



Transition To Life (TLC) 2020-2021 Student Handbook

Dear Parents and Students,

The faculty and staff welcome you to the Transition to Life Center and the 2020-2021 school year! We hope that you will find our alternative program challenging and rewarding. Your success will depend on regular attendance, self-discipline, and a desire to succeed. We want to assist you in your journey to becoming lifelong learners and productive, proud contributors within our local community.

This handbook is provided to help you become aware of your responsibilities and privileges as a student at TLC, and acts as a supplement to the Chillicothe High School Student Handbook. Please read both handbooks and be aware of their contents. If you have any questions or concerns regarding the contents of the handbook, please contact Emily Schmidt, Director of Special Services.

We hope you have a productive and enjoyable year at TLC! We are a place of belonging. We will encourage you and support you on your journey to graduation. We are all looking forward to working with you and helping you become who you want to be after high school!

Sincerely,

Emily Schmidt, Director of Special Services

Diana Holcer, Academic Instructor

Tammy Price, Academic Instructor

Sue Bachman, Mo Options

Program Description

Transition to Life Center (TLC) is an alternative setting offering high school credits toward graduation. The Center is designed to help students become more independent and manage their educational plan as well as participate in project based learning incorporating service learning opportunities.

TLC offers students the opportunity to learn in a small personal setting while addressing behavioral and social-emotional concerns, providing academic support, and enhancing individualized instruction. Our goal is for students to receive their high school diploma, or the equivalent, and be college/career ready upon graduation.

TLC offers the following programs:

Credit attainment through virtual learning is the primary method for student to recover and acquire high school credit. An online teaching platform allows students to work at their own pace while receiving small group support to complete work assigned through the online tool.

Missouri Options is a program for students that are significantly behind their peers in credits. This program allows students to graduate with their cohort peers through proficiency on the HISET test.

Off Site Suspension is a program designed to work with students who have been assigned Out-of-School Suspension.

Entrance and Referral Process

At the beginning of each semester, Students may be referred by Chillicothe High School administrative and counseling personnel to TLC. Additionally, students and parents can complete a referral packet and asked to be placed at TLC. Once the referral process is complete, TLC Staff will determine if the student will be a good fit for our environment based on meeting the admission criteria and interventions implemented within their classrooms. All students offered entrance join our program knowing that the staff at both CHS and TLC will partner with parents and students to improve attendance and complete high school with a diploma.

- Students with multiple, major discipline referrals or violations to the Safe Schools Act will not be considered for our TLC programs.
- TLC students will only be permitted to return to CHS at the beginning of each academic semester (twice per year).

- Students, teachers, counselors and administrators may be required to send documented efforts of any interventions implemented in order to be considered for admission.
- Although we welcome all referrals, no student is guaranteed admission to our programs. Admission is based on TLC staff and student needs and student meeting the criteria outlined above. Students may be placed on a waitlist for admission based on maximum capacity.

Report of Student Progress

Student progress is reported in a number of ways:

- 1) *Parent-Teacher Conferences* are scheduled after the first quarter. We will meet with each student's family at this time. Conferences are data based and student-focused to ensure that we are collaborating as partners for a successful future for your student.
- 2) *Parent/Student meetings* are scheduled by teachers and staff any time throughout the school year. TLC staff may schedule a meeting with you and/or your student if a) progress reflects a lack of effort and credits may not be earned, b) attendance has dropped below 90% (per district policy) and student is in jeopardy of not earning credits, c) an issue has developed at school that may require parent, administrator or law enforcement attention.
- 3) *Progress reports* are given when requested by parents, law enforcement, Juvenile Office, supervisors (all with valid release information) and can be given weekly, monthly or quarterly.
- 4) *Quarter reports* are reviewed with students at the end of each quarter (three times per year). Quarter reports are not traditional grade cards as TLC students do not earn credit in a traditional way. Quarter reports will reflect any courses in progress or completed and whether student is currently passing or failing enrolled courses.
- 5) *Mid-term* review will be used halfway through each quarter and reviewed with students. A grade card, credit summary, and updated transcript will be sent home.

Communication

TLC staff encourage communication and are eager to speak to you about your student. Several opportunities for progress checks and parent/teacher conferences will be available throughout the year and are outlined above. Learning time is precious and valuable, so we ask that you limit non-emergency phone calls between the hours of 8:15 – 2:30.

Please feel free to contact us via email at any time during the day.

Case Management and Interagency Communication

At TLC, we are happy to ensure that students have a private place to meet with members of other community agencies. However, no student will be allowed to meet with case managers or outside counseling services without proper release information. Please understand the communication with law enforcement and juvenile authorities do not require release of information or parent permission.

Hours of Operation

Our school day is divided into two blocks and students may be scheduled in three different ways:

AM: includes CHS 1st-4th hours and lunch will be provided at TLC

PM: includes 6th-8th hours and lunch will be provided at CHS

Supervision of students will be provided before school at 7:30am and after school until 3:15pm. Students are not permitted at school before 7:30am or after 2:40 pm unless approved by the director and the staff member who will be supervising the student.

Student Schedules

Student academic schedules at TLC are based on the need for credit recovery and credit acquisition. If students attend for half day, TLC staff and CHS counselors will collaborate with collaboration with CHS counselors to provide for credit recovery and acquisition needs.

The pace at which a student works will determine what he or she can accomplish each semester. While core classes will be assigned in order to maintain pace with CHS grade level peers, additional recovery credits can also be earned.

Program Completion Leading to a High School Diploma

All students are required to complete 24 Credits and pass the U.S. and Missouri Constitution tests in order to earn a diploma from Chillicothe R-2 School District. Students who have completed all requirements of an approved program

may be dismissed from further requirements of school attendance. Chillicothe R-II guidelines state no more than two semesters may be waived. Policy states that students must attend school with their cohort class in order to participate in graduation ceremonies. Students who chose to graduate early will not be eligible for graduation ceremonies unless approved by administration. Students must complete the Missouri End-of-Course exams in English II, Algebra I, Biology and Government. No credit will be awarded until EOC exams are completed in the course. Students are also required to take a College/Career Readiness test (ACT, ASVAB or COMPASS), complete required CPR training and Civics curriculum.

Missouri Options

The Missouri Options Program is designed for a select group of students—those who have the ability to meet regular graduation requirements, but who are so far behind in earning credit that they cannot reasonably expect to graduate with their class. This program allows students to stay in school, to participate in meaningful classes and receive support services while preparing to take the High School Equivalency Test (HiSET), and to earn a high school diploma.

Eligible students must meet the following criteria:

- Be at least 17 years old and at least one year behind their cohort class in earning credits required for graduation
- Attend 15 hours weekly of HiSET preparation at TLC. This is a state mandated requirement. ALL TIME MISSED WILL NEED TO BE RECOVERED.
- Commit to an additional 20 hours per week fulfilled through a job, volunteer work, or classes at the high school, Grand River Technical School or TLC
- Pass the HiSET examinations. All HiSet exams will be scheduled by May 1, of each year.
- Pass the required exams over the U.S. and Missouri Constitutions, CPR testing, College and Career Readiness assessments and complete a Civics requirement.
- Earn a minimum of ½ credit in Government, Personal Finance and Health.
- Take required End-of-Course exams.

Upon successful completion of the program, students are awarded a high school diploma.

NOTE: The Missouri Options Program will not be used to circumvent compulsory attendance regulations or to

facilitate an early exit.

Please see the Missouri Options contract for further details.

Bridge Alliance

This program will be offered to students who will transition to public school from residential treatment, hospitalization, home-school or other circumstances that may require a smaller group setting. Families, staff and mental health agencies will have the opportunity to work with both CHS and TLC in order to make a smooth transition back to a high school setting.

- Students enrolled in CHS courses who experience a brief need for hospitalization or out of school treatment may remain enrolled in their CHS courses and complete work with tutoring from TLC Staff. When coursework is completed and student is deemed “caught up” they will return to CHS and complete the remainder of their courses.
 - A checklist of work needing to be completed is required for entry. Gradebooks may not be used as a reference unless sent by instructor and specific assignments are highlighted as needing completed.
 - TLC will track incoming, completed and outgoing work using our homework tracker system and return to CHS contact person.
 - TLC will designate one contact person per student to send and receive work and answer any questions
 - Student will return to regular classes when check list is complete for all courses.

Students who enter TLC on the Bridge Alliance requirements will be encouraged to follow up with mental health professionals, appointments and treatments required during their discharge. Release of information may be discussed upon entry.

Off Site Suspension

In an effort to minimize the impact to the attendance rate for students who are serving a long-term, non-violent Out-of-School-Suspension, Chillicothe High School will offer the opportunity to serve an off-site, Out of School Suspension. Students will serve the designated time at the Chillicothe R-II School Transition to Life Center. Students will sign a contract of terms for serving the suspension. Students will follow all guidelines in the CHS and TLC Student handbook

and their contract. The ability to utilize the off-sight OSS option will be determined by administration on a case-by-case basis.

Virtual Learning

The Chillicothe R-II School District strives to provide a diverse range of courses to meet student needs and interests. In addition to traditional course options, the district encourages staff to seek methods of instruction outside the traditional classroom setting when doing so would assist students toward graduation or provide postsecondary and vocational preparation. (Policy IGCE-1) TLC uses an online platform with courses that meet The State of Missouri Learning Standards for credit attainment and graduation. This online platform can be accessed from offsite locations, making learning available to students outside of school. In accordance with state law, enrollment in virtual learning is provided at no cost to full time students or student participating in FLEX education.

Credits

Credit is granted for successfully completing objectives outlined in the classroom curriculum. Students must complete all course work to comply with district grading scale. Credits will be granted at the end of each semester. If a student withdraws from school prior to the end of the semester, grades will be transferred based on completion. No credits will be awarded until the semester is completed without district approval. Official school transcripts will be maintained at CHS by the district registrar. All credit recovery courses will be given a Pass/Fail grade only.

Language Arts.....4 Credits	Social Studies.....3 Credits	Personal Finance..... ½ Credit
Math.....3 Credits	Science.....3 Credits	Health..... ½ Credit
Fine Arts.....1 Credit	Practical Arts.....1 Credit	Physical Education.....1 Credit
Electives.....7 Credits		

Attendance

The Chillicothe R-II Board of Education finds that regular school and classroom attendance is key to satisfactory achievement within the school district's curriculum and that attendance has an independent academic value which examinations or other evaluations do not fully measure. Consistent attendance by all students also has a profound

positive effect on the district's resources, which, in turn, affects the quality of instruction and student achievement district-wide.

All TLC students are expected to be in school daily. For FULL TIME students at TLC, a maximum of 5 absences per quarter does not require the student to complete make-up attendance hours. FULL TIME students at TLC will make up, by minutes, the number of hours missed in order to reach 90% attendance at a rate of 45 minutes for every 1 hour missed.

PART TIME students at TLC are subject to the attendance policy and outlined consequences for absence, including Saturday School, for all courses taken at CHS. PART TIME students will also be required to make up, by minutes, the number of hours missed in order to reach 90% attendance at a rate of 45 minutes for every 1 hour missed. In some situations, and with proper documentation students may petition for attendance forgiveness of any verified absences for medical or health concerns. Please refer to the CHS handbook for more information.

Reporting absences

Parents are expected to phone the school the morning of the absence by 8:15am. The school will contact the parent at work or at home concerning the student's absence, whenever possible, if the parent does not call the school. If no contact is made by 8:15am, the student's absence will be considered unverified. If there are circumstances, such as an accident, serious illness, or death in the family, we will need official documentation to consider those days to be verified. Verified absences DO count against the 90% attendance requirement.

Chromebook and Computer Usage

All students and parents must sign the District Acceptable Use Policy in order to use district technology. Chromebooks are assigned by the high school, and a requirement for access the online platform. Students who lose their computer privilege at CHS will also lose them at TLC. Additionally, if a student is struggling to maintain focus and work on the virtual learning platform efficiently, the student's right to work on the computer may be revoked for a time period and paper assignments will be provided to the student. Remember, the computer belongs to the school district and is not your personal device. Therefore, your privilege to use it for education can be terminated.

Focus

There are multiple FOCUS zones and areas throughout the building. When a student is in FOCUS, a specific plan of action will be provided by the staff as to what needs to be accomplished in order to leave the FOCUS area and rejoin the classroom community. Students will be required to place their cell phones into their lockers. Student in FOCUS must seek permission before leaving the area and remain in the area at all times. Students will have breakfast and lunch brought to them and must remain in their assigned FOCUS area while eating. Chromebook usage will be determined on an individual basis.

The FOCUS Room is a separate area supervised by TLC staff. This room is our primary focus area and used for the most severe focus needs.

Leaving School

If a student leaves during the school day WITHOUT A PARENT OR GUARDIAN SIGNING THEM OUT, upon the student's return, he/she will be assigned to a FOCUS room/zone with adult supervision until 24-hour mark of his/her return. Student who wish to sign themselves out must be 18 years of age to be permitted to leave without parent permission.

Tardy/Late Policy

Students are tardy if they are not at school at starting time. Any student who arrives after the established time will be considered tardy. When a student is tardy three (3) times, they will be required to recover the total amount of time they have missed to ensure 90% attendance.

Food and Drinks Brought to School

Students are not permitted to bring cups with lids or bottles (water or soda) that have been opened. If these items are brought into the building, they will be disposed of immediately upon arrival at school. This includes McDonald's drinks or sodas that have been opened. Only sealed bottles or cans may be brought with sack lunches for breakfast or lunch time. Water/sport bottles may be brought to school empty. If any fluid is in them when they are brought to school, they will be emptied and may be filled at school for use in the classroom. No water bottles/drinks are to be used near the computers. NO ENERGY DRINKS ARE TO BE CONSUMED AT SCHOOL. No ONE liter or TWO liter bottles of soda are permitted at school.

All food that is brought to school for breakfast or lunch is to be consumed in the lunch areas during the designated breakfast/lunch times. All food must remain at the breakfast/lunch tables. No food of any kind is permitted at your desk or in classrooms without permission. This does not include credit candy or other food shared by staff.

Meals

Chillicothe R-II provides school breakfast and lunch for each student. Students should notify staff upon arrival if they plan to eat lunch at school. TLC enforces a closed campus lunch policy which means visitors are not allowed at lunch. Students are allowed to bring an individual daily lunch, but will need to store it in their area, as there will be no refrigeration available. Students are not able to have lunches brought to them, such as McDonald's unless pre-arranged with staff. When bringing lunch, please remember the drink policy.

Phones

Students are not to use the TLC phones for personal calls without permission. TLC staff may deliver messages and make emergency calls for the students, when necessary. If a student needs to use the phone, they may be granted permission on an individual basis with supervision. Improper use will result in confiscation and they will only be returned to parents/guardians. **NO PHONES ARE EVER TO BE USED OR TAKEN TO THE RESTROOM** for any reason, as this is a violation of privacy.

Vaping and Tobacco Usage

Notable protocol and suspension changes – Due to the rise and concern of vaping with adolescents and young adults throughout the country, and the prevalence of vaping in Chillicothe with it completely replacing cigarettes, the penalty or suspension for vaping will be much stiffer for the 2020-2021 school year. Vaping has almost completely or completely replaced cigarettes in schools and CHS/TLC is not unique to this societal shift. **Students in violation of the vaping policy or in possession of vaping paraphernalia will earn 2 days of OSS followed by 3 days of ISS at TLC.** This will be a point of emphasis discussed with every student at our beginning-of-the-year meeting this school year.

1. Possession of any tobacco products, electronic cigarettes, ***vaping devices or vaping paraphernalia***, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine

patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

a. *First Offense*

i. Confiscation of tobacco product. Principal/Student conference, detention, or In-School Suspension.

b. *Subsequent Offense*

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

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

a. *First Offense*

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

b. *Subsequent Offense*

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

Transportation

The school provides bus transportation to all students meeting the Chillicothe R-II transportation policy. Students who drive to school will park in the student parking lot. Students are not to park in the faculty/guest parking area.

Driving from building to building during the school day is not permitted. Students are also not allowed to drive to or from the high school or TLC at any point during the school day, unless, on very rare occasions, special circumstances require this. In which case, the TLC director and CHS administration will discuss the necessity of it before permission is granted.

Students who fail to comply with this policy may receive a driving violation. The act of driving to school for students is considered to be a privilege. Students are expected to operate vehicles safely and responsibly. Failure to do so may result in loss of driving/parking privileges on school property.

1st Infraction = Warning

2nd Infraction = 5 days removal of driving/parking privileges

3rd Infraction = 2 weeks removal of driving/parking privileges

4th Infraction = Removal of driving/parking privileges for remainder of the year.

Chillicothe R-II Transportation Policy

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

Parent/Guardian Expectations:

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

Parents/Guardians are encouraged to:

1. Understand and support District rules and policies, regulations and principles of school bus safety.
2. Cooperate with school officials to promote safe and efficient student transportation.
3. Support efforts to improve school bus safety.
4. Communicate safety concerns to school administrators.
5. Assist their children in understanding safety rules and encouraging them to abide by the rules.
6. Support safe riding practices and reasonable discipline efforts.
7. Understand that students who ride school buses must obey all laws, rules, and regulations governing student transportations. School bus riding privileges may be suspended or terminated, as indicated in this handbook, for failure to follow applicable student transportation laws, rules, and regulations.
8. Recognize their responsibilities for the actions of their children.
9. Be aware of the dangers involved in and around loading and unloading zones, including the dangers of loose clothing, clothing accessories, and other loose personal items.
10. Be responsible for:
 - a. Care supervision and behavior of their children prior to loading and after unloading from a school bus operated in

regular route, special education, career education, or similar type service. Whenever possible, parents/guardians are encouraged to monitor bus stops.

- b. Getting their children safely to designated school bus stop on time (no less than five [5] minutes and no more than ten [10] minutes before the scheduled pick up time) and having the children dressed in clothing appropriate for the weather season. The school bus will not wait for students not at the loading area when the bus arrives.
- c. Getting their children safety from a designated school bus stop.
- d. Helping the bus driver to teach their children proper procedures for safely crossing the roadway before loading and after leaving the bus.
- e. Supporting emergency evacuation procedures as prescribed by state law, rules, and regulations, and District rules and regulations.
 - 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 a-like 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.		
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		

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.

PARKING

Students are permitted to park on Chillicothe R-II Schools’ premises as a matter of privilege, not of right. The school retains the authority to conduct parking lot patrols and is permitted to conduct reasonable suspicion searches of vehicles in its parking lots, in accordance with law.

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.

USDA Non-Discrimination Statement

In accordance with federal 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, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and 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 **1-800-877-8339**.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be [obtained online](#)  or from any USDA office by calling **1-866-632-9992** or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

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

This institution is an equal opportunity provider.

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

This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

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

Appeals

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

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.

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV, A, Title V Revised 4/17 ² In compliance with ESSA Title VIII- Part C, Sec. 8304(a)(3)(C) Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

**Transition to Life Center
Parent/Teacher/Student Compact
2020-2021**

Parent/Guardian:

1. I have met with TLC staff to receive the TLC handbook.
2. I have received the TLC handbook and understand that my child will follow the guidelines set forth.
3. I will help ensure that my child attends school each day ready to learn.
4. I understand that my child will receive credits on a pass/fail basis.
5. I will keep the school district updated on current contact information including phone number and address, as well as a reliable emergency contact.

Parent/Guardian's Signature: _____ Date: _____

Teacher :

I will:

1. Provide a safe and caring learning environment.
2. Take into account personal strengths of each student.
3. Help your child follow the classroom and school rules.
4. Keep parents/guardians informed about their child's progress.
5. Provide rigorous course instruction to ensure that your child is college/career ready.

Teacher's Signature: _____ Date: _____

Student:

I will:

1. Read the TLC handbook and follow the school rules.
2. Work independently to meet my daily, weekly and semester goals.
3. Respect others.
4. Complete the work my teacher asks me to do.

Student Signature: _____ Date: _____

Field Trips
Parent Permission Form
2020-2021

Throughout the year, students will be taking field trips as part of their educational experience. These might include trips to the library, trips to the job shadowing experiences, trips for project based learning, trips to the YMCA, etc (this list is not inclusive, just serves as examples of experiences). We need parent permission for your child to participate in these types of activities. Please sign and return the form at the bottom to show your permission. Thank you.

Please check the appropriate response on the form, sign and return to your child's teacher.

_____ Yes _____ has my/our permission to go on field trips with his/her class.

_____ No _____ does NOT have my/our permission to go on field trips with his/her class.

(Parent's Signature)

(Date)

