



**Chillicothe Middle School
Student Handbook
2023-2024**



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

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

On behalf of the entire staff of Chillicothe Middle School, we want to welcome each student to the 2023-2024 school year. We look forward to working with our students and families to ensure academic success for all!

Go Hornets!

Sincerely,

*Abby Smith
CMS Principal*

*Joel Hultman
CMS Assistant Principal*

*Brian Schmidt
Resource Officer*

*Lendy Donoho
Counselor*

*Rebecca Polley
Counselor*

*Jeanette Johnson
Office Secretary*

*Sue Hopper
Office Secretary*



Chillicothe R-II School District



Vision

*Be the **BEST!***

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

Mission

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

Commitments

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

Chillicothe Middle School

Vision

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

Mission

One team. One goal. Learning for all!

STUDENT RIGHTS AND RESPONSIBILITIES

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

Each student has the right to:

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

Each student has the responsibility to:

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

GENERAL INFORMATION

Absences & Accountability

To the extent that parents and patrons actively support Chillicothe Schools, the Board of Education, administration, faculty and staff jointly accept primary responsibility for achieving the purpose and goals of the school district. With guidance and support from parents and educational personnel, the students are accountable for taking full advantage of the educational opportunities and experiences established on their behalf. Parents are requested to call the school office at (660)646-1916 if a student is going to be absent from school.

Parents will be contacted by school personnel once a student has reached 5 absences. If further absences continue, the school reserves the right to refer the parents to the School Resource Officer, the Livingston County Juvenile Office and the Livingston County Prosecuting Attorney. Students who are absent from school without the knowledge and consent of the parent/guardian and the administration, or students who leave school during the day without the consent of the principal, will be considered truant. Every effort will be made to work with the parent and/or guardians.

Make up work should be completed as rapidly as possible. It is the students responsibility to collect and complete make-up work upon returning to school after any absence.

CLASS PREPARATION

Successful students are those students who come to each class prepared with the necessary tools. Students will need their school-issued Chromebook for each class. Some teachers may require additional materials or supplies for their class. Students should make sure they understand what is required for each class and make every effort to be prepared for each class to assure the maximum learning opportunities.

DAILY SCHEDULE

The school day at CMS will begin with first period class "Sting time class" at 7:45 a.m. Each of the class periods during the day will last approximately 50-55 minutes.. Classes will begin and end with an announcement via the intercom. School will dismiss at 2:55 p.m. The Middle School building is closed at 3:30 p.m. to all students not under the direct supervision of a teacher.

Chillicothe Middle School Schedule

7:45 – 8:00	First Period (Sting Homeroom)
8:05-9:00	Second Period
9:05-9:55	Third Period
10:00- 10:50	Fourth Period
10:55-12:10	Fifth Period
LUNCH	
1 st	10:57-11:20
2 nd	11:22-11:45
3 rd	11:47-12:10
12:15-1:05	Sixth Period
1:10-2:00	Seventh Period
2:05-2:55	Eighth Period

EARLY ARRIVAL

Students should not arrive prior to 7:20 a.m. each day. When students arrive they will be required to stay in the area designated for their grade level. Students arriving prior to 7:20 a.m. will report to the commons.

LEAVING SCHOOL

Once a student arrives on school property, they are not to leave school at any time without permission from the office. Students are to be checked out at the office by a legal parent/guardian, when leaving for appointments, emergencies, etc. It is equally important that students check in at the office when returning to school. Students who fail to follow this policy will be considered truant from school.

CUSTODY OF STUDENTS

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

STUDENT TRANSPORTATION

Riding the school bus is a **privilege** extended to students and all school rules and regulations that pertain to student conduct in the schools are applicable to student conduct on the bus. All students being transported are under the authority of the driver and must obey his/her requests. Students riding the bus are to go directly to and from the bus to the building and are not permitted to leave school property. Middle School

students are to board and leave buses only at such places as designated by the director of transportation and the bus driver. Upon arrival at CMS all students are expected to remain in their assigned portion of the building at all times. **School Bus loading and unloading will take place on the North side of the middle school in the alleyway that separates the school buildings from the practice field.**

Transportation Policy

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

Parent/Guardian Expectations:

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

Parents/Guardians are encouraged to:

1. Understand and support District rules and policies, regulations and principles of school bus safety.
2. Cooperate with school officials to promote safe and efficient student transportation.
3. Support efforts to improve school bus safety.
4. Communicate safety concerns to school administrators.
5. Assist their children in understanding safety rules and encouraging them to abide by the rules.
6. Support safe riding practices and reasonable discipline efforts.
7. Understand that students who ride school buses must obey all laws, rules, and regulations governing student transportations. School bus riding privileges may be suspended or terminated, as indicated in this handbook, for failure to follow applicable student transportation laws, rules, and regulations.
8. Recognize their responsibilities for the actions of their children.
9. Be aware of the dangers involved in and around loading and unloading zones, including the dangers of loose clothing, clothing accessories, and other loose personal items.
10. Be responsible for:
 - a. Care supervision and behavior of their children prior to loading and after unloading from a school bus operated in regular route, special education, career education, or similar type service. Whenever possible, parents/guardians are encouraged to monitor bus stops.
 - b. Getting their children safely to designated school bus stop on time (no less than five [5] minutes and no more than ten [10] minutes before the scheduled pick up time) and having the children dressed in clothing appropriate for the weather season. The school bus will not wait for students not at the loading area when the bus arrives.
 - c. Getting their children safety from a designated school bus stop.
 - d. Helping the bus driver to teach their children proper procedures for safely crossing the roadway before loading and after leaving the bus.
 - e. Supporting emergency evacuation procedures as prescribed by state law, rules, and regulations, and District rules and regulations.
1. Respect the rights and privileges of others.
1. Be knowledgeable about the traffic laws regarding when to stop for school buses. On a roadway that is three (3) lanes or less, both the oncoming traffic and traffic following the bus must stop when the overhead red lights are flashing and the stop arm is extended. On a roadway that is four (4) or more lanes, only the traffic following the bus must stop.
1. Parents/Guardians shall be responsible for malicious destruction to the bus, and the parents/guardians shall pay restitution for damages caused by student or students.

Student Expectations:

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

1. The bus driver is in full charge of all persons riding on the bus and has the same status and authority as a teacher in so far as discipline is concerned. The bus driver will assign seats to students on the bus. This seating arrangement will be changed as needed. Students shall obey the directions of the bus driver promptly and courteously.
2. Students shall board and leave the bus at their established stop, except when they have a request signed by their parent/guardian listing a valid reason to board or leave from another established stop. This request must also be approved by the school principal/designee. Students shall ride their assigned bus unless reassigned by the respective school principal/designee.
3. Students shall observe safe pedestrian practices while walking to and from the bus stop. Students shall arrive at their designated bus stop not less than five (5) minutes or more than ten (10) minutes before the bus is scheduled to arrive. Students shall wait in an orderly manner and shall respect private and public property while waiting at the bus stop.
4. After the bus has come to a complete stop, students shall enter the bus, go to their assigned seat, and remain seated until the bus stops to unload students.
5. If it is necessary for students to cross the road before boarding or after leaving the bus, the student must wait ten (10) feet in front of the bus until the "all clear" signal is given by the driver, then cross carefully.
6. Students shall talk quietly and avoid loud or distracting noises on the bus. Students shall avoid unnecessary conversations with the driver while the bus is moving. Absolute silence is required when the driver stops the bus at railroad crossings.
7. Students shall not tamper with emergency doors or equipment.
8. Students must keep all parts of their body (hands, arms, feet, head, etc.) inside the bus at all times. No materials are to be thrown inside the bus, from the bus, or into the bus.
9. School District policies and procedures pertaining to drugs, alcohol, tobacco, controlled substances, unauthorized prescriptions, and weapons or look alike weapons are in effect at the bus stop and on the bus.
10. Other items not permitted on the bus are breakable containers, skateboards, scooters, roller blades, ball, cigarette lighters, matches, shop projects, or animals (except assistive animals), flammable or explosive substances (such as gasoline), or anything else that could jeopardize the safety of the persons involved, on any school bus. Any items carried on the bus must be small enough to be held on the lap of the student.
11. Horseplay will not be tolerated on the bus. Horseplay is defined as throwing objects, shoving, pushing, chasing, loud yelling, play fighting, spitting, tripping, and obscene gestures.
12. There will be no eating or drinking on the bus except for bottled water. Eating or drinking is not allowed on the bus except when unusual circumstances exist and prior approval is given by school or by school transportation personnel.
13. No gum or candy is allowed.
14. Students must cooperate with the driver to keep the bus clean. Excessive trash is a safety hazard for all riders.
15. Sexual misconduct, harassment, bullying, or threats to students, staff, or driver will not be tolerated.
16. At the end of the school day, students must board the bus at their home school. They cannot walk across campus to board at another building.
17. Once a student gets on a bus, the student is to remain on the bus until his or her assigned bus stop. Once a student gets off a bus, he or she will not be allowed back on the bus unless a serious safety issue arises.
18. Fighting and assault cannot be tolerated anywhere within the educational setting. This includes the bus stop, while on the bus, and on school property. Fighting is defined as when both individuals are engaged in physical contact of hitting, slapping, punching, and/or kicking. Assault is defined as hitting, striking, and/or attempting to cause injury to another person.

Bus Misconduct/Discipline:

Student Misconduct	1 st Offense	2 nd Offense	3 rd Offense
Possession of any illegal substance, paraphernalia, controlled substance, drug (other than epi-pen, when approved in advance by the principal), drug and/or alcohol (in any amount)	Loss of bus privileges and school discipline per the Level 2 Misconduct page		

Not in assigned seat, out windows, eating or drinking, talking loudly, yelling, and or making distracting noises	Warning	5 days loss of bus privileges	10 days loss of bus privileges
Conduct resulting in safety issues	5 days loss of bus privileges	10 days loss of bus privileges	Loss of bus privileges
Horseplay, and or disruptive and disrespectful conduct	1 day loss of bus privileges	3 days loss of bus privileges	5 days loss of bus privileges
Harassment and/or bullying	5 days loss of bus privileges and school discipline	10 days loss of bus privileges and school discipline	Loss of bus privileges and school discipline
Obscene and unacceptable language, gestures, or signs on the bus or bus stop	Warning	5 days loss of bus privileges	10 days loss of bus privileges
Sexual contact	Loss of bus privileges and school discipline		
Weapons as defined in handbook	Loss of bus privileges and school discipline		
Obscene and unacceptable language, gestures, or signs at driver, threat to driver	10 days loss of bus privileges and school discipline	Loss of bus privileges and school discipline	
Tobacco possession	5 days loss of bus privileges and school discipline	10 days loss of bus privileges and school discipline	Loss of bus privileges and school discipline
Aggressive physical contact/Fighting	Loss of bus privileges and school discipline		
Throwing an object(s) out of a bus window	Loss of bus privileges		
Vandalism or theft	Loss of bus privileges until restitution made for repairs/replacement and school discipline	5+ days loss of bus privileges and school discipline	10+ days loss of bus privileges and school discipline
PDA including kissing and groping	Warning	3 days loss of bus privileges and school discipline	5 days loss of bus privileges and school discipline
Tobacco use	Loss of bus privileges and school discipline		

LUNCH PROGRAM

Lunch is made available for the students in the cafeteria. The meals are well-balanced and meet the guidelines of the national school lunch program. **Chillicothe Middle School is a closed campus, and therefore, students must bring a lunch or purchase a school lunch. No catered/delivered food is allowed.** All students are to report to the cafeteria immediately upon the teacher's dismissal to lunch, even if they bring their own lunch or choose not to eat the school lunch.

Students will fill in the tables on the west side of the cafeteria and will be dismissed to the line by teachers on duty. Each item brought into the cafeteria needs to be consumed in the cafeteria. Food will not be taken out of the cafeteria as it can be a safety issue with food allergies and sanitation. Any food items other than **water in a clear plastic container** in the possession of students outside of this area will be confiscated and immediately disposed of. The cafeteria is a busy place, therefore, it is essential for students to conduct themselves appropriately while in the cafeteria. Students who run, are loud, or fail to clean their area will be dealt with through the student discipline code.

BREAKFAST/LUNCH CARD SYSTEM

Each student must use his/her own lunch card in order to purchase food items in the cafeteria. Payments to the debit system may be made in the collection box in the cafeteria using the furnished deposit envelope. It is suggested that payment for food services be made by check rather than cash. A student may not make additional charges from his/her debit account if the account balance is zero. Applications for free and reduced meals may be requested from the school office throughout the school year.

Student ID cards

At the beginning of the school year all CMS students will receive a picture ID card which will also be used as a lunch card. **Students will be required to wear their ID card in a visible place**, preferably on a lanyard around their neck. The student ID card is not to be marked on, cut, or defaced in any manner. Students destroying their ID card will be charged \$5.00 for a replacement ID card. Students who need a replacement ID card need to report to the East office **before school** to get their name placed on a list to get a new ID card and will need to check back after first hour to pick up their printed ID card. According to federal guidelines the students will be issued up to five replacement cards for **lost** ID cards. Once the five replacement cards are used the student will pay \$5.00 for each replacement card. Cards that are defaced or destroyed will automatically require \$5.00 for a replacement.

HEALTH SERVICES

If a student becomes ill at school, they should report this immediately to a teacher or the office. If it is deemed necessary, the student will be referred to the health office where a nurse is on duty. The health room staff will notify the office if it becomes necessary for the student to leave school. In order for a student to be dismissed during the school day due to health reasons, parental permission must be obtained. School officials should be made aware of any health concerns that require special attention.

Accidents

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

Administration of Medications to Students

The school nurse will be responsible for giving medication if she is in the building. The nurse will train designated unlicensed personnel to administer medication when she is not present.

MEDICATIONS

The first dose of any medication will not be given at school because of possible allergic reactions or side effects. Medications will be given to students during school hours if necessary. If possible, the parent/guardian will be encouraged to schedule the medicine to be given before or after school. However, if this is not possible, the following instructions must be followed:

1. Prescription medication:

- a) All prescription medications being taken by students must be cleared through the office by the parents.
- b) The medications will be monitored through the nurse's office.
- c) All medications a student requires, no matter how minor they appear, must be dispensed in the nurse's office.
- d) Students violating this policy can expect serious consequences.
- e) Medication container must have label attached by a pharmacist and/or physician and will include:
 - (1) Child's name.
 - (2) Name of medication.
 - (3) Dosage of medication.
 - (4) Name of doctor.
 - (5) Written permission from parent/guardian to give medication.

(6) Time of day medication is to be given.

2. **Non-Prescription (Over-the-Counter) Medications**

- a) **MEDICATION MUST COME IN THE ORIGINAL CONTAINER.**
- b) Child's name on the medication container.
- c) Only the instructions listed on the medication container will be followed unless a physician requests in writing different instructions for administering the medication.
- d) Written permission from parent/guardian to give medication.
- e) Time of day medication is to be given.

Transport of All Medication (Both prescription and non-prescription)

If parents are unable to bring medication to school, the medication verification form must be completed by the parent and accompany the medication. Designated school personnel will then count the pills and complete the form for verification. If the parents bring the medication to school, this form will not need to be completed. Excess medication at the end of the school year WILL NOT be sent home with the students. Parents must make arrangements to pick this medication up. Any medication not picked up will be disposed of properly.

Student Immunizations

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

Guidance and Counseling

A comprehensive Guidance Program is provided to all students, their families, and the school community. These services include:

1. Occupational, Educational, and Social information;
2. individual and group counseling;
3. testing and test interpretation;
4. planning, placement, and follow-up related to class planning and scheduling;
5. career and educational planning;
6. referrals when requested or necessary.
7. Parents and others may schedule appointments by calling the school.

Library Media Center

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

ATTENDANCE

The Chillicothe R-II Board of Education finds that regular school and classroom attendance is a key to satisfactory achievement. It is recognized that absence from school may be necessary under certain conditions. It is the parent/guardian's responsibility to contact the school and verify any absence. However, every effort would be made by students, parents, guardians, teachers and administrators to keep absences and tardiness to a minimum. Frequent absences disrupt the continuity of the instructional process. Teachers cannot teach students who are not present on a daily basis.

ACADEMICS

Chillicothe Middle School has many programs in place to assist those students who need some extra help in classes.

Interventions for Improving Grades:

- Be in class on time and well-prepared each day. Participate with full attention in class activities.

- Keep an assignment planner to organize short-term/long-term projects. Break large projects into smaller chunks.
- Block off routine, quiet study time at home.
- Utilize Sting time each morning.
- Review classwork periodically. Do not wait until the night before a test.
- Establish study groups with peers.
- Review sound test-taking techniques. Ask your teacher how to best study for his/her subject area.
- Check Infinite Campus regularly. Parents and students can access Infinite Campus using links on the school webpage.
- Reevaluate your priorities when activities or employment outside of school jeopardize your academic success.
- Use school resources available to you.

How to Get Help at School

Staff that can help:

- ❖ Work with a teacher during Sting time.
- ❖ Talk to your teacher about specific suggestions for improvement.
- ❖ Ask your teachers about help sessions that they offer to students.
- ❖ Make an appointment with your school counselor for further recommendations.
- ❖ Contact your principal to be matched with a faculty mentor.
- ❖ The library houses an extensive collection of books, periodicals, ebooks, audiobooks, and digital resources for student access.

Mandatory Academic Success Plan

CMS will conduct grade and assignment checks each Monday during Sting. A student who is missing three or more assignments in a core subject area will be required to stay from mandatory tutoring until the assignments are completed and handed in.

If a student fails a core subject (ELA, Math, Science or Social Studies) this credit must be made up before advancing to the next grade level. CMS uses Edgenuity, a computer based credit recovery system aligned to MO Learning Standards, to make up this credit. If a student fails a core subject, they will be moved from their Elective hour to a Credit Recovery Room, the following semester.* A student who is enrolled in the Credit Recovery Room will remain until the end of the semester. If they pass their class before the semester ends, they will remain in the class until the next semester begins. The student is expected to use the room to make sure they do not fail any other classes, tutoring, and improving their literacy skills.

*Edgenuity Credit Recovery is offered during Summer School, but only for students who fail a Spring Core Class.

Makeup and Alternative Assignments

Students who have been absent from instruction will have double the amount of time missed to make-up assignments and/or complete additional or alternative assignments designed to substitute for the missed instruction, as provided in this policy. On the day the student returns from an absence, he/she will be required to take any tests that were scheduled and announced prior to the absence. Tests scheduled and announced during an absence will be treated the same as any other make-up work. When students are absent, it is the responsibility of the parent/guardian to contact the school to verify the student's absence. If the parent does not contact the school, the principal or representative will attempt to notify the parent of the student's absence.

For an absence to be verified, a parent/guardian must contact the school within two (2) business days of the absence, either in writing or by telephone. When a student is absent for the third time in a semester, a letter will be sent to the home notifying the parent/guardian of their student's attendance status. Letters will be sent for absences exceeding the limit of 5 per semester. Students absent from school for more than 8 days in a semester in a class, either verified or unverified, will have their case sent to supporting agencies (Division of Family Services, Juvenile Office, School Resource Officer, or Prosecuting Attorney). Exceptions to this will be such things as documented medical situations requiring the student to be out of school for an extended period, documented family emergencies, etc. Students having their attendance cases furthered to supporting agencies will be declared ineligible to participate or attend any extracurricular activity until the attendance is made-up in Saturday School. Since the impairment to academics caused by absences is not dependent upon the reason for the absence, there will be no categorical list of excused or unexcused absences.

Late Work

In an effort to keep students organized and accountable for learning, grade information will be sent to parents and students at Midterm and the end of each Quarter. Students and parents also have access to check grades at any time using the online Infinite Campus portal you can find here: <https://sdm.sisk12.com/CH360x3/login>

Late work is accepted at CMS. Students will be allowed to turn in late work up to the last day of the grading period- Midterm and the End of the Quarter. Any assignment that was due before Midterm will not be accepted after Midterm. If a student turns in late work after the due date, there will be an 11% deduction of points. We want to offer an incentive for students to turn work in on time and encourage positive organizational and study skills as habits our Middle School students develop as learners.

Saturday School (Related to attendance)

Students who miss in excess of the attendance limit could be considered as "at risk" of potential failure, retention and/or eventually becoming a dropout. In order to assist all students in school success, the district will offer Saturday School for academic review, study, and preparation for academic programs. Saturday School will consist of one session from 8:00 a.m. to 12:00 p.m. Students may make-up missing work any given Saturday. Students who do not take advantage of Saturday School and have missing work will be assigned after school detention for 45 minutes the following week as needed to complete the missing work.

VISITORS

Visitors are welcome to our school, however, no visiting students will be permitted to remain in the building unless accompanied by an adult and advance permission is granted through the office. All adult visitors to CMS are required to check in at the office upon arrival to obtain an identification badge to be worn during their visit at the Middle School.

LOCKERS

Chillicothe Middle school has enough lockers for each student to be assigned their own locker. Lockers will be assigned and managed through the office. Once a locker assignment is made, students are not allowed to switch without the consent of the office. Backpacks must be kept in assigned lockers throughout the school day. Records of all student locker numbers are kept in the office for reference when books are needed during a student's absence. **School issued locks will be made available to every student upon request.** Students will be required to properly use and maintain their lock and locker. Only school-issued locks may be used on

school lockers. The lockers are the property of the Chillicothe R-II School District and they may be entered by school personnel at any time it is deemed necessary. Students who lose locks or damage a locker will be held responsible for replacement or repair.

HALL CONDUCT/PASSES

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

STUDENT ACTIVITY TICKETS

All CMS students are given the opportunity to purchase an activity ticket. This ticket allows the student entrance into all middle and senior high home athletic events with the exception of district and state tournaments.

SCHOOL CANCELLATIONS

In the event of severe weather, school may be canceled or dismissed early. If this occurs, local radio and television stations will be notified, and the information will be sent out using textcaster. Please use these sources for information regarding cancellation of school or school related activities.

SCHOOL TELEPHONE

The telephones in the office are important to the school as an outlet to parents, school related businesses, and even emergency personnel. It is important as an inlet to parents and others who need to contact school personnel on school related matters. It is for this reason that student use of the office telephone must be restricted. Only student calls that are necessary will be allowed, and students will not be called from class to answer the phone.

FINES

Students who damage or lose school issued books, locks, athletic or band equipment, or other items, or fail to pay library fines or other bills, will have their name placed on the fine list. Fines should be paid at the office or with the teacher as soon as notice of the fine is received.

HONOR ROLL

A Principal's Honor Roll and a CMS Honor Roll will be published at the end of each quarter to recognize those students who have earned the honor. The standards for the Honor Rolls are as follows:

1. Principal's Honor Roll= G.P.A. of 4.0 (A)
2. CMS Honor Roll=G.P.A. of 3.0-3.99 (B to A-)

C.M.S. GRADING SCALE

C.M.S. GRADING SCALE		C+	77 - 79%
A	96 - 100%	C	73 - 76%
A-	90 - 95%	C-	70 - 72%
B+	87 - 89%	D+	67 - 69%

B	83 – 86%	D	63 – 66%
B-	80 – 82%	D-	60 – 62%
BELOW 60% = F			

Chromebooks

Chillicothe R-II School District retains sole right of possession of the Chromebook. Chillicothe R-II School District lends the Chromebook to the students for educational purposes only for the academic year. Additionally, Chillicothe R-II administrative staff and faculty retain the right to log, supervise, access, view, monitor, record, collect and/or inspect Chromebooks at any time for any reason related to the operation of the school, including via electronic remote access and to alter, add or delete installed software or hardware. By using a Chromebook, users agree to such access, monitoring, and recording of their use.

Chromebook Check in and Check Out

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

ELECTRONIC DEVICES

Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. However, the use of cellphones in schools poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. As a result, student cell phones, digital cameras, smart watches, airpods, and similar electronic devices will be banned during the instructional day and in dressing areas during extracurricular activities. Students with a visible cell phone or other designated banned device or airpods on the Chillicothe R-II School District campus between 7:45 a.m. and the end of the school day will have their electronic device confiscated. If a student refuses to surrender his/her phone, he/she will be suspended for two days out of school for insubordination. A student is considered in violation of this policy if the cell phone or banned device is visible, or not visible but in use by the student in any way. Cell phones and electronic devices must be turned off at all times throughout the school day (strict prohibitions on ringing and vibrating). Cell phones and electronic devices must be kept out of sight and must be turned off at all times while riding a school bus to and from school.

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

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

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

<i>First Offense</i>	Confiscation of the cell phone. Cell phones will remain in the office until a parent or guardian signs for the cell phone in the office.
<i>Second Offense</i>	1 Day In-School Suspension
<i>Third Offense</i>	1 Day Out-of-School Suspension
<i>Fourth & all subsequent offenses</i>	2 Days Out-of-School Suspension

STUDENT DRESS CODE

The purpose of the Chillicothe Middle School dress code is to ensure that all students are able to attend school in an environment that is free from the distraction of inappropriately clothed students. It is not the school's intention to infringe on the individual student's rights to freedom of expression but rather to encourage students to "dress for success" and to come to school properly prepared to participate in the learning process.

Although the list given below details items that are not allowed, the teachers and administration reserve the right to determine that other items not listed here are causing interference to the educational process and, therefore, will not be allowed:

1. Any type of dress that is disruptive or distracting to the educational process will not be permitted. Clothing must cover the stomach, back, chest and buttocks.
2. Students are expected to wear clothing that covers all undergarments and private parts at all times.
3. A shirt without sleeves, midriiffs, inappropriate tank tops, halter tops, "spaghetti straps," and strapless attire are not to be worn.
4. Clothes with holes (above mid-thigh) that result in inappropriate skin or undergarment exposure will either be covered or the student will have to change clothing.
5. Bottoms (pants, skirts and/or shorts) must be of sufficient length to avoid inappropriate skin or undergarment exposure. (Recommended minimum inseam length of 3" or more.)
6. Shoes, boots or other types of acceptable footwear (house shoes or slippers are not acceptable) must be worn in the building at all times.
7. Clothing and accessories with printed obscene or profane statements, pictures, or implications; statements indicating immoral, illegal, sexual, or violent behavior; statements advertising, promoting or picturing alcohol, tobacco, or drugs are prohibited.
8. Hats, caps, bandannas, hoods, sunglasses, headbands wider than 2 inches, or any distracting items will not be worn in the building at any time during the school day. Hats will be confiscated and returned at the end of the school day.
9. Class activities, which present a concern for student safety, may require the student to adjust hair and/or clothing in the interest of maintaining safety standards. (Example: Science lab)
10. Face paint, costume masks, and face covering are not allowed in school. (Medical masks to prevent disease are an exception.)
11. Jewelry and chains that are distracting or dangerous will not be allowed.
12. "Sagging" is not allowed. Pants must cover the underwear or shorts under the jeans at all times.
13. Blankets, pillows, quilts, comforters, bedding or any other blanket type article are not allowed in the building without prior permission from the principal or assistant principal.
14. Additional dress guidelines may be imposed upon students participating in certain extracurricular activities.

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

All CMS students are required to wear their student ID either on a lanyard or a clip-on badge. The ID should be visible, not hidden under clothing or worn on a backpack. This must be present on the student anytime they are on the CMS campus during school hours (excluding physical education classes, or a situation in

which wearing an ID creates a safety hazard). Students will be subject to the discipline code for any and all violations.

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

After Hours Use of Facility

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

Student Discipline

Committed to Safe and Respectful Schools. The safety and well-being of our students is paramount. The Chillicothe R-II Board of Education supports the development of effective programs that ensure safety, hold people accountable for their actions, and provide intervention programs that change behavior so students leave with skills that allow them to function successfully. A safe and respectful learning environment in schools is accomplished by working together.

That means:

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

Responsibility for Student Discipline

The Chillicothe R-II Board of Education has the legal authority to make all needed policies, rules, and regulations for organizing and governing the school district. This includes the power to suspend or expel a student for conduct which is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of the students. These policies, rules, and regulations will apply to all students in attendance in the district instructional and support programs, as well as school sponsored activities and events. Students who have been charged, convicted, or pleaded guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with the law. The Chillicothe R-II Board of Education assigns the responsibility to the Superintendent (or designee) to work with the district's professional staff in the implementation of this policy and the preparation of related rules and regulations. Building principals are responsible for the development of rules and regulations regarding student conduct needed to maintain the proper behavior in schools under their supervision. In addition, teachers have the authority to make and enforce necessary rules for internal governance in the classroom, subject to review by the building principal. The Board of Education expects each teacher to maintain a satisfactory standard of conduct in the classroom. All employees of the Chillicothe R-II School District shall receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties. The training includes, but is not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities, and instruction in the necessity and requirements of confidentiality. **Students are subject to discipline, up to and including expulsion, for significant misconduct regardless of whether the misconduct occurs at a school activity, and regardless of when the misconduct occurs where it is reasonably determined that a student's misconduct adversely affects students' safety or students' welfare.**

BEHAVIOR

Development of good behavior is one of the most important goals of education. Discipline is the development of self-control, character, proper behavior, and proper consideration for other people. The objective of the student code is to establish rules with regard to the conduct and behavior of all students at Chillicothe Middle School. No code can list each offense which may result in the use of disciplinary actions. These rules have been deemed necessary and appropriate for the maintenance of a wholesome school climate for all students. However, the purpose of this code is to list certain rules and offenses which, if

committed by the student, will result in the imposition of a specific penalty. For offenses not listed, the principal/assistant principal will impose consequences appropriate for the misbehavior. Students will be expected to be responsible for their own behavior and to act appropriate in all situations.

Due Process

Due process means fair treatment under the law and is guaranteed to all citizens by the United States Constitution. When considering serious punishment, such as detention, corporal punishment, or suspension of any form, the principal will take the following steps in order to protect the student's due process rights. The student will be given notice of the charges against him/her, either in written or oral form. The student will have the opportunity to present his/her side of the case.

An oral or written explanation of the evidence will be given to the student if the student denies the charges against him/her. The student may appeal the decision successively to the principal, Superintendent, and finally the Board of Education.

Searches

The Chillicothe R-II School District has the legal authority and responsibility to provide for the safety and well-being of the student population. The school is not a law enforcement agency and is not restricted by the same laws affecting those bodies. To ensure student safety, school officials have the latitude to conduct random or individualized searches of students in school, or within the safe school zone. All student property that is brought onto the district grounds or into the safe school zone will be subject to the same searches as district-owned property. The scope, frequency, and intensity of these searches will be based on the administrator's assessment of the magnitude of the problem or threat to an individual student or the student body as a whole. This policy applies to all district buildings, on or about district grounds, at all district activities, or at activities involving Chillicothe Schools, or in any vehicle used to transport students of the district. A refusal to permit a search will be considered a violation of the policy and treated in accordance to the Zero Tolerance Policy.

Student Conduct

The Chillicothe R-II School District considers unacceptable and a serious violation of this policy any conduct that is prejudicial to good order and discipline in the schools or that tends to impair the morale or good conduct of the students.

As a result, students may be subjected to more severe disciplinary actions, including suspension or expulsion from school and/or school activities. This policy applies to all school buildings, on or about school grounds, at all school activities, or activities involving Chillicothe Schools, or in any vehicle used to transport students of the school district.

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

Reporting Acts of Violence

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

Reporting to Law Enforcement

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

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

General School Rules

Although every student is expected to behave in a responsible manner, it is helpful to the students for the school to provide them with general guidelines to follow. Middle School is an opportunity to transition from elementary to high school. We expect to see a transition from elementary actions to more responsible adult-like actions. The general rule to follow is an old one: ***Treat others as you would have them treat you.*** Be kind and respectful to every individual in your building. Keep your hands to yourself and allow others the space they need to get where they are going. If your school can be improved by picking up a piece of trash and throwing it away – do so. Think of others and how things you say and do will affect them. This is **your** school, take care of it, take pride in it, and make it the best school it can be.

Removal of Students

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

Children with Disabilities

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

Teacher Assigned Detentions

Students violating the teacher's or school rules will likely be assigned negative consequences. This may be in the form of a teacher assigned detention. The detention will be 30 minutes in length and the day will be set after the teacher communicates with the parent. If the student fails to serve the detention at the assigned time and place, parents will be notified and the consequence will become an office assigned after school detention. Failure to serve the detentions at that point will result in the student being referred to the office. Students assigned 5 teacher detentions with a particular teacher will be assigned an after school detention for each subsequent offense for the balance of the semester.

Office Assigned Detentions

Students may be assigned detentions through the office for infractions that occur in the hallways, cafeteria, or school grounds. These detentions can be in three forms depending on the seriousness of the offense.

1. Lunch detentions will be issued for minor offenses, and will be served during the lunch period.
2. After school detentions begin at 3:00 p.m. and end at 3:45 p.m. Students are expected to bring school work and an outside reading book to the detention time.
3. For incidents more serious, Saturday School may be issued.

In-School Suspension (ISS)

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

Student Suspension and Expulsion

The Chillicothe R-II Board of Education believes that the right of a child to attend free public schools comes with it the responsibility of the child to attend school regularly and to comply with the school district's lawful

policies, regulations, and rules. This observance of school policies, rules, and regulations is essential for permitting all students to learn at school.

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

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

Conditions of Suspension, Expulsion and other Disciplinary Consequences

All students who are suspended or expelled, regardless of reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate. In accordance with law, a student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. The student resides with 1,000 feet of a public school in the district and is on the property of his or her residence.
4. If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

Suspensions of 10-180 Days

If, in the judgment of the principal, suspension for a period exceeding ten (10) school days, or expulsion, is recommended and otherwise required by this policy, the principal shall refer the matter to the Superintendent, or in his/her absence, to the Assistant Superintendent. The Superintendent, or superintendent's designee, is authorized to impose suspensions for a period not to exceed 180 school days. In cases where the suspension imposed exceed ten school days, but is less than 180 school days, the student or the student's parents or others having custodial care of the student will be notified orally or in writing of the action and advised that they may appeal the decision to the Board of Education. If an appeal is requested, the Superintendent will transmit to the Board of Education a report in writing for the facts relating to the suspension, the action taken by the Superintendent, and the reasons for the actions. If requested by the student or parent, the Board of Education shall grant a hearing before the Board. In the event of an appeal, the suspension shall be stayed until the Board of Education or committee renders its decision unless, in the judgment of the Superintendent, the student's presence poses a continuing danger to people or property, or an ongoing threat of disrupting the academic process, in which case the student may be immediately removed from the school, and the notice of hearing shall follow as soon as practical.

Suspensions for More than 180 Days and Expulsions

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

parents, or others having custodial care of the student, shall be provided notice of the hearing, and shall be filed in writing of the time and location of the Board hearing. If, in the judgment of the superintendent, the student's presence poses a continuing danger to people or property, or an ongoing threat of disrupting the academic process, the Superintendent may temporarily suspend the student for a period not to exceed ten (10) days or until a hearing is held, whichever comes first. At any requested or required hearing before the Board, the student and the student's parents or others having custodial care of the student may be represented by counsel and will have the opportunity to examine witnesses and present evidence on their own behalf. The President of the Board may appoint a committee of board members to hear such matters with full authority to act for the Board. At any hearing before the Board, as set forth in this policy, the Board may consider the student's record of past disciplinary actions, criminal court record or juvenile court records consistent with the law, or the actions of the student which would constitute a criminal offense. The Board will make a good faith effort to have the student's parents or other custodial present at any requested or required hearing before the Board.

Re-Admission Conference

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

Actions and Consequences

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designees to be manifestly unfair or not in the interest of the district, the superintendent or designees may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not limited to, acts of students on District property, including playgrounds, parking lots, and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law. **All consequences listed are at the discretion of the administrator should circumstances warrant deviation or amendments. All student privileges, eligibility, and involvement in extracurricular activities are suspended while in ISS and/or OSS. Eligibility for students in ISS is reinstated at the beginning of the next school day after their final assigned day of ISS. Eligibility for students in OSS will be reinstated at the beginning of the next school day after their final assigned day of OSS. Academic Dishonesty/Cheating** is defined as the deliberate misrepresentation of academic, artistic, mechanical or athletic work, accomplishments, achievements or aptitudes as that student's creation, product, possession or property.

Offense	First Offense	Subsequent Offense
Academic Dishonesty/Cheating	No credit for work, grade reduction or replacement assignment	No credit for work, grade reduction, course failure or removal from extracurricular activities
Arson	Detention, ISS, 1-180 days OSS, or expulsion. Restitution if appropriate.	1-180 days OSS or expulsion. Restitution if appropriate.

Assault/Fighting	Principal and student conference, detention, ISS, 1-180 day OSS, or expulsion	ISS, 1-180 days OSS, or expulsion.
Bullying/Cyber/Hazing (JFCF)	Principal/student conference, detention, ISS, 1-180 day OSS, or expulsion	Principal/student conference, 1-180 days of OSS or expulsion
Bus/Transportation Misconduct (JFCC)	Principal/student conference, detention, revocation of privileges, ISS, 1-180 OSS or expulsion	Principal/student conference, detention, revocation of privileges, ISS, 1-180 OSS or expulsion
Disrespectful Conduct/Speech (AC)	Principal/student conference, detention, ISS, 1-180 day OSS, or expulsion	Principal/student conference, 1-180 days of OSS or expulsion
Dress & Personal Appearance (JFCA)	Any dress or grooming that may be interested to interfere with the educational process will not be permitted. Infractions may require the student to make modifications.	Any dress or grooming that may be interested to interfere with the educational process will not be permitted. Infractions may require the student to make modifications.
Drugs/Alcohol/Tobacco (JFCH & JHCD)	Principal/student conference, detention, ISS, 1-180 day OSS, or expulsion	Principal/student conference, detention, ISS, 1-180 day OSS, or expulsion
Extortion	Principal/student conference, detention, ISS, 1-180 day OSS, or expulsion	Principal/student conference, detention, ISS, 1-180 day OSS, or expulsion
Failure to care for or return district property (JFCB)	Restitution. Principal/student conference, detention, or ISS	Restitution. Principal/student conference, detention, or ISS
Failure to meet conditions of suspension, expulsion or other disciplinary consequences	Verbal warning, detention, ISS, 1-180 days OSS, or expulsion. Report to law enforcement for trespassing if expelled.	ISS, 1-180 days OSS or expulsion. Report to law enforcement for trespassing if expelled.
False Alarms (see also Threats)	Restitution. Principal/student conference, detention, ISS, 1-180 days OSS, or expulsion.	Restitution. ISS, 1-180 days OSS, or expulsion.
Harassment/Sexual Harassment (AC)	Restitution. Principal/student conference, detention, ISS, 1-180 days OSS, or expulsion.	Restitution. ISS, 1-180 days OSS, or expulsion.
Hazing (JFCF)	ISS or 1-180 days OSS.	1-180 days OSS or expulsion.
Incendiary Devices or Fireworks	Confiscation. Warning, principal and student conference, detention, or ISS.	Confiscation. Principal and student conference, detention, ISS, or 1-10 days of OSS.
Nuisance Item (toys, games, etc.)	Confiscation. Warning, principal and student conference, detention, or ISS.	Confiscation. Principal and student conference, detention, ISS, or 1-10 days of OSS.
Public Display of Affection	Principal/student conference, detention, or ISS	Principal/student conference, detention, ISS, or 1-10 days OSS.
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Confiscation. Principal/student conference, detention, or ISS.	Confiscation. Detention, ISS, 1-180 days of OSS, or Expulsion.

Sexual Activity	Principal/student conference, detention, ISS, or 1-180 days OSS	Principal/student conference, detention, ISS, 1-180 days OSS, or Expulsion.
Technology Misconduct (EHD, KKB)	Restitution; principal/student conference; loss of user privileges, detention or ISS	Restitution; principal/student conference; loss of user privileges, detention or ISS, 1-180 days OSS or expulsion
Technology Misconduct (Cell Phones) (EHB, KKB)	Confiscation of the cell phone. Cell phone will remain in the office until a parent/guardian picks it up.	Confiscation of the cell phone. Cell phone will remain in the office until a parent/guardian picks it up. 2nd Offense- 1 day ISS 3rd Offense- 1 day OSS 4th and more- 2 days OSS
Theft	Return of or restitution for property. principal & student conference, detention, ISS, or 1-180 days OSS.	Return of or restitution for property. 1-180 days OSS or expulsion.
Threats or Verbal Assault	Principal/student conference, detention, ISS, 1-180 days OSS, or expulsion.	Principal/student conference, detention, ISS, 1-180 days OSS, or expulsion.
Truancy or Tardiness (JED)	Principal/student conference, detention, Saturday School, or 1-3 days ISS.	Principal/student conference, detention, 3-10 days ISS, and removal from extracurricular activities.
Unauthorized Entry	Principal/student conference, detention, ISS, or 1-180 days OSS.	Principal/student conference, detention, ISS, or 1-180 days OSS., expulsion
Vandalism (ECA)	Restitution. Principal/student conference, detention, ISS, 1-180 days OSS, or expulsion.	Restitution. Principal/student conference, ISS, 1-180 days OSS, or expulsion.
Weapons (JFCJ)	Principal/student conference; detention, ISS 1-180 days OSS or expulsion	Principal/student conference; detention, ISS 1-180 days OSS or expulsion

- All disciplinary actions, even though different in nature, are cumulative and will result in more severe consequences with each violation.
- It is impossible to develop policies to govern all circumstances; therefore, those that are not directly covered by school policy will be left to the discretion of the building administrators with consideration given to the severity of the individual case and the impact a given situation has upon the best interests of the school.
- In accordance with the provisions of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and the Regulations thereunder, and P.L. 94-142; Rehabilitation Act of 1973 and Section 504 Regulations thereunder, it shall be the policy of the Chillicothe R-II School District that no person shall, on the basis of age, sex, race, handicap, national origin, political or religious beliefs, be excluded from participation in, be denied benefits, or subjected to discrimination under any educational program or activity conducted by the district.

Behavior Expectations and Interventions - BIST

www.bist.org

In order to provide a productive learning environment in the Chillicothe Middle School, teachers have been trained in the use of the BIST process for managing student behavior. BIST stands for Behavior Interventions Support Team. The purpose of the BIST strategy is to help bring about lasting changes in students' attitudes toward themselves and others around them, so that they can be productive students in the classroom, be in control of their own behavior, and find acceptable solutions to their problems. The BIST Bottom Line: It is never okay to be disruptive or hurtful.

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

- Minor infractions will be dealt with in the classroom, then using the BIST continuum.
- If a student continues to misbehave, he/she may have a BIST plan for success.
- If a student threatens, assaults, steals or has repeated Recovery Room visits, he/she will be sent to the principal's office.

BIST Placement Continuum: Own seat - Safe Seat - Buddy Room - Recovery Room - Office Referral – home/BSP

Behavioral Success Program and Recovery Room

The Chillicothe R2 School District implemented the Behavior Success Program and the Recovery Room Concept at the Middle School. These programs are designed to help teach students to make better decisions about their behavior. For students, the recovery room gives them the opportunity to: calm down; be safe from acting out; develop adult relationships; and establish clear boundaries for classroom behavior. For teachers, the recovery room gives them the opportunity to: maintain order in the classroom; have a safe place for the student to go; maintain a safe environment for the other children; and to be able to implement positive, constructive discipline options.

Steps for referring a student to the Behavioral Success Program The BSP has been established as a safety net for students that struggle to maintain appropriate behavior on a consistent basis within the BIST system.

1. When possible, the student should be initially referred to the building REFERRAL Team.
2. The REFERRAL Team will develop a BIST Behavior Plan for Success.
3. Students with consistent behavior concerns are reviewed for specialized behavior resources.
4. Review may be done by the REFERRAL Team or by request (principal, parent, teacher).
5. *If the team decides specialized resources are needed, a meeting will be set with parents.

***Team members include, but may not be limited to: Parents (if possible); building principal; Special Education Director and Special Education Teacher if there is an IEP; classroom teacher; counselor; BSP staff.**

***The district reserves the right to provide a student with specialized behavior resources if that is determined to be his/her best educational opportunity.**

SCHOOL RESOURCE OFFICER

The Chillicothe R-II School District and the Livingston County Sheriff's Office & Chillicothe Police Department have formed a partnership to address the social issues of this community. Together we have formed the School Resource Officer (SRO) Program, in which a trained, full-time Officer works with the educational system to promote and assist the District in providing a safe learning environment. Another goal of the SRO is to promote a better understanding of law enforcement's role in society while educating students, parents, school personnel, and the community as a whole. The community can be educated on important issues such as gangs, crime, drug and alcohol abuse, and other related topics. The program also provides a positive role model in the educational system.

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

- Instructor – prepare and present lectures to classes and to arrange for guest lecturers on topics discussed by school staff.
- Consultant – to act as an advisor on issues of safety, violence, and legal aspects of activities involving students
- Crisis Intervention – to assist and advise students concerning law-related issues and to mediate disputes.
- Community relations – to provide a positive role model for the students.

- Protection – to protect the students and staff from negative influences and to assist in maintaining order.

Student Activities Code

The student activities program allows the school to meet those objectives not fully served through regular classroom instruction and is, therefore, considered an extension of the overall education program. Participation in the Chillicothe School District's Activity Program is a privilege that a student must earn and maintain. This is accomplished by accepting standards that promote citizenship, academic performance, and responsibility. Participants will have the opportunity to represent our school and our community. They will serve as examples for other students, and therefore, must be considered a credible school citizen by society and be prepared to accept the specific guidelines set forth by the District, the sponsors, and governing bodies of the activities in which they choose to participate.

Searches

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

Investigation

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

Due Process

If, after the investigation, a violation of policy is suspected, the sponsor and administrator will conduct a conference with the student to explain the charges and provide an opportunity for the student to respond. Conferences shall be conducted within seven days after the conclusion of the investigation. Parents, legal guardians, or other appropriate representatives will be allowed at the student's request. If a student has been charged with a misdemeanor or felony, the student will be allowed to represent the school in activities pending the legal resolution of the case. However, if there is an admission of guilt, or if, after reviewing the case, school officials believe there is strong evidence (e.g. witnesses, and/or information which strongly indicates guilt) the school may restrict or suspend participation.

Notification Stage

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

Appeals

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

- (1) Sponsor
- (2) Athletic Director
- (3) Building Administrator
- (4) Superintendent
- (5) Board of Education

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

ACTIVITIES

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

Chillicothe Middle School's Activities Program includes marching band, football, cross country, volleyball, softball, basketball, wrestling, and track. In order to be eligible for sports, a student must meet all requirements of the Missouri State High School Activities Association (MSHSAA).

Academics

A student must have been promoted to a higher grade or a higher level in special education at the close of the previous year. However, any such student who failed more than one scheduled subject, or failed to make standard progress in special education, shall be ineligible the following grading period regardless of promotion to the higher grade. A "grading period" is a period no less than 6 weeks and no greater than nine weeks where progress is determined and is reported to students/parents. The student shall 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 for the handicapped approved by the Missouri State Department of Education which, though ungraded, enrolls pupils of equivalent chronological age. This section shall not apply to students promoted for the first time into the 7th grade prior to the first day of classes. Sponsors may establish additional standards that are appropriate to their specific activity. Certain activities defined as co-curricular may be deemed as not subject to these minimal standards.

Citizenship

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

Sportsmanship

Chillicothe Middle School is proud of the tradition of sportsmanship which has been built over the years through competitive contests with other schools. This means that we treat our opponents with respect and courtesy in defeat as well as in victory, at home or away. Students are reminded that should they commit an unsportsmanlike act while participating in an event they could become ineligible. If conduct as a spectator is found to be unsportsmanlike, that spectator could be barred from attending any further middle school athletic contests.

Amateur and Awards Standards

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

Release of Student/Athletes

Students participating in school-related activities/events must ride school provided transportation to and from the activity/event. A student will be released ONLY to a parent or legal guardian, or grandparent (who must be present) and ONLY upon personal notice to the coach or sponsor of their wish to have the student released to them. Any exceptions or situations involving extenuating circumstances must be cleared with the building administrator in advance. Coaches, sponsors, or other school officials cannot accept phone calls, notes, or other communications as a means of authorizing the release of the student. Unless an emergency arises, the coach/sponsor reserves the right to expect all students/athletes to ride on school-provided transportation.

Closed Practices

All practices conducted within the facilities of Chillicothe Middle School will be closed to the public. Individuals will not be allowed to observe, assist, or wait for practicing athletes within the practice facility. Parents may wait for the conclusion of practices in the circle drive in front of the high school. If the commons area is not in use, parents may wait there for the conclusion of practice, but will not be permitted in the practice area. In sports that involve outdoor facilities, parents should respect the efforts of the coaching staff and remain at such a distance as to not interfere with practice or activities.

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

Created in the event of a crisis or emergency situation, such as Influenza or COVID-19, or in the event of inclement weather days due to flood, snow, ice, or cold temperatures.

Students Expectations

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

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

Teacher Expectations

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

Teacher Do:	Done:
I will review the protocol for Flexible Learning Days in my classroom.	
I will post my lesson expectations for students by 8:30 am. (Consider creating the lesson the evening before with a programmed release time in the event of a power outage)	
I will design lessons that are focused on the continuation of current scope	

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

Parent Expectations

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

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

Administrator Expectations

It is my responsibility to support learning.

Administrator Do:	Done:

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

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

PUBLIC NOTICE

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

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

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

The Chillicothe R-II School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Chillicothe R-II Schools District Office, 1020 Old Highway 36, Chillicothe, MO, Monday thru Friday from 8:00 am until 4:30 pm.

This notice will be provided in native languages as appropriate.

504 PUBLIC NOTICE

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

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

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

This notice will be provided in native languages as appropriate.

FEDERAL PROGRAMS

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

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

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

Programs for Migrant Students: The Board of Education of the Chillicothe R-II School District directs the administration to identify migratory children in the district, as required by law, and to develop written administrative procedures for ensuring that migrant students receive services for which they are eligible. In

developing and implementing a program to address the needs of migratory children the district will implement procedures outlined in Board Policy IGBCB. For more information contact the Director of Special Services at the District Central Office, 660-646-4566.

Gifted Education Services: The Chillicothe R-II School District's Wings Program provides gifted education services to identified students in grades K-8. Instruction is designed to provide identified students with instructional objectives and strategies that are appropriate to their academic, affective, social and emotional needs of identified gifted students. For more information on identification and services for gifted students contact the Director of Special Services at the District Central Office, 660-646-4566.

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

This guide explains how to file a complaint about any of the programs¹ that are administered by the

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

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
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1. What is a complaint?

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

2. *Who may file a complaint?*

Any individual or organization may file a complaint.

3. *How can a complaint be filed?*

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

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

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

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

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

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

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

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

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

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

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the

Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).

6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

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

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

9. How will appeals to the Department be investigated?

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

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

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

TITLE PROGRAMS

Title I is a federal program that provides additional researched-based intervention with appropriate curriculum and instruction for individual students. Chillicothe R-II Schools operate Title I School-wide programs in grades Pre-Kindergarten through eighth grade. Title I School-wide programs provide schools with the opportunity to upgrade the entire school program by allowing more flexibility to serve students. Title I services include both push in and pull out interventions. Title I interventionist provide support for both teachers and students through a variety of methods. Each building has a parent involvement plan and parent-student-teacher compact for each student to reach his/her academic potential.

Parent Involvement Plan:

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

atmosphere of cooperation and trust in which all parents feel safe as active participants. Building parent involvement plans are included in this handbook.

STAFF

Qualifications Of Title I Teachers

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

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

Qualifications of Title I Paraprofessionals

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

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

Parents Right to Know:

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

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

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

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

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

CHILICOTHE R-II SCHOOL-PARENT-STUDENT COMPACT

2023-2024

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

School Responsibilities

Chillicothe R-II School District and its staff will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet Missouri Learning Standards (MLS) as follows –
 1. Retain highly qualified principals and teachers,
 2. Provide instruction, materials, and high quality professional development which incorporates the latest research, and
 3. Maintain a safe and positive school climate.
- Hold annual parent-teacher conferences to –
 1. Discuss the child's progress/grades during the first quarter,
 2. Discuss this compact as it relates to the child's achievement, and examine the child's achievement.
- Provide parents with frequent reports on their child's progress as follows –
 1. Weekly communication and updates from the classroom teacher,
 2. Mid-quarter report mailed from the school, and
 3. Quarterly grade cards/reports sent home by the school.
- Be accessible to parents through –
 1. Phone calls or person-to-person meetings,
 2. Scheduled consultation before, during, or after school, and
 3. Scheduled school or home visits.
- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as follows –
 1. Listen to children read,
 2. Help with classroom decorations, art projects, etc.,
 3. Present a program on your culture, a different country, etc., and
 4. Assist with holiday programs or parties, educational trips, etc.
 5. Parent Advisory Committee

Parent Responsibilities

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

1. Make sure they are in school every day possible.
2. Check that homework is completed.
3. Monitor the amount of screen time.
4. Volunteer in my child's classroom/school.
5. Be aware of my child's extracurricular time and activities.

6. Stay informed about my child's education by reading all communications from the school and responding appropriately.

Student Responsibilities (revise to make grade appropriate)

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

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

Principal Date

Teacher Date

Parent(s) Date

Student Date

FOOD SERVICE MANAGEMENT ***(Meal Charges)***

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

Notice

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

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

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

Employees

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

Students

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

Alternative Meals

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

Interventions

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

1. Meet with the student to assess to the extent possible whether the student or the student's family is experiencing hardships, barriers or other circumstances with which the counselor could assist.
2. Make repeated attempts to contact the parents/guardians to notify them of the lunch charges, discuss the situation and any other concerns the counselor may have after meeting with the student, and resolve the situation.
3. Encourage the parents/guardians to submit the free and reduced-price meals application and inquire about any assistance that might be needed to complete the application.
4. Provide other resources as applicable.

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

Working with Parents/Guardians

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

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

2. Invoice parents/guardians for unpaid meal charges during the district's monthly billing cycle, in addition to providing notification of outstanding balances by other means.
3. Work with parents/guardians to create a payment plan that allows for the payment of accumulated balances over time.

Debt Collection

Delinquent Debt

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

Bad Debt

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

1. State revenue matching funds in excess of state revenue matching-fund requirements.
2. State and local funds provided to cover the cost of student meals.
3. Local contributions from organizations or individuals.
4. Revenue from adult meals prepared using resources outside the district's food service and not funded by the NSFSA.
5. Revenue from the sale of à la carte items and profits from foods not purchased with NSFSA funds and funded by an account separate from the NSFSA.
6. Revenues from catering or contracting services that operate from an account

separate from the NSFSA.

Records

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

1. Evidence of efforts to collect unpaid meal charges.
2. Evidence that collection efforts fell within the time frame and methods established by this procedure.
3. Financial records showing when delinquent debt became bad debt.
4. Evidence that funds written off as bad debt were restored to the NSFSA from nonfederal sources.

USDA Non-Discrimination Statement

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

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

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

1. mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax:
(833) 256-1665 or (202) 690-7442; or
3. email:
program.intake@usda.gov

This institution is an equal opportunity provider.

05/05/2022

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

Implemented:

Revised: 6/16/2020

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

NONDISCRIMINATION NOTICE

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

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

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

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

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

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

Emily Schmidt, Director of Special Services

1020 Old Hwy 36 West

Chillicothe, MO 64601

Phone: 660-646-4566

COMMITMENT TO COMPLIANCE UNDER THE AMERICANS WITH DISABILITIES ACT

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

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

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

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

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

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

SECTION 504 PUBLIC NOTICE

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

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

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

This notice will be provided in native languages as appropriate.

CHILD FIND PUBLIC NOTICE

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

FREE APPROPRIATE PUBLIC EDUCATION (FAPE) NOTICE

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

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

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

This notice will be provided in native languages as appropriate.

CHILLICOTHE R-II SCHOOL DISTRICT PUBLIC NOTICES

LOCKERS, DESKS AND STORAGE AREAS

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

STUDENT RECORDS:

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

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

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

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

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

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

or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

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

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

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

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

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

SURVEYS UNDER PROTECTION OF PUPIL RIGHTS AMENDMENT

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

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

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

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

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

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

TEACHER QUALIFICATIONS

Parents can request information regarding the professional qualifications of their student's classroom teacher. This information will include whether the teacher is fully, partially, or provisionally certified by the state,

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