Suspension. After accumulating the 9th tardy in a semester, the student will be assigned 1 day In-School Suspension.

1. 3rd Tardy – 1 Tardy Detention
2. 6th Tardy – 1 Tardy Detention
3. 9th Tardy – 1 day In-School Suspension
4. 12th Tardy – 1 day In-School Suspension
5. Each Tardy in addition to 12 = 1 hour of Saturday School

STUDENT DISCIPLINE

Committed to Safe and Respectful Schools

The safety and well-being of our students is paramount. The Chillicothe R-II Board of Education supports the development of effective programs that ensure safety, hold persons accountable for their actions, and provide intervention programs that change behavior so students leave with skills that allow them to function successfully.

A safe and respectful learning environment in schools is accomplished by working together. That means:

1. Commitment of home and school to hold students responsible for their behavior.
2. Comprehensive staff development programs that promote excellent teaching and effective classroom management.
3. Provision of a comprehensive series or support programs that recognize the diverse strengths and learning styles of students.

Responsibility for Student Discipline

The Chillicothe R-II Board of Education has the legal authority to make all needed policies, rules, and regulations for organizing and governing the school district. This includes the power to suspend or expel a student for conduct which is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of the students. These policies, rules, and regulations will apply to all students in attendance in the district instructional and support programs, as well as school sponsored activities and events. Students who have been charged, convicted, or pleaded guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with the law.

The Chillicothe R-II Board of Education assigns the responsibility to the Superintendent (or designee) to work with the district's professional staff in the implementation of this policy and the preparation of related rules and regulations.

Building principals are responsible for the development of rules and regulations regarding student conduct needed to maintain the proper behavior in schools under their supervision. In addition, teachers have the authority to make and enforce necessary rules for internal governance in the classroom, subject to review by the building principal. The Board of Education expects each teacher to maintain a satisfactory standard of conduct in the classroom.

All employees of the Chillicothe R-II School District shall receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties. The training includes, but is not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities, and instruction in the necessity and requirements of confidentiality.

Students are subject to discipline, up to and including expulsion, for significant misconduct regardless of whether the misconduct occurs at a school activity, and regardless of when the misconduct occurs where it is reasonably determined that a student's misconduct adversely affects students' safety or students' welfare.

Behavior
Development of good behavior is one of the most important goals of education. Discipline is the development of self-control, character, proper behavior, and proper consideration for other people. The objective of the student code is to establish rules with regard to the conduct and behavior of all students at Chillicothe High School. No code can list each and every offense which may result in the use of disciplinary actions. These rules have been deemed necessary and appropriate for the maintenance of a wholesome school climate for all students. However, the purpose of this code is to list certain rules and offenses which, if committed by the student, will result in the imposition of a specific penalty. For offenses not listed, the Principal/Assistant Principal will impose consequences appropriate for the misbehavior. Students will be expected to be responsible for their own behavior and to act appropriate in all situations.

Due Process
Due process means fair treatment under the law and is guaranteed to all citizens by the United States Constitution. When considering serious punishment, such as detention or suspension of any form, the Principal will take the following steps in order to protect the student's due process rights.

1. The student will be given notice of the charges against him/her, either in written or oral form.
2. The student will have the opportunity to present his/her side of the case.
3. An oral or written explanation of the evidence will be given to the student if the student denies the charges against him/her.
4. The student may appeal the decision successively to the Principal, Superintendent, and finally the Board of Education.

Searches
The Chillicothe R-II School District has the legal authority and responsibility to provide for the safety and wellbeing of the student population. The school is not a law enforcement agency and is not restricted by the same laws affecting those bodies. To ensure student safety, school officials have the latitude to conduct random or individualized searches of students in school, or within the safe school zone. All student property that is brought onto the district grounds or into the safe school zone will be subject to the same searches as district -owned property. The scope, frequency, and intensity of these searches will be based on the administrator's assessment of the magnitude of the problem or threat to an individual student or the student body as a whole.

This policy applies to all district buildings, on or about district grounds, at all district activities, or at activities involving Chillicothe Schools, or in any vehicle used to transport students of the district.

A refusal to permit a search will be considered a violation of the policy and treated in accordance with the Zero Tolerance Policy.

Student Conduct
The Chillicothe R-II School District considers unacceptable and a serious violation of this policy any conduct that is prejudicial to good order and discipline in the schools or that tends to impair the morale or good conduct of the students. As a result of such conduct, students may be subjected to more severe disciplinary actions, including suspension or expulsion from school and/or school activities. This policy applies to all school buildings, on or about school grounds, at all school activities, or activities involving Chillicothe Schools, or in any vehicle used to transport students of the school district.

Unacceptable conduct includes, but is not limited to, the following:

1. Tardiness; truancy; excessive absences;
2. Failure to obey school rules; failure to obey instructions of a school official; dishonesty;
3. Possessing, using, or selling tobacco;
4. Possessing, using, or selling vaping products;
5. Stealing; vandalizing and/or damaging property; cheating; gambling;
6. Extortion (using threats or violence to get money or property, or to conceal wrongdoing);
7. Sexual harassment and sexual violence; racial/ethnic harassment;
8. Possessing, consuming, being under the influence of or selling alcoholic beverages and/or drugs;
9. Fighting, assault and/or battery; obscenity; open defiance; profanity; threats by word or deed; unruly conduct that disrupts school;
10. Possession of any laser-emitting device (laser pointers, laser sights, etc.);
11. Any conduct which would subject a student to criminal prosecution.

This policy extends to conduct that aids, abets, counsels, procures, or causes any act which, if done by the student, would be punishable under this policy. This policy also extends to conduct which assists an offender in preventing the student punishment under this policy, the act of conspiring with any person to perform acts punishable under this policy, or soliciting the performance of acts punishable under this policy.

Reporting Acts of Violence

School district administrators are required to report acts of school violence to teachers or other school employees who have been directly responsible for the child's education or who interact with the student on a professional basis within the scope of their assigned duties.

Reporting To Law Enforcement

It is the policy of the Chillicothe R-II School District to report all crimes occurring on district grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law.

The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

First or second-degree murder under §§ 565.020, .021, RSMo.
Voluntary or involuntary manslaughter under § 565.024, RSMo.
Kidnapping under § 565.110, RSMo.
First, second, or third-degree assault under §§ 565.050, .060, .070, RSMo.
Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo.
Forcible rape or sodomy under §§ 566.030, .060, RSMo.
Burglary in the first or second degree under §§ 569.160, .170, RSMo.
Robbery in the first degree under § 569.020, RSMo.
Possession of a weapon under chapter 571, RSMo.
Distribution of drugs under §§ 195.211, .212, RSMo.
Arson in the first degree under § 569.040, RSMo.
Felonious restraint under § 565.120, RSMo.
Property damage in the first degree under § 569.100, RSMo.
Child molestation in the first degree pursuant to § 566.067, RSMo.
Sexual misconduct involving a child pursuant to § 566.083, RSMo.
Sexual abuse pursuant to § 566.100, RSMo.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district’s policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Children with Disabilities
Any portion of a student's Individualized Educational Program (IEP) that is related to a demonstrated or potentially violent behavior shall be provided to any teacher or other school district employee who is directly responsible for the student's education or who otherwise interacts with the student on an educational basis while acting within the scope of their assigned duties.

Removal of Students
District administrators may immediately remove students posing a threat to themselves or others. Prior disciplinary action may not be the sole basis for such removal. Removal of a student with a disability is subject to state and federal procedural rights.

In-School Suspension

Detention or In-School Suspension provides principals with additional alternatives for dealing with disciplinary problems. The principal, or principal's designee, will determine the time and length of the detention or In-School Suspension. Students being assigned to In-School Suspension shall not participate in or attend any extra-curricular events during the disposition of the suspension.

Rules of Detention

1. **Students will not leave the detention room.**
2. **Students will not be allowed to use cell phones or have cell phones out where they are visible.**
3. **Students are to remain quiet at all times.**
4. **Students may be assigned seats.**
5. **Students may be asked to leave.**

Guidelines for In-School Suspension
In-School Suspension (ISS) is an alternative to Out-of-School Suspension (OSS) for disciplining students. Parents of students who have been assigned to ISS will be notified orally or in writing of their son/daughter's removal from regular classes and the reason(s) for taking the discipline action.

In-School Suspension will take place in the Hornet Academy ISS Room and will be supervised by an assigned staff member who will enforce the specific rules, regulations, and procedures of the program.

Rules of In-School Suspension

1. Students assigned to serve ISS will report to the High School Office at 8:00 a.m. each day of suspension. **If tardy to ISS you will be assigned an additional day.**
   - You will gather your books, writing utensils, and other school materials from your locker.
   - You will report, in person, with your materials, to the Principal/Assistant Principal.
   - If you are truant from ISS you will be considered truant from school and will be disciplined accordingly.
2. **Students must turn in their cell phone at the beginning of the assigned ISS. Students will have their cell phones returned to them at the end of the school day.**
3. Students in In-School Suspension must sit where directed.

4. Students must remain in their assigned seats while in In-School Suspension.
5. Students will not be permitted to sleep or lay their heads down on their desk.
6. No talking or unnecessary noise will be allowed in ISS. Students must stay in their seats and look forward while in ISS unless given permission to do otherwise.
7. Students in ISS will be escorted to and from the restroom and cafeteria.
8. Non-verbal communications such as notes, signs, gestures, etc., will not be allowed.
9. Students will bring all necessary books, materials, and writing utensils with them to the ISS Room. Students will not be permitted to return to their locker for anything while in ISS. **Students will not be permitted to bring book bags or coats to the ISS Room.**
10. Students are excluded from ALL extracurricular activities while assigned to ISS. Eligibility for extracurricular activities will resume at the beginning of the next day after the assignment to ISS is complete.
11. Students will not be permitted to eat or drink in the ISS Room. This includes, but is not limited to, gum, candy, etc.
12. If all assigned work is complete and turned in the student is to read material approved by the Principal/Assistant Principal. If the student does not have approved material to read he/she will be assigned additional reading/writing material by the Principal/Assistant Principal.
13. You must work at all times on appropriate subject materials.
14. Students will be allowed to use the restroom and get drinks throughout the school day.
15. Permission of the Principal/Assistant Principal is necessary before speaking or leaving an assigned seat.
16. Assignments will be completed daily and returned to the classroom teachers for full credit at the end of your assignment to ISS.
17. Teachers of students assigned to ISS will be notified and will send class work to ISS by 8:00 a.m. each day.
18. Students with an absence while assigned to ISS will complete their ISS assignment immediately upon their return.
19. Any infraction of the established ISS rules or procedures may result in Out-of-School Suspension. Students suspended from ISS will complete their entire ISS assignment upon their return.
20. Students in ISS will eat lunch at Hornet Academy during a designated time. Students may not have food delivered to them while in ISS. Students will be allowed to bring their lunch with them each morning.
21. Students making significant progress toward the completion of assigned work will be permitted to return to regular classes at the completion of their assigned time in ISS.
22. Students serving ISS will be monitored through audio and video recording.

Student Suspension and Expulsion

The Chillicothe R-II board of Education believes that the right of a child to attend free public schools comes with it the responsibility of the child to attend school regularly and to comply with the school district's lawful policies, regulations, and rules. This observance of school policies, rules, and regulations is essential for permitting all students to learn at school.

Therefore, the administrative prerogative to exclude a student from school because of willful violation of school rules and regulations, willful conduct which endangers the student, other students, or the property of the school is permitted, provided such action is taken in accordance with due process and due regard for the welfare of the student and the school.

The term "suspension" refers to an exclusion from school that will not exceed a specific period of time. The term "expulsion" refers to exclusion for an indefinite period.

Conditions of Suspension, Expulsion and other Disciplinary Consequences

All students who are suspended or expelled, regardless of reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any

reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

In accordance with law, a student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

Suspensions of 10-180 Days

If, in the judgment of the principal, suspension for a period exceeding ten (10) school days, or expulsion, is recommended and otherwise required by this policy, the principal shall refer the matter to the Superintendent or, in his/her absence, to the Assistant Superintendent.

The Superintendent, of superintendent's designee, is authorized to impose suspensions for a period not to exceed 180 school days. In cases where the suspension imposed exceeds ten school days, but is less than 180 school days, the student or the student's parents or others having custodial care of the student will be notified orally or in writing of the action and advised that they may appeal the decision to the Board of Education. If an appeal is requested, the Superintendent will transmit to the Board of Education a report in writing for the facts relating to the suspension, the action taken by the Superintendent, and the reasons for the actions. If requested by the student or parent, the Board of Education shall grant a hearing before the Board. In the event of an appeal, the suspension shall be stayed until the Board of Education or committee renders its decision unless, in the judgment of the Superintendent, the student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, in which case the student may be immediately removed from the school, and the notice of hearing shall follow as soon as practical.

Suspensions for More than 180 Days and Expulsions

When a suspension for a period greater than 180 school days, or expulsion is recommended or required by board policy, the student or student's parents or others having custodial care of the student shall be notified orally and in writing stating the nature of the charges and the action proposed to be taken. The Board, or a committee of the Board, shall have a hearing on the charges preferred.

The student and the student's parents, or others having custodial care of the student, shall be provided notice of the hearing, and shall be filed in writing of the time and location of the Board hearing. If, in notice the judgment of the superintendent, the student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, the Superintendent may temporarily suspend the student for a period not to exceed ten (10) days or until a hearing is held, whichever comes first.

At any requested or required hearing before the Board, the student and the student's parents or others having custodial care of the student may be represented by counsel and will have the opportunity to examine witnesses and

present evidence on their own behalf. The President of the Board may appoint a committee of board members to hear such matters with full authority to act for the Board. At any hearing before the Board, as set forth in this policy, the Board may consider the student's record of past disciplinary actions, criminal court record or juvenile court records consistent with the law, or the actions of the student which would constitute a criminal offense.

The Board will make a good faith effort to have the student's parents or other custodial present at any requested or required hearing before the Board.

Re-Admission Conference
Prior to the re-admission or enrollment of any student who has been suspended out of school or expelled in accordance with this policy, a conference must be held to review the student's conduct that resulted in the suspension or expulsion and any remedial actions needed to prevent future occurrences of such conduct or related conduct. The conference shall include appropriate school officials including any teacher directly involved with the conduct that resulted in the suspension or expulsion, the student, and the parent or guardian of the student or any agency having legal jurisdiction, care, custody, or control of the student. The Board of Education shall notify, in writing, the parents or guardians and all other parties of the time, place, and agenda of any such conference. Failure of any party to attend this conference shall not preclude holding the conference.

Actions and Consequences

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 designees to be manifestly unfair or not in the interest of the district, the superintendent or designees may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not 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.

All consequences listed are at the discretion of the administrator should circumstances warrant deviation or amendments.

All student privileges, eligibility, and involvement in extracurricular activities are suspended while in ISS and/or OSS. Eligibility for students in ISS is reinstated at the beginning of the next school day of their final assigned day of ISS. Eligibility for students in OSS will be reinstated at the beginning of the next school day after their final assigned day of OSS.

Prohibited Conduct

The following are descriptions of prohibited conduct as well as potential consequences for violations. Building level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. All consequences must be within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

Actions that constitute a violation of Missouri statute will be referred to the proper law enforcement agencies.

Academic Dishonesty/Cheating – The deliberate misrepresentation of academic, artistic, mechanical or athletic work, accomplishments, achievements or aptitudes as that student's creation, product, possession or property. This includes, but is not limited to, cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; and facilitating academic dishonesty. *First Offense*

Notification of the parent/guardian and/or notification of the principal, no credit for the work, grade reduction, or replacement assignment. In addition, the student may be subject to detention, in-school suspension, 1-180 days Out-of-School Suspension, or expulsion.

Subsequent offense

No credit for the work, grade reduction, course failure, and/or removal from extracurricular activities. In addition, the student may be subject to detention, in-school suspension, 1-180 days Out-of-School Suspension, or expulsion.

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

First Offense

Detention, in-school suspension, 1-180 days Out-of-School Suspension, or expulsion. Restitution if appropriate.

Subsequent Offense

1-180 days Out-of-School Suspension or expulsion. Restitution if appropriate.

Assault

1. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third degree.

   First Offense

   Principal/Student conference, detention, In-School Suspension, 1-180 days Out-of-School Suspension, or expulsion.

   Subsequent Offense

   In-School Suspension, 1-180 days Out-of-School Suspension, or expulsion.

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

   First Offense

   10-180 days Out-of-School Suspension or expulsion.

   Subsequent offense

   Expulsion.

Automobile/Vehicle Misuse – Discourteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property.

First Offense

Suspension or revocation of parking privileges, detention, In-School Suspension, or 1-10 days Out-of-School Suspension.

Subsequent Offense

Revocation of parking privileges, detention, In-School Suspension, or 1-180 days Out-of-School Suspension.

Bogus Calls/Impersonation/Forgery– Representing another person with the intent to tender oral or written approval or explanation for the absence, dismissal, or action of another person without the knowledge or consent of the parent or legal guardian.

First Offense

Two days In-School Suspension
Parent notification

Second Offense

5 days In-School Suspension
Parent notification

Third Offense

3 days Out-of-School Suspension
Parent notification

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

First Offense

Detention, In-School Suspension, or 1-180 days Out-of-School Suspension.

Subsequent Offense

1-180 days Out-of-School Suspension or expulsion.

Bus or Transportation Misconduct – 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.

Chronic Disciplinary Referrals - Any student referred to the principal for disciplinary purposes who has already received ISS on three separate occasions during the school year.

First Offense: 1-3 days Out-of-School Suspension
Second Offense: 3-5 days Out-of-School Suspension
Third Offense: 5-7 days Out-of-School Suspension
Fourth Offense: 10 days Out-of-School Suspension

Closed Campus – Once a student arrives on school grounds, either by school provided or personal transportation, he/she is to remain on school property. When school is dismissed, all students are expected to leave school property unless he/she has business requiring him/her to stay. No student shall leave the building prior to the final bell of the day without permission from the office. No student shall transport themselves or others to the Grand River

Technical School or the Litton Agriculture Center without the expressed permission from the Principal or the Assistant Principal and the GRTS Administration.

First Offense

2 detentions
Parent notification

Second Offense

2 days In-School Suspension
Parent notification

Third Offense

5 days In-School Suspension
Parent notification

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

First Offense

Principal/Student conference, detention, In-School Suspension, or 1-10 days Out-of-School Suspension

Subsequent Offense

Detention, In-School Suspension, 1-180 days Out-of-School Suspension, or expulsion

Drugs/Alcohol (see Board policy JFCH and JHCD)

a. Possession, sale distribution of any over-the-counter drug, herbal preparation or Imitation drug or herbal preparation.

First Offense

In-School Suspension or 1-180 days Out-of-School Suspension.

Subsequent Offense

1-180 days Out-of-School Suspension or expulsion.

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

First Offense

In-School Suspension, 1-180 days Out-of-School Suspension

Subsequent Offense

11-180 days Out-of-School Suspension or expulsion

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

First Offense

1-180 days Out-of-School Suspension or expulsion

Subsequent Offense

11-180 days Out-of-School Suspension or expulsion

d. Any student or attendee of a Chillicothe School District function who is suspected of being in violation of the Drug & Alcohol policy may be required to undergo Breathalyzer testing. Failure to comply with testing will be considered an admission of guilt and will be dealt with according to Board policy concerning school discipline and violation of the Citizenship agreement.

Electronic Devices – **Electronic Devices** – USE OF CELL PHONES AND ELECTRONIC DEVICES (I-PODS, MP3 PLAYERS, PAGERS, ETC.) ON SCHOOL PROPERTY

Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. However, the use of cellphones in school poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. Additionally, Missouri state law prohibits the usage of cell phones in public schools. As a result, student cell phones, digital cameras, smart watches, air pods, and similar electronic devices will be banned during the instructional day and in dressing areas during extracurricular activities. Students with a visible cell phone or other designated banned device or air pods on the Chillicothe RII School District campus between 7:50 a.m. and the end of the school day will have their electronic device confiscated. If a student refuses to surrender his/her phone, he/she will be suspended for two days out of school for insubordination. A student is considered in violation of this policy if the cell phone or banned device is visible, or not visible but in use by the student in any way.

Cell phones and electronic devices must be turned off at all times throughout the school day (strict prohibitions on ringing and vibrating). Cell phones and electronic devices must be kept out of sight and must be turned off at all times while riding a school bus to and from school. It is recommended that students driving a vehicle to school keep cell phones and electronic devices in their vehicle.

Smart watches can be worn but will be confiscated if being used for messaging or social media and must be turned into a teacher during a test/quiz.

Emergency phone calls can always be made in the main office; so cell phones are not needed during school hours. **If parents must contact their child, they should call the school office.** The school office staff is excellent at relaying emergency messages from parents to students. Parents may apply to the building principal to obtain a hardship exception. In such cases, the student's cell phone must be retained in the principal's office. Students granted a hardship may visit the office to use their cell phone for approved purposes.

Suppose a student possesses a cell phone or electronic device on campus (out of sight). In that case, it is vital that they be turned off at all times to prevent disruption of the learning environment and to prevent using the messaging function.

First Offense: Confiscation of the cell phone. Cell phones will remain in the office until a parent or guardian signs for the cell phone in the office.
Second Offense: 1 Day In-School Suspension
Third Offense: 1 Day Out-of-School Suspension
Fourth and all subsequent Offenses: 2 Days Out-of-School Suspension

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

First Offense

Principal/Student conference, detention, In-School Suspension, or 1-180 days Out-of-School Suspension.

Subsequent Offense

In-School Suspension, 1-180 days Out-of-School Suspension, or expulsion.

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

First Offense

Restitution. Principal/Student conference, detention, or In-School Suspension.

Subsequent Offense

Restitution. Detention or In-School Suspension.

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

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

First Offense

Verbal warning, detention, In-School Suspension, 1-180 days Out-of-School Suspension, or expulsion. Report to law enforcement for trespassing if expelled.

Subsequent Offense

In-School Suspension, 1-180 days Out-of-School Suspension or expulsion. Report to law enforcement for trespassing if expelled.

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

First Offense

Restitution. Principal/Student conference, detention, In-School Suspension, 1-180 days Out-of -School Suspension, or expulsion

Subsequent Offense

Restitution. In-School Suspension, 1-180 days Out-of-School Suspension, or expulsion.

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

First Offense

Principal/Student conference, detention, In-School Suspension, or 1-180 days Out-of-School Suspension

Subsequent Offense

In-School Suspension, 1-180 days Out-of-School Suspension, or expulsion.

Filing a False Report – Filing a report with a school official that is knowingly false or misleading in either written or verbal form.

First Offense

Principal/Student conference, detention, In-School Suspension, or 1-180 days Out-of-School Suspension

Subsequent Offense

In-School Suspension, 1-180 days Out-of-School Suspension, or expulsion.

Gambling – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

First Offense

Principal/Student conference, loss of privileges, detention, or in-school suspension.

Subsequent Offense

Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Harassment, including Sexual Harassment (see Board policy AC)

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

First Offense

Principal/Student conference, detention, In-School Suspension, 1-180 days Out-of-School Suspension, or expulsion.

Subsequent Offense

In-School Suspension, 1-180 days Out-of-School Suspension, or expulsion.

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

First Offense

In-School Suspension, 1-180 days Out-of-School Suspension, or Expulsion.

Subsequent Offense

1-180 days Out-of-School Suspension or Expulsion.

Hazing (see Board policy JFCF) – any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful, or disconcerting position for the purpose of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense

In-School Suspension or 1-180 days Out-of-School Suspension.

Subsequent Offense

1-180 days Out-of-School Suspension or Expulsion.

ID Badge Violation – Not wearing the official Chillicothe High School identification badge in an approved manner, or wearing the ID badge of another student, see school dress code.

First Offense

Detention - Students must either wear an identification sticker or have a new ID printed at their expense.

Subsequent Offense

Principal/Student conference, detention, In-School Suspension, or 1-180 days Out-of-School Suspension

Incendiary Devices or Fireworks – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

First Offense

Confiscation. Warning, Principal/Student conference, detention, or In-School Suspension.

Subsequent Offense

Confiscation. Principal/Student conference, detention, In-School suspension, or 1-10 days of Out-of-School Suspension.

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

First Offense

Confiscation. Warning, Principal/Student conference, detention, or In-School Suspension.

Subsequent Offense

Confiscation. Principal/Student conference, detention, In-School Suspension, or 1-10 days of Out-of-School Suspension.

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

First Offense

Principal/Student conference, detention, In-School Suspension, 1-180 days Out-of-School Suspension.

Subsequent Offense

Detention, In-School Suspension, 1-180 days Out-of-School Suspension, expulsion.

Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material- Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense

Confiscation. Principal/Student conference, detention, or In-School Suspension.

Subsequent Offense

Confiscation. Detention, In-School Suspension, 1-180 days of Out-of-School Suspension, or Expulsion.

Sexual Activity- Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense

Principal/Student conference, detention, In-School Suspension, or 1-180 days Out-of-School Suspension.

Subsequent Offense

Detention, In-School Suspension, 1-180 days Out-of-School Suspension, or Expulsion.

Tardies – Arriving late to school, to class, or Vo-Tech Bus. Students should be in their classroom seats before the bell sounds for class.

Consequences based per semester

3 Tardies - Tardy Detention
6 Tardies - Tardy Detention
9 Tardies - 1 day In-School Suspension
12 Tardies - 1 day In-School Suspension
Each Tardy in addition to 12 = 1 hour of Saturday School

Technology Misconduct (see Board policy EHB and regulation EHB-R) Please refer to the Chillicothe R-II School District Chromebook Policy and Usage Handbook

1. Attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer "viruses," "hacking" tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device.

   First Offense

   Restitution. Principal/Student conference, loss of user privileges, detention, or In-School Suspension.

   Subsequent Offense

   Restitution. Loss of user privileges, 1-180 days Out-of-School Suspension, or expulsion.
2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.
3. Violation other than those listed in (1) or (2) above of Board policy EHB, procedure EHB-AP, or any policy or procedure regulating student use of personal electronic devices.

   First Offense

   Restitution. Principal/Student conference, detention, or In-School Suspension.

   Subsequent Offense

   Restitution. Loss of user privileges, 1-180 days Out-of-School Suspension, or expulsion.

4. Use of audio or visual recording equipment in violation of Board policy KKB

First Offense

Confiscation. Principal/Student conference, detention, or In-School Suspension.

Subsequent Offense

Confiscation. Principal/Student conference, Detention, In-School Suspension, or 1-10 days Out-of-School Suspension.

Theft – Theft, attempted theft, or knowing possession of stolen property.

First Offense

Return of or restitution for property. Principal/Student conference, detention, In-School Suspension, or 1-180 days Out-of-School Suspension.

Subsequent Offense

Return of or restitution for property. 1-180 days Out-of-School Suspension or expulsion.

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

First Offense

Principal/Student conference, detention, In-School Suspension, 1-180 days Out-of-School Suspension, or expulsion.

Subsequent Offense

In-School Suspension, 1-180 days Out-of-School Suspension, or expulsion.

Tobacco

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

First Offense

Confiscation of tobacco products. Principal/Student conference, detention, or In-School Suspension, or 1-5 days Out-of-School Suspension. Students in violation will be required to complete an educational interactive online prevention program while in ISS.

Subsequent Offense

Confiscation of tobacco products. Detention, In-School Suspension, or 1-10 days Out-of-School.

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

First Offense

Confiscation of tobacco products. Principal/Student conference, detention, In-School Suspension, or 1-5 days Out-of-School Suspension.

Subsequent Offense

Confiscation of tobacco products. In-School Suspension or 1-10 days Out-of-School Suspension.

Truancy or Tardiness (see Board policy JED) – Absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of

parents/guardians; arriving after the expected time class or school begins, as determined by the district. Truancy will be handled in the following manner:

First Offense

Principal/Student conference, detention, Saturday School, or 1-3 days In-School Suspension.

Subsequent Offense

Detention, 3-10 days In-School Suspension, and removal from extracurricular activities.

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

First Offense

Principal/Student conference, detention, In-School Suspension, or 1-180 days Out-of-School Suspension.

Subsequent Offense

1-180 days Out-of-School Suspension or expulsion

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

First Offense

Restitution. Principal/Student conference, detention, In-School Suspension, 1-180 days Out-of School Suspension, or expulsion.

Subsequent Offense

Restitution. In-School Suspension, 1-180 days Out-of-School Suspension, or expulsion.

Weapons (see Board policy JFCJ)

1. Possession or use of any instrument or device, other than those defined in 18 U.S.C § 921, 18 U. S. C. § 930(g)(2) or 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

First Offense

In-School Suspension, 1-180 days Out-of-School Suspension, or expulsion.

Subsequent Offense

1-180 days Out-of-School Suspension or expulsion.

2. Possession or use of a firearm as defined in 18 U. S. C. § 921 or any instrument or device defined in § 571.010, RSMo. Or any instrument or device defined as a dangerous weapon in 18 U. S. C. § 930(g) (2).

First Offense

One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

Subsequent Offense

Expulsion.

3. Possession or use of ammunition or a component of a weapon.

First Offense

In-School suspension, 1-180 days of Out-of-School Suspension, or Expulsion.

Subsequent Offense

1-180 days of Out-of-School Suspension or Expulsion.

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 stops 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 a 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 drivers 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		

All disciplinary actions, even though different in nature, are accumulative and will result in more severe consequences with each violation. ***Actions that constitute a violation of Missouri statute will be referred to the proper law enforcement agencies.***

It is impossible to develop policies to govern all circumstances; therefore, those that are not directly covered by school policy will be left to the discretion of the building administrators with consideration given to the severity of the individual case and the impact a given situation has upon the best interests of the school.

In accordance with the provisions of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and the Regulations thereunder, and P.L. 94-142; Rehabilitation Act of 1973 and Section 504 Regulations thereunder, it shall be the policy of the Chillicothe R-II School District that no person shall, on the basis of age, sex, race, handicap, national origin, political or religious beliefs, be excluded from participation in, be denied benefits or, or subjected to discrimination under any educational program or activity conducted by the district.

PUBLIC NOTICE

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 Chillicothe R-II School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Chillicothe R-II School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

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

The Chillicothe R-II School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of

personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Chillicothe R-II Schools District Office, 1020 Old Highway 36, Chillicothe, MO, Monday thru Friday from 8:00 am until 4:30 pm.

This notice will be provided in native languages as appropriate.

504 Public Notice

The Chillicothe R-II School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The Chillicothe R-II School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (1) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (2) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The Chillicothe R-II School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed on the Chillicothe Website and at the Chillicothe R-II Schools District Office from 8:00 am until 4:30 pm Monday thru Friday.
This notice will be provided in native languages as appropriate.

Federal Programs

Special Education Services: The Chillicothe R-II School District provides services to ensure students with disabilities receive a free and appropriate public education (FAPE) according to federal legislation including the Individuals with Disabilities Education Act (IDEA, 1975) and the Americans with Disabilities Act (Amended). Children with disabilities have a right to a free appropriate public education (FAPE) in the least restrictive environment (LRE). Children differ in mental abilities, sensory development, physical traits, emotional or social behaviors, or communication skills. Some may require modification to their school program or special education and related services in order to benefit from their schooling. Missouri House Bill 474 and later legislation make it the law of the state to provide special education services, sufficient to meet the needs of all children with eligible disabilities, from the child's 3rd birthday to age 21, at no cost to the parent. The Missouri State Plan for Special Education contains all regulations that must be followed by all public school districts and other responsible agencies in the provision of special education services. For further information or explanation contact the Director of Special Services at the District Central Office, 660-646-4566.

Programs for Homeless Students: The Chillicothe R-II School District Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education. Specific procedures are outlined in Board Policy IGBCA. For further information contact the Director of Special Services at the District Central Office, 660-646-4566.

Programs for English Language Learners: The Chillicothe R-II School District Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Identifying students who are English language learners (ELL) and ensuring them equal access to appropriate programs are the first steps to improving their academic achievement levels. Specific procedures are outlined in Board Policy IGBH and district procedures for ELL programming. For further information contact the Director of Special Services at the District Central Office, 660-646-4566.

Programs for Migrant Students: The Board of Education of the Chillicothe R-II School District directs the administration to identify migratory children in the district, as required by law, and to develop written administrative procedures for ensuring that migrant students receive services for which they are eligible. In developing and implementing a program to address the needs of migratory children the district will implement procedures outlined in Board Policy IGBCB. For more information contact the Director of Special Services at the District Central Office, 660-646-4566.

Gifted Education Services: The Chillicothe R-II School District's Wings Program provides gifted education services to identified students in grades K-7. Instruction is designed to provide identified students with instructional objectives and strategies that are appropriate to their academic, affective, social and emotional needs of identified gifted students. For more information on identification and services for gifted students contact the Director of Special Services at the District Central Office, 660-646-4566.

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[1] that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)[2] .

Missouri Department of Elementary and Secondary Education
Complaint Procedures for ESSA Programs Table of Contents

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1. *What is a complaint?*

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

2. *Who may file a complaint?*

Any individual or organization may file a complaint.

3. *How can a complaint be filed?*

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

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

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

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

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

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

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

accomplished by creating an atmosphere of cooperation and trust in which all parents feel safe as active participants.

Staff:

Qualifications of Title I Teachers

Beginning with the 2005-2006 school year, each district must ensure that all teachers are highly qualified. Staff qualifications for Title I are as follows:

- All Title I teachers must have a baccalaureate degree and a Missouri teacher's certificate for the grade level(s) to which assigned
- Title I reading teachers must have Reading Specialist certification or a Master's Degree in Reading
- Language arts and math teachers, or those providing tutoring, must have appropriate grade level certification.

Qualifications of Title I Paraprofessionals

Any paraprofessional hired after January 8, 2002, and working in a Title I, Part A program must have a secondary school diploma or its recognized equivalent (GED) and meet one of the following qualifications:

- completed at least two years of study at an institution of higher education
- obtained an associate's (or higher) degree
- met a rigorous standard of quality and can demonstrate, through a formal state assessment the knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; or knowledge or, and the ability to assist in instruction, reading readiness, writing readiness, and mathematics readiness, as appropriate.

Parents Right to Know:

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

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

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

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

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

USDA Non-Discrimination Statement

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

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

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

1. mail: U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: program.intake@usda.gov.

02/06/2020

FOOD SERVICE MANAGEMENT
(Meal Charges)

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

Notice

At the beginning of each school year, a copy of this procedure will be provided to every parent/guardian in the district as required by law. In addition, a copy of this procedure, along with information about free and reduced-price school meals, will be provided to the parents/guardians of all students who enroll after the beginning of the school year.

A copy of this procedure will also be provided to all building administrators, staff responsible for collecting payment for meals at the point of service, staff involved with notifying parents/guardians about account balances, school social workers, nurses, counselors, the district liaison for homeless children and youths, and any other staff who regularly assist students in need.

A copy of this procedure will also be posted on the district's website, and information about charging meals will be included in the student handbook.

Employees

Employees may charge meals only after completing the form provided by the district authorizing the district to withhold the amount of any unpaid charges from the employee's pay. The district will withhold amounts due from meal charges in the pay period immediately after the charges are made. Employees may appeal a deduction for meal charges using the process outlined in policy DLB.

Students

1. A student may not accumulate more than ten unpaid meal charges.

2. Students may not charge à la carte items.

3. A student with money in hand will not be denied a meal even if the student has past due charges.

4. Students will not be identified, singled out, shamed or punished by the district for the failure of their parents/guardians to pay for or provide meals, and the district will not withhold student records in violation of law.

Interventions

After a student accumulates five unpaid meal charges, the district will encourage the parents/guardians to submit an application for free and reduced-price meals if an application has not been recently submitted, and the student will be referred to a counselor for intervention. The counselor will:

1. Meet with the student to assess to the extent possible whether the student or the student's family is experiencing hardships, barriers or other circumstances with which the counselor could assist.

2. Make repeated attempts to contact the parents/guardians to notify them of the lunch charges, discuss the situation and any other concerns the counselor may have after meeting with the student, and resolve the situation.

3. Encourage the parents/guardians to submit the free and reduced-price meals application and inquire about any assistance that might be needed to complete the application.

4. Provide other resources as applicable.

District employees are mandated by the state of Missouri to report any instances of suspected abuse or neglect to the Children's Division (CD) of the Department of Social Services. District personnel will report to the CD any instance where a student's arrival at school with no provision for food leads to a reasonable cause to suspect neglect.

Working with Parents/Guardians

To ensure that parents/guardians have ample opportunity to resolve situations involving unpaid meal charges, the district will:

1. Provide timely notification to parents/guardians when account balances run low (when applicable) and each time their student charges a meal.\
2. Invoice parents/guardians for unpaid meal charges during the district's monthly billing cycle, in addition to providing notification of outstanding balances by other means.
3. Work with parents/guardians to create a payment plan that allows for the payment of accumulated balances over time.

Debt Collection

Delinquent Debt

Unpaid meal charges will be considered a delinquent debt 90 days after notice that charges are due when no payment or payment plan agreement has been made. Unpaid charges will be considered delinquent as long as the district determines the debt is collectible and efforts to collect the debt are ongoing. The district will make reasonable efforts to collect delinquent debt, including turning over unpaid meal charge balances to a collection agency when the superintendent or designee determines such action is in the best interest of the district. The district's Nonprofit School Food Services Account (NSFSA) funds may be used to cover the costs of reasonable efforts to collect delinquent debt, including costs associated with using a collection agency.

Bad Debt

When the district determines that collection of delinquent debt is impossible or too costly, the debt will be reclassified as bad debt. Bad debt is debt that will be written off as an operating cost. These costs must be restored using non federal funds. NSFSA resources may not be used to cover any costs related to bad debt. Instead, local funds will be used to cover the costs. Local funds include:

1. State revenue matching funds in excess of state revenue matching-fund requirements.

2. State and local funds provided to cover the cost of student meals.

3. Local contributions from organizations or individuals.

4. Revenue from adult meals prepared using resources outside the district's food service and not funded by the NSFSA.

5. Revenue from the sale of à la carte items and profits from foods not purchased with NSFSA funds and funded by an account separate from the NSFSA.

6. Revenues from catering or contracting services that operate from an account separate from the NSFSA.

Records

The district will maintain detailed records pertaining to delinquent and bad debt, including:

1. Evidence of efforts to collect unpaid meal charges.

2. Evidence that collection efforts fell within the time frame and methods established by this procedure.

3. Financial records showing when delinquent debt became bad debt.

4. Evidence that funds written off as bad debt were restored to the NSFSA from non federal sources.

* * * * * * *

Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.

Implemented: 07/15/2014

Revised: 07/18/2017

Chillicothe R-II School District, Chillicothe, Missouri

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