Chillicothe Middle School
Student Handbook
2026-2027

Welcome to ***Chillicothe Middle School, "Home of the Hornets!"***

The purpose of this handbook is to provide students with the necessary information to ensure a great school year. Each student is responsible for studying the handbook and understanding the rules and regulations regarding student conduct. Students are encouraged to visit the office if they have questions about the rules and regulations established for student conduct at Chillicothe Middle School.

On behalf of the entire staff, we welcome each student to the 2026-27 school year. We look forward to working with our students and families to ensure academic success for all! **Go Hornets!**

Sincerely,

Abby Smith,
CMS Principal

Danielle Costner,
CMS Assistant Principal

Jared Hogan
Andy Clark
Jennifer Plummer
Resource Officers

Lendy Donoho,
Counselor

Adrienne Allen,
Counselor

Larissa Lebsack,
School Nurse

Sue Hopper,
Office Secretary

Jeanette Johnson,
Office Secretary

Chillicothe R-II School District

Vision

*The **BEST** **District** for the **BEST** **Students** in the State!*

Mission

*Preparing **every** **student** for a successful future.*

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***

Chillicothe Middle School

Vision

At CMS, we will work collaboratively to build trusting, learner-centered relationships while providing research-based instruction and assessment.

Mission

One team. One goal. Learning for all!

STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights

- A free education in the best learning environment
- Freedom of speech and press, if it doesn't disrupt school or others
- Privacy of personal items unless there's reasonable suspicion
- A safe school with no fear of harm
- A respectful, focused learning space
- Equal treatment regardless of sex, race, color, religion, origin, or disability
- Clear understanding of school rules

Student Responsibilities

- Follow school rules and staff directions
- Respect others
- Avoid slander, libel, or obscene language
- Work hard and do your best in class
- Attend school regularly and on time
- Dress cleanly, modestly, and safely
- Take care of school property
- Avoid behavior that disrupts learning or causes harm
- Follow the law and avoid alcohol, drugs, or controlled substances
- Carry only allowed items and accept consequences for violations

GENERAL INFORMATION

Attendance, Absences & Accountability
Regular attendance is key to student success. While some absences are unavoidable, parents/guardians must contact the school to verify them. Students, families, and staff should work together to limit absences and tardies, as missing class disrupts learning. Teachers can't teach students who aren't there.

Parents are asked to call the CMS office at (660) 646-1916 if their child will be absent. After 5 absences, school staff will contact parents. Continued absences may be referred to the School Resource Officer, Juvenile Office, or Prosecutor. Students absent without parent or school permission, or who leave during the day without approval, will be considered truant. Students must complete all make-up work promptly; it is the student's responsibility to ask for work.

Saturday School (Attendance Support)
Students who go over the attendance limit may be at risk of failing, repeating a grade, or dropping out. To help, the district offers Saturday School from 8:00 a.m. to 12:00 p.m. for academic review and making up work. Students can attend any Saturday to catch up. If they don't and still have missing work, they may be assigned a 45-minute after-school detention the next week to complete it.

Class Preparation
Students should bring required materials to every class, including their Chromebook. Some teachers may request additional supplies. Being prepared helps students succeed.

Daily Schedule
School begins with "Sting Time" at 8:10 a.m. and ends at 3:20 p.m. Classes are 45–55 minutes. The building closes at 3:55 p.m. for students not with staff permission.

Custody of Students
Students will only be released to a parent, legal guardian, or listed emergency contact unless written permission is given by the parent or guardian.

Arrival & Leaving School Policy
Students should not arrive before 7:40 a.m. Early arrivals must report to the commons. Once on school grounds, students may not leave without office permission. A legal parent or guardian must check students out for appointments or emergencies, and students must check in when returning. Not following this rule will count as truancy.

Chillicothe Middle School Schedule

Time	Activity
7:45	Breakfast
8:05	1st Bell
8:10 - 8:30	Sting Time
8:35 - 9:25	1st period
9:30 - 10:20	2nd period
10:25 - 11:15	3rd period
11:20 - 12:30	4th period
LUNCH 1st Shift 11:15-11:39 2nd Shift 11:42-12:05 3rd Shift 12:07-12:30	
12:35 - 1:25	5th period
1:30 - 2:20	6th period
2:25 - 3:20	7th period

Student Transportation Summary

Riding the bus is a privilege and all school rules apply. Students must follow the driver's instructions, use assigned stops, and go directly to and from the bus. At CMS, students must stay in their designated areas and bus loading happens on the northside in the bus alley. Misconduct on the bus is treated the same as at school and may result in loss of bus privileges.

Parent Responsibilities

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 should support safety rules, help their children follow them, and report concerns. They are responsible for their child's behavior at the bus stop, ensuring they arrive 5–10 minutes early, are dressed for the weather, and understand safe crossing. Parents are also liable for damage caused by their child and must know bus-related traffic laws.

Student Expectations

Students must listen to the driver, stay seated, talk quietly, and keep all body parts inside the bus. No throwing items, horseplay, fighting, or unsafe behavior is allowed. Forbidden items include animals, flammable objects, and anything that can't fit in a lap. No eating, gum, or candy is allowed unless approved. Students must board their assigned bus and stop only at approved locations. Safety, respect, and good behavior are required at all times on or around the bus.

Bus Misconduct/Discipline

Student Misconduct	1st Offense	2nd Offense	3rd Offense
Possession of illegal substances, paraphernalia, controlled substances, or drugs	***Loss of bus privileges and school discipline*** per Level 2 Misconduct		
Not in assigned seat, out of windows, eating or drinking, talking loudly, or making distracting noises	Warning	5 days loss of bus privileges	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 or disruptive 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 language or gestures on the bus or at the bus stop	Warning	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 the handbook	***Loss of bus privileges and school discipline***		
Obscene language or gestures directed at the 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 contact/Fighting	***Loss of bus privileges and school discipline***		
Throwing objects out of a bus window	***Loss of bus privileges***		
Vandalism or theft	Loss of bus privileges until restitution is made	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***		

Lunch Program
CMS is a closed campus. Students must bring lunch or eat school lunch; no outside food deliveries or catering allowed. All students must report to the cafeteria when dismissed for lunch, even if they bring their own food or don't plan to eat. All food must be eaten in the cafeteria. Food (except water) is not allowed outside and will be thrown away. Running, yelling, or leaving a mess may result in discipline.

Breakfast/Lunch Cards
Students must use their own lunch card to buy food. Money can be added in the cafeteria using a deposit envelope (check preferred). No charges can be made if the account balance is zero. Free/reduced meal forms are available in the office.

Student ID Cards
All students get a photo ID at the start of the year, which also works as their lunch card. IDs must be worn and not damaged. Lost or damaged cards cost $5 to replace. Students can get up to five free replacements if lost. After that, all replacements cost $5. Go to the office before school to request a new ID. Pick it up after the first period.

Guidance and Counseling
Our school offers a full Guidance Program for students, families, and staff. Services include career, college, and social info; individual and group counseling; testing and results; help with class schedules and planning; and referrals when needed. Call the school to make an appointment.

Library Media Center
The Library Media Center is open before, during, and after school. It is a quiet space for studying and research. Computer access may be limited when used by classes. Students must follow rules or risk losing access. All materials must be checked out properly.

Health Services & Medications
If a student feels sick at school, they should tell a teacher or the office right away. If needed, they will be sent to the health office, where a nurse or trained staff will evaluate them. If a student needs to go home, parent permission is required. Any health conditions needing special attention should be reported to the school.

Accidents
All accidents on school grounds or at school events must be reported immediately to the staff in charge, who will fill out an accident report and notify the principal.

Immunizations
All students must be up to date on immunizations, as required by Missouri law, to attend school.

Medications
Medications will be given during school only if necessary. The first dose must be taken at home. Prescription and over-the-counter medicines must be kept and given in the nurse's office. Students may not carry medication. Violations may lead to serious consequences.

- Prescription medications must:
    - Be cleared through the office
    - Come in a pharmacy-labeled container with the student's name, doctor's name, dosage, and timing
    - Include written parent permission
- Over-the-counter medications must:
    - Be in the original container with the student's name
    - Follow label instructions unless changed by a doctor in writing
    - Include written parent permission

If parents can't bring medication, it must come with a completed verification form. Staff will count and document the medication. Leftover meds must be picked up by parents at year's end or they will be disposed of.

ACADEMICS

CMS offers support for students who need help in class. To improve grades:

- Be on time, prepared, and focused in class.
- Use a planner and break big projects into smaller steps.
- Study regularly; don't wait for test night.
- Use Sting Time each morning and set up study groups.
- Ask teachers how to best study and review test-taking skills.
- Check Infinite Campus often (link on school website).
- Balance school with outside activities or work.
- Use available school resources like the library.

Getting Help at School

- Use Sting Time or ask teachers for extra help or tutoring.
- Meet with your counselor for advice.
- Ask to be paired with a faculty mentor.
- The library offers books, ebooks, and digital resources.

Make-Up Work
Students have twice the number of missed days to complete work. Tests announced before the absence must be taken the day the student returns. Parents must verify absences within 2 business days. After 3 absences, a letter will be sent home. More than 8 absences may lead to involvement from outside agencies and result in loss of extracurricular privileges

unless time is made up in Saturday School. All absences are treated the same; there are no "excused" or "unexcused" categories.

Late Work

Late work is accepted throughout the quarter. Assignments from the first half of the quarter may be submitted up to the midterm date. Assignments from the second half of the quarter may be submitted through the last day of the quarter. Infinite Campus is available at any time for students and parents to monitor grades and missing assignments. CMS encourages timely completion of work by promoting positive academic habits and recognizing students through quarterly incentives.

C.M.S. GRADING SCALE

C.M.S. GRADING SCALE				
A	96 – 100%		C+	77 – 79%
A-	90 – 95%		C	73 – 76%
B+	87 – 89%		C-	70 – 72%
B	83 – 86%		D+	67 – 69%
B-	80 – 82%		D	63 – 66%
			D-	60 – 62%
			59% & BELOW = F	

Visitors

All visitors must check in at the office and wear an ID badge. Student visitors are not allowed unless with an adult and approved in advance.

Lockers

Each student gets a locker, assigned by the office. No switching lockers without office approval. Backpacks must stay in lockers during the day. Only school-issued locks are allowed. Students are responsible for lost or damaged locks/lockers. Lockers are school property and may be checked by staff at any time.

Hall Conduct/Passes/SecurelyPass

Students must have a pass to be in the halls during class. Stay to the right, walk calmly, and avoid running, shouting, or horseplay. Staff can enforce rules anywhere on school property. SecurelyPass is an electronic hall pass system used to track when and why students are out of class. Students request a pass through their device and staff can monitor pass times and locations in real time. This helps improve student safety, reduce disruptions, and ensure students use their time responsibly. If a student misuses their time out of class, their pass

privileges may be limited. In some cases, students may be assigned a scheduled pass time, known as an alternative pass period, to better manage their hallway access.

Booster Club Activity Pass
Students may buy an activity pass for entry to home middle and high school athletic events, except district and state tournaments.

School Cancellations
School closings or early dismissals due to weather will be announced on local media and through ThrillShare Textcaster.

School Telephone
Office phones are for school business. Student use is limited to important calls. Students will not be pulled from class for phone calls.

Fines
Students must pay for lost or damaged school items or overdue library books. Payments can be made to the office or a teacher. Chromebook damage may result in a repair fee. Chromebook insurance is no longer required.

Chromebooks
The Chillicothe R-II School District owns all Chromebooks and loans them to students for school use during the year. Staff may access, monitor, or inspect Chromebooks at any time, including remotely. By using a Chromebook, students agree to this monitoring. Before receiving a Chromebook, parents must attend an orientation or meet with school staff and sign the Chromebook Agreement. Additionally, families may choose to purchase optional Chromebook insurance for $20 per year. This insurance provides one-time coverage for accidental damage to the device and may help reduce or eliminate repair costs associated with a single accidental incident during the school year.

Artificial Intelligence
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 are 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

Electronic Devices
Cell phones, smartwatches, AirPods, and similar devices are banned during school hours and in locker rooms. Devices must be off and out of sight from 8:10 a.m. until the end of the day. Violations will result in confiscation. Refusal to hand over a device leads to a 2-day out-of-school suspension.

Smartwatches and Bluetooth devices are also banned and treated like phones. Emergencies should go through the school office, which can deliver messages to students. Parents needing a special exception can apply to the principal; if approved, the phone must stay in

the office and be used only with permission. Even if hidden, all devices must remain off to avoid disruptions or misuse.

First Offense	Cell phone may be picked up by the student in the office after school
Second Offense	Cell phone will be kept in office until parent/guardian signs it out
Third Offense	1 Day In-School Suspension
Following offenses	2 Days Out-of-School Suspension

Student Dress Code

The purpose of the Chillicothe Middle 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. Any type of dress that is disruptive or distracting to the educational process will not be permitted. Clothing must cover the stomach, back, chest and buttocks.
2. Students are expected to wear clothing that covers all undergarments and private parts at all times.
3. A shirt without sleeves, midriffs, inappropriate tank tops, halter tops, "spaghetti straps," and strapless attire are not to be worn.
4. Clothes with holes (above mid-thigh) that result in inappropriate skin or undergarment exposure will either be covered or the student will have to change clothing.
5. Bottoms (pants, skirts and/or shorts) must be of sufficient length to avoid inappropriate skin or undergarment exposure.
    - Spandex shorts are not permitted during school hours
    - Recommended minimum inseam length of 3" or more
6. Shoes, boots or other types of acceptable footwear (house shoes or slippers are not acceptable) must be worn in the building at all times.
7. Clothing and accessories with printed obscene or profane statements, pictures, or implications; statements indicating immoral, illegal, sexual, or violent behavior; statements advertising, promoting or picturing alcohol, tobacco, or drugs are prohibited.
8. Hats, caps, bandannas, hoods, sunglasses, headbands wider than 2 inches, or any distracting items will not be worn in the building at any time during the school day. Hats will be confiscated and returned at the end of the school day.

9. Class activities, which present a concern for student safety, may require the student to adjust hair and/or clothing in the interest of maintaining safety standards. (Example: Science lab)
10. Face paint, pimple patches, costume masks, and face covering are not allowed in school. (Medically required masks/patches are an exception.)
11. Jewelry and chains that are distracting or dangerous will not be allowed.
12. "Sagging" is not allowed. Pants must cover the underwear or shorts under the jeans at all times.
13. 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.
14. 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 CMS 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 CMS campus during school hours (excluding physical education classes, or a situation in which wearing an ID creates a safety hazard). 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.

After-Hours Use
Students using school property outside regular hours must be supervised by staff members.

Student Discipline

Our goal is a safe, respectful school where students are responsible for their behavior. Discipline supports self-control, character, and respect for others. Teachers, principals, and the superintendent are responsible for enforcing rules. Staff are trained to handle discipline fairly, including with students with disabilities.

Behavior Expectations
Students are expected to behave appropriately and follow school rules. Not all misbehaviors are listed, but consequences will be assigned based on the situation. Repeated misbehavior may result in more serious consequences, including suspension or expulsion.

Due Process

Students facing serious consequences will be informed of the charges and given a chance to explain their side. Appeals can be made to the principal, superintendent, and Board of Education.

Searches
To ensure safety, school officials may search students or property on school grounds. Refusing a search is a policy violation.

Reporting Violence or Crimes
Violent behavior will be reported to teachers and law enforcement. Possession of drugs or weapons will be reported to the police and may lead to court notification.

General School Rules
Students should treat others with kindness and respect, take care of the school, and act responsibly.

Removal of Students
Administrators may immediately remove students who are a danger. Students with disabilities will be removed according to state and federal laws.

Detentions
Teachers may assign 1 hour detentions after contacting parents. Repeated detentions lead to office referrals. Office detentions include lunch, after school, or Saturday School, based on severity.

In-School Suspension (ISS)
While in ISS, students may not attend or participate in any activities.

Suspension and Expulsion
Students can be removed from school for violating rules. Suspensions can be from 1 - 180 days; expulsions last longer. Parents will be notified and may appeal. Re-entry requires a meeting with school officials.

Conditions of Suspension/Expulsion
Suspended/expelled students are not allowed at school events or on property unless special permission is given. Students violating this may face more discipline.

Actions and Consequences
The Code of Conduct promotes respect and responsibility. Not all offenses are listed, but serious or repeated misconduct may result in stronger penalties. Students in ISS or OSS lose all extracurricular privileges. Cheating or dishonesty will result in disciplinary action.

Offense	First Offense	Subsequent Offense
Academic Dishonesty/Cheating	No credit for work, grade reduction or replacement assignment	No credit for work, grade reduction, course failure or removal from extracurricular activities

Arson	Detention, ISS, 1-180 days OSS, or expulsion. Restitution if appropriate.	1-180 days OSS or expulsion. Restitution if appropriate.
Assault/Fighting	Principal and student conference, detention, ISS, 1-180 day OSS, or expulsion	ISS, 1-180 days OSS, or expulsion.
Bullying/Cyber/Hazing (JFCF)	Principal/student conference, detention, ISS, 1-180 day OSS, or expulsion	Principal/student conference, 1-180 days of OSS or expulsion
Bus/Transportation Misconduct (JFCC)	Principal/student conference, detention, revocation of privileges, ISS, 1-180 OSS or expulsion	Principal/student conference, detention, revocation of privileges, ISS, 1-180 OSS or expulsion
Disrespectful Conduct/Speech (AC)	Principal/student conference, detention, ISS, 1-180 day OSS, or expulsion	Principal/student conference, 1-180 days of OSS or expulsion
Dress & Personal Appearance (JFCA)	Any dress or grooming that may be interested to interfere with the educational process will not be permitted. Infractions may require the student to make modifications.	Any dress or grooming that may be interested to interfere with the educational process will not be permitted. Infractions may require the student to make modifications.
Drugs/Alcohol/Tobacco (JFCH & JHCD)	Principal/student conference, detention, ISS, 1-180 day OSS, or expulsion	Principal/student conference, detention, ISS, 1-180 day OSS, or expulsion
Extortion	Principal/student conference, detention, ISS, 1-180 day OSS, or expulsion	Principal/student conference, detention, ISS, 1-180 day OSS, or expulsion
Failure to care for or return district property (JFCB)	Restitution. Principal/student conference, detention, or ISS	Restitution. Principal/student conference, detention, or ISS
Failure to meet conditions of suspension, expulsion or other disciplinary consequences	Verbal warning, detention, ISS, 1-180 days OSS, or expulsion. Report to law enforcement for trespassing if expelled.	ISS, 1-180 days OSS or expulsion. Report to law enforcement for trespassing if expelled.
False Alarms (see also Threats)	Restitution. Principal/student conference, detention, ISS, 1-180 days OSS, or expulsion.	Restitution. ISS, 1-180 days OSS, or expulsion.
Harassment-(Disability/Racial/Sexual) Harassment (AC)	Restitution. Principal/student conference, detention, ISS, 1-180 days OSS, or expulsion.	Restitution. ISS, 1-180 days OSS, or expulsion.
Hazing (JFCF)	ISS or 1-180 days OSS.	1-180 days OSS or expulsion.

Incendiary Devices or Fireworks	Confiscation. Warning, principal and student conference, detention, or ISS.	Confiscation. Principal and student conference, detention, ISS, or 1-10 days of OSS.
Nuisance Item (toys, games, etc.)	Confiscation. Warning, principal and student conference, detention, or ISS.	Confiscation. Principal and student conference, detention, ISS, or 1-10 days of OSS.
Public Display of Affection	Principal/student conference, detention, or ISS	Principal/student conference, detention, ISS, or 1-10 days OSS.
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Confiscation. Principal/student conference, detention, or ISS.	Confiscation. Detention, ISS, 1-180 days of OSS, or Expulsion.
Sexual Activity	Principal/student conference, detention, ISS, or 1-180 days OSS	Principal/student conference, detention, ISS, 1-180 days OSS, or Expulsion.
Technology Misconduct (EHD, KKB)	Restitution; principal/student conference;loss of user privileges, detention or ISS	Restitution; principal/student conference;loss of user privileges, detention or ISS, 1-180 days OSS or expulsion
Technology Misconduct (Cell Phones) (EHB,KKB)	Confiscation of the cell phone. Cell phone will remain in the office until a parent/guardian picks it up.	Confiscation of the cell phone. Cell phone will remain in the office until a parent/guardian picks it up. 2nd Offense- 1 day ISS 3rd Offense- 1 day OSS 4th and more- 2 days OSS
Theft	Return of or restitution for property. principal & student conference, detention, ISS, or 1-180 days OSS.	Return of or restitution for property. 1-180 days OSS or expulsion.
Threats or Verbal Assault	Principal/student conference, detention, ISS, 1-180 days OSS, or expulsion.	Principal/student conference, detention, ISS, 1-180 days OSS, or expulsion.
Truancy or Tardiness (JED)	Principal/student conference, detention, Saturday School, or 1-3 days ISS.	Principal/student conference, detention, 3-10 days ISS, and removal from extracurricular activities.
Unauthorized Entry	Principal/student conference, detention, ISS, or 1-180 days OSS.	Principal/student conference, detention, ISS, or 1-180 days OSS., expulsion
Vandalism (ECA)	Restitution. Principal/student conference, detention, ISS, 1-180 days OSS, or expulsion.	Restitution. Principal/student conference, ISS, 1-180 days OSS, or expulsion.

Weapons (JFCJ)	Principal/student conference; detention, ISS 1-180 days OSS or expulsion	Principal/student conference; detention, ISS 1-180 days OSS or expulsion

Discipline and Policy

All disciplinary actions are cumulative. Each new violation, even if different, may lead to stronger consequences. While not all situations can be covered by policy, administrators will handle unique cases using their judgment, based on the situation's seriousness and how it affects the school. The Chillicothe R-II School District does not allow discrimination based on age, sex, race, disability, national origin, religion, or political beliefs, following federal laws like Title VI, Title IX, and Section 504.

Bullying Reporting and Investigation Process

1. Report It - Students, parents, or staff should report bullying to a teacher, counselor, or principal, in person or using the incident report form.
2. Investigation - School admin is notified, records the report, contacts parents, and investigates by interviewing all involved.
3. Review - Admin reviews all facts to decide if it meets the definition of bullying. Even if it doesn't, action may still be taken.
4. Results Shared - Parents are informed of the outcome. Safety plans may be created if needed.
5. Consequences - If bullying is confirmed, consequences follow the Code of Conduct. Victims are not punished. Retaliation is not allowed and will be addressed. Appeals are also explained to all parties.

School Resource Officer (SRO)

The Chillicothe R-II School District partners with the Chillicothe Police to provide full-time School Resource Officers. The SROs help keep schools safe, builds trust between students and law enforcement, and educates the community on issues like drugs, gangs, and violence. The SRO acts as:

- Instructor – teaches classes or brings in guest speakers.
- Consultant – advises on safety and legal concerns.
- Crisis Support – helps students resolve legal or personal issues.
- Role Model – builds positive relationships with students.
- Protector – helps maintain safety and order.

CMS ACTIVITIES GUIDELINES

Student Activities Code

Activities are an extension of learning and a privilege. Students must meet behavior and academic standards to participate. They represent the school and must follow rules set by the district, sponsors, and activity organizations.

1. Searches & Consequences - If a student breaks the rules, they may lose the right to participate in activities. Discipline will consider the student's best interest and the school's goals.
2. Investigation - Sponsors and administrators will collect information from multiple sources when a rule violation is suspected. Serious cases may involve law enforcement.
3. Due Process - If a violation is likely, the student will be informed of the charges and given a chance to respond. A meeting will be held within seven days. Parents or guardians may attend. If there is strong evidence or an admission of guilt, the school

may restrict or suspend the student from activities—even before legal charges are resolved.
4. Notification - Once a decision is made, the student and parents will be notified in writing if restrictions or suspensions apply.
5. Appeals - Students may appeal in writing within 48 hours of the decision. Appeals follow this order:
    a. Sponsor → Athletic Director → Principal → Superintendent → Board of Education.
    b. All decisions are final and must be made within 48 hours.

Physicals
All students must have a current physical on file before participating in any activity.

Available Activities
Marching band, football, cross country, volleyball, softball, basketball, wrestling, and track.

Eligibility (MSHSAA Rules)
- Students must be promoted to the next grade or make progress in special education
    - First-time 7th graders are exempt
- Students who fail more than one class are ineligible the next grading period
    - 6–9 weeks
- Students must be enrolled full-time
- Sponsors may add extra requirements for their activities

Citizenship
Students must show good behavior in and out of school. Discipline is tracked across all years and affects activity eligibility.

Suspensions
- In-School Suspension (ISS): May practice but cannot compete or travel. Regain eligibility after completing 4 class periods in one day
- Out-of-School Suspension (OSS): No practice or competition. Regain eligibility after attending 4 class periods

Sportsmanship
Respect all opponents, win or lose. Poor behavior can result in loss of eligibility or being banned as a spectator.

Awards
No cash prizes. Symbolic or merchandise awards must be under $250. Non-school awards must be approved by the principal.

Transportation
Students must ride school transportation to and from events. They may only leave with a parent, legal guardian, or grandparent after notifying the coach in person. No notes, calls, or messages allowed. Exceptions require admin approval.

Closed Practices
Practices are closed to the public. Parents may wait in the front circle or, if available, in the commons; not in practice areas. Outdoor practice observers should stay back to avoid interference.

Chillicothe Middle School Flexible Learning Days
(*Alternate Methods of Instruction*)

Created in the event of a crisis or emergency situation, such as Influenza or COVID-19.

Students Expectations

It is my responsibility to be a learner and engage in my learning experiences on a Flexible Learning Day.

Student Do:	**Done:**
I will check my online learning platform after 8:30 am.	
I will check into each of my classes to determine my learning.	
I will organize my learning based upon the assigned lessons.	
I will reach out to my peers if I am confused.	
I will email my teachers if I am confused.	
I will complete and submit my assignments during the day.	
I will complete my work within two days. I will talk to my teachers about establishing a timeline if I am unable to complete my work.	
I will take time to play outside; shovel someone's driveway; read a good book; work on a personal project.	

Teacher Expectations

It is my responsibility to create learning experiences that are seamless and support the continuation of learning on Flexible Learning Day.

Teacher Do:	**Done:**
I will review the protocol for Flexible Learning Days in my classroom.	
I will post my lesson expectations for students by 8:30 am. (Consider creating the lesson the evening before with a programed release time in the event of a power outage)	
I will design lessons that are focused on the continuation of current scope and sequence of learning (Examples: video, article, podcast, recorded lecture, discussion board, novel read, practice, quick write, collaborative student projects, etc).	

I will ensure that lessons do not exceed 30 minutes in length.	
I will be available to students for a minimum of **90 minutes during the day** from **9:00 am to 10:30 am** during the day for responding to questions or points of confusion via email or an online format. Those times/formats will be publicized to students.	
I will communicate clear expectations of deadlines allowing 2 days for submission of completed assignments.	
I will engage in self-care: Take some time to eat lunch in more than 22 minutes; Use the restroom at any time during the day; Be comfy and warm; Take time to play; Consider professional or personal reading on the couch with hot cocoa or tea.	
SPED Teachers: I will support my co-taught teacher with lesson planning as needed. I will launch activities for my own classes. I will work on IEP paperwork. I will communicate with parents regarding support for IEP goals.	

Parent Expectations

It is my responsibility to support my student's learning on a Flexible Learning Day.

Parent Do:	**Done:**
I will notify my school counselor or social worker if I do not have wifi access in advance of the Flexible Learning Day. (Assistance is available.)	
I will confirm that my student accesses their Google Classroom and email or begin work on their ard copies after 8:30 am.	
I will support my student's organization of learning by suggesting a quiet space to learn and a checklist of tasks to complete.	
I will ensure my student contacts the teacher if they are confused with the lesson.	

Administrator Expectations

It is my responsibility to support learning.

Administrator Do:	**Done:**
I will communicate with staff in preparation for a possible school cancellation, reminding teachers to upload lessons by 8:30 a.m.	
I will be available to respond to teacher, student, or parent communications.	

Special Notices to Parents: Federal Programs--ESSA--TITLE 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-8. 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 that are administered by the

Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs
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❖ 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.

❖ Who may file a complaint?

Any individual or organization may file a complaint.

❖ How can a complaint be filed?

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

❖ 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.

❖ 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.

❖ How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:
A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
The facts on which the statement is based and the specific requirement allegedly violated.

❖ 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.

- ❖ 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).

- ❖ 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.

- ❖ 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.

Title Programs

Title I is a federal program that provides additional researched-based intervention with appropriate curriculum and instruction for individual students. Chillicothe R-II Schools

operate Title I School-wide programs in grades Pre-Kindergarten through eighth grade. Title I School-wide programs provide schools with the opportunity to upgrade the entire school program by allowing more flexibility to serve students. Title I services include both push in and pull out interventions. Title I interventionists provide support for both teachers and students through a variety of methods. Each building has a parent involvement plan and parent-student-teacher compact for each student to reach his/her academic potential.

Parent Involvement Plan

Parental involvement is a necessity in a successful school district. School districts must make a systematic and concerted effort to actively involve parents in all facets of their child's education. The Chillicothe R-II School District desires to involve parents in all facets of the schooling process as we provide a comprehensive educational program encompassing pre-kindergarten through grade 12 and post-secondary education. Parents must see both the strengths and weaknesses of their child's district and become active in improving all aspects of that system, as we attempt to meet the needs of each student so that they graduate with the skills necessary to continue with his or her ambitions. This can only be accomplished by creating an atmosphere of cooperation and trust in which all parents feel safe as active participants. Building parent involvement plans are included in this handbook.

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 Every Student Succeeds Act (ESSA) of 2015 (Public Law 114-95), have the right to know.

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

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

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

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

CHILLICOTHE R-II SCHOOL-PARENT-STUDENT COMPACT

2026-2027

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

School Responsibilities - Chillicothe R-II School District and its staff will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet Missouri Learning Standards (MLS)
- Retain highly qualified principals and teachers
- Provide instruction, materials, and high quality professional development which incorporates the latest research
- Maintain a safe and positive school climate.
- Hold annual parent-teacher conferences
    - Discuss the child's progress/grades during the first quarter,
    - Discuss this compact as it relates to the child's achievement, and examine the child's achievement.
- Provide parents with frequent reports on their child's progress

    - Weekly communication and updates from classroom teachers
    - Weekly updated SIS with grades that can be accessed by parents/guardians
    - Quarterly grade cards/reports sent home by the school.
- Be accessible to parents through
    - Phone calls or person-to-person meetings
    - Scheduled consultation before, during, or after school
    - Scheduled school or home visits
- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as follows
    - Listen to children read,
    - Help with classroom decorations, art projects, etc.,
    - Present a program on your culture, a different country, etc., and

Parent Advisory Committee - Parent Responsibilities
I, as a parent, will support my child's learning in the following ways:

- Make sure they are in school every day possible
- Check that homework is completed
- Monitor the amount of screen time
- Volunteer in my child's classroom/school
- Be aware of my child's extracurricular time and activities
- Stay informed about my child's education by reading all communications from the school and responding appropriately

Student Responsibilities (revise to make grade appropriate)
I, as a student, will share the responsibility to improve my academic performance to meet the Missouri Learning Standards (MLS) and will:

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

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Principal Signature Date

Teacher Signature Date

Parent(s) Signature Date

Student Signature Date

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
- A student may not accumulate more than ten unpaid meal charges.
- Students may not charge à la carte items.
- A student with money in hand will not be denied a meal even if the student has past due charges.
- 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.

Alternative Meals
If the district's meal service line is designed to collect payment prior to students receiving food, a student who has accumulated ten unpaid meal charges and is still unable to pay for meals may be provided an alternative meal. Alternative meals will be on the regular serving line and will be available to all students as an alternative to the regular meal. If a student has been provided a regular meal, that meal will not be taken away from the student even if the student should have been provided an alternative meal due to unpaid meal charges.

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:

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.

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.

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.

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:

Provide timely notification to parents/guardians when account balances run low (when applicable) and each time their student charges a meal.
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.

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:

- State revenue matching funds in excess of state revenue matching-fund requirements.
- State and local funds provided to cover the cost of student meals.
- Local contributions from organizations or individuals.
- Revenue from adult meals prepared using resources outside the district's food service and not funded by the NSFSA.
- 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.
- 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:
- Evidence of efforts to collect unpaid meal charges.
- Evidence that collection efforts fell within the time frame and methods established by this procedure.
- Financial records showing when delinquent debt became bad debt.
- Evidence that funds written off as bad debt were restored to the NSFSA from non federal sources.

USDA Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis

of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.
Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.
To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:
mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
Fax: (833) 256-1665 or (202) 690-7442; or email: program.intake@usda.gov

This institution is an equal opportunity provider.
06/18/2024

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

Implemented: Revised: 6/16/2020

Chillicothe R-II School District
PO Box 530
Chillicothe, MO 64601

NONDISCRIMINATION NOTICE

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

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

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

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

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

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

Emily Schmidt, Director of Special Services
2807 Hornet Road
Chillicothe, MO 64601
Phone: 660-646-4566

Commitment To Compliance Under The Americans With Disabilities Act

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Chillicothe R-II School District will not discriminate on the basis of disability against qualified individuals with a disability with respect to its services, programs or activities.

Employment: The District does not discriminate on the basis of disability in its hiring or employment practices. The District complies with the federal regulations under Title I of the ADA (which governs the application of the ADA in the hiring and employment setting).

Effective Communication: The District will comply with the ADA with respect to providing auxiliary aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in its programs, services, and activities. These aids and services are designed to make information and communications accessible to people who have impairments, in areas such as speech, hearing, and vision. The District will not place a surcharge on a qualified individual with a disability, or any group of qualified individuals with disabilities, to cover the cost of providing auxiliary aids/services or reasonable modifications of policy (for example, retrieving items from locations that are open to the public but inaccessible to users of wheelchairs).

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a service, program, or activity of the District should contact the Compliance Coordinator, whose contact information is listed in the District's Notice of Nondiscrimination. Such contact should be made as soon as possible, but not later than 48 hours before the scheduled event (and, preferably, at least five (5) business days before the event).

Modifications to Policies and Procedures: The District will make reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy its services, programs and activities. However, the ADA does not require the District to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a District service, program, or activity is not accessible to persons with a disability may be directed to the District's Compliance Coordinator listed above. In addition, as stated in the District's Notice of Nondiscrimination, a person who is unable to resolve a problem or grievance arising under Title II of the ADA may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; phone (816) 268-0550.
SECTION 504 PUBLIC NOTICE

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

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

The school districts listed below have developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed at the districts' Special Services Office/Central Office between the hours of 8:30 am and 2:30 pm when school is in session.

This notice will be provided in native languages as appropriate.

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

Free Appropriate Public Education (Fape) Notice

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

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

The public school has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that

services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the public school district in which you live during business hours.

This notice will be provided in native languages as appropriate.

CHILLICOTHE R-II SCHOOL DISTRICT PUBLIC NOTICES

Lockers, Desks And Storage Areas

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

Student Records

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

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

RIGHT TO PREVENT DISCLOSURE: Parents or eligible students have the right to prevent disclosure of educational records to third parties with certain limited exceptions. The District will attempt to limit the disclosure of information contained in educational records to those instances when prior written consent has been given for the disclosure. However, upon request, the District will disclose information to officials of other schools in which a student seeks or intends to enroll. The District may also disclose information under the provisions of FERPA that allow disclosure without prior written consent, as well as directory information (unless you have refused to permit such disclosure of directory information), in accordance with FERPA regulations. The District will disclose educational records to school officials who have a legitimate educational interest in the records. Officials include those persons employed by the District, whether paid or unpaid, as an administrator, supervisor, instructor, or support staff member, including health or medical staff; persons retained by or under contract to the District to perform a special task, such as an attorney, auditor, etc.; or persons who are employed by the District's law enforcement unit. School officials have a legitimate educational interest if the officials are: performing a task related to a student's education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid; or maintaining the safety and security of the campus.

DESIGNATION OF DIRECTORY INFORMATION: In Board Policy JO, Student Records, the District has designated certain information contained in the educational records of its

students as directory information for purposes of FERPA. The District considers the following to be directory information:

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

Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Directory Information – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services: The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

As provided above, the District may disclose directory information in its discretion without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, the information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA. Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the principal of the school which the student attends. In the event a notification of refusal is not filed, the District assumes that neither a parent of a student or an eligible student objects to the release of the directory information designated.

MILITARY RECRUITER ACCESS/STUDENT RECRUITING INFORMATION: Upon request of military recruiters, the District is required by law to provide access to secondary students' names, addresses, and telephone listings. The District is also required to provide military

recruiters with the same access to secondary school students as is provided generally to post secondary educational institutions or to prospective employers. However, any secondary student or parent of a secondary student may request that the student's name, address, and telephone listing not be released without prior written consent of the parent. Requests that a student's name, address, and telephone listing not be released to military recruiters must be submitted, in writing, to the principal of the school which the student attends.

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

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

Surveys Under Protection Of Pupil Rights Amendment

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

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

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

obtained from students for marketing or to sell or otherwise distribute the information to others.

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

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

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

Teacher Qualifications

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