

# Student Handbook

## Chaffee Junior Senior

### High School



John Cundiff  
Principal

Abbigail Cossou  
Counselor

Aaron Horrell  
Athletic Director

Amber Flanigan  
Administrative Assistant

# Chaffee R-II Public Schools

*Welcome. . .*

The Faculty and Administration welcomes you to the 2025-2026 school year. It should be an enjoyable and educationally rewarding year for you. During the coming months you will be involved in many facets of school life such as academics, extracurricular activities and social events.

The academic program is certainly the most important area of school activities. In fact, it is **THE** reason you are here. Chaffee Junior-Senior High School is committed to the principle that all children have ability, dignity, worth and an equal right to develop their potential for a full and meaningful life. The program of studies offered is relevant and sensitive to the needs of students.

Academics, however, are only part of the record you will build while attending school. Your attendance, participation in athletics and involvement in student activities are also part of your permanent record. Strive to make your overall record the very best possible.

This handbook contains important information. Students, teachers, board members, parents and administrators were consulted in developing the programs and policies. You and your parents are asked to read this handbook completely as soon as possible. Refer to it as the need arises. It will be your responsibility to become familiar with this information.

The faculty and staff of Chaffee Junior-Senior High School are here to help you. Chaffee has a proud history. The faculty, alumni and community are proud of this school -- remember it is your school. Please share in this pride and join the efforts to make this year the best ever.

If you have any questions about the school, the activities or the regulations, please feel free to ask. I look forward to working with you during the coming school year.

John Cundiff

Principal

Chaffee Junior-Senior High School

# Philosophy

America's concept of education for all people stands as one of the greatest contributions this nation can make to the history of the world. Equality of educational opportunity is the essence of a democratic form of government. For the nation to continue in freedom, a well-educated citizenry is vital. We believe that our youth is the country's most valuable resource and that high quality universal public education with appropriate parent participation is the best tool for developing that resource.

The primary aim of Chaffee R-II Public Schools is to provide the services necessary to educate each child relative to ability in keeping with the financial ability of the district to provide such services.

# Mission Statement

We serve the community by creating an educational environment of accountability and high expectations conducive to the production of life-long learners.

# Vision Statement

Engaged citizens who contribute to positive growth.

# Core Values

As we carry our mission and achieve our vision, we will remain true to our core values of:

- |                |            |
|----------------|------------|
| Safety         | Commitment |
| Compassion     | Service    |
| Responsibility | Growth     |
| Cooperation    | Knowledge  |

# Chaffee R-II Schools Nondiscrimination Policy – P2100

The Chaffee R-II School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies;

Shawn Nix, Superintendent of Schools, 517 West Yoakum, Chaffee, Missouri 63740 573/887-3532

Seth Waters, 504 Coordinator, 408 Elliot Avenue, Chaffee, Missouri 63740 573/887-3244

Jennifer Vandeven, Title IX Coordinator Age Act Coordinator, 408 Elliott Avenue, Chaffee, Missouri 63740 573/887-3244

Jennifer Vandeven, Title II Coordinator Title VI Coordinator, 408 Elliot Avenue, Chaffee, Missouri 63740 573/887-3244

For further information on notice of non-discrimination, visit the address and phone number of the office that serves your area, or call 1-800-421-3481.

# Notice of Locations and Services for Individuals with Disabilities – PRF6250

The Chaffee R-II Public School District at 517 West Yoakum, Chaffee, Missouri provides services, activities and facilities that are accessible to and usable by individuals with disabilities. A facility map has been posted at the main entrance indicating all services and locations of services usable by individuals with disabilities.

Should concerns arise or facilities are unacceptable, please contact the Director of Special Services, Mrs. Laura Stoverink, or the Board of Education, 517 West Yoakum, Chaffee, Missouri 63740, (573) 887-3532. The Director of Special Services has been designated by Chaffee R-II Public School District to coordinate this institution's effort to comply with the regulations implementing Title VI, Title IX, and Section 504.

# Child Find Statement – PRF 6250

To whom it may concern:

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. Chaffee R-2 Schools assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of three (3) and twenty-one (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.

Chaffee R-2 Schools 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.

Chaffee R-2 Schools 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).

Chaffee R-2 Schools 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 office of the Special Education Director, 408 Elliott Street, Chaffee, MO 63740 upon request. This notice will be provided in native languages as appropriate.

Sincerely,

Mrs. Laura Stoverink  
Special Education Director

## No Child Left Behind Act Of 2001

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 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 the following:

- 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.

# Federal Programs Complaint Resolution Procedures

The Elementary and Secondary Education Act requires certain notifications to parents and guardians when school districts receive federal funds. School districts must annually disseminate federal programs complaint resolution procedures to parents and guardians of students and appropriate private school officials or representatives. The Every Student Succeeds Act of 2015 (ESSA) [complaint procedures can be found online.](#)

## Parents' Right To Know

Under the ESSA federal law, parents and guardians may request information regarding the professional qualifications of their students' classroom teachers and paraprofessionals. Please contact the Chaffee R-2 Superintendent's Office to request this information. You have a right to request the following:

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

## Chaffee Website / Cellphone Apps

Check out our Chaffee R-II Public Schools website at: <https://chaffeer2.org>

Chaffee R-II Public Schools has a cell phone application (app) for the schools. You can access documents, events, news updates and emergency notifications.

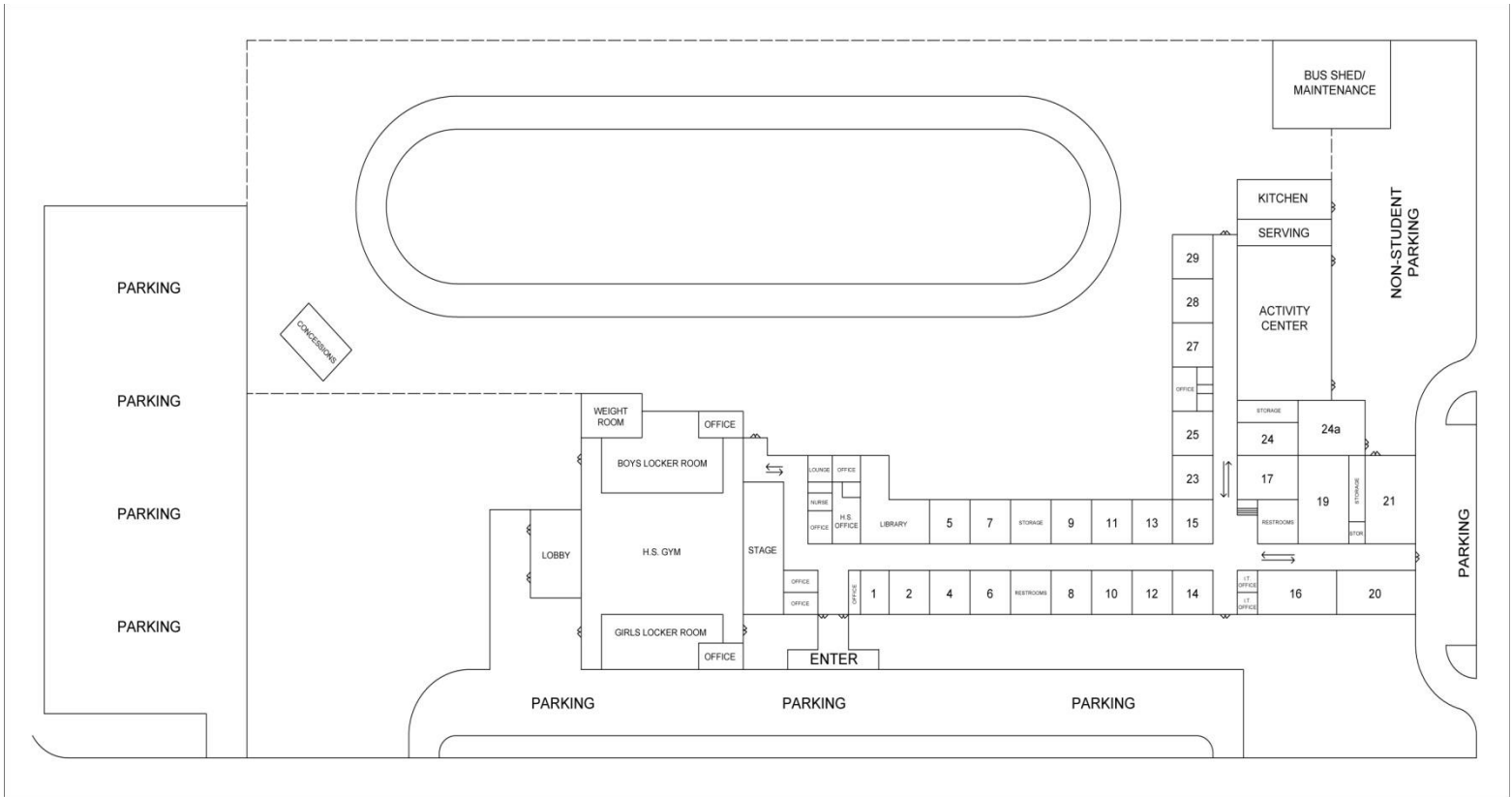
Download for Android: <https://bit.ly/3QjCJdn>

Download for iPhone: <https://apple.co/3rK1cy4>

# Table of Contents

Absence on the Day of an Activity for Athletic Program	22	Grade Level Classification	15	Transfer / Withdraw from School	12
Academic Dishonesty	27	Grading Periods	14	Transportation Instructions	18
Academic Standards for Athletic Program	21	Grading Scale - Weighted Courses	12	Valedictorian/Salutatorian	15
Activities	35	Graduation Requirements	14	Vandalism	31
Activities & Organizations	20	Harassment-Bullying	31	Virtual Instruction	19
Additional Rules	33	Honor Roll	13	Vision Statement	3
Administrative Disciplinary Action	33	Honor Student - Academic Letter - Honor Banquet	13	Visitors	35
Alcohol	33	Incident Weather	36	Welcome	2
Announcements	36	In-School Suspension	34		
Application Form	19	Internet Access	27		
Arson	31	Junior Senior Prom	21		
Assemblies	36	Leaving School	29		
Athletic and Activities Program Coaching Staff	23	Locker Searches	35	General Health Guidelines & Basic First Aid	37-44
Athletic Program Introduction	21	Long Term In-School Suspension - Alternative School	35	Abdominal Pain	37
Attendance	23	Long Term Suspension	35	AED Use	37
Attendance & Truancy Program	24	Loss of Privilege	34	Asthma Attacks	38
Attendance at Extracurricular Activities	26	Make-Up Assignments	26	Bed Bugs	38
Bell Schedule	8	Mission Statement	3	Bites - Animal	38
Blitz Days	21	Missouri School Immunization Requirements	36	Bites - Human	38
Building & Campus	36	Misuse of Social Media	27	Broken Teeth	38
Bus Conduct / Protocol	30	No Child Left Behind	4	Burns	38
Cell Phones/Communication Devices	28	Nondiscrimination Policy	3	Colds	39
Chaffee Website	5	Notice of Location & Service Individuals with Disabilities	3	Conjunctivitis (Pink Eye)	39
Child Find Statement	4	Open Campus Requirements	11	Cuts & Abrasions	39
Citizenship Standards for Athletic Program	21	Overview	19	Diarrhea	39
Class Organization & Class Officers	20	Parent Involvement	34	Earache	39
Class Sponsors	20	Parent Portal	19	EPI Pen	40
Conference-Parent Contact	34	Parking and Driving	28	Fainting	40
Confiscation	34	Philosophy	3	Fever	40
Core Values	2	Procedures for Early Graduation for Seniors	16	Fractures	40
Corporal Punishment	34	Public Display of Affection	31	Foreign Body in Eye	40
Correspondence Courses	17	Reduced Schedule Options for Seniors	15	Hand, Foot, and Mouth Disease (HFMD)	40
Counseling Services	12	Residency	26	Headache	41
Dangerous Weapons	32	Resititution	34	Head Injury/Possible Concussion	41
Defacing or Destroying School Property	31	Retention Policy	18	Headlice	41
Deliveries	36	Schedule Changes	12	Heat Exhaustion	41
Detention	34	School Dances	20	Hives	41
District Calendar	9	School Lunch Program	11	Impetigo	41
Dress & Appearance	30	School Map Layout	7	Insect Bit/Sting	42
Dress Code	30	Selection of Valedictorian/Salutatorian	14	Nosebleeds	42
Drugs	32	Short Term Suspension	35	Poison Ivy	42
Dual Credit	18	Skipping Classes	26	Ringworm	42
Early College Credit	18	Smoking, Use of Tobacco, E-Cigarettes or Vapes	33	Scabies	42
Eligibility Standards for Athletic Program	22	Student Cell Phone Notification and Procedure	29	Seizures	43
Enrollment Procedures	19	Student Council	20	Shingles	43
Expectations (Student Attendance and Student Conduct)	11	Student Eligibility	19	Shock	43
Expulsion	35	Table of Contents	6	Sore Throat/Strep Throat	43
Extracurricular Programs	20	Tardy Policy	17	Methicillin-Resistant Staphylococcus Aureus (MRSA)	43
Faculty & Staff	10	Teacher Expectations: Consequences for Tardiness	17	Vomiting	44
Federal Programs Complaint Resolution Procedures	5	Telephone Messages	35	Contagious Communicable Diseases	44
Fire, Tornado, Earth Quake & Intruder Drills	36	Theft	33	Medications at School	44
Fraud, Plagiarism, Cheating and Forgery	29	Threats of Violence & Fighting	32	Health Service	44

# School Map Layout



## Classroom Number

## Subject

02	Mr. Will Hargrove, High School Government and Personal Finance
04	Ms. Ashley Acup, Junior High Mathematics
05	Mrs. Morgan Swinford, High School Mathematics
06	Mr. Travis Calkins, High School History
07	Mrs. Dulcie Mayberry, High School Science
08	Science Lab
09	Mr. Jay Pierce, Junior High / High School Art
10	Mr. Jacob Flick, High School Science
11	Ms. Erica Bone, Junior High School Language Arts
12	Mrs. Billie Berkheimer, High School Language Arts
13	Mr. Shawn Seabaugh, High Language Arts
14	Mr. Kerry Thompson, Junior High Social Studies
15	Journalism Lab
16	Mr. Austin Westrich, Business and Keyboarding
17	Mr. Jaron McMurry, Industrial Arts
19	Shop
20	Mr. Sid Atkins, Family and Consumer Science
21	Mr. Ben Moses, Music / Band / Choir
23	Alternative Room / ISS
24	Robotics Lab
25	Mrs. Audrey Greer, Special Education Resource
27	Mrs. Nancy Robertson, Special Education Resource
28	Mr. Dutch Miller, Junior High / Senior High Health
29	Mrs. Anna Knutson, Junior High School Mathematics

Regular Bell Schedule		Early Release Monday's	
Morning Bell	7:45 AM	Morning Bell	7:45 AM
1	7:50-8:42	1	7:50-8:32
2	8:46-9:38	2	8:36-9:18
3	9:42-10:34	3	9:22-10:04
4	10:38-11:30	4	10:08-10:50
JH Lunch	11:30-11:56	JH Lunch	10:50-11:16
HS 5	11:34-12:26	HS 5	10:54-11:36
HS Lunch	12:26-12:52	HS Lunch	11:36-12:02
JH 5	12:00-12:52	JH 5	11:20-12:02
6	12:56-1:48	6	12:06-12:48
7	1:52-2:44	7	12:52-1:34
4 Minutes Between Classes		4 Minutes Between Classes	

# 2025-2026 School Calendar

## July 2025

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## August 2025

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## September 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## October 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## November 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## December 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**Chaffee R-II School District**  
 517 West Yoakum  
 Chaffee, MO 63740

- Aug 11 New Teacher Professional Dev. Day
- Aug 12-14 Professional Development Days
- Aug 18 First Day of School for Students
- Sep 1 Labor Day - No School
- Sep 8 Early Dismissal-1:30 p.m.
- Sep 26 Professional Development-No School
- Oct 6 Early Dismissal-1:30 p.m.
- Oct 30 Early Dismissal-1:30 pm/  
Parent/Teacher Conf. 2 pm-7 pm
- Oct 31 No School
- Nov 3 Early Dismissal-1:30 p.m.
- Nov 24-28 Thanksgiving Break
- Dec 1 Early Dismissal-1:30 p.m.
- Dec 22-Jan 5 Winter Break
- Jan 5 Prof. Dev. Day - No School
- Jan 6 Students Return from Winter Break
- Jan 19 Martin Luther King, Jr. Day - No School
- Feb 2 Early Dismissal-1:30 p.m.
- Feb 12 Early Dismissal-1:30 pm/  
Parent/Teacher Conf. 2 pm-7 pm
- Feb 13 No School
- Feb 16 President's Day - No School
- Mar 2 Early Dismissal-1:30 p.m.
- Mar 13 No School
- Mar 16 Professional Development Day
- Apr 3-6 Spring Break - No School
- May 15 Last Day-Early Dismissal-1:30 p.m.

**2025-2026 Schedule Make-Up Days**

This calendar is subject to change due to weather or other emergencies that may occur.

Personal Days may not be used for Professional Development Days without prior written approval.

## January 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## February 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

## March 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## April 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## May 2026

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## June 2026

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**Category of Events**

- Professional Development - No School
- First Day of School/Students Return
- Early Dismissal 1:30 p.m.
- School Closed
- Early Dismissal 1:30 p.m., Parent Teacher Conferences
- Graduation
- Last Day of School
- Makeup Snow Days

# Faculty and Staff

Superintendent  
High School Principal  
Athletic Director

## Administration

Dr. Shawn Nix  
Mr. John Cundiff  
Mr. Aaron Horrell

## Academic Staff

High School Mathematics  
FACS  
High School English Language Arts  
High School History  
High School Counselor  
Special Education Resource  
High School Science  
Junior High/High School Physical Education  
Special Education Resource  
Special Education Resource  
High School Government/Personal Finance  
Junior High Mathematics/High School Journalism  
High School/Junior High Band/Choir  
High School Science  
High School Industrial Arts/Robotics  
Junior High/High School Health  
Junior High English Language Arts  
District Librarian  
Junior High/High School Art  
Weights  
District Information Technology Coordinator  
High School English Language Arts  
RootEd Coordinator  
High School Mathematics  
Junior High Social Studies  
A+ Coordinator  
District 504 Coordinator  
Junior High Computers/High School Business

Ms. Ashley Acup [ashley.acup@chaffeer2.org](mailto:ashley.acup@chaffeer2.org)  
Mr. Sid Atkins [sid.atkins@chaffeer2.org](mailto:sid.atkins@chaffeer2.org)  
Mrs. Billie Berkheimer [billie.berkheimer@chaffeer2.org](mailto:billie.berkheimer@chaffeer2.org)  
Mr. Travis Calkins [travis.calkins@chaffeer2.org](mailto:travis.calkins@chaffeer2.org)  
Mrs. Abigail Cossou [abigail.cossou@chaffeer2.org](mailto:abigail.cossou@chaffeer2.org)  
Mrs. Nancy Robertson [nancy.robertson@chaffeer2.org](mailto:nancy.robertson@chaffeer2.org)  
Mr. Jacob Flick [jacob.flick@chaffeer2.org](mailto:jacob.flick@chaffeer2.org)  
Mr. Josh Govreau [josh.govreau@chaffeer2.org](mailto:josh.govreau@chaffeer2.org)  
Mrs. Audrey Greer [audrey.greer@chaffeer2.org](mailto:audrey.greer@chaffeer2.org)  
Mrs. Samantha Grippo [samantha.grippo@chaffeer2.org](mailto:samantha.grippo@chaffeer2.org)  
Mr. Will Hargrove [will.hargrove@chaffeer2.org](mailto:will.hargrove@chaffeer2.org)  
Mrs. Anna Knutson [anna.knutson@chaffeer2.org](mailto:anna.knutson@chaffeer2.org)  
Mr. Ben Moses [ben.moses@chaffeer2.org](mailto:ben.moses@chaffeer2.org)  
Mrs. Dulcie Mayberry [dulcie.mayberry@chaffeer2.org](mailto:dulcie.mayberry@chaffeer2.org)  
Mr. Jaron McMurry [jaron.mcmurry@chaffeer2.org](mailto:jaron.mcmurry@chaffeer2.org)  
Mr. Dutch Miller [dutch.miller@chaffeer2.org](mailto:dutch.miller@chaffeer2.org)  
Ms. Erica Bone [erica.bone@chaffeer2.org](mailto:erica.bone@chaffeer2.org)  
Ms. Amanda Mossman [amanda.mossman@chaffeer2.org](mailto:amanda.mossman@chaffeer2.org)  
Mr. Jay Pierce [jay.pierce@chaffeer2.org](mailto:jay.pierce@chaffeer2.org)  
Mr. Shawn Powderly [shawn.powderly@chaffeer2.org](mailto:shawn.powderly@chaffeer2.org)  
Mr. Thomas Ratledge [thomas.ratledge@chaffeer2.org](mailto:thomas.ratledge@chaffeer2.org)  
Mr. Shawn Seabaugh [shawn.seabaugh@chaffeer2.org](mailto:shawn.seabaugh@chaffeer2.org)  
Mrs. Belinda McMurry [belinda.mcmurry@chaffeer2.org](mailto:belinda.mcmurry@chaffeer2.org)  
Mrs. Morgan Swinford [morgan.swinford@chaffeer2.org](mailto:morgan.swinford@chaffeer2.org)  
Mr. Kerry Thompson [kerry.thompson@chaffeer2.org](mailto:kerry.thompson@chaffeer2.org)  
Mrs. Jeanette Wachter [jeanette.wachter@chaffeer2.org](mailto:jeanette.wachter@chaffeer2.org)  
Mr. Seth Waters [seth.waters@chaffeer2.org](mailto:seth.waters@chaffeer2.org)  
Mr. Austin Westrich [austin.westrich@chaffeer2.org](mailto:austin.westrich@chaffeer2.org)

## Academic Aids

Academic Classroom Aid  
Academic Classroom Aid

Mrs. Kelsi McAlister [kelsi.mcalister@chaffeer2.org](mailto:kelsi.mcalister@chaffeer2.org)  
Ms. Mariann Wilson [mariann.wilson@chaffeer2.org](mailto:mariann.wilson@chaffeer2.org)

## Administrative Assistants

Superintendent Secretary/Bookkeeper  
High School Secretary  
High School Receptionist

Mrs. Kelly Spies [kelly.spies@chaffeer2.org](mailto:kelly.spies@chaffeer2.org)  
Ms. Amber Flanigan [amber.flanigan@chaffeer2.org](mailto:amber.flanigan@chaffeer2.org)  
Ms. Makaila Flanigan [makaila.flanigan@chaffeer2.org](mailto:makaila.flanigan@chaffeer2.org)

## Health/Medical Services

High School Nurse

Mrs. Linda Wessel [linda.wessel@chaffeer2.org](mailto:linda.wessel@chaffeer2.org)

## Cook

Food Service Director  
Cook  
Cook

Ms. Erica Huffman [erica.huffman@chaffeer2.org](mailto:erica.huffman@chaffeer2.org)  
Mrs. Crystal Gramlisch [crystal.gramlisch@chaffeer2.org](mailto:crystal.gramlisch@chaffeer2.org)  
Mrs. Judy Lynn [judy.lynn@chaffeer2.org](mailto:judy.lynn@chaffeer2.org)

## Custodians/Maintenance/Transportation

District Maintenance  
Custodian  
Bus Driver/Custodian

Mr. Raymond Spies [raymond.spies@chaffeer2.org](mailto:raymond.spies@chaffeer2.org)  
Mrs. Brenda Hester [brenda.hester@chaffeer2.org](mailto:brenda.hester@chaffeer2.org)  
Mrs. Kelly Glastetter [kelly.glastetter@chaffeer2.org](mailto:kelly.glastetter@chaffeer2.org)

## School Resource Officer

School Resource Officer

Officer James Lyerla [james.lyerla@chaffeer2.org](mailto:james.lyerla@chaffeer2.org)

## Expectations (Student Attendance and Student Conduct)

To maximize the benefits of education for all students, the Board of Education of Chaffee R-II Public School District has current policies concerning student discipline and student attendance. It is the philosophy of the Board that these policies be emphasized and enforced.

Student Attendance: Education requires continuity of instruction, classroom participation, learning experiences and study. A student can never really make up or compensate for absence from class. All students are expected to attend school regularly and to be on time for classes in order to derive maximum benefit from the instructional program. There is a direct relationship between poor attendance and class failure.

Student Conduct: The basis of being able to carry on the teaching/learning process rests upon the ability of staff members, teachers and administrators to ask students to do reasonable things, behave in reasonable ways and follow reasonable rules. Ordinary courtesy and common-sense behavior is expected of every student. Teachers shall have the authority to make and enforce necessary rules for the internal governance in the classroom. When a disciplinary referral is made on a student, the student will be made aware of the accusations, given an opportunity to respond and then given notification of the disciplinary action to be taken. When disciplinary action is necessary, the number of repeat offenses, the total number of different offenses, and the seriousness of any one single offense are taken into consideration.

## School Lunch Program

To purchase lunch in the cafeteria students will be using an assigned PIN. It is the student's responsibility to remember their PIN. The district qualifies for the Community Eligibility Provisions (CEP) program serving nutritious meals each day. Qualifying breakfast and lunch meals are free for all students however there is a charge for additional a la carte items and/or meals that do not meet the guidelines outlined by the National School Lunch Program. Chaffee R-II School District will operate under a closed campus policy where all students grade seven (7) through twelve (12) will remain on campus for lunch. However, Juniors and Seniors who maintain a ninety-eight percent (98%) daily attendance will receive open campus privileges or if they score in the top two (2) levels of the Missouri Assessment Program in both Communication Arts and Math, or score twenty-one (21) or above on the ACT examination.

**Students must pay for meals in advance.** If individual lunch accounts exceed negative twenty-five dollars (-\$25.00), an alternative lunch will be offered to those students – **NO EXCEPTIONS** – until the negative balance has been paid. Students will be able to deposit money into their accounts daily by placing money in a collection envelope and giving it to the office, giving cash/check/money order to the individual working at the computer during breakfast/lunch breaks or by depositing funds remotely through the TeacherEase parent portal.

## Open Campus Requirements

### (Monitored Daily and on a Quarterly Basis)

1. Juniors must score proficient or advanced on the Biology OR Language Arts II EOC
2. Students must maintain 92% (ninety-two percent) attendance. All absences (verified, excused, and unexcused) will count towards a student's overall attendance.
3. Students must maintain an overall "B" average (80%).
4. Students will have no discipline referrals resulting in ISS or OSS and no more than two referrals resulting in reprimands or detentions.

## Counseling Services – P2810

A school counselor is available to provide personal counseling for individuals or groups. The counselor also aids students by arranging class schedules, administering and interpreting student testing and is available to help students when needed. The counselor is available before school and after. Students must have permission from their classroom teacher before visiting the counselor during a class.

Parents, who wish to arrange conferences with the teachers at times during the year other than Parent-Teacher Conferences are encouraged to call the counselor's office at (573) 887-3226.

## Schedule Changes

The master schedule is developed as a result of careful planning by the school counselor and administration. The accommodations and modifications to the master schedule are based on several factors that include state and local graduation requirements, class size and teacher certification. Considerable effort is invested to ensure that each student receives the scheduled of his or her choice. However, it may be impossible to schedule first-choice courses due to the period the class is offered.

It is the schools hope that through extensive planning that we can have yet another successful academic year. Enrollment is at an all-time high and class sizes continue to be larger than years past. Each year the staff and administration go through the process of ordering the exact number of textbooks, materials and desk so that each class is fully equipped. However, it is extremely difficult to plan without students scheduled secured. Therefore, requests for student schedules meet his or her academic needs.

Schedule Change Procedure:

- Students will need to obtain a schedule change application from the school counselor.
- Schedule change application must be signed by all parties.
- Schedule change application must be received during the first (1<sup>st</sup>) full week of each semester.
- Schedule change considerations must be approved by the school counselor and principal.

## Transfer and/or Withdrawal from School – P2245

Students moving or transferring to another school should pick-up a transfer form from the office and have it completed by their teachers. When completed, the form should be returned to the office. Students wishing to withdraw from school should contact the counselor.

## Grading Scale-Weighted Courses – PR6450

Letter grades at Chaffee Junior-Senior High School will be earned according to the following scale: (Weighted Classes include – Chemistry and Advanced Math courses).

<b>CHS</b>	<b>Weighted Classes</b>		
11	12	A	96-100
10	11	A-	90-95
9	10	B+	87-89
8	9	B	83-86
7	8	B-	80-82
6	7	C+	77-79
5	6	C	73-76
4	5	C-	70-72
3	4	D+	67-69
2	3	D	63-66
1	2	D-	60-62
0	0	F	0-59

**Updated 4.0 Grade scale and 2 tier weight system**

<b>Grade</b>	<b>Non-Weight</b>	<b>Weighted +.333</b>	<b>Weighted +.667</b>
A	4.000	4.333	4.667
A-	3.667	4.000	4.333
B+	3.333	3.667	4.000
B	3.000	3.333	3.667
B-	2.667	3.000	3.333
C+	2.333	2.667	3.000
C	2.000	2.333	2.667
C-	1.667	2.000	2.333
D+	1.333	1.667	2.000
D	1.000	1.333	1.667
D-	0.667	1.000	1.333
F	0.000	0.000	0.000

**The list below went into effect starting with the class of 2025**

**Classes with Weighted +.333**

8<sup>th</sup> grade Algebra 1  
 Pre-Calculus  
 Trigonometry  
 Physics  
 Human Anatomy 1 & 2  
 Level 2 of a Foreign Language

**Classes with Weighted +.333**

Child Care Careers  
 Graphics 2

**Classes with Weighted +.667**

Level 3+ of a Foreign Language  
 Approved Dual Enrollment  
 Practical Nursing  
 Project Lead the Way 1 & 2  
 Computer Net & Securities 1 & 2  
 EMT

## Honor Roll – PR6450

Students can participate in Honor Roll. Grade point averages are not used in the selection. If a student’s letter grade for any quarter averages “B” or better with no grade lower than a “B-”, he or she will make the Honor Roll for that quarter. Students who are on Honor Roll all four quarters for the year will have this distinction noted on their permanent record. The calculation of grades to determine honor roll recognition will not include Cape College Center (MAC) grades for the first (1<sup>st</sup>) and third (3<sup>rd</sup>) quarters due to grade reporting times by that institution. However, second (2<sup>nd</sup>) and fourth (4<sup>th</sup>) quarter honor roll recognition will have Cape College Center grades calculated in with regular coursework done at Chaffee Junior-Senior High School for students participating in that program.

## Honor Student-Academic Letter

Honor Students are the students with the top five (5) grade point averages in grades ninth (9<sup>th</sup>), tenth (10<sup>th</sup>), eleventh (11<sup>th</sup>) and twelfth (12<sup>th</sup>). Grades are averaged on a four (4) point scale. Grade points from all courses will be counted with the exception of courses in which a student earns a grade of “credit”. These courses (Business Internship, etc.) will not be counted. In order to qualify, the student must carry a minimum of four courses in which a grade is awarded. Academic letters will be awarded to students who were listed on the Honor Roll for the first (1<sup>st</sup>), second (2<sup>nd</sup>) and third (3<sup>rd</sup>) quarters. All courses in which a letter grade is awarded will be counted.

## Honors Banquet

Students who have a GPA of three-point-five to four-point-zero (3.5/4.0) or higher for each quarter of the current academic year will be invited to the spring Honors Banquet. These students will be considered academic letter recipients for the current academic school year. Students who are in the top five (5) of each class and tie will be considered honor students. Students must also maintain an attendance rate of ninety percent (90%) or above to be eligible to be an honor student.

# Grading Periods – PR2520

Report Cards – mailed home by the office	
Quarter	
1	Distributed at Parent Teacher Conferences
2	Week of 12/19/25
3	03/17/2026
4	Week of 05/15/26

Mid Quarter Grades – sent home with student	
Quarter	
1	09/12/2025
2	11/14/2025
3	01/30/2026
4	04/10/2026

Quarter Ending Dates	
1 <sup>st</sup> Quarter Ends	October 17 <sup>th</sup> , 2025
2 <sup>nd</sup> Quarter Ends	December 19 <sup>th</sup> , 2025
3 <sup>rd</sup> Quarter Ends	March 12 <sup>th</sup> , 2026
4 <sup>th</sup> Quarter Ends	May 15 <sup>th</sup> , 2026

## Senior High School Credits for Graduation Requirements – PR2525

In order to graduate from Chaffee Junior-Senior High School, a student must complete a minimum of twenty-four (24) units of credit and pass both US and Missouri Constitution test. Graduation requirements are as follows:

Subject Area	Graduating Requirements
English/Language	4.0
Mathematics	3.0
Science	3.0
Social Studies	3.0
Fine Arts	1.0
Practical Arts	1.0
Physical Education	1.0
Health	0.5
General Electives	7.0
Personal Finance	0.5
<b>TOTAL</b>	<b>24.0</b>

A general elective is any course which is not required. A course will count as a general elective, provided it is not used to fulfill another requirement. For instance, Business Computer Applications may be used as a general elective and would satisfy the requirement for one unit of credit. However, Business Computer Applications would not satisfy two requirements, that is a unit of practical arts credit and a unit of general electives credit.

## Grade Level Classification

Students in the Senior High (grades 9th-12th) will be assigned to a grade level classification according to the credit that they have successfully completed: Junior year CHS students must have at least seventeen (17) units of credits in order to be considered a Senior and participate in Senior class activities. Third year students who do not meet this requirement will have to meet with the counselor and parents to create a plan to regain credits so they can graduate with their class.

**Senior:** 17 or more credits

**Sophomore:** 6-10 credits

**Junior:** 11-16 credits

**Freshman:** 0-5 credits

## Graduation Activities

### Valedictorian / Salutatorian – PR6450

For the purposes of class rank and designation of the Valedictorian and Salutatorian, all classes are counted in the computation of grade point averages. The student having the highest GPA (Grade Point Average) and meeting college preparatory requirements will be named as Valedictorian. The second highest student meeting those same requirements will be named Salutatorian. A tie is recognized only if two or more individuals have a mathematically exact cumulative grade point average.

### Selection of Valedictorian and Salutatorian – PR6450

The Board of Education requires that any student eligible to be valedictorian and salutatorian must maintain four consecutive semesters of attendance their junior and senior year at Chaffee Junior Senior High School.

### Reduced Schedule Option for Seniors – P2540

1. The faculty of Chaffee Junior-Senior High School believes in the value of a full-day, eight (8) semester education program for all Chaffee students, and the faculty strongly recommends that all college-bound students complete a full-day, eight (8) semester program.
2. The faculty of Chaffee Junior-Senior High School believes that as our students become seniors, they should be given the opportunity to earn a reasonable degree of latitude in designing their academic schedules in order to prepare them for the freedom they will experience beyond being graduated.
3. Those students that request a reduced schedule will be enrolled in a business internship for eighth (8<sup>th</sup>) period. A letter from the employer will be required stating the specifics of job responsibilities and hours of employment.
4. The faculty has determined that seniors who have demonstrated success and maturity in academics, attendance and conduct will be given the opportunity to enroll for seven (7) out of eight (8) periods to the following standards of success. The seniors who have met two (2) of the three (3) standards of success with regard to academics, attendance and conduct will be given the opportunity to petition for a reduced schedule through a formal process by completing an Application for Reduced Schedule provided by the School Counselor. Simultaneously, any student approved for a reduced schedule who falls below any of the three (3) standards of success will be subject to dismissal from the privilege.
5. The application for reduced enrollment must be completed during the pre-enrollment process during the spring semester and must be endorsed by the student's parent, counselor and principal and submitted by the deadline date.

#### **Standards of Success Defined:**

**Attendance:** A student must achieve an average daily attendance of ninety-five percent (95%) the semester preceding the application for participation. A student must maintain an average daily attendance of ninety-five percent (95%) while participating in the program.

**Discipline:** A student must have no disciplinary referrals the semester preceding the application and must receive no disciplinary referrals during the time of participation.

**Grades:** A student must have achieved a cumulative GPA (Grade Point Average) of a “B” (eight point zero (8.0) or higher on an eleven (11) point scale preceding the application for participation.

## Procedures for Early Graduation for Seniors – P2540

1. The faculty of Chaffee Junior-Senior High School believes in the value of a full-day, eight (8) semester education program for all Chaffee students, and the faculty strongly recommends that all college-bound students complete a full-day, eight (8) semester program.
2. The faculty of Chaffee Junior-Senior High School believes that as our students become seniors, they should be given the opportunity to earn a reasonable degree of latitude in designing their academic schedules in order to prepare them for the freedom they will experience beyond being graduated.
3. Students who elect to graduate after the required seven (7) semesters of attendance must complete an application for early graduation during the pre-enrollment process during the spring semester and must be endorsed by the student’s parent, school counselor and principal and must be submitted by the deadline date.
4. Students who apply for early graduation must complete all graduation requirements by the conclusion of the seventh (7<sup>th</sup>) semester.
5. Students who apply for early graduation forfeit eligibility for the Honors Banquet, Salutatorian and Valedictorian. Class rank for early graduation will be determined at the end of the last semester enrolled and will not be included in the final class rank for commencement.
6. Students who are graduated early are not required to participate in commencement exercises; however, they may do so if they choose. All diplomas will be issued after June first (1<sup>st</sup>).

## Tardy Policy – PR2610

**Morning Tardy:** A morning tardy will be defined as any student who is late to first (1<sup>st</sup>) period. All morning tardies will be addressed with the principal or his designee. Students are limited to four (4) call-ins by parents for tardies per semester. Students who bring in medical notes will be excused and are not counted in the five (5). Once all call-ins are used, students will be referred to the tardy policy.

1<sup>st</sup> – Warning (may not be notified)

2<sup>nd</sup> – Conference with admin

3<sup>rd</sup> – 1 Lunch detention

4<sup>th</sup> – 2 Lunch detentions

5<sup>th</sup> – Wednesday after school detention

**(Parent contact will be made after fifth (5<sup>th</sup>) tardy)**

6<sup>th</sup> – 1 SSD (Saturday School Detention) (After 6<sup>th</sup> morning tardy, referral to Phase 1 of ATP)

7<sup>th</sup> – 1 SSD (Saturday School Detention)

8<sup>th</sup> – 1 day of ISS

9<sup>th</sup> – 2 days of ISS

10<sup>th</sup> – 4 days ISS

11+ - is considered excessive tardiness and will be addressed at the discretion of administration.

**Class Tardies:** Class tardies are defined as being late between second (2<sup>nd</sup>) through Advisory hour classes.

Teachers will track students second through seventh (2<sup>nd</sup>-7<sup>th</sup>) hour tardies and assign first through third (1<sup>st</sup>-3<sup>rd</sup>) tardy discipline. Fourth (4<sup>th</sup>) + will result in an office referral.

1<sup>st</sup>: Warning (issued by period teacher)

2<sup>nd</sup>: One (1) written assignment, additional assignment, or before/after school detention. \*if student fails to complete assignment(s) or detention(s), will result in an office referral.

3<sup>rd</sup>: Double written assignment, additional assignment, or before/after school detention. \*if student fails to complete assignment(s) or detention(s), will result in an office referral.

4<sup>th</sup>: Office referral – Three (3) lunch detentions

**(Parent contact will be made after the 4<sup>th</sup> tardy)**

5<sup>th</sup>: Office referral – Wednesday after school detention

6<sup>th</sup>: Office referral – 1 SSD (Saturday School Detention)

7<sup>th</sup>: Office referral – 1 day ISS or 2 SSD (Saturday School Detentions)

8<sup>th</sup>: Office referral – 2 days ISS

9<sup>th</sup> +: is considered excessive tardiness and will be addressed at the discretion of administration.

**\*\*\*5<sup>th</sup> Hour Class Tardy: After the fourth (4<sup>th</sup>) tardy please contact Mr. Cundiff. Lunch privileges will be taken away and no off-campus lunch will be permitted the rest of the semester.**

**Saturday School Detentions:** Will take place on a Saturday from 8:00am – 10:00am in the activity center. Students who have nothing to work on will be supplied with additional enrichment assignments. Students will report to the building promptly no later than 8:00am or other disciplinary actions will be added. Failure to serve a Saturday school detention will result in further disciplinary actions.

## Lunch Tardy Policy

Student who are tardy from lunch four (4) times will lose off campus lunch privileges for the remainder of the semester.

## Teacher Expectations: Consequences for Classroom Tardiness

A tardy occurs when a student arrives in class after the bell rings. Habitual tardiness is not acceptable at Chaffee Junior-Senior High School. Students face the following disciplinary actions:

### 1<sup>st</sup> Tardy:

- Teacher gives verbal warning to students
- Teacher logs and documents tardy in TeacherEase.

### 2<sup>nd</sup> – 3<sup>rd</sup> Tardy:

- Teacher assigns student discipline according to handbook
- Teacher logs and documents tardy in TeacherEase.

### 4<sup>th</sup> - 8<sup>th</sup> Tardy:

- Teacher submits office referral
- Teacher logs and documents tardy in TeacherEase.

Teachers please contact Mr. Cundiff if a student exceeds 4 (four) classroom tardies in fifth (5<sup>th</sup>) hour. This will result in lunch privileges will be taken away and no off campus lunch will be permitted the rest of the semester.

**NOTE:** Six (6) unexcused morning tardies per semester **will result in a referral** to Phase One of the Attendance & Truancy Program; further unexcused tardies may result in student case moving to Phase Two or Phase Three. The student and parent/legal guardian/custodian are subject to the school's Tardy Policy at all times.

## Correspondence Courses – PRF6190

Those students needing one (1.00) unit of credit or less to complete graduation requirements will be permitted to enroll in an approved correspondence course of study through the University of Missouri Center for Independent Study. A maximum of one (1.00) unit may be used to meet graduation requirements. If all district requirements are met and all correspondence courses passed prior to the start of the next school year, the diploma will be issued. If district requirements and correspondence courses are not completed and passed prior to the start of the next school year, the student will be issued a diploma dated the following year.

## Early College Credit

Seniors will be allowed to enroll in courses at a Post-Secondary school of their choice during their senior year **if** they meet admission requirements. Enrollment at the Post-Secondary school will be with the approval of the counselor, parents and the administration. Students who get approval will be dismissed from no more than four (4) classes at Chaffee High School to enroll in three (3) to six (6) semester hours at a Post-Secondary school (1 or 2 classes). They will be dismissed for two (2) hours from high school if they enroll in one (1) college course (3 units of college credit). Students may be released from CHS for four (4) hours if they enroll and take two (2) college courses (6 hours of college credit). Two courses back to back at a Post-Secondary school can be difficult. Only seniors who have the maturity and ability and who have outlined their graduation requirements with their counselors will be allowed to participate in the Early College Credit Program. During the semester of college enrollment, students must be enrolled in a minimum of 2.0 units of credit at Chaffee High School. Students will be responsible for providing their own transportation to and from the Post-Secondary school with a completed waiver. Students will be required to file a copy of their Post-Secondary school class schedule in the Counselor's Office. Students will be required to complete the full semester of college classes once enrolled. Only classes taken during the school year may be added to the student's final high school transcript.

**Students who enroll in online Dual Enrollment or Early College Credit must report to the building daily. You will be provided a place to work. Students taking Dual Enrollment or Early College Credit face to face must report to the building on days their class is not in session.**

## Dual Credit

Dual enrollment will allow some students the opportunity to earn college credit from local Post Secondary Institutions while attending Chaffee High School and earning high school credit. Dual enrollment college courses are offered at several Post-Secondary Institutions in person and online. Each dual enrollment class offerings will have specific requirements established by the State of Missouri's Board of Higher Education and the Post-Secondary Institutions. Any student wishing to enroll in a dual enrollment class must have a minimum GPA of a "B" 3.0 out of 4.0 (8.0 on an 11-point scale), meet all requirements of the Post-Secondary Institution and have permission from the counselor. Each semester of a dual enrollment class will count as half (0.5) credit for graduation which is equivalent to 3.0-5.0 college credits. When a student takes a dual enrollment class, he/she is receiving credit to meet high school requirements and college credit at the same time. Dual enrollment grades will be based on the percentage provided by the instructor when entering grades on transcripts at the end of each semester.

It is the responsibility of the student to complete all forms, meet all requirements and pay all fees for dual enrollment courses. The Post-Secondary Institution will determine all refund policies. Students are encouraged to check with the college they are planning on attending to ensure the course transferability. Students may be responsible for providing their own transportation to and from the Post-Secondary Institution, when a signed waiver has been completed. Students unable to finish making tuition payments at a Post-Secondary School for dual enrollment courses will forfeit all credits and may not be allowed to enroll in regular courses during that time.

## Transportation Instructions – PF2150

Students are not allowed to drive their own vehicles to and from the Cape College Center (MAC) and/or the Career and Technology Center. Should students not arrive on time for the bus, they are expected to report to the high school office. Exceptions for driving include obtaining the proper documentation form from the above mentioned sites. Exceptions may also include site placement of a student in an on the job internship.

## Retention Policy – PR2520

The retention of a child will be made only when it is in the best interest of, and for the welfare of, the child. The goal of retention will be to increase academic proficiency. Some factors to be considered in determining retention will be:

1. A student who has four (4) semester failures in the basic courses or five (5) semester failures in all courses.
2. Teacher observation and recommendation.
3. Achievement test results.
4. Maturity of a child.
5. An overview of the child's entire academic achievement.

## Parent Portal – PR1405

TeacherEase Parent Portal is an Internet ready program that allows you, via your web browser, to access timely information about your child's progress in school. With a click of the mouse you will have access to grades, attendance, discipline, and much more. To begin using Parent Portal, you must first ensure that the office has a correct email address on file to access the system. When the office has your correct email address and it is entered into the system, you will have access to set up your parent account. This will enable you to update contact information, add or delete those who have access to pick up your child from school, check your student's important and more. An email will be sent to you from TeacherEase with your login account.

## Virtual Instruction – PRF6190

### Overview

Chaffee Junior-Senior High School is committed to working with our families to provide the best opportunities for our students with face-to-face instruction and online courses. Currently, there are courses approved under the MOCAP library for grades fifth through twelve (5<sup>th</sup> – 12<sup>th</sup>). The Chaffee R-II staff will work with families to review online options. All students enrolled in online courses will be required to take that course on campus in the library or designated computer lab.

### Student Eligibility

Chaffee Junior Senior High School, in accordance with Missouri Law, will accept applications from eligible district families to enroll in online courses approved by MOCAP. Here are the guidelines for eligible students:

In accordance with law, a student is eligible to take a MOCAP course through the district if:

1. The student physically resides in and is enrolled in the district;
2. The student has attended a public school or charter school at least one semester, immediately prior to enrolling in MOCAP. A student will be excused from this requirement if the student has documented medical or psychological diagnosis or condition that prevented the student from attending a school in the district during the previous semester;
3. The enrollment is approved by the principal or designee
4. The student has a GPA of at least two-point-five (2.5) on a four-point-zero (4.0) scale and
5. The enrolled student must have attendance for the prior semester of at least ninety percent (90%)

Students who are transferring from a non-public school, in order to meet the requirements of a semester, must be enrolled for ninety percent (90%) of the semester, continuously, prior to the semester MOCAP courses are requested.

### Enrollment Procedures

The following dates are appropriate for consideration for MOCAP courses. All requests need to be in writing by completing the Request to Enroll in Virtual Courses Form:

- For the Fall Semester: August 1<sup>st</sup>
- For the Spring Semester: December 1<sup>st</sup>
- For the Summer Semester: April 1<sup>st</sup>

All requests are welcome prior to the due date and are encouraged during our scheduling process beginning in January and at our Student Led Conferences, when schedules are reviewed and career planning discussions between student, family and staff occur.

### Application Form

Application form for requesting MOCAP courses at Chaffee Junior-Senior High School can be found in the office of each building and under the Online Learning page on the district website.

# Student Activities – PRF2920

## Extracurricular Programs

Whether participating or attending an activity, students are expected to exhibit good conduct and sportsmanship. Behavior while attending an athletic competition should never be rude to the opposing team. In the interest of safety, side games are not permitted at any time. Young children should not be left unattended at school functions. Students, regardless of their age, may be asked to leave an event if their behavior is disruptive or if they refuse to comply with the directives of a staff member.

## Student Council

The purpose of the Student Council is to give students a voice in the administration of student affairs and to be of service to the school. The Chaffee Junior-Senior High School Student Council will be governed by a constitution with supervision from the school administration.

## Class Organization and Class Officers

Elections will be held at the beginning of each school year for president, vice-president, secretary, treasurer and reporter. Class meetings will be scheduled as needed.

## Class Sponsors

- 07th Grade – Mr. Josh Govreau, Mr. Ben Moses, Ms. Billie Berkheimer, Mrs. Audrey Greer
- 08th Grade – Mrs. Anna Knutson, Mr. Jacob Flick, Mr. Will Hargrove, Mrs. Samantha Grippo
- 09th Grade – Mr. Sid Atkins, Mr. Shawn Powderly, Mr. Kerry Thompson
- 10th Grade – Mrs. Dulcie Mayberry, Mr. Travis Calkins, Mr. Jaron McMurry
- 11th Grade – Mr. Scott Dannenmueller, Mrs. Morgan Swinford, Mr. Jay Pierce, Mr. Alex Martin
- 12th Grade – Mr. Shawn Seabaugh, Mr. Austin Westrich, Mr. Dutch Miller, Ms. Ashley Acup

## Activities and Organizations

Several special interest clubs, activities and organizations are available to Chaffee Junior-Senior High School students. Continuation and formation of these special interest clubs are determined by expressed student interest. Below is a list of clubs, organizations and activities which are sanctioned by the school as well as the sponsors of each activity.

- Mr. Alex Martin .....Band/Choir
- Mrs. Angela Patterson.....Junior/Senior Beta Club
- Mr. Sid Atkins..... Family, Career and Community Leaders of America (FCCLA)
- Mrs. Dulcie Mayberry & Mr. Seth Waters .....Fellowship of Christian Athletes (FCA)
- Mr. Alex Martin & Mr. Jay Pierce..... Fine Arts Club
- Mr. Austin Westrich..... Future Business Leaders of America (FBLA)
- Mrs. Morgan Swinford & Mrs. Anna Knutson .....Student Council (StuCo)
- Mr. Aaron Horrell ..... Varsity Club
- Mrs. Anna Knutson ..... Yearbook & Newspaper
- Mr. Jaron McMurry..... Shop Club & Robotics

## School Dances

Dances will be held provided there is enough interest to support the project financially. Students may bring a guest to the dances provided they have completed the application for out-of-school dates and had it approved by the principal in advance. To attend a dance, students must be in school the day of the dance and in good standing in regards to citizenship. After students have arrived at the dance they must not leave school property. Students must make arrangements to have a ride pick them up after the dance. All school rules and district policies will apply to Chaffee students and their out of

school guest. Students who are failing (2) two classes at the time of the dance, will not be eligible to go to the dance. Decisions will be made on a case-by-case basis at the discretion of the administration.

## Junior Senior Prom

Prom is an annual event that is held in the spring of the school year. Chaffee Juniors and Seniors are eligible to attend the dance as an individual or with a guest. Chaffee prom directors will be responsible for all arrangements regarding prom activities.

In order to bring a guest to the event, an application form must be completed and turned in by a designated date; the date will be announced via the daily announcements as well as the Chaffee Junior-Senior High School web site. All guests' applications will be reviewed by the administration and the prom directors. The guest must have established a record of good conduct; if a guest is a student, he/she must have obtained the ninth (9<sup>th</sup>) grade. If the guest is not a high school student, he/she must not be more than twenty (20) years of age. The school administration reserves the right to deny any application. Guests become a Chaffee student in terms of his/her obligations to observe the school regulations as well as any directives given by teachers or administrators. A student must be in attendance a full eight (8) hours the day before prom, or they forfeit their privileges to attend prom unless prior arrangements have been made with administration. Students who are failing two classes at the time of the dance, will not be eligible to go to the dance.

**NOTE: When students accumulate more than ten (10) unexcused absences, they will no longer be eligible to attend prom.**

## Blitz Days

Blitz days will be throughout the school year to reward students for their work. These days include but are not limited to Wacky Olympics and Spirit Games. Other events during the school year may also be considered Blitz Day events. Students who are failing two classes at the time of the Blitz Day, will not be eligible to go to the activities. Those students will be assigned to a classroom to work on missing assignments/work.

## Athletic Program Introduction

The athletic program provides a valuable, educational experience for the student body through a program that provides ever-changing opportunities. The welfare of the student is always the primary concern. Believing that interscholastic athletics is an integral part of a total school program, a comprehensive program is offered.

## Academic Standards (for the Athletic Program)

A student in grades nine through twelve (9<sup>th</sup>-12<sup>th</sup>) must be currently enrolled in and regularly attending courses that offer a minimum of three (3.00) units of credit and must have earned a minimum of three (3.00) units of credit the preceding semester attendance or must be enrolled in a full course at his or her level in a special education program. A beginning ninth (9<sup>th</sup>) grade student who failed more than two (2) subjects the previous semester shall be ineligible for one (1) semester. Students dually enrolled in college and high school classes but do not receive high school credit on their high school transcript for college work may have college hours earned during a regular semester count up to a maximum of one (1) unit of credit toward determining high school eligibility as follows: half (0.5) unit of high school credit for a two (2) or three (3) credit hour class; one (1) unit of high school credit for a four (4) or five (5) college credit class.

A seventh (7<sup>th</sup>) or eighth (8<sup>th</sup>) grade student must be currently enrolled in and regularly attending the normal course for that grade or must have enrolled in a full course at his or her level in any public school special education program which enrolls pupils of equivalent chronological age. A student must have been promoted to a higher grade at the close of the previous year and must not have failed more than two (2) scheduled subjects the previous semester.

## Citizenship Standards (for the Athletic Program)

The Missouri State High School Activities Association (MSHSAA) states: Students who represent a school in interscholastic activities must be creditable citizens and judged so by the proper school authority. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered "creditible citizens." Conduct shall be satisfactory in accord with the standards of good discipline.

A student shall not be considered eligible while under suspension. The student who is expelled or who withdraws from school because of disciplinary measures shall not be considered eligible for three hundred-sixty-five (365) days from the date of expulsion or withdrawal. If a student misses class on the date of a contest without being excused by the principal, he/she shall not be considered eligible on that date. Each individual school has the authority to set more restrictive citizenship standards and shall have the authority to judge its students under those standards.

Those students who violate school regulations or who engage in behavior harmful toward another individual (in or out of the school setting; or before, during, or after the school day) are not recognized as meeting the standards of good discipline and are not viewed as being creditable citizens. Regarding citizenship, examples of behaviors or circumstances which may result in the loss of eligibility include, but are not limited to, those instances in which students:

- (A) have legal charges filed against them (misdemeanor or felony);
- (B) flagrantly, willfully or consistently violate school rules and regulations;
- (C) possess, use, distribute or sell drugs or alcohol;
- (D) are insubordinate, defiant or abusive to a staff member or other citizen;
- (E) threaten, harass or intimidate other individuals;
- (F) exhibit poor sportsmanship; and/or
- (G) behave in a manner which fails to meet the basic societal expectation for the time, place or purpose.

Judgment regarding citizenship is not limited to student conduct during the school day, nor is judgment exclusive of conduct outside the school day. To meet the citizenship standard, students must be good citizens in the community as well as the school setting and judged so by the school principal.

A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (jail time, fine, court cost) or special condition of probation (restitution, community service, counseling) has been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies. Minor moving offenses shall not affect eligibility, unless they involve drugs, alcohol, accidents or injuries. After a student has completed all court appearances and penalties and has satisfied all special conditions of probation and remains under general probation only, local school authorities shall determine eligibility. (MSHSAA Handbook)

It will be the student's responsibility to notify the school of any and all situations that would affect his/her eligibility under the above standards. If the student does not notify the school of the situation prior to the school's discovery, then the student shall be ineligible for up to three hundred sixty five (365) days from discovery, pending review by the Board of Directors. (MSHSAA Handbook)

## Absence on the Day of an Activity (for the Athletic Program)

A student who misses a class or classes on the date of a contest without being excused by the principal shall not be considered eligible on that date.

## Eligibility Standards (for the Athletic Program)

Below is a complete list of the MSHSAA eligibility standards for student athletes:

1. Be a good citizen in your school and community.
2. Earn the required number of credits the preceding semester or have made standard progress in special education.
3. Enter school within the first (1<sup>st</sup>) eleven (11) days of the semester.
4. Have not received or competed for an award of any kind other than that given by your school for your services as an athlete in the sport in which you are competing.
5. Have not reached your nineteenth (19<sup>th</sup>) birth date prior to July first (1<sup>st</sup>) of this school year.
6. Have not competed under an assumed or false name.
7. Attend a public high school in the district in which your parents live, a boarding school or a private or parochial school to which you commute daily from your home.
8. Have not graduated from a four (4) year high school or its equivalent.
9. Attend your eighth (8<sup>th</sup>) semester immediately following your seventh (7<sup>th</sup>) semester.
10. Have not competed at any time as a member of a junior college or senior college team.
11. Have not competed on an outside team or individual match competition in an organized non-school competition in that sport during the time the sport is in season.

12. Have not transferred from one (1) high school to another because of being influenced to do so.

13. Have not attended for more than two (2) weeks of specialized camp for any one (1) sport.

Remember...Schools of the Missouri State High School Activities Association have adopted the standards listed above. Eligibility to participate in school athletics is a privilege granted if you meet these standards; it is not an inherent right. All who compete interscholastically must meet these eligibility requirements.

Student athletes are expected to exhibit good sportsmanship at all times and abide by the rules and regulations of the school and the Missouri State High School Activities Association.

## Athletic and Activities Program Coaching Staff

Mr. Aaron Horrell .....	Athletic Director
Mr. Aaron Horrell .....	Baseball (Head)
Mr. Shawn Powderly.....	Baseball (Assistant)
Mr. Brian Horrell .....	Baseball (Assistant)
Mr. Landon Tenkhoff.....	Baseball (Assistant)
Mr. Joshua Govreau .....	Boys Basketball (Head)
Mr. Lucas Hart .....	Boys Basketball (Assistant)
Mr. Sid Atkins.....	Football (Assistant)
Mr. Andrew Nix .....	Football (Assistant)
Mr. Kerry Thompson .....	Girls Basketball (Head)
Mrs. Baylee Green .....	Girls Basketball (Assistant)
Mr. Travis Calkins .....	Girls Cross Country (Head)
Mr. Richard Behring .....	Girls Cross Country (Assistant)
Mr. Joshua Govreau .....	Jr. High Boys Basketball (Head)
Mr. Dutch Miller .....	Jr. High Boys Basketball (Assistant)
Mr. Aaron Horrell .....	Jr. High Boys Basketball (Assistant)
Mr. Allan Horrell .....	Jr. High Boys Football (Head)
Mr. Logan Lawson .....	Jr. High Boys Football (Assistant)
Mr. Seth Waters .....	Jr. High Boys Football (Assistant)
Mrs. Shelby Crowe .....	Jr. High Cheerleading
Mr. Kerry Thompson .....	Jr. High Girls Basketball (Head)
Mrs. Samantha Grippio .....	Jr. High Girls Basketball (Assistant)
Mr. Brian Horrell .....	Softball (Head)
Mr. Shawn Powderly.....	Softball (Assistant)
Mrs. Baylee Green .....	Softball (Assistant)
Mrs. Kristi Yarbrow.....	High School Cheerleading (Head)
Mrs. Shelby Crowe .....	High School Cheerleading (Assistant)
Mr. Travis Calkins .....	Track Sr. High Boys & Girls (Head)
Mr. Seth Waters .....	Track Sr. High Boys & Girls (Assistant)
Mr. Sid Atkins.....	Track Sr. High Boys & Girls (Assistant)
Mr. Josh Govreau .....	Track Jr. High Boys & Girls (Head)
Mr. Lucas Hart .....	Track Jr. High Boys & Girls (Assistant)
Mr. Ben Moses.....	Band Director

## Attendance – PR2310

Absences from the regular classroom learning experiences disrupt the instructional process not only for the individual student that is absent, but for the instructor and the remainder of the class as well. The benefit of regular classroom instruction is essential for all students in order that they will gain the most from their educational experience. Most students that are absent from classes frequently experience a great deal of difficulty in making satisfactory grades and in learning the standards.

All absences will be considered unverified until arrangements have been made via parent or guardian and administration to verify the absence. Anytime the student is absent it is necessary for the parent/guardian to contact the school prior to 8:00am the following day or the absence will be considered unverified. **After six (6) parent call-ins per semester, a third**

**party verification will be necessary, such as a doctor's excuse, obituary, court documents, etc. If your child is absent from school he/she may not attend extra-curricular school activities.**

The principal or his/her designee will determine whether an absence is verified or unverified.

A total of **six (6) verified absences** will be allowed for each student. After the first (1<sup>st</sup>) six (6) verified absences, medical verification will be required before further absences will be verified. All school sponsored activities or suspension by administration will not count toward the six (6) days of attendance. **Absences during outbreak of a contagious disease will be reviewed on a case-by-case basis and may not carry punitive measures if student is over the six (6) verified absences.**

A verified absence will be defined as:

- Illness
- Illness in immediate family
- Death/Tragedy in immediate family
- Medical Appointments – Appointment time noted is required from physician's office upon return to school
- Absences that have strong educational or family value and is approved in advance by the building principal.

Note: It is strongly urged that family vacations should not be taken during the school year. Please refer to the district calendar information and makeup days.

Examples of unverified absences:

- Truancy
- Hunting
- Leaving school without signing out
- Interviews/work
- Shopping
- Haircuts
- Oversleeping
- Personal Business

Note: Final decision regarding unverified absences will be made by administration.

## Attendance Stipulations

- Students who fall below ninety percent (90%) attendance will not be eligible for field trips.
- Attendance for Summer School. Total attendance that includes both verified and unverified absences
  - 1) Students who fall between eighty-five to eighty-nine-point ninety-nine percent (85-89.99%) Attendance will need to attend summer school for half (0.50) a day.
  - 2) Students who fall below eighty-four-point ninety-nine percent (84.99%) attendance must attend the full day of summer school.
  - 3) Risk for not attending summer school will be a loss of credit
- Seniors who fall below eighty percent (80%) attendance will not be eligible to participate in graduation. An appeal by the student must be made to the attendance committee in writing. School administration will inform the student and parents of the ruling from the attendance Committee.
- Underclassmen invited by a junior or senior prom must have attendance hours of at least ninety percent (90%) to attend.
- CTC students who fall below ninety percent (90%) attendance for the fall semester will be reviewed for removal from their program. This will be checked at the end of the fall and spring semesters.
- All attendance will be based on student hours as that is what is reported to the state.

## Attendance & Truancy Program (ATP) – PR2310

Your child's school, with the cooperation of the 33rd Circuit Juvenile Office and the County Prosecuting Attorney's Office, has developed a coordinated response to address the issue of excessive unexcused school absences. Depending on the circumstances of the unexcused absences this program will focus on either the student being the cause of the absences or the parent as the responsible party failing to prevent the absences. The number of unexcused absences is cumulative for the entire school year.

**Possible Sanctions:** Weekly meetings with the Juvenile Officer, Community Service (child & parent), electronic monitoring, twenty-four (24) hour detention holds (child), court costs, Children’s Division involvement (cases where child is less than twelve (12)), residential placement, contempt of Court/jail (parents), removal of the child from the parent’s custody (foster care), misdemeanor criminal charges (parents).

**ATP consists of three (3) distinct phases:**

**Phase One:** Truancy Diversion Program – This phase will not result in any official court record, but will result in the mailing of a letter to your residence outlining the program and next steps in case the attendance problem is not remedied. A referral to this phase of the Attendance and Truancy Program will be made once a student has accrued five (5) unexcused absences for the school year.

**Phase Two:** Informal Adjustment – This phase results in you and your child being placed on informal supervision/probation through the Juvenile Office. There will be record established in the state system. You and your child may be required to participate in treatment or assigned sanctions for continued unexcused absences. A referral to this phase of the Attendance and Truancy Program will be made once a student reaches ten (10) unexcused absences.

**Phase Three:** Referral to the County Prosecutor – This phase results in a referral being made to the Prosecuting Attorney for criminal charges to be filed against the parent/custodian alleging “Violation of Education Requirement for a Child; Misdemeanor “C” RSMo: 167.031) which could result in a fine, probation and/or incarceration. This referral may originate with the school or the Juvenile Office. The Juvenile Office will make the referral to the prosecutor when a student accrues 15 or more unexcused absences and this decision will be made on a case-by-case basis.

*\*\*\*167.061. Any parent, guardian or other person having charge, control or custody of a child, who violates the provisions of section 167.031 is guilty of a class C misdemeanor. Class C Misdemeanors carry a punishment of probation, a fine and/or up to fifteen (15) days in jail.*

*\*\*\*Once adjudicated in criminal court and if placed on probation (SIS/SES), if the child accrues an additional 3 unexcused absences, the Juvenile Office will request the prosecuting attorney file a motion for revocation of your probation. Those additional unexcused absences do not have to occur in the same school year.*

**Suspended or Expelled from School:**

Days suspended or expelled from school shall not normally be counted as unexcused absences for the purpose of a referral to the Attendance & Truancy Program. However, if the School Superintendent has good reason to believe the student is purposefully doing things to cause a suspension so that the student does not have to attend school, the School Superintendent may make a referral to the program based on this belief.

**THE STUDENT HANDBOOK MAY CONTAIN OTHER RELEVANT INFORMATION CONCERNING THE SCHOOL DISTRICT’S ATTENDANCE POLICY. THE ABOVE POLICY STATEMENTS ONLY CONCERN THE POLICY RELATED TO THE ATTENDANCE & TRUANCY PROGRAM.**

**Truancy Court Program:**

This is an intensive program that may be used during any phase of the Attendance & Truancy Program. Truancy Court is presided over by the Truancy Court Judge. It combines supervision by a Deputy Juvenile Officer, attendance at all scheduled Truancy Court proceedings, and following the direction of the Truancy Court Judge.

Normally, Truancy Court is held at the student’s school on a weekday prior to the start of the regular school day once a month.

**Attendance Consequences for Unverified Absences:**

Absences will reset at each semester

1<sup>st</sup> Unverified- Conference with building administration

2<sup>nd</sup>-4<sup>th</sup> Unverified- Two (2) Lunch Detentions for two (2) or more hours missed, one (1) Lunch Detention for one (1) or less hour missed

5<sup>th</sup> and 6<sup>th</sup> Unverified- Wednesday after school detention

7<sup>th</sup>-9<sup>th</sup> Unverified- One (1) Saturday School for each day missed from 6<sup>th</sup>-10<sup>th</sup>

10<sup>th</sup> Unverified absence of a semester will result in the loss of credit for the student. One (1) day of ISS for each day missed (10<sup>th</sup>=Phase I of ATP). Loss of dance privileges after the 10<sup>th</sup> unexcused absences. Student must attend summer school to make up missed days.

Absences will reset at semester. However, referral to the ATP is based on cumulative absences for the school year.

Twenty (20) accumulated unexcused absences for the school year will result in being referred to Phase II of ATP, loss of dance privileges.

## Skipping Classes

Students who are not reporting to the proper class or going to the bathroom for an extended amount of time will be subject to the following disciplinary actions. Students need to be in their classroom receiving the instruction necessary to succeed during the school year.

1<sup>st</sup> – Two (2) lunch detentions

2<sup>nd</sup> – Wednesday after school detention

3<sup>rd</sup> – Saturday school detention

4<sup>th</sup> – One (1) day of ISS

Additional skipping class violations is considered excessive and will be addressed at the discretion of administration.

## Attendance at Extracurricular Activities

Whether participating or attending an activity, students are expected to exhibit good conduct and sportsmanship. Behavior while attending an athletic competition should never be rude to the opposing team. In the interest of safety, side games are not permitted at any time. Young children should not be left unattended at school functions. Students, regardless of their age, may be asked to leave an event if their behavior is disruptive or if they refuse to comply with the directives of a staff member.

## Residency – PRF2230

Any student enrolled at Chaffee Junior-Senior High School must have their primary residence with a court-appointed guardian or custodial parent. The location of that primary residence must be within the boundaries of the Chaffee R-II School District. School authorities in accordance with the provisions of the Safe Schools Act must make any exceptions to this policy.

## Make Up Assignments – PR2310

Make-up assignments are available for pick-up between 2:30pm and 3:00pm upon request. The request must be made before 9:00am the day the work will be picked up.

Students are to obtain all make-up work from their teachers immediately upon returning to school. All students with absences (excused or unexcused) shall have the opportunity to make-up their assignments. Failure to obtain make-up assignments is no excuse for not doing the work. Missed work must be made up within a reasonable time depending upon the length and cause of the absence. Arrangements to make-up work should be made the day a student returns to school. All students shall have the opportunity to make-up assignments including tests, subject to the following conditions.

Note: Students that serve out-of-school suspension may be allowed to complete school work at the discretion of the school administration.

1. Advance assignments are those which are assigned at least ten (10) school days in advance. These will normally be due on the day and at the time designated or immediately upon a student's return to school.
2. Regular assignments are those due the next day or in the next few days. Students shall have additional time, equal to the amount of time they were absent, to turn in these assignments. Assignments turned in later than this may have credit reduced. It is the student's responsibility to find out what assignments has been missed and to make arrangements for turning work in to a teacher.
3. If a student misses a test, it shall be made up on the day that the student returns to school if the student chooses. Students may have additional time equal to the time they were absent from school to make up a test. If a student is absent for a semester exam or a final exam in a course, permission to make up the exam must be secured from the principal.
4. All make-up work must be turned in no later than two (2) weeks after the end of the quarter and/or semester. If work is not made up by this time, grades will be averaged on completed work and tests.
5. If a student misses a daily assignment or a pop quiz, and his/her absence is excused, the student will be allowed to make up the assignment or will be given an alternative assignment.

# Student Policies and Disciplinary Procedures

## Academic Dishonesty

Disciplinary action may be taken in those instances where students are deemed guilty of academic dishonesty. Students are considered guilty of academic dishonesty if they:

- Turn in work misrepresented as their own
- Copy homework or other assignments
- Use notes other than their own during an open-note test
- Receive or give assistance during tests or quizzes
- Use cheat sheets or prewritten information during tests or quizzes
- In any other way represent work as their own when they have had unauthorized assistance.

Factors taken into account in determining disciplinary action will be the nature of the dishonesty, the circumstances under which it occurred, and teacher recommendation. It is customary for students to receive a zero (0) on work if they are guilty of academic dishonesty (this includes talking during a test). Further disciplinary action will be taken if multiple offenses occur.

## Internet Access – PR6320

Before a student gains access to the Internet, he/she will be required to sign a contract in which he/she agrees not to obtain, view, download, or otherwise gain access to potentially objectionable materials. This includes text materials, video images, or sound files that may be considered objectionable. Violation of this agreement will result in disciplinary action which may include suspension or revocation of the student's access to the Internet.

## Misuse of Social Media – PR6320

Facebook, Twitter, SnapChat, Instagram, TikTok, Reddit, Internet Forums, Etc.

The use of social media is heavily prevalent in today's society and can be used as a positive way to communicate. However, as with most innovations, there also comes responsibility to use them properly. Students, who misuse social media to threaten, bully or harass fellow students, teachers, staff and/or administrators shall have the following consequences:

1<sup>st</sup> Offense: An administrative review will be held. There will be a principal and student conference. Parents will be notified. The student will either be assigned lunch detention(s), ISS or suspension from school. Student disciplinary action may be for a period of one (1) to one hundred eighty (180) days out-of-school suspension. This offense will be documented on a student's discipline record.

2<sup>nd</sup> Offense: An administrative review will be held. There will be a principal and student conference. Parents will be notified. The student will either be assigned ISS, alternative school placement, out-of-school suspension. Student disciplinary action may be for a period of one (1) to one hundred eighty (180) days out-of-school suspension. This offense will be documented on a student's discipline record and law enforcement officials may be notified.

Subsequent Offense: An administrative review will be held. There will be a principal and student conference. Parents will be notified. The student will either be assigned alternative school placement, recommendation made to the superintendent for long term out-of-school suspension. This will be documented on a student's discipline record and law enforcement officials may be notified.

# Electronic Equipment – P2656

## Cell Phones/Communication Devices

With the passage of Senate Bill 68 by the Missouri State Legislature, the Chaffee R-II School district will prohibit students from using or displaying personal electronic devices, including but not limited to cell phones, Air Pods, and Smart Watches, during instructional time, meal times, breaks, class passing time, and study halls. The act defines and quote; electronic personal communications device as a portable device that is used to initiate, receive, store, or view communication, information, images, or data electronically. Exceptions for the devices will be for students who have specific educational or health needs such as in individualized education plans or 504 plans under federal law. There will be no exceptions made in classrooms for educational purposes.

Students who violate the policy regulations or due to classroom disruption(s) because of not correctly disabling devices will be given the following consequences by the school administration.

- 1<sup>st</sup> Offense: Saturday School assigned and parent/guardian is required to pick up the confiscated device(s).
- 2<sup>nd</sup> Offense: Three (3) days of In-School Suspension and parent/guardian is required to pick up the confiscated device(s).
- 3<sup>rd</sup> Offense: Five (5) days of In-School Suspension and parent/guardian is required to pick up the confiscated device(s).
- 4<sup>th</sup> Offense: Three (3) days of Out-of-School Suspension and parent/guardian is required to pick up the confiscated device(s).
- Subsequent offense: Five (5) days Out-of-School Suspension and parent/guardian is required to pick up the confiscated device(s).

After the sixth (6<sup>th</sup>) offense, student will be placed in alternative school.

Refusal to turn in cell phone to any staff member:

- First Offense: Five (5) days ISS
- Second Offense: Five (5) days OSS
- Third Offense: Ten (10) days OSS
- Fourth Offense: Ten (10) days OSS with recommendation for long-term suspension.

## Parking and Driving – PF2150

If you choose to drive to school, you are aware that driving a motor vehicle is a great responsibility. Part of that responsibility is to follow the rules that contribute to the safe and orderly operation of the vehicle. Reasonable rules have been established for the Chaffee Junior-Senior High School parking lot similar to those that you will find in the community. Chaffee Junior-Senior High School will no longer assign individual parking spots to students; parking will be on a first come, first received basis. Underclassmen (Sophomores and Freshmen will park in west parking lot (old hospital lot). The front parking lot is reserved for Visitors, Administrative Employees, Juniors and Seniors only. Teachers and employees will continue to use designated “STAFF” parking areas; students are prohibited from parking in the pre-designated locations.

Each student vehicle must be register with the school; students will be issued a parking tag/sticker. Vehicles MUST display a parking tag from their rearview mirror. The initial tag fee will be \$5.00, a \$3.00 fee will be charged for any missing tags. Students parking in the incorrect lot or parking without a tag will be subject to a \$10.00 parking fine. Continually parking in the incorrect lot can lead to disciplinary action by the administration. There are no prorated, replacements and/or discounted prices. Parking at Chaffee Junior-Senior High School remains at the risk of each student. The school district is not responsible for any loss, damage and/or stolen property while vehicles are parked on school property. All vehicles parked on campus are subject to search by a school administrator. If the school official determines there is reasonable suspicion that a school regulation, a city law, or a state law has been violated, he/she may be assisted by a law enforcement officer.

Parking tags may be revoked and/or disciplinary consequences may be assigned if Chaffee Junior Senior High School parking regulations are not followed. Some of the violations are as follows:

- Failure to display parking tag or failure to register vehicle(s) with the school.
- Unauthorized parking or improper parking in areas not designated for students.
- Obstructing the flow of traffic, endangering or damaging property, parking in a fire lane, parking in a bus-loading/unloading zone, parking on the sidewalk or lawn.
- Improperly parking (e.g. outside lines)
- Excessive speeding
- Failure to drive with vehicle under control – doing “donuts” or spin outs, squealing of tires or other reckless or dangerous driving which could endanger passengers or others.
- Loaning, giving or selling issued tags to another student.
- No golf carts, side-by-sides, four-wheelers, or any other type of recreational vehicle is permitted

Individual drivers are responsible for:

- All items located inside the vehicle. Anything in a student’s vehicle is understood to belong to that student.
- Accurately registering his/her vehicle(s) with the school.
- Knowing and observing the school’s parking policies.
- Relinquishing the parking permit at the request of an administrator.
- Driving safely and with regard for the safety of others.

## Leaving School – PR2330

No student may leave school during the school day unless OFFICIALLY excused by the principal or his designee and SIGNED OUT at the office. If the student fails to follow these steps, it will be considered a “skip” and appropriate action will be taken. The following guidelines apply:

1. Students should have their parent or guardian inform the school of the reason and the time the students must leave. Notification may be made by a telephone call, email or fax from the parent. All notes requesting a student to leave during the day must be signed by the principal before the student is permitted to sign out.
2. Students should get permission from the principal to sign out before the first period class starts.
3. No student may leave school without signing out in the office.
4. A student returning to school after signing out should report to the office and sign in.
5. Part-time students are required to sign in and out of school daily.

## Fraud

Telephone calls or notes that are not legitimately executed by authorized individuals will constitute fraud, and disciplinary action will be taken.

## Plagiarism, Cheating and Forgery

This policy covers a wide range of infractions ranging from literacy theft to copying and/or passing off others’ work as one’s own. It is the intervention of Chaffee Junior-Senior High School that students gain full advantage of the educational experiences during their tenure here. To accomplish this, each student must complete their own work to the best of their abilities and within the guidelines as set by the classroom teacher. Failure to do so will result in the following disciplinary actions

### 1<sup>st</sup> Offense

- Parent Notification
- Office Referral (conference, lunch detention, or after school detention)
- Student will receive a zero (0) on the assignment

### Subsequent Offense

- Parent notification
- In-School Suspension
- Student will receive a zero (0) on the assignment

# Dress and Appearance – P2651

We take pride in the appearance of our students. Your dress reflects the school, your conduct and your home. Any type of attire which attracts undue attention to the wearer and causes a disturbance in the school is in bad taste and not acceptable. Students wearing clothing that would cause a disruption to classes or interfere with the learning process will be sent to the principal. The principal may request student improvement on dress or request a student to return home to change clothes before returning to school if it is felt that the clothes are inappropriate.

## Dress Code – P2651

In keeping with established practices of good hygiene, safety, moral and social values, and to provide for the maximum learning opportunity, the following list is provided as a guideline for student dress.

Bottom line: **If your clothing draws undue attention, then it is most likely inappropriate.**

1. **Brief and Revealing Clothing:** Students must realize that brief and revealing clothing is not appropriate apparel for school. The following guidelines on brief clothing are examples; however, do not cover all situations.

- Students shall not wear tank tops, halter-tops, garments with spaghetti straps or strapless garments.
- Garments that are “see through”, low neckline or expose one’s midriff are not acceptable.
- Sleeveless garments must extend to the end of the shoulders and fit closely under the arms.
- Skirts must not be shorter than three (3) inches above the knee.
- Undergarments must not be visible.

2. **Sagging Pants:** Students shall not wear pants that when fastened, sag or fit below the waist. All pants must fit around the waist and be properly fastened.

3. **Hats:** Students shall not wear hats in the district buildings except for medical or religious purposes.

4. **Pajamas:** Students shall not wear pajama pants or house slippers.

5. **Vulgar, Offensive Messages:** Students shall not wear clothing items that contain messages that are vulgar, offensive, obscene or libelous; that degrade others on the basis of race, color, religion, creed, national origin, gender, sexual orientation or disability; that promote alcohol or drug use, or violence, or are otherwise contrary to the school’s educational mission.

6. **Physical Education Dress Code:** Students participating in physical education classes will be required to dress in appropriate attire that will allow them to perform activities in a safe physical manner. A percentage of the student’s grade will be based on their participation in physical activities that will be performed in a separate change of clothes. Students failing to dress out for physical education classes will be subject to a grade deduction and the below discipline measures. Students will be referred to the office upon receiving a fourth (4<sup>th</sup>) non-dress of the quarter.

1 <sup>st</sup> Offense	One (1) hour ISS
2 <sup>nd</sup> Offense	One (1) hour ISS
3 <sup>rd</sup> Offense	One (1) hour ISS
4 <sup>th</sup> Offense	One (1) hour ISS + Two (2) Lunch Detentions
5 <sup>th</sup> Offense	One (1) hour ISS + Four (4) Lunch Detentions
6 <sup>th</sup> Offense	One (1) hour ISS + One (1) day ISS
7 <sup>th</sup> Offense	One (1) hour ISS + Two (2) days ISS
8 <sup>th</sup> Offense	One (1) hour ISS + Three (3) days ISS
9 <sup>th</sup> Offense	One (1) hour ISS + Four (4) days ISS
10 <sup>th</sup> Offense	One (1) hour ISS + Five (5) days ISS

NOTE: While serving ISS, students will be given an alternative PE written assignment.

Piercings worn during physical education class may be required to be removed by the teacher depending on the activity. This will be at the discretion of the teacher.

## Bus Protocol for Dealing with Inappropriate Behaviors – PR5620

Students are under the authority and supervision of the bus drivers while on the bus and are expected to follow the driver’s instructions. Students who disobey the instructions or directions of a bus driver will be subject to disciplinary action, which may include suspension of bus riding privileges.

1. The driver of the bus will prepare a roster of the names of the students assigned to the bus. The roster will serve for identification if it is necessary for the driver to identify a student to determine his/her right to ride the bus.

## 2. Bus Discipline Procedures:

- a. The bus driver is responsible for referring discipline problems to the building principal through the use of the Bus Discipline Report. The driver will give a copy of the report to the principal.
- b. A student who receives two (2) incident notices from the principal will automatically receive a ten (10) day suspension from the bus. Only the administration has the authority to take this action. Administration must notify the pupil's parents before the privilege is suspended.
- c. The student will be permitted to ride the bus until his/her parents have been notified of the suspension.
- d. Students are expected to follow the positive behavior expectations that govern the student body.
- e. During the suspension of bus privileges, it shall be the parent's or guardian's responsibility to provide the student's transportation to and from school. Suspension of bus privileges does not provide an excused absence.

## 3. Disciplinary Guidelines:

Upon receipt of a Bus Incident Report, the administration or his/her designee may take the following action:

- a. 1<sup>st</sup> Offense - Conference with student.
- b. 2<sup>nd</sup> Offense – bus suspension for ten (10) days.
- c. 3<sup>rd</sup> Offense – Bus suspension for rest of quarter, semester, or school year depending on offense.
- d. Subsequent Offenses - The principal or her designee has the authority to impose a more severe penalty upon the student if his/her conduct so warrants, depending upon the nature of the incident. Riding the bus is a privilege. Failure to obey these rules may cause your privileges to be suspended.

## Public Display of Affection – PR2610

At Chaffee Junior-Senior High students are considered young men and women. Therefore, you are expected to conduct yourselves as young men and women in a public institution. Public display of affection is not permitted at school or school activities. This can be defined as hugging, embracing, holding hands or kissing. Failure to follow this policy will result in disciplinary action.

## Defacing or Destroying School Property – PR2610

Student's willfully destroying or defacing school property will be subject to out-of-school suspension and restitution for damages.

## Arson – PR2610

Arson is defined as starting a fire. Those students guilty of arson will be subject to disciplinary action prescribed by the district discipline code. The appropriate authorities will be notified any time local, State, or Federal laws are violated.

## Vandalism – PR2610

Students who intentionally deface or damage school property shall be required to pay for all damages and will be subject to additional disciplinary action. Failure to pay for damages shall result in suspension from school with readmission only upon application to the Board of Education.

## Harassment-Bullying – PR2610

The Chaffee R-II School District prohibits any forms of unlawful harassment-bullying because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation.

1<sup>st</sup> Offense: Conference with building administration, parent notification, detention, in-school suspension.

2<sup>nd</sup> Offense: In-school suspension, alternative school placement, out-of-school suspension, parent notification, notification of law enforcement

Subsequent Offense: Alternative school placement, recommendation for long term out-of-school suspension, notification of law enforcement.

## Threats of Violence & Fighting – PR2610

Any student who makes a violent threat against another student, staff, faculty member or school administrator will be subject to immediate disciplinary action. The disciplinary action may include suspension from school. In addition, students who make threats will be referred to the appropriate law enforcement agency. Students who are suspended from school will be required to see a professional counselor before they return.

### Consequences

1<sup>st</sup> Offense – In school suspension, parent notification.

2<sup>nd</sup> Offense – In school suspension, alternative school placement, out-of-school suspension, parent notification, notification of law enforcement.

Subsequent Offenses – Alternative school placement, recommendation for long term out-of-school suspension, notification of law enforcement.

## Dangerous Weapons – PR2610

Any person utilizing a school facility is not to carry, conceal or directly or indirectly sell, deliver or loan any kind of deadly or dangerous weapon in the school building or on the school district's grounds.

*Two (2) levels of misconduct are to be addressed:*

1. Students found to be in possession of dangerous weapons such as pocketknives, pellet-BB guns, brass knuckles; martial arts equipment or mace, on or near school grounds shall receive an automatic suspension from school of eleven (11) to ninety (90) days.
2. Whereas, a student found to be in possession of a dangerous weapon such as a handgun, shotgun, rifle or any other item determined to be a dangerous weapon with the potential to injure another person, on or near school grounds shall receive an automatic suspension from school for a period of not less than one (1) year. Violation of this provision will be referred to the appropriate legal authorities.

## Drugs – PR2610

The use, sale, transfer, possession (which includes being under the influence) of intoxicants, alcohol and/or physical or mind-altering chemicals (drugs) are prohibited on or in school property, at school sponsored activities or events, and in any vehicle being used to transport students for the school district. Any student taking drugs, whether prescription or over-the-counter medication, must see the principal or school nurse each day the medication is taken. Any student found in possession of any substance herein referred to and found guilty of violating the district policy on Student Drug Abuse will be subject to suspension or expulsion. All substances confiscated and suspected to be controlled substances shall be turned over to the local law enforcement agency.

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

1<sup>st</sup> Offense: In-School Suspension or one (1) to one hundred-eighty (180) days out-of-school suspension. Reasonable discipline measures may be pursued depending on the circumstances of the situation and will be at the discretion of the administration.

Subsequent Offense: One (1) to one hundred-eighty (180) days out-of-school suspension or expulsion. Notification of law enforcement

2. Possession of or attendance while under the influence of any unauthorized prescription drug, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs.

1<sup>st</sup> Offense: One (1) to one hundred eighty (180) days out-of-school suspension. Must pass approved drug test prior to return to school. Must be able to provide proof of a prescription for that student.

Subsequent Offense: Forty-five (45) to one hundred-eighty (180) days out-of-school suspension or expulsion. Notification of law enforcement. Approved drug test prior to return to school.

3. Sale, purchase or distribution of any prescription drug, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug related paraphernalia, including controlled substances and illegal drugs.

1<sup>st</sup> Offense: Ninety (90) to one hundred-eighty (180) days out-of-school suspension. Must pass approved drug test prior to return to school.

Subsequent Offense: Ninety (90) to one hundred-eighty (180) days out-of-school suspension or expulsion. Notification of law enforcement. Approved drug test prior to return to school.

Students receiving discipline for drug violations for both the first (1<sup>st</sup>) and subsequent offenses will be required to pass a drug test ten (10) days prior to returning to school. Also, students returning from a drug suspension may be transitioned back to school through the alternative school program.

## Alcohol – PR2610

The use, sale, transfer, or possession of alcohol is prohibited on or in school property, at school activities or events and in any vehicle being used to transport students for the school district.

1<sup>st</sup> Offense: One (1) to ten (10) days out-of-school suspension

Subsequent Offense: Ten (10) to forty-five (45) days out-of-school suspension. Notification of law enforcement.

## Smoking, Use of Tobacco, E-Cigarettes or Vapes – PR2610

The use of or possession of tobacco and tobacco related products, such as “Skoal”, “Red Seal” or “Grizzly”, chewing tobacco/dipping tobacco, vapes, e-cigarettes and vaping material, and cigarettes by students is prohibited in the school building or on school grounds. This applies to ALL school-sponsored activities, extra-curricular activities as well as the regular school day. Violations of this rule constitute a serious offense and possible suspension from school.

Possession and use of all tobacco and/or vaping related products:

1<sup>st</sup> Offense: In-school suspension, parent notification

2<sup>nd</sup> Offense: Combination of in-school suspension, out-of-school suspension, parent notification

Subsequent Offense: Out-of-school suspension and placement in alternative school

Students under the age of eighteen (18) will be reported to law enforcement officials.

## Theft – PR2610

Theft, attempted theft or willful possession of stolen property.

1<sup>st</sup> Offense: An administrative review will be held. There will be a principal and student conference. Parents will be notified. The student will either be assigned lunch or after school detention, ISS or suspension from school. The length of suspension will depend on the severity of the offense. Serious and dangerous offenses will be directed to the superintendent. Student disciplinary action may be for a period of one (1) to one hundred eighty (180) days out-of-school suspension or expulsion. This offense, is considered as a serious offense, will be documented in a student’s discipline record and law enforcement officials may be notified. The school district will seek restitution of all loss by theft.

Subsequent Offense: An administrative review will be held. There will be a principal and student conference. Parents will be notified. The student will be suspended from school. The length of suspension will depend on the severity of the offense. Serious and dangerous offenses will be directed to the superintendent. Student disciplinary action may be for a period of one (1) to one hundred eighty (180) days out-of-school suspension or expulsion. This offense will be documented on a student’s discipline record and law enforcement officials may be notified. The school district will seek restitution of all loss by theft.

## Additional Rules – PR2610

The administration reserves the right to take reasonable action to make rules and administer them as they may judge to be necessary to maintain general school discipline or for the educational benefit of the student and/or the student’s schoolmates. Enforcement of school rules to provide for a safe and orderly climate will be at the discretion of the principal.

## Administrative Disciplinary Action – PR2610

The discipline code of Chaffee R-II School District explains in detail the district-wide discipline policy. Please refer to it for a complete description of specific offenses and an explanation of the disciplinary action most likely to be taken into consideration.

Below is listed a detailed explanation of the types of disciplinary action most often utilized. The list of disciplinary alternatives begins with the least punitive and progresses to the most severe. The individual student as well as the circumstances of the specific incident will be carefully considered prior to any decision regarding disciplinary action.

The teachers and building principal intend to work closely with parents to keep the lines of communication open regarding their child's conduct, behavior and attendance.

## Conference-Parent Contact – PR1405

A formal conference is held between the student and principal. During this conference the student must agree to correct the offending behavior. A contract stating specified behavioral expectations may be required. Such an agreement will outline the action to be taken should the student engage in the specific behavior again.

## Parent Involvement - PR1405

Parents are notified by telephone, personal contact, letter or certified letter of the incident. A conference may be conducted between the student, the parent, appropriate school personnel and any other individual concerned.

## Confiscation – PR2610

Inappropriate or dangerous items are seized from the student. These may be returned to the child at the end of specified length of time, or the parent will be asked to come to school for the items.

## Loss of Privilege – PR2610

Access to or use of various school services (including riding the school bus) or facilities and/or the privilege of participating in scheduled events are suspended.

## Detention – PR2610

The student is assigned to a restricted environment normally during the student's regular lunch period and/or after school.

## Restitution – PR2610

Student is required to satisfactorily repair or to pay for damaged or vandalized items or property.

## Corporal Punishment – P2670

Students will receive one (1) to three (3) swats on the buttocks, preferably from the administration. Corporal punishment will only be administered in the presence of one other certified staff member. In accordance with Board Policy, corporal punishment will only be used when all other means of discipline have failed.

## In-School Suspension – PR2610

When a student is assigned to In-School Suspension, the student will be required to do all the assigned class work prior to being released from In-School Suspension. Grades earned and work completed will be returned to the teachers, graded and credit earned.

1. Students are to report to In-School Suspension at the sounding of the first (1<sup>st</sup>) period bell. Being prompt is essential.
2. Students are to bring books from all classes, writing utensils, paper and any material needed to complete daily work assignments.
3. Students will be assigned a desk and are responsible for the condition of that desk and the area around it.
4. Students must receive permission before leaving their seat or talking.
5. Students are to be busy studying during the full time of their placement.
6. Any behavior deemed unacceptable will be corrected.
7. Students will be provided with tutoring in their subjects when needed.
8. Students may be visited by their counselor.
9. Students will be given bathroom breaks.
10. Students are not allowed to sleep in In-School Suspension.
11. Students will eat lunch in In-School Suspension and must remain in their assigned seat.

12. Misbehavior or failure to comply with the above guidelines may result in students being assigned extra time. A student who continues to engage in unacceptable behavior will be referred for additional disciplinary action.
13. As a general rule, students will be assigned between two (2) and ten (10) days for any offense. After a student accumulates a total of ten (10) days in In-School Suspension during a school year, other disciplinary methods will be used to deal with future offenses.
14. Students assigned to In-School Suspension will not be allowed to participate in extra-curricular activities on the dates serving a suspension.

## Long Term In-School Suspension-Alternative School – PR2610

Students can be placed in a long term In-School Suspension-Alternative School setting because of habitual disciplinary referrals or to serve as a transitioning period as a student returns from a long term out of school suspension. Students will primarily be completing their course work through a server-based computer program, Edgenuity. Student's participation in extra-curricular activities after being assigned to long term In-School Suspension-Alternative School will be at the discretion of the administration.

## Short-Term Suspension – PRF2662

The student is not permitted to attend classes, be present on school grounds, or participate in school-related activities for a period of one (1) to ten (10) days.

## Long-Term Suspension – PRF2662

The student is not permitted to attend classes, be present on school grounds, or participate in school-related activities for a period of up to ninety (90) days.

## Expulsion – PR2664

The student is permanently removed from school. The student may be readmitted only with the consent of the Board of Education.

## Locker Searches – PF2150

Lockers are the property of the Chaffee R-II School District. The administration or their designee has the right to inspect or search lockers as deemed necessary. The student is expected to keep his/her locker clean and neat at all times. Locks may be used however; the office will keep the combination number and/or a key. If the locker is shared, both students must have the combination and/or a key. If a lock is placed on a locker and administration does not have the combination and/or key; locks may be cut-off and disposed of by administration.

## Additional Items to Consider

### Visitors – P1430

Students may not bring visitors to school.

### Telephone Messages

Only in case of an emergency will students be called to the telephone during class time. All calls will be screened before the student is contacted.

### Activities – PRF2920

Students are expected to exhibit good conduct at all times. When attending athletic events, side games are not permitted. In the interest of safety, parents are advised not to leave young children unattended.

## Announcements

A teacher must approve announcements brought to the office by students. The principal or his designee MUST approve ALL announcements. Announcements will be emailed to parents, put on the Chaffee Junior Senior High School website and read daily over the intercom at a designated time.

## Assemblies

Assemblies offer excellent opportunities for student performances, student elections, special experiences and inspiration. They result in an increased feeling of unity and pride in our school and student body. The behavior of students at any assembly would be that found in the classroom. In many instances there will be visitors present at these assemblies who will take with them a lasting impression of the school based on the student's behavior.

## Deliveries

The school accepts flowers, balloons, or gift deliveries for students; however, items that may restrict the bus driver's visual field or cause a safety concern on the bus including, but not limited to, helium balloons or glass items, will not be allowed on the bus. When making a delivery to the school, arrangements should be made to pick up all items at the end of the day by a parent/guardian.

## Building and Campus

The people of Chaffee R-II School District built your school for your safety, comfort and pleasure. Do your part to keep it clean and attractive. Visitors judge our school, citizenship and spirit by what they see in the building and on campus.

## Inclement Weather – P5241

Should it be necessary to dismiss school for inclement weather or other perils, the announcement will be carried over the local radio stations, KFVS television & also through the school outreach message and/or email messages.

## Fire, Tornado, Earth Quake and Intruder Drills – PR5240

In case of fire, tornado, earthquake or other emergency situations, students should follow the specific instructions given by their teachers. Be sure to:

1. Walk at a rapid pace...DO NOT RUN!
2. Do not talk...your teacher will have instructions.

Disaster drills will periodically be practiced during the school day.

## Missouri School Immunization Requirements

- All students must present documentation of up-to-date immunization status, including month, day, and year of each immunization before attending school.
- The Advisory Committee on Immunization Practices (ACIP) allows a four (4) day grace period. Students in all grade levels may receive immunizations up to four days before the due date.
- Required immunizations should be administered according to the current Advisory Committee on Immunizations Practices Schedule, including all spacing, (<http://www.cdc.gov/vaccines/schedules/index.html>).
- To remain in school, students "in progress" must have an Immunization In Progress form (Imm.P.14) on file. In progress means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept and an updated record provided to the school. If the appointment is not kept, the child is no longer in program and is noncompliant. (i.e., Hep B vaccine series was started but the child is not yet eligible to receive the next dose in the series.)
- Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed. The appropriate exemption card must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine-preventable disease occur.

Vaccines Required for School Attendance	Dose Required by Grade													
	K	1	2	3	4	5	6	7	8	9	10	11	12	
DTaP/DTP/DT <sup>1</sup>	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	
Tdap <sup>2</sup>										1	1	1	1	1
MCV <sup>3</sup> (Meningococcal Conjugate)										1	1	1	1	2
IPV (Polio) <sup>4</sup>	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	
MMR <sup>5</sup>	2	2	2	2	2	2	2	2	2	2	2	2	2	
Hepatitis B <sup>6</sup>	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	
Varicella <sup>7</sup>	2	2	2	2	2	2	2	2	2	2	2	1	1	

1. Last dose on or after the fourth (4<sup>th</sup>) birthday and the last dose of pediatric pertussis before the seventh (17<sup>th</sup>) birthday. **Maximum needed:** six doses.
2. 8<sup>th</sup> – 12<sup>th</sup> Grades: Tdap, which contains pertussis, is required.
3. Grade 8<sup>th</sup> – 11<sup>th</sup>: One (1) dose of MCV is required. Dose must be given after ten (10) years of age. Grade 12: Two doses of MCV are required unless the first dose was administered to a student who was sixteen (16) years of age or older, in which case only one dose is required. At least one (1) dose must be given after sixteen (16) years of age.
4. Kindergarten – 10<sup>th</sup> Grade: Last dose must be administered on or after the fourth (4<sup>th</sup>) birthday. The interval between the next-to-last dose should be at least six months. 11<sup>th</sup> – 12<sup>th</sup> Grades: Last dose on or after the fourth (4<sup>th</sup>) birthday. Any combination of four (4) doses of IPV and OPV constitutes a complete series. **Maximum needed:** four (4) doses.
5. First (1<sup>st</sup>) dose must be given on or after twelve (12) months of age.
6. There must be at least four (4) weeks between doses and one (1) and two (2); at least eight (8) weeks between doses two (2) and three (3); at least sixteen (16) weeks between doses one (1) and three (3) and final dose must be given no earlier than twenty-four (24) weeks of age.
7. First dose must be given on or after twelve (12) months of age. Kindergarten – 10<sup>th</sup> Grades: As satisfactory evidence of disease, a licensed health care provider may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease. 11<sup>th</sup> – 12<sup>th</sup> Grades: As satisfactory evidence of disease, a parent/guardian or MD or DO may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.

## General Health Guidelines and Basic First Aid

### ABDOMINAL PAIN

1. Assess for the following: fever/temperature of 100 degrees or above, presence of nausea, vomiting, or diarrhea/last bowel movement, abdominal distention, presence of rebound tenderness, activity tolerance. If symptoms are present exclude students and highly recommend physician evaluation.
2. May offer water, tums, and crackers/snacks if deemed appropriate.

### AED USE

1. If any individual becomes unconscious – assess for breathing and pulse for no longer than 10 seconds.
2. If NO breathing and pulse noted – remain with the individual, begin chest compressions, send a second rescuer for AED and to call 911.
3. Turn on AED and follow voice & visual prompts. Attach electrode pads to the individual's bare chest as indicated. Stop CPR and do not touch individuals while AED analyzing.
4. Continue to follow prompts until EMS arrives.

## **ASTHMA ATTACKS**

1. Established students are having symptoms of asthma attack: wheezing, coughing, difficulty breathing/shortness of breath.
2. Follow the student's emergency action plan if available and student's personal medication is available.
3. If a student does not have an emergency plan and/or medication is not available: School staff will attempt to contact the student's parents/guardians/emergency contacts. Staff may follow standard orders as prescribed by Chaffee R-II District Physician.
4. Students may remain at school unless symptoms worsen or persist after treatment.

## **BED BUGS**

CONTROL PLANS WILL BE MADE ON A CASE BY CASE BASIS.

1. Identify the bug as a bed bug.
2. Check student's belongings for any additional bed bugs.
3. School staff will remain in communication with the student's parents and provide educational materials and resources to assist in remedying the situation at home.
4. Inform the custodial staff and student's teachers and provide them with educational materials as needed to assist in maintaining the school environment and preventing infestation.
5. Licensed pest control operators should be consulted for confirmed infestations.
6. No student should be excluded unless deemed necessary by administration.
7. *BED BUG BITES*: Healthcare providers may recommend an antihistamine or corticosteroid to reduce allergic reaction and inflammation.

## **BITES – ANIMAL**

1. Treat as for CUTS AND ABRASIONS.
2. Notify student's parents; may recommend physician evaluation.
3. Get description of animal and name of owner if known to report to Scott County Sheriff's Office and local Police Department.

## **BITES – HUMAN**

1. Treat as for CUTS AND ABRASIONS.
2. Notify the student's parents.

## **BROKEN TEETH**

1. Find a tooth or partial tooth. DO NOT attempt to clean the tooth even if it is dirty.
2. Place the tooth in a Save-A-Tooth container/solution or in a carton of milk.
3. Notify the student's parents – send the tooth and child to the dentist as soon as possible.

## **BURNS**

1. Remove or cut away clothing covering the burned area (DO NOT remove any clothing or material which sticks to the burn.).
2. Immerse area in cool water.

3. Exclude air by a dry sterile dressing (Apply ointment only if burn is very minor.).
4. If burn is severe and area is extensive, secure immediate attention:
  - DO NOT apply anything to the burned area.
  - Wrap area in bandage or a clean dry sheet.
  - Notify the student's parents and seek medical advice.

## **COLDS**

1. Students shall be excluded if temperature is 100 degrees or above. May return when 24 hours fever free without fever reducing medication.
2. If symptoms are mild and fever is not present, may treat symptoms with Tylenol, ibuprofen, cough drops, and/or throat lozenges.

## **CONJUNCTIVITIS (PINK EYE)**

1. Monitor the student for the following symptoms: eye discomfort/pain, redness of the white part of the eye and inner eyelid, discharge (which may be pus or mucus), eyelids sticking together, swollen eyelids, and sensitivity to light.
2. Parents should be notified and the student excluded from school, and may return 24 hours after physician treatment begins.
3. NOTE: Allergies (non-infectious condition) usually present in both eyes accompanied by itching, redness, and watery discharge.

## **CUTS AND ABRASIONS**

1. Wash with mild soap and water. May also use antiseptic to cleanse the area.
2. May apply antibiotic ointment to the area.
3. Apply bandage or sterile dressing depending on size of wound.
4. Parents should be notified and the student referred to a physician for extensive wounds.

## **DIARRHEA**

1. Notify parents and exclude from school for 24 hours symptom free.

## **EARACHE**

1. Assess the student with an otoscope, if available, for s/s of infection – purulent drainage, redness, fluid behind eardrum.
2. If infection is suspected, notify parents and recommend physician evaluation and treatment as soon as possible.
3. If unable to determine presence of infection, notify the parent that if symptoms persist to seek medical evaluation.
4. Students do not need to be excluded from school unless the temperature is 100 degrees or higher at present.

## **EPI PEN USE**

1. Establishing the individual is having symptoms of anaphylaxis, including but not limited to: swelling of the face, mouth, or tongue, shortness of breath/difficulty breathing, wheezing, difficulty swallowing/tightening or narrowing of the throat.
2. Follow student's individualized EpiPen Emergency Care Plan.
3. Follow the student's emergency action plan if available and student's personal medication available.
4. If no emergency care plan nurse may follow standard orders as prescribed by Chaffee R-II District Physician.
5. CALL 911.

## **FAINTING**

1. If a student becomes unconscious but continues to have normal pulse and respirations, attempt to arouse using sternal rub and shouting student's name.
2. If unsuccessful and the student does not immediately arouse/respond – CALL 911 and notify the student's parents immediately.
3. If a student becomes responsive, assess vital signs and monitor for injury (follow additional procedures if appropriate). Contact the student's parents for exclusion and highly recommend medical evaluation.

## **FEVER**

1. If the temperature is 100 degrees or above, notify parents and exclude them from school. Students must be fever-free for 24 hours without fever reducing medications before returning to school.
2. If a student has low-grade fever, parents may be notified.

## **FRACTURES**

1. If fracture is suspected – immobilize the affected area if possible using splints or padding, and elevate the affected area.
2. Contact the student's parents and exclude them from school. Recommend medical evaluation as soon as possible.
3. Refrain from administering acetaminophen or ibuprofen until seen by a physician.

## **FOREIGN BODY IN EYE**

1. DO NOT allow students to rub their eyes.
2. Suggest closing eyes for a few minutes to allow tears to wash out foreign bodies. May offer an ice pack to eye at this time.
3. If foreign body can be seen, remove it if possible by touching lightly with a cotton applicator.
4. May irrigate the eye using an eye wash bottle and eye wash solution/normal saline.
5. Cover the eye with sterile dressing.
6. Notify parents and refer to a physician if pain continues longer one hour OR if unable to remove foreign body.
7. If acid or alkali solution enters the eye, wash immediately with plenty of tap water for at least 20 minutes. Notify parents and refer to a physician.

## **HAND, FOOT, AND MOUTH DISEASE (HFMD)**

1. Exclude students until fever free for 24 hours without fever reducing medication, and blisters are scabbed over with no oozing or weeping.

## **HEADACHE**

1. May offer students generic Tylenol or ibuprofen as deemed necessary and appropriate for age/weight.
2. Exclude students from school if the temperature is 100 degrees or greater.

## **HEAD INJURY/POSSIBLE CONCUSSION**

1. Students will be asked to describe symptoms, and a neurological assessment will be performed.
2. If a student is only complaining of headache, they will be administered Acetaminophen and allowed to stay at school. If multiple symptoms occur, the student will be required to go home.
3. If concussion is suspected, contact parent/guardian for exclusion and highly encourage physician evaluation as soon as possible.
4. Students will be excluded from play/activity and must be symptom free for at least 24 hours before returning to play/activity.

## **HEAD LICE**

1. Routine head checks of healthy students are no longer recommended and will not be conducted. Checks for lice and/ or nits will be performed as the need arises.
2. If a student is found to have lice and/or viable nits, the student will be excluded from school until treatment is given with removal of live lice. The parent will be provided with instructions on how to treat and eliminate lice and nits.
3. Students will be rechecked before reentry to school.
4. Parents must continue to remove viable nits to prevent re-infestation.

## **HEAT EXHAUSTION**

1. Take students to a cool environment as quickly as possible. If unable to transport students, send for assistance immediately.
2. Loosen clothing.
3. Attempt to cool a student's body temperature by placing cool cloths on forehead and chest if possible; fan the body.
4. Only allow sips of water at first.
5. Notify parents and recommend exclusion.

## **HIVES**

1. Attempt to determine the cause.
2. May apply topical anti-itch cream or ice to the affected area to relieve itching and reduce swelling.
3. Monitor students for worsening reactions and/or systemic reactions, such as breathing difficulties. If noted, contact the parent and recommend the student be taken to a physician for immediate evaluation and treatment (SEE ALSO EPI PEN USE).

## **IMPETIGO**

1. Contact the student's parent for exclusion – will need to be evaluated by a physician for treatment. Students may return to school after receiving at least 24 hours of prescribed treatment.
2. Notify the custodial department for proper cleaning/disinfecting.

## **INSECT BITE/STING**

1. Stinger should be removed.
2. May apply an ice pack and hydrocortisone cream to the area.
3. SEE ALSO EPI PEN USE if a student has a history of allergy or anaphylactic response occurs.

## **NOSEBLEEDS**

1. Have students sit in chairs with their heads slightly forward while pinching the nostrils together.
2. May apply cold compress to the bridge of the nose.
3. May apply pressure to the upper lip under the nose.
4. Avoid wiping or blowing the nose.
5. If bleeding does not cease after 15 minutes of continuous pressure, contact the student's parents and recommend exclusion for medical evaluation.

## **POISON IVY**

1. May apply Calamine lotion to the lesions.
2. Cover the area(s) while at school if possible.
3. If the area involved is extensive, involves the face or genitals, or does not resolve with Calamine treatment, parents should be notified and physician treatment recommended.
4. The student should remain at school unless so symptomatic that he/she is unable to properly function/participate in the classroom setting.

## **RINGWORM**

1. Area MUST be covered while the student is at school.
2. Contact the student's parents and recommend treatment of antifungal cream. If the area does not improve with over-the-counter treatment, students will need to be evaluated by a physician.
3. Encourage students to practice good hand hygiene.
4. If the area is unable to be covered, students will need to be evaluated by a physician. Students may return to school with a doctor's note approving reentry.

## **SCABIES**

1. If a student is suspected to have scabies – small bumps, blisters, or scratch-like elevated lines, accompanied by severe itching (which may be worse at night) – notify the student's parent for exclusion and refer to a physician for evaluation and treatment.
2. Students may return to school once treatment is completed along with physician approving reentry to school.

## **SEIZURES**

1. Note the time and call/send for assistance.
2. Remain with the student at all times.
3. Do not restrain the student, but attempt to protect them from injury. If a student is standing or seated, assist them to the floor. Clear the area. If possible, turn the student to his/her side. Do not force anything into the student's mouth. Loosen clothing around the neck.
4. Monitor breathing and pulse.
5. If seizure lasts less than 5 minutes – if available follow the student's emergency action plan. If the student does not have a history of seizures, call 911 & the student's parents.
6. If a student goes from one seizure into another without gaining consciousness OR has a seizure that lasts more than 5 minutes, call 911 and notify the student's parents.

## **SHINGLES**

1. Blisters/fluid **MUST** be covered at all times while the student is at school. If unable to do so, students should be excluded from school.
2. Notify any staff members that may be pregnant and work with the student.
3. Notify the parents of students who have not been immunized against chickenpox.

## **SHOCK**

1. May occur following injury – observe students for the following symptoms: pale, cool or clammy skin, chills, feeling dazed, loss of consciousness, rapid or weak pulse, nausea/vomiting, or severe thirst.
2. Have students lie down – keep warm and elevate feet.
3. Loosen clothing.
4. Notify the student's parents and call 911.

## **SORE THROAT/STREP THROAT**

1. Assess the student's temperature and examine the throat. May also assess for headache, nausea/vomiting, abdominal pain, muscle pain, and skin rash.
2. If temperature is 100 degrees or higher students shall be excluded from school and highly recommended to have a physician evaluation.
3. If a student is positive for strep infection, he/she should be excluded from school until 24 hours after antibiotic treatment begins and without fever for 24 hours.
4. If fever is not present and/or symptoms of strep are not present upon nurse examination, may offer Chloraseptic spray, throat lozenges, and/or salt-water gargle.

## **METHICILLIN-RESISTANT STAPHYLOCOCCUS AUREUS (MRSA)**

1. If a student presents with an area of skin that is red, painful, swollen, and/or filled with pus, contact parents and recommend physician evaluation.
2. Students may remain at school if the area can be covered and the student does not have a temperature of 100 degrees or higher.
3. In the event of confirmed cases of MRSA infections, custodial staff should be informed.

## **VOMITING**

1. Notify parents and exclude from school until symptom free for 24 hours.

### **Please note:**

- Nurse and/or school staff may require medical notes for student's reentry on a case by case basis.
- Medical care provided may be adapted to accommodate individual needs.

## **CONTAGIOUS COMMUNICABLE DISEASES - PR 2860**

Children will not be permitted to remain in school if they have an illness which may be contagious or communicated to other students. When a child is ill, it is the responsibility of the parent to provide the appropriate childcare including the doctor's care and prescribed medications. The child may return to school when the illness is not contagious to other children.

## **MEDICATIONS AT SCHOOL - PRF 2870**

Over the counter medications are as follows:

1. Must have written permission from parents.
2. Must be in the original bottle with directions and label.
3. Parents must bring and pick up all medications or make arrangements to have them picked up. Children of any age are not allowed to carry medications.
4. Medicines will be destroyed if not picked up within one week following the close of school.

Prescription medications are as follows:

1. Bottle must have a pharmacy label with a doctor's prescription.
2. Must have written permission from parents.
3. Parents should ask the pharmacy to give you a second bottle for medications that can stay at school until all gone.
4. All medications that are prescribed once, twice, or three times a day should be given at home. (before school, after school, before bed)
5. Parents must bring and pick up all medications or make arrangements to have them picked up. Children of any age are not allowed to carry medications.
6. Medicines will be destroyed if not picked up within one week following the close of school.
7. Parents must provide an inhaler to be kept in the nurse's office for all students who have been prescribed an inhaler for Asthma. Students who have permission to self-administer their inhaler must also provide a back-up inhaler to be kept in the nurse's office.

## **HEALTH SERVICE (PR 2860)**

If a student becomes ill at school, he/she should report to his/her teacher and then to the nurse who will decide what should be done. Students must not leave the building because of illness unless authorized to do so. If the nurse is not in, students are to report to the office. **AT NO TIME ARE STUDENTS ALLOWED TO LEAVE SCHOOL WITHOUT SIGNING OUT IN THE OFFICE.** The school is not allowed to give out ANY type of medication without parental permission.